

# BOARD POLICY MANUAL

*Revised September 2020*

**BRIERCREST**

CHRISTIAN ACADEMY — COLLEGE — SEMINARY

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## POLICY STATEMENT

The Board Policy Manual compiles all accepted Board of Representatives policies in one place, allowing the Board to speak with one voice on all decisions that are made during Board meetings. This policy manual is in place to serve the student body, not to be served by the student body. The policies herein provide the means for the student body as a whole to communicate both within itself as well as with the institution of Briercrest.

## PURPOSE

- a) to help facilitate and influence an environment and culture in which all students are able to serve each other and truly follow Christ's calling in their lives.
- b) to help uphold this purpose by keeping the Student Body President and their Executive Team accountable to the student body, within the limitations of their authority.
- c) support and encourage the President and the Executive team as they lead the student body.

## DEFINITIONS

- School – Briercrest College
- Student Body – All of the students of Briercrest College at a given time
- Rep. Board – Student Board of Representatives, comprised of Residence Assistants and Community Life Leaders (voting), and dorm chaplains (non-voting)
- BPM – The Board Policy Manual
- The Torch – a collection of documents germane to the functioning of the Board of Representatives. Includes different historic iterations of the Policy Manual, Constitution, etc.
- Constitution – The document which governs the functioning of the Student Body, defining the roles of the President, Executive Leadership Team, Advisory Council, and Board of Representatives

## 1. THE BOARD POLICY MANUAL

### 1.1. Making Changes to the BPM

1.1.1. Changes to the BPM may be suggested by either the Advisory Council, Board members, or the Student Body President. When a Policy is recommended for deletion it should be highlighted. Sections that are wished to be changed should be preceded by the # sign to help readers quickly locate the proposed changes. Changes should be privately discussed by the Advisory Council, who shall then seek approval from the full Board, and when adopted, a new document should be printed, dated, and quickly made available to the Board and to staff. A previous version (with suggested changes) should be kept in the Torch for future reference if needed.

1.1.2. Policies are meant to be reviewed and refined annually and frequently. The Advisory Council are subject to review the Board Policy manual once every semester to keep the BPM up to date. The Advisory Council, along with the Student Body President, will maintain the Board Policy Manual to ensure that the policies are upheld.

## 2. BOARD OF REPRESENTATIVES AND ADVISORY COUNCIL MEMBERS

### 2.1. Affirmations and Beliefs

2.1.1. The Rep. Board and the Advisory Council are to be God-focused and rooted in Scripture.

- 2.1.2. They believe that every student has the potential to strive for excellence in following God while at Briercrest College.
  - 2.1.3. They affirm and uphold the Student Government Constitution
  - 2.1.4. They will strive to build up and encourage the student body.
  - 2.1.5. They will help guide and uplift the current Student Body President at all times.
  - 2.1.6. They will make decisions with the long-term good of the student body in mind.
- 2.2. Functions and Purpose
- 2.2.1. Oversees the areas of governance, accountability, and policy.
    - 2.2.1.1. Governance exists to facilitate conversations and to develop working relationships between Student Government, the institution of Briercrest College, and the Student Body.
      - 2.2.1.1.1. The Advisory Council functions as a mediator to aid in this process by providing leadership to the Rep. Board.
      - 2.2.1.1.2. The Rep Board functions as the representative party of the Student Body, introducing topics of discussion and/or concern to the Advisory Council and Student Government.
    - 2.2.1.2. The Board maintains accountability by setting mandates and goals for the Student Body President in order to give direction and guidance to the position.
    - 2.2.1.3. The Advisory Council and Rep. Board will continue to refine the Board Policy Manual and any other governing documents to better serve the goals of Briercrest College and the Student Body.
3. Style of Governance
- 3.1. Board of Representatives
    - 3.1.2. #The Rep. Board consists of the College and High School Resident Assistants, as well as Community Life Leaders.
    - 3.1.3. Student Chaplains are encouraged to attend and provide input during meetings, however they do not have the ability to vote or propose motions.
    - 3.1.4. Board Members are expected to interact with the student body and bring concerns or suggestions to the Advisory Council at or before meetings of the Rep Board in order to discuss them during meetings.
    - 3.1.5. Board members are expected to speak to and vote on issues presented at meetings thoughtfully and prayerfully, with a mind to the student body and to biblical truth.
    - 3.1.6. Should a Board member be a part of either the Student Government or Advisory Council they will be required to forgo their ability to vote so as to avoid a conflict in interest.
    - 3.1.7. If the Advisory Council and the Rep. Board can reach verbal assent that the above mentioned members do not have conflicting interests those members may be allowed to vote on the subject at hand.
    - 3.1.8. Board Members are expected to be familiar with the Constitution and Board Policy Manual.
    - 3.1.9. Members are expected to fulfill their eight-month (one school year) commitment.
    - 3.1.10. Should a Board Member resign they are expected to carry out their standard duties for two weeks after notice of resignation.

### 3.2. Advisory Council

- 3.2.2. The Advisory Council will be voted on by the RAs and comprised of no fewer than three (3) members of the student body.

#### 3.2.2.1. Advisory Council Chairperson

- 3.2.2.1.1. Facilitates Advisory Council meetings on at least a bi-weekly basis.
- 3.2.2.1.2. Plans and facilitates Rep. Board meetings with the assistance of the other members of the Advisory Council.
- 3.2.2.1.3. In cooperation with the members of the Advisory Council, the Chairperson leads Rep. Board meetings.
- 3.2.2.1.4. Ensures the integrity of the governing process.
- 3.2.2.1.5. Functions as the primary representative of the Council to the public.
- 3.2.2.1.6. Meets regularly with the Student Body President on behalf of the Advisory Council.
- 3.2.2.1.7. Is responsible for training the next appointed Chairperson.

#### 3.2.2.2. Advisory Council Vice Chairperson

- 3.2.2.2.1. Must possess a working knowledge of Robert's Rules of Order.
- 3.2.2.2.2. During Rep. Board meetings, the Vice Chairperson will assist the Chairperson by ensuring that the meeting is running according to Robert's Rules of Order and calling for motions when necessary.
- 3.2.2.2.3. If the current Chairperson needs to step down from the position, the Vice Chairperson will assume the position of Chairperson.
- 3.2.2.2.4. Will assist in the planning, running and maintaining order of meetings.

#### 3.2.2.3. Member(s) at Large

- 3.2.2.3.1. Will take minutes during meetings and make minutes available to the public within a 24-hour period of the meetings close.
- 3.2.2.3.2. Will be responsible for organizing the student body presidential election as outlined in the constitution.
- 3.2.2.3.3. Will assist the chair and vice chair in planning rep board meetings.

## 4. ADVISORY COUNCIL MEETINGS

- 4.1. Meetings of the Advisory Council shall be conducted at least twice per month.
- 4.2. Each Advisory Council meeting will begin with a time of prayer for individual and corporate concerns.
- 4.3. The Chairperson is nominated by the previous year's Advisory Council and approved by the Rep Board. The Chair will then designate a Vice-Chair and Member(s) at Large.
- 4.4. Advisory Council members are expected to be familiar with the Constitution and BPM.
- 4.5. Advisory Council members are expected to fulfill their eight-month (one school year) term commitment.

- 4.6. Should a member resign they are expected to carry out their standard duties for two weeks after notice of resignation.

## 5. BOARD MEETINGS

### 5.1 Rep. Board must meet no less than once a month.

- 5.1.1 The Advisory Council must ensure that a meeting agenda is distributed to Board Members no less than 24 hours prior to a scheduled meeting.
- 5.1.2 Meetings will begin with prayer and a motion to start, and they will be adjourned with a motion to close.
- 5.1.3 There must be a quorum consisting of 50% of the voting membership present at a meeting to vote on any motion.
- 5.1.4 There must be a consensus of no less than 80% of those present for a motion to be passed.
- 5.1.5 To vote on an issue, a motion must be made by a Board member. Once a motion is made it must be seconded by another member. After the motion is made and seconded the Chairperson will open the floor for a time of discussion. Once discussion is closed at the discretion of the Chairperson, they will then call for a vote.
- 5.1.6 Motions are made by one Member raising a hand and stating, "I would like to make a motion [the topic at hand]".
- 5.1.7 Motions are seconded by one Member raising a hand.
- 5.1.8 Members may give no more than three speeches concerning any one issue during the time of discussion
- 5.1.9 Motions may be voted on, tabled, or require further research by the Advisory Council or a committee of board members.
- 5.1.10 Votes are taken by show of hands, unless a secret ballot is called for. Should the need for secret ballot arise the Advisory Council will make a decision under the advisement of Student Development.
- 5.1.11 If a motion is denied it may be made again after two weeks have passed.
- 5.1.12 If there are not enough Board Members present to pass a motion, then the motion may be tabled until the next meeting.
- 5.1.13 The Vice-Chair will support the Chair in keeping the Board discussion on topic, redirecting discussion towards the goals of Student Government and the Rep. Board.
- 5.1.14 Minutes from each meeting (excluding In Camera discussions) will be saved by the Chair in the Torch and will be available to anyone who requests to see them.
- 5.1.15 No less than once a year there will be a public forum whereby recent issues and decisions can be communicated to the student body.

### 5.2 Presidential Report Action Goals (PRAGs)

- 5.2.1 The role of each individual President is shaped by the Presidential Report which is in turn shaped with the input of the Board, influencing the four areas of Community, Academics, Spiritual

Development and Service. The Board will provide strategic direction for the ways in which the wish the President for approach these areas in the upcoming year.

- 5.2.1.1 Community: by preparing events and activities for students in order to create a place in which all students might seek the Kingdom of God together.
- 5.2.1.2 Academics: by working on a project to help the institution facilitate a community of learning.
- 5.2.1.3 Spiritual Development: using the Scriptures to develop and support the spiritual growth of the student body in faith and practice.
- 5.2.1.4 Service: creating practical opportunities to help prepare students to equip the Church and engage the world.

## 6 STUDENT BODY PRESIDENT

### 6.1 Presidential Job Description

- 6.1.1 As leader of the Student Body, the President is both a pastoral and administrative leader. The President's performance will be viewed as synonymous with the performance of their whole team.
- 6.1.2 The President's role can be broken into two areas: (a) organizational accomplishments of the major Presidential Report Action Goals (3.7.6.) and any mandates that the Board asks the President to help accomplish and (b) organizational operations with the limitations established in Limitations.
- 6.1.3 The President is mandated to run two Days of Prayer in cooperation with the Chaplain of Briercrest College and Seminary and to plan and carry out the chapels which Student Development has designated for the Presidential Team.
- 6.1.4 Expected to train the incoming President on the Presidential office responsibilities and to hand down the Presidential Binder with all documents for understanding the role.

### 6.2 General

- 6.2.1 Must not drop below a 2.5 GPA
- 6.2.2 Must not break any provincial or federal laws.
- 6.2.3 Must give themselves and their staff the freedom to accomplish other goals within school policies as long as the main goals as mandated by the Board are accomplished.
- 6.2.4 The President must visibly support Briercrest arts, athletics, and academics.
- 6.2.5 A minimum of two events per month must be held by Student Government e.g. colloquiums, concerts, testimony nights, fast days, spiritual emphasis weekends, school spirit weeks, pep rallies, etc.

### 6.3 Finances

- 6.3.1 The President is to seek Board approval for any transactions over the amount of one thousand dollars (\$1000.00 CAD).

- 6.3.2 Must report non-compliance to the Board whenever the President is operating over the pre-approved budget, or when such a circumstance is predictable.
- 6.3.3 Must report non-compliance to the Board if 80% or greater of the annual budget is not spent.
- 6.3.4 Is responsible to present an annual budget before the Rep. Board for approval no later than 24 hours before the nearest meeting on or before October 1 of their term.
  - 6.3.4.1. The budget must be approved by a vote from the Rep. Board before any funds can be used from it. Any costs accrued before the approval of the budget must be assumed by the members of the Student Government, to be reimbursed immediately upon approval of the budget.
  - 6.3.4.2. The responsibilities of each party regarding the budget are as follows:
    - 6.3.4.2.1. The Student Government is to prepare and present a budget designed to equip them for the fulfillment of their responsibilities to the Student Body including Community, Academic, Service, and Spiritual life.
    - 6.3.4.2.2. The Rep. Board is responsible for the review and approval of the budget on behalf of the interests of the Student Body. The Rep. Board is responsible to review the budget with prayer and wise discernment, with the assumption that the budget is suitable unless otherwise proven.
    - 6.3.4.2.3. Student Development will ensure that one member of their team is responsible for supervising the Student Government and acting as their liaison to the Institution. This individual will work with the Student Government to assign appropriate scholarship amounts to members of the Government not exceeding a total of 15% of the overall budget.
    - 6.3.4.2.4. The Advisory Council will conduct appropriate meetings to approve the budget, hold the Student Government accountable to the development of the budget in a timely manner and in the Student Body's interest, and will review and approve the budget before it is presented to the Rep. Board.
- 6.3.5 Must present a budget review to the Rep. Board in the second semester.

#### 6.4 Coordinator Program Parameters

- 6.4.1 New coordinator programs should be projected to serve at least 20 people. A program is defined as a planned set of events/activities with a long-term aim that is in line with the mission of Briercrest College.
- 6.4.2 Programs are to be initiated by a Student Government Coordinator. Any programs that desire funding by Student Government must work in collaboration with Student Government Coordinators.
- 6.4.3 New programs with an expected annual budget exceeding \$300 must be approved by the Rep. Board.
- 6.4.4 Any program executed in partnership with another organization will provide a monthly report to the President to provide a way to reflect on the efficacy of the partnership.



## 6.5 Public Affairs

- 6.5.1 The President should aim for clear and transparent communication on behalf of the Student Government team to the Student Body.
- 6.5.2 The President shall exercise care in representing Student Government as a mission-centered, listening organization and will develop policies and procedure for communication with the Student Body and the public at large in a way that reinforces that image.
- 6.5.3 To preserve Briercrest's image in the community, the President is the only spokesperson authorized to speak for Student Government as a whole. The Chairperson is the only spokesperson for the Advisory Council and the Rep. Board. None of the spokespersons may represent Student Government in a manner inconsistent with the policies in Section 2 of this manual.

## 6.6 Delegation to the President

- 6.6.1 Decisions made by the Board will be delegated through either the President or the Advisory Council, depending on the nature of the decision.
- 6.6.2 The Presidential Report (3.7.6. Presidential Report Action Goals) directs the President to achieve specific results. The limitations policies define the acceptable boundaries which the President is expected to operate in. The President is authorized to establish all further policies, make all decisions, take all actions, and develop all activities as long as they are consistent with any reasonable interpretation of the BPM.
- 6.6.3 Policies may change during the President's term and therefore the shift in boundaries between the Board and President's domains may reflect that. Regardless of this reality the Board will support and respect all choices made by the President that are within the limitations set by the Board.
- 6.6.4 No single board member has authority over the President. The Board partners with the President to guide and encourage them to accomplish their goals.

## 6.7 Relations to the Board/Updating on Performance

- 6.7.1 The President is to relate to the Board as a whole except when fulfilling reasonable individual requests for information or responding to committees charged by the Board.
- 6.7.2 The President is to provide a Presidential Report at Board meetings explaining what the Presidential team is doing in the Student Body. This also provides time to receive questions or concerns from the Board.

## 6.8 Payment of Positions

- 6.8.1 The President is expected to hire, train, motivate, and terminate staff in a professional fashion.
- 6.8.2 Scholarships will be adjusted by the Executive Team yearly, according to the budget requirements.
- 6.8.3 The budget will be presented to the Advisory Council for questions and comments before being presented to the Board for approval.

## 6.9 Staff Treatment

- 6.9.1 With respect to paid and volunteer staff, the President may not cause or allow conditions that are inhumane, unfair, or undignified. Accordingly, they may not:
  - 6.9.1.1 Discriminate against employees on any grounds other than clearly job-related, individual performance, or matters of qualification.
  - 6.9.1.2 Failure to take reasonable steps to protect staff from unsafe or unhealthy conditions.
  - 6.9.1.3 Withhold from anyone a due-process, unbiased grievance procedure.
  - 6.9.1.4 Discriminate against anyone for expressing ethical dissent.
- 6.9.2 The President will provide each member of the Student Government Team with a copy of the BPM.

#### 6.10 Presidential Binder

- 6.10.1 In addition to reports the President may choose to make to the Board, the President shall develop and maintain the Presidential Binder with all pertinent documents.
- 6.10.2 The current President is obligated to pass this binder down to the next President in order to be acquainted with the role as best as they can be before entering the position.

#### 6.11 Ways of Transition

- 6.11.1 Completion of Term: The President's term begins on May 1 and ends April 30 of the following year.
- 6.11.2 Presidential Impeachment: The Board may consider an impeachment of the President if there is a violation of Board, Constitutionals, or School policy.
  - 6.11.2.1 Violations of policy will be addressed individually based on the situation.
  - 6.11.2.2 And consideration of impeachment will be discussed with the Student Development team to determine a course of action.
- 6.11.3 Presidential Resignation: The President will submit a resignation letter to the Executive Council stating the reasons behind the resignation. In the two weeks after they submit their resignation, they are expected to carry out their standard responsibilities.

## 7 VICE PRESIDENTS

### 7.1 Limitations

- 7.1.1 Must not drop below a 2.3 GPA
- 7.1.2 Must not break any provincial or federal laws
- 7.1.3 Must be approved by the Rep. Board

### 7.2 In the Case of Resignation

- 7.2.1 The Vice President is advised to seek counsel from the Dean of Students
- 7.2.2 Must discuss with the Executive Council their reasons for resignation
- 7.2.3 Will propose potential replacements to the President

- 7.2.4 Will be asked to be involved in developing a transition plan including the handing over of projects and responsibilities in progress

## 8 PRESIDENTIAL ELECTIONS

### 8.1 Policy for Secrecy of Ballot and Integrity for County and Communication:

- 8.1.1 student will be accomplished through written ballots, or ballots on a controlled and anonymous voting service, which will be kept confidential.
  - 8.1.1.1 Each Student will be given one ballot, once they have been given a ballot their name will be stricken from the list of all voting students so as to maintain the integrity of the ballot.
    - 8.1.1.1.1 A Student is defined as an individual enrolled in at least one for credit course worth at least 3 credit hours. (Ex: staff members auditing classes would not count).
  - 8.1.1.2 The voting station will be manned by at least one Board member at all times, and if possible, a second Board member.
- 8.1.2 At least one member of the Advisory Council and one member of Student Development will be present at the counting of the votes.
- 8.1.3 These persons will commit to secrecy the specifics of the vote count unless an appeal concerning the count is evoked.

### 8.2 Policy for Approving and Interviewing Nominees

- 8.2.1 Presidential Candidates should show above average abilities and should be held to a standard that is above and beyond that of the average student. This is to be regulated by ensuring that nominees meet two of the three following requirements:
  - 8.2.1.1 A minimum of a 3.0 GPA prior to running for the position of Student Body President.
  - 8.2.1.2 Prior Briercrest Student Government Experience
  - 8.2.1.3 Student Leadership Experience aside from Student Government
- 8.2.2 Those nominees that do not meet the requirements of 8.2.1. will be given the opportunity to submit in writing why they should be accepted as a valid nominee. This could include candidates that demonstrate above average abilities in areas not reflected in 8.2.1. or extenuating circumstances. If the Rep. Board and Advisory Council deems them as a valid nominee, they will continue to the interview process.
- 8.2.3 In order for a nominee to be approved as a Presidential Candidate they must be interviewed and approved by the Member(s) at Large and two to three Board Members. This approval will be based on the discretion of the Board after examining the character and competency of each nominee according to the Presidential Job Description (4.2).

### 8.3 Policy for Less Than Two Eligible Candidates

- 8.3.1 If there is one (or less) eligible nominees, the nomination deadline will be extended by one week to allow for additional nominations to be submitted.
- 8.3.2 If, at the end of the one-week extension to the nomination deadline, there continues to be only one eligible nominee, the election process will follow its normal course, with the following

exception: a vote of affirmation will take place in lieu of the standard voting procedure, in which case a 75% vote of affirmation must be received from the voting student body.

8.3.3 If there are no eligible nominees, the existing Executive Team will select successors for the roles of the VP of Academics and VP of Administration to serve as interim Co-Presidents until the following September.

8.3.4 An election will be held in September at which time the VP of Academics and the VP of Administration will return to their roles as outline in the Constitution.

#### 8.4 Policy for More than Two Eligible Candidates

8.4.1 The Advisory Council will organize two voting dates—one between all candidates in which the two who receive the most votes will move forward to the next vote. Two weeks following the first election, a second election will be held to determine the President.

#### 8.5 Policy for Tie-Breaking

8.5.1 In the event of a tie a runoff election will take place.

8.5.2 The nominee with the most votes in the runoff election, as long as there is not another tie, will be elected Student Body President.

#### 8.6 Presidential Campaigns

8.6.1 The Advisory Council must include at least one Question and Answer Period at a predetermine chapel and at least one additional Information Session that will be led by one of the Members at Large.

8.6.1.1 Questions that promote or disadvantage specific candidates based on gender, race, culture, ethnicity, etc., will not be permitted. During the election it is the responsibility of Student Government to encourage and facilitate opportunities for students to ask questions of the candidates in other venues.

8.6.2 Candidates should clearly articulate how their platform fits into Briercrest's Mission Statement while still maintaining freedom to expand on and explore their specific vision.

8.6.3 Elections must be announced in chapel at least one day prior to the election.

8.6.4 The President-Elect must begin training as soon as elected. This includes but is not limited to attending all regular meetings of the Rep. Board and Advisory Council as well as meeting formally with the current Executive Team.

8.6.5 Elections must be announced in chapel at least one day prior to the election, #which can be the same instance as the first Question and Answer or Information Session.

8.6.6 The President-Elect must begin training as soon as elected. This includes but is not limited to attending all regular meetings of the Rep. Board and Advisory Council as well as meeting formally with the current Executive Team.