



Honorarium Policy

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Version 2

Version	Description	Author(s)	Adoption
1	Initial Version	Sierra Campbell (President)	November 5th, 2022
2	Formatting, Preamble Revision, Addition of EDI and Sustainability Representatives, Inclusion of Tax Slips	Sierra Campbell (Sage), Seif Bedair (VP Internal), Mohamed Bedair (VP Finance)	March 21st, 2024

Preamble

Honorariums are payments to a person following their services provided in a volunteer capacity. In the ECA, members of the Board of Directors, Chairperson, Secretary, and Election Officers are eligible to receive an honorarium upon successful completion of their mandate. The policy herein establishes guidelines for the administration and distribution of such funds.

Section A: Definitions

1. AEO: Assistant Elections Officer.
2. Association or ECA: Concordia Engineering and Computer Science Student Association.
3. BOD: Board of Directors.
4. CEO: Chief Elections Officer.
5. GCS: Gina Cody School of Engineering and Computer Science.
6. VP: Vice President.

Section B: Executive Officers

1. Each Executive Officer of the ECA is eligible for a \$2750.00 honorarium upon completion of their mandate. In accordance with the ECA Bylaws, Executive Officers must satisfy the following requirements to receive their honorarium.
 - 1.1. Submit an end-of-year report to the BOD and have this report approved by the incoming BOD.
 - 1.2. Train their respective incoming Executive Officer during the month following their mandate completion and have this transition approved by the incoming BOD.
2. Following BOD approval of the two points above, Executive Officers are eligible to receive their honorarium.
3. The amount of this honorarium is based on completion of a 12 month mandate and may be prorated to reflect the time an Executive Officer has held their position.
4. Executive Officers who resign or are removed from office are not eligible to receive an honorarium.

Section C: Department and Advisory Representatives

1. Each Department and Advisory Representative of the ECA is eligible for a \$1100.00 honorarium upon completion of their mandate. In accordance with the ECA Bylaws, Department and Advisory Representatives must satisfy the following requirements to receive their honorarium.
 - 1.1. Submit an end-of-year report to the BOD and have this report approved by the incoming BOD.
 - 1.2. Train their respective incoming Representative during the month following their mandate completion and have this transition approved by the incoming BOD.
2. Following BOD approval of the two points above, Department and Advisory Representatives are eligible to receive their honorarium.

3. The amount of this honorarium is based on completion of a 12 month mandate and may be prorated to reflect the time a Department or Advisory Representative has held their position.
4. Department and Advisory Representatives who resign or are removed from office are not eligible to receive an honorarium.

Section D: Independent, EDI, and Sustainability Representatives

1. Each Independent, EDI, and Sustainability Representative of the ECA is eligible for a \$825.00 honorarium upon completion of their mandate. In accordance with the ECA Bylaws, Independent, EDI, and Sustainability Representatives must satisfy the following requirements to receive their honorarium.
 - 1.1. Submit an end-of-year report to the BOD and have this report approved by the incoming BOD.
 - 1.2. Train their respective incoming Representative during the month following their mandate completion and have this transition approved by the incoming BOD.
2. Following BOD approval of the two points above, Independent, EDI, and Sustainability Representatives are eligible to receive their honorarium.
3. The amount of this honorarium is based on completion of a 12 month mandate and may be prorated to reflect the time an Independent, EDI, and Sustainability Representative has held their position.
4. Independent, EDI, and Sustainability Representatives who resign or are removed from office are not eligible to receive an honorarium.

Section E: Chairperson and Secretary

1. The Chairperson and Secretary of the ECA are eligible for a \$825.00 honorarium upon completion of their mandates and satisfaction of the following requirement.
 - 1.1. Train their respective incoming Chairperson or Secretary during the month following their mandate completion and have this transition approved by the incoming BOD.
2. Following BOD approval of the point above, the Chairperson and Secretary are eligible to receive their honorarium.
3. The amount of this honorarium is based on completion of a 12 month mandate and may be prorated to reflect the time a Chairperson or Secretary has held their position.
4. Chairpersons or Secretaries who resign or are removed from their positions are not eligible to receive an honorarium.

Section F: Election Officers

1. The CEO and AEO must each sign a contract with the ECA in accordance with the Election Regulations.
2. Upon completion of the duties outlined in their contract, the AEO is eligible for a \$500 honorarium.
3. Upon completion of the duties outlined in their contract and BOD approval of the Elections Report, the CEO is eligible for \$750 honorarium.

Section G: Administration

1. The honorarium amounts discussed herein are represented in 2022 dollars. Honorariums will increase annually at the rate of inflation or 2.5%, whichever is higher.
2. The Advisory Council may make recommendations to the BOD regarding the annulment of honorarium for any eligible individual. The recommendation must include detailed information and reasoning.
3. The BOD by $\frac{2}{3}$ majority vote can annul an honorarium of any eligible individual for:
 - 3.1. Recommendation from Advisory Council deemed reasonable and legitimate.
 - 3.2. Failure or refusal to complete essential parts of their mandate as reflected in the ECA Bylaws.
 - 3.3. Violation of the ECA Bylaws, Election Regulations or Book of Policies.
4. The Policy Committee of the ECA shall review the Honorarium Policy annually and provide recommended amendments to the policy prior to the final BOD meeting of the fiscal year.
5. Amendments to the Honorarium Policy require a $\frac{2}{3}$ majority vote of the BOD.

Section H: Distribution of Funds

1. Honorariums are to be disbursed via direct deposit.
2. Following confirmation of satisfied honorarium eligibility requirements, individuals must present themselves at the ECA Office for submission of blank cheque or alternative banking document with all necessary information displayed to initiate disbursement of funds.
3. It is the responsibility of the individual to take required action to ensure that they can receive their honorarium. Upon receipt of relevant documentation, the VP Finance must ensure that funds are disbursed within 1 month.
4. Any individual who receives an honorarium disbursement equal to or greater than \$500.00 will receive a T4A and RL1 slip from the ECA. The Office Manager shall collect required information for the filing of all slips and ensure these are filed by applicable deadlines.