

**BYLAW
COMMITTEE**

Wednesday, February 13, 2019

5:00 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-2018-14)

2018-14/1 INTRODUCTION

2018-14/1a Call to Order

2018-14/1b Approval of Agenda

2018-14/1c Approval of Minutes

2018-14/1d Chair's Business

2018-14/2 QUESTION/DISCUSSION PERIOD

2018-14/2a • Second reading of Bill #6

2018-14/3 COMMITTEE BUSINESS

2018-14/3a KIM/LEY MOVE to review Second Principles of Bill #5: Translation Committee.

See BC-2018-14.02.

2018-14/3b BILAK MOVES to approve the First Principles of Bill #7: Changes to Students Council Standing Orders amendment process.

See BC-2018-14.03

2018-14/3c KIM MOVES to approve the Second Principles of Bill #6: changes to Students' Union, Student Governance Oversight First Principles.

2018-14/4 INFORMATION ITEMS

2018-14/4a BC-2018-13-M, January 15, 2019

See BC-2018-14.01.

2018-14/4b Second Principles of Bill #5: Translation Committee

See BC-2018-14.02.

2018-14/4c First Principles of Bill #7: Changes to Students Council Standing Orders amendment process

See BC-2018-14.03.

2018-14/4d Suggested Changes to Existing Bylaws

See BC-2018-14.04.

2018-14/4e Appendix 1.1 DIE Board Consultation Comments

See BC-2018-14.05.

2018-14/4f Appendix 1.2 DIE Board Consultation Comments

See BC-2018-14.06.

2018-14/5 **ADJOURNMENT**

2018-14/5a **Next Meeting:** Wednesday, March 6, 2019 @ 5:00PM in SUB 6-06.



University of Alberta Students' Union

BYLAW COMMITTEE

Tuesday, January 15, 2019

3:00 PM

SUB 0-55

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

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| NAME | PROXY | PRESENT | SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT) |
|-------------------------------------|-------|---------|--|
| Michelle Kim (Chair) | | Y | |
| Rowan Ley | | N | |
| Emma Ripka | | Y | |
| Nathan Sunday | | N | |
| Robert Bilak | | Y | |
| Amlan Bose | | Y | |
| Luke Statt | | N | |
| Rebecca Taylor, Discover Governance | | Y | |

MINUTES (BC-2018-13)

2018-13/1 INTRODUCTION

2018-13/1a Call to Order
KIM: Called to order at 3:00pm.

2018-13/1b Approval of Agenda

KIM: Special ordered item *2018-13/3c* onto the agenda.

BOSE/BILAK MOVED to approve the agenda.
4/0/0 - CARRIED.

2018-13/1c Approval of Minutes

BILAK/BOSE MOVED to approve the minutes of *BC-2018-12-M*.
4/0/0 - CARRIED.

2018-13/1d Chair's Business

KIM: Noted that the Committee must amend its regular meeting schedule for the present semester to accommodate several other members' conflicts. Determined to release a Doodle Poll to select the meeting times.

2018-13/2 QUESTION/DISCUSSION PERIOD

- 2018-13/2a**
- Councillors graduating in Fall term with no other representation for the Winter term

KIM: Established that some councillors graduate in their fall term and, therefore, must resign from Council. Inquired into whether members elected in and graduating during the Fall Term should be permitted to continue in the Winter Term notwithstanding that they are no longer enrolled in a class.

BOSE: Expressed concern that this change may preclude other active students from assuming the role.

KIM: Clarified that a graduating councillor would be permitted to carry on in the Winter Term provided that there were no other candidates interested in the position.

RIPKA: Emphasised that it is better to have a seat filled with representation than a seat empty. Noted that students in classes should have priority. Inquired into whether these restrictions exist as part of a bylaw or Council Standing Orders.

KIM: Responded that the restriction exists in both places. Noted that members of Council must be members of the Students' Union who must be enrolled in a class in order to pay the membership fee.

BILAK: Supported councillors continuing after ending their classes provided that there are no other councillors-in-waiting.

2018-13/3 COMMITTEE BUSINESS

- 2018-13/3a** **KIM/BILAK MOVED** to approve First Principles of Bill 6: Changes to SU Student Group Oversight First Principles as amended.

See BC-2018-13.02.

TAYLOR: Established that there are the First Principles which Council committed and the proposed Second Principles which the Committee would approve as the First Principles today to be sent to Council.

KIM: Expressed concern that the First Principles Taylor identified are not those which Council received and committed. Inquired into why the First Principles use the phrase “at minimum” in several instances.

TAYLOR: Responded that the phrase intends to provide Bylaw with the power to make additions where necessary.

KIM: Noted that the phrase confuses councillors who expect and inquire into what other items are to be included in a given bylaw. Inquired into whether the University of Alberta is the only Canadian university wherein the Students' Union does not control student group oversight.

TAYLOR: Responded that only the University of Toronto has a similar system in principle, although it does not operate similarly in practice.

RIPKA: Inquired into how the Bill relates to Bylaw 5600 when their purposes overlap and conflict.

TAYLOR: Proposed including a provision that reads “existing bylaws that concern student groups and student representative associations will be amended or rescinded as necessary”. Inquired into the reason for which Council committed the Bill initially.

KIM: Responded that Council committed the item due to an error in communication, an incorrectly attached document, and in order to preserve their ability to make changes to the Bill on the basis of the Committee's recommendations which require the Bill to be considered by the Committee in the first instance.

4/0/0 - CARRIED.

2018-13/3b Review of DIE Board Ruling 2018-07.

See BC-2018-13.03

KIM: Established that the Ruling makes a strong recommendation to draft a Bill to amend the creation and implementation of Standing Orders.

RIPKA: Expressed concern that the bylaw provides that the chair of CAC is responsible for updating the website. Expressed concern that the ruling is unclear.

TAYLOR: Clarified that DIE Board expressed concern insofar as there are several

different bodies which can amend Council Standing Orders and recommended centralising the authority.

KIM: Noted that the Ruling recommends that only Council have the authority to render change to Standing Orders and that CAC remains the forum for their discussion. Identified that the Committee will effect this change in a new Bill.

RIPKA: Outlined that the Bill would amend Bylaw 100 Section 11.4(b) that reads Standing Orders “are adopted, amended, or rescinded on a simple majority vote of Students’ Council or the Council Administration Committee”. Proposed adding a new provision to clarify that CAC generates and debates amendments which must then be approved by Council.

BILAK: Determined to draft Bill 7 to effect this change for the next meeting.

2018-13/3c RIPKA/BILAK MOVED to approve the Student Spaces Levy Referendum Question as presented and as amended.

RIPKA: Established that the \$9 per term levy, which can increase by up to \$9 per term in 2020 and 2021, later matching inflation, intends to provide for the renewal and maintenance of the Students’ Union Building and other student spaces.

KIM: Expressed concern that the question offers a confusing description of fee increases.

RIPKA: Responded that she selected the present wording as it was most successful at getting favourable responses in the Annual Survey.

BILAK: Proposed amending the provision to read “a potential Student Spaces Levy, designed to address this problem, would cost \$9 per term” to link the sentences.

TAYLOR: Expressed concern that Bilak’s proposal does not read as neutrally. Noted that the final question should read as a full restatement of the details relating to the fee.

KIM: Added a provision outlining that “Augustana students will be exempt from this levy” in the third portion of the question.

RIPKA: Expressed concern that the Augustana students vote on the creation of fees applied in North Campus even while they are not applied in Augustana Campus.

4/0/0 - CARRIED.

RIPKA: Proposed, in relation to the translation bylaw, the addition of a provision

stating that the Translation Committee should meet immediately after a meeting in order to effect change occurring in Council. Proposed that the bylaw not state whether Translation Committee members must speak French as it cannot occur. Noted that the Translation Committee will be designated as an operational committee.

2018-13/4 **INFORMATION ITEMS**

2018-13/4a BC-2018-12-M, *December 6, 2018*

See BC-2018-13.01.

2018-13/4b Bill 6: Changes to SU Student Group Oversight First Principles - First Principles

See BC-2018-13.02.

2018-13/4c DIE Board Ruling - 2018-07

See BC-2018-13.03.

2018-12/5 **ADJOURNMENT**

Adjourned the meeting at 3:52pm

2018-12/5a **Next Meeting:** TBD.

| MOTION | VOTES |
|--|------------------|
| BOSE/BILAK MOVED to approve the agenda. | 4/0/0 - CARRIED. |
| BILAK/BOSE MOVED to approve the minutes of <i>BC-2018-12-M</i> . | 4/0/0 - CARRIED. |
| KIM/BILAK MOVED to approve First Principles of Bill 6: Changes to SU Student Group Oversight First Principles as amended. | 4/0/0 - CARRIED. |
| RIPKA/BILAK MOVED to approve the Student Spaces Levy Referendum Question as presented and as amended. | 4/0/0 - CARRIED. |

BYLAW 600

1 Translation Requirements

1. The following governing documents of the Students' Union shall be made publicly available in both English and French:
 - a. Bylaw; and
 - b. Political Policy.

2 Process

- ~~1. The process for translating governing documents of the Students' Union shall be outlined in Operating Policy.~~
 1. The Translation Committee shall be responsible for the creation and maintenance of governing documents in French:
 - a. The Committee shall begin translation of all new bylaws and policies, or changes thereof, at the first opportunity following their approval by Students' Council;
 - i. The completion of translation of governing documents by Translation Committee shall be completed no later than two (2) months after their passage.
 - b. At the first opportunity in each term of Students' Council, the Committee shall procure a translation audit of all governing documents that have been created or modified in the previous term;
 - i. The audit shall be executed by a certified professional translator
 - ii. The Committee shall begin to rectify inconsistencies noted by the audit at the first opportunity.
 1. The rectification of inconsistencies shall be completed no more than two (2) months after Translation Committee receives the results of the audit.

3 Timeline

- ~~1. The following governing documents of the Students' Union shall be reviewed annually for changes passed by Students' Council:~~
 - ~~a. Bylaw; and~~
 - ~~b. Political Policy.~~
- ~~2. Council Administration Committee shall be responsible for ensuring the translation process outlined in Operating Policy occurs in a timely manner.~~

3 Enforceability

1. Students' Council shall debate the English version of first and second readings of Bylaw and Political Policy.
2. The English version of governing documents shall be enforceable.
 - a. When discrepancies arise between the two translations, the English version shall take precedence.

4 Delay of Implementation

- ~~1. Implementation of this Bylaw shall be delayed until the following is accomplished:~~
 - ~~a. a sustainable method of translation is established; and~~
 - ~~b. an initial translation of Bylaw and Political Policy is performed.~~
- ~~2. The sustainable method of translation shall be established and an initial translation of Bylaws and Political Policies shall be performed by no later than April 30, 2018~~

Bylaw 100

1 Definitions

1. 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 their absence, any individual designated as having the responsibilities of the Speaker of Students' Council;
 - g. "Standing Committees" shall
 - i. Serve a legislative, delegated function of Students' Council;
 - ii. Shall contribute to the mandate of the Students' Union;
 - iii. Have their mandate, membership, and governance listed in this bylaw; and
 - iv. Be created, amended, or eliminated through amending this bylaw.
 - h. "Delegated, legislative function" means the primary mandate or function includes:
 - i. Auditing of the organization and its subsidiaries; or
 - ii. Drafting bylaws, political policies, budget, or plebiscite/referendum questions; or
 - iii. Administrative tasks of Students' Council including scheduling, nominating, and amending of standing orders; or
 - iv. Assessing and managing finances, dedicated fee units, loans of the organization, and other financial matters.
 - i. "Ad hoc committees" shall:
 - i. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; or
 - ii. May be referred to as "task forces";
 - iii. Have open membership;
 - iv. Expire at a designated time not exceeding one (1) year;
 - v. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and

- vi. Be created, approved, formalized, eliminated, or renewed by a simple majority vote of Students' Council or the Executive committee.
- j. "Operational committees" shall:
 - i. Be committees whose mandate is to serve a specific operational function of the Students' Union;
 - ii. Have open membership;
 - iii. Shall be recurring;
 - iv. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and
 - v. Be created, approved, formalized, or eliminated by a simple majority vote of Students' Council or the Executive committee.
- k. "Student-at-large" means any Students' Union member of a Students' Council committee who is not also a representative of Students' Council.
- l. "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;
- m. "Students' Council" means the Council of the Students' Union, University of Alberta, as constituted by statute of the province of Alberta;
- n. "Students' Union" means the Students' Union, University of Alberta, as incorporated by statute of the province of Alberta; and
- o. "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.
- p. "Students' Union Member" means any undergraduate student who is registered in a faculty and has paid their Students' Union fees.

2 Composition of Students' Council

1. Students' Council is composed of
 - a. President of the Students' Union;
 - b. Vice Presidents of the Students' Union;
 - c. Undergraduate Board of Governors Representative;
 - d. Councillors of the Students' Union;
 - e. Speaker; and
 - f. General Manager of the Students' Union.
2. The Speaker and the General Manager of the Students' Union are not entitled to move, second, or vote on motions of Students' Council, nor to serve as voting members of committees.
3. Each Councillor shall represent only one faculty.
4. Each faculty shall be allocated a number of Councillors based on faculty population according to the allotment brackets below:
 - a. 1-1499 shall receive one (1) seat; and
 - b. 1500-2499 shall receive two (2) seats; and
 - c. 2500-3499 shall receive three (3) seats; and
 - d. 3500-4499 shall receive four (4) seats; and
 - e. 4500-5499 shall receive five (5) seats; and
 - f. 5500-6499 shall receive six (6) seats; and
 - g. 6500-7499 shall receive seven (7) seats; and
 - h. 7500-8499 shall receive eight (8) seats; and
 - i. 8500-9499 shall receive nine (9) seats; and
 - j. With the pattern continuing as needed.

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. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before February 15 and shall immediately table, with Students' Council, a report detailing the allocation of Councillors and the statistics used to reach that allocation. The current allotment brackets in (4) shall be included as reference. This finalized report shall become part of the Bylaw 100 Schedule A.
7. Students' Council shall review the report in (6) and the allotment brackets in (4) annually.

3 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 they represent.
3. No person shall simultaneously hold more than one position on Students' Council.

4 Resignation

1. Students' Council does not have the authority to remove any Councillor, except those Councillors in contravention to the Attendance Regulations set out in Section 21 and 22.
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 they receive.
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 held as result of their position on Students' Council or of which their 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 their position on Students' Council, or from any position from which they are removed as a consequence of (1) or (5).

5 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 their 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.

6 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 and on or prior to September 1, 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 30th, Council will appoint an individual 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 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; or
 - 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. In the event that vacancies exist after the procedures outlined in (6) and after the by-election outlined in Bylaw 2400(15), the Vacancy Petition system shall be used as outlined in Section 20 of this Bylaw.
10. Students' Council does not have the authority to appoint any Councillor.
11. 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.

7 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 or start up meeting between April 1 and 30, except any portion of the meeting in which the outgoing Speaker is running for re-election.
4. At the introductory or start up meeting, the Students' Council-elect shall
 - a. Select the ensuing year's Speaker of Students' Council; and
 - b. Select the compositions of the ensuing year's committees; and

- c. Set the meeting schedule for the following year's Students' Council with the first meeting to occur between May 1 and May 15.
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; or
 - 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. Power shall be officially transferred from one year's Students' Council to another year's on May 1.

8 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.
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.

9 Proxies and Councillor-Designates

1. Any Councillor may appoint up to one Students' Union member, in their faculty, at a time to attend to their duties of Students' Council on their behalf. The Councillor may appoint either:
 - a. A Proxy, which may be appointed for one (1) meeting of Students' Council at a time; or
 - b. A Councillor-Designate, which may be appointed for up to one (1) trimester at a time and shall be able to attend and participate fully on all Committees and Boards that the Councillor sits.
2. A Proxy will, for the meeting of their appointment, have all the rights and responsibilities of the Councillor who appointed them, but shall not be permitted to sit on committees or boards.
3. A Councillor-Designate will, for the duration of their appointment, have all the rights and responsibilities of the Councillor who appointed them.
4. A Councillor-Designate shall be allowed to appoint a Proxy, but shall not be allowed to appoint an additional Councillor-Designate.
5. A Councillor who has designated a proxy retains access to all resources that they would otherwise be entitled.
6. A Councillor shall submit written notice and introduction of their Councillor-Designate to be included in the Order Paper or Late Additions.

10 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 (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
 - i. Where the second reading changes to bylaw must be written by Bylaw Committee before being approved by Students' Council.
 - 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 committee;
 - c. Requires the Executive Committee to submit an implementation plan to the 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 (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart; and
 - i. Where the second reading changes to political policies must be written by Policy Committee before being approved by Students' Council.
 - g. Shall expire every three (3) years, but may be renewed by a simple majority vote of Students' Council.
3. Students Union Budgets
 - a. Are adopted by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
 - i. Where first and second reading must be written by Finance Committee before being approved by Students' Council.
 - b. Budgets shall be created annually. Should a budget not be created per annum, the preceding year's budget will be applied.
4. 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.
5. 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. First principles regarding changes to this bylaw, in regards to standing committee membership, require a recommendation from the standing committee in question.
2. The Bylaw Committee consists of seven (7) members of Students' Council.
3. The Finance Committee consists of
 - a. Seven (7) members of Students' Council;
 - b. The Vice President (Operations and Finance); and
 - c. The Vice President (Student Life).
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 (7) 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 Nominating Committee consists of
 - a. Five (5) members of Students' Council;
 - b. The Vice President (Academic); and
 - c. The Vice President (External).
8. The Aboriginal Relations and Reconciliation Committee consists of
 - a. Three (3) permanent members from Students' Council;
 - b. Two (2) permanent members from the Executive Committee;
 - c. Two (2) permanent members from the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified by Students' Council;
 - d. Three (3) Aboriginal Students-at-Large as permanent members, as ratified by Students' Council;
 - e. One (1) elder as a permanent member, chosen by the Committee, as an ex-officio member;
 - f. All thirty-eight (38) Student Council voting Members; and
 - g. Up to thirty-nine (39) self-identifying Aboriginal undergraduate students currently enrolled at the University of Alberta.
9. The Translation Committee consists of five (5) members of Students' Council, at least three (3) of whom shall speak French;
 - a. In the case that there is an insufficient number of French-speaking members of Students' Council, the committee shall appoint French-speaking members of the Students' Union pursuant to section 12(12).
10. Notwithstanding any provision in this bylaw, standing committees may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
11. 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.

12. Permanent student-at-large members of standing committees shall be nominated through Nominating Committee via the following process:
 - a. Standing committees who wish to fill permanent student-at-large positions shall send a request to Nominating Committee for their fulfillment.
 - b. Upon request, Nominating Committee shall solicit and review applications from Students' Union members for permanent student-at-large positions on standing committees.
 - c. Once completed, Nominating Committee shall recommend to Students' Council the appointment of Students' Union members to serve as permanent students-at-large on standing committees.

13 Chairs of Standing Committees

1. Each standing committee, unless otherwise specified in the committee's Standing Orders, 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 their 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 them as the 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; or
 - ii. That voter has not included the number one (1) next to any candidate; or
 - 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 with the fewest first place votes shall be eliminated 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.

2. The Chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.
3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent member of the Aboriginal Relations and Reconciliation Committee.

14 Quorum of Standing Committees

1. The Audit Committee, and the Bylaw Committee each have a quorum of four (4) members.
2. The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.
3. The Council Administration Committee has a quorum of three (3) permanent members.
4. The Aboriginal Relations and Reconciliation Committee has a quorum of six (6) permanent members.

15 Functioning of Standing Committee

1. Standing committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
 - a. May to August; and
 - 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 them Chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of 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 committee may designate any member of their appointing body, or in the case of Councillors, their Councillor-Designate, as their proxy for any portion of their term, provided their proxy fulfils the eligibility requirements to serve on the 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; and
 - b. Set initial standing orders; and
 - c. Set a meeting schedule for its first trimester.
7. 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.

16 Written Reports

1. Chairs of standing committees shall draft and submit written reports to Students' Council, outlining the activity of their committee, before the last meeting of each trimester.

2. The report tabled for the last meeting of the elected term shall include required transition documentation.
3. Each report shall include the following items, at a minimum:
 - a. Activities of that committee during the trimester; and
 - b. A general summary of decisions, recommendations and motions made under the authority of that committee; and
 - c. The presumptive schedule for the coming semester, if applicable.
4. The transition documentation for the final trimester shall include, at a minimum:
 - a. An outline of the committee structure and function; and
 - b. The general responsibilities of the Chair; and
 - c. Future tasks or objectives that should be considered by the incoming committee; and
 - d. Advice to the incoming chair.

17 Mandates of Standing Committees

1. The Audit Committee
 - a. Shall review any 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 Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
 - f. Shall annually select the Students' Union auditor
 - g. Shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
 - h. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - i. Shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
 - j. Shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
 - k. Shall review all expenditures made on Students' Union credit cards;
 - l. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
 - m. 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;
2. 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 to Students' Union bylaws that do not alter the meaning of the bylaws in question.
 - e. Shall review recommendations of the Discipline, Interpretation and Enforcement (D.I.E.) Board by the end of the first August following the ruling's release.
3. 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 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;
4. The Finance Committee
- a. Shall recommend budgets to Students' Council as 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;
 - d. Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
 - e. Shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
 - f. Shall make grants and has the authority to set an implement policy regarding the disbursal 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. Shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
 - h. Shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;
 - i. Has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
 - j. May delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
 - k. 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, as outlined in Finance Committee Standing Orders;
 - l. Shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
 - m. May establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
 - n. The Finance 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.
5. The Nominating Committee
- a. Shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - b. Shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - c. Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;

- d. Has authority to determine the criteria and application process for student positions appointed by Students' Council.
6. 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.
 7. The Aboriginal Relations and Reconciliation Committee
 - a. Shall make recommendations to Students' Council on the implementation on the Truth and Reconciliation Commission's Calls to Action;
 - b. Shall assist, after discussion, Students' Council in identifying Aboriginal student priorities;
 - c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
 - d. Shall ensure adequate discussion, as defined by this committee, is completed by the Students' Union in identifying Aboriginal student priorities;
 - e. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;
 - f. Shall foster collaboration between the Students' Union and Aboriginal students;
 - g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with Aboriginal students;
 - h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
 - i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth and Reconciliation Commission Political Policy, the Aboriginal student priorities defined by this committee, and its overall advocacy and representation of Aboriginal students;
 - j. Shall compile a public report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by Students' Council;
 - k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is Aboriginal students;
 - l. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
 - m. Shall ensure that cultural sensitivity training is provided to Students' Council;
 - n. Holds the authority to make alterations to the Acknowledgement of Traditional Territories;
 - o. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political; and
 - p. Shall ensure the Students' Union collaborates with Aboriginal elders on all relevant matters; with relevant being defined by this Committee.
 8. 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.
 9. 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.

18 Conflict-of-Interest

1. No person shall use a Students' Union position that they hold 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, accepting 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, accepting 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.
4. No member of Students' Council shall vote on a motion relating to a student group or organization of which they are a member unless that organization is a faculty association.
 - a. Membership in an organization shall be defined as
 - i. Regular meeting attendance and voting and/or speaking privileges at meetings; or
 - ii. Holding office within that organization
5. If a councillor has a conflict of interest and votes on a motion in Students' Council or any one of its committees
 - a. they will report that immediately to the Speaker of the Association
 - b. if unreported, any member of Students' Council may send a petition to DIE Board within four (4) months or before the conclusion of the session of Students' Council, whichever is longer. Petitions made are subject to Bylaw 1500.
6. In extraordinary circumstances a member of council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council will have an option to petition DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. 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.

19 Nominations to University Bodies

1. The four (4) 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 from the recommendation of the Nominating Committee.
2. The two (2) 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 (2) 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 their duties.

20 Vacancy Petitions

1. Immediately following the by-election period for Students' Council, as outlined in Bylaw 2400, the office of Discover Governance, with the assistance of the Chief Returning Officer, shall create a Vacancy Petition form for all faculties with vacancies and disseminate the form broadly, including to the Faculty Association in which the vacancy is held.
2. The Vacancy Petition form, to be filled out by the candidate, shall include:
 - a. The name, e-mail, faculty, and ID number of the candidate seeking to fill the vacancy; and
 - b. A signed acceptance of the petition by the candidate; and
 - c. A signed letter for the candidate from their faculty confirming that they are in good academic standing under University regulations; and
 - d. A list of nominators including the names, faculties, years, signatures, and student identification numbers; and
 - e. A copy of Bylaw 100(20); and
 - f. A link to the Vacancy Petition webpage.
3. In order for the petition to be declared valid, the candidate must collect a greater number of signatures from nominators than either 3(a) or 3(b), whichever is lower:
 - a. The voter turnout percentage in their vacant faculty during the last general Students' Council election in which a candidate ran; or
 - b. The mean voter turnout percentage for the last three (3) general Students' Council elections.
4. The Vacancy Petition form for Open Studies students shall include all requirements mentioned in (2) with the exception of collecting nominators' signatures.
5. The completed Vacancy Petition shall be submitted to the Office of Discover Governance upon its completion for validation of nominators, if applicable.
6. The first valid Vacancy Petition submitted for a given faculty will trigger a seven (7) day period after which no other petitions will be received per vacant seat.
7. If no other valid Vacancy Petitions are received within the seven (7) day period, the successful candidate shall be declared a Councillor for the vacant seat for the remainder of that term.
8. If two or more candidates submit valid Vacancy Petitions for the same seat during the seven (7) day period outlined in (6), the candidate with the most signatures at the end of this period shall be the winner.
 - a. Any candidate shall be allowed to retrieve their petition during the seven (7) day waiting period to collect more signatures, so long as the final petition is re-submitted by 5:00pm on the last business day prior to the deadline.
 - b. In the event of a tie in the number of signatures, the Chief Returning Officer shall determine the winner by flipping a coin or other random-chance tie-breaking method in the presence of the Deputy Returning Officer or a member of the Office of Discover Governance.
9. Individuals that are ineligible to submit Vacancy Petitions include:
 - a. Any member of Students' Council; or
 - b. The Speaker of Students' Council; or
 - c. The Chief Returning Officer or Deputy Returning Officer; or
 - d. Any student who ran during the previous general election or by-election and lost to none of the above; or
 - e. any student who has previously used this mechanism in the last 365 days.

10. The period for Vacancy Petitions to be submitted shall be from the first business day following the fall by-election to February 1 of the subsequent year.
11. The Office of Discover Governance, with the assistance of the Chief Returning Officer, shall create and maintain a Vacancy Petition webpage to list the current status of all vacant Students' Council seats:
 - a. The link to this webpage shall be included in the Vacancy Petition package; and
 - b. This webpage shall be maintained with regular updates, deadlines and other relevant information; and
 - c. At a minimum, the number of packages submitted in each faculty shall be updated daily during the seven (7) day deadline period.

21 Attendance Regulations

1. "Satisfactory attendance" is defined as being present for at least 50% of roll calls per trimester.
2. "Unsatisfactory attendance" is defined as being present for less than 50% of roll calls per trimester.
3. Councillors are expected to attend, send a Proxy or Councillor-Designate, to meetings of Students' Council as minimum expectation of holding office.
4. A Councillor must maintain satisfactory attendance each trimester to remain a Councillor for the following term.
5. Formal attendance percentages shall be calculated for each Councillor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.
 - a. A leave of absence for elections shall not be accounted into the attendance percentage.
6. Where a Councillor has unsatisfactory attendance at the end of the trimester, they shall be declared in contravention to this Bylaw and be automatically removed as a member of Students' Council.
 - a. This regulation shall only apply at the end of the Spring/Summer and Fall trimesters.
7. The contravening Councillor shall be able to appeal their removal to D.I.E. Board within three (3) business days of their removal, based on extenuating circumstances at the Board's discretion, including those listed below:
 - a. Personal circumstances including medical, emotional, mental, or family emergencies; or
 - b. Academic program requirements, where evidence of mandatory evening or overnight commitments is provided confirming conflict with meeting these attendance requirements; or
 - c. Other circumstances deemed reasonable, at the discretion of D.I.E. Board.
8. Unreliable proxies or Councillor-Designates shall not be considered a reasonable excuse for appeal, unless D.I.E. Board deems there were extenuating circumstances.
9. During the appeal proceedings, the Speaker shall attend the hearing to provide the official attendance record and field any questions of the Board.
10. Should the D.I.E. Board approve the appeal of the contravening Councillor, that Councillor shall be re-appointed immediately.
11. The contravening councillor's seat shall not be replenished until the three (3) day appeal period has passed or the subsequent appeals process has been exhausted.
12. The Speaker shall present and e-mail these regulations at the first meeting of Students' Council each trimester.

22 Standing Committee Attendance Regulations

1. Attendance of standing committees is defined as attending for at least one (1) roll call of attendance.

2. Members are expected to attend, send another member as proxy, or in the case of Councillors, their Councillor-Designate, to standing committee meeting as a minimum expectation of holding a seat on a given standing committee.
3. Where a Councillor meets the following criteria for three (3) regularly scheduled meetings, they shall be automatically removed from that standing committee:
 - a. Fails to attend; and
 - b. Fails to provide a formal document to the committee's chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
4. The committee minute template shall include a criteria in the attendance portion indicating whether the formal document listed in 3(b) was sent by any member.
5. In the event that an individual meets the aforementioned criteria the Chair, or any other member, shall contact the Speaker indicating:
 - a. The name of the Committee; and
 - b. The name of the Councillor; and
 - c. The minute documents showing the Councillors' absence and failure to provide a written statement.
6. Following verification of the information provided, the Speaker shall declare the seat vacant.
7. Any councillor removed from a committee shall be able to be re-nominated and re-appointed.
8. The Speaker shall inform all members of Students' Council of these regulations at the start of each Students' Council year and at the time of appointment of vacant seats.

23 No Force or Effect

1. 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.

KIM/THIBAudeau Moves to approve First principles of Bill#5: First principles of Bilingualism
DIE Board Ruling 2018-02 (Bilingualism Bylaw Interpretation):

“With regards to the “sustainable method of translation” we order that such a method has to be established by September 4, 2019, being one year from the date the initial translation must be completed by. This Panel makes no specific ruling on how the sustainable method of translation should operate, but we have made some recommendations above that could be used as guidance by Students' Council.”

1st Principles:

1. In accordance to DIE Board Ruling 2018-02 (Bilingualism Bylaw Interpretation), the Students' Union shall develop a sustainable method of translation for its Political Policies and Bylaws.
2. This sustainable method of translation shall include;
 - A committee of Council which shall be delegated the task of translating bylaws
 - and political policies; and
 - Integration with the current legislative procedures of Students' Council; and
 - Timelines for translation; and
 - A yearly audit of translated materials.
3. Students' Council shall debate the English version of first and second readings of Bylaw and Political Policy.
 - The English version of governing documents shall be enforceable.
 - When discrepancies arise between the two translations, the English version shall

- take precedence.
4. Bylaw 600 (A Bylaw Respecting Students' Union Bilingualism), Bylaw 100 (A Bylaw Respecting Students' Council), Bylaw 100 Schedule B and any necessary bylaws shall be amended to host the aforementioned principles.
 - 5.

Bill 7: Changes to the Students' Council Standing Orders Amendment Process

Whereas;

The University of Alberta Students' Union Students' Council is the highest decision making body for the Students' Union;

The Students' Council meeting details are dictated by its standing orders;

The standing orders can be amended by both Students' Council and the Council Administration Committee;

The Discipline, Interpretation, and Enforcement Board recommend that the standing order amendment process be simplified ensure clarity in approved amendments.

Therefore;

Bylaw 100 will be amended to clarify the process in which standing orders can be amended

Suggested Changes to Bylaw 100

We suggest adding the following to Bylaw 100

12 Standing Committee Membership

9. The Student Group Committee consists of:
 - a. Two (2) voting members of the Students' Council.
 - b. The Vice President Student Life.
 - c. The Vice President Academic.
 - d. Four students-at-large, two of whom must be executives of a student group.
 - e. Two staff members of Student Group Services recommended by Student Group Services will have non-voting seats.
 - f. Two staff members of the University recommended by the Dean of Students, one of whom must be from the office of the Dean of Students, will have non-voting seats.

14 Quorum of Standing Committees

5. The Student Group Committee will have a quorum of five voting members, at least two of whom must be voting members of Students' Council.

17 Mandates of Standing Committees

8. The Student Group Committee
 - a. Shall receive reports on all student group investigations carried out by SU staff;
 - b. Shall make determinations on matters of student group discipline;
 - c. Shall make determinations on matters of registration and event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.
 - d. Review and make recommendations on policy and procedures to Student Group Services and on bylaw to Students' Council.
 - e. Provide general advice and oversight on student group affairs to Student Group Services and Students' Council.

Suggested Changes to Bylaw 5600

We suggest rescinding all of Bylaw 5600.

Suggested Changes to Bylaw 8100

We suggest the following changes to Bylaw 8100:

6 Delegation

1. All determinations by the Students' Union required by this bylaw shall be made by the Vice President (Academic) in consultation with Discover Governance, the Manager of Student Group Services and the following:
 - a. The Vice President Student Life, Dean of Students, and Residence Services on all matters pertaining to residence-based Associations;
 - b. The Chief Returning Officer on all matters pertaining to Association elections, plebiscites and referenda;
 - c. The Chair of Audit Committee on all matters pertaining to Association finances;
 - d. The Dean of Students and the Dean of all affected faculties on all matters pertaining to Association recognition, probation or derecognition; and
 - e. Students' Council on matters pertaining to all other Associations they have delegated their representative authority to.
2. Discover Governance shall maintain a schedule of Student Representative Associations, their status, and any modifications to the qualifications for membership.
3. Departmental Associations may be delegated authority by the Students' Union, through their Faculty Associations, to be official representatives for students in their department or program, as well as provide advocacy and community building roles.
4. A Faculty Association shall be responsible for the oversight of all Departmental Associations, Affiliated Associations, or other sub-groups within its constituency that it recognizes as being representative in nature. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Associations, specifically:

- a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
 - b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively;
 - c. The Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union; and
 - d. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
5. An Association shall maintain a schedule of its Departmental Associations, Affiliated Associations, and other sub-groups, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

7 Derecognition

1. The Students' Union shall initiate a probation investigation upon the Association's no longer being a student group.
2. The Students' Union may derecognize an Association, thus leaving an unrepresented constituency, if:
 - a. The Association applies for derecognition;
 - b. A majority of the students which the Association represents petition for derecognition;
 - c. An Association is found to be in gross violation of its conditions of probation;
 - d. A probationary Association does not meet its conditions of probation in accordance with the timelines set out in section 9(4); or
 - e. An Association is found to be in gross negligence of its fiduciary responsibility.
3. During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency.
4. Upon the derecognition of a Faculty Association, Campus Association, or Residence Association:
 - a. The Students' Union shall recognize a new Association with probationary status after two calendar weeks and before the end of two calendar months;
 - b. Assets will be assumed by the Students' Union and held in trust for the next recognized Association for that Faculty, Campus, or Residence.

8 Recognition

1. Students' Council may choose to delegate its representative authority to any student association that wishes to advocate for its membership to the University or Students' Union, provided that:
 - a. The student association represents a definable and enumerable constituency.
 - b. The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations;
2. Official student group status is not a necessary prerequisite for being recognized as a Student Representative Association.
3. In order to be recognized as a Departmental Association, said Association shall comply with Student's' Union Bylaws regarding Departmental Associations and their Faculty Association's legislation.

9 Probation

1. Any decisions made pertaining to an Association's status must include thorough investigation, consultation, transparency, and adherence to the principles of natural justice.
2. The Students' Union may recognize an Association as having probationary status if:
 - a. Multiple significant issues, including but not limiting the generality of the foregoing: financial misrepresentation, constitutional violations, alleged violations of the Code of Student Behaviour, or failure to adhere to basic standards of democratic accountability or administrative and financial transparency, arise out of the annual recognition process;
 - b. The Association applies for probation; or
 - c. Fifteen percent (15%) or more of the members that the Association represents petition for probation, subject to ratification by Students' Council on the condition that the petition is deemed to be representative of the membership, and not a niche interest.
3. The Students' Union and the Association, having probationary status, shall agree to and sign Conditions of Probation, which shall govern the Association while it retains its probationary status.
4. After three calendar months and before one calendar year of an Association being recognized as having probationary status, the Students' Union shall:

- a. Recognize the as no longer having probationary status and no longer being subject to their conditions of probation, if the Association has met their conditions of probation;
- b. Extend the probationary period of an Association for up to six months, if all parties to the conditions of probation consent to the extension or if the Students' Union has reason to believe that the conditions of probation will be met during the period of extension; or
- c. Derecognize the Association, if the conditions of probation are not met and the Students' Union has no reason to believe that the conditions of probation will be met during the period of extension.

13 Governance Structure

- 1. An Association shall adopt a governance structure which satisfies the following:
 - a. Legislation is adopted, amended, or rescinded by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term; or
 - ii. A Council which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
 - b. Policy and Procedure is adopted, amended, or rescinded by:
 - i. A Council which meets at least twice per Fall Term and Winter Term; or
 - ii. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a Council may overturn the adoption, amendment, or rescission.
 - c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term;
 - ii. A Council which meets at least twice per Fall Term and Winter Term; or
 - iii. Another mechanism agreed to by the Students' Union.
 - d. Minutes from Council, Executive Committee or Board Meetings, and General Meetings are publicly available;
 - e. Financial statements are available to members;

- f. Elections, plebiscites and referenda, if applicable, are conducted by an Association Deputy Returning Officer who acts at arms length from the other bodies of the Association.
 - i. An Association shall have the right to use the Students' Union Executive or Councillor Election polling stations for members, and the electronic ballot for base members, to vote for the purpose of the election of such positions and voting on such plebiscites and/or referenda as may be required by that Association.

Suggested Changes to Bylaw 8200

3 Delegation

1. 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:
 - a. The Vice President (Academic) on issues concerning academic-based Associations;
 - b. The Vice President (Student Life) on issues concerning Residence Associations;
 - c. Students' Council on issues concerning Associations they have delegated representative authority to.

1 Purpose

1. This bylaw will only apply to Student Groups registered with the University of Alberta Students' Union.
2. The conduct and discipline of individual students at the University of Alberta are outlined in the University's Code of Student Behaviour and other relevant University policies and procedures.
3. The conduct and discipline of student groups registered with the University of Alberta is outlined in University of Alberta policies and procedures.

2 Definitions

1. Student Group: refers to any group of students applying for or having received official recognition from the Students' Union. "Student Group", "group" and "club" can be used interchangeably.
2. Risk to Persons: referring to any situation wherein the health, safety, and/or overall well-being of one or more persons could be compromised or threatened.
3. Risk to Property: referring to any situation wherein there is a reasonable chance of damage, destruction, or vandalism to property which does not belong to the Student Group.
4. Student Group Committee: The committee of Students' Council defined in SU Bylaw responsible for overseeing Student Group management within the SU.
5. University Community: Individuals or groups affiliated with the University of Alberta.

3 Student Group Code

1. Rights of Student Groups
 - a. To have clear rules and expectations for how the Students' Union expects the group to conduct its activities while registered as an SU Student Group.
 - b. Have the right to due process when complaints or problems arise, including but not limited to:
 - i. To have clear rules and expectations for investigation by the Students' Union and the Student Group Committee decision-making process, and know those rules in advance of the commencement of any investigation or decision-making process.

- ii. To see evidence against them, and have the opportunity to prepare their defence or explanation in advance of needing to defend themselves or of a decision being made.
 - iii. Have the opportunity to appeal any decision made to a separate appeals body.
 - iv. To not be held accountable as a group for the unsanctioned and/or unpreventable actions of a single member or event participant, where the student group has taken reasonable precautions to prevent such actions.
 - v. Be informed of disciplinary action and have their appeal heard in a timely manner.
 - c. To not be disciplined for actions of past members or executive teams that occurred more than two years previously.
 - i. Such actions may be investigated, and comment on the investigation results may be issued.
 - ii. Such comment on past complaints or offences may affect future rulings where they are indicative of systemic or long-term problems for the group.
 - d. To not be subject to frivolous or malicious complaints.
 - e. To have access to the privileges as outlined in section 4.1 of this bylaw.
- 2. Rights of the University Community
 - a. Not be retaliated against for filing a complaint or an appeal.
 - b. Know results of investigations launched due to a complaint they made.
 - c. Know the reasons for decisions made regarding a complaint they made.
 - d. Withdraw their complaint at any time, for any reason.
 - e. Any member of the University may file a complaint against a student group and have their complaint thoroughly investigated where necessary.
 - i. Complaints from outside the University of Alberta will be responded to at the discretion of the SGS Staff receiving the complaint.
- 3. Prohibited Behaviour
 - a. Hazing - the practice of rituals or other activities involving harassment, abuse, or humiliation used as a way of initiating a person into a group or as a requirement for their continued membership.
 - b. Willful disregard for the group's recognized constitution.
 - c. SU Legislation violations - the group must adhere to all SU Legislation that applies to them.
 - d. Serious financial mismanagement, theft, or fraudulent activity, including but not limited to:
 - i. Using University, SU, or GSA space or equipment without first obtaining proper approval.
 - ii. Knowingly falsifying information about the group on approval forms, registration, or other official documents.
 - e. Not conducting free and fair elections - executives must be chosen by election, where all members are entitled to an equal vote, votes are conducted by secret ballot, and the election must be administered by an impartial officer.

- i. Where separate membership categories exist, all members of the same membership category must be entitled to an equal vote as others in the same category.
- f. Creating an unacceptable risk to persons or property;
- g. Through intention or negligence, causing damage or harm to property not belonging to the group.
- h. Behaving in a discriminatory manner, such as refusing membership or services, to someone on the basis of ethnicity, religion, gender identity and expression, sex, sexual orientation, or ability.
 - i. Exceptions may be granted in cases where such discrimination is inextricably bound, in a reasonable and justifiable way, to the stated purpose or mandate of the group.
- i. Creating or disseminating physical or digital material that attacks, threatens, or discriminates against any individual, group, or institution, including but not limited to:
 - i. Material that is sexist, racist, homophobic, or otherwise defamatory.
- j. Through noise, obstruction, or other means, significantly impairing the functioning of regular activities including classes, labs, meetings, town halls, forums, lectures, and scheduled University, SU, or GSA events.
 - i. Exceptions for political activity may be made at the discretion of the Student Group Committee.
- k. Retaliating against anyone who files a complaint against a group.

4 Student Group Recognition

1. Student Groups that are recognized by the Students' Union will have access to the following privileges:
 - a. Ability to book space with the SU;
 - b. Use of the SU's name and insignia;
 - i. For rights to the University of Alberta name and insignia, a group must be recognized by the University of Alberta.
 - c. Ability to rent SU property and equipment;
 - d. Where practical, exclusive use of the group's name on campus;
 - e. Ticket distribution for events through InfoLink;
 - f. Eligibility to receive funding provided through the Student Group Granting Program;
 - g. Access to the SGS Executive VIP Card and its associated discounts;
 - h. Access to discounted booking rates for SU venues;

- i. Student Group related training, professional development, advising, and support services from SGS and Discover Governance.
2. Student Group Services (SGS) will be responsible for the administration of Student Group recognition, including but not limited to:
 - a. Annual recognition renewal with previously-recognized student groups;
 - b. Initial (“new group”) recognition for student groups that have not been previously recognized;
 - c. Imposing a temporary freeze on recognition and associated privileges pending the completion of an investigation where a group’s activities pose an immediate risk to persons or property;
 - d. Derecognizing a student group under the direction of the Student Group Committee.
3. SGS may forward a group’s recognition application to the Student Group Committee for review and final decision when they cannot automatically approve or deny recognition of the group.
4. Where SGS has automatically approved or denied recognition, a request for reconsideration may be submitted to the Student Group Committee by contacting the Chair and/or the Council Administrative Assistant, to be reviewed at the next meeting of the Committee.
 - a. Groups will be informed of the reconsideration process at the time of their application denial.
 - b. Requests for reconsideration can be made by members of the group who are in good standing as per the group’s relevant legislation, or any voting member of Students’ Council.
5. Recognition agreements will have a term limit of one calendar year from the last day of the Student Group’s stated elections month.
 - a. Student Groups wishing to renew their recognition agreement will have a grace period of one month following their elections month, during which SGS will make the registration application available, without suspending student group privileges.
 - b. A Student Group which fails to submit a renewal application by the end of the stated timeline will have their Student Group privileges suspended until a submission is received and approved by SGS.
6. Any group seeking Student Group Recognition must:
 - a. Have a mandate that does not work directly against the values or legislation of the University of Alberta Students’ Union;

- b. Have a minimum of 10 current University of Alberta Students on its official membership list;
 - i. Exceptions may be granted by SGS or the Student Group Committee on a case-by-case basis.
 - c. Provide opportunities for undergraduate student involvement;
 - d. Provide a constitution that outlines, at minimum, the following:
 - i. The official name(s) of the Student Group;
 - ii. The process by which a student can join the membership;
 - iii. A description of the officer positions and their roles and responsibilities;
 - iv. If the group will be handling money, financial management processes including bank account maintenance, indication of at least two (2) and not more than four (4) positions to have signing authority, maintenance of detailed financial records, and the direction that all assets collected and held by the group will be used in fulfilling the group's stated purpose, objectives, and goals.
 - v. A fair and democratic process for selecting officers;
 - vi. A process for dissolving the student group should members decide to end the group's activities, including what will happen to any assets, financial or otherwise;
 - vii. A group's constitution cannot contradict any other requirements of Student Groups specified in this Bylaw.
 - e. Complete a suitable recognition application as requested by SGS.
7. SGS may deny a group's registration if:
- a. The group does not meet the minimum administrative requirements in their application;
 - b. A group applying for initial recognition has a name or title that substantially mimics or duplicates that of an existing recognized Student Group or on-campus service, which would reasonably confuse one for the other, or a Student Group that has been derecognized by the Student Group Committee within the last three (3) years;
 - c. A group applying for initial recognition includes activities and programming that substantially mimics or duplicates an existing Students' Union or University service, an existing recognized Student Group, or a Student Group that has been derecognized by the Student Group Committee within the last three (3) years.

8. The Student Group Committee may deny a group's registration if:
 - a. The group's name, mandate, bylaws, or planned activities are deemed to be discriminatory, derogatory, or in violation of University and/or SU values, legislation, rules, or regulations;
 - b. The group's planned activities pose an unacceptable level of risk to persons or property.

5 Event Registration

1. Student Groups that are recognized by the Students' Union may register their events with the SU to gain access to SU spaces, venues, and insurance policies.
 - a. Event registration status will not affect a group's ability to advertise or continue planning their event.
2. Student Group Services (SGS) will be responsible for the administration of event registration.
 - a. SGS will respond to all event registration applications within five (5) business days.
 - b. When necessary, SGS can request an extension of five (5) business days from the Student Group Committee.
3. SGS may forward a group's event submission to the Student Group Committee for review and final decision when they cannot automatically approve or deny the event.
4. Where SGS has automatically approved or denied an event application, a request for reconsideration may be submitted to the Student Group Committee by contacting the Chair and/or the Council Administrative Assistant, to be reviewed by the Committee.
 - a. Groups will be informed of the reconsideration process at the time of their application denial.
 - b. Requests for reconsideration can be made by members of the group who are in good standing as per the group's relevant legislation, or any voting member of Students' Council.
 - c. Upon receiving the request, the Committee will make a decision on the request at their next meeting, or within two (2) calendar weeks, whichever occurs first.
 - d. If the Committee requires more time to make a decision, they may extend the reconsideration period by up to two (2) calendar weeks.

- e. Where an extension has been granted, the Student Group shall be informed of the length and reasons for the extension within a reasonable time frame.
- 5. Any group registering their event must submit a complete event registration form.
 - a. Events that require SU business, venue, or equipment rental, that may require special or additional insurance, or that may require special licensing or other external authorization, must submit their event registration at least two (2) calendar months from the event date.
 - b. Events that only require a meeting room booking must submit their registration at least 48 business hours from the time of the event.
- 6. SGS may deny a group's event registration if:
 - a. The group does not meet the minimum administrative requirements in their application;
 - b. Registration is not received with enough time to book an event;
 - c. The event would pose an unacceptable level of risk to persons or property.
- 7. The Student Group Committee may deny a group's event registration if:
 - a. The event's name or planned activities are deemed to be discriminatory, derogatory, or in violation of University and/or SU values, legislation, rules, or regulations;
 - b. The event would pose an unacceptable level of risk to persons or property.

6 Complaints Against Student Groups

- 1. Relevant parties:
 - a. The group against which the complaint was filed, referred to hereafter as the respondent;
 - b. The complainant;
 - c. Student Group Services;
 - d. The Students' Union Executive and Discover Governance for all cases involving Student Representative Associations;
 - e. The Graduate Students' Association for all cases involving groups registered with the GSA;
 - f. The Dean of Students for all University registered Student Groups.
- 2. Receiving Complaints
 - a. Any student, staff member, or Student Group member may submit a complaint or concern regarding a student group to SGS staff.
 - i. Complaints from individuals or organizations outside of the University Community may be responded to at the discretion of SGS.
- 3. Responding to a Complaint

- a. Within one week, SGS must notify all relevant parties of the complaint received, rules allegedly broken or damages allegedly caused, and the process moving forward to address the complaint.
- b. All relevant parties will be informed that informal conflict resolution or mediation is available and that they may access informal mediation at any time, provided the complaint is not serious, and all parties consent.
- c. If SGS intends to conduct an investigation, the SU staff member assigned to their case must inform all relevant parties of the process, their expected involvement, and their rights and responsibilities throughout the investigation.
- d. If SGS intends to launch an investigation, the group will continue to function in good standing until the investigation is complete.
 - i. Notwithstanding section 6.3.d., SGS may temporarily freeze a group during the investigation period if that group's activities could cause tangible risks to persons or property.
 - ii. The temporary freeze will last for one (1) calendar month, or until the completion of the investigation and the ruling of the Student Group Committee, whichever occurs first.
 - iii. If more time is needed to investigate or make a decision, the Student Group Committee may choose to extend the temporary freeze by one (1) calendar month.

7 Student Group Complaints Against Individuals

1. Complaints may be brought by a group against an individual student if the group is having trouble with a member, or if an individual student outside the group is causing trouble for the group.
2. All parties will be informed that informal conflict resolution or mediation is available and that they may access informal mediation at any time, provided the complaint is not serious, and all parties consent.
3. The Students' Union will not conduct investigations on individual students.
4. If necessary, the complainant may be referred to the Code of Student Behaviour or the Individuals At Risk Program.

8 Investigations

1. Investigations of Student Group activities and complaints against Student Groups will be conducted by a Student Group Services staff member, to be assigned at the time that SGS chooses to initiate an investigation.
 - a. When necessary or advisable, SGS may delegate the investigation to another SU staff member, provided that staff member is:
 - i. Able to remain impartial during the investigation;
 - ii. Not named as a party in the complaint; and,

- iii. Not acting as an advisor to any party named in the complaint during the investigation period.

2. Principles

- a. Investigations will be objective and impartial, with consideration for the standards of natural justice and adherence to relevant governing legislation.
 - b. Investigations will not be used as a form of discipline, and further action will not be considered until the investigation is complete.
 - i. If SGS has reason to believe the group poses a significant risk to persons or property, they may impose a temporary freeze on a Student Group's activities during the investigation period as per section 6.3.d of this bylaw.
 - c. Staff will make reasonable efforts to ensure all involved parties have a full understanding of the process and relevant rules before the investigation begins.
 - d. Evidence will be collected fairly and without bias.
 - e. Respondents will be given a reasonable chance to present their own evidence.
 - f. Respondents will be provided with the details of the complaint, rules allegedly broken, damages allegedly caused, and a reasonable amount of time to consider the allegations before being expected to provide evidence or explanation.
 - g. All evidence will be considered carefully and without bias towards or against any party involved in the investigation.
 - h. Student Groups will be given reasonable opportunity to contact and consult with advisors or mentors of their choice, and may bring those advisors or mentors to any meetings.
3. Before launching an investigation into a complaint, the following criteria must be met:
- a. Involved parties do not wish to access informal mediation.
 - b. The nature or contents of the complaint indicates one or more of the following:
 - i. The complaint refers to existing Students' Union rules that may have been broken or tangible damages that may have been caused;
 - ii. The complaint can be addressed under Students' Union rules;
 - iii. The complaint does not appear to be vexatious or malicious in intent;
4. If the complainant and respondent wish to access informal mediation after the investigation has begun, the investigation may be halted.
- a. Any investigation findings collected up to that point will be kept on file until the issue is resolved, and the investigation may be continued if informal mediation is not successful.
5. The SU staff member conducting the investigation will contact as many of the relevant parties as possible to collect information regarding the complaint, including but not limited to:
- a. The complainant;
 - b. The respondent;
 - c. Witnesses; and
 - d. Any other stakeholders who may be able to provide information or context for the complaint.
6. Investigation Reports

- a. Upon completion of the investigation, the SU staff assigned to the case will compile a report for the Student Group Committee.
- b. The report will include, at minimum, a summary of information collected, what rules were broken, what damages were caused, and the relative severity of the infraction.
- c. Past complaints or contraventions may be considered to provide context when considering the appropriate response, provided they are relevant to the case and are not more than 5 years old.
- d. Unconfirmed rumors or unfounded past complaints will not be included as information in the report.
- e. Based on the findings, the SU staff member conducting the investigation may recommend an appropriate response in the report.
 - i. The Student Group Committee is not obligated to implement any recommendations made in the report.
- f. Upon completion, the report will be forwarded to the relevant parties in the case, and the Student Group Committee for review.
 - i. All involved parties will also be provided with information on the next Student Group Committee meeting and the process for appealing Committee decisions.

9 Student Group Committee Decisions

1. The Student Group Committee may meet to make decisions and rulings as per Bylaw 100, the Bylaw 100 Schedule, their Standing Orders, and any other relevant legislation.
2. Parties involved in a Student Group investigation may attend any Student Group Committee meeting at which the report for their investigation is being reviewed.

10 Student Group Appeals

1. Challenges to Student Group Committee decisions may be initiated by the following:
 - a. Any Student Groups affected by the decision;
 - b. Parties named in a complaint or investigation of a student group.
 - c. Any voting member of Students' Council.
2. The following Student Group Committee decisions may be challenged:
 - a. Denial of Student Group recognition;
 - b. Denial of Student Group event registration;
 - c. Actions taken in response to a complaint against a Student Group.
3. All challenges to decisions made by the Student Group Committee will be heard by the DIE Board in a Panel of First Instance.
4. Rulings of the DIE Board regarding Student Group Committee decisions may be appealed in accordance with Bylaw 1500 and the DIE Board Protocols.
5. DIE Board may, at their discretion, modify or overturn Student Group Committee decisions brought before them in a Panel of First Instance or a Panel of Appeal.

1 Purpose

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6. Any group seeking Student Group Recognition must:
 - a. Have a mandate that does not work directly against the values or legislation of the University of Alberta Students’ Union;

- b. Have a minimum of 10 current University of Alberta Students on its official membership list;
 - i. Exceptions may be granted by SGS or the Student Group Committee on a case-by-case basis.
 - c. Provide opportunities for undergraduate student involvement;
 - d. Provide a constitution that outlines, at minimum, the following:
 - i. The official name(s) of the Student Group;
 - ii. The process by which a student can join the membership;
 - iii. A description of the officer positions and their roles and responsibilities;
 - iv. If the group will be handling money, financial management processes including bank account maintenance, indication of at least two (2) and not more than four (4) positions to have signing authority, maintenance of detailed financial records, and the direction that all assets collected and held by the group will be used in fulfilling the group's stated purpose, objectives, and goals.
 - v. A fair and democratic process for selecting officers;
 - vi. A process for dissolving the student group should members decide to end the group's activities, including what will happen to any assets, financial or otherwise;
 - vii. A group's constitution cannot contradict any other requirements of Student Groups specified in this Bylaw.
 - e. Complete a suitable recognition application as requested by SGS.
7. SGS may deny a group's registration if:
- a. The group does not meet the minimum administrative requirements in their application;
 - b. A group applying for initial recognition has a name or title that substantially mimics or duplicates that of an existing recognized Student Group or on-campus service, which would reasonably confuse one for the other, or a Student Group that has been derecognized by the Student Group Committee within the last three (3) years;
 - c. A group applying for initial recognition includes activities and programming that substantially mimics or duplicates an existing Students' Union or University service, an existing recognized Student Group, or a Student Group that has been derecognized by the Student Group Committee within the last three (3) years.

8. The Student Group Committee may deny a group's registration if:
 - a. The group's name, mandate, bylaws, or planned activities are deemed to be discriminatory, derogatory, or in violation of University and/or SU values, legislation, rules, or regulations;
 - b. The group's planned activities pose an unacceptable level of risk to persons or property.

5 Event Registration

1. Student Groups that are recognized by the Students' Union may register their events with the SU to gain access to SU spaces, venues, and insurance policies.
 - a. Event registration status will not affect a group's ability to advertise or continue planning their event.
2. Student Group Services (SGS) will be responsible for the administration of event registration.
 - a. SGS will respond to all event registration applications within five (5) business days.
 - b. When necessary, SGS can request an extension of five (5) business days from the Student Group Committee.
3. SGS may forward a group's event submission to the Student Group Committee for review and final decision when they cannot automatically approve or deny the event.
4. Where SGS has automatically approved or denied an event application, a request for reconsideration may be submitted to the Student Group Committee by contacting the Chair and/or the Council Administrative Assistant, to be reviewed by the Committee.
 - a. Groups will be informed of the reconsideration process at the time of their application denial.
 - b. Requests for reconsideration can be made by members of the group who are in good standing as per the group's relevant legislation, or any voting member of Students' Council.
 - c. Upon receiving the request, the Committee will make a decision on the request at their next meeting, or within two (2) calendar weeks, whichever occurs first.
 - d. If the Committee requires more time to make a decision, they may extend the reconsideration period by up to two (2) calendar weeks.

- e. Where an extension has been granted, the Student Group shall be informed of the length and reasons for the extension within a reasonable time frame.
5. Any group registering their event must submit a complete event registration form.
 - a. Events that require SU business, venue, or equipment rental, that may require special or additional insurance, or that may require special licensing or other external authorization, must submit their event registration at least two (2) calendar months from the event date.
 - b. Events that only require a meeting room booking must submit their registration at least 48 business hours from the time of the event.
6. SGS may deny a group's event registration if:
 - a. The group does not meet the minimum administrative requirements in their application;
 - b. Registration is not received with enough time to book an event;
 - c. The event would pose an unacceptable level of risk to persons or property.
7. The Student Group Committee may deny a group's event registration if:
 - a. The event's name or planned activities are deemed to be discriminatory, derogatory, or in violation of University and/or SU values, legislation, rules, or regulations;
 - b. The event would pose an unacceptable level of risk to persons or property.

6 Complaints Against Student Groups

1. Relevant parties:
 - a. The group against which the complaint was filed, referred to hereafter as the respondent;
 - b. The complainant;
 - c. Student Group Services;
 - d. The Students' Union Executive and Discover Governance for all cases involving Student Representative Associations;
 - e. The Graduate Students' Association for all cases involving groups registered with the GSA;
 - f. The Dean of Students for all University registered Student Groups.
2. Receiving Complaints
 - a. Any student, staff member, or Student Group member may submit a complaint or concern regarding a student group to SGS staff.
 - i. Complaints from individuals or organizations outside of the University Community may be responded to at the discretion of SGS.
3. Responding to a Complaint

- a. Within one week, SGS must notify all relevant parties of the complaint received, rules allegedly broken or damages allegedly caused, and the process moving forward to address the complaint.
- b. All relevant parties will be informed that informal conflict resolution or mediation is available and that they may access informal mediation at any time, provided the complaint is not serious, and all parties consent.
- c. If SGS intends to conduct an investigation, the SU staff member assigned to their case must inform all relevant parties of the process, their expected involvement, and their rights and responsibilities throughout the investigation.
- d. If SGS intends to launch an investigation, the group will continue to function in good standing until the investigation is complete.
 - i. Notwithstanding section 6.3.d., SGS may temporarily freeze a group during the investigation period if that group's activities could cause tangible risks to persons or property.
 - ii. The temporary freeze will last for one (1) calendar month, or until the completion of the investigation and the ruling of the Student Group Committee, whichever occurs first.
 - iii. If more time is needed to investigate or make a decision, the Student Group Committee may choose to extend the temporary freeze by one (1) calendar month.

7 Student Group Complaints Against Individuals

1. Complaints may be brought by a group against an individual student if the group is having trouble with a member, or if an individual student outside the group is causing trouble for the group.
2. All parties will be informed that informal conflict resolution or mediation is available and that they may access informal mediation at any time, provided the complaint is not serious, and all parties consent.
3. The Students' Union will not conduct investigations on individual students.
4. If necessary, the complainant may be referred to the Code of Student Behaviour or the Individuals At Risk Program.

8 Investigations

1. Investigations of Student Group activities and complaints against Student Groups will be conducted by a Student Group Services staff member, to be assigned at the time that SGS chooses to initiate an investigation.
 - a. When necessary or advisable, SGS may delegate the investigation to another SU staff member, provided that staff member is:
 - i. Able to remain impartial during the investigation;
 - ii. Not named as a party in the complaint; and,

- iii. Not acting as an advisor to any party named in the complaint during the investigation period.

2. Principles

- a. Investigations will be objective and impartial, with consideration for the standards of natural justice and adherence to relevant governing legislation.
 - b. Investigations will not be used as a form of discipline, and further action will not be considered until the investigation is complete.
 - i. If SGS has reason to believe the group poses a significant risk to persons or property, they may impose a temporary freeze on a Student Group's activities during the investigation period as per section 6.3.d of this bylaw.
 - c. Staff will make reasonable efforts to ensure all involved parties have a full understanding of the process and relevant rules before the investigation begins.
 - d. Evidence will be collected fairly and without bias.
 - e. Respondents will be given a reasonable chance to present their own evidence.
 - f. Respondents will be provided with the details of the complaint, rules allegedly broken, damages allegedly caused, and a reasonable amount of time to consider the allegations before being expected to provide evidence or explanation.
 - g. All evidence will be considered carefully and without bias towards or against any party involved in the investigation.
 - h. Student Groups will be given reasonable opportunity to contact and consult with advisors or mentors of their choice, and may bring those advisors or mentors to any meetings.
3. Before launching an investigation into a complaint, the following criteria must be met:
- a. Involved parties do not wish to access informal mediation.
 - b. The nature or contents of the complaint indicates one or more of the following:
 - i. The complaint refers to existing Students' Union rules that may have been broken or tangible damages that may have been caused;
 - ii. The complaint can be addressed under Students' Union rules;
 - iii. The complaint does not appear to be vexatious or malicious in intent;
4. If the complainant and respondent wish to access informal mediation after the investigation has begun, the investigation may be halted.
- a. Any investigation findings collected up to that point will be kept on file until the issue is resolved, and the investigation may be continued if informal mediation is not successful.
5. The SU staff member conducting the investigation will contact as many of the relevant parties as possible to collect information regarding the complaint, including but not limited to:
- a. The complainant;
 - b. The respondent;
 - c. Witnesses; and
 - d. Any other stakeholders who may be able to provide information or context for the complaint.
6. Investigation Reports

- a. Upon completion of the investigation, the SU staff assigned to the case will compile a report for the Student Group Committee.
- b. The report will include, at minimum, a summary of information collected, what rules were broken, what damages were caused, and the relative severity of the infraction.
- c. Past complaints or contraventions may be considered to provide context when considering the appropriate response, provided they are relevant to the case and are not more than 5 years old.
- d. Unconfirmed rumors or unfounded past complaints will not be included as information in the report.
- e. Based on the findings, the SU staff member conducting the investigation may recommend an appropriate response in the report.
 - i. The Student Group Committee is not obligated to implement any recommendations made in the report.
- f. Upon completion, the report will be forwarded to the relevant parties in the case, and the Student Group Committee for review.
 - i. All involved parties will also be provided with information on the next Student Group Committee meeting and the process for appealing Committee decisions.

9 Student Group Committee Decisions

1. The Student Group Committee may meet to make decisions and rulings as per Bylaw 100, the Bylaw 100 Schedule, their Standing Orders, and any other relevant legislation.
2. Parties involved in a Student Group investigation may attend any Student Group Committee meeting at which the report for their investigation is being reviewed.

10 Student Group Appeals

1. Challenges to Student Group Committee decisions may be initiated by the following:
 - a. Any Student Groups affected by the decision;
 - b. Parties named in a complaint or investigation of a student group.
 - c. Any voting member of Students' Council.
2. The following Student Group Committee decisions may be challenged:
 - a. Denial of Student Group recognition;
 - b. Denial of Student Group event registration;
 - c. Actions taken in response to a complaint against a Student Group.
3. All challenges to decisions made by the Student Group Committee will be heard by the DIE Board in a Panel of First Instance.
4. Rulings of the DIE Board regarding Student Group Committee decisions may be appealed in accordance with Bylaw 1500 and the DIE Board Protocols.
5. DIE Board may, at their discretion, modify or overturn Student Group Committee decisions brought before them in a Panel of First Instance or a Panel of Appeal.