

**Definitions:**

- Staff members: all non-elected members of SATCo including the GM, AGM, Liaison, TD, Marketer(s), Financial Manager, and FOH Manager, including any assistants.
- Board members: all members of SATCo which are elected by the student body; 1st, 2nd, 3rd, and 4th year representatives

**Code of Conduct:**

- All SATCo board members must follow the University of Victoria Department of Theatre Discrimination, Harassment, & Sexual Violence Guidelines for a Respectful Learning Environment
- No official SATCo document should be deleted, but rather archived, with approval of the board. (This includes emails).

**Year Representative Responsibilities and Expectations:**

- Address questions and concerns from the student body that may apply to the SATCo Board or the SATCo Season.
- Represent the students of their elected year on the SATCo board and staff.
- Relay information to the SATCo staff about the student body.
- Strategically engage with their elected year to inform their vote before each season selection.
- Relay information about submission information, promotion of events, job postings, new opportunities, etc to their respective year's student body both in person and online.
- When representing their year, the representative must uphold SATCo's mandate and abide by SATCo's policy.
- Exercise their elected voting power in the play selection process and hiring.
- Year Representatives are responsible for attending all SATCo meetings.
- The term for a Year Representative will last 2 years with a possibility of re-election for a third year, unless they choose to resign or are terminated.
  - At the beginning of the school year, the second-Year Representative must be the acting first-Year Representative until elections, taking on all responsibilities for both years.
  - The Fourth Year Representative is responsible for representing any student of fifth year and above in addition to fourth year students.

**Addressing Student Concerns:**

- Board members must maintain anonymity based on the discretion of the concerned party.

- Every concern needs to be handled with professionalism and objectivity.
- If a major concern is brought to a board member's attention; a meeting may be arranged with the concerned party and pertinent individuals (including GM).
- Be prepared to follow up with the concerned party in regards to SATCo's response and/or action.

**Hiring:**

- The SATCo Marketer will post an open hiring call to the student body outlining any open positions or opportunities accompanied by a clear description of the position and requirements.
- After the application period closes, the board will review all applications and discuss them in a meeting maintaining an unbiased position and make a judgement that best serves the function of the board.
- After a thorough discussion, the board will vote on their choices for the position and proceed with the hiring process of that individual.
- The GM/AGM will contact the selected applicant and arrange their integration into the company.
- The GM will ensure that the new hire reads all SATCo policy and that they are adequately trained.
- All board and staff members must keep any information pertaining to applicants confidential and may not communicate with applicants regarding their hiring status until they have received SATCo's official correspondence

**Strike and Termination:**

- A staff or board member will be evaluated for termination, at the discretion of the General Manager or if they actively act against policy three times ("3-strike rule").
- In the case of special circumstances or severe breaches of conduct, it is up to the General Manager's discretion to terminate a staff or board member regardless of the "3-strike" rule.
- In case of the termination of a staff/board member, the incident must be documented.
- In the case of a strike:
  - The General Manager must provide a valid reason to the board and to the affected member as to why the member is being given a strike
  - The identity of the person given the strike should be kept anonymous from the staff
- In the case of a termination:

- The General Manager must meet with board (excluding the person to be terminated, if they are a part of the ) to discuss the possibility of a termination and must give a valid reason for the proposed termination

**Rep Elections:**

- SATCo has Year Representatives for each year of the undergraduate degree (1st, 2nd, 3rd, 4th).
- The election process will happen within a reasonable amount of time
- Nominations:
  - SATCo will post a sign-up sheet or digital form at least 7 days prior to the commencement of voting.
  - Candidates will nominate themselves on the sheet.
  - The end of the nomination period will be clearly indicated on the sign-up sheet.
  - Nominations will close at least 4 days prior to the beginning of voting, to provide adequate time to create ballots.
- Campaigning:
  - The campaign period shall be from the posting of the sign up sheets to the final day of the voting period.
  - Campaign materials may not be attached to the cinder block walls of the Phoenix Building. Candidates are restricted to the Department's notice boards.
  - Campaign materials may not be posted outside of the Phoenix Building.
  - Campaigning must be done in a respectful manner. Candidates may engage with and criticize ideas and platforms of other candidates, but under no circumstances are permitted to make personal attacks.
  - Candidates wishing to address a class must speak with the instructor prior to doing so.
  - Any campaign material considered slanderous, discriminatory, or otherwise disrespectful may be removed at the discretion of the GM.
  - Any campaign material is not representative of the SATCo board and SATCo is not liable for any of this material.
  - All campaign materials must be removed no later than seven (7) days after the end of the election.
- Voting Rights:
  - The board or staff member presiding over elections should ensure that each student who casts a vote is a theatre major or minor and voting only once for their appropriate year. If there are concerns about the eligibility of any persons voting, the board or staff member can investigate further.
  - Theatre Majors and Theatre Minors have the right to vote for the Year Representative position of the year they are in. This is determined not by the academic year in which

they are enrolled (which is determined by the number of units awarded) but by the year within the Department. If there is confusion around what year a student should qualify as, the Board shall have the final ruling.

- Method:
  - Election shall be by confidential paper ballot or confidential digital vote.
  - At least one staff/ board member of SATCo shall operate the election table as the Election Official.
  - The Election Official shall verify that the voter is on the list provided.
  - The Election Official may request to see the voter's ONECard as proof of identity.
  - In the case of a paper ballot:
    - The voter shall sign next to their name on the list to indicate they have voted.
    - The Election Official shall issue the voter a ballot with the names of all candidates for the Year Representative the voter is eligible to vote for.
    - The voter shall mark one of the boxes on the ballot. The voter shall deposit the ballot into the ballot box provided at the election table.
  - In the case of a digital vote:
    - The Election Official shall create an anonymous poll only viewable by the AGM, which lists the names of all candidates for the Year Representative the voter is eligible to vote for.
    - The voter shall provide their email to verify they have only voted once.
- Time:
  - Elections shall be held from 12:30-1:30 PM for five (5) consecutive school days, preferably Monday to Friday.
- Location:
  - Elections shall be held in the lobby of the Phoenix building.
- Post-election
  - The GM/AGM shall be responsible for counting ballots.
  - Any ballot with more than one box marked shall be considered spoiled, and will not be counted. A ballot which has had a name written on it shall also be considered spoiled.
  - The GM/AGM shall email the winners to confirm that they accept the position. Once confirmation for a position has been attained, the GM shall email those candidates who did not win the position and notify them.
  - Results shall be announced at the next meeting following the close of elections.
- Examination of ballots
  - If any person takes issue with the results of the election, they (hereafter "the Challenger") may ask to see the ballots within a period of seven (7) days after the election.
  - The board is required to present the ballots for viewing to the Challenger.

- The Challenger and the GM shall recount the ballots together.
- If the re-counting changes the results of the Election, the board shall communicate those changes to all parties involved.
- Protocol for challenging Year Representatives:
  - A student may email the SATCo Staff and Board to challenge their Year Representative, resulting in an election. In order to successfully challenge a Year Representative, a student must have collected the signatures of 15 students in their year who would support their bid for an election.
  - For sake of transparency and accountability, the option to challenge a Year Representative must be made public through the current elected Year Representative.

**Rehiring of General Manager:**

- If the Year Representatives come to a majority vote that the General Manager has broken a rule, breached the code of conduct, or has failed to represent SATCo's mandate within the functioning of the staff and board, the department, or the student body, they can issue a strike or a termination based on the severity of the offence.
- Every year, by the 31st of March, the internal hiring process for General Manager should be completed. Under the current model, the serving GM may apply to be rehired.
- This process is done through majority rule by the staff and board.
- This election is held internally—only current members of the staff and board can be elected as the General Manager\*.
- In the case of no suitable applicants, a student outside of the staff and board may be hired following hiring protocols.
- If the GM resigns in the middle of their term, the AGM becomes acting GM until re-election. In this case, re-election can happen earlier than March 31st.

**Rehiring of Assistant General Manager:**

- Every year after the hiring of the General Manager, the Assistant General Manager of SATCo will be rehired by the board. Under the current model, the serving AGM may be rehired.
- The Assistant General Manager can be elected to help and assist the General Manager in the internal affairs, as well as act as a mentee under the GM position.
- The election for the Assistant General Manager is held internally— only current members of the board can be elected.
- In the case of no suitable applicants, a student outside of the board may be hired following hiring protocols. Being AGM does not guarantee that you will be elected as GM.

**Board Involvement With Productions:**

- If a SATCo staff or board member is a playwright or submitter, they must prioritise the mandate over their own personal gain.
- If a member of the SATCo staff or board wants to participate on a show, they must apply to an open call in the same manner as any other student. They should only be chosen for the position if the creative team of the show decides they are the best person suited for that position.
- A SATCo staff or board member may not directly approach the creative team of a chosen play in the season to express their interest in involvement until after the open call is posted. They may not use their position within SATCo to influence the creation of show teams.

**Confidentiality:**

- All SATCo board and staff members must keep all private SATCo information confidential. This includes:
  - All voting for Year Representatives must stay confidential. The only information that can be released is who won, not specifying by how many votes.
  - All discussion of the season must stay confidential, and only in the SATCo forum and in the SATCo season announcement can the season be announced or discussed. If disputed, Year Representatives are allowed to disclose further information, using their own judgement.
  - Identifiable information about students that have brought forward questions or concerns
  - Hiring or termination of SATCo staff and board
  - Job postings/time specific announcements (ie. submissions, voting, etc.) that have not been publicly posted
  - Interpersonal conflicts within the board