



POLICY AND PROCEDURE MANUAL

POLICY 2 – DIRECTORS’ BOARDROOM

Policy Intent

The Directors’ Boardroom is defined as any room in which Board of Directors’ meetings are held. The meeting room shall be for the use of Humber Students’ Federation (HSF) Directors to carry out their recognized HSF business. Other HSF affiliates may also use this space for the general purpose of meetings.

Directors’ Boardroom Conduct

- 1) A Director, or an HSF affiliate, must accompany all visiting guests to the Directors’ Boardroom.
- 2) HSF equipment and supplies are for HSF business in accordance with Policy 1 – House Rules. Equipment and supplies may only be removed from the Directors’ Boardroom after being signed out at the reception desk. Equipment may be borrowed for a maximum of one (1) day with the collateral of the Directors’ student card and signature.
- 3) Directors are expected to keep phone usage to a maximum of 10 minutes while using the Directors’ Boardroom.
- 4) The noise level in the Directors’ Boardroom is to be kept at a reasonable level at all times.
- 5) Directors are held accountable for the tidiness of the Directors’ Boardroom while they occupy it.
- 6) All House Rules, as described in Policy 1, apply to the conduct in the Directors’ Boardroom.

Breach of Policy 2

Directors found to be in breach of this policy, in the judgement of the Executive Committee, will have their membership rights reviewed, and possibly suspended, in accordance with Policy 9 – Suspension Policy of the HSF Policy and Procedure Manual.