

# STUDENTS' COUNCIL

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Tuesday January 15, 2002 - 6:00 pm  
Council Chambers 2-1 University Hall

## A G E N D A (SC 2001-18)

- 2001-18/1**                    **CALL TO ORDER**
- 2001-18/2**                    **NATIONAL ANTHEM "O Canada!"**
- 2001-18/3**                    **University of Alberta CHEER SONG "Ring Out a Cheer"**
- 2001-18/4**                    **ROLL CALL**
- 2001-18/5**                    **APPROVAL OF THE AGENDA**
- 2001-18/6**                    **PRESENTATION AND DISCUSSION**
- 2001-18/6a**                    Chris Samuel - Students' Council Survey (2 Minutes). Please see document SC 01-18.01.
- 2001-18/6b**                    Chris Samuel - Organizational Review Mid-Term Report (2 Minutes). Please see document SC 01-18.02.
- 2001-18/6c**                    Chris Samuel - Executive Top Three Goals (2 Minutes). Please see document SC 01-18.03.
- 2001-18/7**                    **APPROVAL OF THE MINUTES**
- 2001-18/8**                    **REPORTS**
- a. Christopher Samuel, President – Written or oral report may be provided at the meeting.

- b. Amy Salyzyn, Vice-President Academic – Written or oral report may be provided at the meeting.
- c. Kory Zwack, Vice-President External – Written or oral report may be provided at the meeting.
- d. Jamie Speer, Vice-President Operations & Finance – Written report. Please see document SC 01-18.04.
- e. Jennifer Wanke, Vice-President Student Life – Written or oral report may be provided at the meeting.
- f. Chris Burrows, Undergraduate Board of Governors Representative - Written or oral report may be provided at the meeting.
- g. Medicine/Dentistry Report
- h. Nursing Report
- i. Executive Committee, Minutes.  
Please see Document SC 01-18.05.
- j. Students' Union Boards & Committees Reports  
The Minutes of the various SU Boards and Committees are available on the SU WebPage: [www.su.ualberta.ca](http://www.su.ualberta.ca).

**2001-18/9**

**QUESTION PERIOD**

**2001-18/10**

**LEGISLATION**

**2001-18/10a**

SAMUEL/SALYZYN MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 100 respecting the Students' Council (FIRST Reading).

Please see document SC 01-18.06.

**2001-18/10b**

SPEER/ZWACK MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 5400 respecting the Nominating Committee of the Students' Union (FIRST Reading).

Please see document SC 01-18.07.

**2001-18/10c**

SHARUN/SAMUEL (Councilor) MOVED THAT Students' Council, upon the recommendation of the Internal Review Board, approve the proposed changes to Bylaw 6600 respecting the Dedicated Fees Oversight Boards of the Students' Union (FIRST Reading).

Please see document SC 01-18.08.

(NOTE: Financial Affairs Board recommended that Students' Council discuss bylaw 6600).

**2001-18/11**

**OLD BUSINESS**

**2001-18/12**

**NEW BUSINESS**

**2001-18/12a**

ZWACK/WANKE MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the Xennex proposal for sponsorship restructuring at a cost not to exceed \$12,500.00.

Please see document SC 01-18.09.

**2001-18/12b**

SAMUEL/SALYZYN MOVED THAT Students' Council appoint seventeen (17) councilors to sit on the 2002 Nominating Committee.

Please see document SC 01-18.10 for dates and times.

**2001-18/12c**

SPEER/ZWACK MOVED THAT Students' Council, upon recommendation from the Financial Affairs Board, approve an additional expenditure not to exceed \$1250.00 to send five (5) people to the Canadian University Press National Conference in Ottawa January 24-28, 2002. This additional money is to cover the non-member conference fees and per diems.

Please see document SC 01-18.11.

**2001-18/13**

**INFORMATION ITEMS**

**2001-18/13a** Vice-President (Finance and Administration).

Please see document SC 01-18.12.

**2001-18/13b** Long-Range Development Plan.

Please see document SC 01-18.13.

**2001-18/13c** Budget Reductions.

Please see document SC 01-18.14.

**2001-18/13d** Operating Policy 9.17 - Holiday and Vacation Pay.

Please see document SC 01-18.15.

**2001-18/13e** Operating Policy 11.22 - Liquor Functions.

Please see document SC 01-18.16.

**2001-18/13f** Operating Policy 11.27 - Use on Non-Common Area Spaces.

Please see document SC 01-18.17.

**2001-18/13g** Operating Policy 14.03 - External Organizations.

Please see document SC 01-18.18.

**2001-18/14** **ANNOUNCEMENTS**

**2001-18/14a** **Next Council Meeting**

**UPCOMING  
COUNCIL  
MEETINGS**

- January 22, 2002 - 6:00 pm
- February 5, 2002 - 6:00 pm

**Future Council Meeting**

- February 19, 2002
- March 5, 2002

**2001-18/14b**

**Next Council Meeting**

**UPCOMING**

- Pharmacy
- Rehabilitation Medicine

**FACULTY**

**REPORTS**

**2001-18/15**

**ADJOURNMENT**

**Tuesday December 4, 2001 - 6:00 p.m.  
Council Chambers 2-1 University Hall**

**MINUTES (SC 2001-17)**

<b>Faculty/Position</b>	<b>Name</b>	<b>Present/absent</b>	<b>Proxy Name</b>
President	Christopher Samuel	Present	
VP Academic	Amy Salyzyn	Present	
VP External	Kory Zwack	Present	
VP Finance	Jamie Speer	Present	
VP Student Life	Jennifer Wanke	Present	
BoG Undergrad Rep.	Chris Burrows	Present	
Agric/Forest/HomeEc	Shawn Harriman	Present	
Agric/Forest/HomeEc	Brett McNelly	Present	
Arts	Anand Sharma	Present	
Arts	Brendan Darling	Present	
Arts	Colin Agur	Proxy	
Arts	Jill Tackaberry	Present	
Arts	Joshua Fraese	Present	
Arts	Kara Deringer	Present	

Arts	Kyle Kawanami	Present	
Arts	Maureen Melnyk	Present	
Business	Erika Hoffman	Proxy	Meena Rajulu
Business	John Watkins	Present	
Business	Jon Sharun	Present	
Education	Charlene Davidson	Present	
Education	Dan Coles	Proxy	
Education	Jason Baxter	Proxy	
Education	Krista Blankley	Present	
Education	Stephanie Mendoza	Present	
Engineering	Chris Jones	Present	
Engineering	Cole Nychka	Proxy	Emily Jarrett
Engineering	David Wepler	Present	
Engineering	Jason Tobias	Present	
Engineering	Mark Jess	Present	
Law	Brian Loewen	Present	
Residence Halls Association	Shannon Moore	Present	
Medicine/Dentistry	Karen Cheng	Present	
Medicine/Dentistry	Reyhan Chaudhary	Present	

Native Studies (School of	Pamela McCoy- Jones	Present	
Nursing			
Pharmacy	Lanette Prediger	Present	
Rehabilitation Medicine	Carla Webb	Present	
Faculté Saint-Jean	Lisa Clyburn	Absent	
Science	Chamila Adhihetty	Present	
Science	Christopher Samuel	Present	
Science	Constantino Renzi	Present	
Science	Helen McGraw	Present	
Science	Mat Brechtel	Present	
Science	Roman Kotovych	Present	
Science	Rupesh Kumar	Present	
Science	Samuel Hillier	Present	
Science	Zaki Taher	Present	
President Athletics	Ryan Schula	Absent	
<i>Gateway</i> / Editor in Chief	Dave Alexander	Present	
General Manager	Bill Smith	Present	



Speaker	Gregory Harlow	Present	
Recording Secretary	Sarah Kelly	Present	

**Observers**

Russell Steffes

Colin Steffes

Craig Henderson

Margriet Tilroe-West

**2001-17/1****CALL TO ORDER**

The meeting was called to order at 6:12 p.m.

**2001-17/2****NATIONAL ANTHEM "O Canada."**

**Samuel** led Council in the singing of the national anthem.

**2001-17/3****University of Alberta CHEER SONG "Ring Out a Cheer"**

**Tackaberry** led Council in the singing of the University of Alberta Cheer Song.

**2001-17/4****ROLL CALL**

A roll call was conducted by the Secretary.

**2001-17/5****APPROVAL OF THE AGENDA**

**Samuel/Jess** moved that the agenda for the SC2001-17 meeting be approved.

**Samuel/Hillier** moved to suspend Standing Order #1.

- Items under Section 10 should be under Section 12.
- Sections 6, 8, 10, and 11 were struck from the agenda.
- Question Period will take place following New Business.

**Late Additions**

SC2001-17/12f – Financial Affairs Coordinator

SC2001-17/12g – Engineering Week

**Consensus**

2001-17/7

**APPROVAL OF THE MINUTES**

**Melnyk/Rajulu** moved that the minutes of the SC2001-16 meeting be approved.

**Burrows** submitted a written report.

**Consensus**

2001-17/12

**NEW BUSINESS**

2001-17/12a

SPEER/SAMUEL MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the design concept for SUB expansion as outlined in the Proposed Expansion of the Students' Union Building document.

At this point, **Samuel** introduced Russell and Colin Steffes, and Craig Henderson, architects and design consultants for SUB expansion. Also present were SU General Manager Bill Smith, and Manager of Facilities & Operations Margriet Tilroe-West.

At this point, the floor was opened to questions and comment from Council.

**McGraw:** Is a computing lounge the best use of the space on the lower level? High traffic would make it an unreliable source for computing needs, and this could be converted to e-mail stations or relaxation space.

**Speer:** Council expressed that it wished the computing lounge to be bigger in size and scope, and the Executive has tried to achieve this.

**Wanke:** There have been complaints in the past that the computers in SUB are not more diverse than simply e-mail stations.

**Weppler:** How will vagrants and other non-students be kept away from the new relaxation space?

**Samuel:** Facilities staff will be present at all times, and it is not projected that the space will be abused.

**Kawanami:** Have the Chaplains agreed to the venue of their office?

**Samuel:** The Executive is drafting a letter addressing their concerns, many of which have been based on misinformation.

**Rypien:** What will happen to the computing lounge during 24-hour study periods in SUB?

**Speer:** Hopefully it will be monitored by ONECard Office security.

**Jones:** If construction begins in February, will excavation be a problem due to the frozen ground? Also, will the trees outside the Alumni Room be affected?

**Steffes:** The winter is a fine time to be doing construction with current technology, as fewer days may be lost to weather than in the summer. The frozen ground will not be problematic. If any trees have to come down, they will be relocated or replaced.

**Jess:** Why could the SU not employ wireless e-mail?

**Speer:** CNS has advised the Executive that wireless systems are bogged down with multiple users.

**Renzi:** What is being done with the area below the third floor?

**Smith:** That place is something of a mystery, and the SU is unsure as to what to do with it. The current idea is to box it in entirely, because it is too small to be practically used for anything.

**Kotovych:** Has any thought been given to eliminating the Myer Horowitz Theatre?

**Speer:** The Horowitz is used almost constantly, and it is less feasible to use that space for the renovation than it would be to expand.

**Samuel:** The University is also looking for large classrooms, for which the Horowitz may serve, in which case the SU would receive a nominal rent.

**Sharun:** Could Dinwoodie Lounge not also be used for something else?

**Wanke:** Dinwoodie is currently booked solid for daytime events, and is an active venue.

**McGraw:** Why was the SU supplement in *The Gateway* regarding SUB expansion not run?

**Samuel:** It will run in January.

**McGraw:** Should we be approving this project before students are properly informed?

**Samuel:** The intent of the supplement was to provide a history of the building to contextualize the expansion, rather than strictly informing about the expansion itself. The renovation plans have been made very public through several means.

**Sharma/Fraese** moved that the motion on the floor be postponed until January 22, 2002.

**Fraese:** Academic commitments have kept many students from informing themselves about this project, and it is an especially busy point in the year. It should be considered thoroughly before being approved.

**Brechtel:** What are the drawbacks of postponing the motion?

**Samuel:** Waiting to approve will destroy the timelines currently calculated. It is designed at this point to keep the bulk of the construction in the summer, when foot traffic in the building is low; that is contingent on approval at this meeting. Council has known for a goodly long time that this motion would be coming, and known also the particulars of the project. There is no reason to postpone.

**Tobias:** It would be counterproductive to postpone this motion when it has been discussed at such great length already. It is in students' best interests that Council make a decision and move on.

**Zwack:** Council has been aware of this project since May 2001 at least. There will always be an excuse not to make the decision; it should be made now.

**Smith:** At this point, for the first time, the timing is perfect and the SU has all the support it needs. The University is threatening to decentralize student services because they haven't enough room in SUB, and supports the expansion. Delays would be lethal to the project.

**McGraw:** It would be best for students if the schedule were kept, and Council is well-informed.

**Wanke:** This project has been on the drawing board since 1997. This Council should go through with it.

**Speer:** *The Gateway* has indeed covered the expansion in some detail, and that is one of several media through which students have been informed. If this is delayed, it will throw the trust the SU has secured from the University into question.

**Deringer/Darling** moved to call the question.

**22/18 Failed**

**Jones:** With no disrespect to the project itself, but it seems that few students know that it is happening.

**Samuel:** The SU has tried to inform all students, but the size of campus makes such an endeavor unrealistic. The expansion is not only cosmetic but absolutely necessary, due to the traffic currently in SUB.

**Weppler:** Councilors have known about this project for such a long time that nothing will be achieved by delaying it. Council must take a leadership role on this issue.

**Renzi/Hillier** moved to call the question.

31/4 **Carried**

On the Amendment: 10/27/2 **Failed**

**Kawanami:** Has it been concretely established that the SU will be paying the utilities meet to the expansion, and nothing more?

**Samuel:** Yes.

On the main motion: 35/3/1 **Carried**

**2001-17/12b**

SPEER/SALYZYN MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the expansion of the Students' Union Building at an Initial Projected Capital Cost not to exceed \$6.9 million, with a sum not to exceed \$5.0 million being the responsibility of the Students' Union. It is noted that the Initial Projected Capital Cost includes the sum of \$410,000, previously approved by Students' Council on July 10, 2001 for Design Consultation Fees in relation to SUB Expansion.

**Samuel/Weppler** moved that Council move *in camera*.  
**Carried**

29/4/1 **Carried**

**2001-17/12c**

SPEER/ZWACK MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the transfer of funds from Reserves to the SUB Expansion Project Account as follows:

- a) Not less than \$659,600 from the Building Reserve (this being composed approximately \$509,600 from two years of funds formerly expended annually on the SUB Mortgage, and approximately \$150,000 from the SU's share of proceeds from the first three years of the Single Source Cold Beverage Agreement).
- b) Not more than \$50,000 from the Student Financial Aid & Information Centre Reserve AND a further sum of not more than \$50,000 from the Student Access Reserve, these sums to be expended only on the project capital costs associated with constructing and equipping the new student financial services area.

**23/3/2 Carried**

**2001-17/12d**

SPEER/WANKE MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the acquisition of a loan in respect of the Students' Union's share of the cost of expanding SUB, subject to the following:

- a) The loan shall not exceed \$4.0 million,
- b) The loan shall be repayable over a period of not more than ten years.

**24/2/1 Carried**

**2001-17/12e**

SPEER/SAMUEL MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the increase of the loan provided for in 01-17/10d above by an amount necessary to cover any University costs to be carried by the SU (the "Additional Amount"), subject to the following:

- a) The Additional Amount shall be agreed in advance between the the SU and the University, and approved by Financial Affairs Board,
- b) The Additional Amount shall not exceed \$500,000,
- c) The Additional Amount shall be repayable to the SU over a period of not more than ten years,
- d) The University's repayments shall fully cover any and all interest payable by the SU on the Additional Amount,
- e) The arrangement in respect of the Additional Amount shall include adequate and appropriate documentation sufficient to protect the SU's best interests.

20/5/2 **Carried**

**Jones/Jess** moved that Council move *ex camera*.  
**Carried**

**Harlow, Samuel, and Smith** thanked Council for their excellent work.

**2001-17/12f**

SPEER/WANKE MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve an expenditure not to exceed \$5000.00 to extend the service of the Financial Affairs Coordinator to the end of April 2002.

25/0/1 **Carried**

**2001-17/12g**

WEPPLER/TOBIAS MOVED THAT Students' Council appoint one member of the Executive Committee to sit on the judging committee for each of the following Engineering Week events:

- Battle of the Bands
- CAB Rally
- Movie Night

Furthermore, the entire executive committee must attend the Engineering Week Wrap Up Party, presented by the Students' Union.

Congratulations to **Salyzyn, Smith, and Speer.**

**2001-17/9**

**QUESTION PERIOD**

There were no questions at this time.

**2001-17/14**

**ANNOUNCEMENTS**

- A new Manager of Programming & Licensed Activities, or Entertainment & Licensed Activities, has been hired.
- There will be a faculty of Science Rubber Ducky hot tub party at The Drink to celebrate the last day of classes.
- The Political Science Undergraduate Association is having a SmashBash.
- Thanks were offered to **Kawanami** by **Jones** for having taken over a gripe table recently.
- Computing Engineering t-shirts are ONLY \$15!!!
- Samuel** thanked Council for an excellent term.

**2001-17/15**

**ADJOURNMENT**

Adjournment was automatic at this meeting, due to loss of quorum.



# Report to Students' Council

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Document SC 2001-18

Jamie Speer

*Vice-President Operations & Finance*

Tuesday, January 15, 2002

- 1) **SUB Expansion Detailed Design Meetings** - The meetings for the detailed design planning for SUB expansion are increasing in frequency by the week. As I am part of the detailed design team for every space in the building, with the exception of the Alumni Room and the Chaplains' Office/Meditation Room, I expect this trend to continue. These meetings focus on items including color schemes, amenities, electrical outlet locations, types of lighting, types of flooring, ceiling materials, etc. They have been quite productive to this point and should continue to be so.
- 2) **SUB Expansion Technology Spaces** – I have been working to make progress on two fronts relating to our technology based plans for the expanded SUB. I have been in regular contact with Cathy King of Netera, the company that provides videoconference equipment and support to the University. Cathy and I are trying to analyze our wants and needs in terms of videoconference software and hardware. I have also been working with our General Manager, the University Bookstore, and CNS to plan for, and seek sponsorship for, both wired and wireless internet access on the main floor of SUB. At this point I would be comfortable saying that this concept will become a reality.
- 3) **SUB Expansion Outreach** – I have been working with our Director of Communications and our architects to develop an outreach strategy for the SUB expansion project. This outreach strategy will include a video to be displayed via VIDS, a Gateway supplement, brochures, classroom speaking, information tables, and a display of the designs in SUB.
- 4) **SUB Expansion Budgeting** – Our efforts to ensure that the expansion is as cost effective as possible continue. The design team, our project managers, and the project manager of the University of Alberta have all been working very closely to examine every possible cost saving alternative. These efforts have thus far resulted in hundreds of thousands of dollars in cost saving options.
- 5) **Access Fund Granting Criteria** – I have been working with the Access Fund administrators to make changes to the Granting Criteria and Operating Policies of the

Access Fund in order to maximize our ability to help students in need. These changes include allowing students the choice to pay their tuition in one lump sum, versus on a semesterly basis, allowing for student line of credit repayments as a reasonable expenditure, and changes relating to RRSP use for applicants.

- 6) **Inner City Kids Christmas Party** – This party was great! Thank you to all Councilors that volunteered for this wonderful event. Congratulations to Jen, and her team, for putting on an absolutely fantastic, heartwarming event!
- 7) **Open Houses** – It seems that the Christmas season is also the season of Open Houses. Open Houses for the International Center, Staff and Student Payments, Xennex Venture Catalysts, and the Graduate Students' Association just to name a few. These events were wonderful opportunities to meet, and discuss issues relevant issues, with a wide range of services and partners that serve students.
- 8) **Space Use Operating Policy** – With the help of the Executive Committee I developed an operating policy relating to the use of space within SUB. This operating policy is intended to ensure that all spaces within SUB are being used effectively, and used in ways that benefit students. The policy is attached to the Council agenda as an information item.
- 9) **Member Organizations Operating Policy** – Once again with the aid of the Executive Committee I developed an operating policy. This operating policy defines the conditions that the Students' Union will use to evaluate its involvement with membership organizations. It is attached to the Council agenda as an information item.
- 10) **Organizational Review** – The organizational review process has been completed for most of our businesses and services, as well as for our entertainment and programming area. We will be moving into reviews of our marketing, computing, and personnel departments shortly, followed by reviews of our communications, research, and administrative teams.
- 11) **FACRA Operating Agreement** – I have been working with our Personnel Manager, the Senior Manager of Facilities and Operations, and FACRA members to finalize the FACRA Operating Agreement. This agreement should be finalized in the upcoming weeks.
- 12) **Sponsorship** – The Executive Committee of the Students' Union has made a recommendation to Students' Council to pay \$12500 for Xennex Venture Catalysts to analyze, and make recommendations for improvement for, our sponsorship program. I see this as an excellent opportunity for the Students' Union to strengthen its abilities to fundraise via sponsorship.

- 13) Silent Shopper Program** – The results of the first round of the silent shopper program are complete and are in the process of being analyzed by myself, the General Manager, and the Senior Manager of Programming and Licensed Activities. The results show a number of interesting trends relating to customer service in our bar operations that we will be looking at addressing in the upcoming weeks and months.
- 14) Preliminary Budget** – Although the preliminary budget will not be tabled until April, the process of developing it has already begun. I have developed a preliminary timeline for the budget that will allow us to implement the priority action items for the organizational review into the budget, and will allow us to utilize a new budget development process that includes the development of business plans for each budget unit.
- 15) Goal Setting** – By this point in my report I have made reference to each of my top three goals for the Winter semester. First, as mentioned in point 14, I intend to develop the preliminary budget, implementing changes suggested by the organizational review. Second, as mentioned in point 1, I intend to work through the detailed design process for SUB expansion until every last detail is finalized. And third, as mentioned in point 13, I intend to work to improve customer service standards, using the silent shopper program as a point of reference.
- 16) Antifreeze** – The Weakest Link is being played as I write this report. Judging by the events that I have been able to attend, and even compete in, this event is going extremely well. Thank you to all of you who volunteered or participated in this fun filled week. Congratulations to Jen, and her team, for what has been an amazing, positive experience for all involved.

### **Up and coming...**

Financial Affairs Board (January 10)  
FACRA (January 10)  
Organizational Review Steering Committee (January 11)  
SUB Detailed Design Meeting – Gateway space (January 11)  
Meeting with APIRG (January 11)  
Antifreeze continues (January 11-12)  
SUB Detailed Design Meeting – multiple spaces (January 14)  
Sponsorship Committee meeting (January 15)  
Question and Answer Session with Minister Tobin (January 15)  
Meet and Greet Session with Minister Martin (January 15)  
Engineering Week Movie Night (January 17)



# MINUTES

EXEC 01-44

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## Executive Committee

January 4, 2002

### ATTENDANCE

Christopher Samuel	President
Amy Salyzyn	Vice-President Academic
Kory Zwack	Vice-President External
Jamie Speer	Vice-President Operations & Finance
Jennifer Wanke	Vice-President Student Life
Bill Smith	General Manager
Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 11:10 am
- 2. Approval of Agenda** The agenda was amended to delete the following Items of Business:
  - Action Items
  - c) Organizational Review
  - Discussion Items
  - f) Universal Bus PassThe agenda was renumbered accordingly.
- 3. Approval of Minutes** The minutes of the December 18, 2001 Executive Committee meeting were adopted by consensus.
- 4. Reports** Second meeting of the week only
- 5. Old Business** Due to amount of business on the agenda, this item was tabled to the next meeting
- 6. Items of Business**
  - Action Items**
  - a) Xennex Proposal** Xennex proposal regarding sponsorship was reviewed and discussion ensued. Council approval is needed before moving on this so the project will not start until after January 15.

Discussion ensued regarding the total cost and where the money would come. The total cost for all three phases would be \$12,500. The executive believe that it is important to view this money as an investment. The money can be taken from either the sponsorship or special project budget or a combination of both. Jen will bring this proposal to the sponsorship committee.

ZWACK/WANKE MOVED THAT the Executive committee approve the Xennex proposal for sponsorship restructuring at a cost not to exceed \$12,500.00

VOTE ON MOTION

4/0/0 CARRIED

**b) Campus Advantage Loan**

Chris tabled a letter received from Campus Advantage requesting a loan in an amount agreed upon in the Shareholders Agreement. This is part of the agreement that Council approved previously so this item will only go to Council as an information item.

Jen asked for an update regarding the purpose for the loan.

Bill and Jamie provided an update stating that hiring staff and providing a positive cash flow will be the main uses. Campus Advantage expects to be profitable within 2 years.

The executive support this loan.

**Discussion Items**

**a) SU/U of A Partnership Areas**

Chris asked for input from the executive regarding areas that they believe the SU can partner with the U of A on. The goal is to be able to submit a detailed document to Dr. Fraser and Dr. Owram so that the partnerships can be included in the upcoming budget.

Various ideas were put forward. They included:

- Campus Security
- First year experience/Sr. year experience
- Alumni-working on wrap up barbeque
- Public Affairs
- Government Relations
- Finance Centre
- Campus Pride and Spirit
- Community Enhancement
- Academic Enhancement
- Campus Communications
- Business and Services
- Mini Student Centres

Discussion ensued regarding the suggestions and the need to ensure that they are linked to the U of A's KSI's. It is important to be specific with what the SU can offer to the U of A.

It was decided to focus on:

- First Year Experience
- Financial Centre
- Campus Communications
- Student Centres

This will be discussed in more detail at a later executive meeting.

**b) Executive Priorities** Executive priorities for the upcoming 4 months were reviewed and updated. The updated information is included in the documents for these minutes.

**c) Gripes** Chris asked that the Executive email Kirsten information regarding their gripes by Monday of next week. Kirsten will need: gripes you have picked to work on, what's been done and your goals for the rest of the term.

Chris will proof the SU page Wednesday evening.

**d) Communication Strategy** Chris tabled a copy of the Alberta Learning's survey results regarding Post Secondary Accessibility Study as an example of what could be given to all stakeholders. It was decided that Dan will act as the central control. Deadlines were discussed. The executive will need to have their input to Dan by January 17 and then Dan will be asked to have a document ready to present to executive for approval by January 21.

**e) In Camera Business** Meeting moved in camera

**f) Council Survey Results** The results were discussed. It was disappointing that only 5 councillors replied. This item will be discussed in further detail at Monday's executive meeting.

## 7. Announcements

**8. Adjournment** Meeting adjourned at 2:21 pm

# MINUTES

EXEC 01-43

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## Executive Committee

December 18, 2001

**ATTENDANCE** Christopher Samuel President  
Amy Salyzyn Vice-President Academic  
Jamie Speer Vice-President Operations & Finance  
Jennifer Wanke Vice-President Student Life  
Catherine van de Braak E/A, Recording Secretary

**ABSENT** Kory Zwack Vice-President External  
Bill Smith General Manager

**1. Call to Order** The meeting was called to order by Chris at 10:05 am

**2. Approval of Agenda** The agenda was amended to add the following Items of Business:  
Action Items

c) Operating Policy 11.06 (Jamie)

Discussion Items

- a) Council retreat (Chris)
- b) Executive Review (Chris)
- c) Christmas Cards (Chris)
- d) Goals and Gripes (Chris)
- e) Organizational Review (Chris)
- f) Office Hours (Chris)
- g) Survey (Chris)
- h) Bylaw (Chris)
- i) Top 3 Partnership Opportunities (Chris)
- j) In Camera Personnel (Chris)
- k) HTML Presentation (Amy)
- l) Access Fund Appeal (Jamie)

**3. Approval of Minutes** The minutes of the December 12, 2001 Executive Committee meeting were adopted by consensus.

**4. Reports** No reports at this time

**5. Old Business** Second meeting of the week only

**6. Items of Business**  
Action Items



- a) **Space Use Operating Policy** Jamie tabled a new operating policy relating to Space Use. Discussion ensued regarding the policy.
- SPEER/SALYZYN MOVED THAT the Executive Committee approve the tabled operating policy relating to Space Use.
- VOTE ON MOTION 3/0/0 CARRIED
- b) **Sponsorship Request** David Weppler, President of the Engineering Students Society, gave a brief presentation regarding a request for sponsorship from the SU for a National Conference in Dalhousie. Specifically he was hoping for various SU swag items that could be given out at the conference. No other funding has been requested from the SU. David left the meeting.
- Discussion ensued regarding the request.
- WANKE/SALYZYN MOVED THAT the Executive Committee approve an amount not to exceed 350.00, from the project reserve fund, be allocated to purchase swag for the Engineering Students.
- VOTE ON MOTION 3/0/0 CARRIED
- Discussion Items**
- a) **Council Retreat** A total of 6 council surveys have been returned, most of them do not support a retreat at this time. The executive discussed a council retreat at the beginning of the new council year. Jen will investigate the possibility of having an evening out with council in January.
- b) **Executive Review** Chris would like to meet with each executive either January 3 or 4 to discuss the outcomes of the executive review.
- c) **Christmas Cards** Please complete the signing of the cards by 8:00 am tomorrow morning so that they can be sent out with the morning mail.
- d) **Goals and Gripes** Kirsten would like to include the executive top three goals and gripes that they are working on in the January SU page. This will be discussed in detail at the first executive meeting in January.
- e) **Organizational Review** Due to the depth of the organizational review, it may be necessary to hire Anita in a consulting role to assist with the completion. The executive support this. More information will be brought forward at a later date.
- f) **Office Hours** The executive would like to give the staff the opportunity to leave at noon on December 21. Chris will send out an email regarding this and Jennifer W will provide reception coverage.
- g) **Survey** Discussion ensued regarding the release of the survey results.

- h) Council** Chris suggested that council be changed from January 8 to the 15<sup>th</sup>. At the last council it was suggested to change the date but council was unable to vote on it. Margaret will email council the change in dates.
- i) Top Three Partnership** Tabled to the next meeting
- j) In Camera Personnel** Meeting moved in camera
- k) HTML** Amy reported that the first web bundle will likely be out in the spring and that Turnkey would like to do a presentation at council regarding this. The possible date for the presentation is January 22. Amy will confirm this.
- l) Access Fund Appeal** Jamie tabled a concern regarding a student who is unhappy with the Access Fund Board decision not to grant him an access fund bursary. He has appealed and his appeal has been denied. The executive support the access fund board's decision and it is the final decision.

**7. Announcements**

- 8. Adjournment** Meeting adjourned at 12:04 pm

# MINUTES

EXEC 01-42

## Executive Committee

December 12, 2001

### ATTENDANCE

Christopher Samuel	President
Amy Salyzyn	Vice-President Academic
Kory Zwack	Vice-President External
Jamie Speer	Vice-President Operations & Finance
Bill Smith	General Manager
Catherine van de Braak	E/A, Recording Secretary

### Absent

Jennifer Wanke Vice-President Student Life

### 1. Call to Order

The meeting was called to order by Chris at 10:34 am

### 2. Approval of Agenda

The agenda was amended to add the following Items of Business:  
Action Items  
e) Operating Policy (Jamie)

### 3. Approval of Minutes

The minutes of the December 3, 2001 Executive Committee meeting were adopted by consensus.

### 4. Reports

First meeting of the week only

### 5. Old Business

Old Business was reviewed

### 6. Items of Business

#### Action Items

#### a) Operating Policy 11.22

Jamie tabled changes to Operating Policy 11.22 relating to Liquor Functions. Changes were reviewed.

SPEER/SALYZYN MOVED THAT the Executive Committee approve the tabled changes to Operating Policy 11.22 relating to Liquor Functions.

VOTE ON MOTION

3/0/0 CARRIED

#### b) Operating Policy 9.17

Jamie tabled changes to Operating Policy 9.17 relating to Holiday and Vacation Pay. Changes were reviewed.

SPEER/ZWACK MOVED THAT the Executive Committee approve the tabled changes to Operating Policy 9.17 relating to Holiday and Vacation Pay.

VOTE ON MOTION

3/0/0 CARRIED

- c) Operating Policy 11.06** Tabled to the next meeting
- d) Habitat for Humanity** Jamie tabled a request from Habitat for Humanity to use the SUB loading dock on January 6 for their annual bottle drive. Jamie will speak with Jen to confirm that Antifreeze does not need the loading dock on that day.
- e) Operating Policy** Jamie tabled a new operating policy relating to the Use of Non-Common Area spaces. Discussion ensued regarding the wordings and the number of hours that are required. Jamie will make revisions and bring back to executive at a later date.

**Discussion Items**

- a) Executive Committee** Some suggestions for managing the reports part of the executive meeting better.
- Reports should be limited to three topics
  - Question period will be after all reports have been given
  - Old business will be clarified at the end of each meeting
- b) Sponsorship** Tabled to the next executive meeting
- c) SU/U of A Partnership** Chris raised concerns with Dr. Oworm that many of the U of A's top planning documents leave out the SU. There are many areas that the SU can work together with the U of A on. The executive will email Chris a list of areas where they feel there is the opportunity for partnership. This will be discussed at a later executive meeting.
- d) Christmas Cards** Please sign the cards as soon as possible. All off campus cards must go out by Friday.
- e) Friday's Retreat** Due to BoG going until later in the afternoon, it may be necessary to hold the retreat on campus. It was decided to hold the meeting in room 420 on Friday December 14.
- f) Sexual Assault Centre** Chris tabled an email that he received from Dr. Connor regarding funding for the Sexual Assault Centre. Due to a 1.2% decrease in the Dean's budget it is becoming difficult to fund the Sexual Assault Centre. In order to increase the student levy both GSA and SU support is needed. More information will be needed before this can be considered.

**7. Announcements**

- 8. Adjournment** Meeting adjourned at 1:12 pm

# MINUTES

EXEC 01-41

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## Executive Committee

December 3, 2001

### ATTENDANCE

Christopher Samuel	President
Amy Salyzyn	Vice-President Academic
Jamie Speer	Vice-President Operations & Finance
Jennifer Wanke	Vice-President Student Life
Catherine van de Braak	E/A, Recording Secretary

### Absent

Kory Zwack	Vice-President External
Bill Smith	General Manager

### 1. Call to Order

The meeting was called to order by Chris at 10:34 am

### 2. Approval of Agenda

The agenda was amended to add the following Items of Business:

Action Items  
b) SUB Expansion

Discussion Items

a) President's Review (Chris)  
b) Gripe Tables (Chris)  
c) Executive Meeting (Chris)  
d) Reminder (Chris)  
e) WUSC Reserve (Jen)  
f) Faculty Associations (Jamie)

### 3. Approval of Minutes

The minutes of the November 28, 2001 Executive Committee meeting were adopted by consensus.

### 4. Reports

VP STUDENT LIFE

Steve Derpack, Manager of Programming and Licensed Events started today

Fresheads-need to approach this event differently as there was a small turnout

Catching up on various office duties

WOW supplement has gone out

Battle of the Bands forms will be ready this week

VP FINANCE

Met with Netera, a video conferencing company.

Attended:

- Sponsorship meeting
- RAC
- VP Fin. & Adm. Search Committee
- Access Fund selection meeting

VP Academic

Reviewing the leadership awards applications

Completing proposal with respect to SFAIC

Compiling USRI information.

PRESIDENT

Attended:

- GFC
- Dr. Norrie's farewell reception
- Various Christmas events
- Tuition Fee policy review committee
- Capital planning steering committee

Sat at the info booth

Upcoming:

- BFPC
- GSA Social

**5. Old Business**

**6. Items of Business**

**Action Items**

**a) FAC**

Second meeting of the week only

Jamie asked Kim Steele to provide information regarding the work that Kyle has been doing for her. Kim stated that Kyle has been an asset to her, assisting with many projects. The only concern is that the reporting lines are unclear.

This position will be refined during the organizational review, until that time Kyle will report to Kim with broad direction from Jamie..

SPEER/WANKE MOVED THAT the Executive Committee, approve an expenditure of an amount not to exceed \$5000.00 to extend the service of the Financial Affairs Coordinator to the end of April 2002.

VOTE ON MOTION

3/0/0 CARRIED

**b) SUB Expansion**

The motions relating to SUB expansion were discussed. The speaker will be asked to move directly to the motions so that council can be kept as short as possible.

**Discussion Items**

**a) President Review**

An executive needs to be selected to coordinate the President's review. It was decided that Jen would do this.

- b) Gripe Tables** Sept/Oct/Nov gripes were tabled and discussed. Chris asked that the executive identify the gripes from October and November that they will work on.
- c) Executive Meeting** Due to various other commitments that the executive have for Wednesday morning it was decided to cancel the Wednesday meeting.
- d) Reminder** The executive review questions are due December 11. The reviews from councilors and the council survey are due on December 5. An email will be sent out reminding councilors.  
The agenda for the upcoming executive retreat was reviewed
- e) WUSC Reserve** Jen asked for executive input regarding changing the bylaw regarding the WUSC so that some of the money can be used to offset travel cost for the WUSC students. Discussion ensued regarding the policy. Jen will bring information to executive along with a formal motion at a later date.
- f) Faculty Association** Chris Jones has approached Jamie regarding the use of Faculty Association Funds for general operating costs. Review of the bylaw shows that Faculty Associations could only collect money for a specific academic purpose.  
Jamie will speak with Chris Jones regarding this.
- 7. Announcements**
- 8. Adjournment** Meeting adjourned at 12:05 pm.

# MINUTES

EXEC 01-39

## Executive Committee

November 26, 2001

<b>ATTENDANCE</b>	Christopher Samuel	President
	Amy Salyzyn	Vice-President Academic
	Kory Zwack	Vice-President External
	Jamie Speer	Vice-President Operations & Finance
	Jennifer Wanke	Vice-President Student Life
	Bill Smith	General Manager
	Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 10:40 am
- 2. Approval of Agenda** The agenda was amended to add the following Items of Business:  
Discussion Items
  - d) FAC Contract (Jamie)
  - e) Silent Auction (Chris)
  - f) SUB Expansion (Chris)
  - g) Referendum Fee Bylaw (Chris)
  - h) Christmas Card Signing (Chris)
  - i) Food for Council (Chris)
- 3. Approval of Minutes** The minutes of the November 16, 2001 Executive Committee meeting were adopted by consensus.
- 4. Reports**

**GENERAL MANAGER**  
Attended the Campus Advantage Fall Meeting-good meeting, productive ideas were discussed  
SUB Expansion continues  
Attended meetings related to and working on:

  - Management Structure
  - Org. Review completion

**VP STUDENT LIFE**  
Dealing with handbook concerns  
Fresheads is upcoming  
Inner city Kids Christmas Party is on Dec. 7  
Antifreeze Blue Room is on Nov. 28  
Working on the Executive Retreat



VP FINANCE

Attended the Campus Advantage Fall Meeting , excellent meetings, very important to attend. Some of the outcomes were:

- Test launch of direct insurance program will be happening end of January
  - Dealing with cityfone issues
  - Quick tax program will be back
  - Match Marketing is interested in putting together sample kits
- Involved in the VP Finance and Adm. (U of A) hiring committee  
Working on SUB expansion and the Silent shopper program

VP External

Worked on:

CAUS-lobby week and breakfast

Highschool leadership conference-went very well

VP ACADEMIC

GFC meeting today, interesting agenda items

Technology issues-working with CNS on potential e-portals

PRESIDENT

SUB Expansion-received good support from FDC.

Ottawa trip was excellent, good opportunity to strengthen connections with Federal ministers

Met with Premier Klein- very impressive, discussed tuition, student loans and Pan-Canadian accord.

**5. Old Business**

Second meeting of the week only

**6.Items of Business**

**Action Items**

**a) Database Development**

The presentation that Marc gave to the executive was discussed. Two concerns were raised regarding the time frame and the databases that need to be developed.

Jamie will ask Anita to create time lines and deliverables.

This item will be discussed at the next executive meeting, executive are asked to have their database priorities.

**Discussion Items**

**a) Survey**

Input of data has been completed. Preliminary draft of results should be ready for tomorrow. An executive summary will be included in the results.

**b) December 6 Memorial**

Chris tabled information regarding the Dec. 6 memorial. The executive support the purchase roses for that day.

- c) FAC contract** The Financial Affairs Coordinator's contract is due to expire in 3 days. Jamie raised the possibility of extending the contract or making it a permanent position. Discussion ensued regarding the role of this position and where it fits within the organization. It was decided this would be reviewed within the organizational review process. Until that time, the position will be on a month to month basis.
- d) Silent Auction** A silent auction will be held in conjunction with the annual Christmas party on December 2. Chris would like the executive to donate a joint item. Discussion ensued regarding what would be suitable. Laser tag was raised as a possibility. Catherine will investigate.
- e) SUB Expansion** Presentation regarding SUB Expansion will be given at Council tomorrow night. There will be two parts to the presentation: space issues and financial issues.
- f) In Camera Business** Meeting moved in camera
- g) Christmas Card Signing** Councilor's cards will need to be signed by December 4. Catherine will schedule additional times for the rest of the cards to be signed.
- h) Food for Council** Discussion ensued regarding what should be ordered for Council.
- 7. Announcements**
- 8. Adjournment** Meeting adjourned at 12:45 pm

# MINUTES

EXEC 01-38

## Executive Committee

November 16, 2001

<b>ATTENDANCE</b>	Christopher Samuel	President
	Amy Salyzyn	Vice-President Academic
	Kory Zwack	Vice-President External
	Jamie Speer	Vice-President Operations & Finance
	Jennifer Wanke	Vice-President Student Life
	Bill Smith	General Manager
	Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 12:10 pm
- 2. Approval of Agenda** The agenda was amended to add the following Items of Business:
  - Discussion Items
  - d) CAUS (Kory)
  - e) In Camera Business (Jen)
- 3. Approval of Minutes** The minutes of the November 14, 2001 Executive Committee meeting were adopted by consensus.
- 4. Reports** Tabled to the next meeting
- 5. Old Business** First meeting of the week only
- 6. Items of Business**
  - Discussion Items**
  - a) Database Development** Tabled to the next meeting
  - b) Referendum Fee Bylaw** Jamie tabled proposed changes to Bylaw 6600. Discussion ensued regarding the changes.

SPEER/SALYZYN MOVED THAT Students' Council, upon the recommendation of the Executive Committee approve the proposed changes to Bylaw 6600

VOTE ON MOTION 4/0/0 CARRIED
  - c) SUB Expansion** SUB Expansion has been approved by FDC today. The next step is to present information to Council on November 27. Motions are needed to approve the design and the financial commitment.

SPEER/SAMUEL MOVED THAT the Executive Committee, approve the design concept for SUB expansion as outlined in the Proposed Expansion of the Students' Union Building document.

VOTE ON MOTION 4/0/0 CARRIED

SPEER/SALYZYN MOVED THAT the Executive Committee, approve the expansion of the Students' Union Building at an Initial Projected Capital Cost not to exceed \$6.9 million, with a sum not to exceed \$5.0 million being the responsibility of the Students' Union. It is noted that the Initial Projected Capital Cost includes the sum of \$410,000, previously approved by Students' Council on July 10, 2001 for Design Consultation Fees in relation to SUB Expansion.

VOTE ON MOTION 4/0/0 CARRIED

SPEER/ZWACK MOVED THAT the Executive Committee, approve the transfer of funds from Reserves to the SUB Expansion Project Account as follows:

b) Not less than \$659,600 from the Building Reserve (this being composed approximately \$509, 600 from two years of funds formerly expended annually on the SUB Mortgage, and approximately \$150,000 from the SU's share of proceeds from the first three years of the Single Source Cold Beverage Agreement).

b) Not more than \$50,000 from the Student Financial Aid & Information Centre Reserve AND a further sum of not more than \$50,000 from the Student Access Reserve, these sums to be expended only on the project capital costs associated with constructing and equipping the new student financial services area.

VOTE ON MOTION 4/0/0 CARRIED

SPEER/WANKE MOVED THAT the Executive Committee, approve the acquisition of a loan in respect of the Students' Union's share of the cost of expanding SUB, subject to the following:

- a) The loan shall not exceed \$4.0 million,
- c) The loan shall be repayable over a period of not more than ten years.

VOTE ON MOTION 4/0/0 CARRIED

SPEER/SAMUEL MOVED THAT the Executive Committee, approve the increase of the loan provided for in 01-17/10d above by an amount necessary to cover any University costs to be carried by the SU (the "Additional Amount"), subject to the following:

- a) The Additional Amount shall be agreed in advance between the SU and the University, and approved by Financial Affairs Board,
- b) The Additional Amount shall not exceed \$500,000,
- c) The Additional Amount shall be repayable to the SU over a period of not more than ten years,
- d) The University's repayments shall fully cover any and all interest payable by the SU on the Additional Amount,
- d) The arrangement in respect of the Additional Amount shall include adequate and appropriate documentation sufficient to protect the SU's best interests.

VOTE ON MOTION

4/0/0 CARRIED

**d) CAUS**

Kory raised a concern that he has been focusing a great deal of energy towards CAUS lobby campaign. He feels it is unfortunate that only one member from the U of A Students' Union can attend.

**e) In Camera Business** Meeting moved in camera

**7. Announcements**

**8. Adjournment** Meeting adjourned at

# MINUTES

EXEC 01-37

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## Executive Committee

November 14, 2001

### ATTENDANCE

Christopher Samuel	President
Amy Salyzyn	Vice-President Academic
Kory Zwack	Vice-President External
Jamie Speer	Vice-President Operations & Finance
Jennifer Wanke	Vice-President Student Life
Bill Smith	General Manager
Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 10:38 am
- 2. Approval of Agenda** The agenda was approved.
- 3. Approval of Minutes** The minutes of the November 7, 2001 Executive Committee meeting were adopted by consensus.

### 4. Reports

#### GENERAL MANAGER

Main areas of focus have been: SUB Expansion and the hiring process for the Manager of P&LA position

#### VP STUDENT LIFE

- Met with Don Iveson, drafting the MOU with CUP
- Gateway conference was a success
- AntiFreeze is going well
- Saturday night programming at the Plant –most of the bands have been booked until the end of December
- WUSC Board meeting today
- VPSL Day –accomplished a great deal

#### VP Operations and Finance

- Working with Mark Osborne regarding the upcoming CCBC meeting
- Continuing to work on the dedicated fee's issue
- Dealing with hiring issues
- SUB expansion is wrapping up
- Meeting with CNS tomorrow
- Developing an operating policy regarding space issues.

VP EXTERNAL

- Attended a meeting regarding universal bus pass-if this issue does go through it will not be implemented until January 2003. Will bring further information to executive.
- CAUS-tomorrow's breakfast has been cancelled. Will be doing later, lobby tour begins next week
- High School Leadership Conference is going well.
- CASA policy-working on updating the policies.

VP ACADEMIC

- Working with various boards
- Dealing with student concerns
- Developing timelines for upcoming projects
- Dealing with USRI concerns

PRESIDENT

- SUB Expansion
- Org. Review
- Communication project
- CAUS/CASA issues working on

**5. Old Business**

Will be reviewed next week

**6. Items of Business**

**Discussion Items**

**a) Database**

**Development**

Marc Dumouchel gave a presentation regarding database development. Document is attached with the minutes. This item will be discussed at the next executive meeting

**b) Council Survey**

Chris tabled a preliminary survey. Concerns were raised regarding the layout of the survey. The survey should go to council for the November 20 meeting so all comments from the executive need to be given by Thursday Nov. 15 at 11:00 am. This will allow time for the inclusion of the survey in the agenda package.

**c) Council Retreat**

After the survey results have been tabulated it is important that a retreat day be held with council to discuss the survey. Council will be asked when they would like to meet.

**d) Executive Review**

Chris tabled a preliminary executive review. Discussion ensued regarding the review.

**e) Tuition**

Tabled to the next meeting

**7. Announcements**

**8. Adjournment**

Meeting adjourned at 12:30 pm

## **Bylaw 100**

### **A Bylaw Respecting the Students' Council**

- |                    |  |
|--------------------|--|
| <b>Short Title</b> | 1. This Bylaw may be referred to as the "Students' Council Bylaw."   |
| <b>Definitions</b> | 2. In this Bylaw: <ul style="list-style-type: none"> <li>a. "Speaker" means the Speaker of Students' Council, or the officer carrying out the duties of the Speaker due to his/her absence;</li> <li>b. "Council" means the Students' Council;</li> <li>c. "Councilor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;</li> <li>d. "CRO" means Chief Returning Officer of the Students' Union.</li> </ul> |

#### **Part I - Members of Council**

- |                                     |   |
|-------------------------------------|---|
| <b>Non-Voting Members</b>           | 3. The non-voting members of Students' Council are: <ul style="list-style-type: none"> <li>a. The General Manager;</li> <li>b. The Speaker (officer of council);</li> <li>c. The Recording Secretary (officer of council);</li> <li>d. <i>The Gateway</i> Editor-In-Chief; and</li> </ul> |
| <b>Rights of Non-Voting Members</b> | 4. A non-voting member has all the rights of voting members except: <ul style="list-style-type: none"> <li>a. The right to move, second or vote on a motion;</li> <li>b. The right to assume voting position on standing Boards or Committees of Council.</li> </ul>                      |

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 Feb 03/98



**Voting  
Members**

5. The fifty (50) voting members of Council are:
  - a. The voting members of the Executive Committee;
  - b. The Undergraduate Board of Governors Representative;
  - c. The Residence Hall Association Representative;
  - d. The President of the University Athletics Board.
  - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat  
Distribution  
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats - (5 executive seats + 3 ex-officio seats)}} = \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}}$$

$$= \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

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- Eligibility Requirements**
7. Each voting member of Council referred to in Section 5 will be:
- a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
  - b. registered as either:
    - i. an undergraduate student in the Faculty, School, or College they represent; or,
    - ii. the registered student group that they represent.

### **PART II - Faculty Representatives**

- Exception from Faculty Constituency**
8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
- i. The Executive Committee;
  - ii. President of the University Athletics Board;
  - iii. Representative of the Residence Halls Association; and,
  - iv. The Board of Governors Representative.
- b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
- c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

### **PART III - Report of Election Results**

- Reporting Results**
9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

### **PART IV - Requirement of Members**

- Requirement of Council Members**
10. Each voting member of Council, or their proxy, will:
- a. Actively represent the student body as a whole, and the particular group by which the member was elected;

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- b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
- c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
- d. Be responsible for regular attendance at meetings of Council.
- e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
- f. To perform other functions as may from time to time be assigned by Students' Council;

#### **PART V - Removal of Members**

#### **Removal & Reinstatement of Council Members**

- 11. A member of Council who misses five (5) meetings in total or three (3) consecutive meetings will:
  - a. Be immediately suspended from Council by the Speaker in a Council meeting;
  - b. Be expelled and have their seat declared vacant by the Speaker at the next Council meeting unless reinstated through the process described in Section 11.c.
  - c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.

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- d. A reinstated member of Council who misses a subsequent meeting is subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:

The Speaker of Council is responsible for enforcing and informing of the attendance and proxy requirements of this bylaw.

- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

### **Resignation**

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
  - a. The date mentioned in the notice for such resignation to take effect;
  - b. Thirty (30) days after the notice is received by the Speaker.

### **Part VI - Proxy Members**

#### **Appointment of Proxy**

- 13. Any member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section 11 of this bylaw.

#### **Duties of Proxy Members**

- 14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the councilor who appointed the proxy member.

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 Feb 03/98

**Notice to Speaker**

15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
  - a. The notice must be in writing or by electronic mail;
    - i. Notice must be received no later than two hours before the start of the Council meeting.
  - b. The notice must contain the name and contact information of the proxy member;
  - c. The notice must be written and signed (unless sent by electronic mail) by the Councilor on whose behalf the proxy member will be acting;
  - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Councilor.
16. The presence of the Councilor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Councilor who appointed the proxy member.

**Part VII - Meetings****Frequency of Meetings**

19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.

**Rules of Order**

20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.

Sep 18/01  
 Jan 23/01  
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- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
  - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

Sep 18/01  
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Feb 03/98

**Bylaw 100**  
**Schedule A**

Structure of Voting Membership  
of Students' Council  
2000-2001

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98

# **Bylaw 100**

## **Schedule B**

Per University of Alberta Office of the Registrar

Summary of Statistics

Enrollment of Full-time Students by Faculty

Academic Year 1999-2000

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98



**CURRENT**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

<b>VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001</b>	
<b>Faculty or Representation</b>	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
President of University Athletic Board	

Oct 27/98  
Jan 06/98  
Apr 30/96  
Mar 12/96

**CURRENT**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

Oct 27/98  
Jan 06/98  
Apr 30/96  
Mar 12/96

**Bylaw 100**

**A Bylaw Respecting the Students' Council**

- Short Title** 1. This Bylaw may be referred to as the "Students' Council Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Speaker" means the Speaker of Students' Council, or the officer carrying out the duties of the Speaker due to his/her absence;
  - b. "Council" means the Students' Council;
  - c. "Councilor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;
  - d. "CRO" means Chief Returning Officer of the Students' Union.

**Part I - Members of Council**

- Non-Voting Members** 3. The non-voting members of Students' Council are:
- a. The General Manager;
  - b. The Speaker (officer of council);
  - c. The Recording Secretary (officer of council);
  - d. *The Gateway* Editor-In-Chief; and

- Rights of Non-Voting Members** 4. A non-voting member has all the rights of voting members except:
- a. The right to move, second or vote on a motion;
  - b. The right to assume voting position on standing Boards or Committees of Council.

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**Proposed**

100 (2)

**Voting  
Members**

5. The fifty (50) voting members of Council are:
  - a. The voting members of the Executive Committee;
  - b. The Undergraduate Board of Governors Representative;
  - c. The Residence Hall Association Representative;
  - d. The Executive Member ~~President~~ of the University Athletics Board.
  - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat  
Distribution  
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats} - (5 \text{ executive seats} + 3 \text{ ex-officio seats})} = \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}} = \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

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**Eligibility Requirements**

7. Each voting member of Council referred to in Section 5 will be:
  - a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
  - b. registered as either:
    - i. an undergraduate student in the Faculty, School, or College they represent; or,
    - ii. the registered student group that they represent.

**PART II - Faculty Representatives**

**Exception from Faculty Constituency**

8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
  - i. The Executive Committee;
  - ii. ~~Executive Member President~~ of the University Athletics Board;
  - iii. Representative of the Residence Halls Association; and,
  - iv. The Board of Governors Representative.
- b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
- c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

**PART III - Report of Election Results**

**Reporting Results**

9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

**PART IV - Requirement of Members**

Sep 18/01  
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Feb 03/98

**Requirement of Council Members**

10. Each voting member of Council, or their proxy, will:
  - a. Actively represent the student body as a whole, and the particular group by which the member was elected;
  - b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
  - c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
  - d. Be responsible for regular attendance at meetings of Council.
  - e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
  - f. To perform other functions as may from time to time be assigned by Students' Council;

**PART V - Removal of Members**

**Removal & Reinstatement of Council Members**

11. A member of Council who misses five (5) meetings in total or three (3) consecutive meetings will:
  - a. Be immediately suspended from Council by the Speaker in a Council meeting;
  - b. Be expelled and have their seat declared vacant by the Speaker at the next Council meeting unless reinstated through the process described in Section 11.c.

- c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.
- d. A reinstated member of Council who misses a subsequent meeting is subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:  
  
The Speaker of Council is responsible for enforcing and informing of the attendance and proxy requirements of this bylaw.
- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

**Resignation**

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
  - a. The date mentioned in the notice for such resignation to take effect;
  - b. Thirty (30) days after the notice is received by the Speaker.

**Part VI - Proxy Members**

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- Appointment of Proxy** 13. Any member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section 11 of this bylaw.
- Duties of Proxy Members** 14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the councilor who appointed the proxy member.
- Notice to Speaker** 15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
- a. The notice must be in writing or by electronic mail;
    - i. Notice must be received no later than two hours before the start of the Council meeting.
  - b. The notice must contain the name and contact information of the proxy member;
  - c. The notice must be written and signed (unless sent by electronic mail) by the Councilor on whose behalf the proxy member will be acting;
  - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Councilor.
16. The presence of the Councilor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Councilor who appointed the proxy member.

**Part VII - Meetings**

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98



**Proposed**

100 (7)

- Frequency of Meetings** 19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.
- Rules of Order** 20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.
- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
  - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

Sep 18/01  
Jan 23/01  
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**Bylaw 100**  
**Schedule A**

Structure of Voting Membership  
of Students' Council  
2000-2001

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98

**Bylaw 100**  
**Schedule B**

Per University of Alberta Office of the Registrar

Summary of Statistics

Enrollment of Full-time Students by Faculty

Academic Year 1999-2000

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98

**Proposed**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

<b>VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001</b>	
<b>Faculty or Representation</b>	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
Executive Member President of the Univer Athletics Board	

- Oct 27/98
- Jan 06/98
- Apr 30/96
- Mar 12/96

**Proposed**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

Oct 27/98  
Jan 06/98  
Apr 30/96  
Mar 12/96

## Bylaw 5400

### A Bylaw Respecting the Nominating Committee of the Students' Union

- Short Title** 1. This Bylaw may be referred to as the "Nominating Committee Bylaw."
- Definition** 2. In this bylaw:
- a. "Student-at-large" means any member of the Students' Union who is not a member of the Executive Committee, or Students' Council or is a paid employee of the Students' Union;
  - b. "Council" means Students' Council;
  - c. "Group" means Sub-committee.
- Start-up** 3. a. Nineteen (19) student-at-large members of the Nominating Committee will be recruited by the Student Activities Coordinator.
- b. Students' Council will, before 15 January in each year, select twenty (20) voting members of Students' Council to serve as members of the Nominating Committee.
- c. The Executive Assistant or their designate will be responsible for setting the committee dates and time for each committee meeting.
- Mandate** 4. The Nominating Committee will be responsible for selecting candidates for paid term and student-at-large positions of the Students' Union, as outlined in this Bylaw, in a fair and unbiased manner.
- Composition and Duties** 5. The Nominating Committee will be divided into twenty four (24) autonomous groups, with duties as follows:

May 7/01  
Feb 6/2001  
Jan 25/2000  
March 9/99  
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**Group 1  
Director of  
Information  
Services**

- a. Nominating Committee Group "1" will be responsible for a selecting a candidate for the following position:
  - i. Director of the Information/Registries Services
- b. Nominating Committee Group "1" for the Director of Information/Registries Services will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Information Services, appointed by the Student Services Manager.

**Group 2  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "2" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Distress Centre;
- a. The Nominating Committee Group "2" for the Director of Student Help will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;  
the Student Services Manager, as a non-voting member;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and,
  - v. one (1) representative from Student Distress Centre, appointed by the Student Services Manager;
  - vi. one (1) representative from the Support Network's Distress Lines as a non-voting member.

May 7/01  
Feb 6/2001  
Jan 25/2000  
March 9/99  
Jan 27/98

**Group 3  
Director of  
Student  
OmbudService**

- a. Nominating Committee Group "3" will be responsible for selecting a candidate for the following position:
  - i. Director of Student OmbudService
- b. Nominating Committee Group "3" for the Director of Student OmbudService will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council;
  - vi. one (1) representative from the OmbudService, appointed by the Student Services Manager;
  - vii. the Dean of Students or designee, as a non-voting member.

**Group 4  
Director of  
Safewalk**

- a. Nominating Committee Group "4" will be responsible for selecting a candidate for the following position:
  - i. Director of Safewalk;
- b. Nominating Committee Group "4" for the Director of Safewalk will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Safewalk, appointed by the Student Services Manager.

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March 9/99  
Jan 27/98



**Group 5  
Director of  
Student Groups**

- a. Nominating Committee Group "5" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Groups
  
- b. Nominating Committee Group "5" for the Director of Student Groups will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from the Student Groups, appointed by the Student Services Manager;
  - vii. Dean of Students or Designee

**Group 6  
Academic  
Affairs  
Coordinator**

- a. Nominating Committee Group "6" will be responsible for selecting a candidate for the following position:
  - i. Academic Affairs Coordinator.
  
- b. Nominating Committee Group "6" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 7  
Community  
Relations  
Coordinator**

- a. Nominating Committee Group "7" will be responsible for selecting a candidate for the following position:
  - i. Community Relations Coordinator.

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Jan 27/98

- b. Nominating Committee Group "7" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 8  
Student  
Activities  
Coordinator**

- a. Nominating Committee Group "8" will be responsible for selecting a candidate for the following position:
  - i. Student Activities Coordinator.
- b. Nominating Committee Group "8" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 9  
Student  
Communications  
Coordinator**

- a. Nominating Committee Group "9" will be responsible for selecting a candidate for the following position;
  - i. Student Communications Coordinator
- b. Nominating Committee Group "9" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 10  
Athletic Campus  
Event  
Coordinator**

- a. Nominating Committee Group "10" will be responsible for selecting a candidate for the following position:
  - i. Athletic Campus Event Coordinator

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- a. Nominating Committee Group "10" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) voting member of Students' Council;
  - iv. the University Athletics Board President;
  - v. the University of Alberta Marketing Manager of Athletics and Recreation or their designee.

**Group 11  
Speaker of  
Students'  
Council and  
Recording  
Secretary of SC**

- a. Nominating Committee Group "11" will be responsible for selecting a candidate for the following position:
  - i. Speaker of Students' Council; and
  - ii. Recording Secretary of Students' Council.

- b. Nominating Committee Group "11" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and
  - v. the outgoing Speaker of Students' Council, as an ex-officio member and non-voting member, for the selection of the Speaker of Students' Council only;
  - vi. the Executive Assistant, as an ex-officio member and non-voting member for the Selection of the Recording Secretary of Students' Council only.

**Group 12  
Chief Returning  
Officer**

- a. Nominating Committee Group "12" will be responsible for selecting a candidate for the following position:
  - i. Chief Returning Officer
- b. Nominating Committee "12" will consists of:
  - i. the outgoing President as Chair,
  - ii. the incoming President;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council;
  - v. outgoing Chief Returning Officer.

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Jan 27/98

**Group 13  
Presidential  
Boards &  
Committees**

- a. Nominating Committee Group "13" will be responsible for selecting student-at-large members for the following:
  - i. Internal Review Board
- b. Nominating Committee Group "13" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 14  
Vice-President  
Academic  
Boards &  
Committees**

- a. Nominating Committee Group "14" will be responsible for selecting student-at-large members for the following:
  - i. Academic Affairs Board;
  - ii. Awards Selection Committee; and,
  - iii. University Standing Committees, as required.
- b. Nominating Committee Group "14" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 15  
Vice-President  
External Boards  
& Committees**

- a. Nominating Committee Group "15" will be responsible for selecting student-at-large members for the following:
  - i. External Affairs Board;
  - ii. Eugene Brody Funding Committee; and,
  - iii. University of Alberta Senate.

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Jan 27/98

- b. Nominating Committee Group "15" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 16  
Vice-President  
Operations &  
Finance Boards  
& Committees**

- a. Nominating Committee Group "16" will be responsible for selecting student-at-large members for the following:
  - i. Financial Affairs Board;
  - ii. Golden Bear and Panda Legacy Fund Committee;
  - iii. Campus Recreation Enhancement Fund Committee;
  - iv. Access Fund Committee.

- b. Nominating Committee Group "16" will consist of:
  - i. the outgoing Vice-President Operations & Finance of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Operations & Finance of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 17  
Vice-President  
Student Life  
Boards &  
Committees**

- a. Nominating Committee Group "17" will be responsible for selecting student-at-large members for the following:
  - i. Student Life Board;
  - ii. Programming Committee;
  - iii. Student Groups Committee;
  - iv. Gateway Editor-In-Chief Selection Committee
  - v. Gateway Advisory Committee.
  - vi. Security Advisory Committee.

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March 9/99  
Jan 27/98

- b. Nominating Committee Group "17" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 18  
Associate  
Directors of  
Information,  
Exam and  
Housing  
Registries**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
  - i. Associate Director of Information Registries;
  - ii. Associate Director of Exam Registries;
  - ii. Associate Director of Housing Registries.
- b. Nominating Committee Group "18" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director as a voting member;
  - iii. the Vice-President Operations and Finance, as a voting member; and
  - iv. two (2) members of Information Registries (preferably outgoing Associate Directors) appointed by the Student Services Manager.

**Group 19  
Associate  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "19" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Distress Centre
- b. Nominating Committee Group "19" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. the Vice-President Student Life, as a voting member;
  - iv. two (2) Student Distress volunteers as voting members, appointed by the Student Services Manager.

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Jan 27/98

**Group 20  
Associate  
Director of  
Safewalk**

- a. Nominating Committee Group "20" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Safewalk
- b. Nominating Committee Group "20" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. two (2) Safewalk volunteers as voting members, appointed by the Services Manager;
  - iv. the Vice-President Student Life, as a voting member.

**Group 21  
Associate  
Director of  
Student Groups**

- a. Nominating Committee Group "21" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Groups
- b. Nominating Committee Group "21" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the Vice-President Student Life, as a voting member;
  - iii. the incoming Director of Student Groups, as a voting member;
  - iv. the Dean of Students or designee, as a voting member;
  - v. one (1) member of a Student Group as a voting member, appointed by the Student Services Manager.

**Group 22  
Orientation  
Manager**

- a. Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:
  - i. Orientation Manager
- b. Nominating Committee Group "22" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. one (1) voting member of Students' Council';
  - iv. one (1) student-at-large member; and
  - v. one (1) Orientation Leader.

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**Group 23  
Orientation Staff**

- a. Nominating Committee Group "23" will be responsible for selecting candidates for the following positions;
  - i. Orientation Programs Coordinator;
  - ii. Orientation Volunteer Coordinator;
  - iii. Orientation Assistant.
  
- b. Nominating Committee Group "23" will consist of:
  - i. the Vice-President of Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. the Orientation Manager,
  - iv. one (1) student-at-large;
  - v. one (1) voting member of Students' Council.

**Group 24  
Handbook  
Editor**

- a. Nominating Committee Group "24" will be responsible for selecting a candidate for the following position:
  - i. Handbook Editor
  
- b. Nominating Committee Group "24" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. one (1) student-at-large;
  - iii. one (1) voting member of Students' Council;
  - iv. the Manager of Marketing and Information.

**Chair**

- 6. a. The chair shall be stipulated in each group and will vote only in the event of a tie vote.
- b. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as Chair at that meeting.

**Conflict of  
Interest**

- 7. a. Members of Nominating Committee will remove themselves from any selection Group for which they perceive a Conflict of Interest in which their impartiality may be affected.

**Conduct of  
Business**

- 8. a. Quorum shall be a majority of the voting members of each Nominating Committee.
- b. An orientation seminar will be held for all members of Nominating Committee prior to 15 March each year, which will include training in interviewing and short-listing skills.

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- c. Nominating Committee will make every effort, prior to commencement of the interview process, to consult with the current Director, Coordinator, and/or the appropriate outgoing Vice-President concerning the position requirements. This will ensure the position requirements are met.
- d. The Nominating Committee will advertise fully in two (2) consecutive issues of *The Gateway* not less than one (1) week before the application deadline all positions available for students participation in the Students' Union. Use of other media is strongly encouraged.
- e. The Nominating Committee will shortlist and select candidates only from the applications received.
- f. Nominating Committee Groups "1" to "12" will meet at least one (1) week prior to Nominating Committee Groups "13" to "21". Unsuccessful applicants for positions considered in Groups "1" to "12" will be entitled to apply for positions contested in Groups "13" to "21".
- g. The Executive Assistant or their designate will make every effort to notify applicants of the scheduled interview times, including the availability of the interviewing schedule with the Receptionist in the Executive Offices at least one (1) week prior to the commencement of interviews.
- h. The recommendations of the Nominating Committee will be based on the following criteria:
  - i. qualifications of applicants;
  - ii. interest and enthusiasm;
  - iii. degree of involvement of applicants in student government to ensure widespread involvement of all interested students.
- i. The candidates selected by the nominating committee will be forwarded to Students' Council for ratification.

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PROPOSED

**Bylaw 5400**

**A Bylaw Respecting the Nominating Committee of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Nominating Committee Bylaw."
- Definition** 2. In this bylaw:
- a. "Student-at-large" means any member of the Students' Union who is not a member of the Executive Committee, or Students' Council or is a paid employee of the Students' Union;
  - b. "Council" means Students' Council;
  - c. "Group" means Sub-committee.
- Start-up** 3. a. Sixteen (16) ~~Nineteen (19)~~ student-at-large members of the Nominating Committee will be recruited by the Student Activities Coordinator.
- b. Students' Council will, before 15 January in each year, select seventeen (17) ~~twenty (20)~~ voting members of Students' Council to serve as members of the Nominating Committee.
- c. The Executive Assistant or their designate will be responsible for setting the committee dates and time for each committee meeting.
- Mandate** 4. The Nominating Committee will be responsible for selecting candidates for paid term and student-at-large positions of the Students' Union, as outlined in this Bylaw, in a fair and unbiased manner.
- Composition and Duties** 5. The Nominating Committee will be divided into twenty one (21) ~~four (24)~~ autonomous groups, with duties as follows:

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**Group 1  
Director of  
Information  
Services**

- a. Nominating Committee Group "1" will be responsible for a selecting a candidate for the following position:
  - i. Director of the Information/Registries Services
- b. Nominating Committee Group "1" for the Director of Information/Registries Services will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Information Services, appointed by the Student Services Manager.

**Group 2  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "2" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Distress Centre;
- a. The Nominating Committee Group "2" for the Director of Student Help will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv iii. one (1) student-at-large member;
  - v iv. one (1) voting member of Students' Council; and,
  - vi v. one (1) representative from Student Distress Centre, appointed by the Student Services Manager;
  - vii vi. one (1) representative from the Support Network's Distress Lines as a non-voting member.

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**Group 3  
Director of  
Student  
OmbudService**

- a. Nominating Committee Group "3" will be responsible for selecting a candidate for the following position:
  - i. Director of Student OmbudService
- b. Nominating Committee Group "3" for the Director of Student OmbudService will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council;
  - vi. one (1) representative from the OmbudService, appointed by the Student Services Manager;
  - vii. the Dean of Students or designee, as a non-voting member.

**Group 4  
Director of  
Safewalk**

- a. Nominating Committee Group "4" will be responsible for selecting a candidate for the following position:
  - i. Director of Safewalk;
- b. Nominating Committee Group "4" for the Director of Safewalk will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Safewalk, appointed by the Student Services Manager.

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**Group 5  
Director of  
Student Groups**

- a. Nominating Committee Group "5" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Groups
  
- b. Nominating Committee Group "5" for the Director of Student Groups will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from the Student Groups, appointed by the Student Services Manager;
  - vii. Dean of Students or Designee

**Group 6  
Academic  
Affairs  
Coordinator**

- a. Nominating Committee Group "6" will be responsible for selecting a candidate for the following position:
  - i. Academic Affairs Coordinator.
  
- b. Nominating Committee Group "6" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 7  
Community  
Relations  
Coordinator**

- a. Nominating Committee Group "7" will be responsible for selecting a candidate for the following position:
  - i. Community Relations Coordinator.

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- b. Nominating Committee Group "7" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 8  
Student  
Activities  
Coordinator**

- a. Nominating Committee Group "8" will be responsible for selecting a candidate for the following position:
  - i. Student Activities Coordinator.
- b. Nominating Committee Group "8" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 9  
Student  
Communications  
Coordinator  
Financial Affairs  
Coordinator**

- a. Nominating Committee Group "9" will be responsible for selecting a candidate for the following position;
  - i. ~~Student Communications Coordinator~~ Financial Affairs Coordinator
- b. Nominating Committee Group "9" will consist of:
  - i. the outgoing ~~President of the Executive Committee, as Chair~~ Vice President Operations and Finance
  - ii. the incoming ~~President of the Executive Committee~~ Vice President Operations and Finance;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 10  
Athletic Campus  
Event  
Coordinator**

- a. Nominating Committee Group "10" will be responsible for selecting a candidate for the following position:
  - i. Athletic Campus Event Coordinator

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- a. Nominating Committee Group "10" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) voting member of Students' Council;
  - iv. the University Athletics Board President;
  - ii. the University of Alberta Marketing Manager of Athletics and Recreation or their designee.

**Group 11  
Speaker of  
Students'  
Council and  
Recording  
Secretary of SC**

- a. Nominating Committee Group "11" will be responsible for selecting a candidate for the following position:
  - i. Speaker of Students' Council; and
  - ii. Recording Secretary of Students' Council.

- b. Nominating Committee Group "11" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and
  - v. the outgoing Speaker of Students' Council, as an ex-officio member and non-voting member, for the selection of the Speaker of Students' Council only;
  - vi. the Executive Assistant, as an ex-officio member and non-voting member for the Selection of the Recording Secretary of Students' Council only.

**Group 12  
Chief Returning  
Officer**

- a. Nominating Committee Group "12" will be responsible for selecting a candidate for the following position:
  - i. Chief Returning Officer
- b. Nominating Committee "12" will consists of:
  - i. the outgoing President as Chair,
  - ii. the incoming President;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council;
  - v. outgoing Chief Returning Officer.

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**Group 13  
Presidential  
Boards &  
Committees**

- a. Nominating Committee Group "13" will be responsible for selecting student-at-large members for the following:
  - i. Internal Review Board
- b. Nominating Committee Group "13" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 14  
Vice-President  
Academic  
Boards &  
Committees**

- a. Nominating Committee Group "14" will be responsible for selecting student-at-large members for the following:
  - i. Academic Affairs Board;
  - ii. Awards Selection Committee; and,
  - iii. University Standing Committees, as required.
- b. Nominating Committee Group "14" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 15  
Vice-President  
External Boards  
& Committees**

- a. Nominating Committee Group "15" will be responsible for selecting student-at-large members for the following:
  - i. External Affairs Board;
  - ii. Eugene Brody Funding Committee; and,
  - iii. University of Alberta Senate.

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- b. Nominating Committee Group "15" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 16  
Vice-President  
Operations &  
Finance Boards  
& Committees**

- a. Nominating Committee Group "16" will be responsible for selecting student-at-large members for the following:
  - i. Financial Affairs Board;
  - ii. Golden Bear and Panda Legacy Fund Committee;
  - iii. Campus Recreation Enhancement Fund Committee;
  - iv. Access Fund Committee.

- b. Nominating Committee Group "16" will consist of:
  - i. the outgoing Vice-President Operations & Finance of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Operations & Finance of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 17  
Vice-President  
Student Life  
Boards &  
Committees**

- a. Nominating Committee Group "17" will be responsible for selecting student-at-large members for the following:
  - i. Student Life Board;
  - ii. Programming Committee;
  - iii. Student Groups Committee;
  - iv. ~~Gateway Editor In Chief Selection Committee~~
  - iv. Gateway Advisory Committee.
  - vi. ~~Security Advisory Committee.~~

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- b. Nominating Committee Group "17" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 18  
Associate  
Directors of  
Information,  
Exam and  
Housing  
Registries**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
  - i. Associate Director of Information Registries;
  - ii. Associate Director of Exam Registries;
  - ii. Associate Director of Housing Registries.
- b. Nominating Committee Group "18" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director as a voting member;
  - iii. the Vice-President Operations and Finance, as a voting member; and
  - iv. two (2) members of Information Registries (preferably outgoing Associate Directors) appointed by the Student Services Manager.

**Group 19  
Associate  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "19" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Distress Centre
- b. Nominating Committee Group "19" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. the Vice-President Student Life, as a voting member;
  - iv. two (2) Student Distress volunteers as voting members, appointed by the Student Services Manager.

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**Group 20  
Associate  
Director of  
Safewalk**

- a. Nominating Committee Group "20" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Safewalk
- b. Nominating Committee Group "20" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. two (2) Safewalk volunteers as voting members, appointed by the Services Manager;
  - iv. the Vice-President Student Life, as a voting member.

**Group 21  
Associate  
Director of  
Student Groups**

- a. Nominating Committee Group "21" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Groups
- b. Nominating Committee Group "21" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the Vice-President Student Life, as a voting member;
  - iii. the incoming Director of Student Groups, as a voting member;
  - iv. the Dean of Students or designee, as a voting member;
  - v. one (1) member of a Student Group as a voting member, appointed by the Student Services Manager.

**Group 22  
Orientation  
Manager**

- ~~a. Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:
  - i. Orientation Manager~~
- ~~b. Nominating Committee Group "22" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. one (1) voting member of Students' Council;
  - iv. one (1) student at large member; and
  - v. one (1) Orientation Leader.~~

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**Group 23  
Orientation Staff**

- a. ~~Nominating Committee Group "23" will be responsible for selecting candidates for the following positions;~~
  - i. ~~Orientation Programs Coordinator;~~
  - ii. ~~Orientation Volunteer Coordinator;~~
  - iii. ~~Orientation Assistant.~~
  
- b. ~~Nominating Committee Group "23" will consist of:~~
  - i. ~~the Vice-President of Student Life, as Chair;~~
  - ii. ~~the Manager of Entertainment and Programming;~~
  - iii. ~~the Orientation Manager;~~
  - iv. ~~one (1) student at large;~~
  - v. ~~one (1) voting member of Students' Council.~~

**Group 24  
Handbook  
Editor**

- a. ~~Nominating Committee Group "24" will be responsible for selecting a candidate for the following position:~~
  - i. ~~Handbook Editor~~
  
- b. ~~Nominating Committee Group "24" will consist of:~~
  - i. ~~the Vice-President Student Life, as Chair;~~
  - ii. ~~one (1) student at large;~~
  - iii. ~~one (1) voting member of Students' Council;~~
  - iv. ~~the Manager of Marketing and Information.~~

**Chair**

- 6. a. The chair shall be stipulated in each group and will vote only in the event of a tie vote.
- b. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as Chair at that meeting.

**Conflict of  
Interest**

- 7. a. Members of Nominating Committee will remove themselves from any selection Group for which they perceive a Conflict of Interest in which their impartiality may be affected.

**Conduct of  
Business**

- 8. a. Quorum shall be a majority of the voting members of each Nominating Committee.
- b. An orientation seminar will be held for all members of Nominating Committee prior to 15 March each year, which will include training in interviewing and short-listing skills.

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- c. Nominating Committee will make every effort, prior to commencement of the interview process, to consult with the current Director, Coordinator, and/or the appropriate outgoing Vice-President concerning the position requirements. This will ensure the position requirements are met.
- d. The Nominating Committee will advertise fully in two (2) consecutive issues of *The Gateway* not less than one (1) week before the application deadline all positions available for students participation in the Students' Union. Use of other media is strongly encouraged.
- e. The Nominating Committee will shortlist and select candidates only from the applications received.
- f. Nominating Committee Groups "1" to "12" will meet at least one (1) week prior to Nominating Committee Groups "13" to "21". Unsuccessful applicants for positions considered in Groups "1" to "12" will be entitled to apply for positions contested in Groups "13" to "21".
- g. The Executive Assistant or their designate will make every effort to notify applicants of the scheduled interview times, including the availability of the interviewing schedule with the Receptionist in the Executive Offices at least one (1) week prior to the commencement of interviews.
- h. The recommendations of the Nominating Committee will be based on the following criteria:
  - i. qualifications of applicants;
  - ii. interest and enthusiasm;
  - iii. degree of involvement of applicants in student government to ensure widespread involvement of all interested students.
- i. The candidates selected by the nominating committee will be forwarded to Students' Council for ratification.

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## **Bylaw 6600**

### **A Bylaw Respecting the Dedicated Fees Oversight Boards of the Students' Union**

**Short Title**            1. This Bylaw may be referred to as the "Dedicated Fees Oversight Board" Bylaw.

**Definitions**            2. For the purposes of this Bylaw:

- a. "Dedicated Fee" refers to those fees which the Students' Union has been mandated to collect for a specified purpose by students in a referendum.
- b. The "Dedicated Fee Units" of the Students' Union are the Golden Bear and Panda Legacy Fund, the Campus Recreation Enhancement Fund (CREFC), the Student Legal Service Fund (SLS), the W.U.S.C. Refugee Student Fund, the Eugene Brody Fund, the Access Fund, First Alberta Campus Radio Association (FACRA), the Student Involvement Endowment Fund (SIEF), the Student Financial Aid and Information Center (SFAIC) and the Alberta Public Interest Research Group (APIRG).
- c. "Activities" refers to all financial, administrative, or other actions of a Dedicated Fee Unit.
- d. "Dedicated Fees Board" refers to the boards, with a composition and responsibilities as outlined in this bylaw, which will oversee the Activities of those Dedicated Fee Units listed above which receive the majority of their funding from a Students' Union Dedicated Fee.

**Board  
Composition**

3. The composition of all Dedicated Fees Boards will include:
- a. A member of the Executive Committee of the Students' Union, as selected by the Executive Committee, as chair.
  - b. Three (3) Students' Union Councilors, as selected by Students' Council.
  - c. Three (3) student-at-large members as selected by the Nominating Committee of the Students' Union. If three applicants are not found for the Nominating Committee to select by the last day of June the board may appoint student-at-large members.
  - d. The board for any Dedicated Fee Unit may include other non-voting members as determined necessary or beneficial by the Chair of the Dedicated Fee Board.
  - e. The term for all board members shall be one year, commencing May 1 and ending April 30.

**Formation of  
Dedicated Fees  
Boards**

4. a. A Dedicated Fees Board shall exist for each Vice President of the Students' Union. Each Dedicated Fee Unit, which receives the majority of its funding from a Dedicated Fee of the Students' Union, shall be overseen by one of these Dedicated Fees Boards as determined by the Executive Committee of the Students' Union.
- b. All new Dedicated Fee Units, which receive the majority of their funding from a Dedicated Fee of the Students' Union, shall be placed under the oversight of one of the Dedicated Fees Boards as soon as practical during the Students' Union year immediately following the passage of a Dedicated Fee.

**Powers and Responsibilities of the Dedicated Fees Board**

5. The primary mandate of all Dedicated Fees Boards should be the general oversight of the Activities of a Dedicated Fee Unit in a manner consistent with both the purpose of that Dedicated Fee and the Universities Act. The purpose of the Dedicated Fee will be defined as the purpose outlined in the referendum question pertaining to that Dedicated Fee. As such the powers and responsibilities of the boards shall include:
- a. Developing and overseeing the administration of the process by which the funds of the Dedicated Fee Unit are allocated.
  - b. Developing a bylaw outlining the administrative practices of the Dedicated Fee Unit.
  - c. Recommending bylaw changes to the Executive Committee
  - d. Ensuring that the opt-out provision of any Dedicated Fee with such a provision is upheld.
  - e. Ensuring that students are made aware on a regular basis of the Activities and mandate of the Dedicated Fee Unit.
  - f. Ensuring the proper execution of policies approved by Students' Council.
  - g. Ensuring that the purpose of the Dedicated Fee is constantly being upheld in the Activities of the Dedicated Fee Unit.
  - h. If any of these provisions are not met to the full satisfaction of the Dedicated Fee Board, the Board shall recommend to Students' Council that all funds to the Dedicated Fee Unit be frozen until such time that the Unit can demonstrate to the Board that it is fully satisfying all provisions established in this Bylaw. Then, the Board shall recommend to Students' Council that the funds be transferred to the Unit.



**Substructures  
of the board**

6. In certain instances it may be beneficial for structures to exist beyond the Dedicated Fees Board in order to allow the Dedicated Fee Unit to properly carry out its administrative responsibilities. In such cases these substructures will:
  - a. Perform duties as determined by the Dedicated Fees Board and subject to Students' Council's approval.
  - b. Provide monthly written reports to the Dedicated Fees Board on the Activities of the substructure.
  - c. Be open and accountable to the Dedicated Fees Board and ultimately to Students' Council.
  - d. Report on, and receive approval from, the Dedicated Fees Board before making any non-budgeted expenditures.

**Reporting**

7. To ensure accountability and proper handling of each Dedicated Fee Unit, each Dedicated Fee Board will be requested to:
  - a. Have the Dedicated Fee Unit audited on an annual basis by the Students' Union's Auditor.
  - b. Provide a monthly financial statement indicating the most up to date status of the Dedicated Fee Unit, to be made publicly available.
  - c. Provide a written report to Students' Council in each semester on the recent Activities of the Dedicated Fee Unit.

**Values and  
Goals of the  
dedicated fee  
boards**

8. All Dedicated Fee Boards will adhere to the following values when formulating their policies:
  - a. Accountability to students.
  - b. Fair and equitable treatment of dedicated fee unit users.
  - c. Procedural consistency.
  - d. Impartiality and rigor in the policies developed.
  - e. Respect to the rule of law.

# ***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>9.17</b>	<i>Effective Date:</i>	<b>December 21, 2001</b>	<i>Page</i>	<b>1</b>	<i>of</i>	<b>2</b>
<i>Responsibility for Policy:</i>	<b>Executive Committee</b>						
<i>Subject Matter</i>	- <i>Category:</i>	<b>OPERATING POLICY (GENERAL)</b>					
	- <i>Specific:</i>	<b>PERSONNEL</b>					
	- <i>Topic:</i>	<b>Holiday and Vacation Pay</b>					

### **Introduction:**

Employees are entitled to holiday pay and paid vacations as outlined below. This Policy is also subject to the Alberta Employment Standards Code and the CUPE Local 1368 Collective Agreement.

### **Policy:**

#### 9.17.1 Holidays

- a) The Students' Union recognizes the following as paid holidays for Term, full-time Union, and Management employees:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (August)	

and any other day proclaimed as a paid holiday by the Federal, Provincial, or Municipal governments

- b) Should any of these fall on a full-time employee's or full-time term employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.
- c) Union hourly employees shall receive a statutory holiday pay allowance each pay period of 4.2% of their basic pay in lieu of pay for the above noted holidays.

#### 9.17.2 Vacation

- a) Term employees shall receive ten (10) days paid vacation during their term, except for Executive Committee members, who shall receive fifteen (15) days paid vacation during their term.
- b) Full-time Union employees shall receive an annual paid vacation in accordance with the stipulations of Article 20 of the Collective Agreement.
- c) Management employees receive the same vacation privileges as full-time Union employees

- d) Union and Non-Union Hourly employees shall receive 4% vacation pay for each pay period, which shall be paid out on the December 10 and June 10 paycheques.
- e) Approval for vacation leave should be requested from the employee's supervisor in advance, and the employee must inform the Personnel Manager of the number of days he/she intends to take as paid vacation. Union employees must also follow the procedures outlined in Article 20 of the Collective Agreement.
- f) Should the employee opt to not use some or any of his/her paid vacation time, he/she shall be paid for the number of unused days at the end of his/her term (for Term employees) or the amount may be carried over to the following year (for Management and Union employees) with the General Manager's approval. Otherwise, any vacation entitlement remaining from the previous year for management and union employees must be taken by December 31.

**Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created			
Updated	December 21, 2001	Executive Committee	



- 11.22.7 Rooms approved for liquor functions:
- Room 021 (Function Room)
  - Room 114 (Alumni Room)  
(\* please see Policy 11.25 for additional information)
  - Dinwoodie Lounge  
(\* please see Policy X.XX for more specific information)
- 11.22.8 Groups without University affiliations must approach the Alberta Liquor Control Board to obtain a special liquor permit which will allow them to purchase their own alcohol.
- 11.22.9 Liquor permits must be displayed at the function.
- 11.22.10 Alcohol must be purchased from an on-campus liquor outlet (Room at the Top, Dewey's, or the Power Plant).
- 11.22.11 Liquor permit hours must conform with those indicated on the room booking form. An overtime penalty equal to the original room rental will be assessed if these times are exceeded.
- 11.22.12 Adequate supervision in the form of security staff who are unable to partake of alcoholic beverages for the duration of the event must be provided by the organization to assure good conduct at the event.
- 11.22.13 Food and non-alcoholic beverages must be available.
- 11.22.14 Violation of this policy shall result in disciplinary action. Such measures may include suspension of building and/or liquor privileges, or such other action as deemed appropriate by the Student Groups Committee (for violations by student groups) or the Executive Committee (for violations by other groups).

**Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	January 27, 1995	Executive Committee	February 7, 1995
Updated	December 21, 2001	Executive Committee	





- 11.27.5 No user group may make changes to their space without the written consent of the Senior Manager of Facilities and Operations of the Students' Union. This includes re-painting of the space as well as changes to the structural or mechanical aspects of the space.
- 11.27.6 Any user group that does not meet the above criteria may be asked to make changes to their operation, including the potential that they may be asked to share space with other user groups, or to vacate the Students' Union Building via the following process.
- The Vice President Operations and Finance will document breaches of this operating policy and will bring such breaches to the attention of the Executive Committee of the Students' Union.
  - The Executive Committee of the Students' Union will reach a decision on an appropriate course of action to ensure that the space is effectively used.
  - The Vice President Operations and Finance will notify the user group of the decision of the Executive Committee.
  - The user group will have a minimum of 30 days from the date of notification to carry out the course of action set by the Executive Committee. In cases where the Executive Committee has decided that it would like a user group to vacate the building this will give the user group a minimum of 30 days to do so.
  - If a user group does not carry out the course of action set by the Executive Committee within 30 days it will be asked to vacate the building.
- 11.27.7 Following a period of suspension set by the Executive Committee a user group that has been asked to vacate the Students' Union Building may apply for reinstatement in the building. In order to apply for reinstatement they must provide a written report to the Vice President Operations and Finance detailing the procedural and policy related changes that they have made in order to ensure that there will be no further breaches of this policy. The Vice President Operations and Finance will review this report and will make a recommendation based upon it to the Executive Committee, which will make a decision on the application.

**Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	December 21, 2001	Executive Committee	



- 14.03.04 The Students' Union must be the organization that is recognized as holding the membership in the external organization. As such, the Students' Union shall be entitled to:
- a) Select the delegates that will attend any conference or meeting on behalf of the Students' Union.
  - b) Voting rights as extended to other member organizations. The Students' Union must have the right to select its own voting delegates.
  - c) Any other rights extended to other member organizations.
  - d) Full access to all financial records of the organization and consultation in setting the financial direction for the organization. Also, the Students' Union must have full access to the budget of the organization.
- 14.03.05 The Students' Union must be able to become a member in the organization within its current framework of organizational memberships. The Students' Union must not enter into a new membership which may create a conflict of interest with another organization in which the Students' Union is involved.
- 14.03.06 Any activity of the member organization which is to take place on areas of the University of Alberta campus under Students' Union jurisdiction, or which will have a direct impact upon the Students' Union must be approved by the executive of the Students' Union.
- 14.03.07 The constitution, bylaws, and standing orders of the external organization must not contradict those of the Students' Union in a manner which would force the Students' Union to breach its constitution, bylaws, or standing orders. In cases where a contradiction exists the external organization must change its constitution, bylaws, or standing orders accordingly prior to the Students' Union becoming a member of the organization or must reach an agreement with the Students' Union which addresses all concerns of this nature.

**Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	January 9, 2002	Executive Committee	