

Policy 17
Type: Board of Directors Policy
Name: Removal from Office

- 1.0 Qualifications for Removal. Should a member of the Frost Student Association Board of Directors contravene the following, they can be terminated from their office, position and/or their membership in any level of student government. The list of items below, while intended to be comprehensive, is not exclusive but is rather intended to be a guide to the voting body to which a termination or removal is being heard.
- 1.1 Failure to disclose a conflict of interest, whether or not the specific member profited or benefited from the conflict; please refer to policy # 5 – Code of Conduct.
 - 1.2 Contravention of the Not-For-Profit Corporation Act, or the by-laws of the Frost Student Association
 - 1.3 Acting in a manner unbecoming in regards to fellow students, to the specific member's position, to the campus and to the College, including but not limited to the examples below;
 - 1.3.1 Illegal actions while in attendance at a Frost Student Association function or College function, or any other matter associated with the Frost Student Association or College, on or off campus;
 - 1.3.2 Misrepresentation as a member of the student government, to the College community or external persons.
 - 1.4 Breach of Confidentiality. Information, whether written or verbally discussed, in breach of confidence as decided by the Board.
- 2.0 Failure to Perform. A failure to perform the duties of the position, as listed in the position description, to which one is elected or appointed or otherwise attains, is cause for one's dismissal from his or her position. A decision as to one's performance shall be made by the positions direct supervisor, with input from board members. In the case of the President, the Board will evaluate.
- 3.0 Failure to Attend. Failure to attend shall also be a cause for dismissal or removal of a member from his or her position. The following shall be deemed to be failure to attend;
- 3.1 Failing to attend four meetings, if applicable, in total, regardless of notice being given. Only exception is field placement;

- 3.2 Failure to attend two consecutive meetings, if applicable, without a minimum of 24 hours notice;
- 4.0 Anyone who has been removed from office through the above stated process may make a written appeal to the Board within five (5) business days of being removed.
- 5.0 The office of any Board member shall be vacated if he or she ceases to be an active member or by notice in writing to the Board, that the said member resigns his or her office.
- 6.0 Any member removed from the Board through procedures outlined in these Policies shall automatically be ineligible to be nominated or hold an elected position on the Board for the remainder of the term of office and the next complete term of office.

7.0 PROCEDURES FOR REMOVAL FROM OFFICE

7.1 Any member of the Frost Student Association who contravenes the Act or By-Laws, Sections 1 to Sections 3 of this policy shall be subject to removal from office as hereinafter provided.

7.1.1 Prior to the removal of office, action should be taken to resolve the issue at hand in an informal manner where applicable.

7.1.2 Notice to resolve the issue at hand will be given by the Vice-President, in writing, to the member at least five (5) business days in advance to meet with the direct supervisor and document the suggested course of actions to resolve the issue at hand. In the event of the Vice President needing to be addressed, notice shall be given by the President. This step will be taken prior to proceeding to 7.1.3. If the issue at hand was not resolved the board will be informed in an in-camera meeting without the member in attendance. The board will then decide to take the next course of action or continue to try to resolve the issue.

Failing to resolve the issue through the above process, will result in the formal removal process being enacted as outlined below with direction from the board.

7.1.3 *Notice to remove a Board member from the office shall be given, with direction from the board, by the President, in writing, to the member at least five (5) business days in advance of the meeting in which the removal will be voted on by the Board. In the event of the President being removed, the notice shall be given by the Vice President, representing the Board. During the meeting the supervisor will inform the member of the issues at hand and the reason for removal. At that point the member will be able to give a*

final statement. The member will then be asked to leave the meeting and the Board will vote by secret ballot on the removal of the member. A 2/3 vote is needed in order for the vote to pass. The member will then be notified in person immediately after on the final decision. The ballots will be destroyed after the final tally has been confirmed by the entire board.

A motion to withhold the honorarium until a decision is made by the board can be put forth by the board at this time.

- 7.1.4 The person in question may request, and shall be granted, a postponement of the meeting for an additional five(5) business days in order to organize an appeal. Such a request must be made in writing and will not be unreasonably denied.