



POLICY MANUAL

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General Manager

TKUSA POLICY MANUAL

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1. Conduct

Policy Type

Board Governance

Purpose

The character of TKUSA is determined in large part by the ethical conduct of its representatives and breaches of ethical conduct are a serious matter as they negatively affect all TKUSA. Representatives must maintain a high level of personal integrity and exercise the highest degree of ethical conduct.

Definitions

A **Conflict of Interest** is a situation in which a person has a personal or financial interest sufficient to appear to influence the objective exercise of their official duties as an elected official, an employee or a professional.

Representatives are TKUSA employees, and its Directors and Executives, together with all TKUSA Committee members

Policy Statement

1.1. Legal expectations of Representatives

- 1.1.1. To be aware of and comply with all applicable laws, rules and regulations for all levels of government, as well as any applicable regulatory agencies
- 1.1.2. Meet all legal obligations assumed under contract or through the operation of the law.
- 1.1.3. Cooperate fully with investigations, audits, or reviews by external government, regulatory and law enforcement agencies, refraining from making false or misleading statements and from attempting to withhold or falsify relevant documentation.
- 1.1.4. Adhere to the bylaws, policies, and procedures of TKUSA
- 1.1.5. Protect information critical to the interests of TKUSA and its representatives
 - 1.1.5.1. Representatives ensure that when dealing with information, they strictly follow the *Personal Information Protection Act* and the *Freedom of Information and Privacy Act*.
 - 1.1.5.2. Representatives sign a confidentiality agreement at the time of their election, appointment, or hire.
- 1.1.6. Protect TKUSA assets

1.2. Conflict of Interest

- 1.2.1. If a representative reports a conflict of interest, that member must recuse themselves from discussion or voting on the item for which they indicated a conflict.
- 1.2.2. Representatives who recuse themselves from voting may be replaced if General Council feels the work of a committee would be hindered.

1.3. Integrity

1.3.1. Representatives make every effort to act with integrity.

1.4. Reporting

1.4.1. Violations of this policy by an elected or appointed representative are reported to The General Council

1.4.2. Violations of this policy by a staff member are reported to that staff member's immediate supervisor or General Manager.

1.4.3. Representatives are held responsible for unethical conduct determined to be in breach of these expectations.

FACT SHEET

Approvals

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2. Roles and Responsibilities of Elected Representatives

Policy Type

Board Governance

Purpose

Clearly outlined roles and responsibilities for all those in governance roles in TKUSA ensure their adherence to principles of good governance, the effective fulfillment of duties as they are relevant to each portfolio, and holds elected members accountable to the TKUSA membership, enabling elected members to better serve TKUSA membership.

Clearly outline roles and responsibilities for members of TKUSA's General Council to ensure that General Council's meetings are effective and that the decisions made by its members are informed.

Definitions

The **Board** refers to the **Executive Board** as that consists of the President, VP Internal, VP External, and VP Student Services.

University refers to The King's University

The **EDSA** is officially named "The King's University Education Division of the Students' Association".

The **LBA** is officially named "The King's University Leder Business Association".

A **majority vote** is a vote that consists of $\frac{3}{4}$ members of the Executive Board voting in unanimous agreement.

The **student body** refers to **TKUSA membership** as the whole of the student body at The King's University.

Policy Statement

2.1. Roles and Responsibilities of the Executive Board

- 2.1.1. adhere to all TKUSA Bylaws and Policies
- 2.1.2. consult and represent the student body
- 2.1.3. act as signing authority on all SA accounts
- 2.1.4. represent TKUSA by acting in accordance with all official positions.
- 2.1.5. participate in the orientation of their successors
- 2.1.6. are elected by the Student Fellowship at the annual election.
- 2.1.7. are voting members of TKUSA's General Council
- 2.1.8. are voting members of the Board.
- 2.1.9. have full control and management of the affairs of the society.

2.2. Roles and Responsibilities of the President

- 2.2.1. Direct the affairs of TKUSA both internally and externally, providing effective leadership to the Executive Board.
- 2.2.2. Support the vision for TKUSA and hold the Executive Board accountable to fulfill TKUSA's mission and strategic goals

- 2.2.3. Arrange and organize semi-annual events for TKUSA Executive Board development and communication
- 2.2.4. Act as a signing authority on the main TKUSA account.
- 2.2.5. Act as the official representative of the Executive Board externally and internally.
- 2.2.6. Meet regularly with the Executive Board, the General Council, the General Manager, the President of The King's University, and the Dean of Students.
- 2.2.7. Host the Annual General Meeting in October.
- 2.2.8. Maintain regular communication between TKUSA and the student membership, providing time to listen to and act on student concerns.
- 2.2.9. Assist the Executive Board members as needed to ensure the completion of their jobs and projects
- 2.2.10. To ensure that the legal status and financial integrity of TKUSA are maintained.
- 2.2.11. Assist the General Manager and Treasurer in the development of an annual budget
- 2.2.12. Hold TKUSA accountable to its budget throughout the year
- 2.2.13. Regularly report on the current financial position of TKUSA to the student membership.
- 2.2.14. Act as chair of Executive Board and General Council
- 2.2.15. Represent TKUSA as an advisor at the University Board of Governors; The President's Council and General Faculty Council.
- 2.2.16. Represent TKUSA as a voting member on the University's Senate

2.3. Roles and Responsibility of the VP Internal

Internal Governance & Operations

- 2.3.1. Act as the Secretary-Treasurer to the Board, which includes approval of meeting minutes;
- 2.3.2. Oversee the governance of the SA with the President to ensure functionality and continuity.
- 2.3.3. Assist the President with their workload; chair all meetings in the absence of the President;
- 2.3.4. Be available to take over the President position in case of resignation or termination of the President;
- 2.3.5. Review the Society Bylaws and the Policies and Procedures with annual and recommended amendments as needed, with input from the Executive Board.
- 2.3.6. Act as a signing authority on the main SA account;
- 2.3.7. Encourage and train the General Council Representative(s) in the policies and role of the SA;
- 2.3.8. Work with the General Manager to prepare for the elections each year.
- 2.3.9. Work with The University to develop clear processes for student grievances and internal advocacy.

Marketing and Communications

- 2.3.10. Work with GM and marketing coordinator to produce all SA communication and marketing material used to promote and advise students of all activities, including social events, administrative events, elections, and referenda.
- 2.3.11. Create a new student agenda each year
- 2.3.12. Develop and maintain all communication methods to the student membership, including posters, e-mail, website, Moodle page, YouTube, Instagram, Facebook page, etc.
- 2.3.13. Maintain the relationship with student publications (The Chronicle & Ballyhoo)
- 2.3.14. Responsible for coordinating the purchase of all promotional and TKUSA branded materials.
- 2.3.15. Meet regularly with the marketing coordinator to advise on communications
- 2.3.16. Act as Vice-Chair of the SA Executive Board and General Council.
- 2.3.17. Represent TKUSA as an advisor to the University's Board of Governors and GFC
- 2.3.18. Act as a Voting Senate Member on the University's Senate.
- 2.3.19. Represent TKUSA as a member of the Mental Health Task Force
- 2.3.20. Member of the Budget Steering Committee
- 2.3.21. Chair of the Policy Committee and any other internal affairs committees that may arise.

2.4. Roles and Responsibility of the VP External

- 2.4.1. Represent TKUSA on matters of external advocacy including, but not limited to working with:
 - Municipal government(s)
 - Provincial government(s)
 - The Federal government
- 2.4.2. Assist the president with his/her workload, especially as it pertains to external advocacy
- 2.4.3. Ensure the Board is up to date on affairs of external advocacy
- 2.4.4. Advise the President on matters of external advocacy
- 2.4.5. Execute projects and initiatives pertaining to external advocacy including, but not limited to:
 - Petitions
 - Letter-writing campaigns
- 2.4.6. Represent TKUSA, working in cooperation with student advocacy organizations, via. ASEC and the ESA
- 2.4.7. Support the work of TKUSA internally as required.
- 2.4.8. Represent TKUSA as the voting member of the Alberta Students' Executive Council.
- 2.4.9. Represent TKUSA as the voting member of the Edmonton Student Alliance.

2.5. Roles and Responsibility of the VP Student Services

- 2.5.1. Act as Chair of the Club Presidents Committee
- 2.5.2. Act as an advisor to the University's Open House Committee.
- 2.5.3. Act as an advisor to the Orientation committee

- 2.5.4. Member of the QSSN – Queer Support Services Network of Alberta
- 2.5.5. Member of the Indigenous Awareness committees

TKUSA Events

- 2.5.6. Assist the GM in developing the Events budget.
- 2.5.7. Liaise with Student Life to coordinate event offerings at the University
- 2.5.8. Coordinate SA involvement in the bi-annual University Open House
- 2.5.9. Coordinate with student life for planning for the new student orientation
- 2.5.10. Decorate the Level for all holidays and special events (Halloween, Christmas, winter social, Valentine’s Day, St. Paddy’s Day, Easter, etc....)
- 2.5.11. Organize and deliver key TKUSA Events throughout the year including Fall Kick-Off, Orientation, Holiday events and promotions, Thursday nights at the Level, Winter Social, Battle of the Bands etc.

Student Clubs

- 2.5.12. Assist the GM in developing the Student Clubs budget
- 2.5.13. Ensure proper financial management policies are followed and that clubs are adhering to their allocated budgets
- 2.5.14. Oversee all activities and responsibilities related to all SA Clubs.
- 2.5.15. Assist students with the formation of clubs including assisting with the creation of club policy and procedure and clubs’ budget and serve as the liaison between the SA and Clubs
- 2.5.16. Coordinate the semi-annual SA Clubs Fair.
- 2.5.17. Ensure clubs adhere to SA policies and guidelines; and
- 2.5.18. Collect “off-campus activity waivers” from club leaders when necessary.

We Speak Health Care Program

- 2.5.19. Support and follow up with student’s inquiries regarding the health care program
- 2.5.20. Promote the health care program and update information as needed to students
- 2.5.21. Communicate the opt-out deadlines and prepare orientation materials on our health care program
- 2.5.22. Work with We Speak to produce marketing materials for students on how to access their health care
- 2.5.23. Meet with GM and ACL/We Speak annually in January to confirm new fees for the following year and/or to resign a three-year contract.
- 2.5.24. Coordinate with the University to ensure that the student lists are sent to We Speak for enrollment Communicate with the student fellowship regarding opt-out timelines and access to health insurance.

The Pantry

- 2.5.25. Work with faculty, staff, and volunteers to coordinate food drives throughout the year
- 2.5.26. Collect donations and organize pantry space
- 2.5.27. Recruit and supervise volunteers to assist in running the Pantry

- 2.5.28. Prepare Christmas baskets each year for students over the break
- 2.5.29. Promote and updated information on The Pantry as needed.

2.6. Roles and Responsibilities of General Council

- 2.6.1. Meet monthly between October and April of an academic year
- 2.6.2. Review and provide feedback on updates to policies and procedures
- 2.6.3. Review and approve the annual budget in October and the interim budget in March of each academic year.
- 2.6.4. Attend the Annual AGM

2.7. Roles and responsibilities of General Directors

- 2.7.1. Attend all General Council monthly meetings as voting members
- 2.7.2. Participate in discussions and decisions impacting the student body
- 2.7.3. Represent student perspectives and bring forward ideas, perspectives, and feedback from the student body.

2.8. Roles and Responsibilities of the EDSA Representative

- 2.8.1. Represent EDSA and the students enrolled in the Bachelor of Education after-degree program to the SA;
- 2.8.2. To produce a budget by the end of January each academic year for approval in March's budget meeting and ratified at October's meeting.
- 2.8.3. Act as a signatory on the EDSA account.
- 2.8.4. Review quarterly financial reports pertaining to the EDSA account
- 2.8.5. Attend General Council monthly meetings and as a voting member.
- 2.8.6. Provide a monthly general report (verbal or written)

2.9. Roles and Responsibilities of the LBA Representative

- 2.9.1. Represent LBA and the students enrolled in the Bachelor of Commerce program to the SA;
- 2.9.2. To complete an Operating Grant Application for the requested funding from the SA including an annual budget.
- 2.9.3. Review quarterly financial reports pertaining to the LBA operating grant
- 2.9.4. To provide both a general and financial annual report to the General Council by the committee's year-end.
- 2.9.5. Attends monthly SA General Council meetings as a voting member
- 2.9.6. Provide a monthly general report (verbal or written)

FACT SHEET

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3. Roles and Responsibilities of Staff Members

Policy Type

Board Governance

Purpose

Clearly outline roles and responsibilities for all those hired by TKUSA to assist in the operations of the association.

Definitions

A **Chief Returning Officer (“CRO”)** is a position, hired by the General Manager, that overlooks and manages TKUSA elections, ensuring voting and campaign procedures are being followed.

The **Deputy Returning Officer (“DRO”)** is a position held by the General Manager to support the running of the election each year.

The LEVEL is an on-campus coffeehouse, operated and managed by TKUSA and associated hired staff members.

Policy Statement

3.1. Roles and Responsibilities of the General Manager

- 3.1.1. Advisor to the Executive Board.
- 3.1.2. Ensure the association is effectively operating year over year and assist the Executive Board each year in operationalizing the strategic plan.
- 3.1.3. Act as Deputy Returning Officer (“DRO”) and coordinate the hiring of a Chief Returning Officer (“CRO”) from the university community.
- 3.1.4. Support the CRO in the organization of all election activities.
- 3.1.5. Coordinate with Conference Services to manage the bookings at the Level Coffeehouse
- 3.1.6. Overall coordination of records management system, minutes, and information systems.
- 3.1.7. Renew the legal status, business license, WCB and insurance annually.
- 3.1.8. Act as a signing authority on all SA accounts.
- 3.1.9. Oversee all distribution and tracking of the balance of payments for the SA.
- 3.1.10. Work with the bookkeeper to maintain accurate records of all financial transactions.
- 3.1.11. Distribute all cheques and e-transfers, including reimbursements.
- 3.1.12. Arrange and coordinate all bank-related activities, including the transfer of signing authorities, setup, and maintenance of accounts, and more.
- 3.1.13. Work closely with the Level Manager and Level Assistant Manager to ensure financial continuity.
- 3.1.14. Manage and record financial statements that pertain to the appropriate use of the TKUSA Credit Card(s) for approved expenses.
- 3.1.15. Organize and facilitate a Strategic Planning retreat each year
- 3.1.16. Coordinate with Student Life to contribute to and participate in the annual Leadership Conference
- 3.1.17. Support the Executives in their operational roles and advise where needed

- 3.1.18. Recruit, interview, hire and onboard all TKUSA staff including the collection of tax forms, employment contracts, payroll information and ensuring all employees are set up on the payroll system, set up with keys as required and name tags or aprons as required.
- 3.1.19. Support the onboarding of new executives and directors each year through training materials and orientation sessions.
- 3.1.20. Preparation of an onboarding program for new executives.
- 3.1.21. Work with facilities to ensure the effective management of all our allocated office and coffeehouse spaces.
- 3.1.22. Work closely with the Executive Board to ensure continuity from year-to-year
- 3.1.23. The committees and duties that the General Manager maintains are;
 - Secretary and Advisor (ex-officio/ non-voting) on Executive Board
 - Secretary and Advisor (ex-officio/ non-voting) on General Council
 - Weekly Staff meetings
 - Budget Steering Committee
 - Policy and Procedure Committee
 - Level Coffeehouse meetings

3.2. Roles and Responsibilities of the Administrative Assistant

- 2.1.1 Assist the General Manager with records management, responding to student inquiries, and completing general office duties.
- 2.1.2 Work with the VP Student Services to support students with accessing their health care.
- 2.1.3 Process applications for clubs and help support club inquiries.
- 2.1.4 Support the VP Internal with updates to the Policies & Procedures.
- 2.1.5 Assist with preparing for the elections.
- 2.1.6 Assist with the AGM, General Council, and Executive Board meetings.
- 2.1.7 Support the work of the Marketing & Events Coordinator as requested.
- 2.1.8 Support the Executive Board members in preparing materials and communications.
- 2.1.9 Work on the TKUSA newsletter.
- 2.1.10 Support the work of the General Manager as needed;

3.3. Roles and Responsibilities of the Marketing and Events Coordinator

- 3.3.1. Develop content aligning with TKUSA's marketing and communications plan;
- 3.3.2. Help prepare the TKUSA newsletter;
- 3.3.3. Update the website as needed;
- 3.3.4. Support the VP Student Services in delivering events to students throughout the year;
- 3.3.5. Prepare content in consultation with Executives and schedule social media posts each month;
- 3.3.6. Help create promotions and contests throughout the year;
- 3.3.7. Support the work of the Administrative Assistant during their busy times;
- 3.3.8. Coordinate social media with Student Life, Athletics, and The King's University marketing teams

3.4. Roles and Responsibilities of The Level Manager

- 3.4.1. Ensure that the LEVEL runs properly and efficiently;
- 3.4.2. Manage the LEVEL budget
- 3.4.3. Schedule LEVEL barista shifts and ensure that they are within the wage budget
- 3.4.4. Hold staff meetings and maintain communications with staff;
- 3.4.5. Develop and evaluate specials and marketing strategies in collaboration with the General Manager and Executive Board
- 3.4.6. Manage the Waste Reduction Program;
- 3.4.7. Submit expenses for reimbursement to the General Manager
- 3.4.8. Ensure the cash out is balanced before every deposit
- 3.4.9. Send Monthly sales reports to the General Manager
- 3.4.10. Work closely with the Assistant Manager to ensure that the inventory is well controlled.
- 3.4.11. Work with the General Manager to recruit, hire and train all new staff to the LEVEL.
- 3.4.12. Report to the General Manager and present a monthly report to the General Council
- 3.4.13. Supervise all staff of the LEVEL and ensure training, ongoing performance and planning of team building activities.

3.5. Roles and Responsibilities of The Level Assistant Manager

- 3.5.1. Manage Level inventory supplies and establish systems for the ordering of supplies in a timely manner.
- 3.5.2. Research and evaluate vendors, suppliers, and costs.
- 3.5.3. Work with Level Manager to determine pricing, menu, and ordering cycle.
- 3.5.4. Ensure all vendor invoices and reimbursements are sent to General Manager for payment.
- 3.5.5. Provide a quarterly review of inventory and supplies for General Council.
- 3.5.6. Non-voting, ex-officio member of General Council.
- 3.5.7. Prepare monthly sales report with Level Manager to General Council.
- 3.5.8. Pick up extra supplies for the LEVEL as required
- 3.5.9. Laundry of LEVEL linens
- 3.5.10. Report on inventory controls and work closely with Level Manager on budget.
- 3.5.11. Assist the LEVEL Manager, as determined by the LEVEL Manager

3.6. Roles and Responsibilities of the LEVEL Baristas

- 3.6.1. Perform barista duties as laid out in The Level Barista Handbook provided at orientation.

FACT SHEET

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4. MEETINGS

Policy Type

Board Governance

Purpose

Established meeting expectations and protocols allow TKUSA to conduct its business in an open and inclusive manner.

Effective meetings should be concise, respectful, and orderly.

Definitions

Policy Statement

4.1. General

- 4.1.1. Meetings will be conducted following Roberts Rules of Order
- 4.1.2. Prior to voting, all motions must be clearly stated and time must be provided for discussion
- 4.1.3. All motions must be passed by a majority vote
- 4.1.4. The meeting minutes will contain a record of all motions including discussions of the motion and the aggregate result of the vote
- 4.1.5. Votes are cast by a show of hands
- 4.1.6. Voting by proxy will be permitted providing the meeting chair is notified

4.2. Annual General Meeting (AGM)

- 4.2.1. The Executive Board will hold an AGM for the student body each academic year
- 4.2.2. The AGM will take place before October 31st each year with at least 14 days' notice to the student body.
- 4.2.3. If a Special Resolution is being proposed, no less than 21 days' notice is required.
- 4.2.4. The audited financial statements from the previous year will be approved at the AGM.
- 4.2.5. During the AGM the Executive Board will share TKUSA's Strategic Plan for the academic year and the student body will have the opportunity to give feedback
- 4.2.6. Quorum for the AGM will be nine (9) members in good standing as indicated in our Bylaws (5.1.3)

4.3. General Council

- 4.3.1. The General Council will meet biweekly at a regularly scheduled time
- 4.3.2. The General Manager will be present to take the meeting minutes
- 4.3.3. The President will act as chair of the General Council meetings
- 4.3.4. Should the President be unable to attend any General Council meeting an appropriate chair will be appointed

- 4.3.5. An agenda will be created within 24 hours prior to each General Council meeting
- 4.3.6. Any member of the student body is invited to attend any General Council meeting
- 4.3.7. Quorum at General Council is 2/3 of the total voting members present. If quorum is not achieved, the meeting will be for information only.
- 4.3.8. Each member of the Executive Board will be entitled to one vote only
- 4.3.9. Each Director is entitled to one vote only

4.4. Executive Board

- 4.4.1. The Executive Board will be held as often as required, but at least twice a month, and shall be called by the President.
- 4.4.2. The General Manager will be present to take the meeting minutes
- 4.4.3. The President will act as chair of the Executive Board meetings
- 4.4.4. Should the President be unable to attend any General Council meeting an appropriate chair will be appointed
- 4.4.5. Quorum shall be met by any three (3) members of the Executive Board.
- 4.4.6. Each member of the Executive Board will be entitled to one vote only

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5. ELECTIONS

Policy Type

Board Governance

Purpose

Elections rules and processes should be consistent and fair for all parties involved.

Definitions

Campaigning is the process undertaken by a candidate seeking election whereby that candidate seeks to promote their desire to hold office, and what they intend to do if elected to office. Campaigning also encompasses the process undertaken by a candidate who seeks to influence the outcome of a particular referendum question.

Campaign materials are materials used by a candidate and all those acting on their behalf in campaigning.

A **candidate** is a qualified person who seeks to obtain an elected position or a person who seeks and registers a specific outcome for a referendum question.

The **Chief Returning Officer (CRO)** is a person who is a non voting member of TKUSA and is charged with responsibility for ensuring that the elections and referenda proceed according to Bylaws, Policy, and Procedure.

Policy Statement

5.1. General

- 5.1.1. Awareness of all aspects of elections is promoted by TKUSA
- 5.1.2. The administration of elections is fair and impartial

5.2. Candidacy

- 5.2.1. Any student who is a full time member in good standing of the Student Fellowship may declare candidacy during elections

5.3. Election Schedule

- 5.3.1. A mandatory candidates meeting will be held
- 5.3.2. The duration and time for any elections are limited and defined

5.4. Chief Returning Officer

- 5.4.1. The Chief Returning Officer will be hired by the General Manager from the University community each year
- 5.4.2. The CRO will ensure that nomination, voting, and campaign procedures are being followed
- 5.4.3. Any decisions of the CRO may be overturned by making an appeal to the Executive Board

5.5. Deputy Returning Officer

- 5.5.1. The duties of the Deputy Returning Officer are assumed by the General Manager

5.6. Campaigning

- 5.6.1. Campaign materials are approved by the CRO
- 5.6.2. The duration and scope of campaigning is limited and defined
- 5.6.3. The campaign materials allowed for use during elections are limited and defined
- 5.6.4. The King's University requirements regarding campaigning materials are adhered to

5.7. Appeals

- 5.7.1. A grievance and appeal procedure exists

FACT SHEET

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6. Policies

Policy Type

Board Governance

Purpose

It is standard practice that students' associations be governed by a policy structure that expands on a set of bylaws. Policies are needed to assist in creating governance regulations and establish expectations for TKUSA in its governance, operations, and advocacy.

Definitions

Policy Statement

6.1. Policy Drafting and Approval

- 6.1.1. Executive Board has the authority to approve draft policies
- 6.1.2. Executive Board ensures that all TKUSA policies:
 - 6.1.2.1. Agree with the bylaws, strategic plan and the mission and vision statements of TKUSA
 - 6.1.2.2. Set out expectations broad enough to provide TKUSA with the flexibility to respond to changing circumstances
 - 6.1.2.3. Are formatted in a clean, ordered manner with correct grammar

6.2. Policy Structure

- 6.2.1. A title appropriate for the subject of the policy as a whole
- 6.2.2. Policy type refers to either a Framework Policy, Board Governance Policy, Operational Policy or Advocacy Policy
- 6.2.3. A section titled "purpose" to share the reason for the policy's creation
- 6.2.4. A section titled "definitions" identifies and provides definitions for terms specific to the policy and
- 6.2.5. A section titled "Policy Statement" outlines the policy in detail

6.3. Policy Review and Expiry

- 6.3.1. Policies are reviewed annually
- 6.3.2. Executive Board may alter policies through a simple majority vote at an Executive Board meeting.
- 6.3.3. Executive Board may retire a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired.

FACT SHEET

Approvals

First Approval:04.08.22

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7. Governance Transitions

Policy Type

Board Governance

Purpose

Orientation and transition periods facilitate the transfer of knowledge and empower the incoming Executives and Directors to act effectively in their roles. Effective transitions are required to provide consistency from year to year and enable the continuity of initiatives and strategic goals and projects. The orientation also provides the new team with an understanding of the scope and function of their leadership roles.

Policy Statement

7.1. Orientation and Training

- 7.1.1. Within two weeks post-election or appointment, Directors and Executives are provided with governance resources including TKUSA bylaws, policies, procedures and the minutes of the General Council and a copy of Robert's Rules for Dummies.
- 7.1.2. Mandatory training sessions are organized by the General Manager for the end of the term after final exams.
- 7.1.3. Outgoing executives are required to set up transition meetings with Incoming executives before the end of April and into May if required.
- 7.1.4. Further training on Board Governance, Legal responsibilities and liabilities, Roberts Rules of Order and meeting procedures, Leadership and Team Building will be scheduled throughout May.

7.2. Summer Retreat and Planning

- 7.2.1. Executives are expected to book a weekend with the General Manager over the summer for a team-building retreat and Strategic Planning session

FACT SHEET

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8. STUDENT FACULTY ASSOCIATIONS

Policy Type

Operational

Purpose

A policy on the standard provisions for existing and new student faculty associations that clarifies how TKUSA supports the work of faculty-based student groups operating in the University through funding and financial management.

Definitions

Student Faculty Associations (SFA) are official student representative organizations of any faculty within The King's University established under TKUSA.

EDSA refers to the faculty association, the Education Students' Association.

Clubs refer to student groups that are organized under a common interest or objective and are ratified and financially supported by TKUSA.

Policy Statement

8.1. General

- 8.1.1. The King's University Students' Association supports the growth and development of the student community through the work of faculty associations that operate under the framework of TKUSA by offering financial support and responsible fiscal management of student fees.
- 8.1.2. Current recognized SFAs at The King's University include EDSA.

8.2. Membership

- 8.2.1. The membership of the faculty association's Executive Board must be held by students at The King's University who are currently enrolled in that faculty.

8.3. Responsibilities

- 8.3.1. SFAs are responsible for abiding by the bylaws, policies, and procedures of TKUSA, as well as their own association's policies. Where there is a conflict, TKUSA's bylaws and policies will prevail before those of the internal governance of the FA.
- 8.3.2. SFAs are responsible for creating and presenting a budget for approval by TKUSA's General Council. The budget must be developed and submitted to the General Manager by the end of February each year to be presented for approval by the General Council in March.

- 8.3.3. SFAs are responsible for maintaining a governance board through election or appointment, and which contains at least a President and Treasurer.
- 8.3.4. SFAs are responsible for designating a faculty advisor to assist in the activities of the organization.
- 8.3.5. Each SFA will provide an executive to represent their association on the General Council as a Director. This Director holds one (1) vote on the General Council.
- 8.3.6. Each SFA director must present a report (written or verbal) at each General Council meeting on the activities of their FA.

8.4. Finances

- 8.4.1. SFAs' budgets must outline projected incomes and expenditures for each fiscal year in alignment with their association's strategic plan for the year and based on the previous year's spending.
- 8.4.2. SFAs are permitted to retain and carry over up to 15% of their approved budget from the previous fiscal year for the purposes of expected future projects or expenses.
- 8.4.3. SFAs are encouraged to raise revenue to support the strategic plan of their association through grants, fundraising, and donations.
- 8.4.4. SFAs may have a separate bank account within the TKUSA bank accounts, with their own cheques and signing authority by the faculty advisor, executive board member of the SFA, TKUSA General Manager, and TKUSA VP Internal.
- 8.4.5. All expenditures from the SFA must be approved by a member of their executive board or faculty advisor before being processed by the TKUSA General Manager.

8.5. Application

- 8.5.1. Students seeking the creation of a SFA must have held a student group in good standing for the past three (3) consecutive years.
- 8.5.2. Student groups meeting this requirement may request approval and registration as a SFA by TKUSA's Executive Board.
- 8.5.3. The Executive Board reserves the right to approve or decline applications.

8.6. Disbandment

- 8.6.1. SFAs may choose to disband upon the unanimous agreement of their President, Treasurer, and faculty advisor by written notification to the TKUSA Executive Board, including the reasons for disbandment.

- 8.6.2. If a SFA does not abide by the bylaws, policies, and procedures of TKUSA, or becomes a legal liability to TKUSA, then TKUSA may remove the association from TKUSA, through a vote of non-confidence at General Council.
- 8.6.3. Upon disbandment, all remaining TKUSA funds approved by the SFA will be reallocated to the general TKUSA budget except for any grants received by the SFA.

FACT SHEET

Approvals

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Sources and Updates:

9. CLUBS

Policy Type

Operations

Purpose

A policy that outlines the responsibilities and benefits of student clubs and protects the interests of both TKUSA and its approved student clubs by mandating their responsible creation and administration.

Definitions

TKUSA Student Clubs are defined as student-led outlets which provide collaboration among students, as well as an opportunity to engage in a particular area of interest not already provided by the University.

Partisan Clubs are those which facilitate student participation in partisan organizations off campus, recognizing that Partisan organizations and political parties grant special privileges to individuals and groups that are recognized as an official club at a postsecondary institution.

Policy Statement

9.1. Requirements

- 9.1.1. The existence and activities of Clubs must not impose a legal liability, damage the interests, or negatively impact the reputation of TKUSA
- 9.1.2. All clubs must complete the Clubs Application Package at the beginning of each academic year to be approved by and to receive sponsorship from TKUSA.
- 9.1.3. The President of the Club is responsible for its management
- 9.1.4. All clubs must submit a budget proposal to receive funding
- 9.1.5. Clubs must remain within their allotted budgets and will not be reimbursed for overspending.
- 9.1.6. Expenses are reimbursed through reimbursement forms that must be submitted to the Vice President of Student Services for approval.
- 9.1.7. Clubs cannot allocate more than 50% of their budget to food or beverages.
- 9.1.8. Club Presidents are required to submit an annual report to the Vice President of Student Services within the first two (2) weeks of the Winter semester
- 9.1.9. Two representatives from every club are required to be present at the club fair at the beginning of each academic year
- 9.1.10. All club presidents must collectively meet with the Vice President of Student Services once a semester
- 9.1.11. All members of Clubs are obligated to sign off-campus waiver forms when necessary.
- 9.1.12. Clubs must disclose all social media account details to the Vice President of Student Services
- 9.1.13. If it becomes apparent to the Vice President of Student Services that a club has committed inappropriate behaviour and/or spending, the club will be placed on probation.

9.2. Limitations

- 9.2.1. All club activities are limited to TKUSA approval

- 9.2.2. No member of TKUSA's Executive Board may sit in a leadership position in a club, partisan or otherwise

9.3. Membership

- 9.3.1. Club membership must be open to the entire student fellowship

9.4. Club Executives

- 9.4.1. All Clubs must have the following Executive positions:

- A President, who will report to the Vice President of Student Services
- A Treasurer, who will prepare and submit the club's budget for application
- A Faculty or Staff Advisor who will advise the President and Treasurer of that Club, and must attend a minimum of one (1) club meeting per semester.

- 9.4.2. Aside from the default Club President and Treasurer roles, Clubs may choose to have additional executives fulfilling additional roles. A maximum of five (5) executive positions may exist in any single club at any time.

9.5. Partisan Clubs

- 9.5.1. The selling and marketing of memberships on campus and at King's events in political parties are strictly prohibited.
- 9.5.2. Partisan Clubs will in no way, both on and off-campus, represent The King's University or The King's University Students' Association.
- 9.5.3. Partisan Clubs will follow all Federal and Provincial Legislation concerning elections, polling stations, and related matters, recognizing that The King's University is a polling station.
- 9.5.4. Partisan Clubs will refrain from all Partisan campaigning
- 9.5.5. No member of TKUSA's Executive Board may maintain membership in any Partisan Club.

9.6. Disbandment

- 9.6.1. A Club may be disbanded by its membership at any point in the academic year, this excludes disbandment because of rule infractions and violations, which is dispensed by TKUSA's Vice President of Student Services.
- 9.6.2. Upon any club's dissolution, all concurrent club activities are to cease, and the club's finances are to be reconciled with TKUSA's Vice President of Student Services.

FACT SHEET

Approvals

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Sources and Updates:

10. Committees

Policy Type

Operational

Purpose

TKUSA Committees require a uniform structure and process to ensure efficient and effective operations.

Definitions

A **committee member** is a voting member of a particular committee

A **community at large member** is a person not formally associated with The King's University

A **Standing Committee** is a permanent committee charged with various ongoing responsibilities and powers set out in their Terms of Reference.

Sub-Committees are created by and report to Standing Committees

Ad-hoc committees are temporary committees charged with resolving a specific issue as charged by the General Council or Executive Board.

Policy Statement

10.1. General

10.1.1. The following committees are standing committees of the General Council:

- Executive Board
- Bylaws and Policy Committee
- Budget committee
- Publications Advisory Committee
- EDSA

10.1.2. The following committees are sub-committees of the Executive Board:

- Procedure sub-committee

10.2. Committee Responsibilities

10.2.1. To develop a Terms of Reference (TOR) where appropriate

10.2.2. Create an annual work plan

10.2.3. Provide bi-annual reports to General Council & Executive Board

10.2.4. Maintain minutes for the committee

10.3. Committee Operations

10.3.1. Quorum for all official committee meetings is a simple majority

- 10.3.2. Committee members who miss two consecutive committee meetings are automatically removed from the committee
- 10.3.3. Committee chairs are selected by the Executive Board from among Executives unless otherwise indicated in the committee's terms of reference.

10.4. Committee members

- 10.4.1. Directors are appointed to standing committees and sub-committees by General Council at the first General Council meeting.
- 10.4.2. Subsequent committee appointments may occur at General Council meetings throughout the year as required.

10.5. Terms

- 10.5.1. Elected representatives serve until their elected terms of office are concluded
- 10.5.2. TKUSA Staff members serve until their terms of employment are concluded or until their successors are chosen
- 10.5.3. Students at large and public members service a one-year renewable term from October 1 to September 30

FACT SHEET

Approvals

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Sources and Updates:

11. Student Fees

Policy Type

Operational

Purpose

The operations of TKUSA are funded largely in part by the student fees levied on its membership as per TKUSA bylaws under the *Societies Act*. A policy is needed to define what these fees are and how they are assessed and collected.

Definitions

Policy Statement

11.1. General

- 11.1.1. TKUSA Student Fees are collected by Student Registry at The King’s University on behalf of TKUSA and include TKUSA membership fee, Student Publications Fee and Student Health Care fees.
- 11.1.2. Full time students, as understood by the University, will pay the full time SA fee in September for the Fall semester and in January for the Winter semester.
- 11.1.3. Part time students, as understood by the University, will pay for the part-time SA fee in September for the Fall semester and in January for the Winter semester.
- 11.1.4. The Executive Board will review the SA fee annually and confirm all SA fees with Student Registry by the end of January each year to ensure it is updated in the academic calendar.
- 11.1.5. This policy may only be amended by Special Resolution

11.2. Fee Structure

- 11.2.1. Students’ Association Fees for the 2021-2022 academic year is \$100 per full-time student, per semester and \$50 per part-time student, per semester.
- 11.2.2. Student Publications Fees for the 2021-2021 academic year are \$12.50 per full-time student, per semester and \$6.25 per part-time student, per semester.

11.3. Table of Fees

- 11.3.1. Following the 2021-2022 academic year, the fee will be increased as follows:

Academic Year	SA Fees (per semester)		Publication’s fee (per semester)	
	Full Time	Part Time	Full Time	Part Time
2022-2023	\$105	\$52.20	\$12.50	\$6.25

2023-2024	\$110	\$55.00	\$12.50	\$6.25
2024-2025	\$115	\$57.50	\$12.50	\$6.25
2025-2026	\$120	\$60.00	\$12.50	\$6.25
2026-2027	\$125	\$62.50	\$12.50	\$6.25

11.3.2. Starting in the academic year of 2027-2028, the SA fee will increase yearly by the annual average of Alberta’s CPI from December 1 to November 30 of the previous year.

11.3.3. Refunds will not be issued if a student withdraws from the University within twenty-eight (28) days from the start of classes.

11.4. Refunds

11.4.1. Fees will be refunded in alignment with The King’s University refund policies regarding withdrawing from the University

11.4.2. 100% refund if withdrawing from a program within fourteen (14) calendar days from the start of classes.

11.4.3. 50% refund if withdrawing from the University within twenty-eight (28) days from the start of classes.

FACT SHEET

Approvals

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Sources and Updates

12. Annual Return

Policy Type

Operational

Purpose

As an association under the *Alberta Societies Act*, TKUSA is responsible to submit an annual return which includes the current list of officers and directors and audited financial statement to Corporate Registry in Alberta every year by our incorporation date.

Definitions

The **Annual Return** includes the change of directors and officers of the association and audited financial statement

Audited Financial Statements are the financial statements prepared by our accountants and audited by two members of the society in good standing.

Policy Statement

12.1. General

- 12.1.1. An Annual Return must be submitted to Corporate Registry with audited financial statements by November 30, 2021, each year.
- 12.1.2. The Annual Return is prepared and submitted by our lawyers
- 12.1.3. The Notice to Reader and unaudited financial statements are prepared by an independent accounting firm.
- 12.1.4. The financial statements are audited by two members in good standing with the association and signed off prior to the Annual General Meeting in October.

FACT SHEET

Approvals

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Sources and Updates

13. Budget Approval

Policy Type

Operational

Purpose

To establish the approval process of a proposed budget and the timely approval of each fiscal year's budget

Definitions

Policy Statement

13.1. General

- 13.1.1. The Budget and Finance Committee delivers the proposed budget for the next fiscal year to the General Council no later than 60 days prior to the end of the current fiscal year
- 13.1.2. The Budget and Finance Committee will make a presentation on the proposed budget to the General Council during the meeting at which the proposed budget is to be discussed.
- 13.1.3. Following the presentation, the General Council votes to either approve or reject the proposed budget in its entirety.
- 13.1.4. If the General Council rejects the proposed budget, a director is delegated by formal motion to provide a written report to the Budget and Finance Committee on the rejected budget. This report must contain a concise summary of General Council's concerns with the rejected budget and recommendations on how it should be improved. It must be submitted to the Budget and Finance Committee no later than one week following the rejection of the proposed budget.
- 13.1.5. If a budget is not approved before the end of the current fiscal year, TKUSA operates on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved.

FACT SHEET

Approvals

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Sources and Updates

14. Remuneration of Elected Representatives

Policy Type

Operational

Purpose

To recognize and encourage the contributions of elected representatives, TKUSA provides remuneration. The review of remuneration by an advisory committee primarily comprised of persons who have not elected representatives assists in maintaining fair and impartial remuneration.

Definitions

CPI means the Consumer Price Index, as published by Statistic Canada monthly.

RAC is the Remuneration Advisory Committee

Policy Statement

14.1. General

- 14.1.1. RAC reviews the policy on a biannual basis as opposed to the Bylaws and Policy Committee
- 14.1.2. RAC recommends changes to the policy to the General Council

14.2. Executive Remuneration

- 14.2.1. Executives receive a monthly stipend as set out in Appendix A, based on an average of 5 hours per week from September 1 to April 30 of the next calendar year at a rate of \$25/hour.
- 14.2.2. The Executive’s stipends are reviewed annually by RAC and may be increased by the annual average of Alberta’s CPI from December 1 to November 30 of the previous year
- 14.2.3. RAC may determine a zero percent increase based on the financial or organizational situation of TKUSA or in the case of a negative CPI average in a year
- 14.2.4. Executives can apply for summer staff positions available understanding that their summer work as an executive is voluntary and the staff position is in addition to their executive role.

14.3. Director Remunerations

- 14.3.1. Directors receive a stipend, as set out in Appendix B
- 14.3.2. Directors receive their stipend as a lump sum at the end of each term.

APPENDIX A: Executive Remuneration

Position	Monthly Stipend	Total Annual Amount
President	\$600	\$4800

VP Internal	\$600	\$4800
VP External	\$600	\$4800
VP Student Services	\$600	\$4800

APPENDIX B: Director Remuneration

14.3.3. Directors have remunerated at \$50 per meeting of the General Council attended in accordance with the Roles and Responsibilities of Elected Representatives

14.3.4. Meeting attendance is remunerated to a maximum of \$400 per academic year.

14.3.5. Directors who serve on committees are remunerated \$25 per committee per academic year.

14.3.6. Committee service is remunerated to a maximum of \$150 per academic year.

FACT SHEET

Approvals

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Sources and Updates

15. Budget Approval

Policy Type

Operational

Purpose

To establish the approval process of a proposed budget and the timely approval of each fiscal year's budget

Definitions

Policy Statement

15.1. General

- 15.1.1. The Budget and Finance Committee delivers the proposed budget for the next fiscal year to the General Council no later than 60 days prior to the end of the current fiscal year
- 15.1.2. The Budget and Finance Committee will make a presentation on the proposed budget to the General Council during the meeting at which the proposed budget is to be discussed.
- 15.1.3. Following the presentation, the General Council votes to either approve or reject the proposed budget in its entirety.
- 15.1.4. If the General Council rejects the proposed budget, a director is delegated by formal motion to provide a written report to the Budget and Finance Committee on the rejected budget. This report must contain a concise summary of the General Council's concerns with the rejected budget and recommendations on how it should be improved. It must be submitted to the Budget and Finance Committee no later than one week following the rejection of the proposed budget.
- 15.1.5. If a budget is not approved before the end of the current fiscal year, TKUSA operates on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved.

15.2. Budget Adjustments

- 15.2.1. The new executive will have an opportunity to review and evaluate the budget in alignment with the strategic plan developed over the summer.
- 15.2.2. Changes to the annual budget will be presented to the General Council in October of each year to allow for budgets from Clubs, Publications and Events that will not be available until the fall.

FACT SHEET

Approvals

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16. FINANCE

Policy Type

Operational

Purpose

A policy on finances and investments provides guidance to how finances and investments work, what they look like and how they can be monitored at the governance level

Definitions

Policy Statement

The SA is accountable to the Student Fellowship for the management of student fees. The Executive Board must approve all uses of the finances.

16.1. General

- 16.1.1. TKUSA's fiscal year begins on May 1 and ends on April 30 of the following calendar year.
- 16.1.2. The annual operating budget reflects the strategic plan and current priorities of TKUSA.
- 16.1.3. Expenditures may not exceed the amounts provided in any subsequent budget enacted by SAMU
- 16.1.4. Professional bookkeeping exists for TKUSA's finances
- 16.1.5. An audit of TKUSA's financial statements occur annually by two members of the student body in good standing

16.2. Bookkeeping

- 16.2.1. The has a bookkeeping agreement with Onyx Accounting. With a starting contract date of 2020, reviewed and renewed annually by the General Manager.
- 16.2.2. The General Manager will have access to the Quick Books Accounting software and be the main point of contact between Onyx and TKUSA

16.3. Maintenance Fund

- 16.3.1. The Maintenance Fund is dedicated to furniture, fixtures, equipment, leasehold improvements and building renovations
- 16.3.2. Expenditures from the Maintenance Fund will be reported to General Council

16.4. Contingency Reserve Fund

- 16.4.1. Five percent of the revenue from the TKUSA membership fee is allocated to the Contingency Reserve Fund until the maximum amount has been reached.
- 16.4.2. When the Contingency Reserve Fund contains 25% or more of the prior year's operating budget, additional funds are not transferred into it.
- 16.4.3. If the maximum amount is reached, any excess of the revenue is allocated to that year's Operating Budget. This continues until 2025 after which the allocation is re-evaluated.
- 16.4.4. The Contingency Reserve Fund may only be used for operational deficits

16.4.5. Expenditures from the Contingency Reserve Fund may only occur with both unanimous approval of the Executive Board and the approval of the General Council.

16.5. Operating Fund

16.5.1. The Operating Fund provides for the day-to-day budgeted expenditures of TKUSA

16.5.2. Expenditures from the Operating Fund adhere to approval practices established in procedures.

FACT SHEET

Approvals

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