

# hack the hill

## Policies Manual

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# Introduction

These policies are by-laws of the Hack the Hill corporation as extensions of the constitution. All articles and definitions in the constitution apply to these policies. Where there is any conflict or confusion, the constitution shall supersede all policies herein.

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# Financial Policies

## Procurement Policy

1. All procurement activities, including purchases, rentals, leases, service agreements, subscriptions, and contractual commitments, must be made with the authorization of the relevant Vice-President and in accordance with Article X of the constitution.
  - 1.1. Procurements above \$10,000 must be approved by a majority ( $\frac{1}{2}$ ) vote of the board of directors with at least three (3) quotes or alternative options.
  - 1.2. Procurements between \$1,000 and \$10,000 must be approved by the Finance Committee or Board of Directors with at least three (3) quotes or alternative options.
  - 1.3. Procurements between \$250 and \$1,000 must be approved by at least two (2) Signing Authorities with at least two (2) quotes or alternative options.
  - 1.4. Procurements below \$250 can be approved by an Executive.
2. Exceptions to obtaining quotes or alternative options before making a purchase include:
  - 2.1. It is infeasible to obtain other quotations or alternative options. This requires approval by the board of directors or Finance Committee.
  - 2.2. The procurement is recurring with a previously used supplier/vendor, provided there were no issues with the previous transaction.
  - 2.3. The purchase is below \$100.
3. The use of a formal tender process may be considered for procurements if it is deemed beneficial for ensuring quality and value.
4. Purchase Orders (PO) are optional for procurements, but recommended for purchases above \$1,000 to formalize the transaction and provide legal protection.
  - 4.1. When a PO is used, it must be sent to the supplier/vendor before receiving an invoice. The PO should include a description of goods or services, quantity, price, delivery terms, and payment terms.

5. All procurement activities must be conducted ethically, ensuring fairness, transparency, and integrity.
  - 5.1. Any conflicts of interest, including relationships with family members, shareholders, or other personal interests, must be disclosed by anyone involved in the purchasing decision.
  - 5.2. Splitting transactions to bring them below the threshold for quotations or approvals is strictly prohibited.
6. All purchases must be documented and compared to the budget in Canadian Dollars (CAD).
  - 6.1. The exchange rate must be documented if the purchase involves a foreign currency.
  - 6.2. All costs, including taxes and duty fees, must be included in the total value of the procurement.
7. All transactions must be documented in accordance with accounting standards.
  - 7.1. Records of all quotations, purchase orders (if issued), invoices, and receipts must be maintained for auditing and reference purposes.
8. Suppliers/vendors should be evaluated periodically based on performance, quality of goods/services, and adherence to contract terms.
  - 8.1. Feedback on supplier/vendor performance should be documented and used to inform future procurement decisions.
9. Amendments to the policy may be made as necessary to reflect changes in organizational needs, regulatory requirements, or best practices.
  - 9.1. This procurement policy will be reviewed annually by the board of directors.

## Reimbursement Policy

### 1. Purpose

This policy outlines the procedures for reimbursing members for expenses incurred on behalf of Hack the Hill. It ensures that all reimbursements are processed fairly, transparently, and in accordance with the organization's financial management principles.

## 2. Scope

This policy applies to all members of Hack the Hill who seek reimbursement for expenses incurred in the course of their duties for the organization.

## 3. General

- 3.1. Only expenses incurred for valid, necessary Hack the Hill purposes are eligible for reimbursement.
- 3.2. Detailed receipts, invoices, or other proof of payment must be provided for all expenses. Requests without proper supporting documentation will not be processed.
- 3.3. Expenses must be budgeted, or otherwise authorized as outlined in the constitution.
- 3.4. Reimbursement requests must include a description of the expense and the reasoning behind it.
- 3.5. Reimbursement requests must be submitted within 30 days of incurring the expense.
- 3.6. Reimbursement requests must be accompanied by a void cheque or direct deposit form.
- 3.7. All reimbursement requests must be submitted in the format designated by the Finance Team.
- 3.8. Approved reimbursements will be processed within 15 days of approval. Payments will be made via direct deposit.
- 3.9. No reimbursement process may be initiated without prior authorization from the Vice-President of Finance.

## 4. Transportation

- 4.1. Members must provide the total distance traveled for Hack the Hill purposes using their personal vehicle.
- 4.2. The reimbursement rate will be the total cost per kilometer as determined by the CAA Driving Costs Calculator.
- 4.3. The Finance Committee must verify that the travel was for valid, necessary Hack the Hill purposes, that the distance traveled is reasonable, and that the reimbursement amount is accurate.

- 4.4. Supporting documentation for transportation reimbursement must include the purpose of the travel, starting and ending locations, total distance traveled, a screenshot of the CAA Driving Costs Calculator showing the total cost per kilometer, and a justification for the travel.

## 5. Exemptions

- 5.1. The Finance Committee may exempt specific requirements, timelines, and conditions for reimbursement at their discretion, either in advance or retroactively, when exceptional circumstances arise.

## Budget Policy

### 1. Purpose

The purpose of this Budget Policy is to establish clear guidelines for the adoption, management, and amendment of the Organization's annual budget. It ensures accountability and financial oversight while allowing flexibility in responding to unforeseen or urgent needs.

### 2. Scope

This policy applies to all budgetary matters, including the preparation, approval, amendment, and execution of the annual budget.

### 3. Budget Management

- 3.1. The board of directors must adopt an annual budget ("Budget") with a majority ( $\frac{1}{2}$ ) vote before the beginning of the Fiscal Year.
- 3.2. The Budget shall include all projected revenues and expenses, specifying the responsible Team for each Sub Account.
- 3.3. The Budget shall be structured by Sub Accounts under broader Accounts, which are grouped into Classes.
- 3.4. A projected surplus or deficit in the Budget must be less than 5% of total revenues and expenses.
- 3.5. The Budget may be amended by a majority ( $\frac{1}{2}$ ) vote at a Board Meeting, provided that a rationale is provided.



## 4. Unbudgeted and Excess Expenditures

- 4.1. Authorizations for expenditures not allocated in the Budget may be granted in urgent situations where delaying the expenditure could negatively impact the Organization.
  - 4.1.1. Unbudgeted expenditures not exceeding 5% of an Account require prior approval by at least two (2) Signing Authorities.
  - 4.1.2. Unbudgeted expenditures exceeding 5% of an Account but not exceeding 5% of a Class require prior approval by the Finance Committee or the Board of Directors.
  - 4.1.3. Unbudgeted expenditures exceeding 5% of a Class require approval by the Board of Directors.
- 4.2. Authorizations for excess expenditures may be granted in cases where an expense is greater due to unforeseen circumstances.
  - 4.2.1. Excess expenditures not exceeding 5% of a Sub Account require prior approval by an Executive.
  - 4.2.2. Excess expenditures exceeding 5% of a Sub Account but not exceeding 5% of an Account require prior approval by at least two (2) Signing Authorities.
  - 4.2.3. Excess expenditures exceeding 5% of an Account but not exceeding 5% of a Class require prior approval by the Finance Committee or the Board of Directors.
  - 4.2.4. Excess expenditures exceeding 5% of a Class require approval by the Board of Directors.

## 5. Review and Ratification

- 5.1. All authorizations for unbudgeted or excess expenditures must be reviewed and ratified at the next Board Meeting.
- 5.2. Detailed documentation justifying the expenditure must be provided, including the amount, purpose, and rationale for why the expenditure was necessary.

## 6. Reporting

- 6.1. The board of directors shall receive regular reports on the financial position of the Organization, including updates on any unbudgeted or excess expenditures.
- 6.2. A summary of all budget amendments will be presented at the Annual General Meeting for transparency.

## Credit Card Policy

### 1. Authority and Oversight

- 1.1. Signing Authorities manage credit card accounts, including issuance, credit limit management, and designation of cardholders.
- 1.2. Cardholder(s) must ensure all use of the card aligns with financial policies and this policy.
- 1.3. All cardholders must receive training on financial policies and their responsibilities as a cardholder before being issued a card.
- 1.4. If a cardholder's role changes or if they leave the organization, Signing Authorities are responsible for canceling the credit card or transferring it to a new cardholder.

### 2. Authorized Use

- 2.1. The credit card may be used for budgeted and necessary organizational expenses.
- 2.2. All purchases must receive prior approval as outlined in financial policies.
- 2.3. In the case of expenses that are not related to procurement, they must be approved as follows:
  - 2.3.1. **Over \$2,500:** Finance Committee approval required.
  - 2.3.2. **Between \$500 and \$2,500:** Two Signing Authorities approval required.
  - 2.3.3. **Below \$500:** No additional approval required.
- 2.4. Unauthorized or personal use of the credit card is strictly prohibited. Cardholders may be personally liable for such charges.

2.5. The cardholder must immediately report any lost or stolen cards to the Finance Committee and the credit card provider. Unauthorized charges incurred due to a delay in reporting may result in personal liability.

### 3. Reporting and Transparency

3.1. Receipts and relevant documentation must be submitted to the Finance Committee within two (2) business days of any transaction.

3.2. All transactions must be reported at the next Finance Committee meeting for review.

3.3. Any disputes regarding charges must be raised with the Finance Committee within five (5) business days of reviewing the credit card statement.

### 4. Personal Liability

4.1. The cardholder is responsible for any unauthorized use of the card, including personal use, use without prior approval, or use that exceeds budgeted limits without obtaining necessary approvals.

4.2. The cardholder must repay the organization for any unauthorized charges.

### 5. Accountability

5.1. Unauthorized use of the credit card, or failure to comply with financial policies, may result in disciplinary action, including revocation of card privileges, repayment of unauthorized charges, and potential further consequences as determined by the Board of Directors.

## Membership Policies

### Internal Code of Conduct

#### Team Membership Policy

##### 1. Purpose

To establish guidelines for the application, interview, and removal procedures for Members of Teams, ensuring consistency and fairness across all Teams.

## 2. Scope

This policy governs the processes for joining and removing Members from Teams and the Organization under the purview of Officers who are responsible for managing Teams.

## 3. Definitions

- 3.1. **“Team Member”**: A Member who is part of a Team and contributes to the activities and operations of the Organization. Team Members are distinct from Officers who hold leadership positions within the organization and who are elected or appointed by the Board or Members.

## 4. Application and Interview for Teams

- 4.1. Applications to join Teams may be opened at the discretion of the Vice-President of Human Resources.
- 4.2. Applications shall remain open for at least one (1) week.
- 4.3. Eligible candidates are entitled to a half-hour (30 minutes) interview.
- 4.4. Interview questions should be standardized across candidates for the same Team, with discretion to add, modify, or omit questions.
- 4.5. The Officer responsible for the position and the Vice-President of Human Resources must both concur to accept or reject candidates.
- 4.6. This process shall be conducted without personal bias, prejudice, or discrimination.

## 5. Removal from Teams

- 5.1. The process for removal of a Team Member is initiated and carried out jointly by the respective Officer responsible for that Team and the Vice-President of Human Resources.
- 5.2. Removal from a Team also results in removal as a Member unless the individual holds another position.
- 5.3. Team Members shall be given notice for any transgression or cause for removal prior to any action on revoking membership.
  - 5.3.1. Team Members shall be warned at least once (1) for possible removal.

- 5.3.2. Upon given notice, Team Members shall be informed of opportunities to retain membership through assigning new responsibilities, behavioral changes, or opportunities with other Teams.
- 5.3.3. Upon transfer to another Team, the Officer responsible for the new Team shall be informed of all causes of notice from the initiating Officer.
- 5.4. Team Members shall be given an opportunity to discuss causes for removal with the Officer that initiated the removal.
  - 5.4.1. Team Members may discuss the causes for removal, question the legitimacy of removal, or explain valid reasons for transgression at the discretion of the initiating Officer.

## Advisor Policy

1. Advisors may join any meeting of any Team with permission from the associated Vice-President.
2. Advisors are to act in the best interests of the organization.
3. All Advisors shall meet with the President once (1) per semester to advise on the Organization's strategic vision.

## Contribution Policy

1. Definitions
  - 1.1. "Contribution" encompasses any original work of authorship, including original modifications or additions to an existing work of authorship, Submitted by a Member to the Organization, for which the Member owns the Copyright.
  - 1.2. "Copyright" signifies all rights protecting works of authorship, including any associated copyrights, other intellectual property rights, moral rights, and neighboring rights, as appropriate, for the full term of their existence.
  - 1.3. "Material" represents the content made available by the Organization to third parties and to which the Contribution was Submitted. After a Contribution is Submitted, it may be included in the Material.
  - 1.4. "Submit" refers to any act by which a Contribution is transferred to the Organization by a Member via tangible or intangible media, including

electronic mailing lists, social media, instant messaging applications, online shared storage, source code control systems, and issue tracking systems that are managed by, or on behalf of, the Organization, excluding any transfer conspicuously marked or otherwise designated in writing by the Member as "Not a Contribution."

2. Members hereby grant to the Organization a worldwide, royalty-free, non-exclusive license, with the right to transfer non-exclusive licenses or grant sublicenses to third parties, under the Copyright covering the Contribution for the following purposes:
  - 2.1. publish the Contribution;
  - 2.2. modify the Contribution;
  - 2.3. prepare derivative works based on or containing the Contribution, or combine the Contribution with other Materials;
  - 2.4. reproduce the Contribution in original or modified form;
  - 2.5. distribute, make the Contribution available to the public, display, and publicly perform the Contribution in original or modified form.
3. Moral Rights remain unaffected to the extent they are recognized and not waivable by applicable law. Members may add their name to the attribution mechanism customarily used in the Materials they Contribute to and the Organization will respect this attribution when using that Contribution.
4. During your contributions to Hack the Hill, Members may gain access to and knowledge of confidential and proprietary information owned by the Organization, including source code, algorithms, designs, and business strategies ("Confidential Information").
  - 4.1. Members agree to maintain the confidentiality of all Confidential Information disclosed to them during their contributions to the Organization. Members shall not, without the prior written consent of the Organization, disclose or make any Confidential Information available to any third party or use it for any purpose other than their contributions to the Organization.
  - 4.2. Members' non-disclosure obligations under this Policy shall not apply to any information that:
    - 4.2.1. Is or becomes publicly available through no fault of the Member.

- 4.2.2. They can demonstrate was in their possession prior to the disclosure.
    - 4.2.3. Was rightfully received from a third party without restrictions on disclosure.
    - 4.2.4. They independently develop without the use of Confidential Information.
  - 4.3. Upon request by the Organization or upon the termination of the Member's Contributions, Members shall promptly return or destroy all tangible forms of Confidential Information and any copies or derivatives thereof, and confirm such return or destruction in writing.
5. By making any Contribution, Members represent and warrant that:
  - 5.1. They have the legal authority to grant the license set forth herein;
  - 5.2. They have obtained all necessary third-party permissions and consents required to grant the license set forth herein and to permit the use, reproduction, modification, and distribution of the Contribution by the Organization and by third parties;
  - 5.3. The Contribution is an original work of authorship, and the member has the right to license it to Organization for the purposes set forth herein;
  - 5.4. To the best of their knowledge, the Contribution does not infringe the rights of any third party, including without limitation any intellectual property rights, privacy rights, publicity rights, contract rights, or any other rights;
  - 5.5. Members shall promptly notify the Organization in writing if they become aware of any actual or threatened claims, demands, or suits against them, the Organization, or any of its affiliates, alleging that the Contribution or their use thereof infringes or violates any intellectual property rights, privacy rights, publicity rights, contract rights, or any other rights.
6. Any licenses that have already been granted for Contributions at the date of the termination shall remain in full force after the termination of a Member's Contributions.
7. Confidentiality obligations shall continue for as long as the Confidential Information remains confidential, even after the termination of a Member's Contributions to the Organization.

8. The rights and obligations set forth in this Policy are personal to the parties and may not be assigned, transferred, or delegated to any third party without the prior written consent of the other party, except as expressly provided otherwise in this Policy.
9. If any provision of this Policy is found void and unenforceable, it will be replaced to the extent possible with a provision that comes closest to the meaning of the original provision and that is enforceable. This Policy shall apply notwithstanding any failure of the essential purpose of this Policy or any limited remedy to the maximum extent possible under law.

## Accountability Policy

### 1. Purpose

The purpose of this Accountability Policy is to establish a clear and consistent framework for addressing disciplinary matters and membership concerns. This policy ensures that all members, directors, officers, and volunteers adhere to the organization's core values of ethical behavior, accountability, responsibility, and integrity. It further provides for the fair, transparent, and impartial handling of disciplinary actions, led by the Human Resources Team.

### 2. Scope

This policy applies to all members, directors, officers, executives, and volunteers of Hack the Hill, outlining disciplinary actions for breaches of conduct, regardless of position or status.

### 3. Principles of Accountability

The application of this policy will be guided by the following principles:

- 3.1. Consistency in applying disciplinary measures across all levels of the organization.
- 3.2. Fairness in determining appropriate actions, accounting for the context and severity of the breach.
- 3.3. Transparency in communicating violations, consequences, and corrective actions.



## 4. Disciplinary Measures

Disciplinary measures will be progressive, with penalties escalating in severity if breaches continue or if initial corrective actions are not sufficient. Disciplinary actions may include, but are not limited to:

### 4.1. **Verbal Warning**

For minor infractions or first-time offenses, a verbal warning will be issued to the individual, reminding them of their responsibilities within the organization.

### 4.2. **Written Apology and Formal Warning**

For repeated offenses or more serious breaches, the individual will be required to submit a formal written apology to the Board, explaining the breach and outlining steps for prevention. A formal warning will also be recorded.

### 4.3. **Temporary Suspension**

In cases of continued non-compliance or significant breaches, the individual may be subject to a temporary suspension of specific privileges, such as participation in organizational events, activities, or meetings. For directors, this may include suspension of voting rights.

### 4.4. **Dismissal**

For severe misconduct or repeated failure to comply with corrective actions, the individual may face dismissal from their role or removal from the organization altogether.

## 5. Enforcement

5.1. The Human Resources Team shall be responsible for the enforcement of disciplinary measures, ensuring that all actions taken align with the organization's values of fairness, consistency, and transparency.

5.2. The Human Resources Team shall be responsible for investigating breaches of conduct and assisting in the resolution of incidents, in line with their mandate to maintain a positive and equitable organizational environment.

5.3. Recommendations arising from investigation findings shall be submitted to the Board. In cases where the Vice-President of Human Resources is a member of the Board, they shall abstain from voting on matters related to disciplinary actions or investigation outcomes.

## 6. Positive Environment

To promote a positive organizational culture and ensure that disciplinary measures are constructive, Hack the Hill will:

- 6.1. Implement clear and consistent communication regarding expectations and disciplinary measures, so that members understand the standards they are expected to meet.
- 6.2. Ensure that disciplinary measures are applied equitably, with regular feedback provided to assess the effectiveness and fairness of enforcement practices.
- 6.3. Encourage collaboration and mentorship within the team, helping members view discipline as an opportunity for growth and improvement rather than punishment.

## Off-boarding Policy

### 1. Purpose

The Offboarding Policy ensures a secure and organized process for Members, Officers, and Directors leaving the organization by protecting the organization's resources and data, while also facilitating a smooth transition of responsibilities through mandatory transition documents. This policy promotes continuity, operational efficiency, and accountability during leadership transitions.

### 2. Scope

This policy applies to all Members of the organization, including but not limited to Members, Officers, and Directors, as well as any individual who has access to the organization's internal information, systems, or property.

### 3. General

- 3.1. All Members must return any documents, accounts, or property of the Organization.
- 3.2. Any outstanding reimbursement claims by the departing Member must be settled if all relevant documentation was submitted.
- 3.3. All access to the organization's internal information such as access to documents, files, organization-specific communication platform accounts, or property must be revoked.

- 3.4. A thorough review of security permissions must be conducted upon Offboarding.
  - 3.4.1. Determine all accounts or services online that the Team Member had access to and change access keys or passwords.
- 3.5. An optional exit interview may be conducted by the relevant Vice-President or the President to gather feedback from the departing Member and ensure a smooth transition.

#### 4. Transition Documents

- 4.1. A transition document is mandatory for all departing Officers and Directors, excluding Advisors, to ensure continuity and a smooth transition of responsibilities.
- 4.2. Transition documents should include, at a minimum:
  - A detailed description of roles and responsibilities.
  - A list of ongoing projects, tasks, or initiatives, including deadlines, milestones, and any relevant context.
  - A list of important contacts, including internal team members, external stakeholders, and partners, with notes on each relationship's status and relevance.
  - A summary of any standard operating procedures, best practices, or internal processes.
  - A list of all systems, tools, and platforms accessed, along with instructions for transferring or revoking access.
  - Insights, advice, and challenges faced, providing guidance for the incoming Officer or Director.
  - Any additional information that will assist the incoming Officer or Director, such as unresolved issues, tips for success, or notes on organizational culture.
- 4.3. The transition document must be reviewed and approved by the President or by the Board in the case of the President's transition document.
- 4.4. The transition document must be submitted no later than one (1) week before the Officer's or Director's planned departure or the end of their term

- 4.5. If the departure is sudden or unplanned, the transition document must be completed and submitted within one (1) week of announcing the departure.
- 4.6. Board approval is required to maintain membership if the required transition document is not submitted within the specified timeframe.

## Structural Policies

### Teams Policy

#### 1. General

- 1.1. Teams may receive help from a Member outside of their Team, provided the Vice-Presidents of both Teams agree.
- 1.2. Members may decide to switch Teams only if the Vice-Presidents of both Teams agree.

#### 2. Communications

- 2.1. Develop and implement a cohesive marketing strategy to promote the organization's activities.
- 2.2. Manage multimedia content, including videos, photos, and other digital assets, to maintain consistent branding and communication.
- 2.3. Oversee social media platforms, ensuring regular engagement and communication with the community.
- 2.4. Uphold public relations, managing relationships with media and external stakeholders.
- 2.5. Track and analyze the effectiveness of communication efforts, adjusting strategies as needed to optimize engagement.
- 2.6. Create and maintain a cohesive brand identity, including logos, mascots, color palettes, and typefaces.
- 2.7. Design assets for use by other Teams, including UI/UX mockups, graphics, presentations, and other materials to support organizational initiatives.

- 2.8. Ensure clear and accurate communication of the organization's values, decisions, and goals to all stakeholders.

### 3. Community

- 3.1. Foster an inclusive and respectful community that provides a fair, equitable, and enjoyable experience at Events, promoting creativity and innovation;
- 3.2. Facilitate Member collaboration through team bonding activities;
- 3.3. Coordinate and run Hacker Series events, workshops, and social events;
- 3.4. Create a schedule of its events, working to ensure that the schedule is communicated to all stakeholders, including attendees, sponsors, and volunteers;
- 3.5. Interface and engage with hackers to obtain feedback and answer their questions, while also providing forums for networking, team building, and socializing;
- 3.6. Oversee matters relating to judging, mentors, competition rules and prizes, and project submissions.
- 3.7. Oversee event attendee applications, acceptances, registrations, and check-ins, ensuring that the process is efficient and smooth for all participants.

### 4. Development

- 4.1. Develop and maintain the organization's software, including websites and event management systems, ensuring all tools meet user needs.
- 4.2. Update and improve internal tools and infrastructure as needed, responding to user feedback and addressing technical issues to ensure a seamless experience for all users.
- 4.3. Meet the highest standards of code review and proper software development best practices;
- 4.4. Assist with hosting development related workshops.

### 5. Finance

- 5.1. Manage banking operations and financial transactions;

- 5.2. Manage credit, debts, and investments, and the usage of property and assets;
- 5.3. Propose a comprehensive yearly budget aligning with the overall goals of the Organization;
- 5.4. Conduct cash-flow projections and forecasting, maintain accurate financial records, and ensure the timely processing of reimbursements;
- 5.5. Ensure compliance with financial regulations and manage all financial filings, obligations, and reporting requirements.
- 5.6. Oversee internal and external financial reviews, ensuring transparency and accuracy in the organization's financial statements.

## 6. Human Resources

- 6.1. Manage talent acquisition, recruitment, and the interview process for new members.
- 6.2. Develop and implement training and development programs to enhance member skills.
- 6.3. Foster an inclusive organizational culture by ensuring that diversity, inclusion, and equity are prioritized.
- 6.4. Promote bilingualism and accessibility within the organization and at events, ensuring policies and practices support these values.
- 6.5. Audit the organization's practices related to diversity, inclusion, equity, and accessibility, and provide regular reports with recommendations for improvements.
- 6.6. Address team dynamics, mediate conflicts, and enforce disciplinary decisions when necessary.

## 7. Logistics

- 7.1. Identify and secure a suitable venue for events, ensuring it meets technical and logistical requirements;
- 7.2. Manage the procurement, sourcing, ordering, and distributing of merchandise, equipment, and supplies, ensuring timely delivery, setup, and maintenance;

- 7.3. Coordinate the storage of inventory, ensuring all items are properly stored, tracked, and maintained.
- 7.4. Conduct thorough inspections before and after the event to ensure the venue is clean and all equipment is accounted for;
- 7.5. Conduct risk assessments to identify, develop, implement, and communicate necessary security measures, emergency response procedures, and safety protocols in collaboration with the venue management, security personnel, and local authorities;
- 7.6. Manage all audio and visual aspects of events, including equipment setup, technical support, live streaming, backups, and content storage;
- 7.7. Coordinate food and catering services at all events, planning menus that accommodate dietary preferences and restrictions, ensuring timely and orderly food distribution during events;
- 7.8. Create, maintain, and communicate a comprehensive event shift schedule for all Members and volunteers.

## 8. Partnerships

- 8.1. Develop a comprehensive sponsorship package that outlines various sponsorship levels, benefits associated with each level, and all relevant details, ensuring clarity and attractiveness to potential sponsors;
- 8.2. Identify and evaluate potential sponsors for the Organization by utilizing methods such as email outreach, phone calls, networking events, and leveraging leads from previous teams, maintaining a well-documented record of interactions;
- 8.3. Establish and maintain regular communication with potential sponsors, addressing inquiries, concerns, and updates related to the Organization's activities;
- 8.4. Collaborate with student groups and associations on campus to secure funding and collaboration opportunities;
- 8.5. Explore additional funding sources and investor opportunities that align with our mission and goals.
- 8.6. Ensure the delivery of promised benefits outlined in the sponsorship package upon securing sponsors;

- 8.7. Organize career fairs and coordinate representatives for professional networking events;
- 8.8. Ensure sponsors' comfort and engagement during events;
- 8.9. Optimize sponsor visibility and engagement throughout the event.
- 8.10. Guide sponsors to create interesting, appropriate, and relevant competition challenges;
- 8.11. Continuously gauge sponsors' satisfaction, promptly address their needs, gather feedback, and implement improvements based on their experiences;
- 8.12. Select partnerships that align with the mandate and values of the Organization;
- 8.13. Draft, negotiate, and manage sponsorship agreements, memorandums, and contracts with partners.
- 8.14. Organize fundraisers and actively solicit both funding and donations from external sources.
- 8.15. Regularly assess and refine the sponsorship process based on feedback, lessons learned, sponsorship trends, and evolving industry dynamics.

## Officers Mandate Policy

### 1. Purpose

This policy establishes the roles, responsibilities, and authority of Officers within the Organization. The purpose of the policy is to ensure that each Officer understands their mandate and is able to execute their duties effectively

### 2. Scope

This policy applies to all Officers of the Organization. It outlines the specific roles and responsibilities of each Officer, ensuring that their actions are aligned with the overall governance structure and strategic objectives of the Organization.

### 3. President

The President is the presiding officer of the Organization and is responsible for:

- 3.1. Serve as the figurehead and spokesperson of the organization, representing it to external stakeholders and partners.



- 3.2. Lead and preside over meetings, ensuring that discussions and decisions align with the organization's values and strategic goals.
- 3.3. Guide and oversee the work of Officers, ensuring leadership roles are fulfilled effectively and in alignment with organizational priorities.
- 3.4. Ensure that the organization maintains a strong public image and upholds its mission and vision in all activities.
- 3.5. Responsible for the overall functioning, success, and integrity of the organization.

#### 4. Vice-President of Operations

The Vice-President of Operations is responsible for managing the Executives and is responsible for:

- 4.1. Oversee the day-to-day execution of the organization's operations and activities.
- 4.2. Ensure that all projects and events are managed efficiently and completed on schedule.
- 4.3. Manage resource allocation and collaboration across the organization to support its effective functioning.
- 4.4. Identify opportunities for improving operational efficiency and implement solutions.
- 4.5. Assist the President in overseeing the implementation of organizational initiatives.

#### 5. Vice-Presidents

Other Vice-Presidents are responsible for managing their teams and carrying out the mandates outlined in the Teams Policy. The positions include:

- Vice-President of Communications;
- Vice-President of Community;
- Vice-President of Development;
- Vice-President of Human Resources;
- Vice-President of Logistics;

- Vice-President of Finance;
- Vice-President of Partnerships.

## 6. Secretariat

The Secretary-General is responsible for overseeing the Secretaries and ensuring the execution of the following mandate:

- 6.1. Providing notice of all official Board, Committee, Executive, and other requested meetings, preparing agendas, and recording accurate Meeting Minutes.
- 6.2. Archiving and maintaining all organizational records, including those related to Members, Directors, Officers, Meetings, and resolutions, ensuring they are accessible and up-to-date.
- 6.3. Providing summaries of key meetings to enhance transparency and engagement with Members and stakeholders.
- 6.4. Ensuring legal compliance by maintaining up-to-date records and advising on governance and policy obligations.
- 6.5. Managing the Organization's IT infrastructure, including Google Workspace, user accounts, permissions, and digital storage.
- 6.6. Managing access and credentials to ensure the security and integrity of the Organization's systems and data.

Secretaries are responsible for supporting the Secretary-General in executing these responsibilities as assigned.

## 7. Elections Officer

The Elections Officer is responsible for overseeing the Organization's election processes and ensuring they are conducted in a fair, transparent, and seamless manner. Specific responsibilities include:

- 7.1. Ensuring that the Election process adheres to the Organization's rules and is free from bias or unfair practices.
- 7.2. Accepting nominations, collecting votes, and declaring the official results of Elections.
- 7.3. Chairing Meetings during the Elections and explaining the Election process to Members.

- 7.4. Moderating candidate presentations and Q&A sessions to ensure fairness and impartiality.
- 7.5. Imposing sanctions or penalties on candidates as necessary to maintain the integrity of the Elections process.

## 8. Advisors

Advisors are appointed to provide guidance and expertise to specific Officer positions based on their relevant experience and knowledge. Their responsibilities include:

- 8.1. Offering strategic advice to Officers to support decision-making and problem-solving within the Organization.
- 8.2. Assisting in the professional development of Officers by sharing insights and recommendations from past experiences.
- 8.3. Advisors are to be removed 14 days after General Elections, or at any other time with a majority ( $\frac{1}{2}$ ) vote of the board of directors.

## Officer Removal Policy

### 1. Purpose

This policy establishes a fair and transparent process for removing Officers. It ensures accountability and alignment with the organization's mission and values.

### 2. Scope

This policy applies to all Officers. Special provisions apply to the removal of Executives (except for Interim Executives) which are elected by the Members.

### 3. Grounds for Removal

- 3.1. An Officer may be removed for the following reasons:
  - 3.1.1. Serious breaches of duty, including but not limited to:
    - 3.1.1.1. Abuse of power;
    - 3.1.1.2. Mismanagement of funds;
    - 3.1.1.3. Incidents of harassment or discrimination;
    - 3.1.1.4. Neglect of duties;

- 3.1.1.5. Gross misconduct;
- 3.1.1.6. Violations of the Constitution, Policies, or Code of Conduct;
- 3.1.1.7. Conviction of an indictable criminal offense.

3.1.2. Inability to serve, including:

- 3.1.2.1. Prolonged unavailability without valid justification;
- 3.1.2.2. Incapacitation or inability to perform essential functions of the role;
- 3.1.2.3. In the case of Executives, failure to meet Membership conditions.

#### 4. Initiating the Removal Process

- 4.1. Any Member may submit a written petition to the Board of Directors detailing the grounds for removal and evidence.
- 4.2. The petition must be signed by at least five (5) Members.
- 4.3. The Board of Directors shall review the petition within seven (7) days to determine if the allegations warrant further action.

#### 5. Suspension

- 5.1. Either the President or the Vice-President of Human Resources may decide to suspend an Officer for the duration of the removal process.
- 5.2. During the suspension, the Officer shall be temporarily relieved of their duties, responsibilities, authority, and access to organizational resources.

#### 6. Removal Process

- 6.1. A Board of Directors meeting shall be convened within seven (7) days of the decision to proceed with the removal process.
- 6.2. The Member(s) initiating the removal shall have up to 30 minutes to present evidence.
- 6.3. The Officer in question shall have up to 30 minutes to respond and present their case.
- 6.4. Both parties may speak in person, be represented by a delegate, or submit a written statement.

## 7. Decision

7.1. After both sides have presented their case, the Board of Directors shall vote:

7.1.1. For Executives, removal requires a two-thirds ( $\frac{2}{3}$ ) vote.

7.1.2. For Interim Executives and other Officers, removal requires a majority ( $\frac{1}{2}$ ) vote.

7.2. If removal is approved, the Officer shall be immediately relieved of their position.

## 8. Appeal Process

8.1. The removed Officer may appeal the decision by requesting an appeal hearing within seven (7) days.

8.2. New evidence or arguments must be presented during the appeal.

8.3. Reversal of the removal decision requires a two-thirds ( $\frac{2}{3}$ ) vote of the Board of Directors.

## Committees Policy

1. Committee membership is decided by a majority ( $\frac{1}{2}$ ) vote of the board of directors, and Committee Chairs are voted on by the Committee.
  - 1.1. A member of a Committee may resign from a Committee at any time, subject to the approval of the Chair of the Committee.
  - 1.2. Standing Committees shall be composed exclusively of Directors.
  - 1.3. Committee members who no longer meet the membership conditions must resign from the committee.
2. Directors not directly involved in a Committee will be kept informed of Committee activities and progress.
3. Meeting Minutes are subject to approval at the next Board Meeting, which serves as an opportunity to discuss, revert, or amend Committee decisions.
4. Committees are required to provide a report to a General Meeting at least once (1) every Semester.
5. Committees may propose amendments to policies that relate to their mandates, subject to confirmation, rejection, or amendment at the next Board Meeting.

6. The Board may establish *ad hoc* committees for specific temporary purposes.
  - 6.1. Each *ad hoc* committee shall be established with a specific mandate and objectives, as defined by the Board, and shall report regularly to the Board.
  - 6.2. *Ad hoc* committees shall be dissolved upon the completion of their mandate or after one (1) year, unless extended by a subsequent resolution.
  - 6.3. The Board may define specific membership conditions for *ad hoc* committees.
7. Standing committees are established by the Board with a permanent mandate to oversee specific, ongoing responsibilities or functions, as defined hereinafter.
8. The Finance Committee shall:
  - 8.1. Oversee external financial reviews conducted by the Finance Team, ensuring adherence to proper accounting practices and financial controls.
  - 8.2. Serve as an accountability measure for the Finance Team and signing authorities, ensuring the implementation of recommendations from external financial reviews.
  - 8.3. Review financial transactions, reports, and statements, identifying concerns and recommending necessary changes.
  - 8.4. Evaluate and oversee procurement and tender processes to ensure compliance with the Procurement Policy.
  - 8.5. Review and propose financial policies and budget amendments to the board of directors.
  - 8.6. All Signing Authorities are *ex officio* members of the Finance Committee.
  - 8.7. The Vice-President of Finance shall serve as a non-voting member of the Finance Committee.
9. The Strategy Committee shall:
  - 9.1. Oversee the implementation and evaluation of the Strategic Plan, recommending updates or realignments as needed.
  - 9.2. Interpret the organization's mission, values, and purpose.
  - 9.3. Provide recommendations to the Board on long-term strategies and key priorities to advance the organization's mission.
10. This Risk Committee shall:

- 10.1. Identify and assess key organizational risks, including financial, operational, legal, and reputational risks, and develop strategies for mitigating these risks.
  - 10.2. Ensure that the organization has adequate protection against liabilities, property damage, and other potential exposures.
  - 10.3. Regularly review and report to the Board on the organization's risk management framework and recommend improvements as necessary.
  - 10.4. Ensure that effective internal controls, checks and balances, and safeguards are in place.
11. The Governance Committee shall:
- 11.1. Review and recommend updates to the organization's governance documents, including bylaws, policies, and procedures, ensuring they remain up-to-date and effective.
  - 11.2. Ensure that the organization's governance framework aligns with its mission, values, and purpose.
  - 11.3. Provide input on governance proposals for Board decisions, ensuring they align with the organization's mission and strategic direction.
  - 11.4. Oversee the annual reporting and transparency efforts, ensuring that all reporting is accurate, timely, and comprehensive.
  - 11.5. Ensure that the organization's governance practices are in line with legal, ethical, and regulatory standards.

## Operational Policies

### Email Policy

#### 1. Purpose

The purpose of this policy is to establish guidelines for the proper use of Hack the Hill email accounts, ensuring secure and professional communication within the organization.

#### 2. Scope

This policy applies to all members of Hack the Hill who have access to a Hack the Hill email account.

### 3. Definitions

- 3.1. **“Team Accounts”** refers to shared email accounts used by entire Teams.
- 3.2. **“Personal Accounts”** refer to individual email accounts formatted as `firstname.lastname@hackthehill.com`.
- 3.3. The **“Administrator”** is the individual with access to the [admin@hackthehill.com](mailto:admin@hackthehill.com) account who is responsible for enforcing the policy and providing technical support in relation to this policy.
- 3.4. **“Account”** means any email account provided by Hack the Hill, including both Team Accounts and Personal Accounts.
- 3.5. **“User”** refers to a Member of Hack the Hill with access to a Hack the Hill email account.

### 4. General

- 4.1. All Users must enable Two-Factor Authentication (2FA) to enhance security.
- 4.2. Any suspicious emails should be reported immediately to the Administrator.
- 4.3. Users should avoid sharing sensitive information over email unless absolutely necessary and should use secure methods when doing so.
- 4.4. Accounts may be accessed at any time by the Administrator with or without notice.
- 4.5. Regular audits of Accounts will be conducted by the Administrator to ensure compliance with this policy.
- 4.6. Violations of this policy will result in disciplinary actions, which may include:
  - 4.6.1. **Warnings:** Formal notifications about policy violations.
  - 4.6.2. **Suspension:** Temporary loss of Account access for a specified period.
  - 4.6.3. **Revocation:** Permanent removal of Account access for severe or repeated violations.



- 4.6.4. Serious violations may lead to further disciplinary measures in accordance with organizational policies.

## 5. Team Accounts

- 5.1. All Users with credentials for Team Accounts must be documented and approved by the Administrator.
  - 5.1.1. Access to Team Accounts should be limited to necessary Members only.
- 5.2. Team Account passwords must be strong and changed regularly.

## 6. Personal Accounts

- 6.1. Personal Accounts will be granted upon request, at the discretion of the Administrator.
- 6.2. No sharing of Account passwords is allowed.
- 6.3. Accounts should be used exclusively for Hack the Hill activities.
- 6.4. Must include a standardized email signature (see Appendix A).
- 6.5. Users may update their Account profile photo to an image of themselves or use the Hack the Hill logo.
- 6.6. Users are responsible for regularly checking their email.
  - 6.6.1. An auto-reply message must be set if the email is not checked for more than a week (see Appendix B).
- 6.7. Members agree for emails and files to be transferred once they leave the organization.
- 6.8. All email communications should be treated as confidential unless specified otherwise.
- 6.9. Email communication should be professional and respectful at all times.

### Appendix A: Email Signature Template



Daniel Thorp | Operations Director

 [hackthehill.org](http://hackthehill.org)

 (613) 809-9840

## Appendix B: Sample Auto-Reply Email

Thank you for your email. I am currently out of the office and will not be checking emails regularly. I will respond to your message as soon as possible upon my return. If you need immediate assistance, please contact **Alternate Contact Name** at **Alternate Contact Email**.

Best regards,

**Email Signature**

# Minor Safeguarding Policy

## 1. Purpose

This policy outlines procedures to ensure the safety and well-being of minors (participants under 18) at Hack the Hill events, in compliance with Ontario law.

## 2. Scope

This policy applies to all organizers, volunteers, mentors, and individuals interacting with minors during Hack the Hill events.

## 3. Supervision

- 3.1. Minors must be periodically supervised by event organizers or volunteers throughout the event to ensure their safety.
- 3.2. A ratio of at least 1 adult supervisor for every 10-15 minors will be maintained.

## 4. Two-Organizer Rule

- 4.1. If an organizer or volunteer must be in a room with a minor, there must be at least two adult organizers present.
- 4.2. In cases of emergency, exemptions to the two-organizer rule and VSC requirement may apply, but such situations must be documented and reported immediately.

## 5. Vulnerable Sector Checks

- 5.1. At least one organizer entering a room unsupervised with minors must have a Vulnerable Sector Check (VSC), completed within 6 months of the event.
- 5.2. While not required for all organizers, it is recommended that as many organizers as possible obtain a VSC.

## 6. Training and Reporting

- 6.1. All organizers and volunteers must receive safeguarding training prior to the event, covering key areas such as recognizing signs of abuse, maintaining boundaries, and reporting concerns.

6.2. Organizers will be informed of their mandatory reporting obligations under Ontario law.