

## **Bylaw 8200**

### **A Bylaw Respecting Faculty Association and Campus Association Finances**

#### **Short Title**

1. This Bylaw may be referred to as the “Faculty Association and Campus Association Finances Bylaw”.

#### **Definitions**

2. For the purposes of this Bylaw:
  - a. all definitions in Section 2 of the Bylaw Regarding Faculty Associations shall read into Section 2 of this bylaw;
  - b. “Faculty Association Membership Fee” shall be any fee that is recognized as such under this bylaw;
  - c. “Faculty Association Special Fee” shall be any fee that is recognized as such under this bylaw;
  - d. “Faculty Association Fee” shall refer to “Faculty Association Membership Fee” and/or “Faculty Association Special Fee” as the context requires;
  - e. “Campus Association Transfer Payment” shall be any transfer payment that is recognized as such under this bylaw; and
  - f. “Faculty Membership Fee” shall be any fee that is recognized as such under the Bylaw Respecting The Students’ Union Faculty Membership Fees.

#### **Delegation**

3. All determinations by the Students’ Union required by this bylaw, which are not reserved for Students’ Council itself, shall be made by Audit Committee in consultation with the Vice President (Academic).
4. The Chair of Audit Committee shall maintain a schedule of Faculty Association Membership Fees, Faculty Association Special Fees, Campus Association Transfer Payments and Faculty Membership Fees.

#### **Report Requirements**

5. All Associations shall provide an annual report of its finances to its membership and to the Students’ Union. This report shall include the Association’s current fiscal year’s budget and the previous fiscal year’s audited financial statements.
6. All Associations with a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with the requirements of Students’ Union bylaws and evidence of compliance with all contracts with the Students’ Union.
7. No funds raised by a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall be dispersed to an Association until such time as the funds have been received from the Office of the Registrar and the Students’ Union Audit Committee has approved this dispersal.
8. Upon the Association being demonstrated to be in compliance with Sections 5 and 6 of this bylaw the Audit Committee shall approve the dispersal of funds to that Association by June 30<sup>th</sup> of that fiscal year or within four calendar weeks, whichever is later.
9. Where the funds have been received by the Students’ Union from the Office of the Registrar and where the Students’ Union Audit Committee has approved the dispersal of funds, the funds shall be dispersed to the Association within two calendar weeks.
10. All Associations with a Faculty Membership Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with Students’

Union bylaws, evidence of seeking alternatives to the fee and a recommendation regarding the continuation or termination of the Faculty Membership Fee.

**Faculty Association Fees: Purpose and Eligibility**

11. The purpose of a Faculty Association Membership Fee is to provide financial support for the operation of an Association, if applicable, including fees for membership in relevant regional or national organizations.
12. The purpose of a Faculty Association Special Fee is to provide financial support for special initiatives or projects of the Association and is not to be used as part of the operating budget of an Association.
13. An Association is eligible to create a Faculty Association Membership Fee and/or Faculty Association Special Fee.

**Faculty Association Fees: Creation Procedure**

14. The Association shall consult with its Departmental Associations, Program Associations, and Affiliated Associations, if such exist, regarding the creation and administration of a Faculty Association Fee. The Association shall consult with its membership, at a General Meeting, regarding the creation and administration of a Faculty Association Fee.
15. The Association shall notify the Students' Union by December 15<sup>th</sup>, of the year before the fee is to be implemented, of its intent to create a Faculty Association Fee.
16. The Association shall submit a proposal to Students' Council by January 15<sup>th</sup>, of the year the fee is to be implemented. The proposal shall outline the following:
  - a. The purpose of the fee;
  - b. The amount, per student per term, of the fee;
  - c. The scope of membership of the fee;
  - d. The dates the fee is to begin and cease being collected;
  - e. The refund mechanism of the fee;
  - f. The allocation of the fee;
  - g. The financial oversight of the fee;
  - h. Proof of consultation as required by Section 14 of this bylaw; and
  - i. Endorsement of the fee by the Association.
17. Students' Council shall approve or deny the proposal by January 31<sup>st</sup>, of the year the fee is to be implemented, or within four weeks of the submission of the proposal, whichever is later. The proposal, as approved, shall govern the implementation and administration of the Faculty Association Fee.
18. The Faculty Association Fee shall only be implemented if approved in a faculty wide referendum where the following conditions are met:
  - a. All the members and only the base members of the Association as defined by the Bylaw Respecting Faculty Associations and Campus Associations are eligible to vote;
  - b. A minimum voter turnout of 15% was achieved;
  - c. A majority of votes cast are in favor of the fee; and
  - d. The referendum was conducted in accordance with the Association's legislation and Students' Union bylaw.
19. The Association shall confirm the referendum results, and compliance with Section 18 of this bylaw, to the Students' Union by March 31<sup>st</sup>, of the year the fee is to be implemented.
20. The Students' Union shall inform the Office of the Registrar of the implementation of the Faculty Association Fee by April 15<sup>th</sup>, of the year the fee is to be implemented.

**Faculty Association Fees: Amendment Procedure**

21. The proposal, as approved by Students' Council under Section 17 of this bylaw, shall only be amended by the joint consent of the Association and Students' Council. Amendments shall not result in an increase in the duration or amount of the Faculty Association Fee.
22. Upon the derecognition of an Association with a Faculty Association Fee, Students' Council shall either terminate the Faculty Association Fee or allow the successor to the Association to also become the successor to the Faculty Association Fee.

**Faculty Association Fees: Restrictions**

23. For a Faculty Association Fee the proposal detailed in Section 16 and approved under Section 17 of this bylaw shall be subject to the following restrictions:
  - a. The Faculty Association Fee shall only be collected from the base members, base members classified as 'off campus' by the Office of the Registrar may be excluded from the Faculty Association Fee;
  - b. The Faculty Association Fee shall be assessed at a uniform rate for all base members;
  - c. The Faculty Association Fee shall begin being collected on September 1<sup>st</sup>, of the year the fee is to be implemented and shall cease being collected on August 31<sup>st</sup>, of the year the fee is to be terminated;
  - d. The Faculty Association Fee shall be collected for a term that does not exceed four years; and
  - e. The Faculty Association Fee shall have a mechanism by which those members who are philosophically opposed or unable to pay the fee may be reimbursed.
24. For a Faculty Association Membership Fee the proposal detailed in Section 16 and approved under Section 17 of this bylaw shall be further subject to the following restrictions:
  - a. If Departmental Associations or Program Associations exist then a portion, based on enrolment or another method satisfactory to Students' Council, of the fee shall be designated for supporting them; and
  - b. If Affiliated Associations exist then a portion, based on a method satisfactory to Students' Council, of the fee may be designated for them.

**Faculty Association Fees: Administration**

25. The Faculty Association Fee shall be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment.
26. The Association shall annually submit a report detailing the operation and administration of the Faculty Association Fee in a manner adhering to Sections 5 and 6 of this bylaw.
27. The Faculty Association Fee shall be dispersed to the Association in a manner adhering to Sections 7 through 9 of this bylaw.

**Campus Association Transfer Payments: General**

28. The purpose of a Campus Association Transfer Payment is to provide financial support for the operation of a Campus Association. Only a Campus Association is eligible for a Campus Association Transfer Payment.
29. All base members of the Campus Association, as defined by the Bylaw Respecting Faculty Associations and Campus Associations, shall have a percentage of their Students' Union membership fee transferred to the Campus Association with the remainder retained by the Students' Union.

30. The percentage of the Students' Union membership fee transferred to the Campus Association shall be determined by dividing the net Political/Governance spending of the Students' Union by the net Students' Union membership fees collected; then multiplying this number by one hundred; then subtracting this number from one hundred.
31. The percentage of the Students' Union membership fee transferred to the Campus Association may be recalculated upon the mutual agreement of the Campus Association and the Students' Union. Notwithstanding this, the term between recalculations of the percentage of the Student's Union membership fee transferred to the Campus Association shall not exceed four years.

**Campus Association Transfer Payments: Administration**

32. The Association shall annually submit a report detailing the operation and administration of the Faculty Association Fee in a manner adhering to Sections 5 and 6 of this bylaw.
33. The Faculty Association Fee shall be dispersed to the Association in a manner adhering to Sections 7 through 9 of this bylaw.