
Information Policy

Members' Assembly
Board of Directors
September 30th 2015

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Chapter I – General

Section I – Definitions

Article 1

The following definitions apply for the purpose of this policy:

- a) « **Summarized Annual Budget** » : the document containing all the budget lines for the ongoing fiscal year;
- b) « **Annual Aggregated Budget** » : the document containing all the financial information on the major domains of activity for the ongoing fiscal year;
- c) « **Complete Annual Budget** » : the document containing all the financial information pertaining to the forecasted expenditures and revenues for the ongoing fiscal year.
- d) « **Directors' Domain** » : this domain comprises all the information available to directors through e-mail and similar means;
- e) « **Institutional Domain** » : this domain comprises all the information available to the members of permanent committees through e-mail and similar means;
- f) « **Officer's Domain** » : this domain comprises all the information available to officers through e-mail and similar means;
- g) « **Affiliated Domain** » : this domain comprises all the information presumably available to the members authorized to sit on punctual committees through e-mail and similar means;
- h) « **Public Domain** » : this domain comprises all the information presumably available to the public through the Quebec Student Union's website;
- i) « **Financial Statements** » : an expenditure and revenue report for a given period;
- j) « **Annual Orientations Booklet** » : document composed of all the annual orientations of the coordination committee as adopted in the annual general;
- k) « **Specific Action Plan** » : document outlining the specific steps and means to be deployed to reach the key objectives related to a specific issue;
- l) « **Work plan** » : document outlining the specific steps and means to be deployed to reach the key objectives related annual orientations.

Section II – Scope of application and interpretation

Article 2

The goal of the following policy is to outline the access and diffusion modalities of the different types of documents of the Québec Student Union.

Article 3

The following policy applies only to the final version of documents as adopted by a given governing body of the Quebec Student Union and to the documents attached official convocations of the Quebec Student Union.

Article 4

Following is a list of the different access domains in decreasing order from most to least restricted:

- i. Director's Domain;
- ii. Officer's Domain;
- iii. Internal Domain;
- iv. Affiliated Domain;
- v. Public Domain.

Accordingly, each individual has automatic access to domains with restriction levels inferior to his own, as he presumably also meets their diffusion criterions.

Article 5

A motion of the coordination committee or the board of directors may by-pass these for reasonable motives. The coordination committee and the board of directors must notify each other upon passing any such motions.

Article 6

The documents belonging to the internal domain may be presented to individual members whose association is a member of the Québec Student Union. The association must then take the necessary measures to make the documents available to its members.

Article 7

The Quebec Student Union's by-laws take precedence over the rules outlined in this policy.

Section III – Procedures

Article 8

The documents duly adopted by the governing bodies of the Québec Student Union must be made available within fourteen (14) working days of their adjournments, while also abiding by their respective modalities as per the information policy.

Article 9

The coordination committee and the board of directors may limit access to certain documents, in full or in part, for legal reasons. The coordination committee and the board of directors must notify each other upon passing any such motions.

Article 10

In the event rules outlined in this policy should fail to cover a document of the Quebec Student Union, it falls on the coordination committee to decide how to distribute or grant access to this document.

Article 11

In the event of a disagreement on the matter of access to and distribution of information, a motion from the board of directors will always by-pass a motion of the coordination committee.

Article 12

Any individual wishing to file an access to information request to obtain a copy of certain documents belonging to the Quebec Student Union must address their demand to the general secretariat. The coordination committee is then required to accept or deny this request by abiding by the guidelines of the information policy. The coordination committee must reply to the access to information request within seven (7) working days having received it.

Article 13

Any person that has reasonable grounds to believe that their request may have been treated unfairly in light of the information policy may direct a written appeal to the general-secretariat. From that point on, the general-secretariat has a maximum of fourteen (14) working days to issue a report to the board of directors outlining the reasons that justified the coordination committee's initial denial of the access to information request. The board of director is then held to accept or deny the access to information request in accord with the principles of the information policy during its next regular meeting. The general-secretariat is then required to forward a copy of the motion outlining the Board of Director's decision to the author of the request within seven (7) days of adjournment. The Board of Director's motion is final and cannot be appealed.

Chapter II – Official Convocation Documents

Section I – Board of Directors

Article 14

Except when there is evidence to the contrary in the information policy or the by-laws of the Quebec Student Union, all documents adjoining the convocation notice of a Boards of Directors meeting are in the directors' domain.

Section II – General Assembly

Article 15

The projected agenda and documents pertaining coordination committee's elections are in the public domain.

Article 16

Except when there is evidence to the contrary in the information policy or the by-laws of the Quebec Student Union, all additional documents adjoining the official convocation of a general assembly belong in the internal domain, except those mentioned in Article 14.

Section III – Caucus

Article 17

The final version of the preparation manual of each caucus meeting is in the internal domain.

Article 18

Except when there is evidence to the contrary in the information policy or the by-laws of the Quebec Student Union, all additional documents adjoining the official convocation of a caucus belong in the internal domain, except those mentioned in Article 15.

Section IV – Permanent Committee

Article 19

Except when there is evidence to the contrary in the information policy or the by-laws of the Quebec Student Union, all additional documents adjoining the official convocation of a permanent committee belong in the internal domain.

Section V – Punctual Committee

Article 20

Except when there is evidence to the contrary in the information policy or the by-laws of the Quebec Student Union, all additional documents adjoining the official convocation of a punctual committee belong in the affiliated domain.

Chapter III – Documents ratified by the governing bodies

Section II – Minutes and Motions

Article 21

The minutes adopted by the Board of Directors, the General Assembly, the Caucus or the permanent committees are in the internal domain.

Article 22

The minutes adopted by the punctual committees are in the affiliated domain..

Article 23

The list of motions adopted by the Board of Directors and permanent committees are in the internal domain, with the exception of motions dealing with human resources, strategic financial

negotiations and all other issues deemed of a sensitive nature by the board of directors, in which case they belong to the officers' domain.

Article 24

The list of motion adopted by the standing committees are in the internal domain.

Article 25

The list of motions adopted by the general assembly or the caucus are in the public domain or the caucus are in the public domain, unless otherwise indicated by a motion adopted by the governing by at hand; in such a case, the list of motions adopted by the decision making body are in the internal domain.

Article 26

The list of motions adopted by the punctual committees is in the affiliated domain.

Article 27

The policy manual is in the public domain.

Section II – Officer reports and work plans

Article 28

The officers' monthly reports and work plans are in the internal domain.

Article 29

The summarized officer reports are in the public domain.

Article 30

The annual officer reports are in the internal domain until their ratification by the general assembly, which puts them in the public domain.

Section III – Recherches, notices and memoirs

Article 31

The researches, notices, and memoirs formally adopted by the caucus are in the public domain.

Article 32

The researches, notices, and memoirs ratified by permanent committees are in the internal domain.

Article 33

The researches, notices and memoirs ratified by punctual committees are in the affiliated domain.

Section IV – Policies and By-Laws

Article 34

Except in the case of a contrary motion from the Board of Directors, the policies and by-laws of the Quebec Student Union are in the public domain. The human resources and financial resources policies of the Quebec Student Union are in the internal domain.

Section V – Financial documents

Article 35

The complete annual budget is in the internal domain.

Article 36

The summarized budget is in the internal domain.

Article 37

The annual agglomerated budget is in the public domain.

Article 38

The periodical financial statements are in the internal domain.

Article 39

The periodical financial statements are in the officers domain.

Article 40

Except in the case of a contrary motion from the Board of Directors, contracts are in the internal domain.

Article 41

The documents detailing the resources allotted to permanent committees are in the internal domain.

Article 42

The documents outlining the resources allocated to punctual committees are in the affiliated domain.

Section VI – Annual orientations documents

Article 43

The annual orientations' manual is in the public domain.

Article 44

The specific action plans are in the internal domain.