

# **The ALES Project**

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**Designing a new Faculty Association for  
the Faculty of Agriculture, Life and  
Environmental Sciences**

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## Introduction

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### Faculty Associations

#### *Excellence in Student Representation*

Faculty Associations (or FAs) are the vital bodies that connect students with their Faculty. They advocate on behalf of students, are the official representatives of their interests, and provide important services to students.

Every faculty must have a Faculty Association and officers of FAs can be selected by any method in compliance with SU bylaws, but are typically elected by the students of their faculty.

### The Agricultural, Life and Environmental Sciences Faculty Association

#### *Connecting Disciplines*

The Faculty Association for ALES has the challenging, but rewarding task of representing a particularly diverse group of students. Previously, this was accomplished by having representatives from each of the eight program associations operate in a confederate structure. This means that the program associations granted authority to the Faculty Association, rather than the FA overseeing the program associations.

Most Faculty Associations, however, do not use this structure. For the most part, FAs have adopted a hierarchical structure, with six executives on average. The most common executive positions are President, Vice-President External, Vice-President Academic, Vice-President Administration or Secretary, Vice-President Finance or Treasurer, and Vice-President Student Life or Events Coordinator. Each executive is responsible for all affairs under their portfolio and reports to the group regularly.

### An Innovative Structure

#### *Creating a System that Works*

Since Faculty Associations serve such an important purpose in the University governance structure, it's important that the structure of each FA is well suited to its purpose and it's student body. It must be functional and efficient.

Modernizing the FA structures with appropriate frequency ensures that FAs can operate in a way that fulfills the needs of the students that they represent and creates opportunities for service and event improvements.

Typically, FAs are mandated with representing students to their faculties, for example, providing feedback on issues that affect students, filling committees such as the faculty committee, and providing services to students, such as locker rentals. Mandates are not limited in what they may contain. A Faculty Association may also be mandated with fostering a sense of community in the faculty by holding events, for example.

## **Collaborative Proposals**

### *The Value of a Collective Approach*

Proposals should aim to include all of the requirements outlined on the 3<sup>rd</sup> page of this document, but components of other proposals may be merged into the selected proposal.

# **Procedure**

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## **From Start to Finish**

### *The Selection Process*

1. Groups or individuals are invited to submit draft proposals that outline what they think the ALES Faculty Association should look like going forward.
  - a. Note the proposal requirements outlined on the next page.
  - b. Note the timeline for submitting a proposal as well as dates of information sessions for interested students found on the last page of this document.
  - c. Proposals should be submitted in hard copy to reception at SUB 2-900, or in digital form to [sgo@su.ualberta.ca](mailto:sgo@su.ualberta.ca).
2. All proposals will be reviewed by the Selection Committee
3. The Selection Committee will choose the three best proposals and provide detailed feedback to the submitter. An excellent proposal:
  - a. Meets all the requirements outlined on the next page.
  - b. Reflects the cross-disciplinary nature of the Faculty of ALES.
  - c. Allows for smooth functionality as an FA and student group.
4. Submitters will revise their proposals, taking into account the detailed feedback given by the selection committee, and resubmit them.
5. The Selection Committee will choose the best proposal.
6. That proposal will be transformed into the new Agricultural, Life and Environmental Sciences Faculty Association.

## The Selection Committee Membership

### *Twelve Voting and Two Non-Voting*

- The Vice-President Academic of the Students' Union
- A Delegate of the Dean of Students
- A Delegate of the Dean of ALES
- 1 President or Delegate from each of the 8 Programs of ALES
- The ALES Students' Union Councilor
- The Manager of Student Group Services (non-voting)
- The Student Governance Advisor (non-voting)

## Draft Proposal Requirements

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### A Vision Document

Groups should develop a one-year and five-year vision document that outlines the goals of the Faculty Association. It should be ambitious but grounded in the needs of ALES students.

The vision document should include:

- An explanation of how your proposed structure reflects the diverse students in the Faculty of ALES.
- How your proposal facilitates accountable representation of ALES students.
- A one and five-year vision for:
  - innovative services that the ALES FA will provide to students.
  - ways in which the ALES FA will engage students in the Faculty of ALES through events and facilitate their participation in the FA.
  - ways in which the ALES FA will represent students to the faculty.
- The names of individuals who you think should hold the executive positions

### A Constitution and Policy or Procedure Documents

Constitutions are the guiding documents of organizations. They describe key rules and structures that foster transparent and effective organizational practices, toward their mandate. In turn, the Constitutions of Faculty Associations must be in compliance with SU Bylaw 8100 and 8200, which are available online. Policy or Procedure Documents outline the day-to-day rules by which organizations operate, and cover rules regarding cash, volunteers, or other activities of the organization.

Note that the proposed Faculty Association constitutions must be in compliance with SU Bylaw 8100. Submitters are encouraged to read through it at:  
<http://www.su.ualberta.ca/governance/bylawspolicies/bylaws/>

**At minimum**, a Constitution should include:

- A mission or value statement

- A description of the membership
- The roles and duties of the Executive or the organization
- The procedure for holding meetings
- The procedure for holding elections
- Instructions to amend the Constitution
- Procedure in the instance of dissolution of the organization
- See Bylaw 8100 for more details

A Policy or Procedure Document should include:

- An outline of the transparent and accountable financial practices the FA will adhere to.
- Any other rules that guide the operations of the FA.

# Timeline

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<b>August 19<sup>th</sup>, 2013</b>	<b>Calls for proposals released</b>
<b>October 1<sup>st</sup> – 21<sup>st</sup></b>	Meetings with stakeholders
<b>January 6<sup>th</sup>- February 21<sup>st</sup></b>	Marketing Period
<b>January 16<sup>th</sup>, 2014</b> 5:00 – 6:00pm Location: Blackboard area on main floor of ag/for building	Information session and SU Q&A for students interested in putting a proposal together.
<b>February 21<sup>st</sup>, 2014</b> 5:00pm – 6:00pm Location:	<b>Draft Proposals Due</b>  Town hall meeting at which students will present their proposals and hear feedback from their peers.
<b>March 6<sup>th</sup>, 2014</b>	<b>Proposals Due</b>
<b>May 1<sup>st</sup>, 2014 (tentative)</b>	New ALES FA recognized