



Revised Consolidated Constitution

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2 Qualifiers

2.1 Purpose

This document serves to both govern and formalize the undertakings of the Biannual Ontario Recreational Association of Lakehead (hereafter referred to as BOREAL), in the context of its operations as a sub-entity of the Lakehead University Student Union, Inc. Its overarching corporate structure and regulations are defined by the constitution of the parent entity.

2.2 Interpretation

The formatting of this constitution is designed to be human-legible in nature; it is designed to read as a hybrid between an operations guide and a rule book, as opposed to a legal contract.

When interpreting this document for restrictions, the use of the imperative tense (i.e. “Must”, “is”, or “Shall”) shall be taken to mean the wording has the effect of an Article, the use of the strong conditional tense (i.e. “Should” or “Usually”) shall be used to mean the wording has the effect of a bylaw, and the use of the weak conditional tense (i.e. “May”, “Sometimes”, or “Might”) shall be used to mean the wording has the effect of an operational policy.

2.3 Definitions

For the purposes of this document, the following terms are defined as follows:

2.3.1 Officer

At every General Meeting, three members are elected to serve as Club Officers.

This is a LUSU-defined status that gives those members certain additional powers and responsibilities. Officers lead the day-to-day operations of the club, primarily by exercising Cards assigned to Roles.

2.3.2 Role

A Role is an official LUSU-registered title given to a Club Officer.

At present, the following Roles exist, Treasurer, President, Secretary.

2.3.3 Card

The Card system is an innovative and dynamic means to handle the Club's bylaws;

Sets of policies, restrictions, and practices (as would usually be defined via Bylaw) are instead set as Cards.

A Card is defined as the contents contained within the description of any item found at this link:

<https://trello.com/b/obC8S3R6>

2.3.4 Holder

Cards may be assigned to Roles through the use of Trello's Tag system.

When this occurs, the Officer with the Role is the Card's Holder.

Card Holders are responsible for exercising all of the responsibilities outlined on a given card.

The Treasurer is the Holder of [these](#) Cards;

the President is the Holder of [these](#) Cards;

and the Secretary is the Holder of [these](#) Cards.



2.3.5 Excursions

Excursions are organised trips (planned well in advance) to an area outside of Orillia. Excursions should be recreational in nature and should offer participants an opportunity to experience the uniqueness of Northern Ontario.

They should offer members experiences that they would be otherwise impractical to achieve, had they been arranged individually.

Excursions are divided into two types:

2.3.5.1 Major Excursions

Major Excursions are organised directly by BOREAL's Officers in their Official capacity. They should be ambitious, inclusive, and centred around exploring a core facet of the Northern Ontario experience.

The club should aim to offer two such excursions per year.

2.3.5.2 Minor Excursions

Minor Excursions are organised by a subset of the Club's membership; although directly supervised and Endorsed by the club's officers, such trips do not fulfil the requirements to be Major.

Generally, the Planning and Operations phase of such trips will be led by an Individual Member. Although these trips should still showcase an area outside of Orillia, the theme, scope, and ambition of such trips may vary.

2.3.6 Minor Excursion Coordinator

Most parts of Minor Excursions are planned and operated by an individual member of the Club. Generally, this is the member who proposed the trip.

For convenience, that member is termed the trip's "Coordinator" (sometimes referred to as its "Coord". Although supervised by an Endorser, Coordinators nevertheless make considerable contributions to (and gain significant responsibilities from) the planning and operations of their trips.

2.3.7 Endorser

Although Minor Excursions are organised by individual members, for formal, legal, and practical purposes, they are nonetheless supervised by an Officer.

For a Minor Excursion to be approved, it needs to be Endorsed by an Officer; when this happens, that Officer becomes the Minor Excursion's Endorser. Endorsers work to walk their trip's Coordinator through the Excursion process, supervise the resulting trip to ensure it occurs within BOREAL's, LU's, and LUSU's regulations, and take care of the trip's formalities.

2.3.8 Term

An Officers' Term is the period for which they are an active Officer of the Club (i.e., the period between their election and the election of their successor).

Generally, this period will be for one half of the year (i.e. between a the winter General Meeting and the Fall Special Meeting).



2.3.9 Book

A Book is a collection of documents (usually accompanied by a notebook) compiled into one physical place (usually a folder and/or binder).

Notes are used to record various aspects of the Club's operations, notably including:

2.3.9.1 Minutes Book

The Minutes Book is used to record all itemised activity which occurs at any Club meeting (including Executive and General meetings). A copy of every meeting's agenda is usually included in this Book.

This Book must include a record of all votes which take place.

2.3.9.2 Experiences Book

The Experiences Book should be used to record all in-progress research undertaken for Excursion Planning. Where possible, it should also be used to record trip reviews undertaken at the conclusion of any such Excursion.

2.3.9.3 Specifics Book

The Specifics Book is used to record, in an organised and maintainable manner, concrete information necessary for a trip to be reproduced.

Examples for information of this type include quotes, itineraries, routing, completed risk management assessments, empty waiver forms, etc.

Additionally, this Book shall include copies of all completed waiver forms heretofore submitted for all Excursions offered throughout the Club's history (including both Major and Minor entries).

2.3.9.4 Finance Book

The Finance Book is used to keep permanent records of all transactions completed through, by, or on behalf of, the Club.

Sometimes called "The Ledger", this book includes detailed expenses, income reporting, etc. It also includes the following:

2.3.9.4.1 Receipt Book

The Receipt Book is used to provide confirmation of the club's receipt of funds collected through Special Collections.

2.3.9.4.2 Purchased Order Book

The Purchase Order Book is used to provide formal confirmation of the club's intention to incur an expense for goods and/or services.

2.3.9.4.3 Gift Card Book

The Gift Card Book is used to document instances wherein the Subsidy Program is invoked, and wherein funds earmarked for that program are used to subsidise a portion of a member's Major Excursion fees.



2.3.10 Possession

Officers may hold Roles that have been assigned Cards stating that the card in question gives them “Possession” of a Book.

Possession of a book entails keeping the said book up to date, storing it, sorting its contents, and sharing access to the book with any Officer who also has a claim to joint possession.

Officers with Possession must also make their Book available for inspection upon request from any other Club Officer, or any LUSU Executive.

Officers must pass any Books in their Possession to their successors at the end of their Term.

2.3.11 Meeting

A meeting is a formal occasion wherein, assuming quorum, attendees may make certain choices affecting the Club and its operations.

There are two types of meetings recognised in this document:

2.3.11.1 *Executive Meeting*

Executive Meetings are occasions wherein all members of the Club's officers come together to discuss items. During such meetings, Officers make decisions regarding Card assignment, expenditures, etc.

Additionally, such meetings are often used to plan the details of Major Excursions.

They may also be used to plan the details of Minor Excursions, and to that end, Coordinators may attend. Having said that, they are not to be considered voting members of such a meeting and do not contribute towards the meeting's Quorum.

2.3.11.2 *General Meeting*

Two times per year, all members of the club will meet in a General Meeting. These meetings are used to elect new Officers, decide on the next Major Excursion, and discuss operations.

For formal purposes, meetings of this sort are categorised into the following two types:

2.3.11.2.1 *Annual General Meetings*

This meeting occurs in the Winter term and is used to decide on the subsequent fall semester's Major Excursion (in the same calendar year).

2.3.11.2.2 *Special General Meetings*

This meeting occurs in the Fall term and is used to decide on the subsequent winter semester's Major Excursion (in the subsequent calendar year).



2.3.12 Contacts

Contacts are any entities with which the Club interacts with, on a formalised basis, for any purposes other than those defined above.

2.3.13 Procurements

Procurement is the process of purchasing any item not already in the Club's possession.

2.3.14 Acquisitions

Acquisitions is the process of obtaining any item for a specific usage scenario (for example, for an Excursion). Acquisition differs from Procurement insofar as the Club may or may not have the item in question.

Should it be determined that the Club already owns the item, an arrangement is to be worked out for borrowing it for the purposes of the usage scenario. Should it be determined that the item is not already in the Club's possession, the process should shift to Procurement.

2.3.15 Contracts

Contracts are any binding legal documents entered into on behalf of the Club for the purposes of ensuring access to, or provision of, a service.

Common examples of relevant contracts include reservations and service arrangements.

2.3.16 Subsidy Program

The subsidy program is a program through which students with a significant and provable financial need may see their fees for participation in Major Excursions lessened.

2.3.17 Collections

Collections are methods through which the Club may collect funds from its Members (generally in the form of fees for provided services and/or Excursions).

2.3.17.1 *Collections Agreement*

The Collections Agreement is a formalised agreement with LUSU, wherein Members will be added to a spreadsheet by LUSU representatives when a member approaches the LUSU office with exact change.

2.3.17.2 *Special Collections*

Special Collections entails any means of collecting funds from Members other than that which was outlined above (i.e. the Collections Agreement).

2.3.18 Payor

Any Member who pays money to the club, in the form of a fee or a donation, through any recognised channel, including Special Collections or the Collections Agreement.

2.3.19 Vendors

Vendors are any corporations the Club interacts with, on a formalised basis, for expenditure purposes. Relationships with Vendors may be established including Partnerships, Sponsorships, and Discounts.



2.3.20 Plan

A Plan is a formal, prepared, document detailing how the Club intends to go about executing an item. The following such plans are in active use:

2.3.20.1 *Communications Plans*

A Communications Plan is a document outlining the Club's plan to promote/market a specific event/item/Excursion/service. Generally, it will involve graphic design, updating the website, disseminating information on our social media platforms, and making use of our mailing lists.

2.3.20.2 *Costing Plan*

A Costing Plan is a document outlining the specific costs associated with the provisioning of an event/item/Excursion/service.

Such plans must include all relevant information, all expenses, and all revenues.

2.3.20.2.1 *Relevant Information*

Costing plans must include the date of the event, the event's risk management assessment and application, the event's PEO (i.e. the Organizer for Major Excursions or the Endorser for Minor Excursions).

2.3.20.2.2 *Expenses*

Costing plans must include an account of all expected expenses including Acquisitions and Contracts. This account must include vendors, item names, item descriptions, item IDs, method of payment, taxes, etc.

2.3.20.2.3 *Revenues*

Costing plans must include an account of all expected revenues, including fees, club funding, earmarked existing funds, donations, in-kind service provisions, etc.

2.3.21 Phases

Phases are subdivisions of the process that must be undertaken when planning an Excursion. Generally, different Phases of the process are the responsibilities of different Officers.

Specifically, Officers hold Roles which are assigned Cards that contain an Excursion's Phase.

2.3.21.1 *Planning Phase*

The Planning Phase is the portion of undertaking an Excursion that involves researching, confirming, and recording the logistics, details, itinerary, and costing which will be necessary.

This stage also includes filling out and submitting the applicable activity's Risk Management applications.

2.3.21.2 *Booking Phase*

The Booking Phase is the portion of an undertaking wherein the researched information is put into practice. This includes Acquisitions, Contracts, and Plans.

2.3.21.3 *Operations Phase*

The Operations Phase is the portion of an undertaking wherein the undertaking in question actually occurs; it includes managing safety, conducting the event's activities, managing the event's timelines, initiating backup plans, reviews, and general attendance.



3 Mechanisms

This constitution makes use of an innovative new and dynamic system for the assignment of responsibilities entailed herein. This section describes that mechanism in detail, and outlines various restrictions regarding its use.

3.1 Cards

The Card system described above has been established at this link:

<https://trello.com/c/ncozfQu1>

When interpreted per 2.2, the Cards contained at that link are to be considered articles, bylaws, and policies respectively. Most notably, this means that any such item is considered binding, under the authority as detailed in the LUSU constitution.

3.2 Procedure

The contents of cards, their assignments, etc. may only be modified per the following procedures:

3.2.1 Amendments

3.2.1.1 Quorum

This document (and all cards linked herein) may be amended by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.

3.2.1.2 Active

Any amendments take effect immediately after the General Meeting is over.

3.2.1.3 Procedure

3.2.1.3.1 Card Modifications

The descriptions of any card are to be considered part of this constitution. They may not be changed without the agreement of a vote recorded to have occurred at a General Meeting.

Typographical and or phrasing issues may be resolved notwithstanding the above through a vote at an Executive Meeting.

3.2.1.3.2 Card Creation / Deletion

Per the above, Cards are considered to be extensions of this document. Creating a new Card, or deleting an existing one, requires the full authority of a General Meeting.

3.2.2 Assignment Eligibility

A Card may only be assigned to a Role (i.e. an Officer's Title as defined below). Most notably, this precludes any cards being assigned to an individual in name.

3.2.3 Assignment Procedure

Cards (and their associated responsibilities) may be transferred amongst Officers without the need for consultation with Members. Note that, at all times, at least one Role must be assigned to each Card.

Transferring of responsibilities may occur after a recorded vote at an Executive Meeting.



4 Preclusions

Per the modular nature of this constitution, an effort has been made to record all clauses as Cards. Nevertheless, there exist certain fundamental items which, for various reasons, are not suited to such a format. Any such items have been recorded below:

4.1 Club Name

The name of the club shall be [the] 'Biannual Ontario Recreational Excursion Association of Lakehead', referred to in this document as "Club" or "BOREAL".

4.2 Club Purpose

The purpose of the club is explicitly defined as follows; all activities of this club shall be conducted in furtherance of this purpose:

Harnessing the power of group purchases and economies of scale, BOREAL strives to provide all students at Lakehead Orillia with an affordable way to experience Northern Ontario. Through accumulated experience, the Association will create a roster of repeatable Excursions, from which it will organise 'Major' trips for its membership twice per year.

BOREAL will endeavour to ensure that its Major Excursions are available to those for whom such experiences would be especially impactful. To that end, a Subsidy Program will be made available to students experiencing financial difficulties and priority registration and consideration will be provided to international and interprovincial students.

Additionally, by leveraging relationships developed with vendors in the transportation and hospitality industries, BOREAL hopes to develop the technical and informational expertise required to facilitate additional group travel. Therefrom, BOREAL aims to support any subsets of its membership wishing to organise their own 'Minor' Excursions.

4.3 Membership Restrictions

4.3.1 Student Membership Requirement

At least one-half of the members of the Club shall be Lakehead University Students.

4.3.2 Membership Rights

All Club members shall have the right to bring forward motions and cast a vote at the Club's Annual General Meeting. Only Lakehead University students can vote in Club Elections or become Club Officers.

4.3.3 Membership Availability

This Club has no membership restrictions



4.4 Meeting Procedures

4.4.1 Meeting Frequency

The Club shall hold an Annual General Meeting at least once per academic year between January and April, inclusively. Moreover, the Club shall hold a Special General Meeting at least once per academic year between September and December, inclusively.

4.4.2 Meeting Organiser

In consultation with the other Officers, the date, time, and location of the Annual General Meeting shall be set and announced to club members at least two (2) weeks before the meeting is to take place, by Holder of the "Chairing General Meetings" Card.

4.4.3 Quorum

At a General Meeting, at least two (2) Officers and 50% of those who attended the last Major Excursion – OR, if that combined number is less than five, two (2) members and three (3) officers – must be present in order for the meeting to be able to proceed. If this minimum is not achieved ("quorum"), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.

If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, all Officers expected to remain at Lakehead Orillia will automatically continue in their roles for the following term. Subsequently, an Executive Meeting of current Officers shall be called, whereupon replacements for departing Officers shall be appointed via a vote of those present.

4.4.4 Proceedings

4.4.4.1 Appointments

During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1. During the Special General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on Dec 1.

4.4.4.2 Motions

The Club members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.

4.4.4.3 Petitions

At any time, a petition of two (2) Officers OR 40% of those who attended the last Major Excursion OR 60% of Club members can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then ensure all of the Club members are notified at least four (4) days in advance of the scheduled meeting date.



4.5 Club Officer Positions

4.5.1 Requirements

All Club Officers must be registered students of Lakehead University

4.5.2 Officer Resignation

Any Officer is allowed to resign their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.

4.5.3 Officer One – President

4.5.3.1 Other Names

This position may also be referred to as the “Chief Executive Officer” or the “Operations Manager”.

4.5.3.2 Responsibilities

This position is responsible for all Cards found at [this link](#).

4.5.4 Officer Two – Secretary

4.5.4.1 Other Names

This position may also be referred to as the “Planning Manager” or the “Logistics Manager”.

4.5.4.2 Responsibilities

This position is responsible for all Cards found at [this link](#).

4.5.5 Officer Three – Treasurer

4.5.5.1 Other Names

This position may also be referred to as the “Bookings Manager” or the “Finance Manager”.

4.5.5.2 Responsibilities

This position is responsible for all Cards found at [this link](#).

4.6 Club Election Procedures

4.6.1 Election Date

An election shall occur at all General Meetings.

4.6.2 Nominations

Members who are interested in becoming an Officer shall declare their candidacy at the General Meeting and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret or electronic ballot, in which case the ballots shall be collected and recorded by the Secretary and another Club member who will verify the vote's fairness.



4.7 Excursion Goals & Procedures

4.7.1 Major Excursions

Every year, it should be the Club's goal to host exactly two Major Excursions (as defined above). These should be scheduled to avoid interfering with Students' commitments, as to maximise attendance. Generally, Major Excursions should take place in late September/early October and late January/early February respectively.

Major Excursions should take approximately one weekend, should cost less than \$300 per capita, and should be accessible to all members. In that regard, major Excursions should not be physically arduous, nor should they require prospective participants to have specialised skills or knowledge as a prerequisite for registration.

Major Excursions must be organised by the Officers (Operations Manager, Finance Manager, and Logistics Manager) directly, in line with the responsibilities outlined on the "Major Excursions" Cards.

They should be selected by the Club's membership at least three (3) months in advance at the preceding general meeting. In such a meeting, Major Excursions must be selected from the Specifics Book.

4.7.2 Minor Excursions

As provisioned for above, BOREAL aims to provide its members with the technical and informational expertise needed to facilitate Minor Excursions. For BOREAL involvement, proposed Minor Excursions must have the support (and prospective participation) of at least four (4) Club members with at least two (2) of whom being current LUSU members (Lakehead Students).

Although proposed trips should showcase an area outside of Orillia, the exact theme, scope, ambition, frequency, or accessibility of Minor Excursions is not directly restricted. The only direct limitation is that any Minor Excursion likely to have a per-capita cost in excess of \$550 must receive written approval from at least two (2) Officers before it may be considered.

After deciding upon an idea, interested members must choose a Trip Leader, who will be directly responsible for researching, costing, organising, and leading the proposed Minor Excursion. The prospective Trip Leader is to contact any Officer, who may choose to act as that trip's Endorser. Trips without an Endorser will receive no BOREAL involvement.

Once approved by an Endorser, the Trip Leader is to be considered a "Coordinator" for a term lasting no longer than three (3) weeks after the conclusion of the applicable Minor Excursion. They should keep in close contact with their Endorser, who will walk them through the trip planning process.

A Trip Leader's appointment may be revoked at any time by agreement of two (2) Officers, or should the trip's Endorser withdraw their involvement. In such cases, the applicable Minor Excursion will thereafter end up cancelled, or will end up being organised/proposed again by a replacement Trip Leader.

The Endorser's responsibilities for Minor Excursions are outlined further on the "Minor Excursion Endorser" card.



4.8 Statement of Officer Accountability

4.8.1 Accountability

All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Club's purpose and in the best interest of the Club's members.

4.8.2 Responsibility

All Club Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Club members.

4.8.3 Agreements

All Club Officers shall honour all agreements to which they or their predecessors agreed to and shall endeavour to fulfill every obligation owed under those agreements.

4.9 The Subsidy Program

Endowed with funds from surplus Excursion fees (and any other earmarked funds), the Subsidy Program shall be used to decrease the cost of Major Excursion registrations for students in Financial Need. For the purposes of this policy, "Financial Need" is defined as a circumstance wherein a student has little to no discretionary income after tuition, housing, food, and course materials have been accounted for.

At all General Meetings, the Chair should make the existence of this program known. Additionally, during Special Collections, the Holder of the relevant card should also communicate this program's existence.

To apply under this program, eligible students may directly contact the Holder of the "Subsidy Fund" Card with a request to register for the program, along with a letter detailing their financial circumstances. Provided that such a request has been made, the Holder may, in their sole discretion, choose to substitute any portion of the applicable individual's Major Excursions fee with funds from the Subsidy Program.

Note that the Subsidy Program is there for students with demonstrable, pressing, and strong claims. When practical, the Holder should avoid depleting the fund in its entirety. Any leftover Subsidy Program funds shall carry over to the next year and remain earmarked for students in Financial Need. Also note that the Subsidy Program may only be used to offset Major Excursion costs; it may not be used to offset Minor Excursions.



5 Appendix One: Cards

This is a copy of all cards, as they currently exist on the Club's Trello found at the below link:

<https://trello.com/b/obC8S3R6>

5.1 Meetings

5.1.1 Chairing Executive Meetings

The Holder will prepare agendas for Executive Meetings.

The Holder will chair such meetings (i.e., moderation/time management).

5.1.2 Recording Executive Meetings

The Holder will work with conference services to book a meeting room, if required. They will also ensure that all Officers are aware of the meeting.

The Holder will write Minutes for Executive Meetings in the Minutes Book.

The Holder will have joint Possession of the Minutes Book for their Term.

5.1.3 Chairing General Meetings

The Holder will prepare agendas for General Meetings.

The Holder will prepare a slidedeck for such meetings.

The Holder will chair such meetings (i.e., moderation/time management).

5.1.4 Recording General Meetings

The Holder will work with conference services to book a meeting room.

They will also work with LU's TSC to arrange for webinar technology.

The Holder will be responsible for arranging marketing efforts for such meetings such that they are known to the general Public.

The Holder will write Minutes for General Meetings in the Minutes Book.

The Holder will have joint Possession of the Minutes Book for their Term.

5.2 Income

5.2.1 Special Collections

Generally, whenever funds are to be collected from our membership, such collections will occur via the Collections Agreement.

In certain situations, the Collections Agreement may be less than ideal. In such circumstances, the Holder may arrange for Special Collections.

These may include, but are not limited to, any of the following:

- Collecting payments from persons who do not have exact change.
- Accepting payments through eTransfers.
- Accepting payments through Credit/Debit aggregate services (as a SP).
- Accepting payments through Cheques.

Any collection methods not listed above are only valid if liquidatable in a LUSU compatible manner.

FUNDS COLLECTED VIA SPECIAL COLLECTIONS...

- MUST be documented with a Holder-signed receipt provided to the Payor
- A carbon copy of said receipt must be kept indefinitely in the Receipt Book
- Will travel via personal accounts owned by the holder
- MUST be sent to LUSU via a deposit form within 10 (ten) days of collection.
 - Special Collections are generally deposited in batches.
 - Each batch must be recorded in the Finance Book.

*The Holder is has partial Possession of the Receipt Book
The Holder is has partial Possession of the Finance Book*

5.2.2 Fundraising

The Holder is responsible for leading all Phases (Planning, Booking, and Operations) of fundraising efforts.

With assistance from the other Officers, the Holder is responsible for coming up with fundraising opportunities, and leading efforts to take advantage of such opportunities.

5.2.3 Finding Sponsors

The Holder is responsible for searching for, and working out the details of agreements with, external entities for sponsorship purposes.

In such instances, the Holder will be BOREAL's representative.

The most likely applications of this Card will probably be discounts from travel companies, and tourism grants.

5.2.4 Invoking the Collections Agreement

The Collections Agreement is an agreement with LUSU that allows for trip funds to be collected by LUSU's representatives in the the student union office.

All funds via this agreement are automatically deposited into BOREAL's account.

The Holder may be contacted by Officers acting as PEOs for Major or Minor excursions with a trip fee/cost (per the relevant Costing Plan).

Once contacted, the Holder should duplicate the template sheet of the "LUSU Collections – BOREAL" file.), add a relevant entry to the Index page, and inform LUSU.

The Holder is also responsible for maintaining that entry's "Status" marker (column B).



5.3 Expenses

5.3.1 Incidental Expenses

Expenses from this method must net less than \$600 per month

The Holder has partial Possession of the Finance Book

5.3.1.1 Case One

After receiving a request from a vote which occurred at either an Executive or General meeting, the Holder may search for and purchase relevant items from the cheapest available vendor.

If the request contained any budget or vendor restrictions, the Holder must adhere to such restrictions.

Upon making such a purchase, it is the responsibility of the Holder to fill out and submit a Cheque Requisition to LUSU for reimbursement.

Whomever is in Possession of the Minutes Book may co-sign such a requisition.

Once processed, the Holder is to fill out the vendor, item cost, and date of purchase in, and attach an applicable receipt to, the Finance Book.

5.3.1.2 Case Two

After receiving a request from a Major or Minor Excursion's PEO for an item to be purchased for said excursion, the Holder may search for relevant items from the cheapest available vendor.

Before purchasing such an item, the Holder must:

- Ensure the relevant event has already received LU Risk Management Approval
- Review the relevant event's costing plan to ensure its viability and validity.
- Review said plan to ensure the item is costed for within it.
- Ensure that the cheapest available such item is less than the costed figure.

Once the above steps have been completed, the PEO may purchase the item. Under no circumstances may an Excursion's costing plan use existing club funds

- This does not apply to funds already earmarked by an Executive Meeting
- This does not apply to funds obtained as the result of a LUSU funding application (or other form of sponsorship and/or grant), if such funds were obtained specifically for the Excursion in question.

Upon making such a purchase, it is the responsibility of the Holder to fill out and submit a Cheque Requisition to LUSU for reimbursement; the PEO for the relevant event may cosign such a requisition.

Once processed, the Holder is to fill out the vendor, item cost, and date of purchase in, and attach an applicable receipt to, the Finance Book.



5.3.2 Procurement

This method may only be used when purchasing items.

This method may be used regardless of item value

The Holder has partial Possession of the Finance Book

The Holder has partial Possession of the Purchase Order Book

5.3.2.1 Issuing a Purchase Order

5.3.2.1.1 Case One

After receiving a request from a vote which occurred at either an Executive or General meeting, the Holder shall receive the cheapest available quote from available vendors.

The Holder shall present this quote at the next Executive Meeting. Should the vote be affirmative, the Holder may issue a Purchase Order.

5.3.2.1.2 Case Two

After receiving a request from a Major or Minor Excursion's PEO for an item to be purchased for said excursion, the Holder shall receive the cheapest available quote from available vendors.

Subsequently, the Holder is to:

- Ensure the relevant event has already received LU Risk Management Approval
- Review the relevant event's costing plan to ensure its viability and validity.
- Review said plan to ensure the item is costed for within it.
- Ensure that the cheapest available quote is less than the costed figure.

Under no circumstances may an Excursion's costing plan use existing club funds

- This does not apply to funds already earmarked by an Executive Meeting
- This does not apply to funds obtained as the result of a LUSU funding application (or other form of sponsorship and/or grant), if such funds were obtained specifically for the Excursion in question.

Once the above steps have been completed, the Holder shall present the quote to the relevant PEO. Should the PEO affirm the purchase, the Holder may issue a Purchase Order.

5.3.2.2 Processing a Purchase Order

5.3.2.2.1 Option One

The Holder may send the Purchase Order to the relevant vendor. Upon receipt of the vendor's invoice, the Holder may pay the applicable invoice.

Upon making such a payment, it is the responsibility of the Holder to fill out and submit a Cheque Requisition to LUSU for reimbursement.

The PEO for the relevant event may co-sign such a requisition.

5.3.2.2.2 Option Two

The Holder may send the Purchase Order to LUSU, with an attached [Contract & Invoicing Approval form](#). The PEO for the relevant event may co-sign such an approval.



Once processed, LUSU will deduct the service cost from the club's account.

Thereafter, the Holder is to fill out the vendor, item cost, and date of purchase the Finance Book. They are also to attach the invoice, purchase order, receipt, and approval form to the said Book.

5.3.3 Subsidy Fund

The Holder is responsible for communicating the existence of, and managing the operations of, the Subsidy Program.

To apply under this program, eligible students may directly contact the Holder with a request to register for the program, along with a letter detailing their financial circumstances.

Provided that such a request has been made, the Holder may, in their sole discretion, choose to substitute any portion of the applicable individual's Major Excursions fee with funds from the Subsidy Program.

Note that the Subsidy Program is there for students with demonstrable, pressing, and strong claims. When practical, the Holder should avoid depleting the fund in its entirety.

Note that the Subsidy Program may only be used to offset Major Excursion costs; it may not be used to offset Minor Excursions.

5.3.4 High Value Contracts

This method may only be used when contracting Vendors.

Examples of this include services, reservations, etc.

The value of the contract must be greater than \$25 000

The holder shall lead the attainment of any contracts worth more than \$25k.

Should the Executive Committee or a General Meeting vote to procure such a contract, the Holder shall arrange a meeting with LUSU and the other Officers.

During such a meeting all parties present shall formulate a procedure through which contracts of this value may be achieved by Orillia Campus Clubs.

The resulting procedure should ideally include a review of any such contracts by a legal counsel. The final result will be recorded on this card.



5.3.5 Contracts

This method may only be used when contracting Vendors.

Examples of this include services, reservations, etc.

The value of the contract must be less than \$25 000

The Holder has partial Possession of the Finance Book

The Holder has partial Possession of the Purchase Order Book

5.3.5.1 Case One

After receiving a request from a vote which occurred at either an Executive or General meeting, the Holder shall receive the cheapest available quote from available contractors/vendors.

The Holder shall present this quote at the next Executive Meeting. Should the vote be affirmative, the Holder may issue a Purchase Order.

5.3.5.2 Case Two

After receiving a request from a Major or Minor Excursion's PEO for said excursion, the Holder shall receive the cheapest available quote from available contractors/vendors.

Subsequently, the Holder is to:

- Ensure the relevant event has already received LU Risk Management Approval
- Review the relevant event's costing plan to ensure its viability and validity.
- Review said plan to ensure the contract is costed for within it.
- Ensure that the cheapest available quote is less than the costed figure.

Under no circumstances may an Excursion's costing plan use existing club funds

- This does not apply to funds already earmarked by an Executive Meeting
- This does not apply to funds obtained as the result of a LUSU funding application (or other form of sponsorship and/or grant), if such funds were obtained specifically for the Excursion in question.

Once the above steps have been completed, the Holder shall present the quote to the relevant PEO. Should the PEO affirm the purchase, the Holder may issue a Purchase Order.

5.3.5.3 Processing a Purchase Order

5.3.5.3.1 Option One

The Holder may send the Purchase Order to the relevant vendor. Any resulting reservation/deposit fees may be handled as Incidental Expenses.

Upon receipt of the vendor's invoice, the Holder may pay the applicable invoice. Upon making such a payment, it is the responsibility of the Holder to fill out and submit a Cheque Requisition to LUSU for reimbursement.

The PEO for the relevant event may cosign such a requisition.



5.3.5.3.2 Option Two

The Holder may send the Purchase Order to LUSU, with an attached [Contract & Invoicing Approval form](#). The PEO for the relevant event may cosign such an approval.

Once processed, LUSU will deduct the service cost from the club's account. Note that this will likely include deposit/reservation fees.

Thereafter, the Holder is to fill out the vendor, item cost, and date of purchase the Finance Book. They are also attach the invoice, purchase order, receipt, and approval form to the said Book.

5.4 Internal Administration

5.4.1 Administrative Communications

The Holder is responsible for serving as the contact point between BOREAL and representatives of the following entities:

- Lakehead University
- Lakehead University Student Union
- Any legal counsels working for BOREAL
- Her Majesty the Queen in right of Canada.

Notably, this includes LUSU executives, LU staff, and government permitting offices.

5.4.2 Officer Human Resources

The Holder is tasked with monitoring all other Officers are up to date (or actively working on or otherwise managing) the responsibilities assigned to them on their cards.

Should the Holder notice otherwise, they are to convene an Executive Meeting. At such a meeting, the situation shall be discussed; if necessary, cards may be reassigned.

5.4.3 Executive Authority

The Holder may make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this constitution, or the LUSU governing documents, they shall be considered valid and enforceable.

Such decisions may only be made when an Executive Meeting would be, to a significant extent, inexpedient, inordinate, and/or implausible.

Decisions made by the Holder in this manner must not contravene this constitution or LUSU governing documents. Notably, such decisions must not modify any Cards on this board.

They must also not touch on items from within Cards for which another Officer is the Holder, unless strong efforts made to get in touch with those Holder(s) have proven unsuccessful.



5.4.4 Static Communications

The Holder is tasked with maintaining our [website](#).

Notably, this responsibility includes making pages for events, keeping the calendar up to date, and making sure that all "about" information is kept up to date.

They are also tasked with moderating our [slack](#).

They are also tasked with sending out emails to our mailing lists.

They are also tasked with maintaining the backend for our website, its DNS, and ensuring that it gets renewed (as an Incidental Expense).

5.4.5 Marketing

The Holder is tasked with running BOREAL's social media, and other marketing efforts.

Notably, these include:

- Our [Twitter](#)
- Our [Facebook](#)
- Our [Instagram](#)
- Our [YouTube](#).

Additionally, this includes the designing and printing of posters and banners.

5.5 Excursions

5.5.1 Major Excursion Booking

The Holder has partial Possession of the Specifics Book

The Holder has partial Possession of the Experiences Book

The Holder will be responsible for leading the Booking Phase of all Major Excursions which occur during their term; a responsibility that includes:

- Making Acquisition arrangements with the other Officers as needed.
- Making Reservation arrangements with the other Officers as needed.
- Working with the other Officers to arrange payment collections
 - This will generally involve invoking the Collections Agreement.
 - This will probably involve Special Collections.
- The Holder shall request that the Communications Plan prepared earlier be launched.



5.5.2 Major Excursion Planning

The Holder has partial Possession of the Specifics Book

The Holder has partial Possession of the Experiences Book

The Holder will be responsible for leading the Planning Phase of all Major Excursions which occur during their term; a responsibility that includes:

5.5.2.1 Adding an entry to, and maintaining the existing entries in, the Specifics Book:

5.5.2.1.1 Adding New Excursions

Once per year, the Holder is responsible for researching, costing, and planning a detailed itinerary for, a new Major Excursion idea. For costing purchases, the Holder may reach out to vendors for quotes and other forms of cost estimates.

Notes and other in-progress information generated while completing this research may be added to the Experiences Book.

The finalized, costed, confirmed, quoted, Major Excursion and its respective itinerary should be recorded in the Specifics Book.

5.5.2.1.2 Maintaining Existing Entries

The Holder will review all existing content in the Specifics Book at least once per year to ensure that its items are still viable, that its costs are still reasonable, etc.

5.5.2.2 Selecting a Major Excursion

5.5.2.2.1 Selection

At General Meetings, the holder is responsible for presenting the contents of the Specifics Book, with the goal of selecting the next Major Excursion.

This will be done in conjunction with the Meeting's Chair.

5.5.2.2.2 RM Paperwork

Once an excursion has been selected at a General Meeting, the Holder, with the help of the other Officers, is to prepare the trip's Risk Management Plan.

If this Excursion has been done in the past, a relevant RM Plan should be attached to the Specifics Book. It may need some modification, but should suffice as a template.

If this is the first time the Excursion is being offered, the Holder shall complete an RM plan from scratch; once completed, it should be attached to the Specifics Book for future reference.

Once completed, the RM paperwork shall be submitted (with the Holder of "Major Excursion Operations" acting as the PEO).

Once this is completed, the RM shall request a Communications Plan from the Holder of the "Marketing" card.

5.5.3 Major Excursion Operations

The Holder has joint Possession of the Experiences Book for their term.

The Holder will be responsible for leading the Operations Phase of all Major Excursions which occur during their term; a responsibility that includes:

- Committing to attend all applicable Major Excursions.
- Signing as the PEO on the applicable [Risk Management Approvals](#).
 - Accepting all the responsibilities this entails.
 - Managing safety throughout the event.
 - Filling out any applicable incident reports after the event.
- Leading all activities which occur during said events.
- Leading a post-event review, and adding it to the Experiences Book

5.5.4 Minor Excursion Endorser

The Holder has the authority to act as an Endorser for Minor Excursions. They automatically become such for any Minor Excursion Request they accept.

For any Minor Excursion for which the Holder is the Endorser, they will be:

- Supporting the Minor Excursion's Coordinator during the Planning Phase.
 - Helping the Coordinator to complete all required research.
 - Helping the Coordinator to prepare a Communications Plan
 - Reviewing, and approving/rejecting, that Plan.
 - Serving as an intermediary between the Officers and the Coordinator.
 - Requesting quotes on the Coord's behalf via BOREAL's Contacts.
 - Helping the coordinator to prepare a Costing Plan.
 - Reviewing, and approving/rejecting, that Plan.
 - Assisting the Coordinator with all LUSU/LU required paperwork.
 - Reviewing, and approving/rejecting, the resulting paperwork.
 - Signing and submitting any such paperwork on the Coord's behalf.
- Leading the Bookings Phase on behalf of the Minor Excursion's Coordinator.
 - Making Acquisition arrangements with the other Officers as needed.
 - Making Reservation arrangements with the other Officers as needed.
 - Working with the other Officers to arrange payment collections
 - This will generally involve invoking the Collections Agreement.
 - This may or may not involve invoking Special Collections.
 - In conjunction with the coordinator and the other Officers, working to launch the Communications Plan approved via the above.
- Supervising the Operations Phase of the Minor Excursion.
 - Committing to attend the final, booked, event.
 - Signing as that event's PEO on LU's [Risk Management Approvals](#).
 - Accept all the responsibilities this entails.
 - Personally managing the event's safety.
 - Supervising the Coord in running all activities planned for the Excursion.
 - Supervising the Coordinator in leading a Post-Event Review
 - Arranging for the addition of the completed review to the Experiences Book