

Students' Representative Council

April 28, 2025 @ 6:00 pm

McCain 201B MS Teams



1 Call to Order

2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

3 Attendance Roll Call

4 Approval of the Agenda

04/28/2025:SRC01 Motion

Be it resolved that the meeting agenda be adopted as distributed/amended.

5 Approval of Minutes

Supporting Documents: Draft Minutes (attached)

04/28/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 04/11/2025 be adopted as distributed/amended.

6 Society Ratification

Supporting Documents: Ratification Package (attached)

04/28/2025:SRC03 Motion

Be it resolved that Mount Saint Vincent University Psychology Society be re-ratified for the academic year 2025-2026.

04/28/2025:SRC04 Motion

Be it resolved that MSVU Jack.org Society be re-ratified for the academic year 2025-2026.

7 Food Bank Policy (C. Cameron)

Supporting Document: Draft Policy (attached)

8 Elections Committee Budget Request Presentation (J. Taylor)

9 Elections Coordinator Honorarium

10 Adjournment

04/28/2025:SRC0_ Motion

Be it resolved that the meeting be adjourned at ____ pm.

Students' Representative Council

April 11, 2025 @ 6:00 pm

Rosaria 401 & MS Teams



1 Call to Order

At 6:00 pm.

2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

3 Attendance Roll Call

Attendees: Carson Cameron, President; Koen Schlieff, Professional Studies Representative; Simranpreet Kaur, Vice President Research and Graduate Affairs; Jackson MacIntyre, Residence Representative; Juliana Fanning, Gender Advocacy Representative; Grace MacInnis, Vice President Student Life; Diana Hazelton, Science Representative; Anu Damodaran, Mature Students' Representative; Jessie Taylor, Vice President Communications; Batoul Nour, International Student Representative; Devora Goldberg, Board of Governors Representative; Marie-Dominique, BIPOC Representative; Amina Abawajy, Education Representative; Carolyn Lewis, Strategic Operations Manager; Nathalie Alders, Elections Coordinator; Sara Zegarra, President Elect; Orinari Francis Wokoma, Vice President Research and Graduate Affairs Elect; Nguyen Mai Thao Le, International Representative Elect; Nguyen Mai Thanh Le, Residence Representative Elect; Jessica Ryuzaki, Science Representative Elect

Regrets: Armaan Kush, First Year Representative;

4 Approval of the Agenda

04/11/2025:SRC01 Motion

Be it resolved that the meeting agenda be adopted as amended.

Residence Representative/Vice President Communications

Carried Unanimously

5 Approval of Minutes

04/11/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 03/21/2025 be adopted as amended.

Residence Representative/Vice President Communications

Carried Unanimously

Old Business

6 Society Ratification (J. Taylor)

Item for discussion.

7 Rook Server & Security Job Descriptions Second Reading

Supporting Document: Job Descriptions (attached)

04/11/2025:SRC03 Motion

Be it resolved that the Rook Server and Rook Security job descriptions be approved as distributed.

Residence Representative/Vice President Vice President Research and Graduate Affairs

Carried Unanimously

New Business

8 General Elections 2025 Report (N. Alders)

Report was approved. Decision on Elections Coordinator honorarium increase was deferred to the Special Students' Representative Council meeting on April 25, 2025.

9 Health and Dental Plan Fee (C. Cameron)

04/11/2025:SRC04 Motion

Be it resolved that the MSVU Students' Union increases the health plan fee by \$5 and moves \$5 from the dental plan to the health plan.

President/Gender Representative

Carried Unanimously

10 Scheduling Next Meeting

04/11/2025:SRC05 Motion

Be it resolved that the next regular Students' Representative Council meeting be scheduled for Friday, May 9th at 6:30 pm.

Residence Representative/Vice President Vice President Research and Graduate Affairs

Carried Unanimously

11 Reports

11.1 Executives

Reports were presented by President, Vice President Communications, Vice President Research and Graduate Affairs.

12 Adjournment

04/11/2025:SRC06 Motion

Be it resolved that the meeting be adjourned at 6:49 pm.

Constitution of the **Mount Saint Vincent University Psychology Society**
(*The MSVU PSYC-Society*)



Updated April 2025

MSVU PSYC-SOCIETY: CONSTITUTION

Mount Saint Vincent University Psychology Society Constitution

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Land Acknowledgement

MSVU PSYC-SOCIETY: CONSTITUTION

The PSYC-Society acknowledges that MSVU is located in Kjiptuk (Halifax), part of Mi'kma'ki, the unceded ancestral territory which remains the homeland of the Mi'kmaq Nation. This territory is covered by the [Covenant Chain of Treaties of Peace and Friendship](#) signed between 1725 and 1779. These treaties are affirmed by the Supreme Court of Canada and recognize Aboriginal Title (which is embedded in both the 1763 Royal Proclamation and in section 35(1) of the 1982 Constitution Act). The treaties are living agreements that establish the rules for an ongoing Treaty relationship between nations. We pay respect to the knowledge embedded in the Mi'kmaw custodians of the lands and waters and to the Elders, past, present, and future.

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Article 1: Name

i. The name of this organization shall be the Mount Saint Vincent University Psychology Society and shall be known hereinafter as the PSYC-Society. Mount Saint Vincent University shall be known hereinafter as MSVU.

Article 2: Purpose

i. The PSYC-Society aims to build community among MSVU students who have an interest in psychology. This will be achieved by creating meaningful opportunities for peer-to-peer social connections and academic support in a positive, curious, inclusive, and collaborative environment.

ii. The PSYC-Society aims to be extensively involved in all psychology-related opportunities. Notably, the PSYC-Society maintains annual involvement with the Science Atlantic Psychology Conference, including helping to pay for presenters' fees, fundraising for travel fees, and promoting the conference to psychology students.

Article 3: Membership

i. All MSVU students who reside within reasonable proximity to campus, and who are able to regularly attend in-person events and meetings, are eligible to join the PSYC-Society, regardless of age, gender, creed, religion, origin, sexuality, or political affiliation.

ii. Only current MSVU students hold voting privileges; as such, while non-current MSVU students may not hold voting privileges, they are still able to hold non-voting positions within the PSYC-Society.

iii. The PSYC-Society does not require fees for membership.

iv. Any MSVU Student Union (MSVUSU) committee members who are also members of the PSYC-Society are not eligible to vote on PSYC-Society-related issues during MSVUSU meetings

Article 4: Executive Positions

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- i. The Executive members are responsible for ensuring all societal operations occur in accordance with the principles outlined in this Constitution. Additionally, Executive members shall oversee the management and authority duties of General members.
- ii. An individual may serve as President or Co-President of only one society and may only hold an executive position on a maximum of two societies.
- iii. In the event that an Executive member leaves their position during the academic year (September – April), the vacancy and a call for nominations shall be communicated to all PSYC-Society members. This will occur with a minimum of seven days' notice before an election is held. While waiting for a new candidate to be elected, current Executives may absorb duties for the role, provided all Executives agree.
- iv. An Executive member may hold only 1 Executive position, with the exception for relief of the departure of an Executive member mid-term as stated in the statement above (Article 3, iii).
- v. Executive Committee members shall regularly attend Executive and General Member meetings.
- vi. The Executive Committee shall consist of the following positions and their duties shall be as follows:

Co-Presidents (2)

- i. The Co-Presidents serve as the primary leaders and representatives of the student society. They are jointly responsible for the overall direction, coordination, and management of the society's activities, events, and strategic goals. The role is shared equally, with a commitment to collaboration, communication, and mutual support. The Co-presidents are expected to communicate regularly and openly with each other to maintain unity in leadership. All decisions must be made jointly; if consensus cannot be reached, input from the Executive members should be considered.

Eligibility:

- a. Given that the Co-President(s) position serves a vital role in upholding the integrity and effective functioning of the PSYC-Society, candidates for this role must be in good standing and possess prior experience within the PSYC-Society. The only exception to this requirement is as follows:
 - i. If no candidates or only one candidate for Co-President have/has been previously involved with the PSYC-Society, this clause will be waived;

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however, preference will still be given to candidates who have prior experience in a society.

b. The selection of the incoming Co-Presidents will be chosen by the current PSYC-Society Executive members, rather than through a General member vote. A majority vote (over 50%) is required for a candidate to be selected, where all current Executive members are present for said vote.

i. If voting results in a tie, the Executive Committee may consider allowing General Members to vote between the candidates whose votes were tied.

c. Prior to voting, the current Executive Committee may choose to hold interviews with the Co-President candidates to further inform their decision.

Core Responsibilities - The Co-Presidents shall:

a. Be the chief and presiding officers and chairpersons for Executive and General meetings, including setting and maintaining the mission and goals of the society.

b. Provide leadership, delegation, direction, conflict resolution, ensure smooth teamwork, and provide motivation within the group, including overseeing and supporting the work of the Executive members.

c. Facilitate professional communications on behalf of the PSYC-Society via PSYC-Society email with MSVU Faculty and other internal systems.

d. Foster an inclusive, motivated, and engaging environment for members.

e. Collaborate to ensure balanced leadership and collective decision-making.

f. Act as spokespersons for the society in interactions with external bodies, including the university, sponsors, and other student organizations.

g. Attend and lead meetings with the MSVUSU and other boards, as needed.

h. Coordinate with the Treasurer to approve budgets and expenses.

i. Ensure timely organization of meetings, events, and activities in collaboration with the Secretary and Co-VPs Events & Fundraising.

j. Hold a monthly peer review, where Executive members are encouraged to share their thoughts on how the workload is being shared, including any suggestions or grievances that they wish the Co-Presidents be made aware of. While members

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are always encouraged to discuss these thoughts with the Co-Presidents, this review will be held to allow for members' comments to be made anonymously.

k Enforce the Constitution. Reviews should be made through a peer review rubric that is online and typable, and/or through an online, anonymous poll or form.

Vice President Secretary (I)

i. The VP Secretary serves as the keeper of meeting discussions and ensures that all necessary updates have been discussed, with enough detail to ensure cohesion in said notes. They are responsible for collecting the availability of each Executive member in order to know the best times for **(i)** Executive meetings, **(ii)** General meetings, and **(iii)** Drop-in hours.

Core Responsibilities - The VP Secretary shall:

- a.** Be responsible for maintaining meeting agendas and minutes.
- b.** Be responsible for the general administration of meetings.
- c.** Ensure proper scheduling of future meetings, achieved by obtaining the availability of all Executive members at the start of each semester.
- d.** Aid in communicating with MSVU Psychology faculty, as needed at the discretion of the Co-Presidents.
- e.** Prepare two documents following all meetings, where documents are uploaded to the shared Executive Committee OneDrive as a Word doc:
 - i.** A detailed notes document, discussing in detail everything that was discussed. This document would be the working document completed at the end of each meeting.
 - ii.** A summary notes document, summarizing the key points discussed during meetings, keeping a record of the most vital points from said meetings.
- f.** Prepare emails as needed to be sent out to students and/or faculty, such as discussing upcoming events or opportunities.
- g.** Create bi-annual reports of the highlights and key points of each semester, at the end of each semester, to present at the Annual General Meetings that take place at the end of each semester.
- h.** Support other Executive members by documenting communications and planning discussions, including those that occur outside of full Executive member

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meetings (e.g., a meeting between the Co-Presidents and Treasurer). The notes from these meetings should be prepared in accordance with the standards outlined in *Article 4: Section v: Secretary, Subsections e (i) and (ii)*.

Vice President Treasurer (I)

i. The VP Treasurer is responsible for overseeing all financial matters of the PSYC-Society. They shall work collaboratively with the Executive members to both establish and enforce budgetary guidelines. This VP must also maintain accurate records of all financial transactions, including withdrawals and deposits. The treasurer is responsible for updating and organizing financial records on the PSYC-Society Executive OneDrive and maintaining physical records as necessary. Additionally, they will manage the society's bank account, hold the physical banking card and maintain access to the online banking platform. One Co-President will jointly have their name listed on the account; however, it is the VP Treasurer's sole responsibility to oversee all financial operations and day-to-day financial management.

Core Responsibilities - The VP Treasurer shall:

- a. Be responsible for financial matters pertaining to the PSYC-Society.
- b. Be responsible for all financial records.
- c. Be responsible for the maintenance of the PSYC-Society bank account.
- i. Login credentials for the bank account shall be reset at the beginning of each academic year, where said credentials are transferred to the newly elected VP Treasurer and/or one of the newly elected Co-Presidents.
- d. Be responsible for collecting fundraising money after events.
- e. Be responsible for running the PSYC-Society Treasurer email address (PsycSoc.Treasurer@MSVU.ca) for correspondence regarding financial matters.
- f. Manage the approval or rejection of financial requests from society members, notably VPs Events & Fundraising.
- g. Ensure adequate communication with the Executive Committee.
- h. Present a detailed update on the current financial situation of the PSYC-Society at every Executive meeting and General meeting (including both societal finances and Science Atlantic finances), in addition to facilitating discussions regarding the need for fundraising or financial support from the MSVUSU.

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- i. Be responsible for purchasing all supplies needed for the PSYC-Society, notably those required for events. If the Treasurer is unable to purchase supplies when needed, the Treasurer will be responsible for:
 - i. Ensuring that another Executive member can purchase the supplies;
 - ii. Ensuring that said Executive member is aware of the budget allowance for the supplies;
 - iii. Ensuring that said Executive member does not spend beyond said allowance;
 - iv. Collecting receipts for all purchases made by said Executive member; and
 - v. Reimbursing said Executive member only after receiving receipts, where reimbursement must occur within 48 hours of receiving receipts.
- j. Post all financial documents to the shared Executive Committee's OneDrive.

Vice President Events & Fundraising (2)

- i. The Co-VPs of Events & Fundraising will jointly and equally share the responsibilities for this role; together, the two VPs will plan, organize, and execute society events. The Co-VPs will ensure consistent and effective communication with all Executive members, especially the Treasurer, who must approve budget requests prior to any purchases. Together, the Co-VPs are responsible for ensuring and maintaining a reasonable timeline for the promotion and planning of events; they are responsible for alerting necessary executive members of financial and advertising deadlines to ensure the smooth and timely execution of all events.

Core Responsibilities - The co-VPs Events & Fundraising shall:

- a. Be responsible for planning fundraising and social events and incorporating profitable activities into PSYC-Society events.
- b. Organize a fundraising event and/or incorporate a fundraising aspect into an event at least once a semester.
- c. Maintain communication with MSVUSU or other organizations, as necessary, regarding PSYC-Society events.
- d. Plan and host a minimum of four social events per semester.
- e. Alert necessary executives of deadlines, such as:

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- i. Alerting the VPs Social Media & Communications when the deadline for advertising for an event must be;
- ii. Providing the VPs Social Media & Communications sufficient details for said advertising;
- iii. Providing the Co-Presidents with the deadline for submitting the event information to Captain's Calendar;
- iv. Supplying adequate event details to the Co-Presidents and/or VP Secretary for drafting an email advertising the event for students and faculty, with a reasonable timeline for when said email must be sent out;
- v. Attending and setting up for events, (vi) Booking rooms for said events; and
- vi. Allowing the Treasurer adequate time for purchasing supplies for events.

Vice President Social Media & Communications (2)

i. The Co-VPs Social Media & Communications are jointly and equally responsible for creating advertisements for events and opportunities, with deadlines for such advertisements provided by the Co-VPs Events & Fundraising. These Co-VPs are responsible for promoting materials on the PSYC-Society's Instagram (@MSVUPsysc.Society_Official). Additionally, these Co-VPs must monitor the Instagram's DMs and comments, replying to questions in a timely manner, and ensuring online discussions are appropriate. They are responsible for reposting promotional material as needed, as well as advertising Drop-In hours on Instagram's story feature.

Core Responsibilities - The co-VPs Social Media & Communications shall:

- a. Communicate all relevant activities of the Executive Committee to the General Membership.
- b. Be responsible for advertising events and communicating with the public.
- c. Update the PSYC-Society social media pages following PSYC-Society meetings and events.
- d. Ensure that the reasonable advertising deadlines set out by the Co-Presidents and the Co-VPs Events & Fundraising are met.

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- e. Obtain approval from the Executive Members on advertisements made for events, prior to posting or sharing said advertisements.

Second-Year Representative

i. The VP Second-Year Representative helps to foster an inclusive peer environment by encouraging psychology students to participate in the PSYC-Society. This role advocates for lower-year psychology students, including discussing event-related ideas that are wanted by the students. This VP will help assist the other executive roles, notably the co-VPs Social Media & Communications, and the co-VPs Events & Fundraising. The election for this executive position takes place between September and October during the academic year that the VP will be an Executive member of. This position is optional year-to year (i.e., it is the current PSYC-Society's decision on whether or not this position is required for a given year).

Core Responsibilities - The Second-Year Representative shall:

- a. Be the voice of lower-year psychology students.
- b. Gather feedback and suggestions from lower-year psychology students and relay them to the Executive committee.
- c. Assist with planning and running society events (socials, workshops, guest lectures, etc.).
- d. Help with the setup, logistics, and promotion of events, particularly those aimed at lower-year students.
- e. Keep lower-year psychology students informed about PSYC-Society events, promotions, meetings, and opportunities.
- f. Answer questions and be a point of contact for lower-year students, and raise questions from lower-level students to the Executive committee.
- g. Help with promoting the PSYC-Society to lower-year students, including encouraging participation and involvement.

Article 5: Meetings

- i. A meeting may be called to deliberate an event, plan event topics, amend the constitution, hold an election, or advertise/organize community participation.
- ii. To call a meeting, one must:

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- a. Consult the Executive Committee about the necessity of the meeting;
 - b. Book a room or ensure availability in EVR433; and
 - c. Consult with the Co-VPs of Social Media and Communications, advertise the meeting's time, location, and purpose via relevant social media at least 4 days before the intended meeting time (if applicable).
- iii. The quorum for Executive Meetings shall be 5 of 8 Executive members, unless necessary. The quorum for General Meetings shall be one half of Executive members plus four General Members. For a motion to pass, that motion shall require a majority vote (over 50%) of all voting members present.
- iv. The PSYC-Society shall hold regular meetings, as follows:
 - a. At least one Executive Meeting shall be held per month per term (Fall to Winter). The first meeting of the year shall be held during the summer term to prepare for the new year ahead.
 - b. One General Meeting shall be held in the Fall Semester and Winter Semester.
 - c. In addition to the above meetings, the PSYC-Society shall host 2 weekly Student Drop-in sessions to facilitate peer-to-peer social connections and academic support.

Article 6: Elections

- i. Any Executive or General Member may nominate themselves, or stand in as a proxy for another, for election to an Executive Position, in accordance with the term limit described below.
- ii. Executive candidates are able to run for up to two positions, and they must receive the highest number of votes among all nominees for their position in order to be elected.
- iii. If a candidate receives the highest number of votes for more than one position, they will be notified and required to select which position they wish to accept. The position they do not choose will then be offered to the candidate with the second highest number of votes for that position that candidate will be informed, where they must decide which one (A) of the two (B) positions they would like to hold. In this case, the candidate who received the second highest vote for the position (B) not chosen by the other candidate will be given that (B) position.
- iv. Elections must be held by the end of each academic year, with the exception of the VP Second-Year Representative, which is held at the beginning of each academic year.
- v. Any position remaining unfilled after the elections shall be advertised at the beginning of the following Fall semester, following procedures outlined in *Article 4 (iv)* above. The Executive shall make a reasonable effort to communicate the vacancy and call for nominations to all

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students registered as PSYC majors. A minimum of seven days' notice is required before holding an election, and the election shall be held within thirty days from the beginning of the Fall semester.

Article 7: Impeachment

- i.** An Executive member may be subject to impeachment for failure to fulfill their duties, repeated unexcused absences, misuse of funds or authority, or conduct unbecoming of their position and/or in violation of this Constitution.
- ii.** Any Executive member is able to request the impeachment of another Executive member. To do this, the requesting Executive member must submit a written allegation to the Executive Committee. This must include the name of the individual and a brief explanation of the grounds for removal. To impeach any member from the PSYC-Society, one must:
 - a.** Call a vote for the impeachment of said individual;
 - b.** Announce imperative reasons for their impeachment (e.g., frequent disengagement with the society, repeated lack of communication, failure to follow all requirements of their role, etc.); and
 - c.** Organize a Special Meeting with all executive members to discuss the motion.
- iii.** The member in question must be notified in writing at least seven days prior to a meeting where the motion will be discussed.
- iv.** The Executive member named for removal shall be given the opportunity to speak on their own behalf before any vote regarding the impeachment is taken.
- v.** After the Executive member named for removal has been given the chance to address the Executive Committee, the Executive Committee shall deliberate in closed session, excluding the individual under review. This deliberation will include an anonymous ballot, where the vote must pass a majority vote (over 50%) for the impeachment to pass, where all Executive members (not including the impeached member) are present for said vote.
- vi.** If impeached, the member may submit a written appeal to the Executive Committee within seven days following the impeachment. The Committee may review the appeal and make a final decision by a majority vote (over 50%), where all Executive members (not including the impeached member) are present for said vote. An impeached member may only submit up to one appeal.

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Article 8: Finances

- i.** The PSYC-Society VP Treasurer is responsible for managing all financial matters. All PSYC-Society funds must be securely stored and managed through the official PSYC-Society bank account via e-transfer. Personal accounts may not be used for collecting, storing, or transferring Society funds under any circumstance.
- ii.** Funds shall come from MSVUSU, fundraising events, sale of merchandise, and sponsorship.
- iii.** The signing officers for the PSYC-Society shall be the VP Treasurer and/or the Co-President who is listed and has access to the PSYC-Society's banking information.
- iv.** All signing officers must agree before making any changes to the financial account.
- v.** The fiscal period shall be that of the academic year.
- vi.** Budget discussions must occur before any purchases are approved or made.
- vii.** Any surplus monies at the end of the academic year must be carried forward to the following year, along with a brief financial summary created by the VP Treasurer.
- viii.** A small cash float may be maintained for day-to-day PSYC-Society operations (e.g., ticket or admission sales). All float transactions must be logged, and the float shall be reconciled and reported at the end of each semester.
- ix.** Designated funds received for the annual Science Atlantic Psychology Conference must be tracked separately from the general PSYC-Society funds and may not be used for any other purposes. Funds transferred to students presenting at Science Atlantic must be sent using the money from this fund, and this must be tracked separately from the PSYC-Society's funds. This tracking will be conducted by the VP Treasurer.
- x.** If any Executive member disputes a financial decision made by the VP Treasurer, the matter must be brought to the full Executive Committee for discussion via a Special Meeting. A vote may be held if at least one third of the Executive Committee requests it.
- xi.** If a former Executive member fails to transfer access to the PSYC-Society accounts or materials (e.g., banking, email, or physical financial documents) within 14 days of the end of their term, the remaining signing officers are authorized to take reasonable steps to regain control of these assets. This process must be carried out in consultation with the MSVUSU to ensure proper oversight and adherence to university policies.
- xii.** All receipts eligible for reimbursement must be sent to the VP Treasurer before the end of the fiscal year. Any receipts or reimbursement requests received after the fiscal year will not be approved.

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Article 9: Ratification & Appeals

- i. To maintain official status, the PSYC-Society must re-apply for ratification with the MSVUSU at the end of each academic year. The newly elected Co-Presidents shall be responsible for ensuring this re-ratification and any required correspondence.
- ii. The PSYC-Society may appeal against the rejection of ratification or funding from the MSVUSU within 14 days of receiving the MSVUSU committee's original decision.
- iii. To appeal a decision, the PSYC-Society must provide reasons for reconsideration either in writing or via a formal presentation.
- iv. If the PSYC-Society is rejected for ratification or funding after the appeal, the society may request an appeal to the MSVUSU Students Representative Council (SRC).

Article 10: Amendments, Policies, & Regulations

- i. Proposed amendments to this Constitution must first be approved by majority vote (over 50%) of the Executive Committee, with all Executive members present for said vote.
- ii. Once approved by the Executive Committee, the proposed amendment shall be immediately enforced and integrated into the constitution and communicated to the General Members via the PSYC-Society email (PSYC.Society@MSVU.ca).
- iii. The PSYC-Society must operate in accordance with the Constitution, bylaws, and policies of the MSVUSU, except for when the MSVUSU policies do not apply (e.g., external or academic matters).
- iv. The PSYC-Society may not have any outstanding debts to the MSVUSU.
- v. The PSYC-Society must receive and maintain formal approval from a faculty member of the Psychology Department, notably the current Chair of the Psychology Department.
- vi. The PSYC-Society is contractually obligated to follow all MSVUSU policies and must submit a detailed financial report at the end of each academic year, created by the VP Treasurer with the assistance of the Co-Presidents, if necessary.
- vii. The PSYC-Society may not interfere with the regular operations of MSVU.
- viii. All PSYC-Society operations may not infringe on the rights or privileges of another.
- ix. The PSYC-Society Executive members must read the MSVU Harassment and Discrimination Policy.
- x. The PSYC-Society Executive members must read the MSVUSU Policy I: Societies.

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xi. All Executive members and General members of the PSYC-Society are individually responsible for ensuring their PSYC-Society involvement is recorded on their Co-Curricular Record (CCR). If required, either one of the Co-Presidents, or the Psychology Department faculty who has approved of the PSYC-Society may act as a witness to societal involvement.

Article 11: Disciplinary Measures

i. The MSVUSU SRC reserves the right to impose disciplinary measures on the PSYC-Society, including a formal warning, loss of privileges, probation period, or removal of ratification. If ratification has been removed, the actions outlined in *Article 9: Subsections (i) through (iv)* of this Constitution may be followed.

ii. The following actions by the PSYC-Society or its members are considered grounds for disciplinary measures:

- a.** Violation of the MSVUSU's constitution;
- b.** Violation of the PSYC-Society's own Constitution, as ratified by the MSVUSU Society Affairs Committee;
- c.** Abuse of any services, resources, or privileges of the MSVUSU;
- d.** Engagement in any offence that breaks municipal, provincial, or federal laws;
- e.** Violation of MSVU's Fair Treatment Policy.;
- f.** Failure to notify the Vice President Student Life of any on-campus high-risk or alcohol-related events;
- g.** Guilt of any other misconduct that the MSVUSU Society Affairs Committee deems as unbecoming of an MSVU Society; and
- h.** Failure to attend and/or give written notice of regrets for two or more Society Representatives' Committee meetings.

iii. De-ratification of a society entails the loss of societal status and all privileges granted by the MSVUSU.

iv. If the Society Affairs Committee believes there is a cause for de-ratification, they must notify the PSYC-Society that notice for motion has been given.

v. A motion to de-ratify a society must receive a majority vote (over 50%).

PSYC Society Annual General Meeting (AGM) – Tuesday, March 25th, 2025

In Person & TEAMS

Scheduled Meeting Time: 10:00-11:130

Actual Meeting Time: 10:43-11:50

Attendance: Ash, Emily, Emma, Haley, Jake, Megan, Liv

Agenda

- Introductions
- Executives & updates
- Final remarks & Review of the year

Presidents:

- CCR: Members should review their CCRs through their MSVU portal and see what needs to be added. Ash is looking into this more for us, but it appears that it has to be updated individually. Dr. Eskritt can be a validator for this if needed. Members should put at least 4 hours per week as the time commitment.
- PSYC-Society room: We are not able to move into the office space. We should set up a meeting for the group to discuss with an official personnel to support turing 433 into our room.

Events:

- Science Atlantic Info Session: Will turn into a meeting between Emma, Megan, Angie, and Donna. This will then be turned into an information sheet that will be put in EVR 433 and sent out to students.
- Vision Board Night (EVR 409): We need some more magazines; Emily will look into bringing more supplies the day of (Thursday, March 27th). Ash has snacks she will bring.
- Gala: A Microsoft Form will be made ASAP, courtesy of Emily. This will include names for tickets, date/time/location, number of tickets wanted, plus one if applicable (for non-mount students), MSVU email, date of birth (to ensure over 19; bring IDs to event), confirmation of payment screenshot. Tickets are not released until payment is received.

- ◆ If we don't have enough people (under 40) by the 10th, we will have to cancel. If we have to cancel, we will have to reimburse The Garden.

Social Media & Comms:

→

Treasurer:

- Emily needs access to the PSYC Society email for e-transfers, OR a new treasurer email should be made.
 - ◆ She currently has to go through the co-presidents for this information, which is unfair to both the co-presidents and Emily
 - ◆ We need to have access to online banking - Emily and Ash will look into this.
- Reimbursements are vital to be done ASAP. For this to happen, receipts need to be sent as soon as items are bought. If receipts are not sent, you can not be reimbursed.
 - ◆ Some reimbursements were needed to be done prior to Emily taking over as treasurer, so that is a reason for the delay for this, as she was not aware that these reimbursements did not happen
- The amount in the society is about \$113 now, due to not knowing that a member needed to be owed \$247 from last semester, and this member not telling Emily until last night.

Final remarks & Review of the year:


- Excel sheet for events and advertising was crucial
- Next year: Do the Psychology Quipps collab with Shead and Fisher
- The support within the society was amazing
- Honours Information Session should become an annual event

PSYC-Society Events Planner 2024-2025										
Date	Time	Location	Event	Description	Supplies Needed	Event Cost	Advertising Deadline	Captain's Calendar Deadline	Who is allowed	Notes
Tuesday, Dec. 3/2024	4:30pm-6:00pm	EVR 401	AGM	Annual General Meeting, all students invited (not just execs). Each exec writes up what has been done, whats to come, ask other students for suggestions			Tuesday, November 19/2024	Thursday, November 28/2024 at 8:59am	MSVU STUDENTS	
Thursday, Dec. 12/2024	5:00pm-9:00pm	The Rook Pub	Holiday Party	Make gingerbread houses and ornaments, order tote bags again, Christmas trivia by Jake, rent a Christmas movie from the library. First two hours Jake will do trivia, people can start crafts. last two hours xmas movie in the background.	Gingerbread house decorating supplies, plain ornaments, totebags, catering	200\$ - ask Emily to submit funding request 11/18	Thursday, November 28/2024	Thursday, December 5/2024 at 8:59am	MSVU STUDENTS	Fee will be charged for 5\$ per student
Monday, January 13th	5-7pm	The Rook Pub	Psychology Jeopardy	Jake to create Jeopardy board *will be psychology themed*. Will be done by the 12th	Maybe some prizes? Gift cards, pens, etc.	100\$ - Emily requested	Monday, December 30/2024	Thursday, January 9/2025 at 8:59am	MSVU STUDENTS	
Tuesday, January 28/2025	5-8pm	Seton 407	Craft Night	Tote bags/painting materials, crocheting materials, drawing materials will be provided!	Tote bags/painting materials, crocheting materials, drawing materials will be provided!	150\$	Tuesday, January 14/2025	Thursday, January 24/2025	MSVU STUDENTS	Fee will be charged for 5\$ per student
Tuesday, February 11th	5-7pm	Seton 407	Valentines Day Bingo	Print lots of bingo cards, jake will obviously call the bingo again (hes been hired)	Valentine goody bags + gift cards for the winners		Tuesday, January 28/2025		MSVU STUDENTS	
Monday, February - 24th	5-8pm	Seton 407	Ultimate Board Game Night	competition based with prizes, will be a certain amount of spots for each game.						
Thursday, March 27th	5-7pm	EVR 409	Vision Board Night				Tuesday, March 4th			
Friday, May 9/2025	6:00pm-11:00pm	The Garden	Psychology Gala	HUGE event. Will need all hands on board. Asking to make topic at AGM for a committee dedicated to decorations, etc. Need to pick a theme.	catering, committee, decorations, etc.	\$250.00 booking fee	Saturday, April 5/2025	Thursday, April 10/2025 at 8:59am	MSVU STUDENTS + A SIGNED IN GUEST	

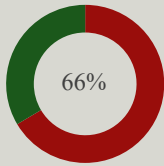
A donut chart with a red segment representing 114% and a green segment representing the remaining 14%. The text "114%" is displayed in the center of the chart.

INCOME
\$223.75
EXPENSES
\$254.47
SAVINGS
\$2,036.50
FUNDING
\$0.00
BALANCE
\$2,005.78



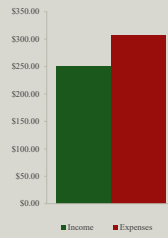
REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DAY
Ash Falar	\$18.75	American Sucker Order		OWED	09-16-2024
Emily Fisher					
Emma Myers					
Bobby Flynn					
Jake Martelle					
Megan McMillen					
Olivia Patterson					
Raymond Cameron					

% FUNDS SPENT



TOTALS

INCOME	
\$250.27	
EXPENSES	
\$307.28	
SAVINGS	
\$2,036.50	
FUNDING	
\$211.97	
BALANCE	
\$2,191.46	



INCOME

SOURCE	DATE	AMOUNT
Opening Account Balance (excluding Science Atlantic Funds)	09-01-2024	\$220.00
Society T-Shirt Reimbursement (Ray)	09-01-2024	\$30.27

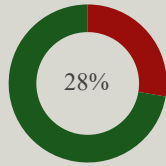
ITEM(S)	DATE	AMOUNT
Total Bags (Paint Night)	??	\$34.00
Trivia Night Prizes	??	\$12.00
Replacement Society T-Shirt (Ray)	09-01-2024	\$48.28
Monthly RBC Account Fee	09-03-2024	\$3.75
Monster Mystery Night Prizes	09-09-2024	\$40.25
Cups, Plates, & Napkins for Event	09-11-2024	\$26.16
Event Snacks (Supperware)	09-11-2024	\$37.36
Event Snacks (Crockery)	09-11-2024	\$86.48
Carva Subscription Fee	09-24-2024	\$19.00

SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,036.50

FUNDING REQUESTS

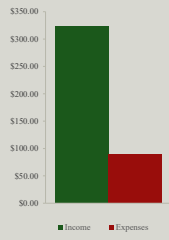
PURPOSE	REQUESTED	DATE	STATUS	COLLECTED?	AMOUNT
PSYC Society T-Shirts	\$211.97	09-18-2024	Approval	<input checked="" type="checkbox"/>	\$211.97

EXECUTIVE	AMOUNT	REASONS	RECEIPTS ?	STATUS	PAY DAY
Ash Fisher	\$84.42	Society Tablet (year-over), Event Prizes, Event Supplies	<input checked="" type="checkbox"/>	OWED	09-16-2024 & 11-03-2024
Emily Fiske					
Emma Myers	\$46.00	Event Books, Tervis Prizes	<input type="checkbox"/>	OWED	03-11-2024
Haley Flynn					
Jake Metcalfe					
Megan McAlister					
Olivia Patterson	\$142.84	Canta Fant, Event Souaks	<input checked="" type="checkbox"/>	OWED	03-11-2024
Raymond Gusterson					



TOTALS

INCOME
\$323.25
EXPENSES
\$89.35
SAVINGS
\$2,036.50
FUNDING
\$0.00
BALANCE
\$2,270.40

[illegible]

EXPENSES		
ITEM(S)	DATE	AMOUNT
Monthly RDC Account Fee	10-01-2024	\$3.75
Tote Bags (Paint Night)	10-08-2024	\$24.07
PSYC Society T-Shirt (Emily)	10-20-2024	\$42.53
Camera Subscription Fee	10-24-2024	\$19.00

SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation <i>(Anonymous)</i>	\$2,036.50

[illegible]

REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DATE
Ash Fahn	\$42.53	Society T-Shirt (family)	<input checked="" type="checkbox"/>	OWED	11-03-2024
Emily Fisher					
Kenna Myers	\$40.00	Tonic Bags, Tonic Prints (party-wares)	<input type="checkbox"/>	OWED	03-11-2023
Haley Flynn	\$24.07	Tonic Bags	<input checked="" type="checkbox"/>	OWED	TBD
Jake Metcalfe					
Megan McAlister					
Olivia Patterson	\$103.44	Canna Fox, Event Souks	<input checked="" type="checkbox"/>	OWED	03-11-2023
Raymond Cushman					


A donut chart with a red segment representing 9% and a green segment representing 91%. The text '9%' is displayed in the center of the chart.

INCOME	
\$212.50	
EXPENSES	
\$36.55	
SAVINGS	
\$2,036.50	
FUNDING	
\$200.00	
BALANCE	
\$2,412.45	

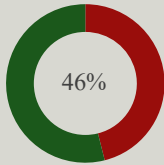
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SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,606.50

FUNDING REQUESTS					
PURPOSE	REQUESTED	DATE	STATUS	COLLECTED?	AMOUNT
PISC Society Holiday Party	\$200.00	11-28-2024	Approval	<input checked="" type="checkbox"/>	\$200.00

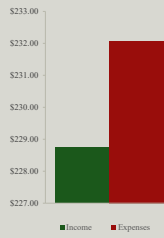
REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECIPT(S) ?	STATUS	PAY DAY
Ash Fale	\$13.00	Taxi to Prison (Dellamora)		OWED	04-12-2023
Emily Fisher					
Emma Myers	\$46.00	Taxi Rides, Taxi to Prison (entry-exit)		OWED	TBD
Haley Flynn					
Jake Metcalfe					
Morgan McElister					
Olivia Peterson	\$27.00	Carex Fax		OWED	03-11-2023
Unrecorded Comments					

% FUNDS SPENT



TOTALS

INCOME	\$228.75
EXPENSES	\$232.07
SAVINGS	\$2,035.50
FUNDING	\$275.00
BALANCE	\$2,307.18



INCOME

SOURCE	DATE	AMOUNT
Opening Account Balance (including Science Atlantic Funds)		\$208.75
Holiday Party Funds (= Transfers)		\$5.00
Holiday Party Funds (CASE)		\$15.00

EXPENSES

ITEM(S)	DATE	AMOUNT
Monthly RBC Account Fee	12-02-2024	\$3.75
Cable Subscription Fee	12-24-2024	\$19.00
Retirement Card for Dr. Perrott	12-12-2024	\$8.04
Snacks (Holiday Party)	12-12-2024	\$69.11
Gingerbread Houses (Holiday Party)	12-12-2024	\$25.98
Dominos Pizza (Holiday Party)	12-12-2024	\$57.65
Toile Bags (Holiday Party)	12-11-2024	\$48.54

SAVINGS

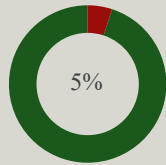
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,035.50

FUNDING REQUESTS

PURPOSE	REQUESTED	DATE	STATUS	COLLECTED ?	AMOUNT
PBYC Society Holiday Party	\$200.00	11-25-2024	Approval	<input type="checkbox"/>	\$200.00
Philosophical Inquiry / Taverna Night	\$75.00	12-12-2024	Approval	<input checked="" type="checkbox"/>	\$75.00

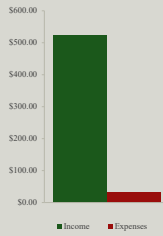
REIMBURSEMENTS

EXECUTIVE	AMOUNT	REASONS	RECEIPT(S)	STATUS	PAY DAY
Ash Fiske	\$13.80	Delicious Purchase (Nov 20)	2	OWNED	04-12-2025
Judy Fisher					
Emma Myers	\$46.00	Test Bags, Texas Prizes (any-overs)	3	OWNED	03-11-2025
Ruby Flynn	\$48.54	Test Bags (Holiday Party)	3	OWNED	03-11-2025
Jake Metcalfe					
Megan M. Allister					
Chris Patterson	\$179.13	Casino Fun, Retirement Card, Event Snacks, Gifted/Hostess	3	OWNED	03-11-2025
Raymond Coleman	\$57.65	Dinner's Plaza (Holiday Party)	3	OWNED	04-12-2025



TOTALS

INCOME
\$525.00
EXPENSES
\$33.96
SAVINGS
\$2,036.50
FUNDING
\$150.00
BALANCE
\$2,677.54








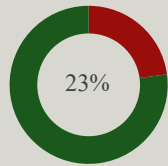
INCOME		
SOURCE	DATE	AMOUNT
Opening Account Balance (including Science Atlantic Funds)	01-01-2025	\$455.00
Arts & Crafts Night (w-Transfers)		\$5.00
Arts & Crafts Night (CASH)	01-28-2025	\$65.00

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SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,036.50

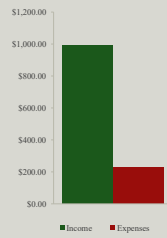
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REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DATE
Ash Fable	\$13.80	Deli/Buffet Purchase (Nov. 20)		OWED	04-12-2023
Emily Fisher					
Kenna Myers	\$40.00	Toto Bites, Trivia Prizes (party-even)		OWED	03-11-2023
Haley Flynn	\$48.54	Toto Bites (Holiday Party) (party-even)		OWED	03-11-2023
Jake Metcalfe					
Morgan McAllister					
Olivia Patterson	\$209.34	Casual Fine Restaurant Card, Event Snacks, Gingerbread Houses, Card Supplies, Stickers		OWED	03-11-2023
Raymond Goodman	TBD	Dominos's Pizza, Reconciliation Funds		OWED	04-11-2023



TOTALS

INCOME	\$991.25
EXPENSES	\$226.74
SAVINGS	\$2,036.50
FUNDING	\$0.00
BALANCE	\$2,801.01



INCOME		
SOURCE	DATE	AMOUNT
Opening Account Balance (including Science Atlantic Fundy)	01-01-2025	\$451.25
RBC Cash Deposit	02-24-2025	\$70.00
RBC Cheque Deposit (Overhead Student Union Funding for Society Events)	02-24-2025	\$450.00
Society Bingo Night c/o Transfer (CULS Society)	02-28-2025	\$20.00

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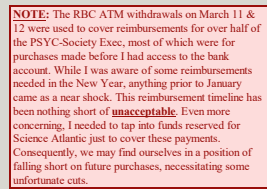
SAVINGS	
SOURCE	AMOUNT
Science Athletic Donation (Anonymous)	\$2,036.50

FUNDING REQUESTS					
PURPOSE	REQUESTED	DATE	STATUS	COLLECTED?	AMOUNT

REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DAY
Ash Fale	\$67.79	Costco Purchase: Delishious Purchase (Nov. 20)		OWED	03-11-2024 & 04-12-2024
Emily Fisher					
Emma Myers	\$40.00	Toto Bags, Travis Prices		OWED	03-11-2025
Haley Flynn	\$48.54	Toto Bags (Holiday Party)		OWED	03-11-2025
Kate Metcalfe	\$150.00	Society Bingo Gift Cards		OWED	03-11-2025
Megan McAlister					
Olivia Patterson	\$228.34	Cash from Retirement Card From Banks, Campbell House, Costco Supplies, Stockers		OWED	03-11-2025
Raymond Coombes	TBD	Dinner's Pizza, Recreationals Funds		OWED	04-11-2025

A donut chart with a red outer ring and a green inner segment. The text '121%' is displayed in the center of the chart.




INCOME	\$666.63
EXPENSES	\$807.24
SAVINGS	\$2,036.50
FUNDING	\$0.00
BALANCE	\$1,895.89



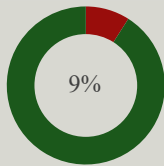
EXPENSES		
ITEM(S)	DATE	AMOUNT
Monthly RBC Account Fee	03/03/2023	\$3.75
Garrison Cash Box (Canadian Tire)	03/24/2023	\$34.49
RBC ATM Withdrawal	03-11-2023	\$450.00
RBC ATM Withdrawal	03/12/2025	\$300.00
Canvas Subscription Fee	03-24-2023	\$19.00

SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,036.50

FUNDING REQUESTS					
PURPOSE	REQUESTED	DATE	STATUS	COLLECTED ?	AMOUNT
Curriculum Subscription (\$170.00 monthly)	\$171.00	03/10/2020	Declined	<input type="checkbox"/>	\$0.00
PBYC Society (Gala Booking Fee)	\$200.00	03/17/2020	Approved	<input type="checkbox"/>	

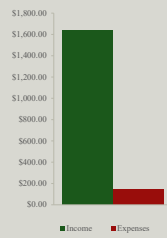
REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DAY
Ash Faris	\$33.99	Concert Purchase; Delfinella Purchase (Over 20)		PAYD	03-11-2023
Emily Fisher	\$34.49	Shopping Card Box		PAYD	03-24-2023
Emma Myers	\$46.00	Tote Bags; Tervis Prizes		PAYD	03-11-2023
Haley Flynn	\$72.54	Tote Bags (Holiday Party)		PAYD	03-11-2023
Jake Metcalfe	\$150.00	Society Brings Gift Cards		PAYD	03-11-2023
Megan McMillen					
Olivia Patterson	\$228.34	Casual Fun; Retirement Card; Event Tickets; Christmas/Holiday Items; Card Supplies; Donations		PAYD	03-11-2023
Reynold Coleman	THD	Donations; Prizes; Recognition/Prizes Funds		OWED	04-11-2023

% FUNDS SPENT



TOTALS

INCOME	\$1,640.26
EXPENSES	\$148.23
SAVINGS	\$2,036.50
FUNDING	\$0.00
BALANCE	\$3,528.53

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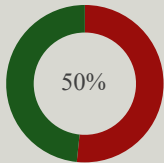
EXPENSES		
ITEM(S)	DATE	AMOUNT
Monthly RBC Account Fee	04-01-2023	\$3.75
3 Duplicate Keys for 433 Locker	04-09-2023	\$12.41
Stationary Supplies for 433	04-09-2023	\$18.24
Overdue Dolaras Reimbursements—Josh (11-26-2024)	04-12-2023	\$13.80
Reconciliation Funding—Ray	04-12-2023	\$100.03

SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,036.50

FUNDING REQUESTS					
PURPOSE	REQUESTED	DATE	STATUS	COLLECTE B?	AMOUNT
PSYC Society Gala Booking Fee	\$250.00	03/17/2025	Approved	<input checked="" type="checkbox"/>	
Science Atlantic Conference Travel Fees			Declined	<input type="checkbox"/>	

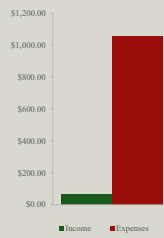
REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DAY
Ash Feltz	\$13.80	Dietitians Purchase (11-20-2024)		PAYD	04-10-2025
Emily Fisher	\$30.65	433 Lockar Keys, Stationary for 433		PAYD	04-09-2025
Kenna Myra					
Italy Flynn					
Jake Mitraille					
Megan McAdister					
Olivia Patterson					
Raymond Gammann	\$100.03	Reconciliation Funds		PENDING PEX37	04-12-2025

% FUNDS SPENT



TOTALS

INCOME	\$67.15
EXPENSES	\$1,053.75
SAVINGS	\$2,036.50
FUNDING	\$0.00
BALANCE	\$1,049.90



PLEASE NOTE: The percentage of funds spent this month reflects TOTAL ACCOUNT BALANCE (Income + Savings). Otherwise, it would show something ridiculous like 1500%.

INCOME		
SOURCE	DATE	AMOUNT
Opening Account Balance (including Science Atlantic Funds)	05-01-2023	TBD
Cashless Funds	05-01-2023	\$47.15

EXPENSES		
ITEM(S)	DATE	AMOUNT
Monthly RHC Account Fee	THD	\$3.75
Science Atlantic Registration Fee Reimbursement (15 x \$70.00)	05-05-2025	\$1,050.00

SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	\$2,036.50

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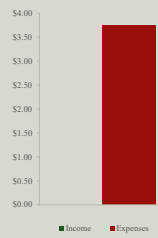
REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) 2	STATUS	PAY DAY
Ash Falcie					
Emily Falcie					
Kenna Myra					
Haley Flynn					
Jake Metcalfe					
Morgan McAlister					
Olivia Patterson					
Raymond Coleman					

% FUNDS SPENT



TOTALS

INCOME	\$0.00
EXPENSES	\$3.75
SAVINGS	\$0.00
FUNDING	\$0.00
BALANCE	-\$3.75



INCOME		
SOURCE	DATE	AMOUNT
Opening Account Balance (including Science Atlantic Funds)	06-01-2025	THD
Cashless Funds	06-01-2025	THD

EXPENSES		
ITEM(S)	DATE	AMOUNT
Monthly RBC Account Fee	THD	\$3.75

SAVINGS	
SOURCE	AMOUNT
Science Atlantic Donation (Anonymous)	TBD

[illegible]

REIMBURSEMENTS					
EXECUTIVE	AMOUNT	REASON(S)	RECEIPT(S) ?	STATUS	PAY DAY
Allen Gibson					
Allen Gould					
Emma Mya					
Isaac Archibald					
Megan Reiser					
Megan McAlister					
Robby Johnson					
Samantha Brewer					

MSVU Jack.org Chapter Constitution

Article I: Name

This group shall be known as the Mount Saint Vincent chapter of the Jack.org organization, otherwise referred to as the MSVU Jack.org group.

Article II: Objectives

The objectives of the MSVU chapter of Jack.org are to further the goals and ideals of Jack.org (which can be found at <https://jack.org/About>). The MSVU chapter will focus specifically on increasing mental health (referred to as MH) literacy and decreasing stigma around talking about MH and mental illness. There will also be a focus on increasing student's knowledge of on-campus MH resources and community resources, and developing more connections with other MH groups or community groups in the HRM.

The general aim is to offer support for students in MH initiatives as well provide a national platform for students to become involved in advocacy and group events.

Article III: Membership

The group is open for any MSVU members to join, student or faculty, as a general member. Executive positions will be filled by MSVU students who are interested, and include chapter lead(s), treasurer, secretary, and communications (otherwise filled by co-leads).

Students can join the group at any time by attending meetings or reaching out to the group, and executive positions will be filled by interested students in late August/early September by communicating interest to the group.

Students are considered active members by attending at least one meeting per semester and assisting at events when possible.

Article IV: Membership Fees

There are no fees to become a member of the group or to run as an executive.

Article V: Executive Positions

1. All student group members will be eligible to run for an executive position within the group.
2. Any member may only hold one of the following executive positions: secretary, treasurer, and communications, as per article 1.4.1.4.4 of the MSVUSU Policy I - Societies.
 - a. There will be an exception granted if a position is left unfilled, and it will be absorbed by the co-leads for the chapter as an unofficial addition to their duties outlined below.
3. Due to the size of the group, there will be no formal nomination or campaigning process. Students who express interest in these positions will have a meeting with the co-lead(s) to go over position duties as well as plans for the semester.
 - a. In the event that multiple students express interest in the same position, the co-leads will work with the students to either reach a compromise, such as a partnership or a designation of alternative positions, or will hold interviews to find the best candidate for the position.
4. The Executive Committee will be expected to attend additional meetings as needed for the necessary functioning of the group.
5. In the event an executive member steps down within the semester, the co-lead(s) will attempt to find a suitable replacement from within the group to take over the vacant position and its duties.
 - a. In the event a position cannot be filled, the position's duties will be absorbed by the co-lead(s) until a suitable solution is found.

Article VI: Duties

The duties for the executive positions are outlined below per position. Should an executive find that these duties are unrealistic or need expansion, they will be able to work with the co-lead(s) and other executives to better amend those.

Co-Lead(s): Act as the presidents of the executive committee and are expected to represent the group.

1. Provide leadership and support to other executives.
2. Maintain good communication between the Jack.org group and the main Jack organization, as well as between the group and the MSVUSU or other relevant campus/community groups.
3. Enforce the constitution and make sure members and events act in accord with SU guidelines and the values of Jack.org.
4. Organize general meetings, executive meetings, as well as be responsible for the organization and operation of group events.

Treasurer

1. Maintain all financial and budgetary records and information.
2. Assist in fundraising efforts and money management in conjunction with the co-leads.

Secretary

1. Take minutes for the general and executive meetings.
2. Ensure minutes and agendas are posted online in a timely manner or be accessible when students request them.

Communications

1. Assist in the promotion of meetings, fundraisers, and events to the general student body.
2. Assist the co-lead(s) in identifying and communicating with relevant campus and community groups.

Article VII: Meetings

1. Meetings shall be held a minimum of once a month either online or in-person.
2. Meetings will consist of at least 50% of the executive group and any general members who wish to attend.
3. A general agenda should be made available for viewing before the meeting.
4. Meeting dates and locations shall be communicated via social media and on-campus posters.
5. Two executive meetings will be held either online or in-person each semester and will require 50% + 1 members in attendance.

Article VIII: Finances and Property

1. An audit of financial resources shall be conducted each year by the co-lead(s) and the treasurer.
2. The signing officers will be the co-lead(s) and treasurer.
3. A budget will be prepared prior to any event or fundraiser.
4. The fiscal year for the group will run from September to April following the academic year.
5. Any property or financial resources will be carried into the next academic year.

Article IX: Constitutional Amendment

1. Any amendments to the constitution will be discussed in an open meeting requiring all executive members to attend.
2. Proposed amendments must be submitted physically or virtually in writing to the co-lead(s) for consideration.
3. Any amendments will be marked as such within the constitution and will be in line with the values of the chapter, the Jack organization, and the MSVUSU.

Re-Ratification requirements for the Jack.org MSVU Society 2025

1.5.1. The names of the duly elected executives for the upcoming year:

- **Finance Executive**
 - Make funding requests, keep track of funding requested and received by the Chapter from Jack.org, research costs of items required for upcoming activities and support grant applications/proposals where applicable/possible.
- **Social Media Lead**
 - Report to the Marketing / Graphic Design Lead, ensure all social media handles are kept up to date and we continue to have a strong presence online.
- **Volunteer Team Lead**
 - Manage the volunteer list and the general volunteer team, help with member recruitment, and oversee all student group/ community partnerships.
- **Student Union Liaison**
 - Manage the relationship between the Chapter and the students' union, including regular report backs and efforts to include union in general Chapter events.
- **Marketing / Graphic Design Lead**
 - Oversee all media designing, including but not limited to: our Instagram, Facebook, and poster creation.
- **Events Lead**
 - Oversee the logistics and planning of all Activities and events run by the Chapter.

1.5.3. A copy of an annual financial report for the society

- The MSVU Jack.org Society got funding from Jack.org, which was \$500 for the full year
- This funding was spent on:
 - Food and snacks for events up to 60 people
 - Which included various types of candies, chips, drinks
 - Supplies for exam relaxation kits,
 - Which included pens, pencils, candy, sticky notes, paper bags, printing paper cost, erasers, stickers
 - Jack.org swag
 - Which included Jack.org stickers, mental health stickers, Jack.org T-shirts, mental health hats, and Jack.org business cards
 - Prizes and supplies to Bedford light up the night parade
 - Which included lights, chocolates, chips, printing paper cost

1.5.4. A summary of activities/events undertaken in the past year

- Bedford light up the night parade
- Partnered with the science society to have a build your own terrarium night
- Prepared exam relaxation kits and gave them out to students
- Was the charity chosen for the Maritimes Provinces Water & Wastewater Association (MPWWA) Conference Silent Auction
- Participated in society fairs during orientation
- Sticky Note Storm
 - In this event, we would put sticky notes around campus with positive messages

Jack.org meeting minutes

August 20th

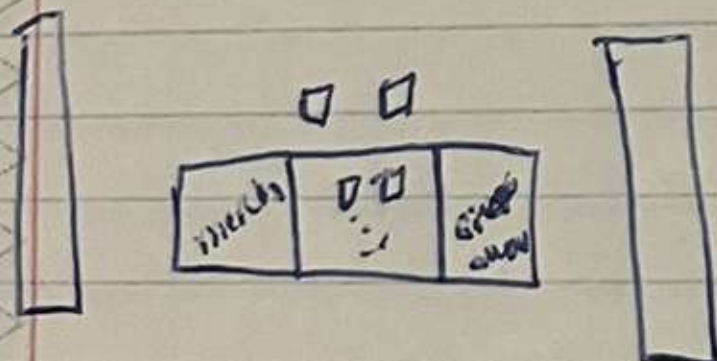
- September 5th 11:30-1:30

Society fair

- 9 stickers
- 20 cards
- 9 totebags
- 11 brains
- 8 shirts

- Giveaway : (our stuff), water bottle, Gum,

post
- Follow us, repost on story, tag 3 friends in comments)
like the post



48 hours will post winner
on the story
* tag winner

- Business cards 20¢ for 100 at staples

- Email gloria accessibility (things to bring, rings, cards, fidget toys)

- residence move in september 1st!! (make first post)

* Give spanish hats to language lab (Free from jack.org)

- 30 be there pamphlets to make beforehand

- Teams Groupchat! (with members)

Jack.org meeting with coordinator August 22nd

registration form for members (1st meeting) mandatory

Every activity (do the activity follow up link) -> can add pictures

* do the swag funding request

* chapter training (not mandatory)

- community agreement? (At 1st meeting)

↳ sign it / talk about it

↳ set the tone / Goals

(sent in a swag/refund request form)

Email gabby receipts (no due date / End of year works)

-> meeting with Gabby once per semester / can email
Whenever

~~Remember to like the book~~

09/13/24

first meeting

SEP 23 - book room with jill hurlbert
for 6:00 PM - 8:00 PM

- fundraising with Halifax Waters (contact gabrielle)

01/27/25

Jack.org resources for Bell let's talk day.

Sticky note event (positive notes)

February 10th 6pm

(social media) → spotlight

(like a little game) → (pass this along notes)

→ (you're a great prof)

Conference charity (silent auction)

(April 16th 11-1pm)

fundraising event

donate/

Charity with gentleman for mental health

Juli from Gender representative (A pamphlet)
→ getting involved with that.

Interviews → For tiktok → mini microphone

* where ~~do~~ they like to decompress on campus
* meditation / Exam questions.

Exam care packages (treats) - April (sweet treats)

Mondays - 6pm (March 3rd)

March (tear away posters)

→ Team up with the societies?

* give away under 50¢

national stress awareness month.

New member:

Rebecca.Monyoncho@MSVU.CA

Captain's Calander (email the week before)

Student union newsletter → launch party!!

April

Mount Saint Vincent University Students' Union Food Bank (MSVUSU FB)

Policy and Procedures Manual



Version: 01 (April 2025)

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List of Acronyms

AGM	Annual General Meeting
CFO	Chief Financial Officer
CRA	Canada Revenue Agency
EDIA	Equity, Diversity, Inclusion, and Accessibility
FBC	Food Banks Canada
FBM	Food Bank Manager
MSVUSU	Mount Saint Vincent University Student Union Association
MSVUSU FB	Mount Saint Vincent University Students' Union Food Bank
SAGM	Semi-Annual General Meeting
SOM	Strategic Operations Manager
SRC	Student Representative Council

Background

The Mount Saint Vincent University Students' Union Food Bank (MSVUSU FB), run by the Mount Saint Vincent University Students' Union (MSVUSU) is located in Rosaria 201 and serves as a resource center for students experiencing food insecurity.

The MSVUSU FB is run by a paid employee who serves as the Food Bank Manager and relies on volunteers who donate their time to support the service. As food insecurity becomes increasingly pressing, the MSVUSU FB addresses this issue for students by offering a market-like experience at no cost, mainly for students, but faculty and MSVU staff are also welcome.

This policy's main purpose is to provide a guideline for standardized operating practices for the MSVUSU FB in 6 key sections using the framework given by the [Standards of Excellence](#) set out by Food Banks Canada (FBC):

1. Governance & Administration
2. People Management
3. Financial & Legal
4. Client Service & Care
5. Public Engagement & Fundraising
6. Food Operations & Food Safety

This manual will be reviewed annually, and any amendments will be voted on by the Student Representative Council (SRC).

1 Administration & Governance

1.01 Legal Status

MSVUSU is the governing body of the MSVUSU Food Bank, which has been operating as a non-profit organization under the Registry of [Joint Stock Companies of Nova Scotia](#) since May 1993 (Registry number 2249634). To continue to formally operate, the Strategic Operations Manager (SOM) submits a renewal package along with a Fee on an annual basis to the Joint Stock Companies. The Chief Financial Officer (CFO), is in charge of renewing the application for the Canada Revenue Agency (CRA) yearly.

1.02 Shared Network Goal

There are no minimum standards at this time.

1.03 Board of Directors – Composition

The MSVUSU Food Bank is overseen by the Food Bank Manager, who is supervised by the SOM, who reports to the President of the MSVUSU. Ultimately, the MSVUSU is governed by the Students' Representative Council (SRC), whose voting members are elected officials who have the legislative authority of the MSVUSU.

A Food Bank Manager is prohibited from occupying a position, voting or non-voting on the Students' Representative Council. This is to limit possibilities for conflict of interest and in compliance with providing arm's length from SRC members. The electoral process is outlined in [By-Law I: Elections and Referenda](#), and is administered by the Elections Coordinator, who is supervised by the Administrative Assistant & Governance Secretary. Each SRC meeting is held no more than 3 weeks apart and is chaired by the Speaker or an appointed or elected member of the SRC in the chair's absence. SRC members receive agendas for the SRC meetings from the Administrative Assistant & Governance Secretary no later than 48 hours before the gathering. Without vacancies, the SRC has 20 voting positions and 3 non-voting positions which can be found in the [MSVUSU Constitution](#).

The up-to-date list of Directors can be accessed through the Administrative Assistant & Governance Secretary, or the Speaker, who acts as the SRC chair.

A member can be removed upon two-thirds of the SRC votes in favor of the removal under special circumstances as outlined in [By-Law V: Attendance & Removal of SRC Members](#).

(Source: [MSVUSU Constitution](#))

1.04 Board of Directors - Governance Documents

Student representatives must be any fee-paying student and are elected in the General Election and Fall By-Election to form the Student Representative Council (SRC). If there is a vacant position between elections, the Council may appoint a member who meets the position's criteria described in the [MSVUSU Constitution](#).

Members hold Office from May 1 to April 30 of the following calendar year. An SRC member may serve an unlimited number of consecutive terms as long as they continue to meet the requirements for the position as set out [By-Law I: Elections and Referenda](#). The specific roles and responsibilities of all SRC members are to be found in each of the job descriptions provided on the MSVUSU website (msvusu.ca). Alternatively, the SOM holds all job descriptions and can provide them to stakeholders upon request.

Any member of the Students' Union may propose suggestions regarding current governance and administrative practices concerning the MSVUSU Food Bank. However, if a motion is required to make a change, a voting member of the Council needs to make the motion, which needs to be approved by the Board. If there is a specific concern or update regarding the MSVUSU Food Bank, the President would address it at the SRC meeting.

Elected members of the Students' Representative Council have the power to enact Policies and By-Laws. A motion of policy shall be moved and seconded by a voting member of the SRC when the majority of voting members are present.

1.05 Board of Directors - Board Orientation

Following the General Elections, newly elected Councillors will have 3 trainings:

1. All board members shall be required to attend at least one meeting of the SRC prior to taking office.
2. The incoming and outgoing SRC Councilors shall be required to hold at least one (1) transitioning meeting to discuss the work done over the year and any ongoing work that needs to be completed, discuss the relationship that has been built over the course of holding the position and any committee assignments.
3. A fall training session shall be held with the entire SRC on strategic and operational risk, fiduciary duties, financial standing and the Food Banking System. A record of attendance will be collected using the form shown in [Appendix A](#).

Recommendations for optimal training can be found on [Appendix B](#).

(Source: [Policy II Transition for the Students' Representative Council \(SRC\)](#))

1.06 Board of Directors - Board Performance & Development

The performance of the Board of Directors is reflected on two occasions each calendar year - on the Semi-Annual General Meeting (SAGM) and the Annual General Meeting (AGM) report to promote transparency and accountability. This report includes all the projects and activities that each of the directors was involved with, it also includes a Food Bank Manager's Report for the service.

These reports are available for public viewing on the [MSVUSU website](#).

The last AGM was held on April 2nd, 2025.

1.07 Board of Directors - Oversight of the Chief Staff Person

1.07.01 Chief staff person – Policy for Recruitment, orientation, management, performance, evaluation compensation and succession planning:

The Food Bank Manager (FBM) is considered to be the Chief Staff Person of MSVUSU FB, as they are responsible for overseeing all aspects of the Food Bank's service delivery, including food distribution, inventory management, community partnerships, and fundraising. The MSVUSU adheres to established hiring standards and practices and administers an equitable recruitment process for all candidates. When required, accessibility accommodations are provided throughout the recruitment process. During the advertising period, the job description is advertised on MSVUSU's social media and website as well as other locations to increase visibility and attract a diverse and unique pool of candidates.

1.07.02 Job description:

During the winter term, the FBM and SOM provide feedback and any changes they recommend should be made to the role description. Before the end of winter semester, the Executive Committee conduct a review process of all job descriptions facilitated by the SOM following which, the updated role descriptions are brought to the SRC for formal changes or ratification (see [By-Law II: Changes to Role Descriptions](#) for more details).

1.07.03 Current performance objectives:

The performance objectives for the FBM will be established each May (marking the start of the contractual period) using the Performance Objectives Form ([Appendix C](#)). These objectives will be set collaboratively by the FBM and the SOM and must be based on the FBM's job description.

Once finalized, the performance objectives will be submitted to the SRC for approval. Performance assessments will take place least twice per contractual period, following the process outlined below:

1. **Self-Assessment:** The FBM will review their performance against the agreed-upon criteria. This self-assessment will also address the quality of supervision and guidance received, with recommendations for improvement.
2. **Submission for Review:** The FBM will submit the completed self-assessment to the SOM via email for further review.
3. **Feedback Meeting:** The SOM will provide feedback during a one-on-one meeting with the FBM. A summary of the discussion, including the date and signatures of both parties, will be documented at the end of the format.
4. **Documentation:** A copy of the completed performance objectives form will be provided to the FBM, while the original will be stored in the employee's file.

The process to evaluate the objectives will be reviewed by SRC, with proof of revision recorded in minutes and published on the MSVUSU's web page. It is expected that the implementation of performance evaluation for the FBM will start in the academic summer term of 2025.

1.07.04 Compensation Package:

The MSVUSU has a Compensation Review Committee that evaluates the general compensation, pay, and honoraria scheme for all employees at least once per year, before the following year's annual budget is approved. This ensures adequate pay for all full-time and part-time employees, including the FBM. This is consistent with provincial counterparts and considers the social and economic conditions facing employees. The Food Bank Manager's total compensation package was last approved on May 8, 2023.

1.07.05 Orientation

The outgoing Food Bank Manager will be responsible for transitioning the new Food Bank Manager into their role with the assistance of the SOM. The aspects to discuss in the transition will cover daily food bank operations, administrative duties, volunteer management, stakeholder relations, and other tasks. A general training session on strategic and operational risk, fiduciary responsibilities, financial standing and the Food Banking System. A record of attendance will be collected using the form shown in [Appendix A](#). Recommendations for optimal training can be found on [Appendix B](#).

1.07.06 Expenses revision:

The expenses of the MSVUSU FB are reviewed by the CFO on an ongoing basis. Once a purchase for the Food Bank is completed, the FBM tracks the expenses on the Log expenses form ([Appendix D](#)), and delivers a copy of the invoice to the CFO. Then the CFO checks that the value in the invoice is the same as the one reflected on the credit card and that it doesn't exceed the given budget, then the invoice is archived in the financial office.

All the MSVUSU FB expenses are reflected on the yearly financial statements, which are reviewed by an external auditor and published on the [MSVUSU web page](#).

1.07.07 Succession plan:

The MSVUSU Food Bank Manager regularly trains lead volunteers to ensure they are prepared to take over if selected out of the candidate pool to be hired. The board will review the succession plan annually, and any approved updates will be recorded in the meeting minutes and published on our website.

1.08 Insurance Coverage

The MSVUSU recognizes that every member of an organization may face risks while carrying out their duties and has insurance coverage in place to address this.

This includes legal liability, fiduciary liability, employment liability, internal investigation cost, health and safety cost, cyberbullying, mitigation costs, reputation costs, and loss due to cyber incident.

Each year, the insurance broker provides the current renewal policy to the CFO, who reviews it and sends it with recommendations to the president for further review. The president then prepares a summary report for the SRC to review and approval. This process is documented within the SRC meeting's minutes and published on [MSVUSU's Web Page](#). Once reviewed, the president approves and signs the new policy.

The approval process occurs once per year, starting in the fall, and should be resolved before the winter semester.

1.09 Risk Management

Risk is inherent in all activities conducted by the Student's Union and therefore, measures are implemented to ensure that all volunteers, employees, and board members are made aware of all relevant risks. An external contractor will lead a risk management planning process within the Fall 2025 period, to support and deliver responses to mitigate those risks. Following which, the organization will conduct this process annually to identify and address potential risks. The

SOM will record the date that this session is held each year. A presentation of the outcomes will be included as part of the onboarding of new board Members.

1.10 Business Continuity & Disaster Response

The MSVUSU Food Bank operates out of a rented space in Rosaria 201 at Mount Saint Vincent University (MSVU). As the institution responsible for ensuring the safety and protection of all individuals on campus—including students, faculty, staff, and visitors—MSVU provides emergency management protocols that the Food Bank must follow. Therefore, the MSVUSU Food Bank will comply with the university's [Policy on Emergency Response](#).

Level 1 Emergency Response:

A Level 1 Emergency is defined as a situation that has minimal impact on life and safety, university infrastructure, academic operations, research, administrative functions, the environment, or the university's reputation.

In the event of an imminent or potential Level 1 Emergency, the Food Bank Manager or a Food Bank volunteer must immediately contact the MSVU Security Office at 902-457-6412. The Manager of Security, along with the Security Officers, will take appropriate action to manage the situation, which may include contacting external emergency services.

Examples of Level 1 Emergencies include:

- Minor medical incidents (e.g., slip and fall)
- Small-scale flooding affecting part of a building
- Disputes between visitors
- Minor spills of biological, chemical, or radioactive materials in a lab
- Isolated fires
- Short-term utility outages in a building

Level 2 or 3 Emergencies

In the case of more severe incidents categorized as Level 2 or Level 3 Emergencies under the [Policy on Emergency Response](#), the Food Bank will follow all instructions and protocols issued by the university.

If an extended lockdown of MSVU buildings occurs, the MSVUSU Board will convene to assess the safety and feasibility of continuing food distribution services. Should the Food Bank need to reopen, approval will be sought from Mount Saint Vincent University.

Once approved, the Food Bank Manager will coordinate volunteer teams to resume food distribution operations in accordance with the specific situation and safety guidelines in place.

(Source: [Policy on Emergency Response](#))

1.11 Conflict of Interest

The MSVUSU Food Bank has a policy ([Appendix E](#)) that addresses conflicts of interest that may occur within the service. This policy will govern individuals, including but not limited to the SRC members, food bank personnel, and food bank volunteers.

1.12 Privacy & Confidentiality

The MSVUSU Food Bank will implement a privacy policy ([Appendix F](#)) that protects clients, employees, and volunteers alike.

1.13 Values

MSVUSU's values guide the way we work with our members, within our community and with each other. These are part of our Board-approved Strategic Plan 2023-2027. Our values are:

Accountability: We show up and set out to accomplish the things we've said we'd do. We take personal responsibility for our Student Union work. We have trust in our teammates and know we can count on each other to get things done.

Community: We share the common interest in being successful while in higher education. We are an interacting population of diverse individuals in a common location and/or all connected to Mount Saint Vincent University. We support and encourage connection amongst our community members.

Equity: We believe in justice, rightness, and fairness for all, regardless of gender, race, disability, religion, nationality, sexual orientation, or age. We put equity at the centre of every decision to help members feel empowered, and to level the playing field for every member.

Inclusion: A strong sense of belonging comes from having equal access to all opportunities and resources. We support freedom from discrimination, which is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex. We help give traditionally marginalized groups, like those based on gender, race, or those with physical or mental disabilities, a means to feel equal.

Service: We believe that everyone else in the room is just as important as us. In order to dignify everyone we serve, we leave our personal agenda behind and elevate the importance of each person we are serving on behalf of the Students' Union. We are intentional in the way we build relationships. We listen, we care, and we help, knowing that we are not the whole solution.

(Source: [2023-2027 Strategic Plan](#))

1.14 Equity, Diversity, Accessibility, & Inclusion

The MSVUSU is committed to embedding equity, diversity, inclusion, and accessibility (EDIA) into every aspect of its operations and culture. These principles are not only reflected in our day-to-day practices but are also foundational to our core strategic values as we saw on 1.13.

We believe in responsible social and ethical behaviour, and strive to empower every student by ensuring equal opportunities for success and creating an environment where everyone feels respected and valued.

Serving a diverse student population, MSVUSU actively works to eliminate discrimination and uplift traditionally marginalized groups, including those based on race, gender, and disability. We are committed to making sure these students are seen, heard, and treated equitably within the campus community. This commitment is strengthened through the voices of our diverse student representatives, who sit on the Union's board and contribute to shaping our culture and direction based on their unique perspectives.

Our efforts align closely with the broader EDIA work at Mount Saint Vincent University. The University has established dedicated supports such as a EDIA advisor, the Indigenous Student Centre, Black Student Support Office, 2SLGBTQIA+ resources, and Accessibility Services. Together, MSVUSU and MSVU are committed to fostering an inclusive, equitable, and accessible environment where every student can succeed and truly feel a sense of belonging.

(Sources: [Policy VII: MSVUSU's Employee Handbook](#), [MSVU EDIA WebPage](#))

1.15 Truth and Reconciliation

Land acknowledgements will be included at any meetings or events (including SRC meetings) associated with the MSVUSU Food Bank and read as follows:

"As we gather today, I would like to acknowledge and pay respect to the Mi'kmaq people of the territory on which we meet. Mount Saint Vincent University Students' Union is built on unceded Mi'kmaq territory. We also pay respect to the Mi'kmaq knowledge embedded in this land and to the Elders, past, present, and future."

2. People Management

- 2.01 Human Resources Management
- 2.02 Anti-Violence & Anti-Harassment
- 2.03 Conflict Resolution
- 2.04 Staff Compensation
- 2.05 Volunteer Involvement Policies and Procedures
- 2.06 Volunteer Oversight
- 2.07 Volunteer Management
- 2.08 Volunteer Recruitment
- 2.09 Volunteer Screening
- 2.10 Volunteer Recognition

3. Financial & Legal

- 3.03 Public Disclosure
- 3.04 Tax Filing
- 3.05 Statutory Remittances
- 3.06 Board Oversight of Resource Development
- 3.07 Investment Policy
- 3.08 Anti-Fraud
- 3.09 Data Protection
- 3.10 Canada's Anti-Spam Legislation (CASL)

4. Client Service & Care

4.01 Ethical Food Banking Code

The Food Bank Manager (FBM) will display the Ethical Food Banking Code ([Appendix G](#)) in a clearly visible spot on the Food Bank's information board, as well as on the Food Bank's social media pages and the MSVUSU website. To ensure all volunteers review the Code, the FBM will include a copy in their onboarding package, review it with them, and collect a signed commitment, which will be filed in their Personnel File. The FBM will also schedule a reminder (11 months from the signing date) using the MSVUSU FB calendar (foodbank.manager@msvu.ca) to ensure annual reviews and updated signatures.

Similarly, the SOM will ensure all board members and staff receive a copy of the Code during their annual onboarding, and signed commitments will be stored in their Personnel File. The next full review and signature collection for all volunteers, board members, and staff will take place during the Fall semester 2025.

Should a copy of the Ethical Food Banking Code be requested by anyone with accessibility needs (large print, braille, etc.), those requests will be accommodated within reason.

4.02 Complaints

The MSVUSU Food Bank understands that there are times when the service provided does not satisfy, or is not perceived to satisfy, a client's needs. Therefore, the MSVUSU is committed to dealing with complaints promptly, transparently, fairly and will not take any negative actions against anyone who files complaints in good faith as guided through the MSVUSU Food Bank Complaint Policy found at [Appendix J](#). This policy contains the FBC Customer Experience Hotline, which provides an opportunity for unresolved complaints to be escalated to FBC or a provincial counterpart. The MSVUSU Food Bank Manager will publicly post its complaint policy on the MSVUSU FB Board, Website and Social Media so that it is publicly available to all clients, employees, volunteers, and any external stakeholders.

4.03 Records on Informed Consent

An electronic record of informed consent is received verbally during the initial registration process and documented through Link2Feed, which is a cloud-based, secure system provided by Feed Nova Scotia. Clients are informed how their personal data is stored and used, and a renewal of consent will be asked when prompted by the system. Students may ask questions before consenting, and if a client declines to provide data or consent, they won't be denied access to utilise the service, however, their visit will be recorded as anonymous for statistical purposes. The only requirement to access our Food Bank is that the client must show their

MSVU student ID or other proof of being an active student such as being registered in classes. As an exception, staff members of MSVU can also benefit from the service provided by the MSVUSU FB. If any other person who is not part of the MSVU community wants to access the service, an exception can be made to provide them with access to the Food Bank for that visit. The SOM will provide training on the informed consent process to new Food Bank personnel during onboarding, and any technical questions regarding the software should be asked to Feed Nova Scotia. The Food Bank Manager (FBM) is responsible for training volunteers involved in facilitating the initial registration process.

4.04 Accessibility for People with Disabilities

The MSVUSU Food Bank is dedicated to delivering services that promote respect, dignity, and equitable access for all members of our community. We are committed to creating an inclusive environment where clients, employees and any other stakeholders feel supported and valued. Any accessibility-related concerns will be reported by the Food Bank Manager (FBM) to the Strategic Operations Manager (SOM). If further action is required, the SOM will escalate the matter to the MSVUSU President, who will then bring it to the Students' Representative Council (SRC) for resolution in a timely manner. The MSVU's Accessibility Services Manager will function as our advisor and will provide the annual training to staff MSVUSU FB's staff and volunteers.

To ensure transparency and awareness, the FBM will ensure that the MSVUSU Food Bank Accessibility Policy is visibly posted on the MSVUSU Food Bank information board, the MSVUSU website, and official social media platforms. Policy can be found in [Appendix K](#).

4.05 No-Cost Food Access.

We are committed to providing food assistance at no cost and with no strings attached. This policy can be found on [Appendix L](#). The FBM will ensure this policy is visible on the MSVUSU Food Bank information board, the MSVUSU website, and official social media platforms.

4.06 Food Choice

MSVUSU recognises Canada's multicultural diversity and is committed to offering clients food choices that respect their autonomy, cultural and health needs. Clients are invited to “shop” with a basket to simulate a market-style experience allowing clients to choose their own products. The Food Bank Manager (FBM) regularly gathers feedback through social media, a suggestion box located inside the Food Bank, a chalkboard for item requests, and open dialogue with clients, volunteers, and staff. This helps ensure the availability of culturally

appropriate foods such as halal, kosher, vegetarian, or gluten-free options whenever possible. The FBM documents all efforts to enhance food choice and continually works to improve inclusivity and accessibility in our services. The feedback collected will be logged and reviewed annually to improve food choices available to individuals/families.

4.07 Food Quality

The MSVUSU Food Bank follows the Food Shelf Life Guidelines established by Food Banks Canada to safely distribute food past its best before date. A summarized version of these guidelines ([Appendix M](#)) is provided and explained to all volunteers during onboarding. For easy reference, copies are also posted behind the entrance door, on top of the registration desk, and on a freezer.

Under the supervision of the Food Bank Manager (FBM), all volunteers are responsible for ensuring that food items are in good condition before placing them out for distribution. Additionally, designated volunteers conduct weekly checks of all products already on-site. Any item that does not meet quality standards is safely discarded.

4.08 Food Quantity

The MSVUSU Food Bank (MSVUSU FB) strives to provide clients with food that meets students' needs, based on available inventory. Food limits are set by the Food Bank Manager (FBM) before each opening and may vary depending on stock levels.

At the end of each week, the FBM reviews any specific food requests and assesses inventory levels. Based on this review, the FBM creates a shopping list for the following week to ensure the food bank can provide as much food as possible to as many clients as possible. Students have access to the service once a week.

4.09 Welcoming Environment

Staff and volunteers at the MSVUSU Food Bank are committed to creating a welcoming and respectful environment for all clients. To reduce wait times on Fridays, students are encouraged to take a digital token using the [QRQ app](#), where they can enter their name or a nickname on a first-come, first-served basis. Clients are then called by a designated volunteer and they complete one-to-one registration at the front desk, to ensure privacy. Upon arrival, each client is warmly greeted by the Food Bank Manager or a volunteer to help them feel comfortable before they start gathering their items.

If a client requires additional privacy for a conversation, the MSVUSU Wellness & Parental Lounge or Board meeting room may be used, depending on availability.

4.10 Collecting Stakeholder Input

We are committed to providing stakeholders with opportunities to share feedback and help improve operations. At a minimum, input will be collected once per year through the following methods:

1. Annual Client Survey: Conducted at the beginning of the Winter term to gather broad feedback.
2. Suggestion Box: A permanent suggestion box is located next to the registration desk, allowing clients to provide confidential feedback. It is checked weekly by the Food Bank Manager (FBM), and processed according to the petition. For example, requests for specific grocery items may be added to the following week's shopping list, and complaints will be addressed or escalated following the complaint policy.
3. Open Communication – The FBM fosters open dialogue with clients to understand their needs on an ongoing basis through all our communication channels (email, social media, in person).
4. Volunteer Feedback – Volunteers are invited to share ideas and suggestions at the end of each semester.

The last Volunteer Feedback session was done on March 28, 2025.

4.11 Link2Feed or Approved Intake Software Program

The MSVUSU Food Bank uses Link2Feed, a client intake software provided by our provincial partner, Feed Nova Scotia. Client information is typically recorded before clients begin collecting food items. In exceptional cases where the system cannot be accessed, clients' first and last names will be recorded manually and entered into the system within eight calendar days of the visit.

As stated in section 4.03, no client is denied access to the Food Bank if they choose not to register their information in the system, provided they are an active MSVUSU student.

5. Public Engagement & Fundraising

- 5.01 Donor Requests
- 5.02 Donor Lists
- 5.03 Independent Advice
- 5.04 Donor Receipting
- 5.05 Fundraising Practices
- 5.06 Fundraising Materials
- 5.07 Payment Of Fundraisers
- 5.08 Behaviour Of Fundraisers
- 5.09 Fundraising Policies
- 5.10 Cause-Related Marketing
- 5.11 Media Spokesperson
- 5.12 National Research
- 5.13 Network Portal
- 5.14 Dignity Of Clients

6. Food Operations & Food Safety

- 6.01 Food Operations - Warehouse Safety*
- 6.02 Food Operations - Health And Safety
- 6.03 Food Operations - Recording Food Weight
- 6.04 Food Safety - Statutory And Regulatory Compliance
- 6.05 Food Safety Leadership – Responsibility
- 6.06 Food Safety Leadership – Communication
- 6.07 Food Safety Leadership – Culture
- 6.08 Environmental Controls – Facilities (Premises) And Equipment
- 6.09 Environmental Controls – Sinks
- 6.10 Environmental Controls – Water
- 6.11 Operational Controls – Pest Management
- 6.12 Operational Controls – Allergen Control
- 6.13 Operational Controls – Handling Of Open Food
- 6.14 Operational Controls – Traceability And Recall
- 6.15 Operational Controls – Cold Chain Temperatures
- 6.16 Operational Controls – Ambient Temperature Storage
- 6.17 Operational Controls – Processing Temperatures
- 6.18 Operational Controls – Personnel Food Safety Practices
- 6.19 Personnel Oversight/Supervision
- 6.20 Operational Controls – Input For Food Safety And Food-Handler Practices
- 6.21 Training – Food-Handler Training/Certification
- 6.22 Training – Operations Management Training/Certification

Appendices

Appendix A - Attendance at the General Orientation Training

Date: _____

Attendance Log
Annual General Students' Representative Council (SRC) Training

I verify that I have attended the SRC onboarding and was trained on the following topics:

SRC Role/Position	Full Name	Time In	Time Out	Received Student's Handbook? (Y/N)	Received copy of Financial Statements ? (Y/N)	Received Food-banking Code? (Y/N)	Received xxxxx? (Y/N)	Signature
President								
Vice President Advocacy and Undergraduate Student Affairs								
Vice President Communications								
Vice President of Student Life								
Vice President Research and Graduate Student Affairs								
Professional Studies Representative								
International Students' Representative								
Residence Representative								
Gender Advocacy Representative								
Board of Governors Representative								
2SLGBTQIA+ Representative								
Transfer Students' Representative								
Science Students' Representative								

First Year Representative								
Accessibility Representative								
Arts Representative								
BIPOC Representative								
Education Representative								
Indigenous Representative								
Mature Representative								
Chief Financial Officer (hired position) – acts as the SRC chair								
Speaker								
Administrative Assistant & Governance Secretary								
Food Bank Manager								

Appendix B - Recommendations for optimal training

MSVUSU GENERAL TRAINING SESSION'S CONTENT	
Background:	Education on MSVUSU services, businesses and history. MSVUSU organizational structure, Board's role, decision procedures, land acknowledgment.
Food Banking System:	What does the FB do, People served, Most demanded products, Hours of operation, Staff and volunteers, Programs, SOE, Food-banking Code, Informed consent process through Link2Feed.
Financial/Fiduciary:	Audit report, Budget, Administrative expenses, Main donors, Compensation.
Legal/Fiduciary:	Constitution, By-laws, policies, Referendums (Food Security and Orientation Fee), roles and responsibilities of each Counsellor, Strategic and Operational Risk, Personal and Professional Conduct, Anti-oppression training, Occupational Health and Safety, Violence, Harassment, Bullying, Resolution for Disrespectful Behavior, Confidentiality, Education on Roberts Rules of Order, Discipline, Probation period.
Other trainings:	Health and safety at the workplace, Training, Code of Ethical Conduct, Taking care of the SU's assets.
Committees:	Committee membership is to be discussed, and Councilors appointed to appropriate committees.
Materials:	Policy VII: Employee Handbook , Financial statements, Food-banking Code.
Signatures:	Attendance at the General Orientation Training (Appendix A) Conflict of Interest (Appendix E) Confidentiality agreement (Appendix F) Code of Ethical Conduct (Appendix G) Food Banking Code (Appendix H)

(Adapted from: [Policy II Transition for the Students' Representative Council \(SRC\)](#))

Appendix C - Performance Objectives Form

Date: _____

Employee's name:			Review conducted by:	
Position:			Position:	
Signature:			Signature:	
Number:	Performance Objective:	Timeframe:	Performance Status:	Comments:

Appendix D - MSVUSU Food Bank Log Expenses

Date	Item	Store	Total Cost	Notes

Appendix E - MSVUSU Food Bank Conflict of Interest Policy

Conflict of Interest Policy

Statement

MSVU Students' Union is committed to upholding the highest standards of integrity, transparency, and ethical conduct. All employees, board members, and volunteers are expected to act in good faith, with the best interests of the organization and avoid situations where personal, professional, or financial interests may conflict (or appear to conflict) with their duties and responsibilities.

Definition of Conflict of Interest

A conflict of interest is any situation in which an individual's personal, financial, or other interests, or those of a family member or associate, could compromise, or be perceived to compromise, their professional judgment, objectivity, or loyalty to MSVU Students' Union.

Examples of Conflicts of Interest

Conflicts of interest may include, but are not limited to:

- Personal or business relationships with suppliers, clients, or donors.
- Holding secondary employment or engaging in business activities that interfere with your responsibilities as a member of the MSVUSU.
- Using organizational property, information, or relationships for personal gain.
- Accepting gifts, favours, or services that could influence decision-making or create a sense of obligation.
- Participating in decisions where a close personal connection is in place.
- Participating with external affiliations that could affect perceived impartiality.

Process to disclose and manage Conflict of Interest

All conflicts of interest or potential conflicts of interest must be disclosed in writing to the immediate manager or the Strategic Operations Manager (SOM). The board members will then assess all written disclosures, and the Administrative Assistant & Governance Secretary will give a written response with the appropriate action. If a conflict of interest is determined, the individual must recuse themselves from being present at any discussions or votes addressing the situation.

Minutes of board or meetings should reflect when a board member steps out because of a conflict.

If unsure whether a situation constitutes a conflict of interest, consult your supervisor or the SOM before

proceeding.

Investigation and Disciplinary Action

Violations of this policy will be reviewed on a case-by-case basis. Disciplinary actions may include warnings, reassignment, or termination.

(Adapted from: [Student's Handbook](#), 1.03 Conflict of Interest Policy from FBC and Summerland FoodBank Policy of Conflict of Interests.)

I acknowledge that I have read and understood this guideline and have had opportunities to ask questions for clarity, and I agree to adhere to it in its entirety.

Name of Employee (Please print)

Signature of Employee

Date

This signed acknowledgment will be placed in your Personnel File.

Appendix F - Confidentiality Agreement

Confidentiality Agreement

Guiding principles:

1. Confidentiality is important in establishing and maintaining trusting and lasting relationships among employees and guests.
2. Confidentiality is the cornerstone to ensuring that privileged information is accessible only to those authorized to have access.
3. Confidentiality acknowledges respect for an individual's right to privacy and includes information that may be inadvertently shared or overheard.

I understand that confidential information must be protected and used only in the interests of MSVU Student Union and that respect for the confidentiality of personal and business information must be considered when sharing information electronically, when sharing hard copy documents, when storing and/or destroying hard and soft copies of documents and when verbally sharing information. I understand that the discussion of personal information about employees and guests of MSVU Student Union without authorized consent is unethical. I will abide by this Confidentiality Agreement to ensure respect for the information, employees, and members of MSVU Student Union.

(Source: [Student's Handbook](#))

I acknowledge that I have read and understood this guideline and have had opportunities to ask questions for clarity, and I agree to adhere to it in its entirety.

Name of Employee (Please print)

Signature of Employee

Date

This signed acknowledgment will be placed in your Personnel File.

Appendix G - Code of Ethical Conduct

4.2 Code of Ethical Conduct

You have a right to choose to live and work by your own moral values if those values do not compromise, in any way, your effectiveness in your work. You have a responsibility to do your work competently and to refrain from any conduct that is unbecoming for an employee of MSVU Students' Union. You have a duty to conduct yourself ethically with integrity, fairness and honesty with every co-worker and member. If you require additional information to clearly define ethical conduct, please contact your supervisor.

The best definition of ethical behaviour is to imagine that something you said or did is now on the front page of your local newspaper. If your behaviour was ethical, you would be proud of what was reported. If your behaviour was not ethical, you would feel uncomfortable reading the article.

(Source: [Student's Handbook](#))

I acknowledge that I have read and understood this guideline and have had opportunities to ask questions for clarity, and I agree to adhere to it in its entirety.

Name of Employee (Please print)

Signature of Employee

Date

This signed acknowledgment will be placed in your Personnel File.

Appendix H - The Ethical Food Banking Code



The Ethical Food Banking Code

Food Banks Canada, the provincial associations, and affiliate food banks/programs will:

1. Provide food and other assistance to those needing help regardless of race, national or ethnic origin, citizenship, color, religion, sex, sexual orientation, gender identity, gender expression, income source, age, and mental or physical ability.
2. Treat all those who access services with the utmost dignity and respect.
3. Implement best practices in the proper and safe storage and handling of food.
4. Respect the privacy of those served and will maintain the confidentiality of personal information.
5. Not sell donated food.
6. Acquire and share food in a spirit of cooperation with other food banks and food programs.
7. Strive to make the public aware of the existence of hunger and of the factors that contribute to it.
8. Recognize that food banks are not a viable long-term response to hunger and devote part of their activities to reducing the need for food assistance.
9. Represent accurately, honestly, and completely their respective mission and activities to the larger community.

(Source: <https://foodbanksCanada.ca/food-banking/#code>)

I acknowledge that I have read and understood this guideline and have had opportunities to ask questions for clarity, and I agree to adhere to it in its entirety.

Name of Employee (Please print)

Signature of Employee

Date

This signed acknowledgment will be placed in your Personnel File.

Appendix I - MSVUSU Food Bank Complaint Policy

The MSVUSU Food Bank is committed to providing excellent service and will handle any complaints respectfully and confidentially, not retaliating against any clients who make good-faith complaints. The MSVUSU is committed to handling complaints in a timely and prompt manner and in accordance with the operations of the MSVUSU.

Any individual, donor, prospective donor, member of the general public, provincial association, affiliate food bank, and/or business who may have a complaint about Food Banks Canada are encouraged to contact the Students Union directly through phone or email at su.strat.opps@msvu.ca.

When addressing concerns or complaints:

- Privacy and Confidentiality will be respected at all times.
- All complaints must be tracked in the organization's complaint tracking file, recording the contact information of the complainant, a summary of the complaint, who received the complaint and what action was taken.
- The initial response to a complaint will occur as soon as possible and not more than 3 days from receiving the complaint.
- Every effort will be made to review and respond to a complaint within 10 business days.
- It is important to ensure that there is no real or perceived reprisal resulting from an individual bringing forward a concern or complaint.
- Approach depends on the risk level (low, medium or high) of a complaint.

Complaint's risk levels		
Low: General comments/complaints about food banks, food bank use, fundraising, communications.	Medium Issues related to our communication (advertising, programs etc) Quality of service provided by food banks and/or food bank staff/volunteers General comments about quality of food provided by food banks. Issues related to how donated funds are invested.	High Risk Impacts the reputation of Food Banks Canada, a provincial association or affiliate food bank. Impacts the reputation of a donor. Impacts the safety of the public, an employee or volunteer at a food bank. High risk safe food handling practices. Breach of Foodbanking Code of Ethics. Suggestions of legal/financial wrongdoing A threat to involve the media.

Approach:

1. An MSVUSU member will take note of the complaint and contact information. Then thank the person for their input.

2. All complaints will be recorded in the Complaints Tracking and Summary Report and risk will be assessed according to its risk and resolved accordingly as follows:
 - Low-risk complaints can be addressed directly by staff who regularly field calls through the General Line. Determine if the complaint requires further follow-up/response.
 - Medium and high risk inquiries and complaints: Will be addressed with the FBM and SOM to discuss and receive support for appropriate responses. These types of inquiries and complaints will be addressed on a case-by-case basis and may need to be escalated to the SRC for resolution.
3. Debrief of the Complaints Tracking and Summary Report will be reviewed twice a year or sooner if needed by the MSVUSU President, and it will be identified if there is a required change in the MSVUSU Food Bank policies, processes, programs etc. to reduce the opportunity of a similar situation or complaint.

Do you have a concern or complaint?

MSVUSU food bank is committed to providing excellent service. We recognize that from time to time there may be inquiries, concerns or complaints and we believe that our stakeholders have the right to tell us about them. If you faced any concern or complaint, please e-mail it at: foodbank.manager@msvu.ca: su.strat.opps@msvu.ca. However, if you feel it is not fully resolved, the Food Banks Canada Customer Experience Hotline is available to you at 1.877.280.0329 or complaints@foodbankscanada.ca.

Appendix J - MSVUSU Food Bank Accessibility Policy

The MSVUSU FB committed to fostering a welcoming, inclusive, and accessible environment for all clients, including individuals with disabilities. We recognize that accessibility needs vary and strive to ensure equitable access to our services at all times.

Community members are encouraged to report any accessibility-related needs or concerns to the Food Bank Manager (FBM) or directly to the Student Operations Manager (SOM). If additional action is needed, the SOM will escalate the issue to the MSVUSU President, who may refer the matter to the Students' Representative Council (SRC) for timely resolution.

Our Commitments:

- Maintain a barrier-free physical space with wide aisles, clear walkways, and safe layouts.
- Ensure the entrance is accessible for wheelchairs, walkers, and strollers.
- Welcome support persons, guide dogs, and service animals at all times.
- Provide accommodations for dietary restrictions.
- Design and maintain an accessible website and consider sensory needs such as lighting and noise.
- Proactively address any unforeseen barriers—physical, attitudinal, systemic, communicative, technological, or sensory—by seeking alternative solutions to ensure equal access for all.

Do you have any questions or feedback on the way MSVUSU Food Bank conducts its work with people with disabilities? Let us know by e-mail: foodbank.manager@msvu.ca: su.strat.opps@msvu.ca. To receive a response, please include your name and contact information with your feedback.

Accessibility is a shared responsibility. Together, we can create a food bank that treats everyone with dignity, care, and respect.

(Source: [Food Banks BC Accessibility Policy](#), [Accessible Stakeholder Service Plan FBC](#))

Appendix K - MSVUSU Food Bank No-Cost Access Policy

The MSVUSU Food Bank (MSVUSU FB) is committed to providing food assistance at **no cost and with no expectation of anything in return**, guided by the following premises:

- To access the service, the student must demonstrate being an MSVU active student by providing their student ID.
- Through our non-discriminatory approach, food assistance is not contingent upon income, background, race, ethnicity, gender, disability, sexual orientation, religion, age or participation in other services.
- Personal information of individuals seeking food assistance will be treated with the utmost confidentiality.
- Clients should never feel obligated to offer donations (monetary, food items, or otherwise) or volunteer time in exchange for receiving food.















If there are questions or concerns about no-cost access, clients are encouraged to speak with the Food Bank Manager by e-mail: foodbank.manager@msvu.ca or to the MSVUSU's Strategic Operations Manager at: su.strat.opps@msvu.ca . To receive a response, please include your name and contact information with your feedback.

(Source: Sommerland Policies and Procedures Manual)

Appendix L - Best-Before-Date Guidelines established by Food Banks Canada

GUIDELINE FOR DISTRIBUTING FOOD - PAST THE BEST BEFORE DATE



 TIME FRAME PAST BEST BEFORE	 PRODUCE	 JUICES AND SOFT DRINKS	 BREAD & BAKERY	 PACKAGED GRAINS, CEREALS & BAKED GOODS	 MEAT & SEAFOOD	 DELI MEATS	 PREPARED FOODS	 MILK AND NON-DAIRY ALTERNATIVES	 CULTURED DAIRY	 CHEESE	 FATS	 GENERAL GROCERY (SHELF STABLE)	 NON-FOOD	 (INFANT FORMULA AND NUTRITIONAL SUPPLEMENTS)
PRODUCT DESCRIPTIONS	Fruit / Vegetables - Whole, Uncut, Unpeeled, Undamaged	Fruit & Vegetable Juices & Soft Drinks	Loaves, Rolls, Bagels, Muffins	Granola, Flours, Rices, Dry Pastas, Cookies, Crackers, Breakfast/Lunch Cereal Bars	Packaged and Bulk Meats, Poultry, Fish	Deli Meats, Sausages	Prepared meals, fresh pasta, cooked meats, Mixed Salads, Soups, Stews, Cut produce	Milk (Fresh, Powdered, Canned, UHT tetrapak); Soy & Almond Beverages	Yogurt, kefir, sour cream	Cottage cheese, cream & soft cheeses, hard cheeses	Butter, Margarine; Cooking Oils (most)	May include: Canned pastas, canned meats/ fish,Tomato Sauces, condiments, etc.	Laundry Detergent, Mixed Product Pallets, Deodorants, Body Washes, Diapers, Infant Wipes	Note: These products contain Expiry Dates - not Best Before Dates
ROOM TEMPERATURE	Fresh, whole 1-7 days	Less than 2 hours (If refrigeration needed)	Up to 1 Week	NA	Less than 2 hours	Less than 2 hours (If refrigeration needed)	Less than 2 hours	Less than 2 hours (If refrigeration needed)	Less than 2 hours	Less than 2 hours	Less than 2 hours (If refrigeration needed)	NA	NA	DO NOT DISTRIBUTE PAST EXPIRY DATE
REFRIGERATED	Fresh, whole; leafy greens 1 day - 2 months (depending on produce and condition)	7- 10 days (If refrigeration needed)	2 Weeks	NA	3- 4 days whole pieces; 1- 2 days ground; 1- 2 days seafood/fish	3- 5 deli counter; 7 days commercially package	2- 3 days meal items; 3- 4 days cut fruits and vegetables	1- 2 Days (If refrigeration needed)	1- 2 weeks cultured	1- 2 weeks cottage cheese; 3- 6 months hard blocks; 1- 2 months soft blocks	1- 5 Months	NA	NA	
FROZEN	1 Year	1 Year	3 Months	NA	Beef, lamb pork, veal, whole poultry 12 months; poultry pieces 6 months; ground meat 2-3 months; fish 2-6 Months; and shellfish 2-4 months	2- 3 Months	4 Months	6 months; texture may change	1- 3 months culture d; texture will change	6- 12 months hard cheese blocks; 3- 6 month soft blocks	6- 12 Months	NA	NA	
CANNED /JARRED / BOTTLED	NA	1 Year	NA	NA	NA	NA	NA	1 Year	NA	NA	6- 12 Months (shelf stable oils)	1- 2 Year	1 Year	
BOXED / BAGGED	NA	6- 12 Months	Up to 1 Week	6- 12 Months	NA	NA	NA	UHT- 6 months, Powdered*	NA	NA	NA	6- 12 Months	1 Year	

DO NOT
DISTRIBUTE
PAST EXPIRY
DATE

* Milk powder: Temperature is a critical quality factor for milk powder. Keep milk powder cool.

Best Before Date: This gives consumers information as to when the product is at its best - with sensory qualities as acceptable as the day it was made when stored under appropriate conditions and packaging is intact. Best Before dates indicate the shelf life of foods. They are not indicators of food safety. Some manufacturers changed their wording in 2018 to "Better Before".

Expiry Date: Tells consumers that the product may not be providing them with the nutrients expected of the product and they should no longer consume it after that date.

Products with Expiry Dates must not be shared past the date on the packaging.

Products include: Infant Formula (Canned or Boxed, Liquid or Powdered), and many Nutritional Supplements and Meal Replacements (Canned, Boxed, or Ready to Use, Liquid or Powdered). Note that baby foods for older babies and toddlers have Best Before dates, not expiry dates.

Food Products and their ability to be shared should always be based on:

- 1) Ensuring the product has been handled safely (ie. Chilled product is kept chilled).
- 2) Assessing all packaging for integrity (i.e., dents, creases, etc.) based on Food Banks Canada Safe Food Handling Standards.
- 3) That the product is at a level of quality (e.g., taste and smell) that is still worth sharing.
- 4) That the Manufacturer's Branding will not be compromised if the product is shared.

NOTE: This information is to be used as a guide only. It was developed based on general knowledge, industry practices and the understanding that best before dates are about sensory quality.

FOR REFERENCE:

- Canadian Food Inspection Agency, Date Labelling on Pre-packaged Foods, Date Modified: 2013-07-07, Available at: <http://www.inspection.gc.ca/food/information-for-consumers/food-safety/labeling-foods/packaging-and-storage/date-labeling/13235376/694-674/332357545833>
- M.A. Freitas, J.C. Costa, Shelf life determination using sensory evaluation score: A general Weibull modelling approach, Computers & Industrial Engineering, Vol. 51, No. 4, 2006, pp. 852-870.
- A. Giménez, F. Ares, G. Ares, Sensory shelf-life estimation: A review of current methodological approaches, Food Research International, Vol. 49, No.1, 2012, pp. 311-326.
- S. Guerra, C. Legido, L. Menzies, et al., Risks and pitfalls of sensory data analysis for shelf life prediction: Data simulation applied to the case of coffee, Food Science and Technology, Vol. 4, No. 10, 2008, pp. 2070-2078.
- Stilltasty.com and EatByDate.com for additional guidelines.
- Utah State University Cooperative Extension Service, Food Storage: Dried Milk, Available at: <http://extension.usu.edu/foodstorage/html/dried-milk>

INFORMATION: Contact Food Banks Canada at 1-877-535-0958 or info@foodbankscanada.ca | Date created: January 2011. Date updated: February 2019.

Policy and Procedures Manual
MSVUSU Food Bank (V1_April 2025)
www.msvusu.ca

