



SUBJECT: Executive Council Spring Retreat	POLICY NO: GOV-9	LAST REVISED:
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Policy

The Saskatchewan Polytechnic Students' Association Inc. Executive Council recognizes the need to establish standards and guidelines by which the Saskatchewan Polytechnic Students' Association Executive Council members to have a well-managed transition that mitigates risk.

Procedure

1. Outgoing Council

- a. The outgoing Executive Council members are responsible for providing a transition report at the Executive Council Spring Retreat for the incoming Executive Council Members, which will include but is not limited to:
 - i. The previous year's activities;
 - ii. The previous year's committee work;
 - iii. Suggestions for the upcoming year;
 - iv. Best practices in the performance of the duties.

This written report must be submitted one week prior to the Executive Council Spring Retreat.

- b. The outgoing Executive Council members are responsible for providing a minimum three-hour transition session for the incoming member before the Executive Council Spring Retreat.
- c. If an outgoing Executive Council member fails to provide either the written report or the verbal session, they will not receive their annual honorarium or final remuneration.
- d. The outgoing Executive Council is deemed to have fulfilled item # 2 under the following circumstances:
 - i. Contacting the incoming member though text and email in scheduling the session and the incoming member have no response.
 - ii. A session is scheduled and agreed upon, but the incoming did not attend and has no valid reason.
- e. In the event that the position is vacant after the Spring Election, the outgoing only needs to fulfill item # 1.

Incoming Council

- 1. Incoming Executive Council shall have no voting rights when attending Campus Council, Executive Council and General Council. Their attendance on the aforementioned meetings is solely for information and procedural purposes.



2. Should an outgoing Council Member get elected, the member could vote on the council/s he/she is a member of, as deemed by the SPSA By-Law.
3. Incoming Council will attend the last Campus Council, Executive Council and General Council Meeting. Should the outgoing Council see fit, the incoming Council will be invited on the remaining meetings.
4. Meeting with outgoing Executive Member and General Manager, Marketing Manager and Lawyer
5. Attend Annual Executive Council Spring Retreat.
6. Prior to attending its first meeting, an incoming Council Member will sign a non-disclosure agreement, whenever applicable.
7. The following expenses incurred for the purpose of this agreement will be paid by the SPSA:
 - Personal Vehicle, subject to the current policies
 - Accommodation in case of overnight stay outside home.