

**Bylaw 100**  
**A Bylaw Respecting Students' Council**

**1. Definitions**

In this bylaw

- (a) "Councillor" means any member of Students' Council except
  - i. the President of the Students' Union,
  - ii. a Vice President of the Students' Union,
  - iii. the Undergraduate Board of Governors Representative,
  - iv. the Speaker of Students' Council, or
  - v. the General Manager of the Students' Union;
- (b) "faculty" means
  - i. any entity designated by University of Alberta General Faculties Council policy as a faculty, except the Faculty of Graduate Studies and Research, the Faculty of Library and Information Studies, and the Faculty of Extension,
  - ii. all undergraduate students registered at the University of Alberta in Open Studies;
- (c) "faculty population" means the average number of undergraduate students enrolled in a given faculty in a Fall term and the Winter term immediately following it;
- (d) "introductory meeting" means the annual meeting of those persons elected to serve on Students' Council for the coming year;
- (e) "legislation" means
  - i. Students' Union bylaws,
  - ii. Students' Union political policies,
  - iii. Students' Council standing orders, and
  - iv. general orders of Students' Council;
- (f) "Speaker" means the Speaker of Students' Council or, in his/her absence, any individual designated as having the responsibilities of the Speaker of Students' Council;
- (g) "standing committee" means
  - i. the Audit Committee,
  - ii. the Budget and Finance Committee,
  - iii. the Bylaw Committee,
  - iv. the Council Administration Committee,
  - v. the Elections Review Committee,
  - vi. the Grant Allocation Committee, or
  - vii. the Policy Committee;
- (h) "D.I.E Board" means the Discipline, Interpretation and Enforcement Board of the Students' Union as set out in Judiciary of the Students' Union Bylaw;
- (i) "Students' Council" means the Council of the Students' Union, University of Alberta, as constituted by statute of the province of Alberta;
- (j) "Students' Union" means the Students' Union, University of Alberta, as incorporated by statute of the province of Alberta; and

“Undergraduate Board of Governors Representative” means the individual, other than the Students’ Union President, nominated by the Students’ Union to the University of Alberta Board of Governors.

### **3. Composition of Students’ Council**

- (1) Students’ Council is composed of
  - (a) the President of the Students’ Union,
  - (b) the Vice Presidents of the Students’ Union,
  - (c) the Undergraduate Board of Governors Representative,
  - (d) thirty-two Councillors,
  - (e) the Speaker, and
  - (f) the General Manager of the Students’ Union.
- (2) The Speaker and the General Manager of the Students’ Union are entitled neither to move, second, or vote on motions of Students’ Council, nor to serve as voting members of standing committees.
- (3) Each Councillor shall represent exactly one faculty.
- (4) Each faculty shall be allocated a number of Councillors equal to the number of Councillors times its faculty population divided by the sum of all faculties’ faculty populations, with any remainder being discarded.
- (5) A faculty shall be allocated Councillors for upcoming Students’ Council elections dependent upon that faculty continuing to include undergraduate students in their student body at the time of the election, and in the next academic year.
- (6) Notwithstanding (4), every faculty shall be allocated at least one Councillor.
- (7) If more than thirty-two Councillors are allocated, they shall be revoked from faculties with more than one Councillor in ascending order of remainder until only thirty-two Councillors are allocated.
- (8) If fewer than thirty-two Councillors are allocated, additional Councillors shall be allocated to faculties entitled to at least one Councillor under (4) in descending order of remainder until thirty-two Councillors are allocated.
- (9) In the event that two faculties have equal remainders and that this equality prevents the processes set out in (6) and (7) from allocating exactly thirty-two Councillors, the number of Councillors shall be temporarily increased by the minimum amount necessary.
- (10) The Chief Returning Officer of the Students’ Union shall determine the allocation of Councillors annually before February 15, and shall forthwith table with Students’ Council a report detailing the allocation of Councillors and the statistics used to reach that allocation.

- (11) The Chief Returning Officer shall review the allocation of Councillors before each election and determine if the allocation remains valid. If the allocation is no longer valid the Chief Returning Officer shall re-determine the allocation of Councillors and shall report the re-determined allocation to Students' Council as set out in (10).

#### **4. Eligibility**

- (1) All members of Students' Council except for the Speaker and the General Manager of the Students' Union are required to be members of the Students' Union.
- (2) Every Councillor is required to be enrolled in the faculty he/she represents.
- (3) No person shall simultaneously hold more than one position on Students' Council.

#### **5. Resignation**

- (1) Students' Council does not have the authority to remove any Councillor.
- (2) Any member of Students' Council wishing to resign must do so in writing to the Speaker.
- (3) The Speaker shall table in Council any letters of resignation he/she receives.
- (4) Resignations take effect on the date specified in the letter of resignation or, if no such date is specified, at the time that the letter is tabled in Students' Council.
- (5) Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is the result of his/her position on Students' Council or of which his/her position on Students' Council is the result.
- (6) The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in an external organization that results from his/her position on Students' Council, or from any position from which he/she is removed as a consequence of (1) or (5).

#### **6. Impeachment of President, a Vice President, or Undergraduate Board of Governors Representative**

- (1) Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
- (2) A motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:

- (a) A significant breach or multiple breaches of Students' Union Bylaw, or Political Policy. It is required that that such contraventions be supported by D.I.E. Board Rulings.
  - (b) Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.
  - (c) Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- (3) A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
- (4) A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
- (5) The second reading may not occur at the same Students' Council meeting as the first reading.
- (6) The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
- (7) The first reading will include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present his or her case for impeachment.
- (8) All debate on a motion to impeach shall only occur *in camera*.
- (9) Once a motion to impeach has passed in first reading:
  - (a) the President, or a Vice President is placed on a paid suspension. They will be relieved of the responsibilities of their office as set out in Bylaw 1100, and cannot act in any official capacity on behalf of the Students' Union.
  - (b) notwithstanding Section 9 (a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.
  - (c) the Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
- (10) Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall be declared vacant.
- (11) Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:

- (a) immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
- (b) request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

## **7. Replenishment**

(1) In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in the following manner

- (a) if the vacancy occurs during the period on or after May 1<sup>st</sup> and on or prior to September 1st, Council will appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with Bylaw 2400.
- (b) if the vacancy occurs in the period after September 1st, but on or before April 30<sup>th</sup>, Council will appoint someone to the position for the remainder of the position's elected term.

(2) During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members

- (a) these members shall be taken from Students' Council; and
- (b) this committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10)

(3) Following the Council meeting where the vacancy occurs

- (a) the business day immediately following the meeting in which or following when the vacancy occurred, the C.R.O. will make applications for the vacant position available to the Students' Union membership.

i) The C.R.O shall produce nomination packages which shall contain, at minimum

a. complete and current copies of Bylaw 2200 and Bylaw 1500; and

b. nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators.

ii) Valid nomination packages shall contain

a. a signed acceptance of the nomination by the proposed nominee;

b. a signed letter from the proposed nominee's faculty confirming that the nominee is in good academic standing under University regulations; and

c. papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.

(b) nominations shall be closed seven (7) days prior to the next Council meeting.

(4) Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.

(5) The appointment will be made with respect to a vote by Council using a preferential ballot.

(6) In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected had another Councillor been allocated to the resigning Councillor's faculty during the last election before which nominations were open for that faculty.

(7) Notwithstanding (2), no person shall be offered a Councillor position who

- (a) has already vacated a Councillor position since the last election before which nominations were open for the faculty in question,
- (b) has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question, or
- (c) is a member of Students' Council.

(8) The process for replenishment of Councillor positions shall continue until

- (a) no vacancies remain for the faculty in question,
- (b) the list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or
- (c) the position would be offered to None of the Above.

(9) Students' Council does not have the authority to appoint any Councillor.

(10) In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.

## **8. Start-Up**

(1) All members of Students' Council except the Speaker of Students' Council and the General Manager of the Students' Union shall be elected on an annual basis.

(2) The Chief Returning Officer of the Students' Union shall submit to the Speaker, as soon as practically possible, a report containing the results of any election of members to Students' Council.

- (3) The Speaker shall convene and chair the introductory meeting as soon as practical after all elections have been completed except any portion of the meeting in which the outgoing Speaker is running for re-election.
- (4) At the introductory meeting, the Students' Council-elect shall
  - (a) select the ensuing year's Speaker of Students' Council,
  - (b) select the compositions of the ensuing year's standing committees, and
  - (c) set the meeting schedule for the ensuing year's Students' Council, with the first meeting to occur not before the last scheduled meeting of the current Students' Council and not later than May 7, and the last meeting to occur not later than May 7 of the succeeding year.
- (5) At the first meeting of any year's Students' Council, all members of that Students' Council except the General Manager of the Students' Union shall be installed in a ceremony to be presided over by
  - (a) the previous year's Students' Union President, if available,
  - (b) the previous year's Speaker of Students' Council, if the previous year's President is unavailable, or
  - (c) the incoming Speaker of Students' Council, if neither the previous year's President nor the previous year's Speaker of Students' Council is available.
- (6) Upon the execution of (5), power is transferred from one year's Students' Council to the next.

## **9. Speaker of Students' Council**

- (1) The Speaker is responsible for
  - (a) chairing all meetings of Students' Council;
  - (b) the budget and logistical needs of Students' Council;
  - (c) requesting a report from the University of Alberta Office of the Registrar and Student Awards each term to confirm that all individuals occupying positions requiring them to be undergraduate students meet all requirements set out in bylaw; and
  - (d) representing Students' Council before the Discipline, Interpretation, and Enforcement Board; and
  - (e) other duties as may be required by Students' Council from time to time.
- (2) The Speaker shall have access to sufficient administrative support to carry out the logistical needs of Students' Council.
- (3) The President of the Students' Union reports to the Speaker for of purpose of all Students' Council business.
- (4) The Speaker reports to Students' Council.
- (5) The Speaker may be dismissed by a simple majority vote of Students' Council.

- (6) The Chair of the Council Administration Committee shall be the Deputy Speaker of Students' Council and shall carry out the duties of the Speaker in the absence of the Speaker of Students' Council.

## **10. Proxies**

- (1) Any councillor may appoint a Students' Union member in his/her faculty as his/her proxy for any portion of his/her term of office. The councillor may appoint a short or long term proxy where:
  - (a) A short term proxy is defined as having attended or being appointed for one Council meeting; and
  - (b) A long term proxy is defined as having attended at least one Council meeting and has been appointed for at least two consecutive Council meetings.
- (2) A short term proxy will, for the duration of his/her appointment, have all the rights and responsibilities of the Councillor who appointed him/her, excepting the right to serve on standing committees.
- (3) A long term proxy will, for the duration of his/her appointment, have all the rights and responsibilities of the Councillor who appointed him/her.
- (4)
- (5) A proxy's appointment is not effective in the attendance of the Councillor who appointed him/her.
- (6)
- (7) A Councillor who has designated a proxy retains access to all resources that he/she would otherwise be entitled.

## **11. Conduct of Meetings**

- (1) Quorum of Students' Council is a majority of its current voting membership.
- (2) Where legislation does not contradict it, *Robert's Rules of Order* shall be observed at all meetings of Students' Council.

## **11. Legislation**

- (1) Students' Union bylaws
  - (a) are directives perpetually requiring and/or prohibiting action on the part of the Students' Union;
  - (b) are adopted, amended, or rescinded by two simple majority votes of Students' Council occurring not less than seven days apart; and
  - (c) do not expire.
- (2) A Students' Union political policy
  - (a) is a directive to the Executive Committee dictating on what issues Students' Union advocacy efforts should be directed;



- (b) shall be explicitly tied to a standing committee;
  - (c) requires the Executive Committee to submit an implementation plan to the standing committee to which it is tied;
  - (d) prohibits any person from representing any opinion divergent from Students' Union political policy as being the opinion of the Students' Union;
  - (e) is not binding on the Students' Union except as noted;
  - (f) is adopted, amended, or rescinded on two simple majority votes of Students' Council held not less than seven days apart; and
  - (g) shall expire, but may be renewed by a simple majority vote of Students' Council.
- (3) Standing orders of Students' Council
- (a) are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
  - (b) are adopted, amended, or rescinded on a simple majority vote of Students' Council or the Council Administration Committee; and
  - (c) do not expire, but shall be reintroduced by the chair of the Council Administration Committee at the first meeting of each year's Students' Council.
- (4) General orders of Students' Council
- (a) are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and
  - (b) expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

## **12. Standing Committee Membership**

- (1) The Bylaw Committee consists of seven (7) members of Students' Council.
- (2) The Grant Allocation Committee consists of
- (a) five (5) members of Students' Council;
  - (b) the Vice President (Operations and Finance); and
  - (c) the Vice President (Student Life).
- (3) The Budget and Finance Committee consists of
- (a) six (6) members of Students' Council; and
  - (b) the Vice President (Operations and Finance).
- (4) The Policy Committee consists of
- (a) six (6) members of Students' Council;
  - (b) the Vice President (Academic);
  - (c) the Vice President (External); and
  - (d) the Vice President (Student Life).
- (5) The Audit Committee consists of seven members of Students' Council who are not also members of the Executive Committee.

- (6) The Council Administration Committee consists of
  - (a) five (5) permanent members of Students' Council, and
  - (b) all members of Students' Council except the Speaker and the General Manager.
- (7) The Elections Review Committee consists of
  - (a) five (5) members of Students' Council including up to one (1) member from the Executive Committee; and
  - (c) the Chief Returning Officer as non-voting member.
- (8) Notwithstanding any provision in this bylaw, standing committees may appoint nonvoting members to themselves by passing regulations to this effect as part of their standing orders.
- (9) Non-voting members of standing committees
  - (a) are not entitled to move, second, or vote on motions of standing committees,
  - (b) are not entitled to chair standing committees, and
  - (c) do not count towards quorum of standing committees.

### **13. Chairs of Standing Committees**

- (1) Each standing committee shall be chaired by a member of that standing committee elected by the voting members of that standing committee using the following procedure:
  - (a) Balloting shall be conducted by preferential balloting, in which each voter shall rank his/her choices for each position using natural numbers with one (1) representing the first choice, and increasing numbers representing less desirable choices.
  - (b) A candidate shall require a majority of voters to indicate him/her as their first choice in order to be elected.
  - (c) Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them.
  - (d) A section of a voter's ballot shall be considered spoiled where
    - (i) that voter has indicated the same number for more than one (1) candidate;
    - (ii) that voter has not included the number one (1) next to any candidate;
    - (iii) that voter has indicated more than one (1) number next to the same candidate;
 or
    - (iv) that voter has used non-consecutive numbers.
  - (e) In the event that no candidate receives a majority of first place votes in a given race, the candidate with the fewest first place votes shall be eliminated.
  - (f) Any voter who has indicated an eliminated candidate with a number shall have the candidate marked with the next highest number following the number by which the eliminated candidate has been indicated take the place of the eliminated candidate, and so on, in such a way that all candidates indicated by that voter as less desirable than the eliminated candidate are registered as being one (1) step more desirable than originally indicated.
  - (g) Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with

another remaining candidate, the candidate that had the fewest first place votes on the first count in which a differential existed shall be eliminated.

- (h) Where all remaining candidates have an equal number of first places votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, the candidate to be eliminated shall be selected from those candidates with the fewest first place votes by a random or quasi-random method selected by the Speaker of Students' Council.
- (i) The process set out in this section shall continue for each position until such a time as a candidate receives a majority of first place votes for that position at which point that candidate shall be declared the victorious.
- (j) Where "None of the Above" is declared victorious, no candidates shall be declared victorious.

The chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

#### **14. Quorum of Standing Committees**

- (1) The Audit Committee, the Budget and Finance Committee, the Bylaw Committee, and the Grant Allocation Committee each have a quorum of four (4) members.
- (2) The Policy Committee has a quorum of five (5) members.
- (3) The Council Administration Committee has a quorum of three (3) permanent members.

The Elections Review Committee has a quorum of three (3) members.

#### **15. Functioning of Standing Committees**

- (1) Standing committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
  - (a) May to August,
  - (b) September to December, and
  - (c) January to April.
- (2) No meeting of a standing committee shall occur unless
  - (a) every quorum-counting member of the standing committee has received at least seventy-two hours notice of the meeting, or
  - (b) every quorum-counting member of the standing committee consents to the meeting taking place.
- (3) Standing committees may adopt such standing orders as do not conflict with legislation.
- (4) The Speaker, and through him/her chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of standing committees, including but not limited to
  - (a) the creation and publication of agendas for committee meetings,

- (b) the creation and publication of minutes for committee meetings,
  - (c) the booking of meeting rooms,
  - (d) the duplication of required documents, and
  - (e) access to Students' Union archives.
- (5) Any permanent member of a standing committee may designate any member of students' council or his/her long term proxy as his/her proxy for any portion of his/her term, provided that his/her proxy so-designated fulfills the eligibility requirements to serve on the standing committee in question.
- (6) Every standing committee named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
- (a) elect a chair,
  - (b) set initial standing orders, and
  - (c) set a meeting schedule for its first trimester.

Voting members may be permitted to teleconference/videoconference in to standing committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a standing committee meeting, the meeting must take place in person.

## **17. Reporting Structure**

- (1) The chair of each standing committee shall, after each meeting of the committee, submit to Students' Council a report including
- (a) any decisions made by the standing committee acting under authority delegated to it by Students' Council,
  - (b) any recommendations made by the standing committee to Students' Council,
  - (c) any standing orders adopted by the committee, and
  - (d) a summary of all motions passed by the standing committee at the meeting in question
- (2) The Speaker shall table each report from each standing committee in Students' Council.
- (3) No decision made by a standing committee acting under authority delegated to it by Students' Council is effective before it has been provided to the Speaker as part of the standing committee's report to Students' Council.

## **18. Mandates of Standing Committees**

- (1) The Audit Committee
- (a) shall review any Dedicated Fee Unit or Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
  - (b) shall investigate breaches of contract with the Students' Union;
  - (c) shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;

- (d) shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
- (e) shall monitor the Grant Allocation Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund and the Refugee Student Fund;
- (f) shall review the proposed uses and make a decision on the disbursement of the CJSR FM88 Fund, the Student Legal Services of Edmonton Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- (g) has the authority to approve disbursement of the CJSR FM88 Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- (h) shall annually select the Students' Union auditor
- (i) shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
- (j) shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- (k) shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
- (l) shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
- (m) shall review all expenditures made on Students' Union credit cards;
- (n) shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;

has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;

(3) The Budget and Finance Committee

- (a) shall recommend budgets to Students' Council as may be required by Students' Union legislation;
- (b) shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
- (c) shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
- (d) shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council.

(4) The Bylaw Committee

- (a) shall draft bylaws as required by Students' Council;
- (b) shall draft referendum and plebiscite questions as required by Students' Council;
- (c) shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
- (d) has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.

(5) The Council Administration Committee

- (a) has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;

- (b) shall make recommendations to Students' Council on the structure of Students' Council and standing committees;
  - (c) shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
  - (d) shall oversee the progress of Students' Council's legislative agenda;
  - (e) shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year; shall, in conjunction with the Vice President (External), recommend to Students' Council on such nominations to the University of Alberta Senate as may be required of the Students' Union.
  - (f) shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.
- (6) The Elections Review Committee
- (a) shall review the *Bylaw Respecting the Elections, Plebiscites and Referenda of the Students' Union*;
  - (b) shall solicit feedback from key stakeholders on the Bylaw referenced in (a) and the elections process it prescribes;
  - (c) shall submit a report to Students' Council detailing their findings and recommendations by the last meeting in November.
- (7) The Grant Allocation Committee
- (a) has authority to set and implement policy regarding the disbursement of the Access Fund;
  - (b) shall provide for the existence of an appeals mechanism for the Access Fund;
  - (c) shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
  - (d) shall approve an administrative budget for the Access Fund, for a fiscal year congruent with that of Students' Union, and provide a report to Students' Council which contains the approved budget no later than March 31 of each year;
  - (e) shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council;
  - (f) shall make grants and has the authority to set and implement policy regarding the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
  - (g) has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group; and
  - (h) may delegate the granting of funds, with the exception of the Access Fund, where the Grant Allocation Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting.
  - (i) may establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, provided that
    - i. 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,

- ii. no single award has a value greater than two thousand five hundred dollars,
  - iii. no award is awarded to a member of the Executive Committee,
  - iv. no monetary award is awarded to any person who is not an undergraduate student,
  - v. no person receives more than one monetary award in a single year,
  - vi. no monetary award is awarded to a salaried employee of the Students' Union, and
  - vii. the Grant Allocation Committee awards all externally-funded awards delegated to it by the Executive Committee;
- (j) shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
  - (k) may establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
  - (l) The Grant Allocation Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.
- (8) The Policy Committee
    - (a) shall make recommendations to Students' Council on Students' Union political policy;
    - (b) shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;
    - (c) shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
    - (d) can make editorial changes to all political policy.
  - (9) Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
  - (10) Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.

## **19. Conflict-of-Interest**

- (1) No person shall use a Students' Union position that he/she holds to further personal business interests.
- (2) No person may hold a Students' Union position who

- (a) is party to any contract or agreement with the Students' Union, excepting contracts or agreements directly relating to that person's employment by the Students' Union; or
  - (b) has any interest in a contract or agreement with the Students' Union, excepting contracts or agreements directly relating to that person's employment by the Students' Union.
- (3) Does not apply to any person by reason only
- (a) of the receipt of any properly-approved honorarium, commission, or allowance from the Students' Union;
  - (b) of being a non-executive member of any registered student group which has any contract or agreement with the Students' Union; or
  - (c) of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures.

No member of Students' Council shall vote on a motion relating to a student group or organization of which he/she is a member unless that organization is a faculty association.



- (4) Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.

## **20. Nominations to University Bodies**

- (1) The four individuals nominated by the Students' Union to the University of Alberta Senate shall be
  - (a) the Students' Union Vice President (External), and
  - (b) three members of the Students' Union selected by Students' Council, after receipt by the latter of a recommendation from the Council Administration Committee.
- (2) The two individuals nominated as ex-officio representatives of the Students' Union to the University of Alberta General Faculties Council shall be
  - (a) the Students' Union Vice President (Academic), and
  - (b) the Students' Union Vice President (Student Life).
- (3) The two individuals nominated by the Students' Union to the University of Alberta Board of Governors shall be
  - (a) the Students' Union President, and
  - (b) the Undergraduate Board of Governors Representative.
- (4) The Undergraduate Board of Governors Representative shall be elected at the same time and in the same fashion as the Students' Union President and Vice Presidents.
- (5) The Undergraduate Board of Governors Representative shall have access to sufficient administrative resources for the discharge of his/her duties.

## **21. No Force or Effect**

Any decision of Students' Council that is in conflict with federal or provincial statute or with the Common Law is of no force or effect.