



University of Alberta Students' Union

**FINANCE
COMMITTEE**

Thursday, April 21, 2016

5.30PM

SUB 6-06

AGENDA (FC 2016-01)

2016-01/1 INTRODUCTION

2016-01/1a Call to Order

2016-01/1b Approval of Agenda

2016-01/1c Approval of Minutes

2016-01/1d Chair's Business

Standing Orders - Approval

Please see FC 16-01.01 (Existing)

Please see FC 16-01.02 (Changes)

Please see FC 16-01.02 (Proposed)

2016-01/2 QUESTION/DISCUSSION PERIOD

2016-01/3 **COMMITTEE BUSINESS**

2016-01/4 **INFORMATION ITEMS**

2016-01/5 **ADJOURNMENT**

2016-00/5a **Next Meeting:** To be confirmed.

Finance Committee Standing Orders

This is the approved revision of this page, as well as being the most recent.

1 Mandate

1. A committee known as the Finance Committee shall exist in order to
 - a. oversee the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund;
 - b. grant funds in support of student groups;
 - c. distribute bursaries from the Access Fund, and allow for an appeals mechanism;
 - d. recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council in accordance with Bylaw 100 of the University of Alberta Students' Union;
 - e. recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
 - f. establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources,
 - g. shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee;
 - h. establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta;
 - i. recommend to Students' Council a budget for the Students' Union as outlined in the bylaws and other legislation;
 - j. recommend to Students' Council on expenditures of the funds from Project Allocations; and
 - k. recommend to Students' Council on legislation dealing with Students' Union finances as delegated by Students' Council.

2 Start-Up

1. The first meeting of the Finance Committee shall be coordinated through the Speaker of Students' Council prior to the first meeting of the Students' Council of the University of Alberta Students' Union.
2. The agenda of the first meeting must include, but is not limited to:
 - a. Election of a chair;
 - b. Approval of standing orders for the Finance Committee;
 - c. Approval of summer meeting schedule.

3 Membership

1. Students' Council shall define the voting membership of the Finance Committee.
2. The Finance Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent, without proxy, for at least three consecutive meetings.
3. If a voting member is failing to perform his or her duties as stipulated in these standing orders, the Finance Committee may recommend to Students' Council that this member be dismissed.
4. The Students' Union Senior Manager of Services, or their representative, and one (1) representative from the Office of the Dean of Students, shall be considered non-voting members of the committee.

4 Chair

1. The Chair of the Finance Committee must be elected from the voting membership of the Finance Committee.
2. The Chair may be dismissed at any meeting of the Finance Committee by a majority vote, whereupon the Finance Committee would immediately elect a new Chair.
3. In the event that a Chair resigns from the Finance Committee, they also vacate their position as Chair.
4. The Chair's responsibilities shall include, but are not limited to:

- a. Providing a location for each meeting of the Finance Committee;
 - b. Moderating debates at each meeting of the Finance Committee;
 - c. Responding to questions from Finance Committee members in a timely fashion;
 - d. Assigning duties to members of the Finance Committee, in order for the Committee to fulfill its mandate.
 - e. Preparing and distributing agenda packages in the following manner:
 - i. Emailing a preliminary copy to committee members at least one day prior to the meeting.
 - ii. Providing paper copies at the committee meeting of the comprehensive agenda package which includes any late additions.
5. In the event that the Chair is absent at a meeting of the Finance Committee, a voting member shall be elected to serve as interim Chair for the duration of the meeting.

5 Meetings

1. All meetings of the Finance Committee, except for the first meeting, shall be
 - a. Coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice;
 - b. Five voting members of the Finance Committee may call a meeting, provided that members are given at least 72 hours' notice;
 - c. The Finance Committee may call a meeting, without notice, provided that there is unanimous consent from all voting members of the Finance Committee.
2. Quorum of the Finance Committee shall be five (5) voting members.
3. Chair is responsible to secure a location for each meeting.

6 Record

1. The Finance Committee must have a written record of its votes and proceedings.
2. The Chair shall periodically report to Students' Council on the following:
 - a. attendance of members and guests;
 - b. any decisions made by the Finance Committee acting under authority delegated to it by Students' Council;
 - c. any recommendations made by the Finance Committee to Students' Council;
 - d. any standing orders adopted by the Committee.

7 Proxies

1. Voting members of the Finance Committee may delegate a proxy to a meeting of the Finance Committee by providing written notice of such to the Chair at least two hours prior to the meeting.
2. In order to be eligible to serve as a proxy, an individual must be either a voting member of Students' Council or designated as a long-term proxy as per Students' Council Standing Orders.
3. An individual may only be designated as a proxy once per meeting of the Finance Committee.
4. Elected members of the Finance Committee are unable to be designated as proxies.

8 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. 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;
 - v. Volunteer appreciation.
 - c. 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.
 - d. Allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting.
 - e. 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 the Finance Committee.
2. The Chair of Finance Committee shall serve as a voting member on the Campus Recreation Enhancement Fund Committee.

9 Guiding Principles of the Golden Bear and Panda Legacy Fund

1. Funds from the Golden Bear and 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 must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by the Finance Committee. Finance Committee Standing Orders

10 Operation of the Golden Bear and Panda Legacy Fund

1. The Golden Bear and Panda Legacy Fund Committee shall be responsible to administer the advertisement, receipt, review, and recommendation of grant amounts.
2. The Golden Bear and Panda Legacy Fund Committee shall consist of seven voting members, including:
 - a. two (2) University Athletic Board members;
 - b. one (1) University Athletic Board student executive member;
 - c. one (1) Students' Union Executive member;
 - d. one (1) Students' Union Councillor, selected from Finance Committee;
 - e. two (2) students-at-large, selected by Nominating Committee; and
 - f. one (1) staff member or designate from the Department of Athletics as the chair and a nonvoting member.
3. Quorum of the Golden Bear and Panda Legacy Fund Committee shall be four (4) voting members, and must include at least one (1) Students' Union representative and one (1) University Athletic Board member.
4. The first meeting of the Golden Bear and Panda Legacy Fund Committee, which shall take place each May, will be called by the President of the University Athletic Board.
5. The Golden Bear and Panda Legacy Fund Committee shall operate according to Finance Committee Standing Orders to be reviewed annually and updated by November 30, where necessary.
6. The Golden Bear and Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 1 of each year for ratification by May 1, and disbursement by November 1 of the same year.
7. Proceeding with funding recommendations received by Finance Committee after March 1 will be subject to the discretion of Finance Committee.
8. The fund shall be distributed such that:
 - a. 50% of the fund will be used as a corporate sponsorship of the Department of Athletics;
 - b. 30% of the fund will be allocated to projects and special events; and
 - c. 20% of the fund would be kept in a reserve fund.
9. The criteria for the evaluation of funding applications shall include:
 - a. that applicants be required 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 participant;

- 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. that applications are complete with all information requested by the Golden Bear and 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 and Panda Legacy Fund Dedicated Fee Unit that cannot be distributed by the Finance Committee will be kept in the Golden Bear and Panda Legacy Fund reserve.

11 Refugee Student Fund

1. The Refugee Student Fund Dedicated Fee Unit, administered by the Student Refugee Program Fund Board, shall be used for the support of four undergraduate refugee students at the University of Alberta selected by the World University Service of Canada Refugee Student Sponsorship Committee and consisting 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.
2. The Student Refugee Program Board (SRPB) shall allocate the total annual application cost required by the national WUSC office from the total fee collected.
3. The Student Refugee Program Board (SRPB) shall allocate from the total fee collected an amount equivalent to the current HUB 4-bedroom residence rate, to be distributed to the student in his/her first year of study for the cost of housing for the first 12 months of their stay.
4. The SRPB shall allocate 3% of the remaining amount after the allocation in §27 to be distributed to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to the SRPB.
5. The SRPB shall allocate 2% of the remaining amount after the allocation in §27 to the WUSC SRP Contingency Fund.
6. During their four year tenure, each SRP student shall receive the total amount that is collected by the dedicated fee unit during their first year of sponsorship, minus the various costs associated with §27, §28 & §29. Specifically, this amount shall be disbursed as follows:
 - a. In his/her first year: 66% of the remaining amount after the allocation in §27
 - i. the student shall receive an amount totalling to 39% of the remaining amount after the allocation in §27 that is dispersed in equal monthly instalments for the first six months;
 - ii. the student shall receive an amount totalling to 27% of the remaining amount after the allocation in §27 that is dispersed in equal monthly instalments for the last six months;
 - b. In his/her second year: 16% of the remaining amount after the allocation in §27;
 - c. In his/her third year: 7% of the remaining amount after the allocation in §27; and
 - d. In his/her fourth year: 6% of the remaining amount after the allocation in §27.
7. Where a SRP student requires more than the amount allotted in §30, or requires a different payment scheme, this shall be decided by two-thirds majority by the SRPB. The SRPB shall submit a report detailing funds dispersed at the next Students' Union Finance Committee Meeting immediately following such disbursement of funds.

12 Guiding Principles of Student Group Granting

1. The 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 to 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 (non-granting) sources;
- e. Complement existing University of Alberta student group grant programs.
- f. Provide support to undergraduate student groups in concert with the Student Engagement Grant for University and graduate student groups.

13 Student Group Granting Committee

1. The Finance Committee shall delegate its authority to deliver student group grants to the Student Group Granting Committee.
2. The Student Group Granting Committee shall disburse funds from the Students' Union Student Group Granting Program and the University of Alberta Student Engagement Fund.
3. The voting membership of the Student Group Granting Committee shall consist of the following Students' Union representatives:
 - a. Two (2) students who are undergraduate Executive members of student groups on campus as selected by Student Group Services.
 - b. The Students' Union Vice President (Operations and Finance) or their representative.
 - c. The Students' Union Vice President (Student Life) or their representative.
4. The non-voting membership of the Student Group Granting Committee shall consist of the following University of Alberta representatives:
 - a. The Student Affairs Officer, Office of the Dean of Students, or their representative.
 - b. A member of the University of Alberta Senate, or their representative.
 - c. A staff member of the University of Alberta Student Services
 - d. Two representatives selected by the Graduate Students' Association
5. The non-voting membership of the Student Group Granting Committee shall consist of:
 - a. The Manager of Student Group Services; and
 - b. A Student Group Services Coordinator.
6. The Manager of Student Group Services shall serve as chair of the Student Group Granting Committee. The Coordinator of Student Group Services shall serve as the secretary of the Student Group Granting Committee.
7. Quorum of the Student Group Granting Committee shall consist of the chair, and four (4) other members, including at least one representative each from the University of Alberta, the Students' Union, and the Graduate Students' Association. In absence of attendance at the meeting, submission of granting scores may count towards quorum.
8. In the event that the Chair is absent at a meeting of the Student Group Granting Committee, the meeting shall be rescheduled to a later date when quorum may be reached.

14 Student Group Granting Eligibility

1. In order to be eligible to receive grants from the University of Alberta Students' Union's Student Group Granting Program, a student group must:
 - a. Be fully registered with Student Group Services, and University of Alberta Students' Union as an undergraduate group;
 - b. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
 - c. Not have any outstanding financial issues with the University of Alberta or the University of Alberta Students' Union;
 - d. Demonstrate a need for funding in the future, as retroactive granting is not permissible;
 - e. Submit an application that was composed by a member of the Executive who is an undergraduate student;
 - f. Provide reasonable estimates of event expenses, and provide the Granting Committee with a budget of anticipated costs;
 - g. Complete the Student Group Services grant application form in full, before the application deadline.

- Late applications shall not be accepted.;
- h. Provide proof of a valid bank account;
 - i. Complete University of Alberta event risk management approval with the Office of the Dean of Students.
2. In order to be eligible to receive grants from the University of Alberta Student Engagement Fund, a student group must:
- a. Be fully registered with Student Group Services and the University of Alberta, The Students' Union, or the Graduate Students' Association.
 - b. Must not apply for funds relating to academic or for-credit activities.
 - c. Demonstrate a benefit not only to their own group, but to the campus community as a whole.
 - d. Not have any outstanding financial issues with the University of Alberta or the University of Alberta Students' Union.
 - e. Demonstrate a need for funding in the future, as retroactive granting shall not be permitted.
 - f. Provide reasonable estimates of event expenses, and provide the Granting Committee with a budget of anticipated costs.
 - g. Complete the Student Group Services grant application form in full, before the application deadline. Late applications shall not be accepted.

15 Student Group Grant Categories

1. All Student Group grants shall fall within one of four (4) following categories such that they are a:
 - a. Start-up Grant, where:
 - i. A student group is in the first two (2) years of its existence;
 - ii. A student group has not previously received a Start-Up grant.
 - iii. The maximum Start-up Grant funding received by any student group is \$450.00.
 - iv. A student group is registered with the University of Alberta and Students' Union.
 - b. Re-Start Grant, where:
 - i. A student group is registered with the University of Alberta and Students' Union.
 - ii. A student group has not previously received a Re-Start grant in the past three (3) years.
 - iii. The maximum Re-Start grant funding received by any student group is \$250.00.
 - c. Event or Conference Grant, where:
 - i. A student group may be registered at any level with the University of Alberta, Students' Union, or Graduate Students' Association.
 - ii. A student group may receive up to 50% of the entire event/conference expenses for approved items.

16 Student Group Granting Criteria

1. A student group is eligible to receive a maximum of \$2000 per academic year (May-April), unless:
 - a. Two (2) or more executive members of the student group commit to attending the Alberta Student Leadership Conference, at which time the student group may be eligible to receive a maximum of \$4000.
2. 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.
3. A group may apply only for the amount of funds remaining in their annual limit, and any requests over this limit shall be reduced.
4. A student group may apply for event funding up to six (6) months in advance if a reasonable estimate of their actual event expenses can be provided.
5. A student group must 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.
6. A student group must 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
- f. Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefiting group members or the wider campus community.

17 Requirements for Student Groups Receiving Funding

1. A student group must pick up their grant cheques within fifteen (15) business days of being notified that they have received funding, unless the group makes alternative arrangements.
2. A student group must complete a granting report, which
 - a. Shall be completed by a deadline provided by Student Group Services staff, or an approved extension;
 - b. Meets the expectations of the Student Group Services staff;
 - c. Must be written and submitted by an undergraduate student member of the student group's executive.
3. A student group that fails to submit a grant report shall face appropriate consequences, which may include:
 - a. Removal of student group privileges on campus;
 - b. Denial of future grant requests;
 - c. Cancellation of group registration on campus;
 - d. Other measures as deemed necessary by the Student Group Services staff.

18 Student Group Granting Committee Reporting Requirements

1. The Chair of the Student Group Granting Committee shall provide minutes of the each Student Group Granting Committee meeting to the Finance Committee within two (2) weeks of the meeting's occurrence.

19 Access Fund

1. The Finance Committee shall ensure that the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy
2. The Finance Committee shall review the University of Alberta Student Financial Services Supplementary Bursary Policy annually and review any changes to the policy to ensure the Access Fund is being operated in the best interests of students.
3. The funds available each year shall be divided between the projected number of granting sessions upon the recommendation of the Student Financial Services staff.
4. The maximum bursary allowed per student is \$3,000.00 per academic year (September 1 - August 31).
5. The maximum lifetime limit allowed per student is \$6,000.00.
6. Student who opt out of the Access Fund will forever be ineligible for the Access Fund
7. The Finance Committee will ensure the Decision Review process outlined in the University of Alberta Student Financial Services Supplementary Bursary Policy is a fair appeal process to students in extraordinary situations.
8. The Access Fund shall accept donations from outside sources through donations made to the University of Alberta.
9. Any money not granted in a given disbursement period shall be carried over to the next disbursement period. At the end of the Access Fund year (August 31), any money not granted shall be put into the internal reserve.
10. Access Fund awards not claimed within thirty (30) days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.
11. Finance Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service.

20 Guiding Principles of Students' Union Awards

1. Students' Union Awards exists for the purpose of recognizing excellence in student and professor involvement in the campus community using funds from external sources and from the Student Involvement Endowment Fund, subject to the following conditions:
 - a. not more than eight and one half percent of the balance of the Student Involvement Endowment Fund is spent in this fashion in any one year;
 - b. no single award has a value greater than two thousand five hundred dollars;
 - c. no award is awarded to a member of the Executive Committee or the Finance Committee, or a full-time permanent salaried employee of the Students' Union;
 - d. no monetary award is awarded to any person who was not an undergraduate student registered in the Winter semester directly preceding disbursement in the Fall;
 - e. no person receives more than one monetary award in a single year;
 - f. no monetary award is awarded to a person with financial holds as ascribed by the University of Alberta or the University of Alberta Students' Union; and
 - g. no monetary award is awarded to a person who does not meet the minimum GPA requirement of 1.8 over the previous fall/winter semesters of the academic calendar.
2. Financial need will be considered when selecting award recipients, using the following criteria:
 - a. Allowable expenses will equal the Canada Student Loans limits plus 25%;
 - b. Students are not expected to contribute a minimum level of summer savings;
 - c. Part-time Earnings: Full-time students are not expected to work. No exemption shall be given to the part-time earnings students make; and
 - d. Assessment of financial need is at the discretion the Awards Adjudication Committee.

21 Students' Union Awards Adjudication Committee

1. The Finance Committee shall delegate its authority to select Students' Union Involvement Awards, the Students' Union Award for Excellence, Student Group Awards, and the Students' Union Award for Leadership in Undergraduate Teaching (collectively referred to as "Students' Union Awards") recipients to the Awards Adjudication Committee.
2. The Awards Adjudication Committee shall be composed of:
 - a. A member of the SU Awards permanent staff, as Chair;
 - b. A member of the SU Awards permanent staff, as Secretary;
 - c. A permanent staff member of Student Group Services as a non-voting member; and
 - d. Five (5) undergraduate students.
3. The Secretary of the Awards Adjudication Committee shall be a non-voting member with speaking privileges except in the case of an intractable tie, in which case the secretary shall rule to break it.
4. The Chair of the Awards Adjudication Committee and the Student Group Services representative shall be a non-voting member with speaking privileges.
5. The application, replenishment, and selection process for Awards Adjudication Committee members shall be the responsibility of the Team Lead - Leadership of the Students' Union, or, if the position is unfilled or no longer exists, the Chair of the Awards Adjudication Committee.
6. Appointment of any voting members to the Awards Adjudication Committee must be submitted to the Finance Committee for ratification.
7. Quorum of any meeting of the Awards Adjudication Committee shall be four (4) voting members, and both the Chair and Secretary.

22 Operation of Students' Union Awards Adjudication Committee

1. Conduct of Business
 - a. The Finance Committee has the power to create, amend, and 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 during their next regularly scheduled meeting directly following awards disbursement.

- c. Creations, amendments and elimination of awards must be in place before the commencement of the advertisement for awards. The Chair of the Awards Adjudication Committee shall advise Finance Committee of the date the awards advertisement will be made public thirty (30) days before advertising commences.

2. Procedure of Application

- a. The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources. The Awards Administrator shall advertise in order to collect the greatest number of diverse applications.
- b. Student applications shall adhere to the following format for the selection of awards:
 - i. A personal essay not more than one (1) page in length
 - ii. A résumé (not more than two (2) pages)
 - iii. Two (2) letters of reference
- c. Awards Adjudication Committee members may not apply for Students' Union Awards. Awards Adjudication Committee members also may not write letters of reference for applicants for Students' Union Awards.
- d. A student may apply for a maximum of three Students' Union Involvement Awards, but need only to submit one application package.
- e. 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. In case of a disagreement between the Awards 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.
- f. Voting membership on Students' Council or any of its standing committees, with exception of the Finance Committee, or any positions that have been granted by virtue of membership on Students' Council, shall not be a consideration in the selection of award recipients.
- g. A student shall be entitled to receive only one Students' Union Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.

3. Selection

- a. The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b. The Awards Adjudication Committee must 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 (6) weeks before awards 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. It shall be expected that Awards Adjudication Committee members shall have read the applicable information before attending the selection meeting.
- e. Selection shall occur according to a system agreed upon by the Awards Adjudication Committee. The system shall be recorded for posterity and transparency. It is strongly advised that the processes used in the past be reviewed.
- 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 had not applied for if they meet the criteria. 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 select persons from the list of applicants and shall submit the names of those selected to the Finance Committee for ratification prior to October 1 of that year.

4. Confidentiality

- a. Only members of the Awards Adjudication Committee shall be present during selection deliberations.
- b. The entirety of the deliberation meetings shall be considered de facto in-camera sessions.

23 Coca-Cola Student Achievement Awards

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

Finance Committee Standing Orders

Revision as of 17:13, 3 December 2015 (edit)

Cody.bondarchuk

← Older edit

Latest revision as of 00:02, 20 April 2016 (edit)

(undo)

Cody.bondarchuk

(One intermediate revision by the same user not shown)

Line 1:

	== Mandate ==
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-	## oversee the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund;
-	## grant funds in support of student groups;
-	## distribute bursaries from the Access Fund, and allow for an appeals mechanism;
-	## recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council in accordance with Bylaw 100 of the University of Alberta Students' Union;
-	## recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
-	## establish, amend, eliminate, and bestow awards recognizing student involvement. such awards to be funded by the Student Involvement Endowment Fund and/or external sources,
-	## shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee;
-	## establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta;
-	## recommend to Students' Council a budget for the Students' Union as outlined in the bylaws and other legislation;
-	## recommend to Students' Council on expenditures of the funds from Project Allocations; and
-	## recommend to Students' Council on legislation dealing with Students' Union finances as delegated by Students' Council.
-	

Line 1:

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

- == Start-Up ==

- # The **first meeting** of the Finance Committee **shall** be coordinated through the **Speaker of Students' Council** prior to the **first meeting of the** Students' Council of the **University of Alberta Students' Union**.

- # The **agenda** of the **first meeting** must include, but is not limited to:

- ## Election of a chair;

- ## Approval of standing orders for the Finance Committee;

- ## Approval of summer meeting schedule.

- == Membership ==

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

- # **The** Finance Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent, without proxy, for **at least** three consecutive meetings.

- # **If** a voting member is failing to perform **his or her** duties as stipulated in these **standing orders**, the **Finance Committee** may recommend to Students' Council that **this member be dismissed**.

- # The Students' Union **Senior Manager of Services**, or **their representative**, and **one (1) representative from the Office of the Dean of Students**, shall be considered non-voting members of **the committee**.

- == Chair ==

- # The Chair of **the** Finance Committee **must** be elected from the voting membership of **the** Finance Committee.

- # The Chair may be dismissed at any meeting of **the** Finance Committee by a majority vote, whereupon **the** Finance Committee **would** immediately elect a new Chair.

- # In the event that **a** Chair resigns from **the** Finance Committee, they also vacate their position as Chair.

The Chair's responsibilities shall include, but are not

+ == Standing Orders ==

+ # 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.

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

+ == Membership ==

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

+ # 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.

+ ## **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**.

+ # The **following staff of the** Students' Union shall be considered non-voting members of **Finance Committee**:

+ ## **Director of Student Life** or designate; and

+ ## **Financial Controller** or designate.

+ == Chair ==

+ # The Chair of Finance Committee **shall** be elected from **and by** the voting membership of Finance Committee.

+ # The Chair may be dismissed at any meeting of Finance Committee by a majority vote; whereupon Finance Committee **shall** immediately elect a new Chair.

+ ## In the event that **the** Chair resigns from Finance Committee, they **shall** also vacate their position as Chair.

+ # **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.

The Chair's responsibilities shall include, but are not

limited to:

- **## Providing a location for each meeting of the Finance Committee;**

- **## Moderating debates at each meeting of the Finance Committee;**

- **## Responding to questions from Finance Committee members in a timely fashion;**

- **## Assigning duties to members of the Finance Committee, in order for the Committee to fulfill its mandate.**

- **## Preparing and distributing agenda packages in the following manner:**

- **### Emailing a preliminary copy to committee members at least one day prior to the meeting.**

- **### Providing paper copies at the committee meeting of the comprehensive agenda package which includes any late additions.**

- **# In the event that the Chair is absent at a meeting of the Finance Committee, a voting member shall be elected to serve as interim Chair for the duration of the meeting.**

-

== Meetings ==

- **# All meetings of the Finance Committee, except for the first meeting, shall be**

- **## Coordinated** by the Chair on an as-needed basis, provided that members are given 72 hours' notice;

- **## Five voting members of the Finance Committee may call a meeting, provided that members are given at least 72 hours' notice;**

- **## The Finance Committee may call a meeting, without notice, provided that there is unanimous consent from all voting members of the Finance Committee.**

- **# Quorum** of the Finance Committee shall be **five (5)** voting members.

- **# Chair is responsible to secure a location for each meeting.**

-

limited to:

+ **## Facilitating each meeting according to the approved agenda;**

+ **## Moderating debate and conversation at each meeting of Finance Committee;**

+ **## Responding to questions from members of Finance Committee in a timely fashion and providing the appropriate information;**

+ **## Assigning duties to members of Finance Committee in order for the committee to fulfill its mandate; and**

+ **## In conjunction with the Speaker and Council Administrative Assistant:**

+ **### Providing a location for each meeting;**

+ **### Preparing and distributing agenda packages at least one day prior to the meeting; and**

+ **### Ensuring other logistical needs of Finance Committee are met.**

+ **# 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.**

+

== Meetings ==

+ **# Quorum for a meeting of Finance Committee shall be five voting members.**

+ **# The first meeting of Finance Committee shall be coordinated through the Speaker of Students' Council prior to the first meeting of Students' Council.**

+ **## The agenda for the first meeting shall include, but is not limited to:**

+ **### Election of a Chair;**

+ **### Approval of Finance Committee Standing Orders; and**

+ **### Approval of a spring/summer meeting schedule.**

+ **# 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'

- == Record ==

- # The Finance Committee **must** have a written record of its votes and proceedings.

notice **of a meeting.**

+ ## Five voting members of Finance Committee may call a meeting, provided that members are given at least 72 hours' notice.

+ ## Finance Committee may call a meeting without notice, provided that there is unanimous consent from all voting members of **Finance Committee.**

+ == Member Responsibilities ==

+ # **Members are required to attend all meetings of Finance Committee or appoint a proxy in their place.**

+ # **The following external seats are required to be filled by members of Finance Committee:**

+ ## **One seat on the Campus Recreation Enhancement Fund Committee;**

+ ### **The Vice President (Operations & Finance) is also an ex-officio seat on this committee.**

+ ## **Two seats on the Golden Bear & Panda Legacy Fund Committee;**

+ ### **The Vice President (Operations & Finance) and Vice President (Student Life) are also ex-officio seats on this committee.**

+ ## **Two seats on the World University Service of Canada Refugee Student Sponsorship Committee;**

+ ## **Two seats on the Student Group Granting Committee; and**

+ ## **Three seats on the Students' Union Awards Adjudication Committee.**

+ # **All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on Finance Committee.**

+ == Proxies & Guests ==

+ # **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.**

+ ## **Proxies must be a voting member of Students' Council or a long-term proxy of a voting member of Students' Council.**

+ # **No person shall proxy for more than one member at any meeting.**

+ # **Voting members of Finance Committee cannot proxy for other members.**

- + # 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.
- + ## These members are permitted to be present for in-camera sessions.
- + # 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.
- + ## These members are not permitted to be present for in-camera sessions. unless allowed by a two thirds majority vote of Finance Committee.
- +
- + == Committee Administration & Record ==
- + # The Council Administrative Assistant shall:
- + ## Book meeting rooms for each meeting of Finance Committee;
- + ## Schedule Minute Takers for each meeting of Finance Committee;
- + ## Create agendas for each meeting of Finance Committee in conjunction with Section 9 of Standing Orders;
- + ### Any member of Finance Committee may send items for the agenda to the Council Administrative Assistant.
- + ### Referrals and requests for agenda items from external bodies shall be added to the agenda by the Finance Committee Chair.
- + ## Notify the committee of each meeting through a schedule sent out each term;
- + ## Distribute the agenda and minutes to members of Finance Committee; and
- + ## Ensure paper copies of the agenda are printed for the Chair to bring to each meeting, if the committee requests paper copies.
- + # Finance Committee shall have a written record of its votes and proceedings from each meeting available publicly.
- + ## All motions must be made ex-camera.
- + ## Members of the committee may amend their comments in the minutes when the minutes are being approved by the committee.
- + # If a Minute Taker is not present at a meeting of

The Chair shall periodically report to Students' Council on the following:

attendance of members and guests;

any decisions made by **the** Finance Committee **acting under authority delegated to it by Students' Council**;

any recommendations made by **the** Finance Committee to Students' Council;

any standing orders adopted by **the** Committee.

== Proxies ==

Voting members of the Finance Committee **may delegate a proxy to a meeting** of the Finance Committee **by providing written notice of such** to the **Chair at least two hours prior** to the meeting.

In order to be **eligible** to **serve as a proxy**, an **individual must be either a voting member** of **Students' Council** or **designated as a long-term proxy as per Students' Council Standing Orders**.

An individual may only be designated as a proxy once per meeting of the Finance Committee.

Elected members of the Finance Committee **are unable to be designated as proxies**.

+ Finance Committee. the Chair shall assign the task of recording minutes to a member of the committee.

The Chair shall periodically report to Students' Council on the following:

+ ## Attendance of members and guests;

+ ## Any decisions made by Finance Committee;

+ ## Any recommendations made by Finance Committee to Students' Council; **and**

+ ## Any changes to Standing Orders adopted by **Finance Committee**.

+ == Orders of the Day ==

Order of Agenda Business

+ ## Introduction

+ ### Call to Order

+ ### Approval of Agenda

+ ### Approval of Minutes

+ ### Chair's Business

+ ## Question & Discussion Period

+ ## Committee Business

+ ## Information Items

+ ## Adjournment

+ # Order of Orders of the Day

+ ## Orders of the Day shall appear on the agenda in the order submitted or as otherwise designated by the Chair of Finance Committee.

+ ### Addition or removal of items on or from the agenda can only be done with the consent of the majority of Finance Committee.

+ ### The Chair reserves the option to re-order items on the agenda without approval from the committee.

+ # Submission of Items

+ **## Members shall send items for each agenda to the Council Administrative Assistant by 8am the business day preceding** the meeting.

+ **## 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.**

+ **# Deadline for Publishing**

+ **## The agenda package shall be published in the following manner:**

+ **### Paper copies shall be created upon the request of Finance Committee and made available in a location accessible to the Chair;**

+ **### An electronic version shall be placed on the Students' Union website; and**

+ **### The agenda package shall be published no later than 4:30pm the business day preceding the meeting.**

+ **## 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.**

+

+ **== Budget Process ==**

+ **# The legislative process for the Students' Union Budget shall be outlined in Students' Council Standing Orders.**

+ **# Finance Committee shall recommend a final Operating and Capital Budget to Students' Council prior to the final meeting of Students' Council.**

+

+ **== Campus Recreation Enhancement Fund ==**

+ **# Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:**

+ **## 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;**

+ **## Be allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting;**

+ **## Not be used for:**

+ **### Funding projects that are receiving other Students' Union funding;**

-

- **== Campus Recreation Enhancement Fund ==**

- **# Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:**

- **## 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.**

- **## Not be used for**

- **### Funding projects that are receiving other Students' Union funding**

-

	### Transportation;		### Transportation;
	### Supplementing University of Alberta staff wages;		### Supplementing University of Alberta staff wages;
-	### Awards;	+	### Awards; and
-	### Volunteer appreciation.	+	### Volunteer appreciation; and
	## 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.		## 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.
-	## Allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting.	+	# 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.
-	## 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 the Finance Committee.	+	# The following members of the Students' Union shall serve as voting members on the Campus Recreation Enhancement Fund Committee:
-	# The Chair of Finance Committee shall serve as a voting member on the Campus Recreation Enhancement Fund Committee.	+	## The Vice President (Operations & Finance); and
		+	## One voting member of Finance Committee.
		+	# The Campus Recreation Enhancement Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
		+	## Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
		+	## The Students' Union shall disburse the approved funding allocations by October 31 of each year.
-	== Guiding Principles of the Golden Bear and Panda Legacy Fund ==	+	== Golden Bear & Panda Legacy Fund ==
-	# Funds from the Golden Bear and 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.	+	# 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.
-	# 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 the Finance Committee. Finance Committee Standing Orders	+	# 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.
-		+	# 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.
-	== Operation of the Golden Bear and Panda Legacy Fund ==	+	# The Golden Bear & Panda Legacy Fund Committee shall consist of seven voting members, including:

- # The Golden Bear and Panda Legacy Fund Committee shall be responsible to administer the advertisement, receipt, review, and recommendation of grant amounts.	+ ## Two University Athletic Board members;
- # The Golden Bear and Panda Legacy Fund Committee shall consist of seven voting members, including:	+ ## One University Athletic Board student executive member;
- ## two (2) University Athletic Board members;	+ ## The Students' Union Vice President (Operations & Finance) ;
- ## one (1) University Athletic Board student executive member;	+ ## The Students' Union Vice President Student Life ;
- ## one (1) Students' Union Executive member ;	+ ## Two members of the Students' Union Finance Committee ; and
- ## one (1) Students' Union Councillor, selected from Finance Committee ;	+ ## One staff member or designate from the Department of Athletics as a non-voting member and Chair of the committee .
- ## two (2) students-at-large, selected by Nominating Committee ; and	+ # 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.
- ## one (1) staff member or designate from the Department of Athletics as the chair and a nonvoting member.	+ # The Chair shall call the first meeting of the Golden Bear & Panda Legacy Fund Committee.
- # Quorum of the Golden Bear and Panda Legacy Fund Committee shall be four (4) voting members, and must include at least one (1) Students' Union representative and one (1) University Athletic Board member.	+ ## This meeting shall take place between May 1 and September 30 of each year.
- # The first meeting of the Golden Bear and Panda Legacy Fund Committee. which shall take place each May. will be called by the President of the University Athletic Board .	+ # The Golden Bear & Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
- # The Golden Bear and Panda Legacy Fund Committee shall operate according to Finance Committee Standing Orders to be reviewed annually and updated by November 30, where necessary .	+ ## Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
- # The Golden Bear and Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 1 of each year for ratification by May 1, and disbursement by November 1 of the same year .	+ ## The Students' Union shall disburse the approved funding allocations by October 31 of each year.
- # Proceeding with funding recommendations received by Finance Committee after March 1 will be subject to the discretion of Finance Committee .	+
- # The fund shall be distributed such that:	+ # The fund shall be distributed such that:
- ## 50% of the fund will be used as a corporate sponsorship of the Department of Athletics;	+ ## Approximately 50% of the fund shall be used as a corporate sponsorship of the Department of Athletics;
- ## 30% of the fund will be allocated to projects and special events; and	+ ## Approximately 30% of the fund shall be allocated to projects and special events; and
- ## 20% of the fund would be kept in a reserve fund.	+ ## Approximately 20% of the fund shall be kept in a reserve fund.
	+ ### The reserve fund shall not exceed \$200,000 at any

The criteria for the evaluation of funding applications shall include:

- ## **that** applicants **be required** to match the amount of a grant for any given project;

- ## **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;

- ## **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 **participant**;

- ## **priority** given to applications relating to the hosting of events;

- ## **priority** given to applications with a long-range plan or vision for the development of a project;

- ## **that applications are** complete with all information requested by the Golden Bear **and** Panda Legacy Fund Committee;

- ## **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

- ## **that** funding for travel by teams to the same event in consecutive years is not permitted.

Critical information, such as the addition or cancellation of varsity teams or programs, will be disclosed along with funding recommendations to Finance Committee.

- # Funding from the Golden Bear **and** Panda Legacy Fund Dedicated Fee Unit that cannot be distributed by **the** Finance Committee will be kept in the Golden Bear **and** Panda Legacy Fund reserve.

== Refugee Student Fund ==

- # The Refugee Student Fund Dedicated Fee Unit. **administered by the Student Refugee Program Fund Board**, shall be used for the support of four undergraduate refugee students at the University of Alberta **selected** by the World University Service of Canada Refugee Student Sponsorship Committee **and consisting** of

- ## **one** refugee student in their first year of study;

+ **time.**

The criteria for the evaluation of funding applications shall include:

+ ## **A requirement** for applicants to match the amount of a grant for any given project;

+ ## **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;

+ ## **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**;

+ ## **Priority** given to applications relating to the hosting of events;

+ ## **Priority** given to applications with a long-range plan or vision for the development of a project;

+ ## **Applications** complete with all information requested by the Golden Bear **&** Panda Legacy Fund Committee;

+ ## **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

+ ## **That** funding for travel by teams to the same event in consecutive years is not permitted.

Critical information, such as the addition or cancellation of varsity teams or programs, will be disclosed along with funding recommendations to Finance Committee.

+ # 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.

== Refugee Student Fund ==

+ # The Refugee Student Fund Dedicated Fee Unit shall be used for the support of four undergraduate refugee students at the University of Alberta.

+ # **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.

- ## one refugee student in their second year of study;	+ # The students chosen by the committee shall consist of:
- ## one refugee student in their third year of study; and	+ ## One refugee student in their first year of study;
- ## one refugee student in their fourth year of study.	+ ## One refugee student in their second year of study;
- # The Student Refugee Program Board (SRPB) shall allocate the total annual application cost required by the national WUSC office from the total fee collected.	+ ## One refugee student in their third year of study; and
- # The Student Refugee Program Board (SRPB) shall allocate from the total fee collected an amount equivalent to the current HUB 4-bedroom residence rate, to be distributed to the student in his/her first year of study for the cost of housing for the first 12 months of their stay.	+ ## One refugee student in their fourth year of study.
- # The SRPB shall allocate 3% of the remaining amount after the allocation in §27 to be distributed to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to the SRPB.	+ # The committee, with assistance from the Students' Union's Financial Controller, shall allocate the following from the collected Dedicated Fee Unit:
- # The SRPB shall allocate 2% of the remaining amount after the allocation in §27 to the WUSC SRP Contingency Fund.	+ ## The total annual application cost required by the national WUSC office; and
- # During their four year tenure, each SRP student shall receive the total amount that is collected by the dedicated fee unit during their first year of sponsorship, minus the various costs associated with §27, §28 & §29. Specifically, this amount shall be disbursed as follows:	+ ## 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.
- ## In his/her first year: 66% of the remaining amount after the allocation in §27	+ # After allocating funds as instructed in 13.4, the following shall be allocated:
- ### the student shall receive an amount totalling to 39% of the remaining amount after the allocation in §27 that is dispersed in equal monthly instalments for the first six months;	+ ## 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;
- ### the student shall receive an amount totalling to 27% of the remaining amount after the allocation in §27 that is dispersed in equal monthly instalments for the last six months;	+ ## 2% of the remaining amount to the WUSC Student Refugee Program Contingency Fund;
- ## In his/her second year: 16% of the remaining amount after the allocation in §27;	+ ## 39% of the remaining amount to the refugee student in the first six months of their studies;
- ## In his/her third year: 7% of the remaining amount after the allocation in §27; and	+ ## 27% of the remaining amount to the refugee student in the next six months of their studies;
- ## In his/her fourth year: 6% of the remaining amount after the allocation in §27.	+ ## 16% of the remaining amount to the refugee student in their second year;
- # Where a SRP student requires more than the amount allotted in §30, or requires a different payment scheme, this shall be decided by two-thirds majority by the SRPB. The SRPB shall submit a report detailing funds dispersed at the next Students' Union Finance Committee Meeting immediately following such disbursement of funds.	+ ## 7% of the remaining amount to the refugee student in their third year; and

-		+	## 6% of the remaining amount to the refugee student in their fourth year.
-	== Guiding Principles of Student Group Granting ==	+	# 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.
-	# The Student Group Granting processes shall strive to:	+	
		+	== Student Group Granting ==
		+	# Student group granting processes shall strive to:
	## Provide funding for groups and events that shall strive to benefit the wider campus community;		## Provide funding for groups and events that shall strive to benefit the wider campus community;
-	## Target funding to groups and events that shall benefit the maximum possible number of University of Alberta students;	+	## Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
	## Target funding for student groups for unmet student group needs;		## Target funding for student groups for unmet student group needs;
-	## Provide funding to student groups who demonstrate initiative in finding funding for themselves through other (non-granting) sources;	+	## Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
-	## Complement existing University of Alberta student group grant programs.	+	## Complement existing University of Alberta student group grant programs; and
-	## Provide support to undergraduate student groups in concert with the Student Engagement Grant for University and graduate student groups.	+	## Provide support to undergraduate student groups in concert with the Student Engagement Grant for University of Alberta and Graduate Students' Association student groups.
-		+	# Student group granting shall be overseen by the Student Group Granting Committee.
-	== Student Group Granting Committee ==	+	
-	# The Finance Committee shall delegate its authority to deliver student group grants to the Student Group Granting Committee.	+	
	# The Student Group Granting Committee shall disburse funds from the Students' Union Student Group Granting Program and the University of Alberta Student Engagement Fund.		# The Student Group Granting Committee shall disburse funds from the Students' Union Student Group Granting Program and the University of Alberta Student Engagement Fund.
-	# The voting membership of the Student Group Granting Committee shall consist of the following Students' Union representatives :	+	# The membership of the Student Group Granting Committee shall consist of the following:
-	## Two (2) students who are undergraduate Executive members of student groups on campus as selected by Student Group Services.	+	## Two executive members of undergraduate student groups, as selected by Student Group Services;
-	## The Students' Union Vice President (Operations and Finance) or their representative.	+	## Two members of the Students' Union Finance Committee;
-	## The Students' Union Vice President (Student Life) or their representative.	+	## One staff member from the Office of the Dean of Students;

<p>- # The non-voting membership of the Student Group Granting Committee shall consist of the following University of Alberta representatives:</p>	<p>+ ## One member of the University of Alberta Senate;</p>
<p>- ## The Student Affairs Officer. Office of the Dean of Students, or their representative.</p>	<p>+ ## One staff member from University of Alberta Student Services;</p>
<p>- ## A member of the University of Alberta Senate, or their representative.</p>	<p>+ ## Two representatives selected by the Graduate Students' Association; and</p>
<p>- ## A staff member of the University of Alberta Student Services</p>	<p>+ ## The Students' Union Team Lead of Operations and Program Lead of Student Group Services, as non-voting members.</p>
<p>- ## Two representatives selected by the Graduate Students' Association</p>	<p>+ # 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.</p>
<p>- # The non-voting membership of the Student Group Granting Committee shall consist of:</p>	<p>+ # 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.</p>
<p>- ## The Manager of Student Group Services; and</p>	<p>+ ## In absence of attendance at the meeting, submission of granting scores may count towards quorum.</p>
<p>- ## A Student Group Services Coordinator.</p>	<p>+ ## 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.</p>
<p>- # The Manager of Student Group Services shall serve as chair of the Student Group Granting Committee. The Coordinator of Student Group Services shall serve as the secretary of the Student Group Granting Committee.</p>	<p>+ # In order to be eligible to receive grants from the Student Group Granting Program, a student group must:</p>
<p>- # Quorum of the Student Group Granting Committee shall consist of the chair, and four (4) other members, including at least one representative each from the University of Alberta, the Students' Union, and the Graduate Students' Association. In absence of attendance at the meeting, submission of granting scores may count towards quorum.</p>	<p>+ ## By fully registered with Student Group Services as an undergraduate student group;</p>
<p>- # In the event that the Chair is absent at a meeting of the Student Group Granting Committee, the meeting shall be rescheduled to a later date when quorum may be reached.</p>	<p>+ ## Complete the Student Group Services grant application form in full prior to the application deadline;</p>
<p>- == Student Group Granting Eligibility ==</p>	<p>+ ### Late applications shall not be accepted.</p>
<p>- # In order to be eligible to receive grants from the University of Alberta Students' Union's Student Group Granting Program, a student group must:</p>	<p>+ </p>
<p>- ## Be fully registered with Student Group Services, and University of Alberta Students' Union as an undergraduate group;</p>	<p>+ </p>
<p>- ## Demonstrate a benefit not only to their own group, but to the campus community as a whole;</p>	<p>+ ## Demonstrate a benefit not only to their own group, but to the campus community as a whole;</p>

-	## Not have any outstanding financial issues with the University of Alberta or the University of Alberta Students' Union;	+	## Demonstrate a need for funding only for projects in the future;
-	## Demonstrate a need for funding in the future, as retroactive granting is not permissible;	+	### Retroactive granting is not in the scope of this committee.
-	## Submit an application that was composed by a member of the Executive who is an undergraduate student;	+	## Not have any outstanding financial issues with the University of Alberta or the Students' Union;
-	## Provide reasonable estimates of event expenses, and provide the Granting Committee with a budget of anticipated costs;	+	## Submit an application completed by a member of the student group executive who is an undergraduate student;
-	## Complete the Student Group Services grant application form in full. before the application deadline. Late applications shall not be accepted.;	+	## Provide reasonable estimates of event expenses;
-	## Provide proof of a valid bank account;	+	## Provide the Student Group Granting Committee with a budget of anticipated costs;
-	## Complete University of Alberta event risk management approval with the Office of the Dean of Students.	+	## Provide proof of a valid bank account; and
		+	## Complete event risk management approval with either the Office of the Dean of Students or Student Group Services.
	# In order to be eligible to receive grants from the University of Alberta Student Engagement Fund, a student group must:		# In order to be eligible to receive grants from the University of Alberta Student Engagement Fund, a student group must:
-	## Be fully registered with Student Group Services and the University of Alberta, The Students' Union, or the Graduate Students' Association.	+	## By fully registered with Student Group Services and the University of Alberta, Students' Union, or Graduate Students' Association;
-	## Must not apply for funds relating to academic or for-credit activities.	+	## Complete the Student Group Services grant application form in full prior to the application deadline;
-	## Demonstrate a benefit not only to their own group, but to the campus community as a whole.	+	### Late applications shall not be accepted.
-	## Not have any outstanding financial issues with the University of Alberta or the University of Alberta Students' Union.	+	## Demonstrate a benefit not only to their own group, but to the campus community as a whole;
-	## Demonstrate a need for funding in the future, as retroactive granting shall not be permitted.	+	## Demonstrate a need for funding only for projects in the future;
-	## Provide reasonable estimates of event expenses, and provide the Granting Committee with a budget of anticipated costs.	+	### Retroactive granting is not in the scope of this committee.
-	## Complete the Student Group Services grant application form in full. before the application deadline. Late applications shall not be accepted.	+	## Not have any outstanding financial issues with the University of Alberta or the Students' Union;
-		+	## Not apply for funding related to academic or for-credit activities;
-	== Student Group Grant Categories ==	+	## Provide reasonable estimates of event expenses; and

- # All Student Group grants shall fall within one of four (4) following categories such that they are a:	+ ## Provide the Student Group Granting Committee with a budget of anticipated costs.
- ## Start-up Grant, where:	+ # All Student Group grants shall fall within one of the following categories:
- ### A student group is in the first two (2) years of its existence;	+ ## Start-Up Grant, where:
- ### A student group has not previously received a Start-Up grant .	+ ### A student group is in the first two years of its existence;
- ### The maximum Start-up Grant funding received by any student group is \$450.00.	+ ### A student group has not previously received a Start-Up Grant;
- ### A student group is registered with the University of Alberta and Students' Union.	+ ### A student group is registered with the University of Alberta or Students' Union; and
- ## Re-Start Grant, where:	+ ### The maximum funding received by each group is no more than \$450.
- ### A student group is registered with the University of Alberta and Students' Union.	+ ## Restart Grant, where:
- ### A student group has not previously received a Re-Start grant in the past three (3) years.	+ ### A student group has not received a Restart Grant in the past three years;
- ### The maximum Re-Start grant funding received by any student group is \$250.00.	+ ### A student group is registered with the University of Alberta and Students' Union; and
- ## Event or Conference Grant, where:	+ ### The maximum funding received by each group is no more than \$250.
- ### A student group may be registered at any level with the University of Alberta, Students' Union, or Graduate Students' Association.	+ ## Event & Conference Grant, where:
- ### A student group may receive up to 50% of the entire event/conference expenses for approved items.	+ ### A student group may be registered with any of the University of Alberta, Students' Union, or Graduate Students' Association; and
-	+ ### 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.
- == Student Group Granting Criteria ==	+ # A student group is eligible to receive a maximum of \$2,000 per academic year (May 1 through April 30), unless:
- # A student group is eligible to receive a maximum of \$2000 per academic year (May-April), unless:	+ ## 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.
- ## Two (2) or more executive members of the student group commit to attending the Alberta Student Leadership Conference, at which time the student group may be eligible to receive a maximum of \$4000.	+ # 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.
- # 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.	+ # 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.
- # A group may apply only for the amount of funds remaining in their annual limit, and any requests over this	+ # A group may apply only for the amount of funds remaining in their annual limit.

-	limit shall be reduced.	+	
-	# A student group may apply for event funding up to six (6) months in advance if a reasonable estimate of their actual event expenses can be provided.	+	## Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
-	# A student group must 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.	+	# 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.
-	# A student group must not apply for, or use, Student Group Granting funds to:	+	# 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.
		+	# A student group shall not apply for or use Student Group Granting funds to:
	## Obtain alcohol and related items;		## Obtain alcohol and related items;
	## Obtain illegal substances;		## Obtain illegal substances;
	## Obtain prizes;		## Obtain prizes;
	## Distribute or sponsor scholarships or bursaries;		## Distribute or sponsor scholarships or bursaries;
-	## Pay wages or staff expenses	+	## Pay wages or staff expenses; or
-	## Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefiting group members or the wider campus community.	+	## Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefitting student group members or the wider campus community.
-		+	# 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.
-	== Requirements for Student Groups Receiving Funding ==	+	# A student group shall complete a granting report, which shall:
-	# A student group must pick up their grant cheques within fifteen (15) business days of being notified that they have received funding, unless the group makes alternative arrangements.	+	## Be completed by a deadline provided by Student Group Services staff;
-	# A student group must complete a granting report, which	+	## Meet the expectations of Student Group Services staff; and
-	## Shall be completed by a deadline provided by Student Group Services staff, or an approved extension;	+	## Be written and submitted by an executive of the student group.
-	## Meets the expectations of the Student Group Services staff;	+	# 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:
-	## Must be written and submitted by an undergraduate student member of the student group's executive.	+	## Suspension or removal of student group privileges on campus;
-	# A student group that fails to submit a grant report shall		

-	face appropriate consequences, which may include:	+	
-	## Removal of student group privileges on campus;	+	
	## Denial of future grant requests;		## Denial of future grant requests;
-	## Cancellation of group registration on campus;	+	## Cancellation of group registration on campus; and
-	## Other measures as deemed necessary by the Student Group Services staff.	+	## Other measures as deemed necessary by Student Group Services staff.
-		+	# 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.
-	== Student Group Granting Committee Reporting Requirements ==	+	
-	# The Chair of the Student Group Granting Committee shall provide minutes of the each Student Group Granting Committee meeting to the Finance Committee within two (2) weeks of the meeting's occurrence.	+	
	== Access Fund ==		== Access Fund ==
-	# The Finance Committee shall ensure that the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy	+	# Finance Committee shall ensure the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy.
-	# The Finance Committee shall review the University of Alberta Student Financial Services Supplementary Bursary Policy annually and review any changes to the policy to ensure the Access Fund is being operated in the best interests of students.	+	## 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.
-	# The funds available each year shall be divided between the projected number of granting sessions upon the recommendation of the Student Financial Services staff .	+	## Finance Committee shall ensure the Decision Review process outlined in the policy is a fair appeal process to students in extraordinary situations.
-	# The maximum bursary allowed per student is \$3,000.00 per academic year (September 1 - August 31).	+	# The funds available each year shall be divided between the projected number of granting sessions proportionally based on previous years' allocations.
-	# The maximum lifetime limit allowed per student is \$6,000.00.	+	## Student Financial Services may recommend alternative methods of dividing funds to Finance Committee.
-	# Student who opt out of the Access Fund will forever be ineligible for the Access Fund	+	# Restrictions on the Access Fund:
-	# The Finance Committee will ensure the Decision Review process outlined in the University of Alberta Student Financial Services Supplementary Bursary Policy is a fair appeal process to students in extraordinary situations.	+	## The maximum bursary allowed per student is \$3,000 per academic year (September 1 through August 31).
-	# The Access Fund shall accept donations from outside sources through donations made to the University of Alberta.	+	## The maximum lifetime limit allowed per student is \$9,000.

- # Any money not granted in a given disbursement period shall be carried over to the next disbursement period. At the end of the Access Fund year (August 31), any money not granted shall be put into the internal reserve.	+ ## Cost of living assessments shall be calculated at \$1,400 per month.
- # Access Fund awards not claimed within thirty (30) days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.	+ ## Students who opt out of the Access Fund are ineligible to receive funding for that academic year .
- # Finance Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service .	+ ## Once a student receives funding from the Access Fund. they are unable to opt out of the fee in the same or future years.
	+ # 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.
- == Guiding Principles of Students' Union Awards ==	+ # The Access Fund shall accept donations from external sources through donations made to the Students' Union or the University of Alberta.
- # Students' Union Awards exists for the purpose of recognizing excellence in student and professor involvement in the campus community using funds from external sources and from the Student Involvement Endowment Fund, subject to the following conditions:	+ # Any allocated funds not granted in a given disbursement period shall be carried over to the next disbursement period.
- ## not more than eight and one half percent of the balance of the Student Involvement Endowment Fund is spent in this fashion in any one year;	+ ## On August 31, any funds not granted shall be placed in an internal reserve.
- ## no single award has a value greater than two thousand five hundred dollars;	+ # 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.
- ## no award is awarded to a member of the Executive Committee or the Finance Committee. or a full-time permanent salaried employee of the Students' Union;	+ # Finance Committee members are ineligible to receive Access Fund bursaries during their term.
- ## no monetary award is awarded to any person who was not an undergraduate student registered in the Winter semester directly preceding disbursement in the Fall;	
- ## no person receives more than one monetary award in a single year;	
- ## no monetary award is awarded to a person with financial holds as ascribed by the University of Alberta or the University of Alberta Students' Union; and	
- ## no monetary award is awarded to a person who does not meet the minimum GPA requirement of 1.8 over the previous fall/winter semesters of the academic calendar.	
- # Financial need will be considered when selecting award recipients, using the following criteria:	
- ## Allowable expenses will equal the Canada Student Loans limits plus 25%;	

-	## Students are not expected to contribute a minimum level of summer savings;	+	
-	## Part-time Earnings: Full-time students are not expected to work. No exemption shall be given to the part-time earnings students make; and	+	
-	## Assessment of financial need is at the discretion the Awards Adjudication Committee.	+	
-	== Students' Union Awards Adjudication Committee ==	+	== Students' Union Awards ==
-	# The Finance Committee shall delegate its authority to select Students' Union Involvement Awards, the Students' Union Award for Excellence, Student Group Awards, and the Students' Union Award for Leadership in Undergraduate Teaching (collectively referred to as "Students' Union Awards") recipients to the Awards Adjudication Committee.	+	# "Students' Union Awards" shall refer to the following:
		+	## Students' Union Involvement Awards;
		+	## The Students' Union Award for Excellence;
		+	## Student Group Awards; and
		+	## The Students' Union Award for Leadership in Undergraduate Teaching.
		+	# The Students' Union Awards program exists for the purpose of recognizing excellence in student and instructor involvement in the campus community.
		+	# The Students' Union Awards program operates using funds from external sources and from the Student Involvement Endowment Fund subject to the following conditions:
		+	## No more than ten percent of the balance of the Student Involvement Endowment Fund shall be spent in any one year;
		+	## No single award shall have a value greater than \$2,500;
		+	## No award shall be awarded to a member of Finance Committee or Executive Committee;
		+	## No award shall be awarded to full-time permanent staff of the Students' Union;
		+	## No award shall be awarded to any member of the Awards Adjudication Committee;
		+	## No award shall be awarded to any person who was not an undergraduate student registered in the Fall or Winter term(s) preceding disbursement;
		+	## No person receives more than one award in a single year;
		+	## No award is awarded to a student with outstanding Students' Union membership fees; and

The Awards Adjudication Committee shall be composed of:

A member of the **SU Awards permanent staff**, as Chair;

A member of the **SU Awards permanent staff**, as Secretary;

A **permanent** staff member of Student Group Services as a non-voting member; and

Five (5) undergraduate students.

The Secretary of the Awards Adjudication Committee shall be a non-voting member **with speaking privileges** except in the case of **an intractable tie, in which case the secretary shall rule to break it.**

The Chair of the Awards Adjudication Committee and the Student Group Services **representative** shall be a non-voting **member with speaking privileges.**

The application, replenishment, and selection process for Awards Adjudication Committee members shall be the responsibility of **the Team Lead - Leadership of the Students' Union, or, if the position is unfilled or no longer exists, the Chair of the Awards Adjudication Committee.**

Appointment of any voting members to the Awards Adjudication Committee must be submitted to the Finance Committee for ratification.

Quorum of any meeting of the Awards Adjudication Committee shall be four **(4)** voting members, and both the

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.

Financial need shall be considered when selecting award recipients, using the following criteria:

Allowable expenses shall equal the Canada Student Loans limits plus 25%;

Students are not expected to contribute a minimum level of savings from part- or full-time work over the Spring and Summer terms;

Students registered in full-time studies are not expected to work; and

No exemption shall be given to any part-time work earnings students make.

Assessment of financial need is at the discretion of the Awards Adjudication Committee.

Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.

The Awards Adjudication Committee shall be composed of:

The Team Lead - Leadership of the Students' Union Services, as Chair;

A member of the **SU Services** staff, as Secretary;

A staff member of Student Group Services as a non-voting member;

Three members of Finance Committee; and

Two undergraduate students-**at-large.**

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.**

The Chair of the Awards Adjudication Committee and the Student Group Services **staff member** shall be non-voting **members.**

Management of the membership of the Awards Adjudication Committee shall be the responsibility of the Chair.

The committee membership shall be recommended to Finance Committee for ratification annually.

-	Chair and Secretary.	+	
-		+	# Quorum of any meeting of the Awards Adjudication Committee shall be four voting members, and both the Chair and Secretary.
-	== Operation of Students' Union Awards Adjudication Committee ==	+	# Operation of the Awards Adjudication Committee:
-	# Conduct of Business	+	## 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.
-	## The Finance Committee has the power to create, amend, and eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.	+	## 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.
-	## Recommendations on changes to awards for the following year from the Awards Adjudication Committee shall be made to Finance Committee during their next regularly scheduled meeting directly following awards disbursement.	+	## Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
-	## Creations, amendments and elimination of awards must be in place before the commencement of the advertisement for awards. The Chair of the Awards Adjudication Committee shall advise Finance Committee of the date the awards advertisement will be made public thirty (30) days before advertising commences.	+	### 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.
-	# Procedure of Application	+	### Awards shall be advertised for at least 60 days prior to the close of applications.
-	## The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources. The Awards Administrator shall advertise in order to collect the greatest number of diverse applications.	+	### Applications shall close no later than August 15 of each year.
		+	## 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.
		+	# Procedure of Application for Awards:
		+	## The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources.
	## Student applications shall adhere to the following format for the selection of awards:		## Student applications shall adhere to the following format for the selection of awards:
-	### A personal essay not more than one (1) page in length	+	### A personal essay no more than one page in length;
-	### A résumé (not more than two (2) pages)	+	### A resume no more than two pages in length; and
-	### Two (2) letters of reference	+	### At least one and no more than two letters of reference.
	## Awards Adjudication Committee members may not apply for Students' Union Awards. Awards		#### Member of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for

<p>- Adjudication Committee members also may not write letters of reference for applicants for Students' Union Awards.</p>	<p>+ any applicant.</p>
<p>- ## A student may apply for a maximum of three Students' Union Involvement Awards, but need only to submit one application package.</p>	<p>+ ## A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package.</p>
<p>- ## 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. In case of a disagreement between the Awards 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.</p>	<p>+ ### A student shall only submit one application package each year.</p>
<p>- ## Voting membership on Students' Council or anv of its standing committees. with exception of the Finance Committee. or anv positions that have been granted bv virtue of membership on Students' Council. shall not be a consideration in the selection of award recipients.</p>	<p>+ ## 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.</p>
<p>- ## A student shall be entitled to receive only one Students' Union Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.</p>	<p>+ ### 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.</p>
<p>- # Selection</p>	<p>+ ## 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.</p>
	<p>+ # Procedure for Selection of Awards:</p>
<p>- ## The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.</p>	<p>## The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.</p>
<p>- ## The Awards Adjudication Committee must keep a written record of all names, criteria, and value of awards it disburses, as well as application procedures for disbursement.</p>	<p>+ ## 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.</p>
<p>- ## Selection shall be completed no less than six (6) weeks before awards disbursement each year.</p>	<p>+ ## Selection shall be completed no less than six weeks prior to award disbursement each year.</p>
<p>- ## Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees. It shall be expected that Awards Adjudication Committee members shall have read the applicable information before attending the selection meeting.</p>	<p>+ ## Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.</p>
<p>- ## Selection shall occur according to a system agreed upon by the Awards Adjudication Committee. The system shall be recorded for posterity and transparency. It is strongly advised that the processes used in the past be reviewed.</p>	<p>+ ### It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).</p>
	<p>## Selection shall occur in accordance with a system</p>

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.

Award applicants may be considered for awards they **had not applied** for if they meet the criteria. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.

The Awards Adjudication Committee shall **select persons** from the list of applicants and **shall** submit **the names of those selected** to **the** Finance Committee for ratification prior to October 1 of **that** year.

Confidentiality

Only members of the Awards Adjudication Committee shall be present during selection deliberations.

The entirety of the **deliberation meetings** shall be **considered de facto in-camera sessions**.

+ agreed upon by the Awards Adjudication Committee.

+++ The system shall be recorded for posterity and transparency. **and shall be reported to the Chair of Finance Committee annually.**

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.

Award applicants may be considered for awards they **did not apply** for if they meet the criteria.

+++ Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.

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.

The entirety of deliberation meetings shall be considered de facto in-camera sessions.

Only members of the Awards Adjudication Committee shall be present during selection deliberations.

Coca-Cola Student Achievement Awards

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

== Operational Dedicated Fees ==

Dedicated Fee Units shall be **outlined in the Bylaw 6000 schedule.**

The primary points of contact for communication between the Students' Union and each Dedicated Fee Unit shall be:

For the Students' Union, the Chair of Finance Committee; and

For the Dedicated Fee Unit, the Board Chair or Executive Director.

Finance Committee shall annually review Operational Dedicated Fee Units.

The process for these reviews shall be governed by Bylaw 6200.

- + ## Operational Dedicated Fee Units include:
- + ### CJSR-FM Fund;
- + ### Student Legal Services of Edmonton Fund;
- + ### Alberta Public Interest Research Group Fund;
- + ### Gateway Student Journalism Fund; and
- + ### The Landing Fund.
- +
- + == Loans ==
- + # Finance Committee shall approve loans to student groups.
- + ## These loans shall not exceed \$2,000 per student group.
- + ## All loans shall be repayable within 12 months.
- + # 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.
- + ## The Chair shall submit all requests to Finance Committee.
- + # Finance Committee shall rule on loans within one month of the Chair receiving the application.
- +
- + == Tenant Contracts ==
- + # 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.
- + ## Contracts covered under Bylaw 3000, Section 9 are exempt.
- + ## 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).
- + # Tenant contracts shall not exceed five years in length without the approval of Students' Council.

- == Coca-Cola Student Achievement Awards ==

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

Latest revision as of 00:02, 20 April 2016

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

Finance Committee Standing Orders

Revision as of 00:02, 20 April 2016 by [Cody.bondarchuk](#)

[\(diff\)](#) ← [Older revision](#) | [Approved revision \(diff\)](#) | [Latest revision \(diff\)](#) | [Newer revision](#) → [\(diff\)](#)

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 membership of the Student Group Granting Committee shall consist of the following:
 - 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; and
 - g. The Students' Union Team Lead of Operations and Program Lead of Student Group Services, as non-

voting members.

5. 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.
6. 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.
7. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
 - a. By 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.
8. 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.
9. 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 not previously received a Start-Up Grant;
 - iii. A student group is registered with the University of Alberta or Students' Union; and
 - iv. 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 years;
 - ii. A student group is registered with the University of Alberta and Students' Union; and
 - iii. 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.
10. A student group is eligible to receive a maximum of \$2,000 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.
11. 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.
 12. 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.
 13. 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.
 14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. 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 are ineligible to receive funding for that academic year.

- e. Once a student receives funding from the Access Fund, they are unable to opt out of the fee in the same or future years.
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**

**Monday April 21, 2016
12:00 pm
SUB 6-06**

ATTENDANCE

NAME	PROXY	PRESENT
Saad iq Sumar (Temporary Chair)		Y
Robyn Paches		Y
Victoria DeJong		Y
Franshesca El Ghossein		Y
Dorsa Nahid		Y
Brandon Prochnau		Y
Umer Farooq	Y	
Nicole Hammond		Y
Saba Al Hammouri		N
Ben Angus		N

MINUTES (FC 2016-0)

2016-0/1 INTRODUCTION

2016-0/1a Call to Order

Meeting called to order at 12:02 pm.

2016-0/1b Approval of Agenda

PACHES/DEJONG moved to approve the agenda for April 21, 2016 as tabled.

Vote 7/0/0

CARRIED

2016-0/1c Approval of Minutes

None.

2016-0/1d Chair's Business

SUMAR: Welcome to the Finance Committee. In this meeting we'll select a chair, adopt the Standing orders, and establish the Spring/Summer schedules.

2016-0/2 QUESTION/DISCUSSION PERIOD

2016-0/3 COMMITTEE BUSINESS

2016-0/3a Selection of a Chair

SUMAR: The process of nominating is similar to how nominations work at Students' Council. The duties of the Chair are outlined in the very first page of the Standing Orders.

HAMMOND nominates Vice-president PACHES. PACHES Accepts the nomination.

No other nominations.

PACHES is selected as Chair of the Finance Committee.

2016-0/3b

Adoption of Standing Orders

SUMAR: If you like, we can take a few minutes and let everyone go over the Standing orders if they wish. However, Standing Orders can be changed at any time during the year.

PACHES: In the first Finance Committee meeting coming up, I'll be bringing some changes to the Standing Orders. They are mainly surrounding appointments to different boards.

SUMAR: We can approve the Standing Orders now if you want so that you guys have something to go off for the first meeting.

NAHID/GHOSSAIN moved to adopt the Finance Committee's Standing Orders.

Vote 7/0/0

CARRIED

2016-0/3c

Confirmation of Spring/Summer meeting schedule

SUMAR: Typically, this is set after the meeting. You can discuss which days/times work for you or set a date for the first meeting. Keep in mind that three members of the committee aren't here today.

PACHES: I'll do a Doodle poll. Because many of us are going to be working full-time in the summer, I'll try to have the meetings in the evenings.

The committee discussed on potential dates for the first meeting.

2016-0/4

INFORMATION ITEMS

2016-0/5

ADJOURNMENT

PACHES/NAHID moved to adjourn the meeting.

Vote 7/0/0

CARRIED

2016-0/5a

Next Meeting: May 3, 2016 at 5:00 pm (tentative).

2016-0/5b

Meeting adjourned at 12:12 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>PACHES/DEJONG moved to approve the agenda for April 21, 2016 as tabled.</i>	7/0/0 - CARRIED
<i>NAHID/GHOSSAIN moved to adopt the Finance Committee's Standing Orders.</i>	7/0/0 - CARRIED
<i>PACHES/NAHID moved to adjourn the meeting.</i>	7/0/0 - CARRIED