

# STUDENTS' COUNCIL

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Tuesday September 17, 2002 - 6:00 PM  
Council Chambers 2-1 University Hall

## A G E N D A (SC 2002-11)

- 2002-11/1            CALL TO ORDER
- 2002-11/2            NATIONAL ANTHEM "O Canada:"
- 2002-11/3            University of Alberta CHEER SONG "Ring Out a  
Cheer"
- 2002-11/4            SPEAKER'S BUSINESS
- 2002-11/5            ROLL CALL
- 2002-11/6            APPROVAL OF THE AGENDA
- 2002-11/7            PRESENTATION AND DISCUSSION
- 2002-11/8            APPROVAL OF THE MINUTES
- 2002-11/9            REPORTS
- 2002-11/9a           External Affairs Board Report.  
  
Please see document SC 02-11.01.
- 2002-11/9b           SMITH/CLYBURN MOVED THAT Students' Council accept the  
report of the Committee for the Finding And Realization of  
Changes to Elections and direct the Executive Committee to  
prepare any amendments necessary to the Constitution,  
Bylaws, and/or Policy of the Students' Union to bring it in  
compliance with the recommendations of the Committee for  
the FARCE.

- 2002-11/10            QUESTION PERIOD
- 2002-11/11            APPROVAL OF EXECUTIVE COMMITTEE REPORT
- Please see document SC 02-11.02.
- 2002-11/12            LEGISLATION
- 2002-11/12a            SAMUEL/SMITH MOVED THAT Students' Council, upon the recommendation of the Financial Affairs Board and the Executive Committee, approve the proposed changes to Bylaw 4300 Respecting the Financial Affairs Board of the Students' Union (SECOND Reading).
- Please see document SC 02-11.03.
- 2002-11/12b            SMITH/HUDEMA MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed Bylaw 7500 Respecting the Students' Union Environmental Co-Ordination Office of Students (SECOND Reading).
- Please bring back up documentation from the August 20<sup>th</sup>, 2002 meeting.
- 2002-11/12c            SMITH/HUDEMA MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 3200 Respecting the Honoraria and Salaries Paid by the Students' Union to Term and Elected Employees (FIRST Reading).
- Please bring back up documentation from the August 20<sup>th</sup>, 2002 meeting.
- 2002-11/12d            SMITH/HUDEMA 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 bring back up documentation from the August 20<sup>th</sup>, 2002 meeting.
- 2002-11/13            OLD BUSINESS

**2002-11/14**                    **NEW BUSINESS**

**2002-11/14a**                    SHARMA/HUDEMA MOVED THE Adoption of the following resolution, upon the recommendation of the Executive Committee:

BE IT RESOLVED THAT Students' Council strike a Tuition Task Force (TTF) to be composed of:

- a) Two (2) members of the Executive Committee, as selected by the Executive Committee, as voting members;
- b) Three (3) Student Councilors, as selected by Students' Council, as voting members; and
- c) Three (3) Students at Large, as selected by the members stipulated in a) and b) as voting members;

BE IT FURTHER RESOLVED THAT the TTF have a mandate to solicit input from public meetings and to synthesize this input into recommendations to Students' Council on tuition policy and action on this policy, and

BE IT FURTHER RESOLVED THAT the TTF's chair be elected from and by the TTF's voting membership.

**2002-11/14b**                    SMITH/ROSS MOVED THAT Mike Hudema and Mat Brechtel be appointed the two undergraduate student representatives on the University of Alberta Vice President (Academic) and Provost search advisory committee.

Please see document SC 02-11.04.

**2002-11/14c**                    BRECHTEL/SMITH MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve a budgeted expenditure not to exceed \$445.36 to send Anand Sharma, Vice President (External) to the Council of Alberta University Students conference scheduled for September 30, 2002 to October 2, 2002 in Lethbridge, Alberta.

2002-11/14d SMITH/HUDEMA MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve a budgeted expenditure not to exceed \$2,200.00 to send Anand Sharma, Vice President (External) to the Canadian Alliance of University Students National Lobbying Conference scheduled for October 25 to November 2, 2002 in Ottawa, Ontario.

2002-11/14e BOLIVAR/KAWANAMI MOVED THAT the Executive Committee draft a letter of apology addressed to the Orientation Staff, Orientation Volunteers, University Administration, Office of the President, and New Students regarding inappropriate conduct at the President's Address for submission to council no later than October 1, 2002.

2002-11/15 **INFORMATION ITEMS**

2002-11/15a Operating Policy - *5.13 Procurement*

Please see document SC 02-11.05.

2002-11/15b Operating Policy - *11.07 Advertising in the Students' Union Building*

Please see document SC 02-11.06.

2002-11/15c Operating Policy - *11.29 Cleaning Supplies*

Please see document SC 02-11.07.

2002-11/15d Operating Policy - *14.08 Purchasing (Environmental)*

Please see document SC 02-11.08.

2002-11/16 **ANNOUNCEMENTS**

2002-11/16a **Next Council Meeting**

UPCOMING  
COUNCIL  
MEETINGS

- *Tuesday, October 1, 2002 - 6:00 PM*
- *Tuesday, October 15, 2002 - 6:00 PM*
- *Tuesday, October 29, 2002 - 6:00 PM*

2002-11/16b  
UPCOMING  
FACULTY  
ASSOCIATION  
REPORTS

- Medicine/Dentistry
- Native Studies

2002-11/17

**ADJOURNMENT**

# STUDENTS' COUNCIL

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**Tuesday, August 20, 2002 – 6:00 PM**  
**Council Chambers 2-1 University Hall**

**ATTENDANCE** (SC 2002-10)

Faculty/Position	Name	6:00	9:00
President	Mike Hudema	✓	✓
VP Academic	Mat Brechtel	✓	✓
VP External	Anand Sharma	✓	✓
VP Finance	Steve Smith	✓	✓
VP Student Life	Kail Ross	✓	✓
BoG Undergrad Rep.	Mike Reid	✓	✓
Agric/Forest/HomeEc			
Agric/Forest/HomeEc			
Arts	Chris Bolivar	✓	✓
Arts	Kyle Kawanami	✓	✓
Arts	James Knull	✓	✓
Arts	Matt Oberhoffner (Aimie Meunier)	✓	✓
Arts	Alexis Pepin	✓ (6:15)	✓
Arts	Laura Roberts	✓	✓
Arts	Vivek Sharma	✓	✓
Arts	Paul Welke	✓	✓

Business	Jamie Kidston (Queenie Lung)	✓	✓
Business	Meena Rajulu	✓	✓
Business	Holly Tomte	✓	✓
Education	Charles Beamish	✓ (6:45)	✓
Education	Daljeet Chhina	✓	✓
Education	Allison Ekdahl	✗	✗
Education	Mandeep Gill		
Education	Janet Lo		
Engineering	Margaret Laffin (Candice Heron)	✓	✓
Engineering	Paige Smith (Jason Doornbos)	✓	✓
Engineering			
Engineering	Michelle Vigeant (Tania Li)	✓	✓
Engineering	David Wepler (Gary Wicentowich)	✓	✓
Law	Paul Varga	✗	✗
Residence Halls Association	George Slomp	✓	✓
Medicine/Dentistry	Miranda Richardson	✗	✗
Medicine/Dentistry	Jeffrey Cao	✓	✓
Native Studies (School of			
Nursing			
Open Studies			
Open Studies			
Pharmacy	Lanette Prediger (Kurt Greene)	✓	✓
Rehabilitation Medicine	Adelaine Wong	✓	✓
Faculté Saint-Jean	Lisa Clyburn	✓	✓
Science	Chamila Adhietty	✓	✓
Science	Kimberly Dary	✓	✓
Science	Katie Grant	✓	✓

Science	Aisha Khatib	✓	✓
Science	Constantino Renzi	✓	✓
Science	Chris Samuel	✓	✓
Science	Steven Schendel	✓	✓
Science	Kimmy Williams	✓	✓
President Athletics			
General Manager	Bill Smith	✓	✓
Speaker	Gregory Harlow	✓	✓
Recording Secretary	Helen McGraw	✓	✓

**Guests of Council:** Sarah Kelly, Alex Taylor, Jaimie Speer, Kory Zwack

**MINUTES (SC 2002-10)**

**2002-10/1**

**CALL TO ORDER** (6:06)

**2002-10/4**

**SPEAKER'S BUSINESS**

Check the attendance list in the Late Additions.

There are a number of vacancies; let's get them filled.

**Kawanami** moved that Sarah Kelly, Alex Taylor, Jamie Speer, and Kory Zwack be appointed guests of council.

**2002-10/6**

**APPROVAL OF THE AGENDA**

HUDEMA/SLOMP MOVED TO approve the agenda.

BRECHTEL MOVED TO add the Late Additions.

**Carried**

**2002-10/7**

**PRESENTATION AND DISCUSSION**

**2002-10/7a**

Steve Smith and Bill Smith will do a presentation on the involvement of the University of Alberta Students' Union in the Travel CUTS lawsuit.

SMITH/HUDEMA MOVED TO go in camera as this presentation includes information of a legally sensitive nature.

**Carried**

In Camera Business



SMITH/SLOMP MOVED TO go ex camera  
**Carried**

SMITH/BRECHTEL MOVED TO go in camera  
**Carried**

In Camera Business

SMITH/RENZI MOVED TO Go ex camera.  
**Carried.**

**2002-10/9**

**REPORTS**

**2002-10/9a**

**President (Mike Hudema)**

Interviewed on Big Breakfast re: Eco Conference. Go register for the conference online! Donations are coming in. Dean of Ag For is enthusiastic about moving on some of our green issues. Student housing crisis is a hot issue. Edmonton bicyclist group is looking to provide more services for students. Edmonton Student Alliance working on Upass report to bring to ETS. Updated operational policies, incorporating environmental changes. 2 fundraisers planned for “The Big Ralph Show”.

**2002-10/9b**

**Vice-President Academic (Mat Brechtel):**

Written report containing many acronyms provided (LA 02.10.01).

**2002-10/9c**

**Vice-President External (Anand Sharma):**

Report from Le Feuq Conference has many grammatical “specialties” because it was drafted by people who are more proficient in French than they are in English. Online education has been excluded from provincial education policy; this is particularly problematic for Athabasca University (also a CAUS member).

**2002-10/9d**

**Vice-President Operations and Finance (Steve Smith):**

Report paying homage to WOW theme provided (LA 02.10.02).

**2002-10/9e**

**Vice-President Student Life (Kail Ross):**

I’m just a figurehead for Mariel who actually does everything, including writing my reports (written report provided in a paper-efficient form). Jaimie Speer is going away to York Law School; come celebrate his departure tonight at the Garneau Pub.

**2002-10/9f**

**Financial Affairs Board (SC 02-10.01)**

SMITH/SAMUEL MOVED TO APPROVE

**Kawanami:** Is FAB the body that makes loans?

**Speer:** FAB can approve loans up to \$4000.

**Smith:** Actually, it’s \$5000.

**Carried**

2002-10/9g

**Committee for Council Reform and Progress (Greg Harlow)**

Idea of seating plan nixed. By a very narrow margin, idea of scrapping 9:00 adjournment was recommended to be sent to council. Recommended development of a legislative process that would allow motions to be sent to committees for refinement after first reading.

2002-10/10

**QUESTION PERIOD**

**Sharma (Councillor):** What's new on the parking front?

**Ross:** Newton Place will no longer be open to residents. Stadium will no longer be open to students except residents of Pembina. Parking Services made a \$2.6M profit last year but claim to have made a profit only once in the last decade; I will be looking into the validity of this claim. Online registration can only handle 50 people at once; this is ridiculous. 200 Jubilee parking spots will be displaced by LRT expansion. The old Football field is a "temporary" parking lot, but will probably become a permanent one. They're only "here" on the food chain; for answers, I need to go to "here".

**Speer:** Parking Services is supposed to operate on a cost-recovery basis; how can they justify this huge surplus?

**Ross:** Parking has been running a profit only lately. This profit goes into the university's operating budget.

**Kawanami:** Councillors receive parking passes for council meetings but not for committee meetings; can this expensive problem be remedied?

**Ross:** This is something that I can do!

**Clyburn:** Where is national information in the CFS report? Is this meant to be a final report? How pertinent is it to U of A? Why did it take so long to get a conference report to council. Also, how are you feeling? Did you really endorse outsourcing and de-regulation?

**Sharma:** It took so long because I was preparing a comprehensive report comparing CASA and CFS. I endorsed outsourcing wrt internet resources to facilitate electronic voting and deregulation wrt talking to outside media during elections. This has nothing to do with outsourcing staff or deregulating tuition.

**Tomte:** Zwack, what do you think about CASA and CFS?

**Zwack:** Both organizations have their merits, but U of A fits in better with CASA than CFS. We have dedicated ourselves to CASA, created the constitution, and past vice-presidents external have been organization presidents; we've been with this organization from day one and we should stick with it. Let's change what's wrong with the organization, not just change organizations. Continuity of lobbying is important for it to be effective

**Sharma:** **Zwack,** do you have any intention to run to be national director of CASA and how does this affect your ability to provide an unbiased opinion to council?

**Zwack:** This is a low-ball question and I decline to answer.

**Dary:** Who is Theory of a Dead Man?

**Ross:** A baby band of Chad Kruger and some entertainment lawyer in New York. They've been touring the US and are looking to break into Canada. They were cheap.

**Renzi:** Is there a working model of the handbook? I'm ever so excited to see it.

**Ross:** We have 18,000 handbooks, available in my office. They were on budget

**Meunier:** How liberally will the rules to Buzzword Bingo be enforced?

**Welke:** Very. Cheating is actively encouraged.

**Smith:** How many times have you seen Titanic, Greg?

**Harlow:** That's privileged information. Often enough to know that if I yelled "iceberg" when the Paramount logo came up, everyone laughed.

**Zwack:** Have you consulted city officials about the UPass?

**Hudema:** We've tried to meet with the mayor but have not been successful. We're working with Councilor Michael Phair.

**Kawanami:** What is the relevance of the "Art and Activism" workshop at the Eco Conference?

**Hudema:** This session isn't costing us anything. Art and the environment have a long history of close ties.

**Kawanami:** Why does the online registration system have operating hours? Why are the passwords and logins so obvious?

**Brechtel:** Off hours are batch time; this seems suspiciously long and I'm looking into it. Apparently it would have taken too long to coordinate efforts of various departments to use any of the other two university passwords that all students have. This is also suspicious.

**Samuel:** Who will be occupying the new retail spaces in SUB?

**Smith:** We have a pretty good idea, but I can't tell you.

2002-10/11

**APPROVAL OF EXECUTIVE COMMITTEE REPORT**

2002-10/11a

Please see document SC 02-10.02

**Bolivar:** The operating policy on fair trade coffee seems like a political policy, rather than an operating one. I'm not against paying workers what they deserve, but some of the wording in this operating policy are clearly political in nature.

**Hudema:** I don't think this is necessarily a political policy. Our main coffee vendors were already looking into this. The first sentence could easily be struck from the policy and the remainder of the policy is clearly operational in nature.

**Samuel:** What material are coffee cups usually made of?

**Hudema:** Styrofoam...

**Samuel:** BINGO!

**Kawanami:** There are no vote numbers on any of the motions passed; why is

this?

**Hudema:** Apologies; they should be there.

**Schendel:** What's the \$15,000 for video conferencing? Why was it nixed?

**Hudema:** Two video conferencing centers were planned: one on the main floor with access for all students (still planned) and one for a high-tech meeting area in the lower level which has been deemed redundant (comparable university meeting spaces are under-utilized and lose money). The area will still be wired for the service if it's desired in the future. This also restores student group meeting area lost to the computer lab.

**Kawanami:** What ramifications does this pose for the computer lab?

**Hudema:** Not sure wrt space allocation. But there is \$15,000 now available in the SUB expansion budget.

**Schendel:** So this is basically \$15,000 slush money?

**Hudema:** Pretty much.

2002-10/12

**LEGISLATION**

2002-10/12a

SAMUEL/SMITH MOVE THAT Students' Council, upon the recommendation of the Financial Affairs Board and the Executive Committee, approve the proposed changes to Bylaw 4300 (FIRST Reading).

Please see document SC 02-10.03

**Samuel:** We are aiming to change the composition of FAB so that the entire executive and General Manager are no longer sitting FAB members. Reducing quorum from 6 to 4 will allow us to meet it more easily.

**Smith:** There has been fear in the past that the exec can effectively control FAB. There has never been a need for the entire executive to sit on FAB.

BOLIVAR/KAWANAMI MOVED TO retain 4h [i.e. to keep the GM as a non-voting member]

**Bolivar:** The GM should have a seat on FAB.

**Hudema:** Anyone can go to a FAB meeting; this is just a symbolic gesture and unnecessary in the bylaw.

**Samuel:** It's rare for the GM to attend a FAB meeting; his presence is obviously not essential.

**Smith:** The GM can send a designate, traditionally the senior manager of finance and administration; this amendment is sound.

**Kawanami:** Anyone can come to Council meetings and we still have the GM as a non-voting member.

**Brechtel:** If FAB were ever to go in camera (e.g. during a personnel discussion), guests would have to leave but the GM's opinion might be beneficial.

**Smith (GM):** I have frequently sent a designate to FAB which helps the board be more effective. This allows me to exercise my fiduciary responsibility.

**Carried**

**Sharma:** Why was the executive committee originally made FAB members?

**Ross:** Exec are often involved in the issues FAB is discussing; their knowledge and opinion can be valuable.

**Kawanami:** BINGO!

**Bolivar:** Removing Exec members is unnecessary. Ultimately, council can overturn a FAB motion if it believes the Exec has manipulated the board.

**Kawanami:** The entire executive isn't members of EAB, AAB, etc. To have this policy for FAB alone doesn't make any sense.

**Hudema:** **Smith** requested that the exec not vote at FAB but attend where possible. This motion limits the railroading ability of the exec. Although everything must ultimately come to council, the exec is generally better prepared at council due to the greater time and resources available to them.

**Sharma:** This motion should be withdrawn until the issue of whether the Exec should be on FAB can be better examined. Although **Smith** did request that exec members not vote at FAB, ultimately, this was just a request.

**Smith:** Currently, in order for FAB to make quorum, every non-exec member must be present or the exec must have a substantial presence. Of the 11 voting members, 5 are exec. Quorum is 6.

KAWANAMI/HUDEMA MOVED TO suspend Standing Order 30.

**Carried (25/6)**

SLOMP/HUDEMA MOVED the previous question

**Carried**

**Carried (18/5/2)**

2002-10/12b

SMITH/HUDEMA MOVE THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed Bylaw 7500 (FIRST Reading).

Please see document SC 02-10.04

**Smith:** This bylaw would govern the Eco Office whose budget Council approved last week.

**Clyburn:** A 30-hours-per week requirement for a student seems excessive.

**Smith:** This is consistent with our other positions. Most of the students who fill these positions are not full-time students.

**Meunier:** Congratulations to the President for understanding the difference between sustainability and environmental conservation.

**Carried (21/1/0)**

BRECHTEL/WELKE MOVED TO suspend Standing Order 1.

**Carried** (Objection: **Reid**, to protest a lack of foresight on the part of the executive)

**Clyburn:** BINGO!

2002-10/14

NEW BUSINESS

2002-10/14a

SMITH/BRECHTEL MOVE THAT Students' Council appoint one (1) councilor to sit on the Chief Returning Officer selection committee. This committee will meet in early September.

**Smith:** This is a fairly complicated issue. The nom com made a decision. That candidate did not accept. After disagreement over the nom com's second choice, DIE board chose Kim Emsley-Leik. She accepted, then subsequently resigned. There is a question of whether nominations should be re-opened or whether the position should be offered to Alex Taylor, who was the third person short-listed by the committee. We prefer the former.

**Taylor:** The preamble to the DIE board decision identifies me as the third choice for the position. There were three short-listed candidates out of a larger field of applicants. I have tried to resolve this with the exec before coming to council. There is no provision in the bylaw for the creation of a new nom com when the previous one was quite valid. The composition of a new nom com is not stated. The outgoing CRO and President may not be available.

MEUNIER/BEAMISH MOVED TO go in camera as this is a personnel question.

**Carried**

In Camera Business

SLOMP/HUDEMA MOVED TO go ex camera

**Carried**

WELKE/KNULL MOVED TO adjourn

**Defeated**

2002-10/14b

SMITH/ROSS MOVE THAT Students' Council, upon the recommendation of the Executive Committee, approve a budgeted expenditure not to exceed \$846 for Mike Hudema to attend the Sustainable Campus Conference from September 26-28 in Kitchener-Waterloo, Ontario.

Please see document LA 02.10.04

**Smith:** This is the last of the President's conference budget. A sustainability conference, this would allow the President to move on an issue that was an important part of his election platform.

**Carried (unanimous)**

2002-10/14c

SMITH/ROSS MOVE THAT Students' Council, upon the recommendation of the Executive Committee, approve a budgeted expenditure not to exceed \$1433 for Mathew Brechtel to attend the Canadian Academic Round Table II from September 18-22 in Lennoxville, Quebec.

Please see document LA 02.10.05

**Smith:** The VPA is a member of the CART governing body; it's important that he be there.

BRECHTEL MOVED TO decrease the amount by \$100. (to \$1433)

**Friendly**

**Carried** (Abstention: **Brechtel**)

2002-10/14e

SMITH/ROSS MOVED THAT Students' Council appoint one (1) councilor to sit on the hiring committee for the ECOS office director.

**Carried**

Congratulations to **Roberts**

2002-10/17

**ADJOURNMENT**

HUDEMA/WELKE MOVED TO adjourn

**Carried** (Opposed: **Samuel**)

**Council Quotes**

Congratulations to Steve Smith for the cunning and ingenuity he displayed in winning last week's contest. Congratulations as well to Kyle Kawanami for not requiring cunning or ingenuity to win the same contest.

I'm bored with multiple choice, so let's try matching. The first person to correctly match speakers and quotes (preferably without using trickery or deceit) and contact the Recording Secretary ([hmcgraw@teluslanet.net](mailto:hmcgraw@teluslanet.net)) with the correct answer will win some small trifle for his or her efforts.

- a. **Kail Ross**                    1. "I really don't like my executive today."
- b. **Steve Smith**                2. "I'm single-handedly going to do it for them."
- c. **Anand Sharma**                3. "This is a protest question because nobody ever asks me any questions."
- d. **Paul Welke**                    4. "I'm going to stop wasting my time with that minion."
- e. **Anand Sharma**                5. "I'm going to spend the next two minutes pissing off Kail Ross."
- f. **Mat Brechtel**                    6. "I gleefully decline the nomination."

## **Executive Committee Report to Students' Council**

### **1. The following motions were passed at the August 21, 2002 Executive Committee Meeting**

a. SMITH /ROSS MOVED THAT the Executive Committee approve the tabled changes to the Office Supplies Operating Policy.

VOTE ON MOTION 3/0/1 (1 abstension) CARRIED

b. SMITH /SHARMA MOVED THAT the Executive Committee approve the tabled changes to the Fax and Photocopier Use Policy.

VOTE ON MOTION 3/2/0 CARRIED

c. SMITH /ROSS MOVED THAT the Executive Committee approve the tabled changes to the Equipment Disposals Policy.

VOTE ON MOTION 4/0/0 CARRIED

### **2. No motions were passed at the August 27, 2002 Executive Committee Meeting**

### **3. The following motions were passed at the August 28, 2002 Executive Committee Meeting**

a. SMITH/ROSS MOVED THAT the Executive Committee approve the proposed policy relating to Garneau.

VOTE ON MOTION 2/1 opposed CARRIED

b. SMITH/BRECHTEL MOVED THAT the Executive Committee approve the proposed Publications Distribution Policy.

VOTE ON MOTION 3/0 CARRIED

c. ROSS/SMITH MOVED THAT the Executive Committee approve the proposed changes to the Dewey's Non Smoking policy on a four-month trial basis.

VOTE ON MOTION 3/0 CARRIED

d. SMITH/BRECHTEL MOVED THAT the Executive Committee approve the proposed changes to the credit card policy.

VOTE ON MOTION 3/0 CARRIED

e. ROSS/SMITH MOVED THAT the Executive Committee approve a budgeted request of 950.00 to send Nathan Koelmans and Jonathon Alilon to the 2002 National Campus Safety Conference at UBC.

f. ROSS/SMITH MOVED TO amend the main motion as follows: the Executive Committee approve a budgeted amount of 647.14 to send Nathan Koelmans to the 2002 National Campus Safety Conference at UBC.

VOTE ON AMENDED MOTION 3/0 CARRIED



**4. The following motions were passed at the September 5, 2002 Executive Committee Meeting**

- a. SMITH/BRECHTEL MOVED THAT the Executive Committee approve the proposed changes to the Sponsorship policy.

VOTE ON MOTION 2/1 CARRIED

- b. SHARMA/SMITH MOVED that the Executive Committee approve the Fair Trade Purchasing Policy.

VOTE ON MOTION 3/0 CARRIED

- c. SMITH/SHARMA MOVED THAT the Executive Committee approve the tabled Pesticide Policy.

VOTE ON MOTION 3/0 CARRIED

**5. The following motions were passed at the September 9, 2002 Executive Committee Meeting**

- a. SMITH/ROSS move the adoption of the following resolution:  
Be It Resolved That the Executive Committee recommend to Students' Council that it strike a Tuition Task Force (TTF) to be composed of: (a) Two (2) members of the Executive Committee, as selected by the Executive Committee, as voting members; (b) Three (3) Student Councilors, as selected by Students' Council, as voting members; and (c) Three (3) Students at Large, as selected by the members stipulated in (a) and (b) as voting members,  
Be It Further Resolved That the Executive Committee recommend to Students' Council that the TTF have a mandate to solicit input from public meetings and to synthesize this input into recommendations to Students' Council on tuition policy and action on this policy,  
Be It Further Resolved That the Executive Committee recommend to Students' Council that the TTF's chair be elected from and by the TTF's voting membership.

VOTE ON MOTION 3/1 opposed CARRIED

- b. SHARMA/BRECHTEL MOVED THAT the Executive Committee approve an expenditure of not to exceed \$500.00 to sponsor the Parkland Institute's upcoming conference. This expenditure will be taken from the Special Project Fund.

VOTE ON MOTION 3/1 opposed CARRIED

- c. SMITH/ROSS move that Mike Hudema and Mat Brechtel be appointed the two undergraduate student representatives on the University of Alberta Vice-President (Academic) and Provost search advisory committee

VOTE ON MOTION 3/1 (1 abstention) CARRIED

**The following motions were passed at the September 12, 2002 Executive Committee Meeting:**

- a. ROSS/SMITH MOVED THAT THE Executive Committee send Anand Sharma, Vice President (External) and Scott Winder, Council of Alberta University Students co-ordinator, to the CAUS Conference in Lethbridge for as long as possible for a budgeted \$445.36.

VOTE ON MOTION

4/0/0 CARRIED

- b. SHARMA/ROSS MOVED THAT THE Executive Committee approve a budgeted expenditure not to exceed \$2,200 to send Anand Sharma, Vice President (External) to the Canadian Alliance of Student Associations National Conference in Ottawa from October 25 to November 2.

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>3.01</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>ADMINISTRATION</b>					
	- <i>Topic:</i>	<b>Office Supplies</b>					

### **Introduction:**

Office supplies are available to employees and volunteers of the Students' Union for Students' Union business. This policy outlines the procedures for obtaining these supplies.

### **Policy:**

- 3.01.1 Office supplies taken must be properly recorded on the form provided, including the date, budget number, name of the individual taking the item, and a description of the item.
- 3.01.2 Supplies taken for personal use must be recorded in the same manner and will be invoiced at the end of the month.
- 3.01.3 Items required by staff that are not available in the Mail Room must be requested from the Administrative Assistant. These items will be ordered on a weekly basis, and requests must be received by noon on Tuesdays in order for the order to be processed that week.
- a) All orders require the authorization of the department head in order to be processed.
- b) Rush orders can be filled, but only under extenuating circumstances.
- 3.01.4 Whenever possible and feasible items will be reused and recycled.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	August 20, 2002-	Executive Committee	
Updated			

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>3.03</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>ADMINISTRATION</b>					
	- <i>Topic:</i>	<b>Fax and Photocopier Use</b>					

### **Introduction:**

This policy outlines the procedures that must be followed when using the Students' Union fax and photocopier machines.

### **Policy:**

3.03.1 Employees using the Students' Union fax machine to send long distance faxes must record the date and time of their call, the number called, and the department to which the call should be charged.

- a) personal long distance faxes are charged \$0.50 per page and must be paid to the Administrative Assistant.

3.03.2 The photocopier will be programmed with access codes for each department of the Students' Union. An employee using the photocopier must enter the number of the department to which the cost should be charged. The access codes will be changed on an annual basis.

- a) employees doing personal photocopying must enter the A/R access code and record their name, number of copies made, and the date on the sheet provided in the copy room. Employees will be billed for personal photocopying at the end of the month.

3.03.3 Employees using the Students' Union photocopier will double side all photocopies whenever possible and feasible.

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### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	August 20, 2002	Executive Committee	
Updated			

***Policy 3.03 - 9/11/02***

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>5.03</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>EQUIPMENT</b>					
	- <i>Topic:</i>	<b>Equipment Disposals</b>					

### **Introduction:**

From time to time, the Students' Union may find it necessary to dispose of equipment that is no longer need. The following process should be followed.

### **Policy:**

- 5.03.1 Capital equipment items may be disposed of when they have become obsolete, or when the Students' Union recognizes no further present or future use for the item.
- 5.03.2 Disposal of capital items must be approved by the area supervisor, after consultation with Senior Managers to determine whether other areas could use the equipment.
- 5.03.3 Whenever an item is disposed of, the appropriate Fixed Asset Inventory Form must be filled out, and the item must be removed from the Fixed Asset Inventory.
- 5.03.4 Whenever possible and feasible, the item will be donated to a recognized charity, or will be sold to a company who is able to reclaim the item.
- 5.03.5 If the item can not be donated or sold, whenever possible and feasible the item will be recycled or disposed of in the most environmentally friendly manner.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	August 20, 2002-	Executive Committee	
Updated			

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

**POLITICAL POLICY STATEMENT**

<i>Policy Number:</i>	<i>Effective Date:</i>	<i>Page</i> <b>1</b> <i>of</i> <b>1</b>
	<i>Expiration Date:</i>	
<i>Responsibility for Policy:</i>	<b>Students' Council</b>	
<i>Subject Matter</i>	- <i>Category:</i>	<b>POLITICAL POLICY (GENERAL)</b>
	- <i>Specific:</i>	<b>Garneau</b>
	- <i>Topic:</i>	

WHEREAS the Garneau region at present provides a unique environment for low density student housing;

WHEREAS this unique environment could conceivably be threatened by University expansion into the Garneau region;

WHEREAS alternatives exist for the University, making expansion into the Garneau region unnecessary; and

WHEREAS the Students' Union recognizes the necessity for expansion to meet the needs of students in the form of increased affordable housing and accessibility to University facilities;

BE IT RESOLVED THAT the Students' Union, University of Alberta, oppose any University of Alberta expansion into the Garneau Region where that expansion would threaten the current unique environment, and

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, strongly urge the University of Alberta to explore alternative options to meet student needs in housing and facilities.

**Policy History:**

**Reference/Vote**

**Board/Committee**

**Date of Council  
Approval**

Created

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>11.08</b>	<i>Effective Date:</i>	<b>February 7, 1995</b>	<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>SPACE</b>					
	- <i>Topic:</i>	<b>Publications Distribution</b>					

### **Introduction:**

Newspapers, magazines, pamphlets, and other publications may be permitted to be distributed in the Students' Union Building. This policy sets out the types of publications which may be distributed, and the manner in which they may be distributed.

### **Policy:**

- 11.08.1 All publications must be approved by the Vice-President (Operations & Finance) before being distributed in the Building.
- 11.08.2 All publications must be in good taste, and relevant to the needs of the student population (publications that are sexist, racist, homophobic or otherwise defamatory will not be permitted).
- 11.08.3 Where an individual or group believes that its publication has been inaccurately deemed to be sexist, racist, or homophobic or otherwise defamatory, that individual may appeal to the D.I.E. Board.
- 11.08.43 Any box used for the distribution of a publication must be deemed suitable by the Vice-President (Operations & Finance). The distribution box must be the property of the publisher, or the owner of the distribution box must grant the publisher permission for the use of the distribution box.
- 11.08.54 Organizations wishing to distribute publications through the Students' Union Building Information Booth must receive permission from the Director of Information Registries.

### **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			

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>7.09</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>FINANCE</b>					
	- <i>Topic:</i>	<b>Corporate Credit Card</b>					

### **Introduction:**

The corporate credit card allows authorized employees to make reasonable expenditures for which it is not possible, or there is not time, to request a purchase order or cheque.

### **Policy:**

- 7.09.1 The following individuals are permitted holders of the Students' Union's credit card:
- a) President
  - b) Vice-President (Operations & Finance)
  - c) Vice-President (External Affairs)
  - d) Vice-President (Academic)
  - e) Vice-President (Student Life)
  - f) General Manager
  - g) Manager of ~~Entertainment and Programming and Licensed Activities~~;
- 7.09.2 Holders of the corporate credit card are responsible for purchases made on their cards;
- 7.09.3 ~~All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives. As soon as possible after the purchase is made, the credit slip should be properly coded and submitted to the Accounting department.~~
- 7.09.4 ~~Personal expenditures may not be made on Students' Union credit cards.~~
- 7.09.5 ~~Upon receipt of credit card statements by the Students' Union, statements, receipts, and credit slips shall be reviewed by the Vice President (Operations and Finance).~~
- 7.09.6 ~~The Vice President (Operations and Finance) shall have the authority, subject to overrule by the Executive Committee, to invoice the holder of a credit card for any inappropriate use of the card.~~

### **Policy History:**

**Date**

**Board/Committee**

**Date of Council  
Approval**

**Policy 7.09 - 9/11/02**



Created  
Updated

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>11.28</b>	<i>Effective Date:</i>	<b>August 27, 2002</b>	<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>SPACE</b>				
	-	<i>Topic:</i>	<b>Dewey's Non Smoking</b>				

### **Introduction:**

Due to numerous complaints from students and patrons, it is requested that Dewey's Lounge be non-smoking. In addition to addressing these concerns, smoking has been shown to cause considerable capital damage to this venue, not to mention the myriad health concerns a policy such as this attempts to alleviate.

### **Policy:**

- 20.01.1 Dewey's Lounge shall be designated as a "non-smoking" portion of the Powerplant Bar and Grill.
- 20.01.2 Any Building user in violation of this policy may be asked to extinguish their cigarette by any member of the Powerplant staff. Those who refuse will be asked to leave the Building.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	August 27, 2002	Executive Committee	

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>7.09</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>FINANCE</b>					
	- <i>Topic:</i>	<b>Corporate Credit Card</b>					

### **Introduction:**

The corporate credit card allows authorized employees to make reasonable expenditures for which it is not possible, or there is not time, to request a purchase order or cheque.

### **Policy:**

- 7.09.1 The following individuals are permitted holders of the Students' Union's credit card:
- a) President
  - b) Vice-President (Operations & Finance)
  - c) Vice-President (External Affairs)
  - d) Vice-President (Academic)
  - e) Vice-President (Student Life)
  - f) General Manager
  - g) Manager of Entertainment and Programming and Licensed Activities;
- 7.09.2 Holders of the corporate credit card are responsible for purchases made on their cards;
- 7.09.3 All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives. As soon as possible after the purchase is made, the credit slip should be properly coded and submitted to the Accounting department.
- 7.09.4 Personal expenditures may not be made on Students' Union credit cards.
- 7.09.5 Upon receipt of credit card statements by the Students' Union, statements, receipts, and credit slips shall be reviewed by the Vice President (Operations and Finance).
- 7.09.6 The Vice President (Operations and Finance) shall have the authority, subject to overrule by the Executive Committee, to invoice the holder of a credit card for any inappropriate use of the card.

### **Policy History:**

**Date**

**Board/Committee**

**Date of Council  
Approval**

**Policy 7.09 - 9/11/02**

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>7.23</b>	<i>Effective Date:</i>	<b>August 6, 1997</b>	<i>Page</i>	<b>1</b>	<i>of</i>	<b>2</b>
<i>Responsibility for Policy:</i>	<b>Financial Affairs Board</b>						
<i>Subject Matter</i>	-	<i>Category:</i>	<b>OPERATING POLICY (GENERAL)</b>				
	-	<i>Specific:</i>	<b>FINANCE</b>				
	-	<i>Topic:</i>	<b>External Students' Union Sponsorship</b>				

### **Introduction:**

In the past, the Students' Union has been approached by groups external to the organization for funding for specific projects, programs and events. On an historical basis, these expenditures have been difficult, if not impossible, to track. Therefore in an effort to increase accountability of Students' Union funds, an account number has been set up in order to budget for external sponsorship. This policy outlines the definitions and criteria for Students' Union sponsorship of external organizations.

### **Policy:**

- 7.23.1 External sponsorship shall be defined as a grant by the Students' Union, expecting the Student Groups Granting Committee and all dedicated fee activities to a group external to the SU for a particular event or activity. This sponsorship is conditional upon the following factors:
- A) a full budget, for both of the group and the particular event or activity shall should be presented with the funding request
  - B) the event must contribute in a significant way to the well-being of University of Alberta undergraduate students the request must indicate how the event or activity adds to the quality of academic or non-academic life on campus and to the esteem of the Students' Union and the University of Alberta
  - ~~C) the event or activity should take place primarily on Campus~~
  - C D) where possible, the event or activity will make use of Students' Union facilities, including, but not limited to: SUBtitles, RATT, L'Express, The Power Plant, Students' Union Print Centre, where the cost to the group is comparable to other suppliers
  - D E) there must be clear, tangible benefits to the Students' Union, including, but not limited to: verbal recognition, recognition in print, prominent SU logo placement, speaking and presentation opportunities
  - E) the event must not meet the granting criteria for the Students Groups Granting Committee, or any dedicated fee
  - F) all sponsorship decisions will be apolitical, but the event or activity must not espouse any views running contrary to any Students' Union political policies.
- 7.23.2 The organization must be willing to make a presentation to the Executive Committee, Financial Affairs Board or Students' Council previous to and/or subsequent to receiving funding from the Students' Union.
- 7.23.3 An amount will be allocated for external sponsorship in the budgeting process, and this amount will be allocated on a first come first serve basis. Once this amount is exhausted, no further requests for external sponsorship will be entertained.

- 7.23.~~43~~ Funding requests for less than \$250 may be approved by the Vice President (Operations & Finance), and forwarded to Executive Committee for information.
- 7.23.~~54~~ Funding requests for between \$250-\$500 must be approved by the Executive Committee, and forwarded to Students' Council ~~Financial Affairs Board~~ for information.
- 7.23.~~65~~ Funding requests for between \$500-\$1500 must be approved by Financial Affairs Board, and forwarded to Students' Council for information.
- 7.23.~~76~~ Funding requests for greater than \$1500 must be approved by Students' Council, and should previously be approved by Executive Committee or Financial Affairs Board.
- 7.23.~~87~~ All funding requests must be consistent with the organizational values of the Students' Union.
- 7.23.~~98~~ The Students' Union may choose not to consider sponsorship requests from organizations whose operating budget is funded significantly by mandatory student fees.
- 7.23.~~109~~ The organization requesting sponsorship from the Students' Union must be willing to enter into a formalized sponsorship agreement previous to funds being granted.

**Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	SC 97-06/10h (24/0)	Financial Affairs Board	August 06, 1997

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>14.07</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>GENERAL</b>					
	- <i>Topic:</i>	<b>Fair Trade Purchasing</b>					

### **Introduction:**

Whenever items are purchased it is important to ensure that the workers that produced the product were paid an equitable wage. Fair trade labels allow us to ensure that the workers that made a specific product were paid fairly for their effort. This policy outlines the process.

### **Policy:**

14.07.01 The Students' Union shall endeavor whenever possible and feasible to buy fairtrade products. These products include but are not limited to clothing, decorative home accessories, jewelry, textiles, ceramics, coffee, tea, bananas, tea, honey etc.

14.07.02 The above list is not exhaustive and new products will be added when they become commercially available.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created		Executive Committee	

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>14.09</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>GENERAL</b>					
	- <i>Topic:</i>	<b>Pesticide Use</b>					

### **Introduction:**

Pesticides have been found to be highly toxic and are linked to severe health effects in humans and animals. This policy will outline the Students' Union policy with regard to pesticide use on campus.

### **Policy:**

14.07.01 The Students' Union shall not use any pesticides, artificial fertilizers, chemical weedkillers or insecticides in maintenance of lawns, plants or for any other purpose.

14.07.02 The Students' Union shall use natural fertilizers, and natural pest control methods whenever needed.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created		Executive Committee	

CURRENT

**Bylaw 4300**

**A Bylaw Respecting the Financial Affairs Board of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Financial Affairs Board Bylaw".
- Definitions** 2. a. "FAB" will mean the Financial Affairs Board;
- b. "Bylaws" or "Constitution" in this Bylaw will mean the Students' Union Constitution and Bylaws; and,
- c. "Board" will mean the Financial Affairs Board.
- Start-up** 2. a. The Financial Affairs Board will be appointed by Students' Council by June 30 of each year.
- b. The Incoming Chair of the Board will announce the date of the first meeting, and establish the dates of subsequent meetings.
- Mandate** 3. The Financial Affairs Board will:
- a. -Prepare a preliminary budget for the following fiscal year;
- b. Present documented recommendations to Students' Council on all financial matters referred to it by Students' Council, the Executive Committee, or the Vice-President Operations and Finance;
- c. Consider any matter which the Vice-President Operations and Finance or the Executive Committee believes is usefully considered by the Board;
- d. i. consider any financial item classified as a non-budget expense referred to it at the discretion of the Vice-President Operations and Finance prior to referral to Students' Council;
- ii. determine if funds for a non-budget expense are available, and if the funds are warranted, make recommendations to Students' Council;
- Composition** 4. The Financial Affairs Board will be composed of:
- a. The President;
- b. The Vice-President Operations and Finance;
- c. The Vice-President Academic;

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- d. The Vice-President External;
- e. The Vice-President Student Life;
- f. Three (3) Student Councillors. If no member(s) of Students' Council can be obtained after two (2) attempts to fill the required Councillor position(s), the Chair may, after June 30 of each year, appoint student(s)-at-large to fill the vacant position(s) on the Board;
- g. Four (4) students-at-large; and,
- h. The General Manager or their designee, as a non-voting member.

**Chair**

- 5. a. The Chair of the Financial Affairs Board will be the Vice-President Operations and Finance.
- b. The Board shall elect one of its members to serve as Secretary to the Board.
- c. 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.

**Quorum**

- 6. a. Quorum at any meeting of the Board will be six (6) voting members and the Chair or acting Chair.

**Conduct of Business**

- 7. a. The Chair or any three (3) members of the Board may call a meeting. At least thirty-six (36) hours notice will be given to all members.
- b. In the event of a tie vote, the Chair will decide the matter.
- c. All Board agendas, minutes, and recommendations will be made available to Board members and Student Councillors, upon request.
- d. Board policy decisions will not come into effect until after they have been approved by Students' Council.

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## PROPOSED

### **Bylaw 4300**

#### **A Bylaw Respecting the Financial Affairs Board of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Financial Affairs Board Bylaw".
- Definitions** 2. a. "FAB" will mean the Financial Affairs Board;
- b. "Bylaws" or "Constitution" in this Bylaw will mean the Students' Union Constitution and Bylaws; and,
- c. "Board" will mean the Financial Affairs Board.
- Start-up** 2. a. The Financial Affairs Board will be appointed by Students' Council by June 30 of each year.
- b. The Incoming Chair of the Board will announce the date of the first meeting, and establish the dates of subsequent meetings.
- Mandate** 3. The Financial Affairs Board will:
- a. -Prepare a preliminary budget for the following fiscal year;
- b. Present documented recommendations to Students' Council on all financial matters referred to it by Students' Council, the Executive Committee, or the Vice-President Operations and Finance;
- c. Consider any matter which the Vice-President Operations and Finance or the Executive Committee believes is usefully considered by the Board;
- d. i. consider any financial item classified as a non-budget expense referred to it at the discretion of the Vice-President Operations and Finance prior to referral to Students' Council;
- ii. determine if funds for a non-budget expense are available, and if the funds are warranted, make recommendations to Students' Council;
- Composition** 4. The Financial Affairs Board will be composed of:
- a. ~~The President;~~
- a b. The Vice-President Operations and Finance;
- e. ~~The Vice-President Academic;~~

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~~d. The Vice-President External;~~

~~e. The Vice-President Student Life;~~

~~b~~ f. Three (3) Student Councillors. If no member(s) of Students' Council can be obtained after two (2) attempts to fill the required Councillor position(s), the Chair may, after June 30 of each year, appoint student(s)-at-large to fill the vacant position(s) on the Board;

~~c~~ g. Four (4) students-at-large; and,

~~d~~ h. The General Manager or their designee, as a non-voting member.

**Chair**

5.
  - a. The Chair of the Financial Affairs Board will be the Vice-President Operations and Finance.
  - b. The Board shall elect one of its members to serve as Secretary to the Board.
  - c. 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.

**Quorum**

6.
  - a. Quorum at any meeting of the Board will be six (6) voting members and the Chair or acting Chair.

**Conduct of Business**

7.
  - a. The Chair or any three (3) members of the Board may call a meeting. At least thirty-six (36) hours notice will be given to all members.
  - b. In the event of a tie vote, the Chair will decide the matter.
  - c. All Board agendas, minutes, and recommendations will be made available to Board members and Student Councillors, upon request.
  - d. Board policy decisions will not come into effect until after they have been approved by Students' Council.

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 Aug 20/96  
 Jul 5/89

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>5.13</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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><u>Procurement Policy</u></b>					
	- <i>Topic:</i>	<b><u>Procurement</u></b>					

### **Introduction:**

It is the objective of the University of Alberta Students' Union that supplies, equipment, and services procured by the University of Alberta to support the # R's of waste management, namely Reduce, Reuse and Recycle, and the conservation of energy and water. In so doing the university intends to minimize the harmful effects of their use and final disposition on the environment. This policy applies to all University of Alberta Students' Union purchases of goods and services.

### **Policy:**

- 5.13.1 The University of Alberta Students' Union will review contracts, tenders and specifications for goods and services to ensure that whenever possible and feasible, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste /or recyclable content.
- 5.13.2 Work with the ECOS office to identify new environmentally friendly products and services and improvements/changes in industry standards that may impact on our environment.
- 5.13.3 Purchase, whenever possible and feasible, from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their daily operations.
- 5.13.4 Promote the purchase of goods and services, which support the three R's where available and practical, for the day-to-day operation of the University.
- 5.13.5 Seek new suppliers and encourage existing suppliers to review the manner in which their goods are packaged. Working with ECOS and suppliers in the areas of reduction and reuse of packaging materials.
- 5.13.6 Make suppliers aware of the University's Environmental Procurement Policy. Sending a clear message that the University will favour those suppliers whose products meet the environmental objectives of the University.

### **Policy History:**

*Policy 5.02 - 9/11/02*

**Date**  
**Board/Committee Date of Council Approval**

Created  
Updated

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>11.07</b>	<i>Effective Date:</i>	<b>February 7, 1995</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>SPACE</b>				
	-	<i>Topic:</i>	<b>Advertising in the Students' Union Building</b>				

### **Introduction:**

The Students' Union recognizes the need to control the amount and type of advertising in the Building, so as to keep it looking neat and tasteful. As well, due to the fact that the Building is part-owned by the University, certain regulations apply as outlined in the Master Lease Agreement. However, control of advertising in the common areas is under the jurisdiction of the Students' Union.

### **Policy:**

- 11.07.1 Posters must be approved, by way of a rubber stamp indicating such approval and the date on which such approval expires, by Information Services before being posted in the Students' Union Building.
- 11.07.2 Information Services shall approve:
- a) Any poster put out by the Students' Union, including any of its businesses and services;
  - b) Any poster put out by a registered Student Group, provided that any such poster includes the name and/or logo of said group;
  - c) Any poster advertising an event to take place on the University of Alberta campus, provided that the name and/or logo of the event's organizer is included on the poster;
  - d) Any poster put out by the University of Alberta or any department thereof, provided that any such poster includes the name and/or logo of the University or of the department of the University;
  - e) Any poster put out by any group receiving a dedicated fee from the Students' Union, provided that any such poster include the name and or/logo of the group is included on the poster.
- 11.07.3 Information Services shall not approve:
- a) Any poster that does not meet the criteria outlined in Section 11.07.02;
  - b) Regardless of Section 11.07.02, any poster with any dimension greater than twenty-eight (28) inches or with a surface area greater than six hundred and sixteen (616) square inches;
  - c) Regardless of Section 11.07.02, any poster bearing the name and/or logo of any person or group who is suspended from posting in the Students' Union Building under Section 11.07.11;
  - d) Regardless of Section 11.07.02, any poster advertising an event whose revenues go to a for-profit corporation.
  - e) Regardless of Section 11.07.02, any poster containing material that is sexist, racist, homophobic, or otherwise defamatory.

- 11.07.4 Any poster not approved by Information Services may be approved by the Vice President (Operations and Finance).
- 11.07.5 Any poster not approved by Information Services or the Vice President (Operations and Finance) may be approved by the Executive Committee.
- 11.07.6 All posters shall be confined to those facilities specifically designated for that purpose.
- 11.07.7 Only tacks shall be used to affix posters.
- 11.07.8 No single poster may occupy more than one quarter (25%) of the area on a single bulletin board.
- 11.07.9 No more than one (1) poster posted by any one organization or to advertise any one event may be posted on any bulletin board.
- 11.07.10 Posters may be re-arranged on the same bulletin board in order to accommodate a new poster, however in no case may any remove or obscure any portion of duly approved posters.
- 11.07.11 Any person or group in contravention of this policy shall be given one (1) warning, verbal or written, and shall, upon a second offence, be suspended from posting any posters in the Students' Union Building until the following May 1.
- 11.07.12 Any poster in contravention of this policy will be removed by Information Services or Facilities staff.
- 11.07.13 Any person or group who believes that there is no reason under Section 11.07.03 for their poster not to have been approved but whose poster has been denied approval by the Executive Committee may appeal this denial to the Discipline, Interpretation, and Enforcement Board.
- 11.07.14 The use of banners inside the Students' Union Building may be permitted on the approval of the Vice President (Operations and Finance) or the Senior Manager Facilities and Operations. The Senior Manager Facilities and Operations must be consulted as to means of attachment. No banner in the Students' Union Building shall exceed four (4) metres in width or one (1) metre in height. Only one (1) banner shall be hung in the Students' Union Building for any group or individual at any one time.
- 11.07.15 Two boards, to be determined by the Director of Information Services, shall be exempt from 11.07.3a.

**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	July 10, 2002	Executive Committee	July 16, 2002
Updated	August 14, 2002	Executive Committee	

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

## **OPERATING POLICY STATEMENT**

<i>Policy Number:</i>	<b>11.29</b>	<i>Effective Date:</i>	<b>February 7, 1995</b>	<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>CLEANING SUPPLIES</b>				
	-	<i>Topic:</i>	<b>CLEANING</b>				

### **Introduction:**

There are now a wide variety of biodegradable, environmentally friendly cleaning products that can be used easily and cost effectively. CFC's have been linked to ozone depletion, many current cleaning supplies are not biodegradable or are harmful to the environment. The policy below will govern the use of cleaning supplies by the Students' Union in an attempt to be more environmentally sustainable.

### **Policy:**

- 11.29.1 All cleaning materials used in the University of Alberta Students' Union will be biodegradable and harmless to the environment.
- 11.29.2 No aerosol-based products containing CFC based materials will be used in the Students' Union building.
- 11.29.3 The University of Alberta Students' Union will not use cleaning materials that have been tested on animals.

### **Policy History:**

<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
		November 2, 1993
		February 7, 1995



# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## OPERATING POLICY STATEMENT

<i>Policy Number:</i>	<b>14.08</b>	<i>Effective Date:</i>		<i>Page</i>	<b>1</b>	<i>of</i>	<b>1</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>GENERAL</b>					
	- <i>Topic:</i>	<b><u>Purchasing (environmental)</u></b>					

### **Introduction:**

This policy will govern various purchasing decisions of the students' union. The policies are all geared to ensure that decisions are environmentally friendly.

### **Policy:**

- 14.08.01 The students' Union shall avoid the purchasing and use and specification of substances known to be deleterious or hazardous to health. If no suitable alternative exists such substances should be used under strictly controlled conditions and subject to a full assessment.
- 14.08.02 Ensure that energy efficiency is a prerequisite when purchasing all appliances including light bulbs and street light bulbs.
- 14.08.03 Ensure that the most water efficient appliances available are purchased.
- 14.08.04 Ensure that all wood and wood contained within the products that we purchase is from sustainably managed sources and avoid the use of tropical hardwoods unless essential, e.g. in preserving the character of listed buildings.
- 14.08.05 Purchase recycled paper for all applications whenever possible and feasible.
- 14.08.06 Where suitable recycled paper cannot be purchased an attempt should be made to select the most environmentally friendly alternative in terms of its production and disposal characteristics.
- 14.08.07 Ensure that all photocopiers purchased or hired are capable of double sided copying.
- 14.08.08 Whenever possible purchase organic produce.
- 14.08.09 Where batteries are essential ensure that low mercury and cadmium batteries or rechargeable batteries are purchased.
- 14.08.10 Whenever possible and feasible purchase goods made from recycled and recyclable materials.
- 14.08.11 Whenever purchasing try to purchase products with minimal packaging that is made from recycled and recyclable materials or which can be reused.

### **Policy History:**

	<b>Date</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created		Executive Committee	August 20, 2002

