

New Lister Association Proposal

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History

Under the Post Secondary Learning Act, the Students' Union (SU) is responsible for student affairs. However, because the SU is a high level organization with a broad scope and mandate to fulfill, it does not always have the capacity to fully understand and represent each of the diverse constituencies that exist within the U of A community, such as residences. The SU relies heavily on Residence Associations to understand and represent the unique needs of each residence, provide relevant services and community engagement, and advise on how best to direct the broader mandate of the SU to meet their needs. Because of this reliance, and because of the challenges that arise when an association ceases to function, the SU is charged by its own bylaws to create a new association as quickly as possible.

When the Lister Hall Students' Association was suspended, it created two significant problems for Lister residents. First, the loss of ongoing peer leadership and community engagement opportunities resulted in a loss of member engagement. Second, and most importantly, residents were left without a dedicated, knowledgeable, and relevant body to represent them.

Recognizing these challenges, the SU created five committees made up of up Lister residents, which were charged with the task of creating a new association that will replace the LHSA. Each committee planned a different aspect of representation, community engagement, and operations. These committees were overseen by the SU's official representative for Lister students and supported by Discover Governance.

The work these committees did in creating a new association was not a simple rebrand or even a restructure; they started from scratch and built a brand new association. Their work was based on some central values and goals that were identified at the very beginning of the process, and was shaped by concerns they had heard about the previous association from residents during the Appreciative Inquiry undertaken by that association's President (*see Appendix 1* for a letter from the former President).

The product of their hard work can be found in the appendices of this proposal.

Overview

The Committees began this process by considering what residents require from their representative association. The Organizational Design and Strategy Committee determined that residents need their association to provide advocacy and representation, and to provide peer-driven leadership in building a cohesive and supportive community with a focus on the health, wellness, and positive personal growth of every resident.

These principles were articulated in a Strategic Plan, which the Committees used as a guide when designing the new association. Their finished work includes:

- An organizational structure;
- Legislation;
- Advocacy plans;
- Programming and event plans;
- Preliminary budgets; and
- A transition program.

Some aspects of the new association may look familiar. We have representatives for each floor and each tower, and some of the proposed events may resemble those run by the previous association. Such similarities occurred not out of a desire to preserve the previous association, but because they made the most sense for the new one. While the association may have changed, the needs of Lister residents, and their relationships with local charities and community leaders, have largely remained the same. Those needs are reflected in the structure of the association, which closely mirrors the staff structure of Residence Services in Lister, and those relationships in some of the proposed charity and community outreach events.

Besides those few similarities, the new association has taken a departure from the previous one. The committees want this association to focus more on advocacy, representation, and academic success, to provide more non-alcoholic options for community and entertainment activities, and to take a more deliberate approach to community building, peer support, and individual growth.

These goals are reflected in the new executive structure, the event and advocacy programming, and, most notably, in the Strategic Plan – the document created in the first weeks of this process to guide the rest of our work throughout the year, and to guide the new Executive when they are elected.

See Appendix 2 for the Strategic Plan, including mandate, values, and long-term organizational goals.

Legislation

The committee came up with a hierarchical structure with president and vice president positions, and positions for tower and floor representation. They also have the same strong focus on reporting, transition, and training, with strict rules and serious consequences for non-compliance.

However, that is where the similarities to the previous association end. The executive structure contains new Executive positions that reflect the Strategic Plan's focus on advocacy and community building. There are four Vice Presidents who are responsible for advocacy, programming and community engagement, community wellness, and finances.

Because this is a relatively small executive with a large workload, there are also some appointed support positions to help with tasks like administering files and office spaces, managing confidential records of volunteers, and handling promotional and communications efforts.

The Tower and Floor Representative equivalents of the previous association traditionally existed to provide leadership, support, and community building activities for their constituents. Those responsibilities remain but have been scaled back, and more emphasis has been put on their responsibilities as representatives and advocates for residents on their floor and in their tower. This advocacy occurs primarily through Tower Councils and Association Meetings, where the Floor and Tower Representatives can bring concerns, issues, or feedback from their constituents to the Executive.

There is also an open and democratic process to elections, budgeting, and legislating. Any fee-paying member can run for a position, with the only restriction being GPA, and all budgets and legislative changes must be approved at a General Meeting of all residents. This means that any involved resident can run for office, or vote directly on the approval of budgets and legislative changes. This is quite different from the previous association, where residents went through a screening process before being allowed to run, and budget and legislation decisions were determined entirely by a committee and were inaccessible to members.

See Appendix 3 for the bylaws*.

** These bylaws still need to be brought to town halls and a general meeting for consultation, so there may be some changes before the final version is ratified by members and accepted by the Students' Union.*

Advocacy

The committees want the new association to prioritize advocacy and representation, and have created an Executive position to coordinate the advocacy efforts of the association. Every position in the association must work together to consult residents and advocate for them effectively. However, without an explicitly designated leader, there is no clear path for coordinating the input from various parts of the association, formulating a position on emerging issues, and carrying out the work of advocating. Having a VP Advocacy will take the burden off of the President to track all emerging issues and coordinate advocacy efforts, will allow the association to maintain a cohesive, consistent position for ongoing issues, and will help prevent emerging issues from falling through the cracks.

In addition to the new Executive position, the Advocacy and Representation Committee has identified some of the biggest concerns for residents that will require the attention of the association, and written Political Policies to reflect them. These Political Policies are a form of legislation that the Executive must adhere to when advocating on the issues the Policies address. Because they are considered to be part of the association's legislation, they must be passed at Association Meetings and ratified at a General Meeting of all members. This means that members are able to have a direct hand in determining how their Executive advocates for them. These Policies also help the Executive keep long-term advocacy efforts clear and consistent year-to-year in spite of the annual turnover of individual representatives.

Each Political Policy contains the reasons that issue was identified as important, the position the association must take on that issue, and the ways in which the association must work towards addressing it. These issues include food, living spaces, health and wellness, academic support and success, leisure spaces, and student engagement.

See Appendix 4 for the Political Policies.

Community Engagement

Community engagement has always been a primary focus of all Residence Associations, and Student Representative Associations are mandated by SU Bylaw 8100 to provide some form of community engagement to their members. This is because an association cannot adequately consult and represent a membership that is disengaged and uninvolved, and events and programming are an important tool in creating the engagement associations need to do their job of representing their members. As such, we tasked one of the committees with creating some event and program proposals for the new association.

The committee created programming and events with the following goals in mind:

1. Promoting mental, physical, and academic wellness;
2. Providing consistent, student-led peer support opportunities;
3. Providing volunteer, professional development, and personal growth opportunities;
4. Providing more alcohol-free options for socialization; and
5. Maintaining Lister's historic focus on charitable giving and community outreach.

The committee created proposals for some large annual or semi-annual events, and for some regular events and programming that can occur on an ongoing basis throughout the year. The proposals include a description of the event or program, an outline of what will be required in terms of space, materials, and volunteers, and a budget of expected costs and revenues.

Their annual events are meant to provide a sense of tradition and community for Lister as a whole, by raising money for charity, providing fun for residents, recognizing the achievements or involvement of residents, or celebrating holidays.

The ongoing events and programs are meant to promote community and individual wellness throughout the year. They give Lister residents a structured opportunity to connect with each other, and can be fun, relaxing, or educational. They include things like peer tutoring, group outings around the city, volunteer groups, physical activity drop-ins, and educational seminars.

While some of this programming seems as though it will overlap with that of Residence Services, it is meant to either be done in cooperation with Residence Services or to fill perceived gaps in existing programming. It is also meant to act as a suggestion to get the new association started with their planning and budgeting, and is not set in stone. Any proposed events or programming that becomes unnecessary or impossible next year will likely not occur.

See Appendix 5 for a summary of proposed events and programming.

Consultation

We used online surveys to collect student opinions on the Strategic Plan, Bylaws, and Political Policies, and will bring this proposal to a town hall before the final versions of these documents are presented and voted on at a General Meeting. We also sat down with some Residence Services staff and the Dean of Students to get their feedback.

Positive Feedback

For the Strategic Plan, residents reacted most positively towards its focus on advocacy, peer support, and community building. They were particularly supportive of the programming and wellness goals, and the goals to improve relationships between the student association and the rest of campus. Survey Respondents were also happy with the bylaws overall, and had few criticisms or changes to suggest.

Accepted Criticism

We heard that some parts of the Strategic Plan were too vague or sounded insincere. The sections that were identified as problematic have been reworded.

We heard that the association needs to promote elections better, and added that candidate platforms and forums or debates must be recorded and published.

We heard that the provision of peer-led academic support by the association was a big priority for residents, and that the consultation and representation of minorities such as LGBTQ residents needs to be better clarified. We have updated the VP Wellness role to reflect this feedback.

There were concerns about the association's intended level of operation over the summer, and the bylaws were updated to clarify those rules.

There was some confusion over the definition of base members, and concerns that the specification of base members was redundant or unnecessary. The membership section of the bylaws has been updated to clarify membership categories, rights, and responsibilities.

Compromises

There was a desire to create more opportunities for first year involvement, and a suggestion that Floor Representatives be elected in September instead of March. The committee did not want to lose valuable transition time and institutional memory over the summer, so they compromised by adding a vote of affirmation in September for Floor Representative positions. This will allow new residents to have

a say in who represents them. If the vote of affirmation is unsuccessful, a new representative will be elected from the residents living on the floor.

There was concern that the requirement for signatures of support for nominations might lead to elections being a popularity contest or exclude more introverted residents. The requirement for signatures remains because constituent support is imperative in the nomination process for representative positions and is a common feature of elections for representative organizations. However, the number was reduced to 75 from 100 for Executive and Tower Representative positions. There was also concern about the cost of providing a \$50 campaign budget to candidates, and it was suggested that candidates campaign through social media. Some candidates will still get a campaign budget so that they can reach voters who are not on social media or not in the candidates' immediate network. However, campaign budgets will only be provided to candidates for Executive and Tower Representative positions, and the budget has been reduced to \$30.

Rejected Criticism

Some questioned the purpose or necessity of the association because parts of its mandate and goals overlap with Residence Services and other services on campus. This is not a weakness for the association, but an indication of where it can create partnerships and advocacy relationships or share resources with others to accomplish its goals. They do not want to replace or compete with existing services, but to compliment them, improve access, or fill gaps for Lister residents by providing a narrow focus that other organizations on campus cannot always fit into their broader mandates.

There was concern that the association may be too large and unmanageable, and a suggestion that there be a separate association for each Tower of Lister. This suggestion was considered but ultimately rejected because it would require an unreasonable amount of resources, people, and organization in order to work, would result in the associations being too small and decentralized to adequately fulfill their mandate, and may create competition or divides between Towers, which would make advocacy extremely difficult.

There was concern that the presence of constituency representatives, positions that can be added to the Association as needed to provide formal representation to definable constituencies or demographics, may create the appearance that the association is otherwise failing to adequately represent all Lister residents. The suggestion to remove these positions was rejected, as the committee wanted residents to have the potential to create formal representation for their specific needs or interests. They feel that more representation will be better than less, and are not concerned that residents will feel unrepresented or disconnected from their association as a result of having such positions.

There was concern about having a Human Resources Assistant position, as it seems to create a formal employer-employee relationship between the association and its elected and appointed positions, and it was recommended that this position be changed to a volunteer coordinator or something similar. This feedback was rejected, as the creation of an employer-employee style relationship was done intentionally to ensure that a high standard could be maintained in the association's work, and to provide a neutral, non-political mediator for internal conflicts or probations. They felt that keeping the Human Resources Assistant position title would most accurately reflect the position's intended role.

Residence Services had some concerns about the Association's intended role in the promotion of good mental health for residents. They felt that elected students would not have the training or experience to handle this responsibility, or to assist residents in crisis, and requested that this aspect be removed from the Association's goals and representative position duties entirely. However, we heard from the Dean of Students and the Students' Union Executive that residents must have peer-led options for mental health promotion and support. The committee agreed and chose not to remove references to mental health and peer support in its documents. The Dean of Students was particularly interested in seeing more rigorous mental health awareness and peer support training for incoming representatives, and our training and transition plans are being updated to include this.

Additional Consultation

The last step in the consultative process will be to present the final drafts of our documents at a General Meeting. All residents of Lister will be invited to attend this meeting as voting members. Other members of the community such as Residence Services staff and Students' Union Executives will be invited to attend as guests. At this meeting, we will gather any last-minute feedback residents may have, vote on any proposed changes to the final drafts, and hold a vote on whether or not to approve the documents presented. If a provisional draft of next year's budget is ready for the meeting, then it will be voted on as well.

See Appendix 6 for the General Meeting agenda.

Next Steps

Elections will be held to fill the representative positions in the Association. Normally, the Association would be expected to follow the rules laid out in their Bylaws, but this will be difficult when choosing the first representative team, so Temporary Election Rules will be passed at the General Meeting, at the same time that the Elections Bylaw is passed. If they are passed, the election will be run according to the Temporary Election Rules.

See Appendix 7 for the Temporary Election Rules.

After the legislation is passed and the new team is elected, the Students' Union will recognize the new Association as the probationary Student Representative Association for Lister Hall, as per SU Bylaw 8100 Section 8.

Probation is a period in which the association must reach certain milestones, report regularly to the Students' Union, and may access specialized support from the SU. It is meant to act as a roadmap and support system for new associations to ensure that their first year is a successful one.

At the beginning of the probation period, the SU VP Student Life and the Association's new executive team will draft and sign a Conditions of Probation document. Once all milestones, goals, and conditions have been met it will be fully recognized as the representative association for Lister. If they fail to meet their conditions of probation before the end of their probation period, the period may be extended, or the association may be derecognized, depending on the circumstance.

The last thing to do will be to transition the new representatives into their role. This will include the transfer of informational documents regarding each position, professional development training offered by the Students' Union, team-building exercises, and any training required by Student Group Services and Residence Services.

See Appendix 8 for the Transition and Training Plan.

February 21st, 2016

To Whom it May Concern:

My name is Leila Raye-Crofton and I was supposed to be the President of the LHSA for the 2016-2017 year. Before the LHSA was shut down, I completed the first part of an Appreciative Inquiry Assignment for the Office of Student Judicial Affairs at the University of Alberta. I learned a lot from completing this assignment and the things I learned about what should be included in a better association are absolutely reflected in this new Lister association. The following paragraph lists what I found to be the three biggest issues with the LHSA, and what the new association is doing differently.

One of the issues with the LHSA was an intense focus on large-scale programming that led to many students feeling like there was a lack of advocacy. These feelings were reflected in the surveys I conducted last summer. To remedy this, the new association is all about advocacy. We are including a VP role meant specifically to be the figurehead of advocacy and the person responsible for major advocacy efforts within Lister and the University, most likely assisted by the President giving mentorship. There will still be programming, but I expect there to be more of a balance or for advocacy to even be the main function of this new association. Another issue the LHSA saw was a perceived exclusivity among the joint council and that it was an inaccessible group of friends. The new association seeks to remedy this by a simple change of position names. Instead of Tower VPs and Floor Coordinators, the roles are changed to Tower and Floor Representatives. Though this is a small change, I think its impact will be great. By calling the person a representative, they are by definition representing their floor and tower and must seek out new people, views, and opinions to represent. This will also aid in the realm of improving advocacy as well. Finally, a problem with the LHSA was the focus on drinking that existed for many, many years in the association. The committee members who created this new association, many of the members being first years who were not involved with the LHSA in any way, said first thing that any programming done by the new association should be non-alcoholic. They have since created a list of non-alcoholic events that showcase an entirely new association that is not at all focused on the consumption of alcohol.

Because of the committees that created this new association from the ground up while keeping in mind the problems of the LHSA, I have total faith that this new association will be a new and improved student association in Lister Centre. I truly hope the university sees how different it is, and how much work has gone into making this an association that will better serve residents.

I thank you for your consideration of this association.

Sincerely,
Leila Raye-Crofton

Lister Students' Union (LSU)

Strategic Plan

MISSION

To advocate for and successfully represent the residents of Lister Centre and their diverse needs. We offer peer support and contribute to forming a stronger community within Lister Centre in order to help ease the transition to University and to optimize the evolving Lister experience.

VALUES

Act With Inspired Leadership

We are governed by students who are involved in the Lister community to ensure that Lister residents' voices are our driving force.

Advocate For and Represent All Lister Residents

To ensure that resident's diverse interests are given a voice and that their needs are met in a way that have a positive impact on their university experience.

Trusted By Residents

Our residents feel they can trust, approach, and depend on our officers.

Strive for Success

We believe in creating a community that develops individual students' success in academic, physical, mental, and social wellness, and supports residents in attaining their goals.

Foster A Strong Community

We strive to provide a community presence in which every resident feels included, supported, and encouraged.

ORGANIZATIONAL GOALS

1. Create an understanding and working relationship between the student group and residence services to foster a sense of harmony within Lister.
2. Ensure the voices of Lister residents are heard not only within the Lister community, but also to the broader campus community.
3. Provide unique resident support services for Lister students through peer interaction.
4. Expand accessibility of academic support within residence and across campus through the promotion and prioritization of academic success in Lister.
5. Improve the general reputation of Lister for past, present, and prospective residents, as well as across campus.
6. Expand involvement within the broader university community, and encourage exploring beyond Lister.
7. Provide consistent, diverse programming based on the needs and desires of the residents that aid in the promotion of community strengthening and wellness.
8. Create and foster open communication within the Lister community between the LSU and the residents.
9. Strive for a well-governed organization that is accountable and reliable to the residents of Lister Centre.

Lister Students' Union Bylaws

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1 Name and Mandate

1. The name of the association shall be the Lister Students' Union (LSU)
2. The mandate of the LSU shall be as follows:
To advocate for and successfully represent the residents of Lister Centre and their diverse needs. We offer peer support and contribute to forming a stronger community within Lister Centre in order to help ease the transition to University and to optimize the evolving Lister experience.

2 Definitions

1. Constituency: a clear, definable demographic within Lister, such as international or LGBTQ, who may want or need more formal representation in the LSU.

3 Membership

1. All Lister residents are automatically base members of the LSU.
2. Members may resign or reinstate their membership in writing to an Executive or at an Association Meeting.
3. An individual automatically relinquishes membership in the body when they cease to be a resident of Lister.
4. Notwithstanding 3.3, no member may be expelled from the Association for any reason.
5. When applicable, members may be automatically assessed a membership fee as approved by a referendum of all members.
6. The assessment of a membership fee will create an additional membership category based on level of fees paid that may have different or additional rights or responsibilities from other membership categories.
7. Members may opt out of paying membership fees for any reason within the first three weeks of their residency.
 - a. Should a member opt out of paying their fee, the amount of the fee that was automatically assessed to them will be reimbursed by cheque.
8. Members may opt back into their fees at any time by paying the full fee for the current semester and any remaining semesters in the academic year.
9. All members are entitled to an equal vote in elections and General Meetings, participation in advocacy and consultation efforts, access to services, and attendance at Floor events.
10. Fee-paying members are additionally entitled to run in elections and participate in larger Lister-wide and Tower events.

4 Organizational Structure

1. Executives of the LSU

- a. Executives are voting positions on Executive and Association Meetings, elected by all Lister residents to provide advocacy, programming, and community support for all residents of Lister.
- b. A new Executive position may be created by adding it to these bylaws and the LSU budget, and approving it as per legislation management and budget creation rules.
- c. All Executives are responsible for:
 - i. Fulfilling 5 office hours per week.
 - ii. Attending all Executive Committee meetings.
- d. President: The President is responsible for ensuring strong leadership, professionalism, communication, accountability, good reputation, good university relations, and strong community connections for the LSU. Duties of the President include:
 - i. Act as the spokesperson of the organization;
 - ii. Attend Residence Advisory Committee (RAC), and Council of Residence Associations (CORA);
 - iii. Oversee the work of the other Executives and bring concerns to the Human Resources Assistant when necessary;
 - iv. Work with VP Advocacy on advocacy, outreach, and consultation;
 - v. Act as a signing authority; and
 - vi. Chair Executive Committee meetings.
- e. Vice President Finance: The VP Finance is responsible for the financial management of the LSU. Duties of the VP Finance include:
 - i. Create the draft budget;
 - ii. Approve unbudgeted expenses and expense request forms;
 - iii. Approve reimbursements;
 - iv. Sign off on cash floats;
 - v. Manage bank accounts;
 - vi. Create financial reports for Association Meetings;
 - vii. Act as a signing authority;
 - viii. Write cheques;
 - ix. Track financial activity;
 - x. Chair the Finance Committee; and
 - xi. Make cash and cheque deposits and withdrawals from the bank when necessary.
- f. Vice President Advocacy: The VP Advocacy is responsible for directing the advocacy efforts of the LSU and ensuring underrepresented groups such as LGBTQ and International students are consulted with and represented in advocacy efforts. Duties of the VP Advocacy include:
 - i. Liaise with Residence Services, the Students' Union, the Dean of Students, and the University;

- ii. Fill in for the President if they are unable to attend external committee meetings;
 - iii. Act as the first point of contact for students approaching the LSU with issues or complaints;
 - iv. Organize consultation with students as necessary; and
 - v. Act as a signing authority.
- g. Vice President Wellness: The VP Wellness is responsible for ensuring the wellness of the community as a whole and the individuals within it, particularly if they are in their first year, with a focus on academic, physical, and mental wellness, and sensitivity towards the differing needs and experiences of students in different faculties and programs. Duties of the VP Wellness include:
 - i. Organize academic support;
 - ii. Create stress relief programming;
 - iii. Work with VP advocacy on wellness related issues, including but not limited to food, mental health, and consent and sexual assault;
 - iv. Work with VP Advocacy on consulting underrepresented demographics or constituencies as needed;
 - v. Work with VP Internal on wellness related programming; and
 - vi. Chair the Wellness Committee.
- h. Vice President Internal: The VP Internal is responsible for managing all LSU programming in Lister, encouraging student involvement, and ensuring the social wellness of the community as a whole and the individuals in it. Duties of the VP Internal include:
 - i. Create programming and events for Lister, holding at least three events per Fall and Winter semester;
 - ii. Work with Residence Services as appropriate to reduce overlap and conflict in programming;
 - iii. Approve tower events submitted by tower Representatives;
 - iv. Chair the Programming Committee; and
 - v. Handle outreach programming such as student papers or newsletters.
- i. Tower Representatives: Each Lister tower shall elect one Tower Representative to manage programming and advocacy for that tower. Duties of the Tower Representatives include:
 - i. Act as Chair of the Council in their Tower;
 - ii. Attend Executive and Association Meetings;
 - iii. Oversee Floor Representatives within their Tower;
 - iv. Work with Floor Representatives and the VP Internal to create Tower-specific programming for their Tower;
 - v. Collect and amalgamate advocacy information from Floor Representatives and advocate for their students to the Executive; and
 - vi. Address concerns from Floor Representatives or forward them to the Executive as appropriate.

2. Floor Representatives: Each Floor shall elect one Floor Representative to manage programming and advocacy for that floor. Duties of the Floor Representatives include:
 - a. Attend Tower Council and Association Meetings;
 - b. Understand the needs and concerns of residents on their floor, and communicate those to their Tower Representatives and at Association Meetings;
 - c. Create small-scale Floor-specific programming for their Floor;
 - d. Work with Residence Services staff and volunteers on their floor as appropriate to reduce overlap and conflicts in programming and events, and to ensure community wellness; and
 - e. Volunteer for large-scale Tower and LSU events as needed.
3. Constituency Representatives
 - a. The Constituency Representatives are voting positions in Association Meetings, elected by their constituency to represent them to the LSU, and provide them with programming and community support.
 - b. New Constituency Representative positions may be created by petition of the members, and a regular vote in an Association Meeting.
 - c. All new Constituency Representative positions must be added to these bylaws and the LSU budget, and approved as per legislation management and budget creation rules, before they may be filled and begin operating.
4. Support Positions
 - a. The Support Positions are non-voting positions appointed by the Executive Committee to provide administrative, logistical, and other supports as needed.
 - b. The Executive Committee may create new support positions as necessary.
 - i. All new support positions must be added to the Procedures Manual and the LSU budget, and approved as per legislation management and budget creation rules, before they may be filled and begin operating.

5 Meetings

1. Executive Meetings

- a. The Executive shall meet at least once per week.
- b. Meeting schedules shall be set by the Executive Committee at the beginning of each semester.
- c. Membership:
 - i. The President, Vice Presidents, and Tower Representatives shall be voting members of the Executive.
 - ii. The Speaker and Administrative Assistant shall be non-voting members of the Executive.
 - iii. Additional non-voting guests may be added to meeting agendas at the discretion of the Executive Committee.
- d. Executive meetings shall be chaired by the President.
- e. Minutes for Executive meetings shall be recorded by the Administrative Assistant.
- f. Quorum:
 - i. Quorum shall be all voting members of the Executive.
 - ii. Voting members may not appoint proxies for Executive Meetings.
- g. Meetings shall be conducted using Robert's Rules of Order, and may be modified at the discretion of the Chair.
- h. Preparation and dissemination of meeting materials shall be the responsibility of the Chair.

2. Tower Council Meetings

- a. Each Tower shall have its own Tower Council.
- b. Tower Councils shall each meet at least once per week.
- c. Meeting schedules shall be set by the Tower Council at the beginning of each semester.
- d. Membership:
 - i. The voting membership of each Tower Council shall be the Tower Representative and Floor Representatives for that Tower.
 - ii. The Speaker and Administrative Assistant shall be non-voting members of all Tower Councils.
 - iii. Additional non-voting guests may be added to meeting agendas at the discretion of the Council.
- e. Meetings shall be conducted using Robert's Rules of Order, and may be modified at the discretion of the Chair.
- f. Each Tower Council will have a Terms of Reference that will at minimum contain the following information:
 - i. Quorum of the Council;
 - ii. Who Chairs meetings; and
 - iii. Who takes minutes.

3. Association Meetings

- a. Association Meetings shall be held bi-weekly.

- b. Meeting schedules shall be set by the Executive at the beginning of each semester.
 - c. Membership:
 - i. The voting membership of the Executive and Tower Councils shall be voting members of Association Meetings.
 - ii. The Speaker, the Support Positions, and the members of Support Committees shall be non-voting members of Association Meetings.
 - iii. Students at large may attend as non-voting members for the first section of Association Meetings.
 - d. Meetings shall be chaired by the Speaker.
 - e. Minutes shall be taken by the Administrative Assistant.
 - f. Quorum shall be $\frac{2}{3}$ of the voting members.
 - g. Voting members may appoint a proxy by informing the Speaker in writing before the meeting.
4. Support Committee Meetings
- a. Support Committees shall include any Committee created by the Executive to assist in regular activities.
 - b. Each Support Committee shall have its own Terms of Reference that at minimum outlines the following:
 - i. The purpose of the Committee;
 - ii. Who chairs the meeting;
 - iii. Who takes minutes;
 - iv. How members are chosen for the committee;
 - v. Quorum of the committee;
 - vi. How and when the meeting schedule is decided; and
 - vii. How often the committee will meet.
5. General Meetings
- a. All Lister residents may attend General Meetings as voting members and bring business for discussion or vote.
 - b. Votes to approve the budget or bylaw changes are binding.
 - c. All other votes taken at a General Meeting are non-binding.
 - d. General Meetings will be chaired by the Speaker.
 - e. General Meetings, when they occur, will be held prior to a regularly scheduled Association Meeting.
 - f. At least one week's notice must be given to members before a General Meeting.
 - g. There will be, at minimum, one General Meeting in September at which the budget will be approved, and one General Meeting in January at which the LSU's finances will be reported to the membership.
 - h. Additional meetings may be called by the Executive Committee as necessary.
 - i. The quorum for General Meetings is sixty (60) voting members.
 - j. All General Meeting votes require a two-thirds ($\frac{2}{3}$) majority to pass.
6. Spring and Summer meetings

- a. Executive, Tower Council, and Support Committee meetings shall take place only as needed during the Spring and Summer semesters.
- b. Notwithstanding other attendance and proxy rules for meetings, all positions may attend Spring and Summer meetings remotely or by proxy.
- c. Association Meetings and General Meetings shall not take place during the Spring and Summer semesters.

6 Election and Appointment Rules

1. Elections staff and volunteers
 - a. Elections staff must be current residents in order to hold the position.
 - b. Elections staff will be appointed by the Executive.
 - c. The term for the Elections Officer and volunteers will run from their hiring date to April 30 of the same year.
 - d. Applications for Elections volunteers will be due one week before campaigning begins.
 - e. Applications for Elections Officer will be due in the first week of January.
 - f. There will be at minimum two elections volunteers per tower.
 - g. Issues with Elections Officer performance will be addressed through the Human Resources Assistant.
 - i. Failure to respond to correction may result in termination from the position as per the Procedures Manual.
 - ii. In the event that the Elections Officer is removed from the position, an Elections Volunteer will take over all Officer duties.
2. Elections rules
 - a. The following positions will be appointed by election:
 - i. President;
 - ii. Vice Presidents;
 - iii. Tower Representatives; and
 - iv. Floor Representatives.
 - b. Nominations
 - i. All current fee paying residents of Lister are eligible to run for any elected position.
 - ii. If no membership fees are currently being collected, then any resident of Lister is eligible to run for any elected position.
 - iii. The Elections Officer is responsible for ensuring a nomination package is made available and advertised to the membership at least one month before nominations are due.
 - iv. The nomination package must contain, at minimum:
 1. A copy of the bylaws for nominations, campaigning, and voting.
 2. Any additional rules the Elections Officer expects to be followed.
 3. The date and time of the mandatory candidates' meeting, which must occur on the same day as the nomination deadline.
 4. The date of the candidates' forum.
 5. Space for the nominee's personal information.
 6. Space for signatures of support.
 - v. Nominations for all positions are due before 5:00 PM on the Friday before voting is to take place.

- vi. Late or incomplete nomination packages will not be accepted.
- vii. In order to be considered complete, nomination packages submitted by nominees must contain, at minimum:
 - 1. The nominee's full name.
 - 2. The name the nominee wishes to appear on the ballot, if different from their full name.
 - a. The ballot name must be a reasonable variation of the candidate's full name, or they will be considered a joke candidate.
 - 3. The nominee's student ID number.
 - 4. The position contested.
 - 5. If running for Executive, 75 signatures of support, no more than 10 of which may be from the nominee's own floor.
 - 6. If running for Tower Representative, 75 signatures of support from the Tower in which they are running.
 - 7. If running for Floor Representative, 10 signatures of support.
 - 8. A transcript showing a GPA of no less than 2.3 in the previous semester.
- viii. All nominees must attend a mandatory candidates' meeting in person or by proxy for their nomination to be considered valid.

c. Campaigning

- i. Campaigning will begin once all nominations have been collected, verified, and officially accepted by the Elections Officer.
- ii. Campaigns will last for one (1) week after the nomination due date.
- iii. Candidates for President, Vice President, and Tower Representative positions shall have \$30 to spend on campaign materials.
- iv. Candidates who exceed their budget will be disqualified.
- v. Campaign materials, including online materials, must be approved by the Elections Officer before being disseminated.
- vi. Candidates may not disseminate campaign material that is inappropriate, malicious, prejudicial, or that attacks other candidates, residents, organizations, or groups in Lister or on campus.
- vii. Campaign materials may only be disseminated within Lister, and must follow all Residence Services guidelines for poster, tabling, and advertising.
- viii. Current staff and elected representatives may not endorse or otherwise campaign for any candidate while acting in an official capacity on behalf of the LSU.
- ix. The Elections Officer will organize a minimum of one (1) candidates' forum during the campaign period.

- x. The Elections Officer will record the candidates' forum and publish it online.
 - xi. The Elections Officer will publish all candidate names and platforms online.
 - d. Voting
 - i. Voting for President will occur on the final Friday of February.
 - ii. Voting for Vice Presidents and Tower Representatives will take place on the second Friday of March.
 - iii. Voting for Floor Representatives will take place on the fourth Friday of March.
 - iv. All residents may vote in President and Vice President elections.
 - v. Residents may only vote in the election for Tower Representatives in the Tower they reside in.
 - vi. Residents may only vote in the Floor Representative election on the Floor they reside on.
 - vii. Voting will occur by first-past-the-post ballot.
 - viii. In the event of a tie, a revote for that position will occur the following day.
 - ix. In September, Floor Representatives will be ratified by a secret ballot vote by the residents on their floor.
 - x. In the event that a Floor Representative is not successfully ratified, a new Floor Representative will be elected from the residents on the floor.
 - e. By-Elections
 - i. When a by-election occurs, it will be administered by the Human Resources Assistant.
 - ii. By-Election campaigning and voting will be conducted as per the regular elections rules.
 - iii. Notwithstanding Bylaw 6.2.e.ii, By-Election votes for all positions being contested will occur on the final Friday of September.
- 3. Vacancies
 - a. Any vacancies remaining after the election may be appointed by the Executive Committee, subject to ratification at an Association Meeting.
 - b. If appointment or ratification are unsuccessful in filling the seat by September, a by-election will be held in September.
- 4. Non-voting, appointed positions will be filled as per the Procedures Manual.

7 Legislation Management

1. Storage
 - a. Physical copies of all bylaws, procedures, and policies must be kept in the office and on each floor of each tower.
 - b. Digital copies of all bylaws, procedures, and policies must be made publicly available online.
 - c. All bylaws, procedures, and other rules pertaining to elections must be posted separately in a public space(s) prior to the commencement of nominations.
2. Review
 - a. All legislation shall be reviewed at least once annually, and updated or amended as needed.
3. Amendment
 - a. Any voting member of Association Meetings may introduce changes to the bylaws, procedures, or policies.
 - b. The amendment process will be as follows:
 - i. First principles introduced to an Executive Committee Meeting.
 - ii. Membership notified of upcoming vote on legislative changes.
 - iii. First principles voted on at the next Association Meeting.
 - iv. Details of proposed changes voted on at the next Association Meeting after which the first principles were introduced.
 - v. Membership notified of the outcome of the vote online and at floor meetings and General Meetings.

8 Finances

1. The fiscal year of the organization shall be May 1 to April 30 of the following year.
2. The signing authorities of the organization shall be:
 - a. President;
 - b. Vice President Finance; and
 - c. Vice President Advocacy.
3. Budget Process:
 - a. Each position in the LSU must submit a proposed budget for their portfolio to the Executive Committee before September.
 - b. The VP Finance will work with the Finance Committee as per the Procedures Manual to approve, deny, or modify all proposed budgets, and compile a master budget for the LSU.
 - c. The proposed master budget will be presented to committee members for feedback as per the Procedures Manual before being submitted to the Executive Committee for approval.
 - d. After all member feedback has been addressed by the Finance Committee, the final master budget must be approved by the Executive Committee and ratified at a General Meeting.
4. Financial Reporting:
 - a. All budgetary units within the LSU must track their revenues and expenditures, and report their final numbers to the VP Finance in December and March.
 - b. The VP Finance must compile a full report of all LSU finances and present it to the membership for feedback online and at an Association Meeting every January and April.
5. Expenses:
 - a. All budgeted expenses must be approved by the VP Finance before they are made.
 - b. Each budgetary unit will have a limited emergency fund to be used for unexpected expenses associated with planned activities.
 - c. Approved expenditures will be reimbursed upon receipt of all documentation proving the purchase.
 - d. Non-budgeted activities must be approved by VP Internal and VP Finance before being implemented.
6. Cash:
 - a. Cash may only be handled by paid staff or elected representatives.
 - b. LSU members who wish to use a cash float must apply for one from the Executive as outlined in the Procedures Manual.
 - c. Any time a cash float is closed out or cash is to change hands within the LSU, it will be counted and recorded by all parties handling it.
 - d. Any money that has gone missing it will be considered the responsibility of the last person who handled it.
 - e. If the amount lost is over \$50, or if conflict arises over other amounts missing, it will be investigated by the Human Resources Assistant.

9 Transition

1. Transition Manuals

- a. Upon taking a position in the LSU, each person will receive a transition manual which will contain, at minimum, the following:
 - i. A detailed job description for the position;
 - ii. Important contact information;
 - iii. Any log-in information, access codes, and keys required for the position;
 - iv. Budget information for the position from previous years;
 - v. All reports previously completed for the position including a schedule of previous years events; and
 - vi. The completed transition questionnaire filled out by the person who previously held the position.
- b. The outgoing Human Resources Assistant is responsible for ensuring that the incoming positions receive the transition manual for their position.
- c. The outgoing holder of the position is responsible for maintaining their manual and ensuring that it is returned to the Human Resources Assistant at the end of the year.

2. Reporting:

- a. In December, each position in the LSU is responsible for providing the President with a midyear report containing at minimum the following:
 - i. Budget reports for their portfolio;
 - ii. Reports on events and other activities; and
 - iii. Update on personal goal progress.
- b. In April, each position in the LSU is responsible for the following:
 - i. Providing a year-end report similar to the mid-year report;
 - ii. Returning the complete and updated transition manual to the Human Resources Assistant; and
 - iii. Holding a one-on-one transition meeting with their successor.

3. Failure to report

- a. If a position fails to report on time, the Human Resources Assistant will meet with them and issue a warning and a new deadline for their report if necessary.
- b. If the Human Resources Assistant fails to report on time, the President will meet with them and issue a warning and a new deadline for their report if necessary.
- c. Consequences for failure to submit a mid-year report:
 - i. Probation without pay until the report is submitted.
 - ii. Failure to meet a second deadline, as implemented at the discretion of Human Resources Assistant, will result in termination from the position.
- d. Consequences for failure to submit a end-year report:
 - i. Final pay cheque will be withheld until the report is submitted.

- ii. If no report is submitted, the individual will be ineligible for reelection or rehire in future.

4. Transition Meetings

- a. All elected positions must attend the mandatory group transition meeting in April, which will cover at minimum the following:
 - i. Team-building activities;
 - ii. Professional development workshops including but not limited to communications, event planning, conflict management, time and stress management, leadership, and peer support;
 - iii. Practice meetings;
 - iv. Strategic planning for the year; and
 - v. Time for one-on-one transition meetings.
- b. Each outgoing position, both elected and hired, is required to provide an in-person transition meeting with their incoming that covers at minimum the following:
 - i. Explanation of what the position does day-to-day;
 - ii. Go over immediate action items or unfinished business;
 - iii. Q&A about the position; and
 - iv. Transfer of all transition and training materials not yet transferred.

5. Other Transition Documents

- a. The President is responsible for ensuring that the following documents are made available to the incoming Executive:
 - i. Templates for job contracts and academic success plans;
 - ii. Information about assets and how they are managed;
 - iii. Archived meeting agendas and minutes;
 - iv. Information collected regarding events, advocacy issues, and other aspects of how the LSU is doing; and
 - v. Up-to-date copies of all legislation, rules, and regulations.

10 Dissolution and Emergency Procedures

1. If the LSU ceases to exist for any reason, its assets will be held in trust by the Students' Union for use by the next Association.
2. If the voting positions of the LSU become vacant or are not sufficiently filled for the LSU to function, the LSU will come under the control of the Students' Union until such a time as the positions can be filled.
3. The LSU may request or be subject to additional supports from the Students' Union when necessary through the SU's probation system.

Lister Students' Union

Political Policies

Food

Facts:

1. Food within Lister Centre must meet the needs of those with dietary restrictions and provide a variety of choices.
2. Residents should have access to healthy and affordable food options.
3. Students living in Lister Centre are required to purchase a mandatory meal plan.
4. Meals should be affordable for all residents.
5. Food needs to be prepared as per Alberta Health Services food policies.
6. Education regarding proper nutrition promotes a healthy lifestyle that contributes in a positive manner towards academia.

Resolutions:

1. The Lister Students' Union advocates that Lister Centre provides a more diverse menu that accommodates any sort of dietary restriction.
2. The Lister Students' Union advocates for a variety of affordable and healthy food options.
3. The Lister Students' Union advocates for open communication in regards to food preparation and finances.
4. The Lister Students' Union advocates for the proper nutritional education that allows residents to make informed decisions regarding their eating habits.

Residence Standards

Facts:

1. Residents pay for functioning utilities including electricity, water, sewage, and Internet.
2. The utilities and space provided to residents is inadequate for residents to cook and store their own meals.
3. Residents need to have maintenance requests and complaints resolved in a timely, transparent, and professional manner.
4. Residence Services should have clear intentions and a distinct, timely schedule with respect to entering residents' units.
5. Residents should be given full opportunity to be in attendance for move in and move out inspections.
6. Residents are required to have a full, comprehensive budget that clearly shows where their residence fees are being allocated.
7. Residents require consistent sanitation of their common spaces.
8. Residents require up to date, reliable, and functioning building security.
9. Living spaces need to be in compliance with Alberta's Minimum Housing Standards.

Resolutions:

1. The Lister Students' Union advocates for residents to invariably be able to access all basic assets they contract and pay for.
2. The Lister Students' Union advocates for all valid, formal maintenance requests made by residents to be handled promptly and appropriately.
3. The Lister Students' Union advocates for students to be able to maintain a consistent and transparent relationship with housing, maintenance, Ancillary Services, and Residence Services.
4. The Lister Students' Union advocates for students to feel secure and safe in their residence.
5. The Lister Students' Union advocates that the residence must follow the Alberta's Minimum Housing Standards as it applies to the residence.

Health and Wellness

Facts:

1. Mental health services are important for students living in Lister Centre.
2. Education on safe alcohol consumption practices and the effects of substance abuse can improve residents' knowledge and health practices.
3. Resident isolation can be detrimental to their mental health.
4. Education and awareness of stress and time management can lead to a more positive experience in residence.
5. Students transitioning from high school to university may lack time management skills, causing burnout and sleep deprivation.
6. It is important for student spaces and washrooms in residence to be clean and sanitary in order to maintain student health.
7. Physical, mental, emotional, spiritual, and sexual health is an important aspect of a student's overall wellbeing.

Resolutions:

1. The Lister Students' Union will collaborate with Residence Services and the University to maintain student health and wellness in Lister.
2. The Lister Students' Union will advocate for the inclusion of mental health awareness events, training, and programing in Lister.
3. The Lister Students' Union will advocate for the inclusion of programing preparing students for life in a university residence pertaining to stress management, time management, healthy living, and physical wellness.

Academics

Facts:

1. University comes with a large financial burden, which scholarships and bursaries can lighten.
2. There is a lack of accessible information in Lister Centre regarding scholarships and bursaries that are available to students.
3. Students in Lister Centre are enrolled in a diverse range of programs at the University of Alberta with various scholarships available in different faculties.
4. Peer Academic Support is an asset for the community and can help students transition from high school and thrive in the post secondary environment.
5. Lister Centre lacks adequate study spaces and quiet spaces for residents.

Resolutions:

1. The Lister Students' Union will advocate for information regarding scholarships and bursaries to be easily accessible to all residents in Lister Centre.
2. The Lister Students' Union will advocate for proportional representation of all faculties for students living in Lister Centre.
3. The Lister Students' Union will collaborate with Residence Services in the creation and running of Peer Academic Support programs in Lister Centre.
4. The Lister Students' Union will collaborate with Ancillary Services and Residence Services to provide more quiet and study spaces in Lister Centre for residents.

Student Space

Facts:

1. Lister Centre is a large residence that houses people from many different ethnicities, cultures, and upbringings.
2. Safe spaces to practice religion are essential for the mental and social well-being of many residents.
3. Safe spaces for the LGBTQ* community and allies are essential for the mental and social well-being of many residents.
4. Safe spaces are essential for all residents of Lister in order to accommodate their diverse needs.
5. Residents have limited access to quiet study spaces within Lister.
6. Residents have limited access to recreational spaces within Lister.
7. Conference rooms in Lister are not accessible or affordable for resident use.

Resolutions:

1. The Lister Students' Union advocates that Lister Centre has safe spaces for all students, regardless of identity, religion, gender, and other groups.
2. The Lister Students' Union advocates that residents have accessible and adequate recreational areas in Lister.
3. The Lister Students' Union advocates that residents should be able to access to adequate study spaces.
4. The Lister Students' Union advocates for access to conference rooms for student use, including charitable events, recreational activities and academic spaces.
5. The Lister Students' Union advocates for student groups to have access to office space, living space, the ability to communicate with their constituents, and clear guidelines as to their jurisdiction.

Engagement

Facts:

1. Student engagement is important within the community, as it fosters healthy relationships and allows residents to thrive in the post secondary environment.
2. Student involvement improves mental and social well-being of both the student and the community.
3. Opportunity to be actively involved in the community fosters interpersonal relationships,.
4. International students are an essential part of the community.
5. It is important to build and maintain inter-residence and campus relationships.
6. Student engagement leads to development of leadership and practical social skills.

Resolution:

1. The Lister Students' Union shall advocate for/continuously promote and encourage involvement opportunities by investing in activities and initiatives that encourage student involvement.
2. The Lister Students' Union shall advocate for initiatives and opportunities to be more accessible to international students by encouraging diversity in programming.
3. The Lister Students' Union shall advocate for campus wide and multi-residential events to foster relationships with the community.

Lister Students' Union Proposed Events Summary

Regular, Ongoing Events		
<i>Event Name</i>	<i>Description</i>	<i>Other Considerations</i>
Dodgeball Tower Events	Use adapted LDL rules. Participants sign up one week before. Participants are randomly assigned to teams.	Need to coordinate with LDL for advertising and to prevent event overlap. Need volunteers for referees, waivers, and first aid.
City Outings	Create regular groups to visit different places in the city, such as malls, large super markets like T&T, museums, parks, festivals, etc.	May need trip supervisors to ensure everyone arrives and returns home safely.
Seasonal Floor Decorating Contests	Each floor decorates their lounge to be judged. Bound by rules to keep it safe and appropriate, and breaking rules may disqualify the floor from the contest.	Decorations can be planned and approved in advance, and checked with cleaning staff. Need volunteers for judging, and also for leading each floor's decorating efforts.
Floormals	Floors go out for dinner together, usually in formal wear (though not required).	Each floor needs one volunteer to plan and book the restaurant, and to supervise if people are drinking.
Game Show Night	Held once or twice per semester, based on game shows like the Price is Right or Jeopardy. Students pay a small fee to attend and watch, and ticket sales go to charity. Students would put their name in a draw to play the game and win a prize.	Need volunteers to run the game and sell tickets. Work with Residence Services to book space. Look for places to sponsor the event with prizes.
Lister Newspaper	A regular newspaper or newsletter, with content covering Lister news, educational articles, opinion articles, advertise events, etc. Residents can volunteer to write or take pictures.	Need someone to act as editor and to screen content before it gets distributed.

Movie Tours	Each floor plays a different movie, and the list of all movies is posted so that residents can pick which movie they want to see. Movie must be approved before it's played. People bring their own snacks.	Need volunteers on each floor to make sure the movie plays and to handle any conflict that may come up.
Food Tours	Each floor teams up to prepare a different food. People will pay to tour a tower, and can then go to each floor to try the food prepared there.	Need leaders on each floor to oversee food prep. Need to advertise allergens and be prepared to deal with allergic reactions or other problems.
Peer Tutors	A team of peer tutors would be regularly scheduled and available for small segments of time to help tutor other residents. A central coordinator would book rooms and set up spaces and info cards for each tutor.	Peer tutors would need to attend at least one session every two weeks. Peer tutors must know what they're tutoring, and be supportive and non-judgmental. Require an application process with GPA checks.
Seasonal Photo Booths	A photo booth would be set up in Lister a few times per semester, where people can get individual or group photos taken.	Need someone who has equipment and skills to take photos. Need volunteers to set up and take down booth.
Random Sport Drop-Ins	Every two weeks people can play a random sport on a drop-in basis.	Need a volunteer to set up the gym and referee the game.
Informational Seminars	Speakers would be invited to give regular, short seminars on health, personal organization, finances, and anything else of interest.	Need volunteers to set up the room. Need to consult on possible topics of interest. Need to find relevant and appropriate speakers.
Varsity Game Outings	Go as a group to attend some varsity games.	Need leaders who will be at the game, for the whole game, so that others will have someone to join when they get there, and supervise other Lister attendees if they are drinking.
Volunteer Groups	Would begin with a seminar or meet-and-greet style event where local charities and non-profits can advertise their volunteer opportunities. Residents then sign up to be part of a group that goes and volunteers for the charities regularly.	May need a designated leader in each group to ensure people are attending, to communicate with the organization they're volunteering for, and to manage conflict within the group if necessary.

Large Annual or Semi-Annual Events		
<i>Event Name</i>	<i>Description</i>	<i>Other Considerations</i>
Awards Night	Awards night once per semester or year, with food and live performances by Lister residents. Floor Reps will nominate people they think deserve an award. May charge for tickets.	Need volunteers to set up, and to supervise alcohol consumption if relevant. May be more costly due to space and food booking.
BBQ and Dunk Tank	Hold event in Quad to advertise the Association and connect Lister residents with campus. Sell burgers and hot dogs. Also sell the opportunity to throw balls and dunk someone. All proceeds would go to a charity.	Need volunteers to sell, cook, and supervise dunk tank. Need volunteers to be dunked – probably elected representatives from the Association.
Christmas Party	Do a dinner party or mixer every year, probably at an external location so that someone else can handle food and drinks. Might have gifts for attendees, or include a gift exchange option. May charge for tickets.	May need volunteers for ticket sales and set up.
Dodgeball Tournament	A dodgeball tournament that connects current residents with alumni. Participants pay to play and all registration proceeds go to charity.	Need to coordinate with LDL on rules, gym booking, referees. May not be possible because the previous association did something similar.
Floor Mural Scavenger Hunt	Teams will follow clues to different parts of Lister and its murals. They must take a picture to prove they found it. Would focus on teaching history of Lister and introducing them to the rest of the building outside of their floor.	Need to find ways to slow people down and send them in different directions to avoid clustering, running into each other, and other potentially injury causing behavior.

Lister Quest	Create an elaborate conspiracy or information trail that residents can follow and attempt to solve throughout the semester. One or two clues would be given per week, and the first floor to solve it would get a prize.	
Glow in the Dark Sports	Play games in the dark with glow in the dark equipment. Will have black lights if possible. Event will be held during the day or early in the evening, to avoid people coming in after drinking alcohol. People who appear to be intoxicated will be removed.	Need equipment that is made to glow in the dark, as applying glow in the dark paint does not work. Need volunteers to check participants at the door, handle waivers, referee, and provide first aid and other assistance as necessary.
City Group Activity	Floors will go as a group to one of the activity centers in Edmonton, such as escape room, launch pad, paint rooms, etc. Will be organized by the Floor Rep, and each person will pay their own entrance fee.	Will only be held once or twice per year because of cost. Floor decides where to go, and which day to go.
Lister Olympics	Students can organize into teams, either by floor or with their friends, to compete against each other in sports and a boat race. The boat race involves building a boat and racing it across a pool. The boat would be approved by event organizers before being put in the water.	Need volunteers for life guard, first aid, and general supervision. No alcohol consumption permitted during the games.
Lister VS UAB	Team of 28 Lister Allstars versus 28 UAB people. Participants collect pledges for their team's charity of choice, and the winning team of each game also gets a certain amount of money for their charity.	Need volunteers to take and sort pledges, contact charities. Need to coordinate with LDL on rules, referees, and timing.

Floor Secret Santa	Floors can decide how, when, and if gifts will be exchanged. Set a price limit on gifts, and participation is not mandatory.	
Year End Party	Incorporates awards, and nominees can possibly be voted on by attendees.	Need volunteers to MC, supervise if there's alcohol.
Other Ideas		
<i>Event Name</i>	<i>Description</i>	<i>Other Considerations</i>
Card-Making	Have materials available for people to make cards for different holidays, events, or people.	Need card-making materials. Need volunteers to set up, supervise, and clean up.
Floor Cooking Night	Floor works together to plan and cook a meal. Participants can split the cost of groceries.	Need at least one person on the floor to coordinate time, date, and grocery trip.
Hide and go Seek	A large game of hide and go seek in Lister, or just in a single tower.	Need volunteers to supervise participants, ensure they don't cause too much noise or damage any property.

Lister Association

General Meeting Agenda

Opening Session

1. Introductions
2. Addition of Agenda Item
3. Explanation of Process

Action Items

4. Approve Strategic Plan
 - a. See Attachment 1
5. Approve Bylaws with Temporary Election Rules
 - a. See Attachments 2 and 3
6. Approve Political Policies
 - a. See Attachment 4
7. Approve Procedures Manual
 - a. See Attachment 5
8. Approve Provisional Budget
 - a. See Attachment 6

Adjournment

9. Explanation of Process from here (assuming everything gets approved)
10. Closing

Election and Appointment Rules for the first election of the Lister Students' Union

1. Election staff and volunteers
 - a. Elections Officer must be current residents in order to hold the position.
 - b. Elections Officer and Volunteers will appointed by a committee composed of:
 - i. The Students' Union President, Vice President Student Life, and Lister Representative as voting members.
 - ii. The Students' Union Discover Governance Manager as a non-voting, administrative member.
 - c. The term for Elections officers and volunteers will be from their appointment date until April 30, 2016.
 - d. There will be no more than two elections volunteers per tower.
2. Election rules
 - a. The following positions will be elected:
 - i. President
 - ii. Vice Presidents
 - iii. Tower Representatives
 - iv. Floor Representatives
 - b. Nominations
 - i. All residents of Lister are eligible to run for any elected position.
 - ii. A complete nomination package for Executive and Tower Representative elections will be made available and advertised to the membership one week before the nomination deadline.
 - iii. A complete nomination package for Floor Representative elections will be made available and advertised to the membership one week before the nomination deadline.
 - iv. Nomination packages will contain, at minimum:
 1. A copy of the temporary election rules.
 2. Any additional rules the Elections Officer expects to be followed.
 3. The date and time of the nomination deadline and mandatory candidates' meeting, which must occur on the same day.
 4. The date and time of any candidates' forums.
 5. Space for the nominee's personal information.
 6. Space for signatures of support.
 - v. Late or incomplete nomination packages will not be accepted.
 - vi. In order to be considered complete, nomination packages must contain, at minimum:
 1. The nominee's full name.
 2. The name the nominee wishes to appear on the ballot, if different from their full name.
 3. The ballot name must be a reasonable variation of the candidate's full name, or they will be considered a joke candidate.
 4. The nominee's student ID number.

5. The position contested.
 6. If running for Executive, 75 signatures of support, no more than 10 of which may be from the nominee's own floor.
 7. If running for Tower Representative, 75 signatures of support from the Tower in which they are running.
 8. If running for Floor Representative, 10 signatures of support.
 9. A transcript showing a GPA of no less than 2.3.
- vii. All nominees must attend a mandatory candidates' meeting in person or by proxy for their nomination to be considered valid.
- c. Campaigning
- i. Campaigning will begin once all nominations have been collected, verified, and officially accepted by the Elections Officer.
 - ii. Campaigns will last for 1 week after nominations have been accepted.
 - iii. Candidates for Executive and Tower Representative positions may not spend more than \$30 on campaign materials.
 - iv. Candidates who exceed their budget will be disqualified.
 - v. Campaign materials must be approved by the Elections Officer before being disseminated, including online materials.
 - vi. Candidates may not disseminate campaign material that is inappropriate, malicious, prejudicial, or that attacks other candidates, residents, organizations, or groups in Lister or on campus.
 - vii. Campaign materials may only be disseminated within Lister, and must follow all Residence Services guidelines for postering, tabling, and advertising.
- d. Voting
- i. Voting will occur by first past the post ballot.
 - ii. In the event of a tie, a revote for that position will occur the next day.

Lister Students' Union (LSU) Transition and Training Plan

Overview

Training for the LSU executives will take place over a week, with 2-4 hour sessions following a different theme each day. If possible, the week will finish with a weekend retreat for some more informal bonding time and some short sessions to draw together everything learned over the week.

Each day will start with an ice breaker or team building exercise, and end with a debrief session where participants can discuss what they learned, get answers to any remaining questions, and fill out assessment questionnaires.

This will be laid out in more detail as training and informational sessions are confirmed with presenters.

Details

Day One

Theme: Operating as a Student Group

The first day will be focused on how to operate as a student group on campus. This may include completing the SGS training, talking to SU Programming and Venues staff about using the Students' Union Building for events, and leadership training, if possible.

It may also include time to fill out registration forms, set up a bank account, and other onboarding activities.

This day will include only the President and Vice Presidents.

Day Two

Theme: Safety and Risk Management

The second day will focus on safety and risk management as a student group and representative association. It may include, where possible, time to take the ProServe course, a first aid course, and a session on risk management.

This day will include all positions if possible.

Day Three

Theme: Peer Leadership and Support

The third day will focus on being effective peer leaders. It will include, where possible, sessions on how to respond to peers needing support, how to direct them to more specialized resources, how to lead their own peer support initiatives, and how to better connect with groups like International or LGBTQ students.

Sessions may include:

- Communicating with, understanding, and representing LGBTQ students with the Landing.
- Communicating with, understanding, and representing International students with the ISA and/or the International Student Services.
- Creating a supportive environment and leading peer support initiatives with the Peer Support Centre.
- Financial aid services with the Financial Aid Centre.

This day will include all elected representative positions.

Day Four

Theme: Mental Health

Day four will focus exclusively on specialized mental health training. It will include, where possible, QPR and Community Helpers programming, training on how to assist someone who has been sexually and/or physically assaulted, and how to support or guide someone who is providing assistance to their peer.

If this training cannot be offered on this day due to time or scheduling conflicts, then sessions will be set up with providers on a different day.

This day will include all elected representative positions.

Day Five

Theme: Advocacy and Representation

Day five will focus on learning the basics of advocacy and representation. It will include a meeting with the incoming SU VP Student Life, a session on University governance, an advocacy training session, and practice activities for advocacy.

There will also be time for acquainting the Executive team with existing services they may need to work with. This will include, if possible, a session with Residence Services and a session with UAPS.

This day will include all elected representatives.