



University of Alberta Students' Union

## **BYLAW COMMITTEE**

**Tuesday, January 16, 2018**

**6:00 PM**

**SUB 0-48**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### **AGENDA (BC 2017-11)**

**2017-11/1    INTRODUCTION**

**2017-11/1a    Call to Order**

**2017-11/1b    Approval of Agenda**

**2017-11/1c    Approval of Minutes**

**2017-11/1d    Chair's Business**

**2017-11/2    QUESTION/DISCUSSION PERIOD**

**2017-11/2a    Additional Meeting Discussion - January 30, 2018 @ 5:00PM?**

**2017-11/3    COMMITTEE BUSINESS**

**2017-11/3a    Bill #5 - Students' Council Legislative and Committee Structure Reform -  
*Second Reading***

**HOWIE/CHRISTENSEN MOVE** to approve the second reading of Bill #5, on the recommendation of Bylaw Committee, based on the first principles listed below.

First Principles:

1. Bylaw 100 is the premiere piece of legislation of Students' Council, housing much of the administrative and operational regulations of the body.
2. Legislation within Bylaw 100 is loosely defined with little direction given surrounding the procedures and protocols of the

various forms of legislation. There are currently legislative processes for the creation of bylaws, political policies, and the budget that are described in Students' Council's standing orders, but are not reflected in bylaw. As these processes do not change year to year and are binding, they should be reflected in bylaw.

3. The legislative process of approving bylaws shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Bylaw Committee.
4. The legislative process of approving policies shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Policy committee.
5. The legislative process of approving the budget shall be clarified in Bylaw 100 to mandate the first reading of budget principles and the itemized budget be drafted by Finance committee.
6. In light of DIE Board Ruling 2017-02, there is a lack of clarity surrounding the timing of the start up meeting and first meeting of Students' Council as defined in Bylaw 100.
7. Bylaw 100 shall be amended to allow the startup meeting to occur anytime within April.
8. Bylaw 100 shall be amended to relax the mandated timing of the first meeting of each Students' Council term from before May 7 to before May 15 of each year.
9. In light of recent discussions surrounding committee structure, four new categories of committees will be defined with definitions including, but not limited to:
  - a. "Legislative" committees
    - i. Committees whose mandate include a delegated, legislative function of Students' Council.
      1. Audit, Bylaw, Policy, Council Administration, Finance, and Nominating Committee shall be reclassified as

“Legislative” committees.

- ii. These committees shall have a closed membership of only elected members of Students’ Council or Designates.
- iii. These committees shall be recurring.
- iv. The list and mandate of these committees shall remain in Bylaw 100.
- v. These committee shall only be created or eliminated through two readings of Students’ Council amending Bylaw 100.

b. “Oversight” committees

- i. Committees whose mandate include providing recommendations on internal and external Students’ Union policies and providing guidance, advice, oversight, or other information to the organization on a general topic.
- ii. These committees may have an open membership of elected members of Students’ Council, unelected individuals, or both.
- iii. These committees shall be recurring.
- iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
- v. These committees may be created, approved, or formalized by a simple majority vote of Students’ Council.
- vi. These committees shall only be eliminated by two majority votes of Students’ Council amending the Bylaw 100 Schedule B at two separate meetings occurring not less than one week apart.

c. “Ad hoc” committees:

- i. Committees whose mandate is narrow surrounding a particular topic, initiative, project,

or investigation.

- ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
- iii. Expire at a designated time not to exceed 1 year.
- iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
- v. These committees may be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.
- vi. Ad hoc committees may also be referred to as "task forces."

d. "Operational" committees:

- i. Committees whose mandate is to serve a specific operational function of the Students' Union.
- ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
- iii. These committees shall be recurring.
- iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
- v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council or the Executive committee.
- vi. These committees shall only be eliminated by a simple majority vote of Students' Council or the Executive Committee.

10. The definition of "standing committee" shall be eliminated.

11. Under the new classification, all formalized committees shall be eligible for the administrative support of Discover Governance or

the Students' Union, as needed.

12. The current "Bylaw 100 Schedule" shall be renamed "Bylaw 100 Schedule A".

13. A new "Bylaw 100 Schedule B" shall be created.

*Please see second reading wording changes on Google Drive.*

**2017-11/3b** Engineering Student Society (ESS) FAMF Referendum Question

The Engineering Students' Society (ESS) is the student faculty association for Engineering. As an undergraduate engineering student, you are currently charged a Faculty Association Membership Fee of \$7.00 each semester, which you may opt-out from paying. You are voting in this referendum because the fee must be renewed at least every 5 years. The proposed increased membership fee of \$20 per semester will provide engineering student groups/clubs on campus with access to more stable funding.

The conditions of the fee shall include:

1. It shall be distributed according to the framework approved by the University of Alberta Students' Union Students' Council and is subject to the oversight of the Audit Committee.
2. The same fee will be applied to full time and part-time students.
3. Students who are not on campus (on a co-op term or study term abroad) will not be charged the membership fee.
4. Students may opt out of this fee by contacting the ESS before the add/drop deadline of each semester.
5. The fee will have a two (2) year lifetime with an expiry of September 1, 2020.

Do you support the increase of the optional Faculty Association Membership Fee (FAMF) from the current \$7 per semester to \$20 per semester effective September 1st, 2018 for a lifetime of 2 years in an effort

to fund more student-run activities?

*See draft question on Google drive.*

**2017-11/3c** Student Events Initiative (SEI) Referendum Question - *Drafting Process*

**PACHES** moves to approve the referendum question for the Student Events Initiative, on the recommendation of Bylaw Committee, based on the first principles.

1. The fee will be \$16.50 per undergraduate student, per semester, in the Fall and Winter semester. The fee will be \$8.25 per undergraduate student in the Spring/Summer semester.
2. The fee will be indexed to inflation.
3. Students enrolled in the Faculty of Augustana will be exempt.
4. Students who are enrolled in programs (including, but not limited to, project, thesis, internship, practicum and student abroad) that take exclusively place outside of the Universal Transit Pass service area are eligible to opt-out.
5. The scope of the Student Events Initiative includes the following:
  - a. Renovations to the Myer Horowitz Theatre and creation of additional event and support space in the Students' Union Building (SUB);
  - b. An increase in grants for student group events by \$100,000 per year, indexed to inflation;
  - c. An increase to funding for featured programming - such as, but not limited to, major live acts and speakers - of \$100,000 per year, indexed to inflation; and,
  - d. An expanded student ticket discount program for events on-campus and in the larger community; and,
  - e. Commitments from the University to invest in renovations to the main floor of SUB to create a north entrance, to appropriately invest in necessary building infrastructure, and to continue with student management of common

areas through the year 2050.

6. Undergraduate students will pay a reduced fee until the year of substantive project completion. The reduced fee will be 50% of the original fee.
7. Until the renovation reaches substantial completion, undergraduates will pay 50% of the approved fee.

*See draft question on Google Drive.*

**2017-11/3d** Bill #8 - Students' Council Attendance Regulation Amendment - *First Reading*

**FLAMAN MOVES** to approve the first reading of Bill #8 Attendance Regulation Amendment, on the recommendation of Bylaw Committee, based on the following first principles:

First Principles:

1. The current form of the Students' Council attendance regulations have helped improve attendance and engagement to date.
2. The regulations were initially created conservatively to help members adjust to the transition.
3. The regulations shall be tightened to continue to improve attendance and engagement.
4. The regulations shall be amended to apply to "regularly scheduled" meetings only, where regularly scheduled is defined as a period of greater than 30 days between the meeting being scheduled and the meeting occurring.
5. Bylaw 100 shall be amended to adjust the definition of attendance from "Attendance is defined as attending for at least one (1) roll call of attendance" to:
  - a. "Full attendance" being defined as attending for both roll calls of attendance of a given meeting.
  - b. "Partial attendance" being defined as attending for one (1) of the two (2) roll calls of a given meeting.

6. A councillor who is in full attendance will have a 100% attendance record for a given meeting.
7. A councillor who is in partial attendance will have a 50% attendance record for a given meeting.
8. The criteria for councillor removal from Students' Council shall remain the constant, requiring councillors maintain at least a 50% average attendance record over the course of the given trimester.
9. These changes shall be implemented May 1, 2018.

*See Google Drive to view principles.*

**2017-11/4    INFORMATION ITEMS**

**2017-11/4a** BC-2017-10 Meeting Minutes

See BC-2017-11.01

**2017-11/5    ADJOURNMENT**

**2017-11/5a** **Next meeting:** Tuesday, February 13, 2018 @ 6:00PM in SUB 0-48.





University of Alberta Students' Union

**BYLAW  
COMMITTEE**

**Tuesday, December 12, 2017  
5:00 PM  
SUB 6-06**

**ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Brandon Christensen (Chair)		Y	N/A
Sandy Brophy		N	N
Delane Howie		Y	N/A
Nicole Jones		Y	N/A
Robyn Paches		Y	N/A
Alannah Piasecki		N	Y
James Thibaudeau		Y	N/A

**MINUTES (BC 2017-10)**

**2017-10/1 INTRODUCTION**

**2017-10/1a Call to Order**

Meeting called to order at 5:00PM.

**2017-10/1b Approval of Agenda**

**JONES/THIBAudeau MOVED** to approved the agenda  
5/0/0

**2017-10/1c Approval of Minutes**

**PACHES/HOWIE MOVED** to approve the minutes  
5/0/0

**2017-10/1d Chair's Business**

**2017-10/1e Attendance**

Attendance was taken. Those in attendance were noted above. No additional members were present.

Brophy (did not provide information about minutes) and Piasecki (provided information about minutes) are not present;

**2017-10/2 QUESTION/DISCUSSION PERIOD**

**2017-10/3 COMMITTEE BUSINESS**

**2017-10/3a Campus Recreation Enhancement Fund (CREF) DFU Plebiscite question**

**PROPOSED QUESTION:**

The Campus Recreation Enhancement Fund (CREF) was created to help ensure that the high quality of Campus and Community Recreation programs, equipment, and facilities remains diverse, convenient, accessible, equitable, and affordable to all University of Alberta Students' Union members. Recreation for all on campus is an integral part of a positive University of Alberta experience. Organizations and departments that apply for funding from CREF must show that their request will have a positive impact on the student's life at the University of Alberta.

In 2017, CREF had thirty-nine applications from student associations, program areas and organizations. Some of the programs and projects that CREF subsidized and supported that were delivered by Campus & Community Recreation had over 35,000 UofA students registrants in 2017-2018 in areas of group fitness, intramurals, clubs sports, aquatics, skating, climbing and instructional recreation.

Do you support the continuation of a Dedicated Fee for the Campus Recreation Enhancement Fund on the conditions that:

1. each full-time and part-time student will continue to be assessed \$4.10 in each of the Fall, Winter, Spring and Summer terms in which they are enrolled;
2. the fund will continue to be distributed to undergraduate students, student groups and for the purpose of ensuring that

programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain diverse, convenient, accessible, equitable, affordable and of high quality to all Students' Union members at the University of Alberta;

3. any Students' Union member or student groups/clubs can apply to CREFC for funding;
4. Augustana students will continue to be exempt from the fee.

Do you support a \$4.10 fee per student, in the Fall and Winter semester, to the Campus Recreation Enhancement Fund (CREFC)?

**SUMMARY OF DISCUSSION:**

Christensen:

Said that actually they are going for referendum because they want to raise the fee by \$1, we have to reduce it; initiative was described in a neutral manner, and should not be a campaign tool;

Suggested to read through

*Attendees discuss loudly about what they think as they read paragraph by paragraph, statements made by different attendees are*

Howie:

Said that: she doesn't like anything about campus if it is singular; we don't say Student Clubs, we say Student Groups;

Paches:

Said that the following sentence looks good: Organizations and departments that apply for funding from CREF must show that their request will have a positive impact on the student's life at the University of Alberta

Howie:

Said that it will be good to add: "distributes grant money for campus recreation activities"

Howie:

Said that they don't need council representation; they use the criteria from creation of Bylaw; and the composition of the committee is needed:

Thibadeau:

Said that students will be charged or assessed in the Spring, Summer and Fall and Winter semesters;

Christensen:

Said that he knows that the fee will go in the last line;

Howie:

Said that they just took that proposal from the top and copy-pasted it, and she would take out “/clubs” on their suggestion in #3, and to write: “any Students' Union member or student groups can apply to CREFC for funding;”

Christensen:

Mentioned that they are okay with #4,

Howie:

Said that she does not know how much change has happened in #4;

Christensen:

Mentioned that the only change is: In Augustana, students have to mention “off-campus”

Asked all to read the fine print

Howie:

Also for the question for Aperg, we said “Do you support a \$4.10 fee per full-time students per semester?” Said that it should be “... full-time and part-time students...”

Added that Part-time and full-time should be, both, hyphenated

Christensen:

Do you have everything we need?

Are we good with this?

(All agree)

**FINALIZED VERSION:**

The Campus Recreation Enhancement Fund (CREF) was created to help ensure that the high quality of Campus and Community Recreation programs, equipment, and facilities remains diverse, convenient, accessible, equitable, and affordable to all University of Alberta Students' Union members. Annually, CREF distributes approximately \$290,000 in grant funding for recreation at the University of Alberta.

The conditions of the fund will include:

1. Students may not opt out of this fee;
2. The fee will be assessed to each full-time and part-time student. The fee will be assessed in each of the fall, winter, and spring/summer semesters;
3. The fund will continue to be distributed to undergraduate students, student groups and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain diverse, convenient, accessible, equitable, affordable and of high quality to all Students' Union members at the University of Alberta;
4. INSERT BOARD COMPOSITION HERE
5. Any Students' Union member or student group can apply to CREFC for funding. Requests must demonstrate a positive impact on student life at the University of Alberta;
6. Off-campus students, as defined by the University Calendar, will be included;
7. Augustana students will be exempt from the fee.

**Do you support a \$4.10 fee per student per semester, in each of the Fall, Winter and Spring/Summer semesters, to support the Campus Recreation Enhancement Fund (CREF)?**

**MOTION:**

**CHRISTENSEN/HOWIE MOVED** to approve the amended CREF plebiscite question as listed above.

Carried 5/0/0

**2017-10/3b UAFAR DFU Petition Question – *Drafting***

**SUMMARY OF DISCUSSION:**

An attendee

The composition of the committee is not mentioned

Howie:

Asked what is their intent (i.e. yes, no or may be)?

Said that they did not mention anything about a potential board

Christensen:

This is an approved plebiscite question; I will submitting it to the die-board

Howie:

Said that she is taking out what is in their proposal, but is a scam, so she is just copy-pasting it;

Paches:

Said that they: have the amount per semester and per term; don't have composition of the board;

For revision of one member, asked if they did they mention Augustana?

Howie:

Said that yes they did mention Augustana;

Howie:

Said that they need to make sure that it to be well understood because if the concept will such that if a part-time student at CSJ, who spends more time on this campus and does not spend this fee, will be problematic;

Robyn and herself presented many of these questions in council and many of those went well and some did not; all the stuff that she typed out are the fees and their descriptions;

Christensen:

Said that he is putting the actual questions below, so that they can copy-paste after that

Howie:

Said that: she doesn't like the "can do" in there with real commitment; she will be in favor of editing their description; students can opt-out, and they can say that "student shall have the option to opt-out"

Said that she doesn't the "can do this" and "can do that" phrases, and that she like the phrase "this is what they do";

Said that this whole thing is copy-pasted; being pragmatic, questions about the fee need to be fully neutral; and for the intent, she is drafting a point and describing what their function is;

Said that she is drafting a point about DFU and what their function is;

Paches:

Mentioned that for part-time Augustana is exempt, and it can be mentioned that CSJ must pay the fee;

Howie:

You can swing it off-campus;

Howie:

Kept typing, and asked if "do you purchase insurance" is correct wording?

Paches:

Said yes

Howie:

Asked if they said if professors will be UAFAR volunteers?

Read out point #3;

Said that she does not like everything in point #3;

Said she is favor of alumni on something like a first-aid course to volunteer for any one event and is in favor of the \$0.98 for that;

Said that part-time students were not mentioned and if they should put that:

(Points #4, 5 and 6) and all okay;

Christensen:

Said that it is not required to put part-time students

**FINALIZED VERSION:**

The University of Alberta First Aid Responders (UAFAR) is currently a student group on campus that is dedicated to increasing campus health and safety through a focus on first aid knowledge and training. First

aid-trained UAFAR volunteers attend University of Alberta campus events as first aid responders completely free of charge, equipped with a full complement of first aid supplies. Certified standard first aid instructors provide several discounted standard first aid classes to students throughout the school year. First aid courses for student groups can also be arranged.

The conditions of the fee will include:

1. Students shall have the option to opt out;
2. The fee will be assessed only in the Fall and Winter Terms;
3. With the establishment of a Dedicated Fee Unit, UAFAR will: support their current services, transition to on-call service, purchase and maintain first aid materials, purchase all necessary insurance, and subsidize standard first aid training for University of Alberta students, staff, and alumni wanting to serve with the UAFAR event and on-call services;
4. The board overseeing the fee shall include a Chair, the President of UAFAR, VP Finance of UAFAR, VP Operations of UAFAR, VP Internal of UAFAR, and a Students' Councillor. The board will be elected by UAFAR members with the exception of the Students' Councillor, who will be appointed by Students' Council.
5. The fee will not be assessed to students at Augustana Campus;
6. Off-campus students, as defined by the University Calendar, are excluded from the fee;

**We the undersigned support a fee of \$0.49 per student per semester, in each the Fall and Winter semesters, for full-time and part-time students to fund UAFAR.**

**MOTION:**

**CHRISTENSEN/JONES MOVED** to approve the UAFAR petition question as listed above.

Carried 5/0/0

**2017-10/3c ARRC Standing Orders - *Formal review***

**SUMMARY OF DISCUSSION:**

Christensen:

Said that they are looking for things that are appropriate for bylaw

Read out the Standing Orders



Howie:

Mentioned that it does not need to be approved but the feedback needs to be noted; It can refer to mandate with membership but nothing else;

*Christensen read line by line and attendees listened without asking a lot of questions*

Christensen:

These items should be in massive section in Bylaw 100

Howie:

Intermittently expressed what she thought should be appropriate  
Identified an item that should not be in Standing Orders and explained why it should be in Standing Orders;  
Said that: “holds the authority to make alterations seems fine”;

Thibadeau:

Asked about elder section;

Howie:

Said that elder section is in the budget in the SU budget;  
On another point said that they have “cultural sensitivity training, i.e. the gov-camp” On the point of all 38 members..., said that 38 is not a static number;

Christensen:

On Howie’s recommendation, rephrased the point to “total number of council member plus one”

Howie:

On one point, said that Marina can be consulted;

**MOTION:**

**THIBAudeau/HOWIE MOVED** to approve the recommendations on the ARRC standing orders to ARRC ad hoc committee

Carried 5/0/0

**2017-10/4**

**INFORMATION ITEMS**

**2017-10/4c Winter Semester Meeting Schedule - Information Only**

- Tuesday, January 16, 2018 @ 6:00PM in SUB 0-48
- Tuesday, February 13, 2018 @ 6:00PM in SUB 0-48
- Tuesday, March 6, 2018 @ 6:00PM in SUB 0-48
- Tuesday, March 20, 2018 @ 6:00PM in SUB 0-48

**2017-10/5 ADJOURNMENT**

**2017-10/5a Next meeting:** Tuesday, January 16, 2018 @ 6:00PM in SUB 0-48.

**2017-10/5b Howie/Jones MOVE** to adjourn at 6:20PM.

CARRIED 6/0/0

Meeting adjourned at 18:20 (6:20PM).

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>JONES/THIBAudeau MOVED to approved the agenda</b>	5/0/0, CARRIED
<b>PACHES/HOWIE moved to approve the minutes</b>	5/0/0, CARRIED
<b>CHRISTENSEN/HOWIE MOVED</b> to approve the amended CREF plebiscite question as listed above.	5/0/0, CARRIED
<b>CHRISTENSEN/JONES MOVED</b> to approve the UAFAR petition question as listed above	5/0/0, CARRIED
<b>THIBAudeau/HOWIE MOVED</b> to approve the recommendations on the ARRC standing orders to ARRC ad hoc committee	5/0/0, CARRIED
<b>HOWIE/JONES MOVED</b> to be adjourn the meeting	5/0/0, CARRIED