

Student Union

The UPEISU Selection and Hiring By-law is a creation of the UPEISU Council. It will be presented on March 2 to be passed. If you have any questions or comments, please contact Karen Blaquiere at 566-0648.

UPEISU SELECTION AND HIRING BOARD BY-LAW

A by-law of the UPEI Student Union pertaining to the Hiring and Selection Board of the UPEISU.

1) In accordance with the UPEISU Constitution the Selection and Hiring Board is a body responsible for the recruiting and hiring of all employees (students and non-student) and selection of chairpersons, heads of standing committees and organizations or members of such of the UPEISU.

2) The composition of the Selection and Hiring Board shall be:

- a) 1) The General Manager of the UPEISU who shall act as a non-voting chairperson.
- 2) One Executive member who shall be delegated by the Executive.
- 3) Three members of the UPEISU who shall not be members of the Council, but shall be approved by Council.
- 4) The applicable supervisors of the position being interviewed for, as determined by Council.
- 5) A member of the Selection and Hiring Board who is under consideration for a particular position may not sit on the Selection and Hiring Board when it is considering all candidates for that particular position. In such a case Council may approve a temporary replacement.

b) In the hiring of the UPEISU General Manager the Board shall consist of five (5) members of the UPEISU Council and two (2) non-voting faculty members to be approved by Council.

3) Duties of the Selection and Hiring Board of the UPEISU:
a) The Selection and Hiring Board shall be responsible when requested for recruitment and selection of chairpersons, heads of standing committees and organizations or members of such.

b) The Selection and Hiring Board shall be responsible for recruiting and hiring all employees (student and non-student) of the UPEISU.

c) The Selection and Hiring Board shall receive and process all applications. It shall submit recommendations and rationale as to hiring to the Council.

d) The recommendations of the Selection and Hiring Board are subject to the approval of Council.

4) Procedures of the Selection and Hiring Board of the UPEISU:

a) 1) All positions available for student participation in the spring and fall of each year shall be advertised by the Selection and Hiring Board for two (2) weeks on consecutive issues of the student newspaper and on the campus radio.

2) If a vacancy occurs on the duration of a semester, the Board shall advertise for one (1) week in the student newspaper and on the campus radio for that position.

b) The Selection and Hiring Board shall accept applications for positions up to and including the last day of the week following the last advertisement in the student newspaper

c) The chairperson of the Selection and Hiring Board shall keep on file all applications and board paperwork. This file may be examined by the Council in a closed session.

d) The Selection and Hiring Board should make use of the guidelines for job descriptions in the Personnel Policy.
e) If a vacancy occurs and times does not permit normal procedures as outline in this By-law, the Executive may fill the position on a tentative and temporary basis until normal procedures can be followed.

f) The Selection and Hiring Board shall interview new applicants only.

g) All inquiries concerning a Council decision based on a Selection and Hiring Board recommendation, shall be brought to the Executive member on the Selection and Hiring Board.

5) Further information and specifics regarding employment and selection with the UPEISU SHALL be found in the Personnel Policy.

by-law

A by-law regarding the Student Judicial Committee of the University of Prince Edward Island Student Union.

A) 1. The Student Judicial Committee (SJC) shall have exclusive jurisdiction in all judicial matters concerning students at UPEISU events. As a body incorporated in the UPEISU constitution, and receiving its authority from the Senate of the University of Prince Edward Island and functioning in consultation with UPEI's Director of Student Services, the SJC is to be regarded as a means of ensuring that natural justice is done to students accused of committing infractions of UPEISU rules, or UPEI rules if the case is referred to it by the Department of Student Services.
2. Notwithstanding the SJC's exclusive jurisdiction in judicial matters concerning members of the UPEISU, the SJC does not replace either the civil or federal courts, and will not hear cases where criminal charges are pending.

B) 1. The composition of the SJC shall be as follows:
a) One chairperson, who shall not be a member of the UPEISU Council;
b) Four (4) students, one from each year of undergraduate study, and
c) One (1) student from any year of study.
2. All members of the SJC must be Active Members of the UPEISU for the year in which their terms are served.
3. Members of the SJC shall be appointed by the UPEISU Council to a one-year term, upon the recommendation of the Selection and Hiring Board after its March call for applications and interview sessions.
4. At least one member of the SJC must be living in residence at UPEI during his or her term of office.

C) The SJC shall have the power to:
1. Suspend privileges given to students with Active Membership in the UPEISU, including the right to be admitted to UPEISU events and property, the right to be employed by the UPEISU, and other privileges awarded by the UPEISU constitution,
2. Impose fines, not exceeding one hundred dollars (\$100) and costs incurred in the committing of an offense, to be paid to the injured party as determined by the SJC,
3. Subject to the approval of the University administration, suspend or expel a student from the University and/or Residence.

D)1. The duties of the chairperson of the SJC shall be as follows:
a) To receive in writing charges levied against students, including a detailed report of the circumstances surrounding the charge, and be prepared to act on this information so as to expedite a humane and just decision.
b) To call a meeting of the SJC to discuss a case within one week of receipt of written charges, and to notify the defendant, complainant, and essential witnesses as to the time and location of this meeting.
c) To call other meetings of the SJC whenever necessary.
d) To ensure that SJC members and the defendant have access to photocopies of the report on the circumstances surrounding a charge at least 24 hours prior to the meeting time.
e) To conduct meetings of the SJC by: instructing those present on the importance of strict confidentiality; facilitating a complete and orderly discussion of events leading to the charge; dismissing the defendant, complainant, and witnesses while the SJC members confer regarding a decision; and informing the defendant and complainant immediately following the committee's decision.
f) To communicate the decision in writing to:
1) the Vice President Academic of the UPEISU;
2) the complainant and defendant in question;
3) the body referring the case to the SJC, where applicable (an example would be the Chief of the Campus Police force);
4) the Director of Student Services, when requested.
g) To dismiss members of the SJC, in consultation with the Vice President Academic of the UPEISU, for missing meetings without substantial reason for absence, or for observing impartiality in a case under discussion.
h) To keep complete records on all cases heard, to be presented at the end of his or her term to the VP Academic, who shall keep the file in a locked cabinet and present it to the SJC chairperson's successor.
2. The duties of the members of the SJC shall be as follows:
a) To attend all meetings called by the chairperson, or offer substantial reason for absence to the chairperson meeting in writing.
b) To endeavour to ascertain all relevant facts in the case under discussion.
c) To consider each case impartially, or retire from a discussion where personal involvement makes impartiality impossible.
d) To make decisions with due regard for all pertinent facts and consequences, and establish fair punishment.

E) General Procedures of the SJC
1. Any student requested to appear before the SJC shall have the right to bring persons to give evidence on his or her behalf at that or any subsequent meeting. If the student wishes to be represented by legal counsel, the case shall be referred to the Board of Governors Appeals Committee.
2. Meetings of the SJC shall occur in camera. The Ombudsman may attend while evidence is being presented, but must leave while members confer regarding a decision.
3. Any student refusing to appear before the SJC, or failing to

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