



The Graduate Students' Association of Concordia University of Edmonton

GSA Online Accounts' Login Credentials Policy

Date Policy is Effective: 03/18/2020

Approved By: Graduate Representative Council

Date Last Revised: 03/18/2020

Next Review Date: 03/18/2021

The Graduate Students' Association of Concordia University of Edmonton

Policy Title: GSA Online Accounts' Login Credentials Policy

Definitions

GSA: The Graduate Students' Association of Concordia University of Edmonton

CUE: Concordia University of Edmonton

Association: The Graduate Students' Association of Concordia University of Edmonton

Executive Council: The executive council is composed of President, Vice President for Academic and External Affairs, Vice President for Finance & Services and Vice President for Student Affairs.

GRC: GRC is a group of Active Members from eligible departments as defined in the GSA bylaws.

General Council: The general council is composed of the executive council and duly elected representatives.

President: The President of the Association and is a Director on the Association's Board of the Directors. The president must be an Active Member who has been elected by the Active Members of the Association.

VP Academic Affairs and External Relations: The vice President Academic Affairs and External Relations of the Association and is a Director on the Association's Board of the Directors. The VP Academic Affairs and External Relations must be an Active Member who has been elected by the Active Members of the Association.

VP Finance & Services: The Vice President Finance & Services of the Association and is a Director on the Association's Board of the Directors. The VP Finance & Services must be an Active Member who has been elected by the Active Members of the Association.

VP Student Affairs: The Vice President Student Affairs of the Association and is a Director on the Association's Board of Directors. The VP Student Affairs must be an Active Member who has been elected by Active Members of the Association.

GSA Website: The online platform on which GSA advertise their events, Board Members' information, Association's information, GSA Scholarship Awards, Policies, and Bylaws.

CRA: Canada Revenue Agency

QuickBooks: QuickBooks is an online software used by the Association to manage financial records.

Hubdocs: The Hubdocs is an online software to store financial records and documents.

Applicability

This document applies to the member of the General Council and the employees of GSA.

Reason

This document is meant to outline, maintaining the utmost confidentiality of GSA's login credentials for online platforms that includes GSA's website credentials, GSA's Social Media Accounts, GSA's bank account credentials, GSA's QuickBooks account credential, GSA's Hubdocs account, and GSA's CRA account credentials. This document is also meant to outline that the credentials are only shared with those council members who are authorized to carry them in accordance with GSA's Bylaws and Employment Policy.

Non-Compliance

This document contains procedures that carry significant liability to GSA as it relates to the confidentiality of GSA's login credentials for online platforms. Failure to comply with this policy may result in disciplinary action up to and including disqualification of those in administering and handling the credentials.

Policy

1. The online login credentials for GSA's website and GSA's social media must be carried by VP Student Affairs and shared with the President.
 - 1.1 Sharing the website and social media credentials with an employee are subject to the approval of the Executive Council.
 - 1.2 The President holds the power to amend the duty of handling website and social media credentials.
2. The online login credential for GSA's bank account must be carried by VP Finance & Services and can be shared with the President.
3. The online login credentials for the financial and accounting software, including but not limited to QuickBooks, Hubdocs, GSA's CRA online account, must be carried by VP Finance & Services.
 - 3.1 The credentials mentioned in 3. can only be shared with the President in the absence of VP Finance & Services.
4. Maintaining the utmost confidentiality of the said credentials is the responsibility of the respective executive member.