



University of Alberta Students' Union

## BYLAW COMMITTEE

Tuesday, May 12, 2020

1:00 PM

Google Meet

<https://meet.google.com/vza-iiwa-jbu>

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 2020-00)

2020-00/1      INTRODUCTION

2020-00/1a     Call to Order

2020-00/1b     Approval of Agenda

2020-00/1c     Approval of Minutes

2020-00/1d     Chair's Business

2020-00/2      QUESTION/DISCUSSION PERIOD

2020-00/3      COMMITTEE BUSINESS

2020-00/3a     Selection of a Chair

2020-00/3b     Adoption of Standing Orders

*Standing Orders can be located on the Students' Union website, or by clicking [here](#).*

2020-00/3c     Incorporation of Sustainability and Capital Fund Committee in to Bylaw 100

*Refer to the Bylaw, by clicking on the following links: [Bylaw 100 Section 12](#), [Section 14](#), [Section 17](#)*

*See attached draft Sustainability and Capital Fund Committee (SCFC) Standing Orders*

**KRAHN MOVES** to amend Bylaw 100 Section 12 to include the Sustainability and Capital Fund Committee and its membership, as stated in section three of the SCFC standing orders.

**KRAHN MOVES** to amend Bylaw 100 Section 14 to include the Sustainability and Capital Fund Committee and its quorum, as stated in section two of the SCFC standing orders.

**KRAHN MOVES** to amend Bylaw 100 Section 17 to include the Sustainability and Capital Fund Committee and its mandates as a standing committee, as stated in section one of the SCFC standing orders.

**2020-00/4**      **INFORMATION ITEMS**

**2020-00/5**      **ADJOURNMENT**

**2020-00/5a**      **Next Meeting: TBD.**

# Sustainability and Capital Fund Committee (SCFC)

## Standing Orders

*Last Updated: April 2020*

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#### **1 Mandate**

1. In accordance with Bylaw 100 of the University of Alberta Students' Union, the Sustainability and Capital Fund Committee (SCFC):
  - Shall oversee the distribution of the Student Project Green Fund;
  - Shall support the Students' Union in its efforts to implement approved projects;
  - Shall review and refer major Sustainability and Capital Fund projects deemed appropriate to Students' Council for approval;
  - Shall report the current distribution of the total annual fund each trimester.

#### **2 Meetings**

1. Quorum of Sustainability and Capital Fund Committee shall be seven (7) permanent voting members.
2. The SCFC shall hold a meeting, coordinated through the Speaker of Students' Council, before meeting three (3) of Students' Council in order to:
  - a. elect a chair from within its permanent voting membership,
  - b. set initial standing orders; and
  - c. adopt a meeting schedule for its first trimester.
3. SCFC shall establish a meeting schedule on a trimester basis, in advance, with the trimesters being:
  - a. May to August,
  - b. September to December, and
  - c. January to April.

4. Additional meetings of the SCFC may be called by either the Chair any permanent voting members of the Committee,
5. Meetings of the Sustainability and Capital Fund Committee may be cancelled by: a simple majority vote of the Committee to amend the meeting schedule, the unanimous consent of all permanent members to the cancellation, or if there are no items present on the Committee's agenda,
6. Meetings of the Sustainability and Capital Fund Committee are open to the public, unless the Committee moves in camera.

### **3 Membership**

1. Permanent membership of this Committee is thirteen (13):
  - a. Three (3) members of Students' Council;
  - b. One (1) member of the UASU Executive Committee;
  - c. One (1) member of the UASU Sustainability Committee, as recommended by the Sustainability Committee.
  - d. Four (4) student-at-large members, as appointed by the UASU Nominating Committee and ratified at Students' Council;
    - i. For one seat, preference will be given to an undergraduate student from Campus St. Jean
  - e. Two (2) members of the Council of Faculty Associations (COFA), as appointed by the UASU VP Academic and COFA, and ratified at Students' Council;
  - f. One (1) member of the Council of Residence Associations (CORA), as appointed by the UASU VP Student-Life and CORA, and ratified at Students' Council;
  - g. One (1) member of the Aboriginal Students' Council, and ratified at Students' Council.
2. Ex-Officio Members of this Committee shall include:
  - a. General Manager of the Students' Union;
  - b. One (1) additional staff member of the UASU, as appointed by the UASU Executive Committee;
  - c. One (1) representative from the University of Alberta Facilities and Operations, or designate, as recommended by the UASU Executive Committee;
  - d. Any other subject-matter experts with which the SCFC membership would like to consult.
3. Permanent members shall be voting members of the Committee; ex-officio members shall be non-voting.
4. Should a vacancy on the Sustainability and Capital Fund Committee occur, then the Committee shall recommend the nomination of additional member(s) as per section 3(1).
5. All thirty-eight (38) Students' Council voting members shall be voting members of the Sustainability and Capital Fund Committee.
  - a. Those councillors must provide the Chair of the Sustainability and Capital Fund Committee a minimum of forty-eight (48) hours notice via email.

6. This Committee is committed to an equitable, diverse, and inclusive environment and members will have to attend a minimum number of training sessions, as outlined in Section 4.3a.

#### **4 Chair's Responsibilities and Duties**

1. The Chair of the Sustainability and Capital Fund Committee shall be a permanent voting member.
2. The Chair of the Sustainability and Capital Fund Committee shall be selected at the first meeting of the SCFC.
3. The Chair of the Sustainability and Capital Fund Committee shall:
  - a. Work with the Administrative Services of the UASU to:
    - i. Arrange for the booking of a meeting room,
    - ii. Arrange for the preparation and distribution of the Committee agenda;
    - iii. Arrange for any additional training of Committee members, which at minimum shall include:
      1. An Overview of the Sustainability and Capital Fund, and
      2. Unconscious Bias Training;
  - b. Moderate debate at meetings of the Committee;
  - c. Maintain the Standing Orders of the Committee;
  - d. Submit reports to the Students' Council, as required;
4. Should the Chair of the SCFC be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
5. The Chair of the Sustainability and Capital Fund Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the permanent voting membership of the Committee.

#### **5 Member Responsibilities and Duties**

1. Members will work to achieve the mandate as outlined in Section 1 of the Standing Orders.
2. The Sustainability and Capital Fund Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent standing member who is not carrying out their duties in contributing to the fulfillment of the mandate of the committee or harbours views which contradict the purpose of the Committee.
3. Permanent members are required to attend all meetings of the Sustainability and Capital Fund Committee.
  - a. Failure to attend or send an appropriate proxy to 50% of the meetings in a trimester will result in immediate removal from the Sustainability and Capital Fund Committee.
    - i. To appoint a proxy to the Sustainability and Capital Fund Committee, the member thereof must provide a notice to that effect to the Chair of the Committee. Stating the name and e-mail address of the eligible member who will serve as proxy.

- b. Members shall be considered present should an appropriate proxy be appointed and attend, or by sending in their written thoughts on all agenda items to the chair.
4. Permanent members are responsible for carrying out tasks assigned to them by the Sustainability and Capital Fund Committee or Chair.

## **6 Discussion and Reports**

1. As per Standing Orders 1(d), the Sustainability and Capital Fund Committee will create an annual report to Students' Council on the progress of the Fund and the use of the funds.

## **7 Rules of Order**

1. The Chair of the Sustainability and Capital Fund Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

## **8 Orders of the Day**

1. Right of Submission by Committee Members:
  - a. Any voting member of the Sustainability and Capital Fund Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Sustainability and Capital Fund Committee shall be:
  - a. Introduction and a Land Acknowledgement;
  - b. Call to Order;
  - c. Approval of Agenda;
  - d. Approval of Minutes;
  - e. Chair's Business;
  - f. Student Green Fund (SGF) Projects
    - i. Update on SGF Projects,
    - ii. New Adjudications
      1. *This section will include any new projects that wish to use this Fund. Detailed breakdown can be found in Section 9;*
  - g. Major Sustainability and Capital Fund Projects,
    - i. Update on Projects,
    - ii. Project Approval,
      1. *This section will include any new projects that wish to use this Fund. Detailed breakdown can be found in Section 10;*
  - h. Discussion Period;
  - i. Adjournment.
3. Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Sustainability and Capital Fund Committee and the Administrative Assistant to the Students' Council seven (7) business days prior to the Committee meeting.

4. An electronic copy will be e-mailed to the Committee members two (2) days prior to the meeting, and paper copies will be provided only upon request.

### **9 Student Green Fund Projects Adjudication**

1. As defined in the original proposal (circa March 2020),
  - a. Undergraduate students at the University of Alberta will be able submit projects to receive a grant of ten-thousand (\$10,000) dollars or less that relate to social and/or environmental sustainability,
  - b. Projects under ten-thousand (\$10,000) dollars can be approved at the SCFC level, with a final ratification be done at the subsequent Students' Council meeting
    - i. With a simple majority, the SCFC can choose to send a project under ten-thousand (\$10,000) dollars to Students' Council for a vote.
2. The projects are adjudicated by students, and the detailed process for application can be found at XXXX.

### **10 Major Sustainability and Capital Fund Projects Adjudication**

1. As defined in the original proposal (circa March 2020),
  - a. Undergraduate students at the University of Alberta will be able submit projects to receive a grant of ten-thousand (\$10,000) dollars or more that relates to social, environmental and economic sustainability,
  - b. The SCFC has the authority to make recommendations, however all projects in this category must be approved by Students' Council and require a 2/3 majority of Students' Council to fund the project.
2. The projects are adjudicated by students, and the detailed process for application can be found at XXXX.
3. All major Sustainability and Capital Fund Projects must present at Students' Council, and their project will be voted on at the following meeting.

### **11 Standing Orders**

1. The Standing Orders of the Sustainability and Capital Fund Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Sustainability and Capital Fund Committee do not expire, but shall be reintroduced at the Committee's first meeting.

### **12 Confidentiality**

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Sustainability and Capital Fund Committee.