



University of Alberta Students' Union

FINANCE COMMITTEE

Thursday, May 10, 2018

5:00 PM

SUB 0-55

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 (FC 2018-00)

2018-00/1 INTRODUCTION

2018-00/1a Call to Order

2018-00/1b Approval of Agenda

2018-00/1c Approval of Minutes

2018-00/1d Chair's Business

2018-00/2 QUESTION/DISCUSSION PERIOD

2018-00/3 COMMITTEE BUSINESS

2018-00/3a Selection of a Chair

2018-00/3b Adoption of Standing Orders

See FC-2018-00.01

2018-00/3c Confirmation of Spring/Summer Meeting Schedule

2018-00/3d **BARRACLOUGH MOVES** to appoint two (2) members of the Finance Committee to the *Student Group Granting Program Adjudication Committee*.

A training session for this Committee will take place on **May 22, 2018 @ 5:30PM** until **7:30PM**. For further information, please contact Kristin LaGrange, Program Lead (Student Group Services), at kristin.lagrange@su.ualberta.ca.

"The Student Group Granting Committee will meet a minimum of four times in the year: once for training/introduction, and then once for each grant application period to adjudicate applications: in June, October, and February. Knowledge of student groups is an asset but isn't necessary. Each of the meetings is usually

between two and five hours, however the format of the meetings may change depending on what the committee decides at our training/intro meeting, because we are still making tweaks to the processes of the committee to make it the most student- and student-group-friendly as possible.

Members of this year's granting committee will have a hand in implementing a lot of new changes we have made to the program as well, with a brand new application structure, rubrics, and more!"

2018-00/4 **INFORMATION ITEMS**

2018-00/4a Finance Committee Manual

See FC-2018-00.02

2018-00/5 **ADJOURNMENT**

2018-00/5a **Next Meeting:** TBD.

Finance Committee Standing Orders

1 Mandate

1. A committee known as Finance Committee shall exist in order to:
 - a. Recommend the operating and capital budget to Students' Council as outlined in Students' Council Standing Orders;
 - b. Make further recommendations to Students' Council on alterations to the Students' Union operating and capital budget;
 - c. Make recommendations to Students' Council on legislation dealing with Students' Union finances;
 - d. Oversee the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear & Panda Legacy Fund, and the Refugee Student Fund;
 - e. Oversee and approve the processes for Student Group granting;
 - f. Oversee the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
 - g. Establish, amend, eliminate, and bestow awards recognizing student involvement;
 - h. 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;
 - i. Conduct an annual financial review of each Operational Dedicated Fee Unit as outlined in Bylaw 6200;
 - j. Grant loans to student groups in amounts not exceeding \$2,000 per student group; and
 - k. Approve tenant contracts in the Students' Union Building as needed.

2 Standing Orders

1. The Standing Orders of Finance 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 Finance Committee do not expire, but shall be reintroduced at the Committee's first meeting.

3 Membership

1. Students' Council shall define the voting membership of Finance Committee.

2. Finance Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent without appointing a proxy for three consecutive meetings.
 - a. Finance Committee may also recommend a member be dismissed from the committee if a voting member is failing to perform their duties as stipulated in these Standing Orders.
3. The following staff of the Students' Union shall be considered non-voting members of Finance Committee:
 - a. Director of Student Life or designate; and
 - b. Financial Controller or designate.

4 Chair

1. The Chair of Finance Committee shall be elected from and by the voting membership of Finance Committee.
2. The Chair may be dismissed at any meeting of Finance Committee by a majority vote; whereupon Finance Committee shall immediately elect a new Chair.
 - a. In the event that the Chair resigns from Finance Committee, they shall also vacate their position as Chair.
3. In the event that the Chair is absent at a meeting of Finance Committee, the Chair shall appoint at their discretion another member of the committee to serve as interim Chair for the duration of the meeting.
4. The Chair's responsibilities shall include, but are not limited to:
 - a. Facilitating each meeting according to the approved agenda;
 - b. Moderating debate and conversation at each meeting of Finance Committee;
 - c. Responding to questions from members of Finance Committee in a timely fashion and providing the appropriate information;
 - d. Assigning duties to members of Finance Committee in order for the committee to fulfill its mandate; and
 - e. In conjunction with the Speaker and Council Administrative Assistant:
 - i. Providing a location for each meeting;
 - ii. Preparing and distributing agenda packages at least one day prior to the meeting; and
 - iii. Ensuring other logistical needs of Finance Committee are met.

5. The Chair of Finance Committee shall use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the committee.

5 Meetings

1. Quorum for a meeting of Finance Committee shall be five voting members.
2. The first meeting of Finance Committee shall be coordinated through the Speaker of Students' Council prior to the first meeting of Students' Council.
 - a. The agenda for the first meeting shall include, but is not limited to:
 - i. Election of a Chair;
 - ii. Approval of Finance Committee Standing Orders; and
 - iii. Approval of a spring/summer meeting schedule.
3. All meetings of Finance Committee after the first meeting shall be coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice of a meeting.
 - a. Five voting members of Finance Committee may call a meeting, provided that members are given at least 72 hours' notice.
 - b. Finance Committee may call a meeting without notice, provided that there is unanimous consent from all voting members of Finance Committee.

6 Member Responsibilities

1. Members are required to attend all meetings of Finance Committee or appoint a proxy in their place.
2. The following external seats are required to be filled by members of Finance Committee:
 - a. One seat on the Campus Recreation Enhancement Fund Committee;
 - i. The Vice President (Operations & Finance) is also an ex-officio seat on this committee.
 - b. Two seats on the Golden Bear & Panda Legacy Fund Committee;
 - i. The Vice President (Operations & Finance) and Vice President (Student Life) are also ex-officio seats on this committee.
 - c. Two seats on the World University Service of Canada Refugee Student Sponsorship Committee;
 - d. Two seats on the Student Group Granting Committee; and
 - e. Three seats on the Students' Union Awards Adjudication Committee.
3. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on Finance Committee.

7 Proxies & Guests

1. Voting members of Finance Committee may delegate a proxy to any meeting of Finance Committee by providing written notice of such to the Chair at least one hour prior to the meeting.
 - a. Proxies must be a voting member of Students' Council or a long-term proxy of a voting member of Students' Council.
2. No person shall proxy for more than one member at any meeting.
3. Voting members of Finance Committee cannot proxy for other members.
4. All members of Students' Council that are not members of Finance Committee are permitted to attend Finance Committee meetings as non-voting members, and shall be granted all speaking turns a member of Finance Committee would have.
 - a. These members are permitted to be present for in-camera sessions.
5. Members of the Students' Union (guests) are permitted to attend Finance Committee meetings as non-voting members, and shall be granted speaking turns at the discretion of the Finance Committee Chair.
 - a. These members are not permitted to be present for in-camera sessions, unless allowed by a two thirds majority vote of Finance Committee.

8 Committee Administration & Record

1. The Council Administrative Assistant shall:
 - a. Book meeting rooms for each meeting of Finance Committee;
 - b. Schedule Minute Takers for each meeting of Finance Committee;
 - c. Create agendas for each meeting of Finance Committee in conjunction with Section 9 of Standing Orders;
 - i. Any member of Finance Committee may send items for the agenda to the Council Administrative Assistant.
 - ii. Referrals and requests for agenda items from external bodies shall be added to the agenda by the Finance Committee Chair.
 - d. Notify the committee of each meeting through a schedule sent out each term;
 - e. Distribute the agenda and minutes to members of Finance Committee; and
 - f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting, if the committee requests paper copies.

2. Finance Committee shall have a written record of its votes and proceedings from each meeting available publicly.
 - a. All motions must be made ex-camera.
 - b. Members of the committee may amend their comments in the minutes when the minutes are being approved by the committee.
3. If a Minute Taker is not present at a meeting of Finance Committee, the Chair shall assign the task of recording minutes to a member of the committee.
4. The Chair shall periodically report to Students' Council on the following:
 - a. Attendance of members and guests;
 - b. Any decisions made by Finance Committee;
 - c. Any recommendations made by Finance Committee to Students' Council;
and
 - d. Any changes to Standing Orders adopted by Finance Committee.

9 Orders of the Day

1. Order of Agenda Business
 - a. Introduction
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Chair's Business
 - b. Question & Discussion Period
 - c. Committee Business
 - d. Information Items
 - e. Adjournment
2. Order of Orders of the Day
 - a. Orders of the Day shall appear on the agenda in the order submitted or as otherwise designated by the Chair of Finance Committee.
 - i. Addition or removal of items on or from the agenda can only be done with the consent of the majority of Finance Committee.
 - ii. The Chair reserves the option to re-order items on the agenda without approval from the committee.
3. Submission of Items
 - a. Members shall send items for each agenda to the Council Administrative Assistant by 8am the business day preceding the meeting.

- b. Late additions to the agenda may be added to the agenda at the discretion of Finance Committee during Approval of Agenda on the Orders of the Day.
- 4. Deadline for Publishing
 - a. The agenda package shall be published in the following manner:
 - i. Paper copies shall be created upon the request of Finance Committee and made available in a location accessible to the Chair;
 - ii. An electronic version shall be placed on the Students' Union website; and
 - iii. The agenda package shall be published no later than 4:30pm the business day preceding the meeting.
 - b. If necessary, the Chair and/or Council Administrative Assistant will create two versions of the agenda, one for public distribution and one with confidential information only for members of Finance Committee.

10 Budget Process

- 1. The legislative process for the Students' Union Budget shall be outlined in Students' Council Standing Orders.
- 2. Finance Committee shall recommend a final Operating and Capital Budget to Students' Council prior to the final meeting of Students' Council.

11 Campus Recreation Enhancement Fund

- 1. Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:
 - a. Be distributed to undergraduate students, student groups, and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students;
 - b. Be allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting;
 - c. Not be used for:
 - i. Funding projects that are receiving other Students' Union funding;
 - ii. Transportation;
 - iii. Supplementing University of Alberta staff wages;

- iv. Awards; and
 - v. Volunteer appreciation; and
 - d. Not be allocated in such a way that more than one quarter of the funds available in the Campus Recreation Enhancement Fund is allocated to any one project or recipient.
 - 2. Fund recipients must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
 - 3. The following members of the Students' Union shall serve as voting members on the Campus Recreation Enhancement Fund Committee:
 - a. The Vice President (Operations & Finance); and
 - b. One voting member of Finance Committee.
 - 4. The Campus Recreation Enhancement Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
 - a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
 - b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.

12 Golden Bear & Panda Legacy Fund

1. Funds from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit shall be distributed to University of Alberta varsity athletic teams and the Athletics Department for the purposes of saving and stabilizing varsity athletic teams and promotion of varsity athletics.
2. Fund recipients shall provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
3. The Golden Bear & Panda Legacy Fund Committee shall be responsible for administering the advertisement of the grants and receipt, review, and recommendation of grant amounts.
4. The Golden Bear & Panda Legacy Fund Committee shall consist of seven voting members, including:
 - a. Two University Athletic Board members;
 - b. One University Athletic Board student executive member;
 - c. The Students' Union Vice President (Operations & Finance);
 - d. The Students' Union Vice President Student Life;
 - e. Two members of the Students' Union Finance Committee; and

- f. One staff member or designate from the Department of Athletics as a non-voting member and Chair of the committee.
5. Quorum of the Golden Bear & Panda Legacy Fund Committee shall be four voting members, and must include at least one Students' Union representative and one University Athletic Board member.
6. The Chair shall call the first meeting of the Golden Bear & Panda Legacy Fund Committee.
 - a. This meeting shall take place between May 1 and September 30 of each year.
7. The Golden Bear & Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
 - a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
 - b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.
8. The fund shall be distributed such that:
 - a. Approximately 50% of the fund shall be used as a corporate sponsorship of the Department of Athletics;
 - b. Approximately 30% of the fund shall be allocated to projects and special events; and
 - c. Approximately 20% of the fund shall be kept in a reserve fund.
 - i. The reserve fund shall not exceed \$200,000 at any time.
9. The criteria for the evaluation of funding applications shall include:
 - a. A requirement for applicants to match the amount of a grant for any given project;
 - b. Disclosure of all other sources of revenue for any given project, including funding from the University of Alberta, the Green & Gold Athletics Society, support groups, and funds raised by teams or student groups applying for funding;
 - c. Serious consideration with regards to the degree in which a project benefits the student population, which may be in the form of an opportunity to participate in the event as a spectator, volunteer, official, or participants;
 - d. Priority given to applications relating to the hosting of events;
 - e. Priority given to applications with a long-range plan or vision for the development of a project;

- f. Applications complete with all information requested by the Golden Bear & Panda Legacy Fund Committee;
 - g. Consideration with regards to the degree of support and opportunities for development that funding will provide, including evidence that teams are working cooperatively with support groups and with the Green & Gold athletic Society; and
 - h. That funding for travel by teams to the same event in consecutive years is not permitted.
10. Critical information, such as the addition or cancellation of varsity teams or programs, will be disclosed along with funding recommendations to Finance Committee.
11. Funding from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit that cannot be distributed by Finance Committee will be kept in the Golden Bear & Panda Legacy Fund reserve.

13 Refugee Student Fund

1. The Refugee Student Fund Dedicated Fee Unit shall be used for the support of four undergraduate refugee students at the University of Alberta.
2. Administration of the Dedicated Fee Unit and selection of the students shall be administered by the World University Service of Canada Refugee Student Sponsorship Committee.
3. The students chosen by the committee shall consist of:
 - a. One refugee student in their first year of study;
 - b. One refugee student in their second year of study;
 - c. One refugee student in their third year of study; and
 - d. One refugee student in their fourth year of study.
4. The committee, with assistance from the Students' Union's Financial Controller, shall allocate the following from the collected Dedicated Fee Unit:
 - a. The total annual application cost required by the national WUSC office; and
 - b. An amount equivalent to the current HUB four-bedroom residence rate, to be distributed to the student in their first year of study for the cost of housing for the first 12 months of their stay.
5. After allocating funds as instructed in 13.4, the following shall be allocated:
 - a. 3% of the remaining amount to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to Finance Committee upon request;

- b. 2% of the remaining amount to the WUSC Student Refugee Program Contingency Fund;
 - c. 39% of the remaining amount to the refugee student in the first six months of their studies;
 - d. 27% of the remaining amount to the refugee student in the next six months of their studies;
 - e. 16% of the remaining amount to the refugee student in their second year;
 - f. 7% of the remaining amount to the refugee student in their third year; and
 - g. 6% of the remaining amount to the refugee student in their fourth year.
6. Finance Committee reserves the option to amend the payment schedule set out in 13.5 on a case-by-case basis, with recommendation from the World University Service of Canada Refugee Student Sponsorship Committee.

14 Student Group Granting

1. Student group granting processes shall strive to:
 - a. Provide funding for groups and events that shall strive to benefit the wider campus community;
 - b. Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
 - c. Target funding for student groups for unmet student group needs;
 - d. Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
 - e. Complement existing University of Alberta student group grant programs; and
 - f. Provide support to undergraduate student groups in concert with the Student Engagement Grant for University of Alberta and Graduate Students' Association student groups.
2. Student group granting shall be overseen by the Student Group Granting Committee.
3. The Student Group Granting Committee shall disburse funds from the Students' Union Student Group Granting Program and the University of Alberta Student Engagement Fund.
4. The voting membership of the Student Group Granting Committee shall be:
 - a. Two executive members of undergraduate student groups, as selected by Student Group Services;
 - b. Two members of the Students' Union Finance Committee;
 - c. One staff member from the Office of the Dean of Students;

- d. One member of the University of Alberta Senate;
 - e. One staff member from University of Alberta Student Services;
 - f. Two representatives selected by the Graduate Students' Association.
 - g. In the case funding is not available through the Student Engagement Fund through the University, the University of Alberta representatives will become non-voting positions.
5. The non-voting membership of the Student Group Granting Committee shall be:
 - a. The Manager of Student Group Services.
 - b. A Student Group Services Coordinator.
6. The Team Lead of Operations shall serve as Chair of the Student Group Granting Committee. The Program Lead of Student Group Services shall serve as Secretary of the Student Group Granting Committee.
7. Quorum of the Student Group Granting Committee shall consist of the Chair, and four other members, including at least one representative each from the University of Alberta, Students' Union, and Graduate Students' Association.
 - a. In absence of attendance at the meeting, submission of granting scores may count towards quorum.
 - b. In the event the Chair is unable to attend the meeting, the meeting shall be rescheduled to a later date when quorum can be reached.
8. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
 - a. Be fully registered with Student Group Services as an undergraduate student group;
 - b. Complete the Student Group Services grant application form in full prior to the application deadline;
 - i. Late applications shall not be accepted.
 - c. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
 - d. Demonstrate a need for funding only for projects in the future;
 - i. Retroactive granting is not in the scope of this committee.
 - e. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
 - f. Submit an application completed by a member of the student group executive who is an undergraduate student;
 - g. Provide reasonable estimates of event expenses;

- h. Provide the Student Group Granting Committee with a budget of anticipated costs;
 - i. Provide proof of a valid bank account; and
 - j. Complete event risk management approval with either the Office of the Dean of Students or Student Group Services.
- 9. In order to be eligible to receive grants from the University of Alberta Student Engagement Fund, a student group must:
 - a. By fully registered with Student Group Services and the University of Alberta, Students' Union, or Graduate Students' Association;
 - b. Complete the Student Group Services grant application form in full prior to the application deadline;
 - i. Late applications shall not be accepted.
 - c. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
 - d. Demonstrate a need for funding only for projects in the future;
 - i. Retroactive granting is not in the scope of this committee.
 - e. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
 - f. Not apply for funding related to academic or for-credit activities;
 - g. Provide reasonable estimates of event expenses; and
 - h. Provide the Student Group Granting Committee with a budget of anticipated costs.
- 10. All Student Group grants shall fall within one of the following categories:
 - a. Start-Up Grant, where:
 - i. A student group is in the first two years of its existence;
 - ii. A student group has been inactive for more than two (2) years and can provide reasonable evidence that it has no existing assets from previous years;
 - iii. A student group has not previously received a Start-Up Grant;
 - iv. A student group is registered with the University of Alberta or Students' Union; and
 - v. The maximum funding received by each group is no more than \$450.
 - b. Restart Grant, where:

- i. A student group has not received a Restart Grant in the past three (3) years.
 - ii. A student group is registered with the University of Alberta and Students' Union.
 - iii. A student group has been inactive for less than two (2) years, and has assets leftover from previous years of the student group's operations.
 - iv. The maximum funding received by each group is no more than \$250.
 - c. Event & Conference Grant, where:
 - i. A student group may be registered with any of the University of Alberta, Students' Union, or Graduate Students' Association; and
 - ii. The maximum funding received by each group is no more than 50% of their total event or conference expenses for items approved by the committee.
- 11. A student group is eligible to receive a maximum of \$3,000 per academic year (May 1 through April 30), unless:
 - a. Two or more executive members of a student group commit to attending the Alberta Student Leadership Summit, where the student group may be eligible to receive a maximum of \$4,000 per academic year.
- 12. A student group may apply any number of times and for any combination of granting categories in each granting session until their annual maximum limit is reached.
- 13. A group may apply only for the amount of funds remaining in their annual limit.
 - a. Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
- 14. A student group may apply for event funding up to six months in advance if a reasonable estimate of their actual event expenses can be provided.
- 15. A student group shall not make purchases from organizations closely connected or related to the student group or the student group's individual members unless prior arrangements have been made with Student Group Services.
- 16. A student group shall not apply for or use Student Group Granting funds to:
 - a. Obtain alcohol and related items;
 - b. Obtain illegal substances;
 - c. Obtain prizes;
 - d. Distribute or sponsor scholarships or bursaries;

- e. Pay wages or staff expenses; or
 - f. Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefitting student group members or the wider campus community.
17. A student group shall pick up their grant cheques within fifteen business day of being notified that they have received funding, unless the group make alternate arrangements.
18. A student group shall complete a granting report, which shall:
- a. Be completed by a deadline provided by Student Group Services staff;
 - b. Meet the expectations of Student Group Services staff; and
 - c. Be written and submitted by an executive of the student group.
19. A student group that fails to submit a grant report shall face appropriate consequences at the discretion of Student Group Services staff, which may include:
- a. Suspension or removal of student group privileges on campus;
 - b. Denial of future grant requests;
 - c. Cancellation of group registration on campus; and
 - d. Other measures as deemed necessary by Student Group Services staff.
20. The Chair of the Student Group Granting Committee shall provide minutes of each Student Group Granting Committee meeting to Finance Committee within two weeks of each meeting's occurrence.

15 Access Fund

1. Finance Committee shall ensure the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy.
 - a. Finance Committee shall review this policy as needed and propose change to the policy if necessary to ensure the Access Fund is being operated in the best interests of students.
 - b. Finance Committee shall ensure the Decision Review process outlined in the policy is a fair appeal process to students in extraordinary situations.
2. The funds available each year shall be divided between the projected number of granting sessions proportionally based on previous years' allocations.
 - a. Student Financial Services may recommend alternative methods of dividing funds to Finance Committee.
3. Restrictions on the Access Fund:
 - a. The maximum bursary allowed per student is \$3,000 per academic year (September 1 through August 31).
 - b. The maximum lifetime limit allowed per student is \$9,000.

- c. Cost of living assessments shall be calculated at \$1,400 per month.
 - d. Students who opt out of the Access Fund will be ineligible to apply for the Access Fund in the Academic Year (September 1 - August 31) they opted out of.
 - e. Students who received funding through the Access Fund are forever ineligible to opt out of the Access Fund.
4. Unless otherwise noted in Standing Orders, administration and regulation of the Access Fund shall be guided by a signed agreement between Finance Committee and Student Financial Services.
5. The Access Fund shall accept donations from external sources through donations made to the Students' Union or the University of Alberta.
6. Any allocated funds not granted in a given disbursement period shall be carried over to the next disbursement period.
 - a. On August 31, any funds not granted shall be placed in an internal reserve.
7. Access Fund awards not claimed within 30 days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.
8. Finance Committee members are ineligible to receive Access Fund bursaries during their term.

16 Students' Union Awards

1. "Students' Union Awards" shall refer to the following:
 - a. Students' Union Involvement Awards;
 - b. The Students' Union Award for Excellence;
 - c. Student Group Awards; and
 - d. The Students' Union Award for Leadership in Undergraduate Teaching.
2. The Students' Union Awards program exists for the purpose of recognizing excellence in student and instructor involvement in the campus community.
3. The Students' Union Awards program operates using funds from external sources and from the Student Involvement Endowment Fund subject to the following conditions:
 - a. No more than ten percent of the balance of the Student Involvement Endowment Fund shall be spent in any one year;
 - b. No single award shall have a value greater than \$2,500;
 - c. No award shall be awarded to a member of Finance Committee or Executive Committee;

- d. No award shall be awarded to full-time permanent staff of the Students' Union;
 - e. No award shall be awarded to any member of the Awards Adjudication Committee;
 - f. No award shall be awarded to any person who was not an undergraduate student registered in the Fall or Winter term(s) preceding disbursement;
 - g. No person receives more than one award in a single year;
 - h. No award is awarded to a student with outstanding Students' Union membership fees; and
 - i. No award is awarded to a student who does not meet the minimum GPA requirement of 1.8 over the previous Fall and/or Winter terms of the academic calendar.
4. Financial need shall be considered when selecting award recipients, using the following criteria:
 - a. Allowable expenses shall equal the Canada Student Loans limits plus 25%;
 - b. Students are not expected to contribute a minimum level of savings from part- or full-time work over the Spring and Summer terms;
 - c. Students registered in full-time studies are not expected to work; and
 - i. No exemption shall be given to any part-time work earnings students make.
 - d. Assessment of financial need is at the discretion of the Awards Adjudication Committee.
5. Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.
6. The Awards Adjudication Committee shall be composed of:
 - a. The Team Lead - Leadership of the Students' Union Services, as Chair;
 - b. A member of the SU Services staff, as Secretary;
 - c. A staff member of Student Group Services as a non-voting member;
 - d. Three members of Finance Committee; and
 - e. Two undergraduate students-at-large.
7. The Secretary of the Awards Adjudication Committee shall be a non-voting member, except in the case of a tie, where they shall cast the deciding vote.
8. The Chair of the Awards Adjudication Committee and the Student Group Services staff member shall be non-voting members.

9. Management of the membership of the Awards Adjudication Committee shall be the responsibility of the Chair.
 - a. The committee membership shall be recommended to Finance Committee for ratification annually.
10. Quorum of any meeting of the Awards Adjudication Committee shall be four voting members, and both the Chair and Secretary.
11. Operation of the Awards Adjudication Committee:
 - a. Finance Committee has the power to create, amend, or eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
 - b. Recommendations on changes to awards for the following year from the Awards Adjudication Committee shall be made to Finance Committee prior to April 1 of each year.
 - c. Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
 - i. The Chair of the Awards Adjudication Committee shall advise the Chair of Finance Committee of the date the awards advertisement shall be made public, at least 30 days before advertising commences.
 - ii. Awards shall be advertised for at least 60 days prior to the close of applications.
 - iii. Applications shall close no later than August 15 of each year.
 - d. A policy shall be jointly developed and maintained by the Chair of the Awards Adjudication Committee and the Chair of Finance Committee regarding name change requests to awards.
12. Procedure of Application for Awards:
 - a. The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources.
 - b. Student applications shall adhere to the following format for the selection of awards:
 - i. A personal essay no more than one page in length;
 - ii. A resume no more than two pages in length; and
 - iii. At least one and no more than two letters of reference.

- a. Member of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for any applicant.
- c. A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package.
 - i. A student shall only submit one application package each year.
- d. The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements.
 - i. In case of a disagreement between the Award Adjudication Committee's internal listing of awards and the advertised descriptions of awards and the description on the application, the description on the application shall take precedence.
- e. A student shall be entitled to receive only one Students' Union Award for the year in which they have applied. A student is ineligible to receive an award they have previously received, unless otherwise stipulated in the award description.

13. Procedure for Selection of Awards:

- a. The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b. The Awards Adjudication Committee shall keep a written record of all names, criteria, and value of awards it disburses, as well as application procedures for disbursement.
- c. Selection shall be completed no less than six weeks prior to award disbursement each year.
- d. Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.
 - i. It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).
- e. Selection shall occur in accordance with a system agreed upon by the Awards Adjudication Committee.

- i. The system shall be recorded for posterity and transparency, and shall be reported to the Chair of Finance Committee annually.
- f. To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process.
- g. Award applicants may be considered for awards they did not apply for if they meet the criteria.
 - i. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.
- h. The Awards Adjudication Committee shall recommend successful applicants from the list of applicants and submit their names to Finance Committee for ratification prior to October 1 of each year.
- i. The entirety of deliberation meetings shall be considered de facto in-camera sessions.
- j. Only members of the Awards Adjudication Committee shall be present during selection deliberations.

14. Coca-Cola Student Achievement Awards

- a. Notwithstanding Standing Orders, the Coca-Cola Student Achievement Awards are open to all undergraduate and graduate students of the University of Alberta.

17 Operational Dedicated Fees

1. Dedicated Fee Units shall be outlined in the Bylaw 6000 schedule.
2. The primary points of contact for communication between the Students' Union and each Dedicated Fee Unit shall be:
 - a. For the Students' Union, the Chair of Finance Committee; and
 - b. For the Dedicated Fee Unit, the Board Chair or Executive Director.
3. Finance Committee shall annually review Operational Dedicated Fee Units.
 - a. The process for these reviews shall be governed by Bylaw 6200.
 - b. Operational Dedicated Fee Units include:
 - i. CJSR-FM Fund;
 - ii. Student Legal Services of Edmonton Fund;
 - iii. Alberta Public Interest Research Group Fund;
 - iv. Gateway Student Journalism Fund; and

- v. The Landing Fund.

18 Loans

1. Finance Committee shall approve loans to student groups.
 - a. These loans shall not exceed \$2,000 per student group.
 - b. All loans shall be repayable within 12 months.
2. Student groups wishing to apply for a loan shall submit a brief write-up outlining the purpose for their request to the Chair of Finance Committee.
 - a. The Chair shall submit all requests to Finance Committee.
3. Finance Committee shall rule on loans within one month of the Chair receiving the application.

19 Tenant Contracts

1. Contracts related to tenants in the Students' Union Building shall be drafted and negotiated by the Vice President (Operations & Finance) and presented to Finance Committee for ratification.
 - a. Contracts covered under Bylaw 3000, Section 9 are exempt.
 - b. Contracts not covered under Bylaw 3000, Section 9 and not related to tenancy in the Students' Union Building shall remain under the discretion of the Vice President (Operations & Finance).
2. Tenant contracts shall not exceed five years in length without the approval of Students' Council.

Finance Committee Transition Manual

Information for the Members of the Finance Committee

Last updated: April 2015

Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Finance Committee?

The Finance Committee is relatively new, having been created in 2014 by combining the duties of the Budget and Finance Committee and the Grant Allocation Committee. It's duties include budgeting for the SU and allocating its grant and bursary funds.

Finance Committee's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

1. **Oversee grant and bursary allocation disbursement.**

This includes the disbursal of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, student group grants, and Access Fund Bursaries (with an appeals mechanism). Finance Committee also makes recommendations on the legislation and budget of the Access Fund.

Each group has its own operating and granting rules specified in the Finance Committee Standing Orders, so be sure to read those carefully before proceeding with any grant and bursary allocation activities.

2. **Oversee SU awards.**

This includes student involvement awards, undergraduate teaching awards, and externally-funded awards delegated to it by the SU Executives. Much of this work is delegated to other committees set up specifically for the task, which Finance Committee oversees and receives reports from.

3. **Recommend a budget for the SU.**

The full process for the creation of the SU's budget can be found in the Students' Council Standing Orders and SU Bylaw 3000. For Finance Committee, the process begins in January with the approval of preliminary budget principles and ends in April with Council's approval of the final Operating and Capital Budget.

Duties of Chair

Generally, your duties as the Chair involve making sure that the duties of Finance Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at Finance Committee first.

In addition to making sure Finance Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Finance Committee.
2. Submit report to Students' Council.
3. Ensure there is an agenda for each meeting, and that it is circulated at least one day prior to the meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Finance Committee are met.
5. Delegate tasks to other Finance Committee members as necessary.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become Finance Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Finance Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Finance Committee stuff. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Finance Committee have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was Finance Committee's last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. Has Finance Committee missed any important deadlines, and have all time-sensitive duties of Finance Committee been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has Finance Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Finance Committee Timeline

May:

- May 1: Deadline to ratify proposed funding allocations from the Golden Bear and Panda Legacy Fund Committee.
- Create a strategic plan for Finance Committee's activities and goals for the year.
- Do an overview of all duties and ensure that all members understand them.
- Attend GovCamp at the end of the month.
- First meeting of the Golden Bear and Panda Legacy Fund Committee.

August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

September:

- Week of Welcome
- By-elections

November

- Nov 30: Deadline to update the Finance Committee Standing Orders where such updates would affect the Golden Bear and Panda Legacy Fund Committee.

January:

- January 15: Deadline for the VP Operations & Finance to submit a proposed set of Budget Principles to the Finance Committee.

- At your first meeting in January, you should check in on last semester's business to ensure that all business is on track to be finished by the end of the year.

February:

- February 15: Deadline for the Finance Committee to recommend a set of Budget Principles to Students' Council.
- Nominations for SU General Elections are due, and Campaigning begins.

March:

- March 1: Deadline for the Golden Bear and Panda Legacy Fund Committee to submit their funding allocation recommendations.
- March 15: Deadline for Students' Council to approve a set of Budget Principles.
- March 31: Deadline for the Executive Committee to submit a final Operating and Capital Budget to the Finance Committee.
- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

April:

- Finance Committee must submit the final Operating and Capital Budget to Students' Council for approval by the end of April.
- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Finance Committee Chair.