

**BYLAW  
COMMITTEE**

**Thursday July 23, 2015**

**6.00pm**

**SUB 0-48**

**AGENDA (BC 2015-06)**

- 2015-06/1      INTRODUCTION**
- 2015-06/1a      Call to Order**
- 2015-06/1b      Approval of Agenda**
- 2015-06/1c      Approval of Minutes**
- 2015-06/1d      Chair's Business**
- 2015-06/2      QUESTION/DISCUSSION PERIOD**
- 2015-06/3      COMMITTEE BUSINESS**
- 2015-06/3a**      BONDARCHUK MOVES TO bring Bill 4: Amendments to Dedicated Fee Unit Reporting Timelines before Students' Council in second reading based on the following first principles:
- 1) Many Dedicated Fee Unit Boards have a fiscal year of May 1 to April 30.
  - 2) To make Annual General Meetings of each Dedicated Fee Unit Board more accessible to their membership, bylaw shall allow six months from the end of the Board's fiscal year to submit financial statements for review.
- Please see BC 15-06.01
- 2015-06/3b**      BONDARCHUK MOVES TO bring Bill 5: Amendments to Fee Schedule Maintenance before Students' Council in second reading based on the following first principles:
- 1) Dedicated Fee Units are overseen by Finance Committee.
  - 2) Students' Union membership and dedicated fees are overseen by Finance Committee.

3) Bylaw shall reflect this by mandating Schedules 3000 and 6000 be maintained by the chair of Finance Committee.

Please see BC 15-06.02

**2015-06/3c** Attendance Policy

**2015-06/4** **INFORMATION ITEMS**

**2015-06/5** **ADJOURNMENT**

**2015-06/5a** **Next Meeting:** Thursday August 6th, 2015 @ 6.00pm in SUB 0-55.

# Bylaw 6200

Revision as of 17:01, 4 November 2014 (edit)

Coryhodgson

← Older edit

Latest revision as of 10:22, 6 July 2015 (edit) (undo)

Cody.bondarchuk

## Line 15:

#An organization may only receive one Dedicated Fee Unit under this bylaw

== Reporting ==

- #All Operational Dedicated Fee Units shall provide an annual report of their finances to the Finance Committee within **four** months of the end of their fiscal year.

#This report shall include:

##A budget illustrating how funds received from the Students' Union reserve will be spent during the coming year;

## Line 15:

#An organization may only receive one Dedicated Fee Unit under this bylaw

== Reporting ==

+ #All Operational Dedicated Fee Units shall provide an annual report of their finances to the Finance Committee within **six** months of the end of their fiscal year.

#This report shall include:

##A budget illustrating how funds received from the Students' Union reserve will be spent during the coming year;

## Latest revision as of 10:22, 6 July 2015

~~A Bylaw Respecting Operational Dedicated Fee Units~~

### ~~1 Amendments~~

- ~~1. Any amendments to this Bylaw must be reported to each Operational Dedicated Fee Unit.~~

### ~~2 Definitions~~

- ~~1. All definitions in Section 2 of the Bylaw Respecting Dedicated Fee Units shall read into Section 2 of this bylaw.~~
- ~~2. "Operational Dedicated Fee Unit" shall refer to a Dedicated Fee Unit that does not use one hundred percent of its monies for granting purposes.~~
- ~~3. "Society" shall refer to a registered society under the Alberta Societies Act~~

### ~~3 Eligibility~~

- ~~1. The following entities are eligible to initiate a referendum as per Bylaw 6100 to become an Operational Dedicated Fee Unit:~~
  - ~~a. Registered student groups;~~
  - ~~b. Students' Union services and operations; and~~
  - ~~c. Registered Societies.~~
- ~~2. After becoming an Operational Dedicated Fee Unit, the group is required to transition to a Society within a year of the successful referendum in order to receive its funds.~~
- ~~3. Groups will receive their funding their first year regardless of their status as a Society~~
- ~~4. An organization may only receive one Dedicated Fee Unit under this bylaw~~

### 4 Reporting

1. All Operational Dedicated Fee Units shall provide an annual report of their finances to the Finance Committee within six months of the end of their fiscal year.
2. This report shall include:
  - a. A budget illustrating how funds received from the Students' Union reserve will be spent during the coming year;
  - b. Its audited financial statements from the previous fiscal year;
  - c. Evidence of compliance with all contracts with the Students' Union;
  - d. Evidence that they are fulfilling their mandate as described under this bylaw; and
  - e. Such other information as may be required by the Finance Committee to determine whether it is fulfilling its mandate under this bylaw.
3. Budgeted Fee Unit funds not spent in their entirety shall remain available in future year(s) for related purchases as originally deemed.
4. Reserve funds carried over shall be accurately and openly presented on the audited financial statements.
5. Operational Dedicated Fee Units must have their yearly audited financial statements, and board meeting minutes posted publicly online

## 5 Mandates

- ~~1. The mandate of an Operational Dedicated Fee Unit will contain at minimum:
  - ~~a. The name of the society as registered under the Alberta Societies Act;~~
  - ~~b. A description of the primary operations and aims of the group;~~
  - ~~c. The purposes and/or projects that the money will fund; and~~
  - ~~d. Any restrictions or rules that apply to the use of that funding.~~~~
- ~~2. Operational Dedicated Fee Unit mandates shall be reviewed by the Students' Union Vice President Operations and Finance, or the Finance Committee as needed.~~
- ~~3. Mandates may only be amended by:
  - ~~a. a joint resolution of Students' Council and one other body, specified in the schedule; or~~
  - ~~b. Referendum.~~~~
- ~~4. Mandates shall be included in the Schedule for Dedicated Fee Units~~

# Bylaw 3000

Revision as of 17:03, 4 November 2014 (edit)

Coryhodgson

← Older edit

Latest revision as of 10:23, 6 July 2015 (edit) (undo)

Cody.bondarchuk

Line 48:

# The Students' Union's operating budget shall include the level of the base Students' Union membership fee.

# The base Students' Union membership fee shall not fluctuate by more than fifteen percent from year to year

– # In addition to the base Students' Union membership fee, Chair of **Audit** Committee shall maintain a schedule of dedicated fees to be collected.

# The fees on the schedule shall be divided into Class A Fees, and Class B Fees.

# Class A Fees may be amended or abolished only by

Line 48:

# The Students' Union's operating budget shall include the level of the base Students' Union membership fee.

# The base Students' Union membership fee shall not fluctuate by more than fifteen percent from year to year

+ # In addition to the base Students' Union membership fee, Chair of **Finance** Committee shall maintain a schedule of dedicated fees to be collected.

# The fees on the schedule shall be divided into Class A Fees, and Class B Fees.

# Class A Fees may be amended or abolished only by

Latest revision as of 10:23, 6 July 2015

~~A Bylaw Respecting Students' Union Finances~~

## ~~1 Fiscal Year~~

- ~~1. The fiscal year of the Students' Union lasts from May 1 until the following April 30.~~

## ~~2 Audit~~

- ~~1. The Students' Union's financial statements shall be audited annually by a qualified accountant.~~
- ~~2. Students' Council shall approve each fiscal year's audited financial statements before the conclusion of the ensuing fiscal year.~~

## ~~3 Reserves~~

- ~~1. Students' Union reserves are
 
  - ~~a. the General Operations Reserve;~~
  - ~~b. the Capital Equipment Reserve;~~
  - ~~c. the Building Reserve;~~
  - ~~d. the Sponsorship Reserve;~~
  - ~~e. the Elections Reserve;~~
  - ~~f. the Student Involvement Endowment Fund; and~~
  - ~~g. the Access Fund;~~
  - ~~h. each individual Dedicated Fee Unit listed in the Bylaw 6100 schedule~~~~
- ~~2. The General Operations Reserve shall be used for the operations of the Students' Union as provided for in the operating budget.~~
- ~~3. The Capital Equipment Reserve shall be used for the purchase and replacement of Students' Union capital equipment.~~
- ~~4. The Building Reserve shall be used for the enhancement of facilities controlled by the Students' Union.~~

- ~~5. The Sponsorship Reserve shall be used for the support of such Students' Union activities as may be identified in the operating budget as requiring sponsorship support.~~
- ~~6. The Elections Reserve shall be used to support Students' Union endorsed political campaigns related to municipal, provincial, and federal elections.~~
- ~~7. The Student Involvement Endowment Fund shall be used for the support of the awards provided by the Awards Committee.~~
- ~~8. The Access Fund shall be used for the support of undergraduate University of Alberta students requiring financial assistance.~~
- ~~9. Except as otherwise provided in Students' Union bylaw, Students' Council retains the sole authority to transfer or spend money in a Students' Union reserve.~~
- ~~10. A budgeted reserve not spent in its entirety, shall have its budgeted monies available in future year(s) for related purchases as originally deemed. Reserve funds carried over shall be accurately and openly presented on the audited financial statements.~~

## ~~4 Form of Operating Budget~~

- ~~1. The Students' Union's operating budget shall take the form of the level of revenue and expenditure for each Students' Union operational unit.~~
- ~~2. The Students' Union operating budget shall include an allocation of not more than fifty thousand dollars per year, designated the Projects Allocation, to be used for projects that may arise over the course of the fiscal year.~~
- ~~3. The Students' Union's operating budget shall include an allocation of thirty thousand dollars per year, designated the Contingency Allocation, to be used for vital and unforeseen expenditures that may arise over the course of the fiscal year.~~
- ~~4. Except as otherwise provided for by Students' Union legislation, no person has the authority to make any expenditure of Students' Union funds or to seek actively to raise any revenue not contemplated in the operating budget.~~

## ~~5 Allocation Spending Authority~~

- ~~1. Students' Council has the authority to approve expenditures from the Projects Allocation.~~
- ~~2. The Executive Committee has the authority to approve expenditures from the Projects Allocation of not more than five thousand dollars for any single purpose.~~
- ~~3. The Executive Committee has the exclusive authority to approve expenditures from the Contingency Allocation.~~

## ~~6 Budget Process~~

- ~~1. Students' Council shall approve an operating budget before the beginning of each fiscal year.~~
- ~~2. In the event that Students' Council does not approve an operating budget before the beginning of a fiscal year, that fiscal year's operating budget shall be identical to the previous year's operating budget until Students' Council does approve an operating budget.~~
- ~~3. Students' Council shall approve a set of budget principles dictating the priorities to be enshrined in the operating budget prior to the approval of each operating budget.~~
- ~~4. A budget process shall be set out in standing orders of Students' Council.~~

## ~~7 Fees~~

1. The Students' Union's operating budget shall include the level of the base Students' Union membership fee.
2. The base Students' Union membership fee shall not fluctuate by more than fifteen percent from year to year.
3. In addition to the base Students' Union membership fee, Chair of Finance Committee shall maintain a schedule of dedicated fees to be collected.

4. The fees on the schedule shall be divided into Class A Fees, and Class B Fees.
5. Class A Fees may be amended or abolished only by
  - a. Students' Council, or
  - b. referendum.
6. Class B fees may be amended or abolished as outlined in Bylaw 6100.
7. Unless otherwise specified in the schedule, all fees in the schedule increase annually at a rate equal to the Consumer Price Index for the province of Alberta.
8. Each Class A Fee, and Class B Fee listed on the schedule shall be allocated to a reserve specified in the schedule.
9. the schedule shall stipulate whether each fee is payable by students enrolled at Augustana Faculty
10. The Students' Union will not allow for the implementation of a dedicated fee unit that, or
  - a. would cause the Students' Union to breach its fiduciary responsibility to the Students' Union; or
  - b. supports activities that are beyond the scope and mandate of the Students' Union as outlined in the Post Secondary Learning act §93(3)
11. For the purpose of determining the scope and mandate of the Students' Union, Students' Council will consider whether the activities that are in question would:
  - a. provide services that are of a direct benefit to the University of Alberta campus community, including students in their pursuit of a post secondary education; or
  - b. eliminate obstacles for students in their pursuit of a post secondary education at the University of Alberta

## **8 Loans**

- ~~1. Except as otherwise noted in Student Union bylaw, the Executive Committee has the exclusive authority to approve loans of Students' Union funds.~~

## **9 Contracts**

- ~~1. A contract shall require the approval of Students' Council where
 
  - a. the term of the contract exceeds one year;
  - b. there are no means by which the Students' Union may cancel the contract on six months notice or less;
  - and
  - c. the contract requires of the Students' Union a financial commitment exceeding five thousand dollars in any one year or twenty-five thousand dollars in aggregate.~~

## **10 Signing Authority**

- ~~1. All cheques and contracts must be signed by at least one of the Vice President (Operations & Finance) or the President.
 
  - a. The Vice President (Operations & Finance) or President may delegate this authority to a member of the Executive Committee or Senior Management of the Students' Union if:
    - i. Both the Vice President (Operations & Finance) and the President are simultaneously unavailable and time is of the essence; or
    - ii. It is practical to do so.~~

**Thursday July 9, 2015  
6.00pm  
SUB 0-48**

**AGENDA (B2 2015-05)**

**2015-05/1      INTRODUCTION**

**2015-05/1a      Call to Order**

Meeting called to order at 6:06 PM.

**2015-05/1b      Approval of the Agenda**

ZHANG/ALLARD MOVE TO change 'Review' in agenda item 2015-05/2c, to 'Discuss'.

7/0/0 CARRIES.

PATRICK/DUAN MOVE TO add item 2015-05/3c, 'Discuss Proposed Second Reading Amendments to Candidate Registration Meeting Bill' onto agenda.

7/0/0 CARRIES.

PATRICK/DUAN MOVE TO approve the agenda.

7/0/0 CARRIES.

**2015-05/1c      Approval of Minutes**

THRONDSOON notes that the spelling of Councillor Flamans' name was incorrect in the meeting minutes from the meeting on July 2, 2015. The extra 'm' will be removed to correct the error.

BONDARCHUK/THRONDSOON MOVE TO approve the minutes.

6/0/1 MOTION CARRIES. PATRICK ABSTAINS.

**2015-05/1d      Chair's Business**

ALLARD, as acting speaker, has announced that he will not be present at the following meeting, scheduled for July 16, 2015 at 6:00 PM in SUB 0-48.



**2015-05/2**      **QUESTION/DISCUSSION PERIOD**

**2015-05/2a**      Presentation by Cody Bondarchuk on the Bylaw Wiki System

BONDARCHUK will teach the committee the steps and technical process to editing on the Bylaw Wiki System. This system shows only the most recent revisions – they may not have necessarily been approved. The Student’s Union is moving towards a standardized system of edits/changes. Following this presentation, ALLARD will distribute the login information to all voting members of this committee.

**2015-05/2b**      Refocusing Discussion (Elections Bylaws)

The discussion focussed on determining the nature of what the changes to the Elections’ Bylaws would/should look like. THRONDSOON noted that he believed that any changes should be minor, instead of a total rewrite, as these were the project of previous bylaw committees. As the conversation continued, DUAN noted that re-writes, and major projects would perhaps be better carried out by sub-committees.

**2015-05/2c**      Review of Proposed Committee Schedule

Following the open discussion, the committee resolved, as summarized by ALLARD, that they would continue to review election’s bylaws until August 25<sup>th</sup> and shelf any changes which were not completed.

This schedule will be discussed at the next meeting when the C.R.O., KWAN, will be present.

**2015-05/2d**      Bill #2 Second Reading

**2015-05/3**      **COMMITTEE BUSINESS**

**2015-05/3a**      BONDARCHUK MOVES TO bring Bill 5: Amendments to Fee Schedule Maintenance before Students’ Council in first reading based on the following first principles:

- 1) Dedicated fee units are now overseen by the Finance Committee.
- 2) Students’ Union membership and dedicated fees are now overseen by the Finance Committee.
- 3) Bylaw shall reflect this change by mandating Schedules 3000 and 6000 be maintained by the chair of Finance Committee.

THRONDSOON MOVES TO strike the word ‘now’ from sections 2015-05/3b (1) and (2).

MOTION FRIENDLY 7/0/0.

PATRICK MOVES TO strike the word 'change' from section 2015-05/3b (3).

MOTION FRIENDLY 7/0/0.

7/0/0 CARRIES.

**2015-05/3b** Attendance Bylaw – First Principles

1. The Students' Union has a significant impact on the student's experience at the University of Alberta.
2. Student Councillor attendance is essential for undergraduate student perspectives and concerns to be represented at the highest governing body of the SU.
3. Students' Council should work to ensure students are properly represented.
4. Within reason, it is expected that Student Councillors attend every meeting that is scheduled.

ZHANG/CHRISTENSEN MOVE TO amend the aforementioned bill, by adding a 5<sup>th</sup> clause, which reads as follows:

5. Students' Council shall implement mechanisms to ensure sufficient councillor attendance.

7/0/0 CARRIES.

7/0/0 CARRIES.

**2015-05/3c** PATRICK MOVES TO discuss proposed second reading amendments to sections 6 (a) and 7 of Candidate and Plebiscite/Registration Meeting

6. The C.R.O. shall grant exemptions to Section 10(5) to candidates, but shall do so only where the candidate:
  - a) requesting the exemption does so via e-mail to the C.R.O. at least forty-eight (48) hours prior to the commencement of the candidates meeting;
7. Where a candidate is granted exemption under Section 15(6), they shall refrain from campaigning until they attend a subsequent candidates meeting, at a time conducive to the C.R.O. and candidate or side manager within twenty-four (24) hours of the ruling.

CHRISTENSEN/PATRICK MOVE TO amend section 6 (a).

6/0/0 CARRIES.

BONDARCHUK/PATRICK MOVE TO amend section 7.

6/0/0 CARRIES.

PATRICK/CHRISTENSEN MOVE TO add further amendments to section 7.

6/0/0 CARRIES.

DUAN/THRONDSOON MOVE TO have changes reflect in 2300.

6/0/0 CARRIES.

6/0/0 CARRIES.

**2015-05/4      INFORMATION ITEMS**

**2015-05/5      ADJOURNMENT**

DUAN/THRONDSOON MOVE TO adjourn the meeting.

6/0/0 CARRIED.

**2015-05/5a      **Next Meeting:** Thursday July 16, 2015 @ 6.00 pm in SUB 0-48.**

<b>SUMMARY OF MOTIONS</b>	<b>MOTION OUTCOME</b>
ZHANG/ALLARD MOVE TO change 'Review' in agenda item 2015-05/2c, to 'Discuss'.	7/0/0 CARRIED.
PATRICK/DUAN MOVE TO add item 2015-05/3c, 'Discuss Proposed Second Reading Amendments to Candidate Registration Meeting Bill' onto agenda.	7/0/0 CARRIED.
PATRICK/DUAN MOVE TO approve the agenda.	7/0/0 CARRIED.
BONDARCHUK/THRONDSOON MOVE TO approve the minutes.	6/0/1 CARRIED.
BONDARCHUK MOVES TO bring Bill 5: Amendments to Fee Schedule Maintenance before Students' Council in first reading based on the previously mentioned first principles.	7/0/0 CARRIED.

PATRICK MOVES TO strike the word 'change' from section 2015-05/3b (3).	7/0/0 CARRIED.
THRONDSOON MOVES TO strike the word 'now' from sections 2015-05/3b (1) and (2).	7/0/0 CARRIED.
PATRICK MOVES TO strike the word change from section 2015-05/3b (3).	7/0/0 CARRIED.
ATTENDANCE BYLAWS - FIRST PRINCIPLES	7/0/0 CARRIED.
ZHANG/CHRISTENSEN MOVE TO amend the aforementioned bill, by adding a 5 <sup>th</sup> clause.	7/0/0 CARRIED.
PATRICK MOVES TO discuss proposed second reading amendments to sections 6 (a) and 7 of Candidate and Plebiscite/Registration Meeting	6/0/0 CARRIED.
CHRISTENSEN/PATRICK MOVE TO amend section 6(a).	6/0/0 CARRIED.
BONDARCHUK/PATRICK MOVE TO amend section 7.	6/0/0 CARRIED.
PATRICK/CHRISTENSEN MOVE TO add further amendments to section 7.	6/0/0 CARRIED.
DUAN/THRONDSOON MOVE TO have changes reflect in 2300.	6/0/0 CARRIED.
DUAN/THRONDSOON MOVE TO adjourn the meeting.	6/0/0 CARRIED.