



<b>SUBJECT:</b> Campus Representative Honorarium	<b>POLICY NO:</b> GOV – 5	<b>LAST REVISED:</b> January 20, 2024
<b>APPROVED BY:</b> General Council	<b>NO. OF PAGES:</b> 3	<b>DATE ORIGINATED:</b> October 18, 2009

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. General Council recognizes the need to reward the commitment and efforts of the organization's Campus Representatives through an honorarium.

**Procedure**

1. Campus Representatives shall be paid an honorarium determined by the General Council based on recommendations developed by the Remuneration and Honorarium Committee, as set out in the SPSA's Bylaws and in accordance with the responsibilities as outlined in the appointment application.
2. The Campus Representatives' monthly honorarium will be awarded based on participation as outlined in Appendix 1.
3. Campus Representatives will submit to the respective Campus Vice President, a timesheet outlining their monthly participation by the 28<sup>th</sup> of each month. The Campus Vice President will verify the information, approve and submit it for payment processing to the Executive Assistant by the 29<sup>th</sup> of each month.
4. Upon Campus Representatives' completion of the SPSA appointed term or completion of their program, whichever comes first, each Campus Representative will be required to submit a year-end summary of their accomplishments and activities to the Executive Council. This report will assist future Council members in learning about previous Council tasks and activities. This report will also ensure continuity of the SPSA's Strategic Plan.
5. Upon completion and submission of a Campus Representatives' year-end report by April 23<sup>rd</sup>, each Campus Representative will receive reimbursement of their SPSA Fee and Health & Dental Plan Fee prorated based on the number of months served on Council.
6. Any Campus Representative who resigns through their own free will or is removed from the Council in accordance with the SPSA's Bylaws and Policies will not be eligible for the SPSA Fee and Health & Dental Plan Fee reimbursement or be eligible to receive verification of responsibilities letter.

**Accountability and Reporting**

1. Campus Representatives must attend all SPSA-sanctioned training session(s).
2. Campus Representatives must attend and actively participate in all mandatory scheduled meetings on time (Campus Council, General Council, Annual General Meeting, Standing Committees, Student Open Forum Assembly Meetings).
3. Campus Representatives must report all absences to their respective VP Campus and/or President, prior to any meeting.



**Appendix 1**

**2023 - 2024**

<b>HONORARIUM</b>			
Campus Council Meetings	16	\$ 10.00	\$ 160.00
Student Open Forum Assembly (Council Connect)	8	\$ 10.00	\$ 80.00
General Council Meetings (In-Person)	3	\$ 50.00	\$ 150.00
General Council Meetings (Online)	4	\$ 30.00	\$ 120.00
Annual General Meeting	1	\$ 10.00	\$ 10.00
SPSA Standing Committee	16	\$ 15.00	\$ 240.00
<b>Participation Eligibility Maximum</b>			<b>\$ 760.00</b>
<b>Annual Eligibility</b>			<b>\$ 1200.00</b>