

**Mandate**

- 1) A committee known as the Grant Allocation Committee shall exist in order to
  - a) oversee the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund;
  - b) grant funds in support of student groups;
  - c) distribute bursaries from the Access Fund, and allow for an appeals mechanism;
  - d) recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council in accordance with Bylaw 100 of the University of Alberta Students' Union;
  - e) recommend a budget for the Access Fund to Students' Council on or before April 30 of each year.
  - f) establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources,
  - g) shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
  - h) establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.

**Start-Up**

- 2) The first meeting of the Grant Allocation Committee shall be coordinated through the Speaker of Students' Council prior to the first meeting of the Students' Council of the University of Alberta Students' Union.
- 3) The agenda of the first meeting must include, but is not limited to:
  - a) Election of a chair;
  - b) Approval of standing orders for the Grant Allocation Committee;
  - c) Approval of summer meeting schedule.

**Membership**

- 4) Students' Council shall define the voting membership of the Grant Allocation Committee.
- 5) Voting members of the Grant Allocation Committee who are absent, without proxy, from two consecutive meetings shall automatically be recommended by the chair to Students' Council to be removed from the Grant Allocation Committee.
- 6) If a voting member is failing to perform his or her duties as stipulated in these standing orders, the Grant Allocation Committee may recommend to Students' Council that this member be dismissed.
- 7) Three (3) representatives from the Student Financial Aid and Information Centre, one (1) representative from the Office of the Dean of Students, and one (1) representative from Student Group Services shall be considered non-voting members of the committee.

**Chair**

- 8) The Chair of the Grant Allocation Committee must be elected from the voting membership of the Grant Allocation Committee.
- 9) The Chair may be dismissed at any meeting of the Grant Allocation Committee by a majority vote, whereupon the Grant Allocation Committee would immediately elect a new Chair.
- 10) In the event that a Chair resigns from the Grant Allocation Committee, they also vacate their position as Chair.
- 11) The Chair's responsibilities shall include, but are not limited to:
  - a) Providing a location for each meeting of the Grant Allocation Committee;
  - b) Moderating debates at each meeting of the Grant Allocation Committee;
  - c) Responding to questions from Grant Allocation Committee members in a timely fashion;
  - d) Assigning duties to members of the Grant Allocation Committee, in order for the Committee to fulfill its mandate.
  - e) Preparing and distributing agenda packages in the following manner:
    - i) Emailing a preliminary copy to committee members at least one day prior to the meeting.
    - ii) Providing paper copies at the committee meeting of the comprehensive agenda package which includes any late additions.
- 12) In the event that the Chair is absent at a meeting of the Grant Allocation Committee, a voting member shall be elected to serve as interim Chair for the duration of the meeting.

**Meetings**

- 13) All meetings of the Grant Allocation Committee, except for the first meeting, shall be
  - a) Coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice;
  - b) Five voting members of the Grant Allocation Committee may call a meeting, provided that members are given at least 72 hours' notice;
  - c) The Grant Allocation Committee may call a meeting, without notice, provided that there is unanimous consent from all voting members of the Grant Allocation Committee.
- 14) Quorum of the Grant Allocation Committee shall be four (4) voting members.
- 15) Chair is responsible to secure a location for each meeting.

**Record**

- 16) The Grant Allocation Committee must have a written record of its votes and proceedings.
- 17) The Chair shall periodically report to Students' Council on the following:
  - a) attendance of members and guests;

- b) any decisions made by the Grant Allocation Committee acting under authority delegated to it by Students' Council;
- c) any recommendations made by the Grant Allocation Committee to Students' Council;
- d) any standing orders adopted by the Committee.

**Proxies**

- 18) Voting members of the Grant Allocation Committee may delegate a proxy to a meeting of the Grant Allocation Committee by providing written notice of such to the Chair at least two hours prior to the meeting.
- 19) In order to be eligible to serve as a proxy, an individual must be either a voting member of Students' Council or designated as a long-term proxy as per Students' Council Standing Orders.
- 20) An individual may only be designated as a proxy once per meeting of the Grant Allocation Committee.
- 21) Elected members of the Grant Allocation Committee are unable to be designated as proxies.

**Campus Recreation Enhancement Fund**

- 22) Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:
  - a) Be distributed to undergraduate students, student groups, and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students.
  - b) Not be used for
    - i) Funding projects that are receiving other Students' Union funding
    - ii) Transportation;
    - iii) Supplementing University of Alberta staff wages;
    - iv) Awards;
    - v) Volunteer appreciation.
  - c) Not be allocated in such a way that more than one quarter of the funds available in the Campus Recreation Enhancement Fund is allocated to any one project or recipient.
  - d) Allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting.
  - e) Fund recipients must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by the Grant Allocation Committee.
- 23) The Chair of Grant Allocation Committee shall serve as a voting member on the Campus Recreation Enhancement Fund Committee.

**Golden Bear and Pandas Legacy Fund**

- 24) Funds from the Golden Bears and Pandas Legacy Fund Dedicated Fee Unit shall be distributed to University of Alberta varsity athletic teams and the Athletics Department for the purposes of saving and stabilizing varsity athletic teams and promotion of varsity athletics.

**Refugee Student Fund**

- 25) Fund recipients must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by the Grant Allocation Committee.
- 26) The Refugee Student Fund Dedicated Fee Unit, administered by the Student Refugee Program Board, shall be used for the support of four undergraduate refugee students at the University of Alberta selected by the World University Service of Canada Refugee Student Sponsorship Committee and consisting of
  - a) one refugee student in his/her first year of study;
  - b) one refugee student in his/her second year of study;
  - c) one refugee student in his/her third year of study; and
  - d) one refugee student in his/her fourth year of study.
- 27) The Student Refugee Program Board (SRPB) shall allocate from the total fee collected an amount equivalent to the current HUB 4-bedroom residence rate, to be distributed to the student in his/her first year of study for the cost of housing for the first 12 months of their stay.
- 28) The SRPB shall allocate 3% of the remaining amount after the allocation in §27 to be distributed to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to the SRPB.
- 29) The SRPB shall allocate 2% of the remaining amount after the allocation in §27 to the WUSC SRP Contingency Fund.
- 30) During their four year tenure, each SRP student shall receive the total amount that is collected by the dedicated fee unit during their first year of sponsorship, minus the various costs associated with §27, §28 & §29. Specifically, this amount shall be disbursed as follows:
  - a) In his/her first year: 66% of the remaining amount after the allocation in §27
    - i) the student shall receive an amount totaling to 39% of the remaining amount after the allocation in §27 that is dispersed in equal monthly installments for the first six months;
    - ii) the student shall receive an amount totaling to 27% of the remaining amount after the allocation in §27 that is dispersed in equal monthly installments for the last six months;
  - b) In his/her second year: 16% of the remaining amount after the allocation in §27;
  - c) In his/her third year: 7% of the remaining amount after the allocation in §27; and
  - d) In his/her fourth year: 6% of the remaining amount after the allocation in §27.
- 31) Where a SRP student requires more than the amount allotted in §30, or requires a different payment scheme, this shall be decided by two-thirds majority by the SRPB. The SRPB shall submit a report detailing funds dispersed at the next Students' Union Grant Allocation Committee Meeting immediately following such disbursement of funds.

**Guiding Principles of Student Group Granting**

- 32) The Student Group Granting processes shall strive to:
- a) Provide funding for groups and events that shall strive to benefit the wider campus community;
  - b) Target funding to groups and events that shall benefit the maximum possible number of undergraduate students;
  - c) Target funding for student groups for unmet student group needs;
  - d) Provide funding to student groups who demonstrate initiative in finding funding for themselves through other (non-granting) sources;
  - e) Compliment existing University of Alberta student group grant programs.

**Student Group Granting Committee**

- 33) The Grant Allocation Committee shall delegate its authority to deliver student group grants to the Student Group Granting Committee.
- 34) The voting membership of the Student Group Granting Committee shall consist of:
- a) A minimum of four (4) of students who are undergraduate Executive members of student groups on campus.
  - b) The Students' Union Vice President (Operations and Finance).
- 35) The non-voting membership of the Student Group Granting Committee shall consist of:
- a) The Manager of Student Group Services; and
  - b) A Student Group Services Coordinator.
- 36) The Manager of Student Group Services shall serve as chair of the Student Group Granting Committee.
- 37) In the event that the Chair is absent at a meeting of the Student Group Granting Committee, a committee member shall be elected to serve as interim Chair for the duration of the meeting.

**Student Group Granting Eligibility**

- 38) In order to be eligible for grants from the University of Alberta Students' Union, a student group must:
- a) Be fully registered with Student Group Services, and University of Alberta Students' Union as an undergraduate group;
  - b) Demonstrate a benefit not only to their own group, but to the campus community as a whole;
  - c) Not have any outstanding financial issues with the University of Alberta or the University of Alberta Students' Union;
  - d) Demonstrate a need for funding in the future, as retroactive granting is not permissible;
  - e) Submit an application that was composed by a member of the Executive who is an

undergraduate student;

- f) Provide reasonable estimates of event expenses, and provide the Granting Committee with a budget of anticipated costs;
- g) Complete the Student Group Services grant application form in full;
- h) Provide proof of a valid bank account;
- i) Consult University of Alberta Risk Management for risk-containing events or activities to ensure they are managed safely.

**Student Group  
Grant Categories**

39) All Students' Union grants shall fall within a category such that they are a:

- a) Start-up Grant, where:
  - i) A student group is in the first two (2) years of its existence;
  - ii) The maximum Start-up Grant funding received by any student group is \$750.00.
- b) Event/Conference Grant, where:
  - i) A student group may receive up to 50% of the entire event/conference expenses for approved items.

**Student Group  
Granting  
Criteria**

40) A student group is eligible to receive a maximum of \$1250 per academic year (May-April), unless:

- a) Two (2) or more executive members of the student group attend the Student Group Services Leadership Summit, at which time the student group may be eligible to receive a maximum of \$2500.

41) A student group may apply in each granting session until the maximum is reached.

42) A student group may apply for event funding up to six (6) months in advance if a reasonable estimate of their actual event expenses can be provided.

43) A student group must not make purchases from organizations closely connected or related to the student group, or the student group's individual members, unless prior arrangements have been made with Student Group Services.

44) A student group must not apply for, or use, Students' Union funds to:

- a) Obtain alcohol and related items;
- b) Obtain illegal substances;
- c) Obtain prizes;
- d) Distribute or sponsor scholarships or bursaries;
- e) Pay wages or staff expenses

- f) Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefiting group members or the wider campus community.

**Requirements for  
Student Groups  
Receiving  
Funding**

- 45) A student group must pick up their grant cheques within fifteen (15) business days of being notified that they have received funding, unless the group makes alternative arrangements.
- 46) A student group must complete a granting report, which
  - a) Shall be completed by a deadline provided by Student Group Services staff;
  - b) Meets the expectations of the Student Group Services staff;
  - c) Must be written and submitted by an undergraduate student member of the student group's executive.
- 47) A student group that fails to submit a grant report shall face appropriate consequences, which may include:
  - a) Removal of student group privileges on campus;
  - b) Denial of future grant requests;
  - c) Other measures as deemed necessary by the Student Group Services staff.

**Student Group  
Granting  
Committee  
Reporting  
Requirements**

- 48) The Chair of the Student Group Granting Committee shall provide minutes of the each Student Group Granting Committee meeting to the Grant Allocation Committee within two (2) weeks of the meeting's occurrence.

**Guiding  
Principles of the  
Access Fund**

- 49) Allocation of Funds for the purpose of bursaries in each application period: The funds available each year shall be divided between the projected number of granting sessions upon the recommendation of the SFAIC staff.
- 50) Appeals (student loans): Applicants who have loan appeals in progress shall not be considered for funding unless their appeal has been processed prior to the meeting of the Access Fund Selection Committee.
- 51) Concerning information on application form/materials required for application
  - a) Application Form: Applicants who have not completed an application form prior to their appointment shall be considered to have missed their appointment.
  - b) Financial Statements: Applicants are required to submit all bank, investment, line of credit, and credit card statements for a minimum of three (3) months prior to the application date.
  - c) Pay Stubs: Applicants are required to submit pay stubs for the summer months (May to August) in order to calculate an expected student contribution.
  - d) Credit cards/Lines of Credit: The Access Fund shall allow Minimum Monthly Payments

(MMPs) providing the student can demonstrate to the interviewer's satisfaction that the debt was used to cover legitimate academic or living costs that have accrued while registered at the University of Alberta.

- e) International Students: Applicants who are international students must provide a letter with their application detailing how they had planned on financing their education and living costs and why their original plan is no longer sufficient.
  - f) Married/Common-law students: The financial information, both income and expenses, is to include all family members in the household. If both spouses are U of A students, it is in their best interest to apply and attend a review session together. Applications should be filled out. Each applicant shall be recommended one half of the family shortfall up to \$3000. There shall be no exemption on spousal earnings.
  - g) Expected Summer Savings: Savings shall be calculated based on a savings proportional to earnings calculation. Each student is expected to contribute a minimum of \$1350, where the expected contribution can be increased based on summer earnings or waived at the discretion of SFAIC staff and the Access Fund Selection Committee.
  - h) Part-time Earnings: Full-time students are not expected to work. No exemption shall be given to the part-time earnings students make.
  - i) Parental Contributions: Applicants who are experiencing a shortfall due to a lack of expected parental contributions must submit either a letter from the applicant's parents or guardians confirming that they are unable or unwilling to provide the expected contribution. If a parent or guardian is unable or unwilling to provide such documentation a letter from a third party shall be accepted.
  - j) Required Documentation: At the time of their interview, applicants are required to submit a completed application form, their student loan Notice of Assessment, their University of Alberta Tuition and Fees Assessment as issued by the Registrar's Office, their University of Alberta ONEcard, and may be requested to provide a copy of a pay stub from each job held in the last twelve months or additional documentation in order to fully assess the applicant.
  - k) Vehicle Expenditures: The Access Fund shall not use a vehicle as an asset but shall cover vehicle related expenses in the following situations: family with dependents under the age of 12; practicum/rotations that require significant traveling outside U-Pass boundaries; practicum/rotations outside of regular working hours, as determined by the SFAIC staff; and spouse not in school and working. The Access Fund shall allow the following vehicle expenses: \$40 a week for gas without documentation; a maximum cap of \$150 a month for car payments and what is to be determined as a reasonable insurance payment with the receipt of appropriate documentation.
  - l) Assets: The Access Fund shall not exempt RESPs/RRSPs/GICs and shall apply 100% of all an applicants assets, less penalties, to the assessment of need. Assets that are locked in shall not be included as a resource so long as they were purchased before the applicant began post-secondary and have not matured while the applicant has been a student.
- 52) Assessment Protocols: The Access Fund shall follow the Student Loan Guidelines for the purposes of assessing Access Fund Bursary Applications. These guidelines shall be followed at the discretion of the Access Fund Selection Committee.



## 53) Concerning bursary amounts

- a) Maximum bursary: The maximum bursary allowed per student is \$3,000.00 per academic year (September 1 - August 31).
- b) Minimum Bursary: No bursary under the amount of \$100.00 shall be granted by the Access Fund.
- c) Maximum Lifetime Limit: The maximum lifetime limit allowed per student is \$6,000.00.
- d) Maximum Limit for Students in non-degree/designation programs or Part Time students: The maximum bursary granted to a student in a non-degree/ designation program is not to exceed the cost of that student's books and tuition.
- e) First and Second Year Students: Applicants in the first or second year of a program, not including professional programs, who are applying to the Access Fund for reasons other than unexpected emergency expenses shall have their bursary pro-rated based on the lifetime maximum allowed under Access Fund guidelines and the number of years remaining in the applicant's program.
- f) Graduating Students: Students who apply in the term in which they are graduating and who have reached the yearly maximum but not the lifetime maximum may be granted an amount up to the lesser of their assessed financial shortfall or the lifetime maximum, at the discretion of the Selection Committee.

## 54) Concerning Eligibility

- a) Audits: Applicants undergoing a student loan audit must provide the Access Fund with documentation regarding the audit and steps that have been taken to comply with the auditor. An audit may be grounds for denying an applicant funding; however, the Access Fund Selection Committee shall make decisions on these applications on a case-by-case basis and take individual circumstances under consideration.
- b) Concurrently enrolled students: If courses being taken at other institutions are leading towards a degree from the University of Alberta, all living and educational costs shall be taken into consideration by the Access Fund. If courses being taken at other institutions are leading towards a degree from another institution, the Access Fund shall take into consideration all costs for courses taken through the University of Alberta.
- c) Defaults: Applicants with previous student loan defaults must provide documentation describing the reasons why this default occurred and steps taken to remedy the situation. Technical defaults shall not be held against the applicant. A previous student loan default may be grounds for denying an applicant funding; however, the Access Fund Selection Committee shall make decisions on these applications on a case-by-case basis and take individual circumstances under consideration. In no circumstances shall a student with a previous default on an Emergency Student Loan be granted a bursary.
- d) Money Management Education: All students with a high unmet need, or demonstrated behaviors of spending, as determined by the SFAIC staff, shall be required to complete an approved money management seminar prior to the disbursement of funds. Students who have

been required to attend money management at least once and who are deemed in any subsequent application to have spending habits that do not fall within reasonable limits, will not be awarded funds based on that application unless they are able to demonstrate that they have brought their expenses to within reasonable limits as determined through an appeal occurring at least four months following said application. Reasonable limits shall be determined by SFAIC.

- e) Differential Fee Faculties: Students in differential fee faculties offering bursaries to students entering certain programs shall be required to apply for and be notified of their faculty bursary status prior to submitting an application to the Access Fund. Students must report any additional resources they receive during the current academic year. Applications may be reassessed to account for such resources. Medicine, Dentistry and Law students seen in the fall term will not be awarded funds until the winter II period to account for outside funding that may be received following their application.
  - f) Students on exchange: Costs incurred in connection with academic exchanges above the costs that would have been incurred had the applicant not participated in the exchange shall not be considered allowable expenses. Under no circumstances shall the Access Fund cover debts incurred as the result of exchanges or study abroad experiences.
  - g) Students who opted out: In all cases, students who opt out shall not be eligible for an Access Fund bursary during the year in which they have opted out. This policy shall be advertised widely to avoid confusion and misinformation. Students who are assessed for the whole year shall be required to pay into the Access Fund for both terms.
  - h) GPA Requirements: No continuing student shall be granted a bursary unless that student has a GPA of at least 2.0 (or “Pass” in the case of MD and DDS programs) in the student’s last academic term, with the Access Fund Selection Committee empowered to make exceptions in special cases.
  - i) Financial Plan: The Access Fund Selection Committee may choose not to grant a bursary to an applicant if it believes there is little or no likelihood that the applicant shall be able to secure sufficient funding to complete their program.
  - j) Students need to have borrowed the maximum available in government student loans, or not have access to or have been denied such funds, and have exhausted all other funding sources, with the exception of lines of credit and credit cards, in order to be eligible for the program.
- 55) In the event that the Access Fund is unlikely to meet the expected need in terms of monetary disbursements, the Grant Allocation Committee determines a mechanism for prorating student bursaries for the September – August application year.

**Operation of the Access Fund**

- 56) The Grant Allocation Committee shall ensure that the Access Fund operates according to the following policies:
- a) Access to application information: In the interest of preserving applicant confidentiality, and allowing the Selection Committee to make decisions without bias on any grounds, complete applications shall be available only to the Chair and appropriate SFAIC staff. Application summaries shall contain ID numbers and relevant budget, family size and program information. If an applicant presents a letter with the application, identifying information

shall be removed. Summary lists of applicants names, student ID numbers and award amounts shall be made available to the University Bursaries and Emergency Funding staff for the purpose of Emergency Student Loans and Supplementary Bursary applications.

- b) Appeals: Applicants who wish to appeal the committee's decision may do so by contacting their reviewer who shall explain their decision in detail and allow them to explain other funding options if necessary. If the reviewer deems the success of the applicant's appeal to be unlikely they must meet with the SFAIC staff. Should the applicant still wish to appeal the decision on their application, they can meet with the Student Financial Aid Information Centre Manager. Finally, applicants can write a letter to the Access Fund Appeals Selection Committee with the required supporting documentation no later than the deadline posted at SFAIC (not more than two weeks after cheques are issued). The appeals shall be brought to the Access Fund Appeals Selection Committee and the decision of the Access Fund Appeals Committee shall be final. Students shall be notified by mail or e-mail as to the decision.
- c) Appointments: For application interviews, due to the large number of applicants, applicants more than five minutes late or applicants who miss an appointment without notification prior to the close of business on the day before their appointment, or without valid excuse shall not be allowed to apply until the next application period at the discretion of the SFAIC staff.
- d) Donations: The Access Fund shall accept donations from outside sources through donations made to the University of Alberta.
- e) Funds not granted: Any money not granted in a given disbursement period shall be carried over to the next disbursement period. At the end of the Access Fund year (August 31), any money not granted shall be put into the internal reserve.
- f) Old Application Information: Hardcopy files that have been inactive for four years shall be confidentially disposed of (shredded). Selective files should be retained for archival purposes.
- g) Unclaimed awards: Access Fund awards not claimed within thirty (30) days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.
- h) Opt-out money: Opt-out money not picked up by the end of the semester for which the student has opted-out shall be returned to the bursary fund. This date shall be no later than the last business day of the final month of the respective term.
- i) Past History: The Access Fund shall have access to all data provided willingly by the applicant on their application for the current period as well as for previous periods. The Access Fund Selection Committee shall be able to consider all information provided in making a decision on the applicant including such items as award history, and any other data the Access Fund may have from current or previous applications.
- j) Access Fund Selection Committee composition: In order to ensure students are having input into the selection process, the Selection Committee must always be composed of two (2) Grant Allocation Committee members, as well as the reviewer as a non-voting member. A councilor may not appoint a proxy to sit on the Access Fund Selection Committee.
- k) Access Fund Appeals Selection Committee composition: The Access Fund Appeals Selection Committee must be composed of at least two (2) students not on the original

Selection Committee in addition to the appropriate SFAIC staff. A councilor may not appoint a proxy to sit on the Access Fund Appeals Selection Committee.

- l) Spring/Summer Sessions: Students' Union Access Fund Bursaries shall be available to students in the term in which they are registered so long as they have paid Access Fund fees for that term. As in all cases, students who do not meet the criteria may submit a letter explaining their exceptional circumstances. Students who received the maximum bursary in the previous semesters shall not be eligible for additional funding during the spring and summer terms. Students enrolled in one of the spring or summer terms shall be allowed a maximum bursary of \$1500.00 for the Spring term and \$1500.00 for the Summer term.
- m) Request for Information: The Chair and the SFAIC staff shall respond to requests for information from University and Students' Union departments. The reason for and purpose of the request shall be verified in all cases. Any requests for information that is not public knowledge must be approved through the Executive Committee and the Grant Allocation Committee. The Director shall exchange information with the Student Financial Aid Information Centre and Emergency Aid or any other University or Government Departments in order to verify any information contained on an application, including, but not limited to registration status, GPA, and outstanding amounts owing to the University or other agencies the student has indicated an outstanding balance with.
- n) Recall: During the selection process, the Access Fund Selection Committee may choose to have the Director recall an applicant to verify information or to provide further details. A one-week period between the initial Access Fund Selection Committee meeting and ratification by the Access Fund Selection Committee shall allow for these recalls.
- o) Conflict of Interest: Grant Allocation Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service.

**Guiding  
Principles of  
Students' Union  
Awards**

- 57) Students' Union Awards exists for the purpose of recognizing excellence in student and professor involvement in the campus community using funds from external sources and from the Student Involvement Endowment Fund, subject to the following conditions:
  - a) not more than eight and one half percent of the balance of the Student Involvement Endowment Fund is spent in this fashion in any one year;
  - b) no single award has a value greater than two thousand five hundred dollars;
  - c) no award is awarded to a member of the Executive Committee;
  - d) no monetary award is awarded to any person who is not an undergraduate student;
  - e) no person receives more than one monetary award in a single year; and
  - f) no monetary award is awarded to a salaried employee of the Students' Union.
- 58) Financial need will considered when selecting award recipients, using the following criteria:
  - a) Allowable expenses will equal the Canada Student Loans limits plus 25%;
  - b) Students are not expected to contribute a minimum level of summer savings;

- c) Part-time Earnings: Full-time students are not expected to work. No exemption shall be given to the part-time earnings students make; and
- d) Assessment of financial need is at the discretion the Awards Adjudication Committee.

**Students' Union  
Awards  
Adjudication  
Committee**

- 59) The Grant Allocation Committee shall delegate its authority to select Students' Union Involvement Awards, the Students' Union Award for Excellence, and the Students' Union Award for Leadership in Undergraduate Teaching (collectively referred to as "Students' Union Awards") recipients to the Awards Adjudication Committee.
- 60) The Awards Adjudication Committee shall be composed of:
  - a) A member of SFAIC permanent staff, as Chair;
  - b) The Awards Administrator as Secretary; and
  - c) Five (5) undergraduate students.
- 61) The Secretary of the Awards Adjudication Committee shall be a non-voting member with speaking privileges except in the case of an intractable tie, in which case the secretary shall rule to break it.
- 62) The Chair of the Awards Adjudication Committee shall be a non-voting member with speaking privileges.
- 63) The application, replenishment, and selection process for Awards Adjudication Committee members shall be the responsibility of the Awards Adjudication Committee Selection Panel, which consists of:
  - a) The current Vice President (Operations & Finance);
  - b) The Awards Administrator, as Chair; and
  - c) a member of the Grant Allocation Committee.
- 64) Appointment of any voting members to the Awards Adjudication Committee must be submitted to the Grant Allocation Committee for ratification.
- 65) Quorum of any meeting of the Awards Adjudication Committee shall be four (4) voting members, and both the Chair and Secretary.

**Operation of  
Students' Union  
Awards  
Adjudication  
Committee**

- 66) Conduct of Business
  - a) The Grant Allocation Committee has the power to create, amend, and eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
  - b) Creations, amendments and elimination of awards must be in place before the commencement of the advertisement for awards
- 67) Procedure of Application
  - a) The Awards Adjudication Committee shall receive all nominations from those eligible from

all available sources. The Awards Administrator shall advertise in order to collect the greatest number of diverse applications.

- b) Student applications shall adhere to the following format for the selection of awards:
  - i) A personal essay not more than 500 words
  - ii) A résumé (not more than two (2) pages)
  - iii) A current transcript where indicated as necessary
  - iv) Two (2) letters of reference
- c) Awards Adjudication Committee members may not apply for Students' Union Awards. Awards Adjudication Committee members also may not write letters of reference for applicants for Students' Union Awards.
- d) A student may apply for a maximum of three Students' Union Involvement Awards, but need only to submit one application package.
- e) The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements. In case of a disagreement between the Awards Adjudication Committee's internal listing of awards and the advertised descriptions of awards and the description on the application, the description on the application shall take precedence.
- f) Voting membership on Students' Council or any of its standing committees, or any positions that have been granted by virtue of membership on Students' Council, shall not be a consideration in the selection of award recipients.
- g) A student shall be entitled to receive only one Students' Union Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.

#### 68) Selection

- a) The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b) The Awards Adjudication Committee must keep a written record of all names, criteria, and value of awards it disburses, as well as application procedures for disbursement.
- c) Selection shall occur over the course of one weekend in order to allow the proper consideration of all nominees. It shall be expected that Awards Adjudication Committee members shall have read the applicable information before attending the selection meeting.
- d) Selection shall occur according to a system agreed upon by the Awards Adjudication Committee. The system shall be recorded for posterity and transparency. It is strongly advised that the processes used in the past be reviewed.
- e) To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process.
- f) Award applicants may be considered for awards they had not applied for if they meet the

criteria. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.

- g) The Awards Adjudication Committee shall select persons from the list of applicants and shall submit the names of those selected to the Grant Allocation Committee for ratification prior to March 1 of that year.

69) Confidentiality

- a) Only members of the Awards Adjudication Committee shall be present during selection deliberations.