 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	BD-09	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>External Memberships</b>	<b>May 3, 2024</b>
	<b>Responsible</b>	<b>Scheduled Review</b>
	Campaigns & Advocacy Committee	1 year

## Purpose

The purpose of this policy is to set out how the Capilano Students' Union takes up and maintains membership in external organizations, including national and provincial student organizations, coalitions, and professional associations.

## Scope

This policy applies to the membership of the Capilano Students' Union in any external organization. This policy does not apply to any invitation by an external organization to designate or nominate board members, committee members, officers, or other leadership positions in external organizations, each of which shall be governed by the bylaws, policies, and procedures of the respective external organization.

## Definitions


In this policy,

**“conference”** includes single- or multi-day events hosted by an external organization for student leadership and skills development, organizing policy or campaigns, or lobbying government officials, and includes general meetings of external organizations of which the Capilano Students' Union is a member.

**“external organization”** includes any national or provincial student organization, coalition, or professional association in which the Capilano Students' Union, as a non-profit organization, becomes a member.

## Principles

- 1. Board Approval.** Any membership in an external organization must have been approved by the board prior to an application being made. A proposal for external membership must include information related to membership fees and a projection of any expected operational costs associated with membership.
- 2. Conferences.** Where the board has approved membership in an external organization, and membership in that external organization includes access to attend conferences, and the board has explicitly budgeted the necessary

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resources to send delegates to conferences, then the executive director is authorized to register approved delegates and to pay the necessary expenses.

3. **Approval of Delegates.** Unless a delegation has been explicitly approved by the board in schedule 1 of this policy, the board must approve delegates to all conferences of external organizations. The board may, by two-thirds resolution, appoint an alternate delegation notwithstanding those set out in schedule 1.
4. **Reports.** Delegates to an external organization’s conference must, collectively or individually, prepare a report to the board of directors providing a brief overview of the conference’s activities and recommendations or action items that may require action by the Capilano Students’ Union.
5. **Attendance.** The president may attend any conference as a delegate if there are not enough nominees to fill up pre-budgeted spaces.
6. **Conduct:** A student leader appointed or nominated to attend a conference is an ambassador for the Capilano Students’ Union, and so every such student leader is expected to follow the [board ethics and conduct policy \(BD-01\)](#) in how they conduct themselves at a conference including at social and unofficial activities.

## Delegation


The board delegates the administration of this policy, and the authority to create external organization procedures to support this policy, to the executive director, provided that any procedures affecting the approval of delegates or budgeted resources for conferences of external organizations must receive the approval of the board.

## Review and Monitoring

The campaigns and advocacy committee monitors compliance with this policy, and is responsible for annually reviewing this policy and recommending necessary updates to the board, including providing annual and as-needed updates to schedule 1.

## Related Laws, Policies, and Procedures

- [Board Ethics and Conduct Policy \(BD-01\)](#)

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### Schedule 1: Approved Delegates for External Organization Conferences

External Organization / Conference	Approved Delegates
Alliance of BC Students (ABCS) / MayGM; November General Meeting; Lobby Days; Skills & Training Conference	<ul style="list-style-type: none"> <li>● vice-president external</li> <li>● president</li> <li>● other delegates approved by board</li> </ul>
Association of Managers in Canadian College, University, and Student-Centres (AMICCUS-C) / National & Regional Professional Conferences	<ul style="list-style-type: none"> <li>● executive director</li> <li>● staff approved by executive director</li> </ul>
Canadian University Queer Services Conference	<ul style="list-style-type: none"> <li>● queer students liaison</li> <li>● other delegates approved by board</li> </ul>
Global Conference of the Association for the Advancement of Sustainability in Higher Education (AASHE)	<ul style="list-style-type: none"> <li>● vice-president equity &amp; sustainability</li> <li>● one delegate approved by board</li> </ul>
Accessibility Professional Network Conference	<ul style="list-style-type: none"> <li>● accessibility justice coordinator</li> <li>● one delegate approved by board</li> </ul>
Ending Violence Association of BC Annual Training Forum	<ul style="list-style-type: none"> <li>● vice-president equity &amp; sustainability</li> <li>● other delegates approved by board</li> </ul>