



# Students' Association Of Olds College

## Policies & Procedures

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# 1. CREATION OF BYLAWS POLICIES & PROCEDURES

## **Policy Statement**

The SAOC's bylaws, policies and procedures shall be created, reviewed and amended annually per Executive term according to the procedures outlined in this policy, to remain effective and consistent with practice, and to ensure all required bylaws, policies, and procedures are included.

## **Purpose**

The Bylaw, Policy, and Procedure Committee under the direction of the Academic Vice President, will be responsible for creating, reviewing and amending SAOC bylaws, policies, and procedures as required. A policy is a directive in statement for describing the purpose, explanation, introduction, statement of intent, values, or need for directive. It is a broad statement of all principles employed in guiding decisions. All policies are to be approved by the Student Board of Directors.

## **Procedure**

- The Academic Vice President will initiate creation and/or review of each policy on or before the prescribed review date, or as soon as it is apparent that the policy or procedure needs to be updated.
- Policy or procedure will be reviewed by the Bylaw, Policy, and Procedure Committee. Once accepted it will be forwarded to the Student Board of Directors for approval.
- The SAOC Administrative Coordinator is to insert or replace the policies as instructed by the Student Board of Directors.
- The SAOC Administrative Coordinator is to advise all staff and Student Board of Directors members that a new policy or an update has been received.

## 2. STUDENT BOARD OF DIRECTORS DUTIES

### **Policy Statement**

SAOC will outline directives regarding Student Board of Directors' roles and responsibilities.

### **Purpose**

To ensure clarity of roles and responsibilities.

### **Procedure**

- Be responsible for legislative, executive, and administrative affairs of the SAOC.
- Act as a liaison between the SAOC and the respective schools of study at the College.
- Make yourself known as the School Representative for all the particular programs.
- Attend all Student Board of Directors' meetings with prepared reports.
- Place the best interest of the members of the SAOC ahead of the interests or wishes of any group or individual.
- Ensure the concerns of the respective schools are represented to the SAOC.
- Actively participate on the numerous SAOC committees.
- Participate in a number of SAOC functions to be decided by majority vote. If the delegate is voted to attend the function, the cost for the ticket will be reimbursed by SAOC
- Visit the SAOC office and sign in, a minimum of two (2) times per week.
- Check mailbox two (2) times per week, to receive Grass Roots and/or information and any posters to distribute them in respective building areas.
- All SBOD timesheets, depicting hours spent performing SBOD duties, will be submitted monthly to the Administrative Coordinator for payment processing purposes.

### **Written Reports:**

- Required bi-weekly
- Summarize recent activities in areas of representation
- Submit before noon on the day of the meeting to Google Drive
- These reports are included in the official meeting minutes of the Students' Association

### **Oral Reports:**

- Summarize recent activities in Student Board of Directors meetings for areas of representation
- It is expected that feedback and comments from peers will be brought back to Student Board of Directors' meetings
- Reports to schools/peers should be given between Student Board of Directors' meetings

### **End of Term Report:**

Each SAOC Student Board of Directors Member shall submit a written "End of Term Report" for the last meeting of the term. Reports shall include:

- An overview of their term as a Student Board of Directors member and School Representative.
- Recommendations for future reference.
- Activities, events, or ideas to be continued or picked up from.
- Relevant information for strengths and weaknesses of your position.
- Include long and short term goals for your position and Student Board of Directors.

Failure to hand in the "End of Term Report" at the last meeting of your term will result in penalty of honorarium. The "End of Term Report" will be collected by the Admin Coordinator.

### 3. SBOD & EXECUTIVE COUNCIL POSITION CRITERIA

#### **Policy Statement**

SAOC will have an Executive Council consisting of an elected President, Vice President of Academics, Vice President of Student Life and Vice President of Communications. In addition to Executive Council, two representatives from each school and two representatives from Calgary Campus will be voting members of Student Board of Directors.

#### **Purpose**

To identify membership criteria of Student Board of Directors and Executive Council.

#### **Procedure**

- All members of the Executive Council of the SAOC are members of Student Board of Directors by authority of their positions.
- All candidates for membership in the SAOC Executive and Student Board of Directors shall be members in good standing of the SAOC.
- Members of the SAOC Executive and SBOD who wish to be candidates for Council shall be full time students in good standing and have obtained and maintain the academic standard of a grade point average of 2.00 or greater cumulative.
- The SAOC Administrative Coordinator will contact the registrar's office to ensure the GPA of Executive Council and Student Board of Directors members are above 2.00, three (3) times per year. If the results are below the required GPA, the Administrative Coordinator will consult with the President to implement the probation policy.
- Members who have previously held a position at SAOC, as either an Executive Council or a Student Board of Directors member, and have been removed from their position through a vote of non-confidence will not be eligible.

## 4. SBOD PROBATION POLICY

### **Policy Statement**

SAOC has a process for Student Board of Directors who do not meet positional criteria.

### **Purpose**

To ensure that all positional criteria are met and that Student Board of Directors members understand the probationary process and procedures.

### **Procedure**

- If at any time during office, the GPA goes below the required grade the Administrative Coordinator will contact the Student Board of Directors member. At which time the member shall be placed on probation and a timeline will be implemented to give the member an opportunity to improve their GPA to above the required grade. If the timeline is not met, the member shall resign, or be released from their position.
- Members who have previously held a position at SAOC, as either an Executive or a Student Board of Directors member, and have been removed from their position through a vote of non-confidence will not be eligible.

## 5. EXECUTIVE STRUCTURE

### **Policy Statement**

SAOC will have job descriptions for all positions of the Executive Council.

### **Purpose**

To ensure clarity and accountability.

### **Procedure**

- SAOC's Executive Council will develop and review job descriptions annually as per executive term.
- Current job descriptions will be available upon request.
- Executive Council has the authority to institute ex-officio positions for the Executive Council and Student Board of Directors in order to enhance the business of SAOC.



## 6. CONFLICT OF INTEREST

### **Policy Statement**

All board members and staff of SAOC shall identify any areas of conflict of interest when they arise, and take action to ensure that the conflict is fully addressed.

### **Purpose**

To establish guidelines for the identification and resolution of areas of conflict of interest.

### **Procedure**

- A conflict of interest is a situation where a person's interests as an SAOC representative are influenced by their personal or other outside interests.
- An individual that feels he/she has a conflict of interest must identify the conflict.
- If appropriate, a discussion will take place regarding the validity of the conflict.
- If the conflict is found to be valid, the individual must refrain from further discussion and voting.
- The individual will then be recorded as having abstained from voting.
  
- If a board member feels that another member is in conflict, he/she should first identify the member and the conflict.
  - If the member in question does not recognize the conflict and step back, the conflict will be discussed by the entire board and be brought to vote to determine the validity of the conflict. This vote will be done by simple majority.
  - All discussions and votes regarding a conflict of interest shall be done in- camera for confidentiality purposes.

## 7. CODE OF ETHICS

### **Policy Statement**

SAOC shall conduct its' business based upon certain common ethical guidelines.

### **Purpose**

To establish the common ethical guidelines that SAOC is based upon.

### **Procedure**

- SAOC recognizes equal rights for all person groups. SAOC does not discriminate based on race, religious beliefs, color, gender, physical and/or mental ability, physical appearance, marital status, family status, source of income, age, ancestry, place of origin or sexual orientation.
- Though the association may not agree with certain individual views, SAOC supports the concept of freedom of expression insofar as those views are not contrary to the Canadian legal framework.
- SAOC follows and supports the Canadian Charter of Rights and Freedoms and Canadian law.
- Any ethical controversies that are under debate shall be taken to Executive Council or the Student Board of Directors for consideration.
- More information can be found at <http://www.albertahumanrights.ab.ca/>

## 8. CODE OF CONDUCT

### **Policy Statement**

Members of SAOC shall conduct themselves according to a certain standard whenever they can be considered to be representing the interests of SAOC.

### **Purpose**

To outline appropriate conduct for representative members of the SAOC.

### **Procedure**

- Members of the SAOC shall make decisions in accordance to the Ethics Policy, and the Mission, Vision, and Values statements.
- Representatives of SAOC shall conduct themselves in keeping with the best interests of the SAOC and the student body at large in any representative role.
- When representing the interests of SAOC, a representative member shall present the official decisions of SAOC in all matters and refrain from allowing their personal views to color their behavior.
- Representatives shall conduct themselves with professionalism in the SAOC office at all times.
- At times when a representative member is not explicitly representing the SAOC, they should keep in mind that their actions can reflect on SAOC at all times due to the nature of their public position and conduct themselves accordingly.
- If a representative member of the SAOC is found to be conducting themselves in a manner that is not in keeping with the best interests of the SAOC, action may be taken by the Student Board of Directors to correct the misconduct according to the organizations bylaws and policies.

## 9. PRIVACY POLICY

### **Policy Statement**

SAOC shall respect the privacy and maintain confidentiality of students and individuals providing personal information to the association.

### **Purpose**

To outline what kinds of information are protected by the SAOC and how and what information can be divulged.

### **Procedure**

- SAOC shall treat information as protected as per the Freedom of Information and Protection of Privacy Act (FOIP).
- No personal private information shall be divulged by the Association without prior consent from the individual.
- Personal information is collected by the Association through direct questionnaires or other forms.
- If any information on these forms is to be disclosed, the form shall make clear that this information may be used and given out to other parties, and express written consent shall be included on these forms.
- Consent is required any time the association will collect, use, or discloses any personal information, except in certain circumstances where information is voluntarily given and a reasonable person would expect the information to be used.
- Consent may be withdrawn at any time with written notice, subject to legal and contractual restrictions.
- Individuals have the right to access their own personal information, unless that information is protected for legal reasons.
- In the event that personal information is inaccurate, it will be corrected at the request of the individual.
- Private personal information shall be kept either within a locked area or within a password protected computer. Locked areas shall only be made accessible to the Administrative Coordinator, the Administrative Assistant and the SAOC Executive Committee.

## 10. VOLUNTEER PLACEMENT

### **Policy Statement**

SAOC shall place volunteers according to the positions available and the qualifications of the volunteers. Placements must also fall within SAOC guidelines on ethics and conduct. SAOC shall require upon entrance to the program a Police Record Check from potential Volunteer Candidates. This requirement is in compliance with standards set by the Government of Alberta as well as the Government of Canada.

### **Purpose**

To establish guidelines for volunteer placement and to reduce risk to clients, staff and volunteers by requiring regular Police Record Checks which identify past criminal behaviors.

### **Procedure**

A volunteer is anyone who performs tasks without compensation or expectation of compensation at the direction of SAOC or other agencies working with the SAOC.

Organizations for placement;

- Organizations solicited for volunteer opportunities must provide opportunities that provide value to students.
- SAOC will only solicit organizations within Mountain View County, and may expand to other local rural communities at the discretion of SAOC.

Advertising volunteer placements;

- Volunteer opportunities will be advertised through the SAOC website, Olds College email, SAOC designated poster boards, and Grassroots.
- Other media may be utilized for the purpose of advertising volunteerism through SAOC.

Recruiting volunteers;

- Recruitment of volunteers will be based on student, staff, and community interest.
- SAOC may choose to provide incentives in order to recruit volunteers.
- SAOC, at its' discretion, has the right to deny any individual as a volunteer.

Documentation;

- SAOC shall keep documentation recording which individuals are assigned to which volunteer opportunities.
- This documentation shall be kept confidential according to SAOC policy, and may be used to track statistical information.
- Volunteers or organizations may be asked to provide feedback regarding past volunteer opportunities.

Orientation;

- The organization that is providing a volunteer opportunity will provide their own orientation to the tasks to be completed.
- SAOC may provide additional information or training to volunteers or students at large if it is requested and if it within the capabilities of the SAOC.

Volunteer expectations;

- It is expected that by accepting a volunteer opportunity that a volunteer will follow through on any obligations that they have committed to.
- Volunteer are expected to conduct themselves in an appropriate manner while volunteering.

Corrective action;

- If a volunteer does not fulfill their obligations, or conduct themselves in an appropriate manner, SAOC reserves the right to refuse any further volunteer positions to this individual.

The following volunteers are required by SAOC to complete a Police Record Check

- All new volunteers who are interested in registering with the volunteer program will be required to complete a Police Record Check
- Volunteers shall complete a second Police Record check after three years of volunteering with SAOC
- Full-time international student volunteer who have been in Canada for a year plus a day shall be required to complete a Police Record Check
- Volunteers who will be working directly with children or other vulnerable persons

Full-time international students who have been in Canada for less than one year will not be required to complete a Police Record Check as they complete a criminal record check prior to entrance to the country.

Volunteers working directly with children shall also be required to complete a child welfare check (child intervention check).

Fees for Police Record Check & Child Welfare Check

- The processing fee for a Police Record Check will be paid in full by the SAOC
- The cost for the Police Record Check will initially be paid by the applicant and then reimbursed by the SAOC upon submission of an original receipt.
- A letter will be provided to the potential volunteer stating that they have been asked to join the SAOC Volunteer team for purposes of obtaining a Police Record Check.

There is no cost associated with a child welfare check Should the Police Record Check reveal that a volunteer has a past criminal record the volunteer may be suspended or barred from the SAOC Volunteer Team at the discretion of the Administrative Coordinator

- The Administrative Coordinator may request that the applicant provide an official report which outlines their past criminal history.
- An applicant will only be allowed to reapply to the program at the discretion of the Administrative Coordinator if the past offense is judged not to jeopardize the safety of clients, staff or volunteers or to threaten the success of the program.

## 11. MEDIA & CAMPUS WIDE EMAILS

### **Policy Statement**

The SAOC shall have a consistent and unanimous voice in all forms of media, including; press releases, radio announcements, formal letters, all forms of social media and communication representing SAOC as a whole.

Campus wide emails pertaining to club business shall be subject to approval of the Vice-President of Communications so as to ensure they reflect the values of SAOC and are consistent.

### **Purpose**

To ensure a unanimous voice as dictated by consensus of council and to reduce the number of redundant emails sent out campus wide.

### **Procedure**

TBD

### **Campus Wide Emails**

- Must be proof-read and edited by one other individual prior to being sent out.
- Will be sent out weekly in a “Club Events” or “Club Happenings” bulletin from the office of the Communications Vice-President.

### **Club Responsibilities**

Information that a club wishes to have sent out in a campus wide email must be submitted to the SAOC one week prior to expected release date, in the format they wish for it to appear in. Order within the campus wide email will be dictated on a first come, first served basis.

### **SAOC Executive Responsibilities**

Weekly campus wide emails will be the responsibility of the SAOC Communications Vice-President. They also must ensure that the campus wide email is released promptly and edited.

## 12. CONTRACTURAL AGREEMENTS & SIGNING AUTHORITY

### **Policy Statement**

The SAOC shall have a clear and decisive procedure for the signing of contractual agreements.

### **Purpose**

To provide the SAOC with a clear process when considering the signing of contracts and clarify who can sign contracts and what needs to be brought to Executive Council before signing occurs.

### **Procedure**

Contracts are:

- Any expenditure which requires a signature;
- An expenditure that will be reoccurring;
- Any promise of services being covered by one specific vendor on SAOC property;
- Anything that leaves the SAOC legally obligated.

Expenditures are;

- Anything requiring the SAOC to pay monies to anyone from the SAOC budget;
- Any papers signed leaving the SAOC contractually obligated to accept a service from a specific vendor for any length of time;
- Papers being signed that require time and effort from SAOC Executive or office staff.

Signing authority rests with the SAOC Administrative Coordinator, SAOC President and one other designated SAOC Executive. One other Executive may be chosen for signing authority to provide continuity during the summer. Proximity to Olds must be considered.

No contract shall be signed unless first brought before SAOC Executive Council and/or Student Board of Directors. There can be no hidden clauses or quiet “kick-backs” to SAOC Executive or office staff in any contract signed by the SAOC.



## 13. SAOC CORPORATE CREDIT CARD POLICY

### **Policy Statement**

The SAOC shall have a clear and decisive procedure for the use of SAOC credit cards.

### **Purpose**

The purpose of this policy is to ensure that the Student Association of Olds College (SAOC) credit cards are used for appropriate purposes and adequate controls are established for day-to-day use. This policy will apply to all users of SAOC credit cards.

### **Procedure**

Employees and the Executive of the SAOC will be issued a corporate credit card where the nature of their job requires such use. Corporate credit cards will only be used for appropriate business expenditures. The charging of personal expenditures to the corporate credit card with a subsequent refund to the College is expressly prohibited, as set out in the attached Employee/Executive Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix B). Employees or Executives issued with a corporate credit card will be required to sign an Employee/Executive Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card (Appendix B). Disciplinary action will be taken for inappropriate use of corporate credit cards.

## 14. EXPENSE & PURCHASE ORDER POLICY

### **Policy Statement**

Purchase Orders are to be used for the acquisition of higher dollar value items that cannot be made using the Corporate Credit Cards. The Purchase Order represents a document indicating types, quantities and agreed to prices for specific products or services from an external vendor/supplier.

The purchases to be made under this policy are not to exceed \$5,000. Any purchases exceeding \$5,000 must first obtain the approval by the Student Board of Directors (SBOD).

### **Purpose**

The purpose of this procedure is to outline the requirements for requisitioning goods and services that must be processed through a Purchase Order.

### **Procedure**

#### **REQUISITIONING PROCESS**

- Employees and Executives must submit a Purchase Requisition to the President or to the Administrative Coordinator clearly indicating the goods and services to be purchased and ensure that the supplier's legal name has been used. The Purchase Requisition is the authorization to initiate the procurement process; it enables a Purchase Order and/or agreement/contract to be generated. It will also provide the account number which will be entered into the financial accounting system.
- The President or the Administrative Coordinator will ensure that the Purchase Requisition is authorized according to SAOC policy and procedure. The President or the Administrative Coordinator will sign off on Purchase Requisition and then issue a Purchase Order number which will be given to the supplier. This Purchase Order number will be recorded on the expense invoice so it can be matched to the Purchase Requisition.
- Employees and Executives should ensure that Purchase Requisitions for computer hardware and software are reviewed by the Olds College Information Systems or IT department to ensure compatibility with the College's existing network. The Purchase Order System must not be used for personal purchases.

#### **CAPITAL ASSETS**

Definition – A capital asset is an asset that has a useful life longer than one year and is not intended for sale during the normal course of business. It includes all kinds of property, moveable or immovable, tangible or intangible, fixed or circulating. Examples are buildings, computer equipment, furniture, machinery and vehicles.

It is the responsibility of the Executive Council to ensure that any capital asset(s) being purchased has been included in the annual budget. If it was not, then any capital asset purchases must first be approved by the Executive Council prior to the Requisition Process starting. Capital purchases must be coded to the correct capital asset account so they can be identified and recorded into the appropriate account in the financial software program.

If there is a question concerning whether a purchase is capital, the President or Administrative Coordinator should be consulted. If installation is required, the SAOC should ensure that the Purchase Requisition has been approved by the Director of Campus Facilities and that any installation costs are identified and considered prior to purchase.

#### **CHANGES TO A PURCHASE ORDER**

Any revisions/corrections to a Purchase Order must be done with the approval of the President or Administrative Coordinator.

#### **PURCHASING AND SIGNING AUTHORITY**

Requisitions can be requested only by Employees of the SAOC or by the Executive Council of the SAOC.

## 15. PROGRESSIVE DISCIPLINE POLICY

### **Policy Statement**

To keep all SAOC employees accountable for their actions, all discipline to employees must follow the guidelines stated in this policy.

### **Purpose**

To ensure employees have the opportunity and the right to correct performance and behavior issues and concerns which arise, and to ensure that all employee discipline matters are conducted in a uniform matter.

### **Procedure**

#### **Informal Verbal Warning**

The SAOC retains the right to issue an informal verbal warning instead of, or prior to a formal disciplinary meeting. The choice to issue an informal verbal warning is at the strict discretion of the Employee's supervisor. This informal step is a verbal warning or discussion between the employee and his or her immediate supervisor. This meeting will occur as soon as possible following the identification of a performance issue. This informal verbal warning will include a description of the performance issue and how the employee can correct the situation. Depending on the severity, the supervisor can fill out the Notice of Disciplinary Action Form. This will not be placed on the employees file.

#### **Formal Disciplinary Meetings**

Upon notification of the formal disciplinary meeting the employee will have a right to have a 3<sup>rd</sup> party representative at the meeting, if the offer is refused, a note will be made on the *Notice of Disciplinary Action Form*. There are 4 stages within the formal Progressive Discipline Policy.

- i. Stage 1 – Recorded verbal warning (recorded on employee file)
- ii. Stage 2 – Written Warning
- iii. Stage 3 – Suspension
- iv. Stage 4 – Dismissal with Cause

#### **Stage 1 – Recorded Verbal Warning**

Stage one of the progressive discipline Policy is a formal documented meeting between the employee and his or her immediate supervisor. This supervisor may choose to have another supervisor present as a third-party to act as a witness. This meeting will occur as soon as possible following the identification of a performance issue. The verbal discussion will include a description of the performance issue, how the employee is to correct the situation, and potential future consequences. The employee will be provided with an opportunity for discussion at this meeting that will not exceed 15 minutes in duration. The manager will document the meeting and provide the employee with a copy of the *Notice of Disciplinary Action Form*. This form will be signed by the employee, the supervisor, and any third party that is present. A copy will be provided to the employee and the original will be placed in the employee's personnel file. The employee will also be provided with a copy of the Progressive Disciplinary Policy at this point.

#### **Stage 2 – Written Warning**

At stage two of the Progressive Discipline Policy is a formal letter on Students' Association letterhead will be issued to the employee during a meeting led by the supervisor and attended by the administrative coordinator. The letter warning may state:

- What the employee did wrong and what the employee should have done
- Reference to any previous disciplinary action
- Corrective action to be taken and potential future consequences

The formal letter of warning will be signed by the supervising manager, the administrative coordinator, the president of the SAOC, and the employee. The supervisor will document the meeting and provide the employee with a copy of the *Notice of Disciplinary Action Form*. The form will also be signed by the supervising manager, the administrative coordinator, the president of the SAOC, and the employee. Copies of the letter will be provided to the employee and the original will be placed in the employee's personnel file. The employee will be provided with a copy of the progressive discipline Policy at this stage.

### **Stage 3 – Suspension**

If an employee's behavior does not improve or if there is a significant issue that requires disciplinary action of a serious nature, the employee will be suspended without pay. A disciplinary suspension is a temporary removal of the employee from the workplace which is enforced by the employer as a disciplinary consequence. At stage 3 of the Progressive Discipline Policy a letter of suspension will be issued to the employee during a meeting held by the supervising manager, and attended by the president of the SAOC and the Administrative Coordinator. The supervising manager will have the digression as to how long the employee is suspended for. The letter of suspension must state:

- What the employee did wrong
- What the employee should have done
- Reference to any previous disciplinary action
- Date of suspension and for how long (decided by the supervising manager, president of the SAOC, and the Administrative Coordinator)
- Potential future consequences

### **Stage 4 – Dismissal with Cause**

Dismissal with Cause is the most severe type of discipline and is one that must be used when the supervisor establishes that reasonable disciplinary attempts have failed to correct the employee's behavior, or if there is a significant issue or incident which is cause for dismissal. The purpose of dismissal is to terminate the employee when collective efforts have failed and improvement no longer seems reasonably possible or the employee's conduct or actions cause irreparable damage to the employment relationship.

Before the dismissal, the supervisor must:

- Consult with the president of the SAOC and the Administrative Coordinator
- Consider all actions previously taken with respect to disciplining or correcting the employee's behavior or actions.
- Consider whether the employee's actions or conduct sufficiently warrant dismissal with cause in accordance with Alberta Labor laws.
- The employee shall receive a record of employment, relevant information regarding salary, benefits and vacation pay, and any outstanding monies owed to him or her by the SAOC in accordance with the Alberta Labor Laws. The employee must surrender any SAOC see property following his or her dismissal as soon as possible.

## **NOTICE OF DISCIPLINARY ACTION FORM**

Type of Action:

- Informal Verbal Warning
- Recorded Verbal Warning (Stage 1)
- Written Warning (Stage 2)
- Suspension (Stage 3)
- Dismissal (Stage 4)

Issued to: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Issue: \_\_\_\_\_  
 Position: \_\_\_\_\_ Department \_\_\_\_\_

Disciplinary action taken for the following reasons (include date of occurrence):  
 \_\_\_\_\_  
 \_\_\_\_\_

History of disciplinary actions (if applicable, include date and explanation):  
 \_\_\_\_\_  
 \_\_\_\_\_

Future Expectations:

FURTHER INFRACTIONS MAY RESULT IN FURTHER DISAPLINE IN ACCORDANCE TO THE PROGRESSIVE DISCIPLINE PROCEDURE

POSITION	NAME	SIGNATURE	DATE
EMPLOYEE			
SUPERVISING MANAGER			
PRESIDENT			
ADIMINISTRATIVE COORDINATOR			
3RD PARTY			

## 16. GRASS ROOTS

### **Policy Statement**

The SAOC shall publish the Grass Roots, the student communications at Olds College.

### **Purpose**

To set guidelines for this service.

### **Procedure**

- The Grass Roots shall be produced in the SAOC office.
- All policies outlined will apply to staff and volunteers working on the Grass Roots.
- Submissions are welcome and encouraged from students and other members of the Olds College community.
- The following submission guidelines will apply:
  - Submissions must include the name of the writer.
  - No submissions will be accepted from an external, for-profit organization seeking free advertising.
  - Submissions which have been judged by the Grass Roots staff to be obscene, pornographic or libelous shall not be published.
  - Submissions will be discouraged which are blatantly racist, sexist, or designed to promote hatred of any person or group. However, all submissions will be judged as to their validity as a student/staff/faculty opinion, their news worthiness, their print worthiness, their intent, and/or their humor content.
  - The Grass Roots reserves the right to edit for brevity, clarity, and content.
  - Final determination of content rest with the editor.
  - Each issue will carry the disclaimer: "Individual views expressed in this newsprint do not necessarily reflect the opinions of the Students' Association of Olds College as a whole."

## 17. HEALTH & DENTAL PLAN

### **Policy Statement**

The Students' Association of Olds College shall obtain Health and Dental Plan coverage through a third party affiliate for the benefit of its members.

### **Purpose**

To ensure consistency of service and outline Health and Dental regulations.

### **Procedure**

- The Health and Dental Plan will be managed by a broker.
- The Association and the broker will abide by the provisions of the contract as established between the two.
- The Plan will be mandatory to full-time, on campus or satellite campus students as the time of registration. Students with other health coverage can opt out of the health portion of the plan with proof of coverage. Students with other dental coverage can opt out of the dental portion of the plan with proof of coverage.
- Health and Dental Plan fees will be collected at the beginning of the students' initial term each school year.
- Any net revenue realized from the Health and Dental Plan in any year will be directed to a Health and Dental Reserve Fund for the future benefit of those participating in the Health and Dental Plan.

## 18. POSTER BOARDS

### **Policy Statement**

The Students' Association of Olds College shall provide poster board areas for sharing club and SAOC information on news and/or events with students.

### **Purpose**

To ensure communication with all members and to provide information sites in each building on campus.

### **Procedure**

- All posters to be posted on the SAOC boards must first be approved, stamped and dated at the SAOC office.
- All posters must comply with all Olds College policy.
- Posters must not cover other information and must be posted in an orderly fashion.
- SAOC reserves the right to remove any posters that do not comply with this policy.
- All posters must be removed in a timely manner, either after the date of an event or after a maximum of two months has passed.



## 19. ACCEPTABLE USE OF THE CROSSING

### Policy Statement

The SAOC will set guidelines for the hosting of events in The Crossing and will abide by AGLC rules and regulations.

### Purpose

To establish guidelines for renting parties regarding the hosting of events in The Crossing, and to establish what action the SAOC may take if these guidelines are not followed.

Renting parties includes individual students, student clubs, college individuals or groups, and individuals or groups external to the college.

Event refers to any function, party, meeting, or other gathering put on by any renting party.

To determine SAOC's role in sanctioning alcohol based events in The Crossing Restaurant & Pub.

### Procedure

- Any group or club hosting an event in The Crossing will sign a contractual agreement with the SAOC. Olds College conference services may rent out the dining area for special events for the rental fee of \$400 upon approval of the SAOC.
- No group shall be given access to the kitchen or bar facilities in The Crossing. If the group wants food or alcohol service, that service is to be provided by The Crossing.
- At least one SAOC staff member will be present at club events.
- Permission in writing is required from the SAOC for Chartwells catering to be permitted to cater in the crossing. If Chartwells is catering an event in the Alumni Centre and accessing The Crossing dining area, Crossing staff will not need to be present for this purpose.
- The gaming area is not included in the rental agreement. Should the gaming area be needed for an event prior arrangement would have to be made with the SAOC at an additional fee of \$150
- A no-show fee of \$400 will be charged to any group that fails to show up for their event if they have not given 48 hours notice of cancellation.
- All groups are responsible for setting up for their event. The SAOC will not be held responsible for the failure of an event because a group failed to prepare and set up for it.
- All groups are responsible for taking down any materials and cleaning up after their event. This must be completed before 7:30am the morning following the event. Takedown and cleanup includes, but not limited to:
  - Removal of all decorations.
  - Removal of all event advertisement.
  - Replacement of chairs and tables to their original position.
  - Removal of garbage, bottles, plates, or other item out of place.
  - Cleanup of any large spills, messes, or broken glass.
- If alcohol is to be served at the event, a person will be designated by the group who will remain sober and take care of all take down and cleanup.
- Failure to comply with any part of this policy will result in a minimum \$250 fine, and may result in the SAOC refusing to sanction an event in the future at the discretion of the SAOC.
- Security must be provided for Events as set out by the AGLC regulations.
- The Crossing Restaurant and Pub will follow the Alberta Gaming and Liquor Commission laws, and will act accordingly with any patron who consumes alcohol in the establishment.

## 20. CAPITAL CAMPAIGN COMMITTEE

### **Policy Statement**

The SAOC's involvement in Olds College Capital Campaigns shall be handled by the Capital Campaign Committee.

### **Purpose**

The Capital Campaign Committee shall guide the decision making process related to the Students' Association of Olds College's (SAOC) involvement in the current Olds College Capital Campaign.

### **Procedure**

#### **Terms of Reference**

Title - The name of this Committee shall be the Capital Campaign Committee. This Committee is established under the authority of the Student Board of Directors of Olds College.

Purpose - The Committee shall guide the decision making process related to the Students' Association of Olds College's (SAOC) involvement in the current Olds College Capital Campaign.

Membership - The Committee is comprised of no less than four (4) and no more than eight (8) members, one of whom is the current SAOC President who will act as Committee Chair.

A minimum of five (5) Committee members shall be chosen by the Executive Council upon enactment of this Committee, and shall retain their seat on the Committee for the duration of the Capital Campaign they were chosen for, or such time they wish to resign their seat. The remaining two (2) seats shall have one year terms and may remain open or be filled at the discretion of the current Executive Council.

Members of the Committee must be appointed by the Executive Council and must be current or former Olds College students. Replacement members for any member that has resigned their seat will be chosen by the current Executive Council based on recommendations from the remaining Committee members. On behalf of the Committee, the Committee Chair may invite internal or external persons to attend meetings, in a non-voting capacity, to provide advice and assistance where necessary.

A majority of the members of the committee shall constitute a quorum at any meeting.

### **Functions**

- The functions of the Capital Campaign Committee are:
- To provide year over year consistency and follow through on matters relating to the SAOC's involvement in the Olds College Capital Campaign;
- To act as liaison between Olds College and the SAOC on matters relating to the Olds College Capital Campaign;
- To make decisions on behalf of the SAOC regarding the Olds College Capital Campaign, including but not limited to decisions regarding scope of work, planning and design work related to proposed construction and renovation projects, and negotiation of contracts and/or leases in relation to the project for approval by the SAOC Executive and/or the Student Board of Directors;
- To have at least one member of the Committee attend Olds College Capital Campaign Cabinet meetings;
- To ensure adherence to contracts signed between Olds College and the SAOC related to the Olds College

Capital Campaign;

- To represent and act within the best interests of the students of Olds College in all decisions;
- To provide reports to the Executive Council outlining activities in January, April, and September of each year;
- The Committee does not have the authority to enter into contracts, secure financing, or incur any type of debt on behalf of the SAOC.

### **Meetings**

The Capital Campaign Committee shall meet a minimum of once per month. A meeting may be cancelled by a majority vote of the Committee. Additional meetings may be called by any member of the Committee with a minimum notice of seven (7) calendar days.

### **Compensation**

Committee members shall be compensated through an honorarium of \$200 per month, with the exception of the current SAOC President or anyone holding a seat on the Committee while also holding a position on the current Executive Council. Honorariums can be docked by a majority vote of the current Executive Council based on a recommendation from the Committee by agreement of the majority. Reasons for dockage may include missed meetings and non-performance of duties.

Travel expenses for attendance of meetings or other Capital Campaign Committee business where telephone, skype, etc. are not sufficient may be reimbursed, subject to approval by a majority vote of Committee members.

### **Minute Taker / Secretary**

The SAOC Administrative Coordinator (or someone appointed by them) shall be responsible for preparing agendas and issuing notices for Committee meetings, ensuring all necessary documents requiring discussion or comment are included with the agenda.

Meeting minutes will be recorded and distributed in draft form to all Committee members by the SAOC Administrative Coordinator (or someone appointed by them). Minutes will be accepted by Committee members as a true and accurate record at the commencement of the next meeting.

### **Amendments**

The Terms of Reference shall be reviewed annually from the date of approval. It may be recommended that they be altered to meet the current needs of the Committee by agreement of the majority. The Committee can be dissolved by a majority vote of the current Student Board of Directors.

This Committee shall be assembled at the beginning of the SAOC's involvement in an Olds College Capital Campaign, and shall be disbanded at such time that work related to that Capital Campaign has concluded. The Committee shall be assembled and disbanded based on a majority vote by the Student Board of Directors.

## 21. OFF CAMPUS EVENTS

### **Policy Statement**

The SAOC shall establish guidelines regarding the sanctioning of Club events held off-campus.

### **Purpose**

To establish guidelines regarding what constitutes an event held off-campus that can be sanctioned by SAOC.

### **Procedure**

- The SAOC may sanction events held off-campus by itself or SAOC clubs;
- All events must be in keeping with SAOC Bylaws, policies, and the SAOC Mission, Vision, and Values statements.
- An event held off-campus may not be sanctioned for any reason if it involves the use of alcohol.
- If an event is to be held at an establishment that does serve alcohol, the host of the event must ensure that alcohol will not be consumed during the event in question.
- If an event has been sanctioned under these guidelines and the guidelines are not followed by the group or individual hosting the event, the sanction will be considered voided and any benefits to the group provided by SAOC including, but not limited to funding, the ability to use proceeds by a club, and the provision of insurance by SAOC will be denied.
- SAOC reserves the right to perform spot-checks on events to ensure that these guidelines are being followed.
- SAOC reserves the right to charge a fine up to \$250, refuse to sanction further events for, or de-ratify a club if these guidelines are not followed.
- SAOC reserves the right to refuse to sanction any event at its discretion.
- Events held off-campus must be approved by both the SAOC Administrative Coordinator and the Vice President of Student Life.

## 22. HIRING PRACTICES

### **Policy Statement**

SAOC shall hire employees based on specific criteria for all temporary, probationary, contract and regular staff appointments.

### **Purpose**

To establish guidelines for the appointment of staff to SAOC.

### **Procedure**

- A closed position is one which is restricted to student members. All other positions shall be considered open and available for application by any qualified individual.
- Any position for employment must be advertised through at least one forum for a minimum of one week.
  - Open positions must be advertised in such a manner that members of the community at large would have exposure to the advertisement.
  - Closed positions need only be advertised on Olds College campus.
  - All postings must carry a closing date, after which applications received will no longer be accepted unless no suitable applications have been received, in which case the deadline may be extended indefinitely until a suitable candidate is found.
- After applications have been collected, the Executive Council shall review the applications and short-list the most qualified applicants to be contacted for interviews.
- Applicants will be interviewed by the Administrative Coordinator.
  - One or more of the SAOC Executive Council must sit in on the interviews.
  - If the position being advertised is the position of Administrative Coordinator, the short-listing and interview process will be conducted by the entire Executive Council.
- In cases of conflict of interest, such as nepotism, between the interviewer and the applicant, the interviewer must abstain completely from the interview process.
  - An additional interviewer shall sit in on all interviews for the position and the decision for appointment shall be made by that person.
- After the interview process is complete and the successful candidate has been chosen, the candidate will be informed of the decision and offered the position.
  - If the applicant accepts the position, they will be asked to provide all pertinent information and to sign all necessary documentation. During this period, a contractual agreement will be negotiated.
  - If the applicant does not accept the position, the next most successful applicant will be contacted for the position under the same circumstances as above.
- Resumes may be kept on file for up to one year, six months after which the resume will be destroyed.
- Temporary employment includes employment in non-recurring positions, such as a replacement for an employee whose return is imminent, or for which specific time limits are set at the time of appointment. Appointment of these positions may be done without following procedures 1-8 if it is deemed necessary.
- SAOC is an equal opportunity employer and follows all relevant legislation of the Alberta Government regarding employment.

## 23. TERMINATION OF EMPLOYMENT

### **Policy Statement**

SAOC shall follow certain guidelines for termination of employment for all SAOC staff.

### **Purpose**

To establish guidelines by which termination of employment is to be handled.

### **Procedure**

Termination of employment may be initiated either by the employee or the SAOC.

- All staff may only be terminated by Executive Council, upon recommendation of appropriate Administrative Coordinator.
- The Administrative Coordinator may only be terminated by the President of Executive Council upon direction from Executive Council.

Termination of employment initiated by the employee must be submitted in writing.

- The written resignation must be received within the guidelines established under the Alberta Employment Standards Code.

Termination of employment initiated by SAOC must be given to the employee in writing according to the minimum standards set out under the Alberta Employment Standards Code.

Payment of wages, benefits, and holiday/overtime pay will be made following termination based on the Alberta Employment Standards Code.

No notice of termination will be required if the employee is still within their three-month probationary period or at the end of a temporary contract.

An employee may be terminated by the SAOC for just cause without notice or pay in lieu of notice.

- The SAOC must be in possession of sufficient evidence and documentation to support a claim of just cause before an employee may be terminated for just cause.

If an employee is terminated without just cause, the employee must either be terminated with notice or pay in lieu of notice.

For further information refer to: [Alberta Employment Standards Code: Termination of Employment](#)

## 24. EMPLOYEE ABSENCES

### **Policy Statement**

The SAOC shall maintain standards for the administration of absences from work for all employees.

### **Purpose**

To establish guidelines for employee absences.

### **Procedure**

#### **Paid Leave:**

Paid leave is administered on the following basis, per year:

- Sick leave (1 day per month)
  - Jury duty/witness summons (as required)
  - Illness within the immediate family (4 days)
  - Bereavement for immediate family (4 days)
  - Attend funeral as a pall-bearer or mourner (1 day)
  - Travel time for illness within the immediate family or bereavement (2 days)
  - Executor estate (2 days)
  - Disaster conditions (2 days)
  - Be present at birth or adoption proceedings of employee's child (1 day)
  - Writing exams for courses approved by the employer (as required)
  - Statutory holidays and college closure days (see attached chart)
- Employees on a paid leave are to receive full time wages for the duration of their allowed leave. Any time taken off beyond the above times outlined will not be paid.
  - Sick leave of more than three consecutive days must be accompanied by a doctor's note in order to receive compensation.
  - Employees that take leave for jury duty/witness summons will only receive the difference between compensation paid by the court and the employee's regular full time pay for the duration of the summons. Documentation of court compensation must be provided.
  - Acceptable disaster conditions include, but are not limited to: Floods, fire, tornadoes, and other "acts of God" that cause the employee personal property damage or personal injury.
  - Employees who are still in a probationary period are not eligible for paid sick leave or paid absences.
  - Temporary staff may not be eligible for any leave of absence.

#### **Unpaid Leave**

Unpaid leave is administered on the following basis:

- Maternity leave (up to 12 months) Maternity leave shall be administered according to the minimum requirements of the Alberta Employment Standards Code.
- Legitimate personal reasons (up to 12 months) Legitimacy of personal reasons shall be determined by the Administrative Coordinator and/or the Executive Council.
- Temporary staff may not be eligible for any leave of absence.

#### **Vacations**

Vacation pay is administered as per individual contract.

Salaried employees who have worked for SAOC for at least one calendar year will be entitled to 10 working days vacation time, unless otherwise stated in the employee's contract.

- No more than half of an employee's vacation time may be taken consecutively during the regular Olds College school year (September to April), not including reading week or Christmas holidays unless other arrangements have been approved by the Administrative Coordinator and/or Executive Council.
- Full-time hourly employees' vacation pay is calculated as per Alberta Employment Standards (4%) and paid out upon request of vacation time.
- Part-time/Temporary/Special Contract employees' vacation pay is calculated as per Alberta Employment Standards (4%) and paid out on each paycheck.

Statutory Holidays:

New Year's Day (January 1st)

Family Day (3rd Monday in February)

Good Friday

Easter Monday

Victoria Day (May)

Canada Day (July 1st - if July 1st falls on a Sunday, July 2nd replaces it as the statutory holiday)

Civic Holiday (1st Monday in August)

Labour Day (1st Monday in September)

Thanksgiving Day

Remembrance Day (November 11th)

Christmas Day (December 25th)

Boxing Day (December 26th)

College closure days are administered by Olds College as per Olds College Policy D4 and published in the Olds College Calendar of Events.



## 25. PAY SCALE & EVALUATION POLICY

### **Policy Statement**

SAOC shall use a pay scale formula for all employee increments based on CPI and Evaluation. SAOC shall conduct evaluations of all employees annually to decide if a pay increase is in order, to identify any accomplishments or improvements needed in work performance.

### **Purpose**

To ensure fair and consistent wage increments as allowed by SAOC budgets and to ensure evaluations occur in a timely manner for all staff of SAOC so that improvements can be noted, made or congratulated.

### **Procedure**

An employee is anyone hired by SAOC to work in "The Crossing "or SAOC Office.

### **Pay Scale:**

- Shall be subject to a three month probationary period where SAOC will evaluate employment at the conclusion of the probationary period.
- Shall be reviewed annually after such time as the probationary period has been completed successfully.

### **Evaluations:**

- Shall occur annually by the President or designated executive
- May be used in deciding increment increase rates
- Evaluations for The Crossing staff will be conducted by the Crossing Manager and approved by the executive
- Evaluations will be scheduled and individuals will be given one week notice of impending review
- Evaluation/recommendation regarding increments will be presented to SAOC Executive for approval due to budget constraints

### **Increase:**

- Shall occur with CPI increases to a maximum of 4% annually
- Shall be subject to the budget constraints of SAOC
- Will be based on a successful evaluation

## 26. STAFF BENEFITS

### **Policy Statement**

SAOC shall include benefits as part of a comprehensive remuneration plan to their support staff as outlined below, the cost of which is to be shared between SAOC and the employee(s) as outlined below.

### **Purpose**

To establish guidelines for the SAOC staff benefit plan.

### **Procedure**

The SAOC shall provide Health & Dental benefits for full time employees as follows:

### **Health & Dental**

The employee will contribute 50% of the total fee to be deducted from each paycheque.

### **Long Term Disability & Life Insurance**

The employee will contribute 100% of the LTD portion

The employer will contribute 100% of the Life portion

## 27. STANDARD OPERATING PROCEDURES

### **Policy Statement**

SAOC staff shall be required to follow SOP's as defined to ensure the efficiency of the workplace by creating consistency and operating in a professional manner.

### **Purpose**

To establish guidelines for the effective and efficient management of the SAOC office.

### **Procedure**

- The Office Procedures shall be the responsibility of the Administrative Coordinator to draft, edit, and distribute to the appropriate parties.
- The SAOC Executive Council shall review the Office Procedures annually.
- The SOP's shall encompass all internal controls determined by the Administrative Coordinator.
- It shall be a restricted internal document, available to SAOC staff, the Executive Council, SBOD and the auditing team as necessary.

## **Appendix A**

### SAOC Corporate Credit Card Procedures

#### **Part A - Corporate Credit Card Appropriate Uses and Responsibilities**

##### **Appropriate Use**

Examples of appropriate uses of corporate credit cards include stationary and office supplies, travel expenses, supplies of The Crossing, special event expenses and conference registration fees. Examples of prohibited uses of corporate credit cards include (but are not limited to) personal expenses, withdrawal of cash/cash advances, fuel for personal vehicle. The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the President or Administrative Coordinator is sought prior to transacting with the card.

##### **Responsibilities**

Employees or Executives issued corporate credit card are responsible for:

- ensuring the cards are used only for appropriate business expenses
- ensuring that only the employee or executive whose name appears on the card uses the card
- retaining receipts and providing explanations for all card transactions
- returning the corporate credit card to the Administrative Coordinator upon termination or upon completion of term

The President and Administrative Coordinator is responsible for:

- determining which employees and executives require a corporate credit card for SAOC business and the applicable credit limit for each corporate credit card
- limiting the issue of corporate credit cards to those who require a card for business
- collecting and cancelling the corporate credit cards from terminated employees and executives whose term is completed
- reviewing and authorizing corporate credit card invoices on a timely basis
- identifying and requesting any credit or transaction level limits required for individual cards
- ensuring that all corporate credit card transactions are properly authorized
- processing payments for corporate credit card statements on a timely basis to ensure the appropriate payments are being made

#### **Part B - Corporate Credit Card Statement Payment Procedures**

- Employees and Executives must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expenses on the back of each receipt.
- The employee will submit the detailed original receipts and credit card statement along with a completed transaction log to the Administrative Coordinator for authorization.
- Charges for items where the receipt has been misplaced must be explained to the President and Administrative Coordinator. The occurrence of continual missing receipts may result in cancellation of the corporate credit card.
- The President and Administrative Coordinator will confirm that the charges are justified and appropriate before authorizing (signing) the transaction log for payment.
- The approved transaction log, credit card statement and original receipts will be forwarded to Financial Services (Accounts Payable) one week prior to the credit card statement due date.
- The Administrative Coordinator will verify the authorization and schedule payment to avoid unnecessary late payment charges.

## Appendix B

### Acknowledgement of Responsibilities & Obligations - Corporate Credit Card

I, the undersigned, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with the Students Association of Olds College (SAOC). I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the SAOC President, or SAOC Administrative Coordinator in accordance with the usual SAOC procedures.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of SAOC. Should the card be lost, stolen, suspended or compromised in any manner, I will advise the appropriate financial institution and the Administrative Coordinator immediately.

Furthermore, I understand that this card has been provided to me on behalf of SAOC and that in the event of willful or negligent default of these obligations, SAOC will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of either the SAOC President or the SAOC Administrative Coordinator or upon the completion my term in the position.

Cardholder name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Card Administrator Signature \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Limitations:

(1) Per transaction limit \$ \_\_\_\_\_

(2) Total Monthly Credit Limit of Card \$ \_\_\_\_\_

(3) Card has been signed