**SU Bylaw 8100 & 8200**

**Summary of Changes**

May 2013

Introduction

In 2012-13, the Students’ Union Vice President Academic created a proposal to substantially edit the SU Bylaws respecting faculty associations (8100 & 8200). Many of the changes were informed by the Faculty Association Task Force, which published a report last year with recommendations for improving the efficacy of student faculty associations. The proposal was discussed at COFA Senior Board and Working Groups between November 2012 and February 2013, and adopted by Students’ Union Students’ Council in March 2013.

All student faculty associations must be in compliance with Students’ Union bylaw. Below is a summary of the changes that were adopted in March 2013, along with contact information for people within the SU that you can get in touch with if you have any questions.

Bylaw 8100

|  |  |  |  |
| --- | --- | --- | --- |
| **Principle of Change** | | **Council Motion & Section in Bylaw (for reference)** | **What it means for you** |
| 1 | Faculty associations that wish to advocate positions that are contrary to SU political policy must first present to and seek approval from SU Students’ Council | 2012-23/6a  s. 7 | Previously, FAs were supposed to report all advocacy activities to the SU VPA – this wasn’t done because it was too much of an administrative burden for everyone involved.  All FA executives must be aware of SU political policy (found here: <http://su.ualberta.ca/media/uploads/585/politicalpolicymanual.pdf>), and, when advocating, plan ahead so that you can make this presentation. It is recommended that you consider codifying this requirement as part of the duties of one of your Executive. |
| 2 | COFA is advisory to the SU (not just the VPA) | 2012-23/6b  s.8 | Expands the mandate of COFA. This will give your FA more flexibility around the sorts of issues you’d like to advise the SU on via COFA. |
| 3 | The VPA should consult with the Student Governance Advisor before making any determinations as specified in section 11. | 2012-23/6b  s.11 | This codifies and clarifies existing practice. |
| 4 | Several changes to the schedule, including the addition of department and affiliate association information and whether an FA is probationary | 2012-23/6b  Schedule to bylaw 8100 | This codifies and clarifies existing practice. |
| 5 | When an FA is looking at derecognition or probation:  An association can be derecognized if it does not meet its conditions of probation by the time allowed.  Newly recognized FAs will have probationary status.  When an association is derecognized, the SU will hold onto its assets in trust until a new association for that faculty is recognized.  Decisions to place an FA on probation should be made in adherence to the principles of natural justice. | 2012-23/6b  s. 19, 20, 22, 24 | This codifies and clarifies existing practice. It only affects FAs going through the probation or derecognition processes. |
| 6 | Recognition should not be an annual process, but information should still be reported to the SU.  FAs shall annually provide their officer contact information to the SU. | 2012-23/6b  s. 19, 20, 22, 24 | This codifies and clarifies existing practice. It means that each FA must go through the annual student group/FA re-registration process. |
| 7 | FAs shall have the right to use SU Executive or Council polling stations for elections, plebiscites, or referenda. | 2012-23/6b  s. 32 f | This codifies and clarifies existing practice, and extends the ability to use SU polling stations to FAs other than Augustana (the ASA had this ability by special agreement previously). |
| 8 | Any amendments to this bylaw must be reported to FAs. | 2012-23/6b  s. 2 | This codifies existing practice. |
| 9 | Reporting requirements now include an expectation that FAs will sign a statement of expectations. | 2012-23/6d  s. 30 | When you re-register as a student group, you will receive this document and be asked to sign it along with agreements from Student Group Services that all groups have to sign. |

Bylaw 8200

|  |  |  |  |
| --- | --- | --- | --- |
| **Principle of Change** | | **Council Motion & Section in Bylaw (for reference)** | **What it means for you** |
| 1 | FAs cannot collect mandatory fees unless they are Faculty Association Fees (FAMF, FASF, FMF) | 2012-23/6e  s. 2d & 5 | Most FAs are already in compliance with this requirement. Those that aren’t will be contacted by the SU directly. If you’re not sure, contact the SUVPA.  NOTE: Campus Association Transfer payments are not affected by this change. |
| 2 | Financial statements for fee-collecting FAs must be reviewed by an accountant, and FAs that don’t collect a fee need to find someone external, qualified, and impartial (not necessarily professionally certified) | 2012-23/6f  s. 7b | Many FAs already meet these requirements. If your group hasn’t met them in the past, you will have to start – for free-collecting FAs, this may mean budgeting to pay for a review. |
| 3 | SU Audit Committee can investigate FA finances and request audit results | 2012-23/6g  s. 9 | This codifies and clarifies existing practice. |
| 4 | Faculty Association fees will only be collected for a period of 5 years before they must be renewed, and Campus Association Transfer Payments will be renegotiated at least every 5 years. | 2013-13/6h  s. 2d, 2e, 22e & 33 | This codifies and clarifies existing practice. |
| 5 | Financial statements will be defined to be a balance sheet and a profit and loss statement.  Accountant shall be defined as a person with the designation of CA, CMA, or CGA as recognized by Canadian accounting bodies. | 2013-13/6i  s. 2 & 7 | Many FAs already meet these requirements. If your group hasn’t met them in the past, you will have to start – for fee-collecting FAs, this may mean budgeting to pay for a review. |
| 6 | Financial reports will be submitted within six months of an Association’s fiscal year end. | 2013-13/6i  s. 6 | This codifies existing practice. It is very important that FAs submit these forms on time. |
| 7 | Faculty Association Fees (FAMFs, FASFs, FMFs)can be terminated by SU Council (on the recommendation of SU Audit Committee) if an association fails to report its finances | 2013-13/6i  s. 24 & 25 | This is new, and is to ensure that the SU can enforce its own rules. |
| 8 | Financial irregularities will be immediately reported to Audit Committee. | 2013-13/6i  s. 8 | This requirement for proactive disclosure helps the SU and the FA manage financial risk more effectively. |
| 9 | When seeking to create a Faculty Association Fee (FAMF or FASF):  Intent to collect a Faculty Association Fee shall be submitted to the SU before November 15.  A proposal to collect a Faculty Association Fee shall be submitted to Council before December 15.  Council will approve or deny the proposal no less than 30 days before the commencement of voting in the Executive and Board of Governors election. | 2013-13/6i  s. 15, 16, 17 | This only applies when creating or renewing a FAMF or FASF. The change is to ensure that Council has adequate time to consider proposals, and to ensure that proposals are approved on the same timeline as other SU referenda. |
| 10 | Faculty Association Fees (FAMFs, FASFs, FMFs)can be terminated by SU Council (on the recommendation of SU Audit Committee) if an association acquires probationary status. | 2013-13/6i  s. 24 & 25 | This codifies and clarifies existing practice. |

Questions?

SU Vice President Academic

Dustin Chelen

[vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca)

(780) 492-4236

Discover Governance

[sga@su.ualberta.ca](mailto:sga@su.ualberta.ca)

(780) 492-6675