

University of Alberta Students' Union

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday March 18, 2003 - 6:00 PM
Council Chambers 2-1 University Hall

2002-22/8 APPROVAL OF THE MINUTES

2002-22/10 APPROVAL OF EXECUTIVE COMMITTEE REPORT
(MINUTES)

Please see document LA 02-22.01.

2002-22/12 LEGISLATION

2002-22/12f SMITH/LAFFIN MOVED THAT Students' Council, upon the recommendation of the Access Fund Board, approve the proposed changes to Bylaw 6100 (FIRST Reading).

Please see document LA 02-22.02.

2002-22/12g SLOMP MOVED THAT Students' Council, upon the recommendation of the Campus Recreation Enhancement Fund, approved the proposed changes to Bylaw 6200 (FIRST Reading).

Please see document LA 02-22.03.

2002-22/12h SMITH MOVED THAT Students' Council repeal Bylaws 7000, 7100, 7150, 7200, 7250, 7300, 7350, 7400, 7450, and 7500.

Please see document LA 02-22.04.

- 2002-22/12i SMITH MOVED THAT Students' Council approve the proposed Bylaw 7000 (FIRST Reading).
Please see document LA 02-22.05.
- 2002-22/12j SMITH MOVED THAT Students' Council approve the proposed changes to Bylaw 3200 (FIRST Reading).
Please see document LA 02-22.06.
- 2002-22/12k SMITH MOVED THAT Students' Council approve the proposed changes to Bylaw 5400 (FIRST Reading).
Please see document LA 02-22.07.
- 2002-22/12l SHARMA MOVED THAT Students' Council approve the proposed changes to Bylaw 4200 (FIRST Reading).
Please see document LA 02-22.08.
- 2002-22/12m SHARMA MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, approve the proposed Political Policy regarding University and College Governance.
Please see document LA 02-22.09
- 2002-22/12n SHARMA MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, approve the proposed Political Policy regarding the Alberta Student Loan Program.
Please see document LA 02-22.10.
- 2002-22/12o SHARMA MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, approve the proposed Political Policy regarding Education Funding.
Please see document LA 02-22.11.

2002-22/12p

SHARMA MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, approve the proposed Political Policy regarding University Funding.

Please see document LA 02-22.12.

2002-22/13

NEW BUSINESS

2002-22/13a

WEPLER/JONES MOVED THAT the Engineering Non-Academic Fee Proposal approved by Students' Council be amended to bring it into alignment with the University's fee collection capabilities by:

- (1) Striking "Visiting and Special students are exempted from payment under the Bylaw." from the proposal.
- (2) Striking "During Intersession, only those Engineering students who are taking on-campus classes where Intersession is a regularly-scheduled part of their degree program are subject to the fee." from the proposal.
- (3) Striking "Students who are enrolled in CIV E 251 ("Survey School") during Intersession do not pay the fee if they would not otherwise do so." from the proposal and striking the accompanying explanatory text relating to CIV E 251.
- (4) Replacing the text "opt-out mechanism" with "refund mechanism".
- (5) Replacing the text "Engineering Students' Social Activities Fund" and the text "ESSAF" with the text "Engineering Student Activities Fund" and "ESAF", respectively.

2002-22/13b HUDEMA/SHARMA MOVED THAT Students' Council, upon the recommendation of the Executive Committee, sign the agreement with Keyano College and Grand Prairie Regional College as tabled.

Please see document LA 02-22.13.

2002-22/13c SHARMA MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, approve the proposed Memorandum of Understanding Between the Council of Alberta University Students Alberta Graduate Council and Alberta College and Technical Institute Students' Executive Council.

Please see document LA 02-22.14.

2002-22/14 **REPORTS**

2002-22/14a Mike Reid, Undergraduate Board of Governors Representative.

Please see document LA 02-22.15.

2002-22/14b External Affairs Board Minutes.

Please see document LA 02-22.16.

CURRENT

Bylaw 6100

**A Bylaw Respecting the Student Access Fund
of the Students' Union**

- | | |
|--------------------|--|
| Short Title | 1. This Bylaw may be referred to as the "Access Fund" Bylaw. |
| Mandate | 2. The Access Fund will provide support for students in financial need. It targets those students with the greatest need and seeks to provide sufficient assistance. |
| Definition | 3. For the purposes of this Bylaw: <ul style="list-style-type: none">a. A "student" is a member of the Students' Union who is a full or associate member as defined in Article VIII of the Constitution and who is enrolled in an undergraduate degree program.b. The "opt-out amount" is the monetary amount of disbursements paid to those students who choose to have this fee rebated to them.c. The "Gross contribution" is the sum of money collected under this bylaw prior to any opt-outs.d. The "retention rate" is the percentage of net funds held aside to be put in an endowment fund.e. The "Net contribution" is the sum of money left after all those Students' Union members who have chosen to "opt-out" have done so.f. The "administration cost" is the percentage of the net funds to be used to cover all administrative costs associated with the costs for the process of the collection and rebate of this fee, the disbursements of the needs-based bursaries and any other costs associated deemed appropriate by the Board responsible for the fund.g. The "endowment fund" is the accumulated total of the annually retained amount, plus any interest earned. |

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**Terms of
Operation**

h. The "investment rate" is the annual return on the endowment fund.

4. The sum of Ten (\$10.00) Dollars per each Fall and Winter semester, and Five (\$5.00) Dollars per Intercession semester, from each full-time and part-time Students' Union fees will be allocated to an Access Fund.

**Indexing
Provisions**

5. Indexing provisions shall be as follows:

a. The amount of the fee levied will be indexed proportionately to the value of the fee increases, both tuition and non-tuition fees, charged by the University of Alberta.

b. The amount of the fee levied will therefore be exempt from the current indexing provision in Article VIII - Powers Regarding Finance, of the Students' Union Constitution.

6. a. Any student who is either philosophically opposed to this fee, or cannot afford it, will be able to have their fee rebated to them within the time frame as defined by the Access Fund Board.
- b. The fund will collect its fees from the Students' Union each year. This amount represents the gross contribution.
- c. When the annual interest earned on the endowed funds is equal or greater to the amount collected in the given year, the Access Fund Board will review the terms of operation.
- d. After the time frame, as defined in 6.a., for students to elect to opt-out, the net contribution amount will be calculated.
- e. Fifteen (15%) percent of the annual net contribution will be allocated to administration costs and to the endowment fund. A maximum of ten (10%) percent of this fifteen (15%) percent is to be allocated to cover administrative costs of the fund, with the remainder to be allocated to the endowment fund.
- f. The remainder of the funds will be disbursed in the form of needs-based bursaries. Amounts not spent will either be transferred to the endowment fund or reserved for use in the next disbursement period, as determined by the Access Fund Board.

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**Composition of
Access Fund Board**

7. The Access Fund Board will be comprised of the following voting student members:
 - a. the President of the Students' Union, as an ex-officio member;
 - b. the Vice-President Operations and Finance of the Students' Union, as Chair;
 - c. the Director of the Student Financial Aid and Information Centre;
 - d. three (3) Students' Union Councillors;
 - e. three (3) student-at-large members;
8. As well as the following voting non-student members:
 - a. the Dean of Students, or their designee;
 - b. a member of the University of Alberta Senate;
 - c. a representative as designated by the Alumni Association;
 - d. a representative from the community-at-large;
 - e. the President of the University of Alberta, or their designee;
 - f. a representative from the University of Alberta Board of Governors;
9. As well as the following non-voting non-student members:
 - a. the Access Fund Coordinator, as a non-voting member; and,
 - b. the Board can appoint non-voting members to act in a resource capacity.

Chair

10. a. The Chair of the Access Fund Board will be the Vice-President Operations and Finance of the Students' Union.
- b. A Vice-Chair will be selected by the members. This person will chair meetings in the absence of the Chair.
- c. In the event that both the Chair and the Vice-Chair are absent, the Committee will select a member to assume the role of Chair.

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- Selection of Access Fund Board Members**
11. a. The community-at-large representative will be selected by the Access Fund Board.
- b. The student-at-large members will be selected by the Nominating Committee of the Students' Union. In selecting members, the Nominating Committee will seek to select as diverse a representation as possible. If possible, a mature student will be selected as at least one of these members.
- c. The Councillors will be selected by Students' Council.
- Board Members' Term of Office**
12. Term of office for non ex-officio members will be:
- a. Student members will be appointed for a term of 1 (one) year, commencing May 1 and ending April 30.
- b. Non-student members will be appointed for a term of 2 (two) years, commencing May 1 and ending April 30.
- Conduct of Business**
13. a. Quorum of the Access Fund Board. will be six (6) voting members and the Chair or acting-Chair.
- b. In the event of a tie vote, the Chair will decide the matter.
- c. Meetings of the Access Fund Board will be called by the Chair or by three (3) members of the Board. In all cases no less than seventy-two (72) hours notice will be given to all members.
- Responsibilities and Duties of the Access Fund Board**
14. The Board will develop and maintain policies regarding the following areas:
- a. The administration and regulation of the opt-out provision of this bylaw;
- b. The application procedure for bursaries;
- c. The eligibility and assessment procedures for granting bursaries;

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- d. The appeal procedures for applicants;
- e. The value and number of bursaries to be awarded;
- f. The criteria for the investment of the endowment fund;
- g. The procedures for handling conflict of interest and ensuring where possible the reduction or elimination of the causes of both real and perceived conflict of interest;
- h. The process for ensuring students are made aware on a regular basis of:
 - i. the activities of the Access Fund;
 - ii. the mandate of the Access Fund;
 - iii. the opt-out provision and the process to follow to exercise that right; and,
 - iv. the ability to apply for bursaries;
- i. Confidentiality and security of information; and,
- j. Furthermore, the Board will:
 - i. monitor issues affecting and related to student finances;
 - ii. ensure proper execution of the policies approved by Students' Council; and,
 - iii. recommend changes in the bylaw and policies as needed to Students' Council.

Reporting

- 15. To ensure accountability and proper handling of the Access Fund, the Access Fund Board will be requested to:
 - a. have the Fund audited on a yearly basis;
 - b. provide a monthly financial statement indicating the most up to date status of the Access Fund, to be made available publicly; and,
 - c. to report to Students' Council at the end of each semester on the recent actions of the Access Fund Board.

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**Values and Goals
of the Access Fund
Board**

16. The Access Fund Board will adhere to the following values when formulating its policies:
 - a. Accountability to students;
 - b. Education of those individuals who represent the University, and/or Provincial and Federal governments through including them where relevant in the procedures of the Access Fund;
 - c. Fair and equitable treatment of students;
 - d. Respect for applicants to the Access Fund and acknowledgment of the applicants' rights to confidentiality;
 - e. Procedural fairness;
 - f. Impartiality and rigor in the policies developed; and,
 - g. A clear focus on targeting those students who are most in need of financial assistance.

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Bylaw 6100

A Bylaw Respecting the Access Fund of the University of Alberta

1. This bylaw may be referred to as the “Access Fund Bylaw.”
2. For the purposes of this bylaw:
 - (a) the “Fund” shall be the Access Fund, as set out in Article VIII of the Students’ Union Constitution;
 - (b) an “administrative purpose” shall be any purpose not directly contributing to easing the financial burden faced by students through bursaries;
 - (c) the “Board” shall be the Access Fund Board;
 - (d) the “Senate” shall be the University of Alberta Senate;
 - (e) the “University” shall be the University of Alberta; and
 - (f) a “member” shall be a member of the Students’ Union, as set out in Article I of the Constitution of the Students’ Union.
3. This bylaw shall govern the collection, administration, refund, and granting of the Fund, as set out in Article VIII of the Students’ Union Constitution and by a referendum carried March 8 and 9 1995, the wording of which was “Do you support the University of Alberta Students’ Union’s (SU) establishment of an ACCESS FUND to provide financial need-based bursaries subject to the following four (4) conditions: 1. An increase in the SU Fee of \$10.00/term for Fall/Winter semesters, and \$5.00/term for Spring/Summer (Intersession) semesters. 2. Students shall be able to opt out of this fee after the fact, for philosophical or financial reasons. 3. The fee shall be indexed to the percentage increase in tuition and non-tuition fees charged by the

PROPOSED

University of Alberta. 4. The attached bylaw shall be adopted by the SU to regulate the administration of the Access Fund.”

4. The Fund shall be administered by the Board.
5. The Board shall be composed of:
 - (a) the Vice President (Operations and Finance) as chair of the committee, voting only in the event of a tie;
 - (b) the President;
 - (c) three (3) Student Councilors, as selected by Students’ Council;
 - (d) three (3) students-at-large, as selected by Students’ Council;
 - (e) one (1) member of the Senate, as selected by the Senate;
 - (f) two (2) members of the University administration, as selected by the University;
 - (g) one (1) member of the University Alumni Association, as selected by the University Alumni Association;
 - (h) one (1) member of the University Board of Governors, as selected by the University Board of Governors;
 - (i) the Director of the Student Financial Aid and Information Centre, as a non-voting member; and
 - (j) such Students’ Union employees whose presence may be beneficial to the Board, as determined by the Board, as non-voting members.
6. Where the Vice President (Operations and Finance) is absent, the Board shall select one of its voting members to serve as chair, and that member shall vote only in the event of a tie.

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7. Quorum for the Board shall be seven (7) voting members.
8. Meetings of the Board shall be called by the Vice President (Operations and Finance) or three (3) voting members by giving all members of the Board not less than seventy-two (72) hours notice.
9. Any member shall have the opportunity to have the portion of his/her Students' Union fee dedicated to the Fund refunded to him/her.
10. In any given year, not more than ten percent (10%) of the Fund shall be used for administrative purposes.
11. The portion of the Fund not used for administrative purposes shall be disbursed to students in extreme financial need.
12. The Board shall develop and implement policy relating to:
 - (a) the implementation of this bylaw;
 - (b) the application procedure for bursaries;
 - (c) the eligibility and assessment procedures for granting bursaries;
 - (d) the appeal procedures for applicants;
 - (e) the value and number of bursaries to be awarded;
 - (f) the procedures for handling conflicts of interest on the part of Board members;
 - (g) the advertisement of procedures for the refunding of student fees, as set out in Section 9, and the application procedure for bursaries, as set out in Section 12 (b); and
 - (h) confidentiality and security of information.
13. The Board shall recommend changes to this bylaw to Students' Council as needed.

CURRENT

Bylaw 6200

**A Bylaw Respecting the Campus Recreation Enhancement Fund Committee
of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Campus Recreation Enhancement Fund Bylaw."
- Start-up** 2. In this Bylaw:
- a. "CREF" means the Campus Recreation Enhancement Fund.
- b. "CREFC" means the Campus Recreation Enhancement Fund Committee.
- c. The amount of the "CREF" will be based on a Two Dollar and Fifty (\$2.50) Cents per term, including inter-session, portion of the Students' Union fee, which is indexed to inflation.
- d. "RAC" means the Recreation Action Committee.
3. CREFC will act as a Standing Committee of the Students' Union.
4. a. The first meeting will be called by the Chair and held no later than September 30 of each year.
- b. Meetings of CREFC will occur no less than three (3) times per academic year.
5. *Robert's Rules of Order*, as well as any special rules adopted, will be observed at all meetings of CREFC.
- Mandate** 6. Funds from CREF will be administered and allocated on the basis of need and according to the following principles:
- a. Requests for funds will only be considered upon receipt of an application.
- b. All requested material and information must be submitted to CREFC in order for the application to be considered.

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- c. Any Students' Union member or student group can apply to CREFC for funding.
 - d. Only Campus Recreation related programs, equipment, and facilities or activities that enhance campus recreation can be funded.
 - e. The applicant can not receive funding from CREF if they have already received Students' Union Funding for the same project.
 - f. The goal of applications must be to help ensure that the high quality of Campus Recreation programs, equipment, and facilities remain diverse, convenient, accessible, equitable, and affordable to all Students' Union members at the University of Alberta.
 - g. Organizations receiving funding will provide adequate recognition of CREFC's contribution to their activity or activities, and in exchange for the funding received, will provide direct and tangible benefits to students.
 - h. CREFC reserves the right to decline any request submitted for CREF allocation.
7. CREFC will not allocate funding for:
- a. transportation;
 - b. multi-year or ongoing requests;
 - c. supplementing U of A staff wages;
 - d. awards or volunteer appreciation;
 - e. honorariums for the CREFC Chair or committee members;
 - f. requests that exceed %25 of the total funds available for CREFC to grant.

Composition

8. The CREFC will be composed of:
- a. The Chair of RAC, who will serve as Chair of CREFC;
 - b. The Vice-Chair of RAC;
 - c. one (1) RAC member at large;

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- d. the Students' Union Vice-President Operations and Finance, or their designee from the Executive Committee;
- e. one (1) voting member of Students' Council;
- f. two (2) student-at-large members, chosen by the Nominating Committee;
- g. The Manager of Campus Recreation, or their designee, as a non-voting member; and,
- h. The Director of Operations for the Faculty of Physical Education and Recreation, or their designee, as a non-voting member.

Chair

- 9. a. The Chair of the CREFC will be the current Chair of RAC.
- b. Should the Chair be absent, the Students' Union Vice-President Operations and Finance will be Chair, and in the absence of the Vice-President Operations and Finance, a member of the Committee will be elected as Chair at that meeting.

Quorum

- 10. Quorum of the CREFC will be four (4) voting members, including the Chair.

Conduct of Business

- 11. a. Each member of the CREFC will:
 - i. fulfill the duties expected by CREFC;
 - ii. attend or send a proxy to the meetings of CREFC;
 - iii. not miss more than two (2) meetings. Failure to comply with this request will result in the disqualification of membership in CREFC.
- b. Any Students' Union member can attend or speak at a meeting of the CREFC. Individuals other than Students' Union members may require the approval of CREFC to attend or speak at the meeting.
- c. i. Any voting member of CREFC, except for the Chair, may appoint proxy member for any or all of their term on CREFC.
 - ii. All proxies will meet the same eligibility requirements as the appointing member.
 - iii. Through out the duration of their appointment, the proxy will have the same rights and responsibilities as the appointing member.
- d. If any member of CREFC has a conflict of interest in any issue before CREFC, they will inform the Chair.

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- e. In the case of a tie vote, the Chair will decide the matter.
- f. The Bylaws of CREF may be amended according to Article VI (Powers Respecting Bylaws), and upon consultation with RAC.
- g. Updates will be provided after every meeting to the Financial Affairs Board.

Final Report

- 12. The Chair will submit, prior to April 30, a written final report of the Committee's activities and recommendations for the year.

PROPOSED

Bylaw 6200

**A Bylaw Respecting the Campus Recreation Enhancement Fund Committee
of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Campus Recreation Enhancement Fund Bylaw."
- Start-up** 2. In this Bylaw:
- a. "CREF" means the Campus Recreation Enhancement Fund.
- b. "CREFC" means the Campus Recreation Enhancement Fund Committee.
- c. The amount of the "CREF" will be based on a Two Dollar and Fifty (\$2.50) Cents per term, including inter-session, portion of the Students' Union fee, which is indexed to inflation.
- d. "RAC" means the Recreation Action Committee.
3. CREFC will act as a Standing Committee of the Students' Union.
4. a. The first meeting will be called by the Chair and held no later than September 30 of each year.
- b. Meetings of CREFC will occur no less than three (3) times per academic year.
5. *Robert's Rules of Order*, as well as any special rules adopted, will be observed at all meetings of CREFC.
- Mandate** 6. Funds from CREF will be administered and allocated on the basis of need and according to the following principles:
- a. Requests for funds will only be considered upon receipt of an application.
- b. All requested material and information must be submitted to CREFC in order for the application to be considered.

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- c. Any Students' Union member or student group can apply to CREFC for funding.
 - d. Only Campus Recreation related programs, equipment, and facilities or activities that enhance campus recreation can be funded.
 - e. The applicant can not receive funding from CREF if they have already received Students' Union Funding for the same project.
 - f. The goal of applications must be to help ensure that the high quality of Campus Recreation programs, equipment, and facilities remain diverse, convenient, accessible, equitable, and affordable to all Students' Union members at the University of Alberta.
 - g. Organizations receiving funding will provide adequate recognition of CREFC's contribution to their activity or activities, and in exchange for the funding received, will provide direct and tangible benefits to students.
 - h. CREFC reserves the right to decline any request submitted for CREF allocation.
7. CREFC will not allocate funding for:
- a. transportation;
 - b. multi-year ~~or ongoing requests~~;
 - c. supplementing U of A staff wages;
 - d. awards ~~or volunteer appreciation~~;
 - e. honorariums for the CREFC Chair or committee members;
 - f. requests that exceed %25 of the total funds available for CREFC to grant.

Composition

8. The CREFC will be composed of:
- a. The Chair of RAC, who will serve as Chair of CREFC;
 - b. The Vice-Chair of RAC;
 - c. one (1) RAC member at large;

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- d. the Students' Union Vice-President Operations and Finance, or their designee from the Executive Committee;
- e. one (1) voting member of Students' Council;
- f. two (2) student-at-large members, chosen by the Nominating Committee;
- g. The Manager of Campus Recreation, or their designee, as a non-voting member; and,
- h. The Director of Operations for the Faculty of Physical Education and Recreation, or their designee, as a non-voting member.

Chair

- 9. a. The Chair of the CREFC will be the current Chair of RAC.
- b. Should the Chair be absent, the Students' Union Vice-President Operations and Finance will be Chair, and in the absence of the Vice-President Operations and Finance, a member of the Committee will be elected as Chair at that meeting.

Quorum

- 10. Quorum of the CREFC will be four (4) voting members, including the Chair.

Conduct of Business

- 11. a. Each member of the CREFC will:
 - i. fulfill the duties expected by CREFC;
 - ii. attend or send a proxy to the meetings of CREFC;
 - iii. not miss more than two (2) meetings. Failure to comply with this request will result in the disqualification of membership in CREFC.
- b. Any Students' Union member can attend or speak at a meeting of the CREFC. Individuals other than Students' Union members may require the approval of CREFC to attend or speak at the meeting.
- c. i. Any voting member of CREFC, except for the Chair, may appoint proxy member for any or all of their term on CREFC.
ii. All proxies will meet the same eligibility requirements as the appointing member.
iii. Through out the duration of their appointment, the proxy will have the same rights and responsibilities as the appointing member.
- d. If any member of CREFC has a conflict of interest in any issue before CREFC, they will inform the Chair.

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6200 (4)

- e. In the case of a tie vote, the Chair will decide the matter.
- f. The Bylaws of CREF may be amended according to Article VI (Powers Respecting Bylaws), and upon consultation with RAC.
- g. Updates will be provided after every meeting to the Financial Affairs Board.

Final Report

- 12. The Chair will submit, prior to April 30, a written final report of the Committee's activities and recommendations for the year.

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PROPOSED

Bylaw 7000

~~A Bylaw Respecting the Student Services~~

- ~~Short Title~~** 1. ~~This bylaw may be referred to as the "Student Services Bylaw".~~
- ~~Definitions~~** 2. ~~The term "Director" in this Bylaw will also apply to the Ombudspersons and the Financial Information Coordinator of the Students' Union.~~
- ~~Application~~** 3. ~~a. This Bylaw will apply to all student-directed services of the Students' Union, with exceptions as noted.~~
- ~~b. The OmbudService will be exempt from provisions of this Bylaw where such provisions interfere with the mandate of the OmbudService, as outlined in Bylaw 7450.~~
- ~~Role of Services~~** 4. ~~The Students' Union will provide services that meet the following criteria:~~
- ~~a. The service is demanded by a sufficient number of students, or the service fulfills a need for which there is not adequate provision elsewhere, as determined by Students' Council;~~
- ~~b. The service enhances the quality of student life, as determined by Students' Council;~~
- ~~c. The nature of the service is such that its operation and direction will be enhanced by student involvement.~~
- ~~New Services~~** 5. ~~The creation of a new service will be approved by Students' Council, upon the recommendation of the Executive Committee.~~

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PROPOSED

7000 (2)

Appointment of Director

6. ~~a. Directors will be appointed in accordance with Bylaw 2050.~~
- ~~b. The Director selection process will be completed by April 1. The appointment of the Director will be ratified by Students' Council at its first meeting in April, of each year.;~~
- ~~c. If the outgoing Director is not reapplying, the Nominating Committee will consult with them regarding the position and the interview process;~~
- ~~d. This section does not apply to the Financial Information Coordinator.~~

Appointment of Associate Directors

7. ~~The Associate Director selection process will be completed in accordance with each services' bylaw. The appointment of all Associate Director positions will be ratified by Students' Council prior to commencement of employment.~~

Eligibility Requirements

8. ~~a. Directors, Associate Directors, and general staff must be registered in the equivalent of at least one (1) course for credit at the University of Alberta during the winter session of their term of office, and must be full Students' Union members.~~
- ~~b. This section does not apply to the Financial Information Coordinator.~~

Remuneration

9. ~~Directors, Associate Directors, and general staff will receive monetary remuneration from the Students' Union by a method and at a rate to be determined by the Financial Affairs Board and Students' Council.~~

Contracts

10. ~~a. The Director and the Students' Union will both be subject to terms of employment agreed to by contract. The contract will be negotiated on behalf of Students' Council by the Manager of Student Services as approved by the Executive Committee. Students' Councillors will, upon request, and with the consent of the Director, be provided with copies of the contract.~~
- ~~b. Associate Directors and general staff will also be subject to terms of employment agreed to by contract. Contracts will be between the Director and the employee, and will be approved by the Executive Committee.~~
- ~~c. All employment contracts must be signed before the completion of one (1) full month of employment with the Students' Union.~~

June 18/02 (IRB)

May 07/01

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Dismissal

11. a. ~~Should a Director or a general staff member fail to comply with their duties as outlined in the employment contract, they may be dismissed by the Manager of Student Services, contingent upon having been given two written warning notices by the Manager not less than one week apart. The President will be given copies of said notices. The employee must be given written notification of termination, or equivalent salary in lieu of such period of notice, in accordance with the Alberta Employment Standards Code. The President must be notified of the dismissal~~
- b. ~~Should an Associate Director or a general staff member fail to comply with their duties as outlined in the employment contract, they may be dismissed by the Director, contingent upon having been given two written warning notices by the Director not less than one week apart. The Manager of Student Services will be given copies of said notices. The employee must be given written notification of termination, or equivalent salary in lieu of such period of notice, in accordance with the Alberta Employment Standards Code. The Manager of Student Services and the President must be notified of the dismissal.~~

Reports

12. ~~Directors will submit written monthly reports of their activities to the Manager of Student Services by the last working day of each month, and a written final report by April 30 of each year. These reports will be made available to the members of Students' Council and other pertinent boards and committees.~~

Accountability

13. ~~Directors will be responsible for keeping the Manager of Student Services informed of the activities of their service. Projects, proposals, or policy changes that require Executive or Council approval will be channeled through the Manager of Student Service's office.~~

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PROPOSED

7000 (4)

**Areas of
Responsibility**

14. a. Each Director will be responsible for duties as outlined in their service's bylaw and in the employment contract.
- b. The Executive Committee will be responsible for:
- i. approving public statements issued by services;
 - ii. channeling proposals made by services through the appropriate University and Students' Union bodies.
 - iii. approving policy changes that impact upon the accessibility of the service, or that deviate from the service's mandate as outlined in that service's bylaw;
 - iv. forwarding recommendations to Students' Council regarding changes to the structures or mandates of the services, and the creation of new services.
- c. The pertinent boards and/or committee will provide input, be consulted, and be informed about :
- i. approving the creation of new services;
 - ii. approving any program changes that entail non-budgeted expenditures and/or revenues.
- d. Students' Council will be responsible for:
- i. approving the creation of new services;
 - ii. approving any program changes that entail non-budgeted expenditures and/or revenues.

June 18/02 (IRB)
May 07/01
May 1/01
Nov. 14/96

PROPOSED

Bylaw 7100

~~A Bylaw Respecting the Students' Union Information Registries~~

- Short Title** 1. — This Bylaw may be referred to as the "Information Registries Bylaw".
- Mandate** 2. — Information Registries will provide services in two broad areas:
- a. — Via information booths which will:
 - i. — Provide information to interested students, staff, and visitors concerning the University of Alberta, as well as any issues relating to it;
 - ii. — Expand the information resources carried;
 - b. — Via a central office that will provide intermediary services through the centralization of information and bringing together of buyers and sellers of goods and services specific to student life. These services include but are not limited to:
 - i. — an Exam Registry;
 - ii. — a Housing Registry;
 - iii. — a Tutor Registry;
 - iv. — a Typist Registry;
 - v. — a Used Book Registry.
- Selection** 3. — The Director and Associate Directors of Information Registries will be selected in accordance with the Nominating Bylaw (5400).
- Term of Office** 4. — a. — The term of office of the Director of the Information Registries will be from May 1 to April 30 of each year.
- c. — The term of office of the Associate Director (Housing), Associate Director (Exams) and the Associate Director (Info) will be from May 1 to April 30 of each year.
- Hours** 5. — Throughout their term of office, the Director will hold a minimum of twenty-five (25) hours per week in office time.

May 7/01
May 1/01
April 8/97

Duties of the Director

- ~~6. The Director will be responsible for:
 - ~~a. The proper functioning of the Information Registries and the fulfillment of its mandate;~~
 - ~~b. The proper care of Students' Union equipment and facilities as used by the Information Registries;~~
 - ~~c. Promotion of the Information Registries;~~
 - ~~d. Supervision of the Associate Directors and hourly paid staff, including recruitment, interviewing, hiring, training, scheduling, motivating, meeting with and evaluating staff, conflict management and/or termination;~~
 - ~~e. Submitting monthly and final, as required and in accordance with Bylaw 7000 (Student Services);~~
 - ~~f. The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;~~
 - ~~g. Maintaining the Transition Manual and orienting the incoming Director;~~
 - ~~h. Other duties as outlined in their contract, and as may be specified from time to time by the Executive Committee and Students' Council.~~
 - ~~i. The Associate Directors will be responsible and accountable for the portfolios outlined in his/her individual job descriptions.~~~~

Bylaw 7150

~~A Bylaw Respecting the Student Newspaper~~

~~Short Title~~

~~1.—This Bylaw may be referred to as the "Newspaper Bylaw".~~

~~Mandate~~

~~2.—A newspaper must be published at least ten times during each of the Fall and Winter terms by and for students at the University of Alberta.~~

~~3.—One newspaper meeting the requirements outlined in Section 2 shall be designated the Official Student Newspaper.~~

Jun 11/02
May 7/01
May 4, 2001
May 3/2000

PROPOSED

Bylaw 7200

~~A Bylaw Respecting the Students' Union Orientation~~

- Short Title** 1.—This Bylaw may be referred to as the "Orientation Bylaw."
- Mandate** 2.—The Orientation Coordinator will:
- a.—Design and implement an orientation program for new students to the University of Alberta; and,
 - b.—Ensure that new students are receiving a thorough and extensive welcome to the University of Alberta, through universal orientation.
- Term of Office** 3.—a.—The term of office for the Orientation Coordinator will be for a period of thirteen (13) months commencing September 1 and concluding September 30 of the following year
- b.—The incoming Coordinator will be given a thorough orientation to the position and the Students' Union, and where possible will transition with the outgoing Coordinator. This transition will occur in the month of September.
- Conduct of Business** 4.—a.—Throughout their term of office, the Coordinator will hold a minimum of forty (40) hours per week in office time.
- b.—The Orientation Coordinator will report to the Vice President Student Life.

Selection of Coordinator

- ~~5. — a. The selection committee for the Orientation Coordinator will consist of the following:~~
- ~~i. — The President of the Students' Union, as Chair;~~
 - ~~ii. — The Vice President Student Life;~~
 - ~~iii. — One (1) member of Students' Council;~~
 - ~~iv. — One (1) student at large member; and,~~
 - ~~v. — One (1) Orientation Leader~~
- ~~b. Quorum for this committee will be three (3) voting members.~~

Duties of the Coordinator

- ~~6. — a. Working with other Students' Union departments and the relevant departments of the University in designing and implementing an Orientation Program to commence in September;~~
- ~~b. Working closely with the Students' Union Entertainment and Programming Department and the Vice-President Student Life to coordinate the activities of the Orientation Program and Week of Welcome;~~
- ~~c. Working with the Manager of Marketing and Information to solicit sponsorship for the Orientation Program;~~
- ~~d. Working with the Office of the Registrar and Faculty Offices to inform incoming students about the Orientation Program;~~
- ~~e. The overall administration of the Orientation Program;~~
- ~~f. Management of all orientation staff and volunteers, including recruiting, training, supervising, and where necessary, conflict management and dismissal;~~
- ~~g. The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;~~

- ~~h.—Long range planning for the Program;~~
- ~~i.—The ongoing assessment, analysis, and development of the Orientation Program activities, structures, and objectives;~~
- ~~j.—Maintaining the Transition Manual and orienting the incoming Coordinator;~~
- ~~k.—Cooperation with other Students' Union and University offices;~~
- ~~l.—The preparation of reports to Students' Council, in accordance with Bylaw 7000 (Students Services);~~
- ~~m.—Preparing a final report and recommendations regarding the improvement of the Orientation Program;~~
- ~~n.—Other duties as outlined in the employment contract, and as may be specified from time to time by the Executive Committee and Students' Council.~~

PROPOSED

Bylaw 7250

~~A Bylaw Respecting the Students' Union Safewalk Service~~

- Short Title** 1.—This Bylaw may be referred to as the "Safewalk Bylaw."
- Mandate** 2.—Safewalk will:
- a.—Increase campus safety by providing safe passage around campus within predetermined boundaries;
 - b.—Deter crime and foster a sense of safety and security through visibility on campus and surrounding areas; and,
 - e.—Increase awareness of campus safety issues.
- Selection of the Director and Associate Director** 3.—The Director and Associate Director will be selected in accordance with the criteria outlined in the Nominating Committee Bylaw (5400).
- Term of Office** 4.—a.—The term of office of the Director of Safewalk will be from May 1 to April 30. The term of office of the Associate Director will be from August 1 to April 30.
- Hours** 5.—a.—Throughout his/her term of office, the Director will hold a minimum of twenty-five (25) hours per week in office time.
- b.—Throughout his/her term of office, the Associate Director will hold a minimum of fifteen (15) hours per week in office time.

May 7/01
May 1/01
Feb 25/97
Aug. 6/96
May 14/96
4/07/95

Duties

6. ~~The Director will be responsible for:~~
 - a. ~~The proper functioning of Safewalk and the fulfillment of its mandate;~~
 - b. ~~The proper care of Students' Union equipment and facilities used by Safewalk;~~
 - c. ~~Promotion of Safewalk and the Students' Union within and outside the campus community;~~
 - d. ~~The selection, screening, training, and evaluation of Safewalk volunteers;~~
 - e. ~~Supervising and coordinating the activities of the Associate Director;~~
 - f. ~~Submitting monthly, and final reports as required and in accordance with Bylaw 7000 (Student Services);~~
 - g. ~~The preparation and administration of the preliminary and final budget, and project budgets when required, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;~~
 - h. ~~Developing and Implementing the security concept for the service;~~
 - i. ~~Other duties as outlined in his/her contract, and as may be specified from time to time by the Executive Committee and Students' Council;~~
 - j. ~~The Associate Director will be responsible and accountable for the portfolio outlined in his/her individual job description and contract.~~

May 7/01
May 1/01
Feb 25/97
Aug. 6/96
May 14/96
4/07/95

PROPOSED

Bylaw 7300

~~A Bylaw Respecting Student Distress~~

- Short Title** 1. ~~This Bylaw may be referred to as the “Student Distress Centre Bylaw”.~~
- Mandate** 2. ~~The Student Distress Centre will:~~
- a. ~~Provide "peer counselling" in a confidential, informal, supportive environment for people encountering personal crises, problems, or difficulties; and,~~
 - b. ~~Provide an information and referral service for students and non-students, focusing primarily on the University, and the City of Edmonton in general.~~
- Selection of the Director** 3. ~~The Director and Associate Director will be selected in accordance with the criteria laid out in the Nominating Committee Bylaw (5400).~~
4. ~~The Associate Director will be selected in accordance with the criteria laid out in the Nominating Committee Bylaw (5400).~~
- Term of Office** 5. a. ~~The term of office of the Director of the Student Distress Centre will be from May 1 to April 30.~~
- b. ~~The term of the Associate Director will be from August 1 to April 30,~~
- Hours** 6. a. ~~Throughout his/her term of office, the Director will hold a minimum of twenty-five (25) hours per week of office hours during the winter session and thirty (30) hours otherwise.~~
- ~~— b. Throughout their term of office, the Associate Director will hold a — minimum of fifteen (15) hours per week in office time.~~

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May 7/01

May 1/01

Aug. 19/97

**Duties of the
Director**

- 7.—The Director will be responsible for:
- a.—The proper functioning of Student Help and the fulfillment of its mandate;
 - b.—The proper care of Students' Union equipment and facilities as used by Student Help;
 - c.—The promotion of Student Help;
 - d.—All aspects of volunteer management for Student Help, including recruiting, training, supervising, scheduling, and appreciation; conflict management and dismissal;
 - e.—Submitting monthly, and final, reports as required, and in accordance with Bylaw 7000 (Student Services);
 - f.—The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports; and,
 - g.—Other duties as outlined in contract, and as may be specified from time to time by the Executive Committee and Students' Council;

**Duties of the
Associate
Director**

- 9.—The Associate Director will be responsible and accountable for the portfolio outlined in his/her individual job description and contract.

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May 7/01

May 1/01

Aug. 19/97

PROPOSED

Bylaw 7350

~~A Bylaw Respecting the Director of Student Groups Service~~

- Short Title** 1. — This Bylaw may be referred to as “Student Groups’ Service Bylaw”.
- Mandate** 2. — ~~The Student Groups’ Service Exits to register and support student groups at the University of Alberta.~~
- Selection of the Director** 3. — ~~The Director will be selected in accordance with the criteria outlined in the Nominating Committee bylaw (5400).~~
- Term of Office** 4. — a. ~~The term of office of the Director of Student Groups will be from May 1 to April 30. The term of office for the Associate Director of Student Groups will be from August 1 to April 30.~~
- Hours** 5. — ~~Throughout their term of office, the Director will hold a minimum of twenty five (25) hours per week in office time. The Associate Director will hold a minimum of fifteen (15) hours per week in office time.~~
- Duties of the Director** 6. — ~~The Director will be responsible for:~~
- a. ~~The proper functioning of service and the fulfillment of its mandate;~~
 - b. ~~The proper care of Students' Union equipment and facilities as used by the Director and student groups;~~
 - c. ~~The preparation of monthly, , and final reports as required and in accordance with Bylaw 7000 (Student Services);~~
 - d. ~~The preparation and administration of a final and preliminary budgets, in accordance with Bylaw 3100 (Conduct of Business), and the abiding of the budget;~~
 - e. ~~Chairing the Student Groups Committee.~~

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May 1/01

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- ~~f. Liaise with the University of Alberta Administration, Department of Housing and Food Services, Office of the Dean of Students, and Risk Management Office;~~
- ~~g. Other duties as outlined in their contract, and as may be specified from time to time by the Executive Committee and Students' Council.~~

Oct. 19/01 (IRB)
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May 1/01
Nov. 14/96

Bylaw 7400

~~A Bylaw Respecting the Students' Union Student Handbook~~

- ~~Short Title~~** 1. ~~This Bylaw may be referred to as the "*Student Handbook* Bylaw".~~
- ~~Purpose~~** 2. ~~A *Student Handbook* will be published by the Students' Union for the purpose of assisting and orienting new and returning students to the University of Alberta.~~
- ~~Contents~~** 3. ~~The *Student Handbook* will contain the following:~~
- ~~a. an introduction and welcome to the Students' Union~~
 - ~~b. an introduction and welcome to the University of Alberta;~~
 - ~~c. a description of student government at the University of Alberta;~~
 - ~~d. a listing of and information about Students' Union and University student' services;~~
 - ~~e. a description of the basic academic regulations of the University of Alberta;~~
 - ~~f. a listing of and information about Students' Union clubs;~~
 - ~~g. a listing of and information about faculty associations;~~

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- ~~h. a planning calendar;~~
- ~~i. a listing of important University of Alberta and City of Edmonton services phone numbers;~~
- ~~j. a listing of library hours;~~
- ~~k. a campus map;~~
- ~~l. a current listing of Students' Council and General Faculties Council representatives;~~
- ~~m. a message from the President of the University, and the Students' Union Executive ;~~
- ~~o. Taglines including Orientation, Week Of Welcome, Antifreeze and Students' Union Election voting days;~~
- ~~p. A title on the cover indicating the function of the publication~~
- ~~q. any other material that the Handbook Editor deems fit.~~

Editor Selection

- ~~4. a. The Editor will be selected by the end of February each year by an ad hoc selection committee.~~
- ~~b. The composition of the selection committee will be as follows:~~
 - ~~i. the Vice-President Student Life, as Chair;~~
 - ~~ii. one (1) Student Councillor;~~
 - ~~iii. the Operations Manager of Marketing & Communications;~~

Qualifications

- ~~5. The Editor must be a Students' Union member as defined in Article VIII.~~

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Responsibilities

- 6.— a.— The Editor will ensure that:
- i.— the contents as stipulated in Paragraph 3 of this Bylaw are included in the Student Handbook;
 - ii.— all Handbook submissions are received by May 15;
 - iii.— the *Student Handbook* is ready for printing by the specified deadlines;
 - iv.— the *Student Handbook* will be ready for distribution by August 15;
 - v.— the required photographs are obtained;
 - vi.— they work with the Students' Union Operations Manager of Marketing and Communications and the Vice-President Student Life, reporting to the latter weekly.

Vice-President Student Life

- 7.— a.— The Vice-President Student Life will be responsible to Students' Council for the production of the *Student Handbook*.
- b.— The duties of the Vice-President Student Life will include:
- i.— coordinating the distribution of the Handbook;
 - ii.— supervising the Handbook Editor;
 - iii.— all matters regarding the Handbook.
- c.— The Vice-President Student Life will work in conjunction with the Operations Manager of Marketing and Communications regarding all administrative aspects of the Students' Union Handbook.

Manager of Marketing & Information

- 8.— The Operations Manager of Marketing and Communications will be responsible for securing a printing contract for the *Student Handbook*.

Finance

- 9.— a.— The Manager of Marketing and Communications will be responsible for obtaining sufficient advertising to cover a minimum of fifty percent (50%) of the Handbook's cost.
- b.— The Handbook will be provided to Students' Union members at no charge and will be funded by advertising and internal subsidies.

Distribution

- 10.— The *Student Handbook* will be distributed to undergraduate Students' Union members during the first two weeks of September each year.

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PROPOSED

Bylaw 7450

A Bylaw Respecting the Student OmbudService of the Students' Union

- Short Title** 1. — This Bylaw may be referred to as the "Student OmbudService Bylaw".
- Definition** 2. — Student OmbudService will mean the portion of the joint venture between the U of A and the Students' Union that is supported by the Students' Union. This will include the two student Directors.
- Mandate** 3. — The OmbudService will:
- a. — Provide services to students, prospective students, student groups and other members of the University community. If necessary, priority will be given to current undergraduate students;
 - b. — Aid and advise with disputes, appeals, grievances, and petitions;
 - c. — Aid and advise with complaints against the University of Alberta;
 - d. — Provide mediation or conflict resolution services, where appropriate; and,
 - e. — In all cases, pursue a just solution.
- Selection of the Director** 4. — The OmbudService Director will be selected in accordance with the criteria outlined in the Nominating Committee Bylaw (5400)
- Term of Office** 5. — The term of office for each Ombudsperson will be two years, from May 1 of one year to April 30 two years later. The Ombudspersons will have alternating terms, such that each year one new Ombudsperson will be hired, while the other will continue for the second year of their term.

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- Hours**
6. ~~Throughout their term of office, each Ombudsperson will work a minimum of thirty (30) hours per week, of which twenty (20) hours must be posted office hours.~~
- Duties of the Director**
7. ~~The Directors of the OmbudService will be responsible for:~~
- ~~a. The proper functioning of the OmbudService and the fulfillment of its mandate;~~
 - ~~b. Investigating complaints of discriminatory practices by the University of Alberta;~~
 - ~~c. The proper care of Students' Union equipment and facilities as used by the OmbudService;~~
 - ~~d. Submitting monthly, quarterly, final and project reports as required, and in accordance with Bylaw 7000 (Student Services).~~
 - ~~e. The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by approved budget guidelines and explaining variance reports;~~
 - ~~f. Serving as OmbudService and Students' Union representatives on the Campus Law Review Committee, Committee on Admissions, Academic Standing and Transfers (CAAST) and other boards and committees as may be required;~~
 - ~~g. Other duties as outlined in their contract, and as may be specified from time to time by the Executive Committee and Students' Council.~~

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**Funding of
Legal Counsel**

~~8. The OmbudService may apply to allocate funds to hire legal counsel to deal with a University of Alberta student complaint, provided the following criteria have been met:~~

~~a. The student has used all available channels in the University of Alberta system and has failed to resolve the complaint to their satisfaction;~~

~~b. The OmbudService believes that the complaint is a valid one, and has unsuccessfully used all available Students' Union resources to solve the complaint;~~

~~then:~~

~~a. The OmbudService will report to the Executive Committee that legal action is required on behalf of the student;~~

~~and,~~

~~b. The Executive Committee must give prior approval for any expenditure.~~

~~A student may appeal the Executive Committee decision to Students' Council. Any such appeal will be heard *in-camera*, and the Council's decision will be final.~~

May 1/01
Sept 16/97
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Bylaw 7500

~~A Bylaw Respecting the Students' Union Environmental Co-ordination Office of Students~~

- Short Title** 1. — This Bylaw may be referred to as the "ECOS Bylaw."
- Mandate** 2. — The Environmental Co-ordination Office of Students will:
- a. — Increase campus awareness of environmental issues and provide advice to students on the incorporation of environmental awareness into their everyday activities;
 - b. — Provide advice to the Students' Union on how to increase its environmental efficiency; and
 - c. — Create and monitor indicators to assess the Students' Union's and the University's performance on environmental issues.
- Selection of the Director** 3. — The Director and Associate Director shall be selected in accordance with the criteria outlined in the Nominating Committee Bylaw (5400).
- Term of Office** 4. — a. — The term of office of the Director and Associate Director of ECOS will be from May 1 to April 30.
- Hours** 5. — a. — Throughout his/her term of office, the Director of ECOS shall hold a minimum of twenty (20) hours per week in office time.
- b. — The Associate Director of ECOS shall hold a minimum of ten (10) hours per week in office time.
- Duties** 6. — The Director will be responsible for:
- a. — The proper functioning of ECOS and the fulfillment of its mandate;
 - b. — The proper care of Students' Union equipment and facilities used by ECOS;
 - c. — Promotion of ECOS and the Students' Union within and outside the campus community;
 - d. — The selection, screening, training, and evaluation of ECOS volunteers;

- ~~e. Submitting monthly and final reports as required and in accordance with Bylaw 7000 (Student Services);~~
 - ~~f. The preparation and administration of the preliminary and final budget, and project budgets when required, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;~~
 - ~~g. Other duties as outlined in his/her contract, and as may be specified from time to time by the Executive Committee and Students' Council;~~
- ~~7. The Associate Director shall assist the Director in the fulfillment of his/her duties, as required.~~

PROPOSED

Bylaw 7000

A Bylaw Respecting the Student Services of the Students' Union

1. This bylaw may be referred to as the "Student Services Bylaw."
2. For the purposes of this bylaw:
 - (a) "member" shall be a member of the Students' Union, as defined in Article I of the Students' Union Constitution; and
 - (b) "University" shall be the University of Alberta.
3. This Bylaw shall govern the Student Services of the Students' Union, which shall consist of:
 - (a) Information Services;
 - (b) Safewalk;
 - (c) the Student Distress Centre;
 - (d) the Environmental Co-ordination Office of Students;
 - (e) Student Group Services;
 - (f) the OmbudService;
 - (g) the Student Financial Aid and Information Centre;
 - (h) the Centre for Student Development; and
 - (i) the Student Handbook.
4. Those services set out in Sections 3 (a) through 3 (e) shall each be administered by a Director, such Director:
 - (a) to be appointed annually by Students' Council to serve a term lasting from May 1 to the following April 30;
 - (b) to work for a minimum of thirty (30) hours per week;
 - (c) to report to the General Manager or designate; and
 - (d) to be required to be a member during the Fall and Winter terms of his/her term in office.
5. The OmbudService shall be administered by two Directors, such Directors each:
 - (a) to be appointed by Students' Council in alternating years to serve a term lasting from May 1 to the April 30 in the second year following his/her appointment;
 - (b) to work for a minimum of thirty (30) hours per week;
 - (c) to report to the General Manager or designate; and
 - (d) to be required to be a member during each Fall and Winter term of his/her term in office.
6. The services set out in Sections 3 (g) and 3 (h) shall each be administered by a Director, such Director:

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- (a) to be appointed by the Executive Committee to serve indefinitely; and
 - (b) to report to the General Manager or designate.
7. The Student Handbook shall be administered by the Vice President (Student Life).
8. The Director of Information Services shall be assisted in the discharge of his/her duties by the Associate Director (Information) of Information Services and the Associate Director (Registries) of Information Services, each of whom shall:
- (a) be appointed annually by Students' Council to serve a term lasting from May 1 to the following April 30;
 - (b) work for a minimum of fifteen (15) hours per week;
 - (c) report to the Director of Information Services; and
 - (d) be required to be a member during the Fall and Winter terms of his/her term in office.
9. The Director of Safewalk shall be assisted in the discharge of his/her duties by the Associate Director of Safewalk, who shall:
- (a) be appointed annually by Students' Council to serve a term lasting from August 1 to the following April 30;
 - (b) work for a minimum of fifteen (15) hours per week;
 - (c) report to the Director of Safewalk; and
 - (d) be required to be a member during the Fall and Winter terms of his/her term in office.
10. The Director of the Student Financial Aid and Information Centre shall be assisted in the discharge of his/her duties by the Associate Director (Financial Aid) of the Student Financial Aid and Information Centre and the Associate Director (Access Fund) of the Student Financial Aid and Information Centre, each of whom shall:
- (a) be appointed annually by Students' Council to serve a term lasting from May 1 to the following April 30;
 - (b) work for a minimum of twenty (20) hours per week;
 - (c) report to the Director of the Student Financial Aid and Information Centre; and
 - (d) be required to be a member during the Fall and Winter terms of his/her term in office.
11. The Director of the Centre for Student Development who may also be referred to as the Director of New Student Programs, shall be assisted in the discharge of his/her duties by the Orientation Manager, who shall:
- (a) be appointed by the Executive Committee to serve indefinitely; and
 - (b) report to the Director of New Student Programs.

PROPOSED

12. The Orientation Manager shall be assisted in the discharge of his/her duties by the Orientation Volunteer Co-ordinator and the Orientation Programs Co-ordinator, each of whom shall:

- (a) be appointed annually by Students' Council to serve a term lasting from September 1 to the September 30 in the year following his/her appointment;
- (b) work for a minimum of fifteen (15) hours per week;
- (c) report to the Director of New Student Programs; and
- (d) be required to be a member during the Fall and Winter terms of his/her term in office.

13. Information Services shall:

- (a) provide information booths at a variety of locations around campus to be staffed by members trained in the provision of a diversity of information about the University;
- (b) maintain publicly available registries of data useful to students; and
- (c) provide such related services as may be required by the Executive Committee.

14. Safewalk shall:

- (a) be a volunteer-run service wherein members not wishing to walk alone in the evening are accompanied by volunteers while walking around the University campus and surrounding areas; and
- (b) provide such related services as may be required by the Executive Committee.

15. The Student Distress Centre shall:

- (a) be a volunteer-run service wherein members can receive free and confidential peer-counselling and referrals to related services; and
- (b) provide such related services as may be required by the Executive Committee.

16. The Environmental Co-ordination Office of Students shall:

- (a) advise members, the Students' Union, and the University on the incorporation of environmental awareness into their regular activities; and
- (b) provide such related services as may be required by the Executive Committee.

17. Student Group Services shall:

- (a) register, support, and raise awareness of groups composed primarily of members; and
- (b) provide such related services as may be required by the Executive Committee.

18. The OmbudService shall:

PROPOSED

- (a) advise members on University regulations;
- (b) recommend to the Executive Committee that funding be provided to a given member for legal help in appealing University decisions; and
- (c) provide such related services as may be required by the Executive Committee.

19. The Student Financial Aid and Information Centre shall:

- (a) advise members on University, government, and private bursaries and loans;
- (b) advise members on financial management; and
- (c) provide such related services as may be required by the Executive Committee.

20. The Centre for Student Development shall:

- (a) provide an Orientation program for members in their first year as members;
- (b) advise members on being a successful University undergraduate student; and
- (c) provide such related services as may be required by the Executive Committee.

21. The Student Handbook shall include:

- (a) a summary of the Students' Union;
- (b) a summary of the University and its regulations;
- (c) a message from the President of the University and the Executive Committee;
- (d) a planning calendar; and
- (e) such other information as the Vice President (Student Life) deems appropriate.

Bylaw 3200

A Bylaw Respecting the Honoraria and Salaries Paid by the Students' Union to Term and Elected Employees

- Short Title** 1. This Bylaw may be referred to as the "Honoraria and Salaries Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Board" means the Financial Affairs Board, and includes a committee of the Board established in accordance with Section 3;
 - b. "Council" means the Students' Council;
 - c. "D.I.E. Board" means the Discipline, Interpretation and Enforcement Board;
 - d. "Fee for Services" means a payment or series of payments to a student not exceeding an aggregate of \$2,000.00 in any fiscal year, as payment for services rendered in accordance with a Bylaw or a written agreement executed pursuant to a Bylaw;
 - e. "Fiscal Year" has the same meaning as in the Conduct of Business Bylaw;
 - f. "Honorarium" means a single payment to a student as a token of appreciation for service rendered to the Students' Union, but it will not include any fee for services or salary payment;
 - g. "Salary" means a continuing series of periodic payments to a student or employee of the Students' Union as payment for services rendered, and directly proportional to the period of time which the services were rendered.
- Committee of Board** 3. The Financial Affairs Board may constitute a committee of its members for the execution of any duty mentioned in this Bylaw, and that committee will comprise not less than five members of whom a minimum of two will be members of Council and a minimum of two will not be members of Council.

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- Concurrence of Council** 4. If the Board makes a decision that a payment be made pursuant to this or any other Bylaw, no payment will be made unless the decision is concurred with by a majority vote of Council on a motion to that effect.
- Function of Board** 5. a. Subject to Section 2, the Board:
i. may decide the exact amount of an honorarium, salary or fee for service provided for by a Bylaw or motion of Council but whose value is not set;
ii. may decide the amount of an honorarium or salary not provided by a Bylaw or motion of Council; and,
iii. may recommend to Council variations in any Bylaws or motions of Council governing the terms or amounts of an honorarium, salary or fee for service.
- Honoraria Payable** 6. An honorarium may be paid to any person whom Students' Council deems fit.
7. No honorarium may be paid to any person:
a. Who is already in receipt of a salary; or,
b. Who has already received, during that fiscal year, one or more honoraria with an aggregate value exceeding five hundred (\$500.00) dollars.
- Fees Payable** 8. A fee for service may be paid to any or all of:
a. A member of the Discipline, Interpretation and Enforcement (D.I.E.) Board for participation in a proceeding of that Board;
b. The Chief Returning Officer for conducting an election or referendum;
c. Any person that Students' Council deems fit.
- Salaries Payable** 9. a. A salary will be paid to the Speaker of the Students' Council in the amount of One Hundred Thirty (\$130.00) Dollars per meeting of Students' Council.
b. A salary will be paid to the Recording Secretary of the Students' Council in the amount of Seventy Nine Dollars Ninety Five (\$79.95) Cents per meeting of Students' Council.

- c. A salary will be paid to a member of the Executive Committee in the amount of One Thousand Six Hundred Thirty Seven (\$1637.00) Dollars per month.
- d. A salary will be paid to the Academic Affairs Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30
- e. A salary will be paid to the Community Relations Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30.
- f. A salary will be paid to the Food Bank Coordinator in the amount of One Thousand One Hundred Dollars (\$1100.00) per month. Half of this will be paid by the Graduate Students' Association and the other half will be paid by the Students' Union.
- g. A salary will be paid to the Student Activities Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30.
- h. A salary will be paid to the Director of Information Services in the amount of One Thousand Three Hundred and Nineteen (\$1319.00) Dollars per month.
- i. A salary will be paid to the Associate Director of Information Services (Admin.) in the amount of Eight Hundred Seventy Six (\$876.00) Dollars per month.
- j. A salary will be paid to the Associate Director of Information Services (Information) in the amount of Eight Hundred Seventy Six (\$876.00) Dollars per month.

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- k. A salary will be paid to the Director of the Student OmbudService in the amount of One Thousand Two Hundred Sixty Seven (\$1267.00) Dollars per month.
- l. A salary will be paid to the Director of Safewalk in the amount of One Thousand Two Hundred and Ninety Four (\$1294.00) Dollars per month.
- m. A salary will be paid to the Associate Director of Safewalk in the amount of Six Hundred Thirteen (\$613.00) Dollars per month.
- n. A salary will be paid to the Director of Student Groups in the amount of One Thousand One Hundred and Eight (\$1108.00) Dollars per month.
- o. A salary will be paid to the Associate Director of Student Groups in the amount of Six Hundred Thirteen (\$613.00) Dollars per month.
- p. A salary will be paid to the Student Distress Centre Director Help in the amount of One Thousand Two Hundred and Ninety Four (\$1294.00) Dollars per month.
- q. A salary will be paid to the Associate Director of the Student Distress Centre in the amount of Five Hundred Eighty (\$580.00) Dollars per month.
- r. A salary will be paid to the Director of the Environmental Coordination Office of Students in the amount of Seven Hundred Eighty-Three Dollars (\$783.00) per month.
- s. A salary will be paid to the Associate Director of the Environmental Co-Ordination Office of Students in the amount of Three Hundred Fifty Dollars (\$350.00) per month.
- t. An honoraria will be paid to the Chief Returning Officer in the amount of Three Thousand Six Hundred (\$3600.00) Dollars for the term of May 1 to April 30,
- u. An honoraria will be paid to each Deputy Returning Officer in the amount of One Thousand (\$1000.00) Dollars for the term of October 1 to April 30.

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Indexing

10. Students' Council reserves the right to increase the salaries and honoraria embodied in this bylaw by an amount no greater than the cost of living settlement negotiated with the Canadian Union of Public Employees (CUPE) Local 1368.
11. Indexing adjustments approved by Students' Council are to be timed according to the indexing schedules embodied in the CUPE Local 1368/Students' Union Collective Agreement.
12. In the event that the Collective Agreement cited in Section 15 of this Bylaw does not take effect concurrently with the appointment of positions embodied in this Constitution, indexing adjustments will be made effective May 1 of the first year of the new Collective Agreement.

Final Reports

13. Students' Council may make a portion of an employee's honorarium or final monthly salary payable upon receipt of a final report by the Executive Committee

Bylaw 3200

A Bylaw Respecting the Honoraria and Salaries Paid by the Students' Union to Term and Elected Employees

- Short Title** 1. This Bylaw may be referred to as the "Honoraria and Salaries Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Board" means the Financial Affairs Board, and includes a committee of the Board established in accordance with Section 3;
 - b. "Council" means the Students' Council;
 - c. "D.I.E. Board" means the Discipline, Interpretation and Enforcement Board;
 - d. "Fee for Services" means a payment or series of payments to a student not exceeding an aggregate of \$2,000.00 in any fiscal year, as payment for services rendered in accordance with a Bylaw or a written agreement executed pursuant to a Bylaw;
 - e. "Fiscal Year" has the same meaning as in the Conduct of Business Bylaw;
 - f. "Honorarium" means a single payment to a student as a token of appreciation for service rendered to the Students' Union, but it will not include any fee for services or salary payment;
 - g. "Salary" means a continuing series of periodic payments to a student or employee of the Students' Union as payment for services rendered, and directly proportional to the period of time which the services were rendered.
- Committee of Board** 3. The Financial Affairs Board may constitute a committee of its members for the execution of any duty mentioned in this Bylaw, and that committee will comprise not less than five members of whom a minimum of two will be members of Council and a minimum of two will not be members of Council.

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- Concurrence of Council** 4. If the Board makes a decision that a payment be made pursuant to this or any other Bylaw, no payment will be made unless the decision is concurred with by a majority vote of Council on a motion to that effect.
- Function of Board** 5. a. Subject to Section 2, the Board:
i. may decide the exact amount of an honorarium, salary or fee for service provided for by a Bylaw or motion of Council but whose value is not set;
ii. may decide the amount of an honorarium or salary not provided by a Bylaw or motion of Council; and,
iii. may recommend to Council variations in any Bylaws or motions of Council governing the terms or amounts of an honorarium, salary or fee for service.
- Honoraria Payable** 6. An honorarium may be paid to any person whom Students' Council deems fit.
7. No honorarium may be paid to any person:
a. Who is already in receipt of a salary; or,
b. Who has already received, during that fiscal year, one or more honoraria with an aggregate value exceeding five hundred (\$500.00) dollars.
- Fees Payable** 8. A fee for service may be paid to any or all of:
a. A member of the Discipline, Interpretation and Enforcement (D.I.E.) Board for participation in a proceeding of that Board;
b. The Chief Returning Officer for conducting an election or referendum;
c. Any person that Students' Council deems fit.
- Salaries Payable** 9. a. A salary will be paid to the Speaker of the Students' Council in the amount of One Hundred Thirty (\$130.00) Dollars per meeting of Students' Council.
b. A salary will be paid to the Recording Secretary of the Students' Council in the amount of Seventy Nine Dollars Ninety Five (\$79.95) Cents per meeting of Students' Council.

- c. A salary will be paid to a member of the Executive Committee in the amount of One Thousand Six Hundred Thirty Seven (\$1637.00) Dollars per month.
- d. A salary will be paid to the Academic Affairs Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30
- e. A salary will be paid to the Community Relations Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30.
- f. A salary will be paid to the Food Bank Coordinator in the amount of One Thousand One Hundred Dollars (\$1100.00) per month. Half of this will be paid by the Graduate Students' Association and the other half will be paid by the Students' Union.
- g. A salary will be paid to the Student Activities Coordinator in the amount of One Thousand Fifty Six (\$1056.00) Dollars per month from May 1 to August 31 and Nine Hundred Twenty Four (\$924.00) Dollars per month from September 1 to April 30.
- h. A salary will be paid to the Director of Information Services in the amount of One Thousand Three Hundred and Nineteen (\$1319.00) Dollars per month.
- i. A salary will be paid to the Associate Director of Information Services (Admin.) in the amount of Eight Hundred Seventy Six (\$876.00) Dollars per month.
- j. A salary will be paid to the Associate Director of Information Services (Information) in the amount of Eight Hundred Seventy Six (\$876.00) Dollars per month.

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k. A salary will be paid to the Director of the Student OmbudService in the amount of One Thousand Two Hundred Sixty Seven (\$1267.00) Dollars per month.

l. A salary will be paid to the Director of Safewalk in the amount of One Thousand Two Hundred and Ninety Four (\$1294.00) Dollars per month.

m. A salary will be paid to the Associate Director of Safewalk in the amount of Six Hundred Thirteen (\$613.00) Dollars per month.

n. A salary will be paid to the Director of Student Groups in the amount of One Thousand Two Hundred One Hundred and Eight (\$1200 ~~1408~~.00) Dollars per month.

~~o. A salary will be paid to the Associate Director of Student Groups in the amount of Six Hundred Thirteen (\$613.00) Dollars per month.~~

~~op.~~ A salary will be paid to the Student Distress Centre Director Help in the amount of One Thousand Two Hundred and Ninety Four (\$1294.00) Dollars per month.

~~q. A salary will be paid to the Associate Director of the Student Distress Centre in the amount of Five Hundred Eighty (\$580.00) Dollars per month.~~

~~pr.~~ A salary will be paid to the Director of the Environmental Coordination Office of Students in the amount of One Thousand Two Hundred Seven Hundred Eighty Three Dollars (\$1200 ~~783~~.00) per month.

~~s. A salary will be paid to the Associate Director of the Environmental Co-Ordination Office of Students in the amount of Three Hundred Fifty Dollars (\$350.00) per month.~~

qt. An honoraria will be paid to the Chief Returning Officer in the amount of Three Thousand Six Hundred (\$3600.00) Dollars for the term of May 1 to April 30,

ru. An honoraria will be paid to each Deputy Returning Officer in the amount of One Thousand (\$1000.00) Dollars for the term of October 1 to April 30.

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- s. A salary will be paid to the Associate Director (Financial Information) of the Student Financial Aid and Information Centre and the Associate Director (Access Fund) of the Student Financial Aid and Information Centre in the amount of Nine Hundred Twenty Four Dollars (\$924.00) per month.
- t. A salary will be paid to the Orientation Program Co-ordinator and the Orientation Volunteer Co-ordinator in the amount of One Thousand and Fifty Six Dollars (\$1056.00) per month from May 1 to August 31 and Nine Hundred and Twenty Four Dollars (\$924.00) from September 1 to April 30.

Indexing

- 10. Students' Council reserves the right to increase the salaries and honoraria embodied in this bylaw by an amount no greater than the cost of living settlement negotiated with the Canadian Union of Public Employees (CUPE) Local 1368.
- 11. Indexing adjustments approved by Students' Council are to be timed according to the indexing schedules embodied in the CUPE Local 1368/Students' Union Collective Agreement.
- 12. In the event that the Collective Agreement cited in Section 15 of this Bylaw does not take effect concurrently with the appointment of positions embodied in this Constitution, indexing adjustments will be made effective May 1 of the first year of the new Collective Agreement.

Final Reports

- 13. Students' Council may make a portion of an employee's honorarium or final monthly salary payable upon receipt of a final report by the Executive Committee

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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) 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) voting members of Students' Council to serve as members of the Nominating Committee.
c. The President 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-two (22) autonomous groups, with duties as follows:
- 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

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- b. Nominating Committee Group "1" for the Director of Information/Services will consist of:
 - i. the outgoing President of the Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate.

**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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Student Distress Centre, appointed by the Student Services Manager; and,
 - vii. 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate; and,
 - vii. the Dean of Students or designate, 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate.

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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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Student Groups, appointed by the General Manager or designate; and,
 - vii. the Dean of Students or Designate

Group 6 Director of the Environmental Co- ordination Office of Students

- a. Nominating Group "6" will be responsible for selecting a candidate for the following position:
 - i. Director of the Environmental Co-ordination Office of Students
- b. Nominating Committee Group "6" for the Director of the Environmental Co-ordination Office of Students will consist of:
 - i. The outgoing President on the Students' Union, as chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Environmental Coordination Office of Students, appointed by the General Manager or designate.

Group 7 Academic Affairs Coordinator

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

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- b. Nominating Committee Group "6" will consist of:
 - i. the outgoing Vice-President Academic of the Students' Union, as Chair;
 - ii. the incoming Vice-President Academic of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - iv. one (1) voting member of Students' Council.

**Group 8
Community
Relations
Coordinator**

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

**Group 9
Student Activities
Coordinator**

- a. Nominating Committee Group "9" 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 Students' Union, as Chair;
 - ii. the incoming Vice-President Student Life of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - 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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- b. Nominating Committee Group "10" will consist of:
 - i. the outgoing Vice-President Student Life of the Students' Union, as Chair;
 - ii. the incoming Vice-President Student Life of the Students' Union;
 - iii. one (1) voting member of Students' Council;
 - iv. the University Athletics Board President; and,
 - 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 Students' Union as Chair;
 - ii. the incoming President of the Students' Union;
 - 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 of the Students' Union as Chair,
 - ii. the incoming President of the Students' Union;
 - iii. one (1) student-at-large member;
 - iv. one (1) voting member of Students' Council; and,
 - v. the 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - 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, as Chair;
 - ii. the incoming Vice-President Academic of the Students' Union;
 - 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.
- b. Nominating Committee Group "15" will consist of:
 - i. the outgoing Vice-President External of the Students' Union, as Chair;
 - ii. the incoming Vice-President External of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - iv. one (1) voting member of Students' Council.

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**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 Students' Union, as Chair;
 - ii. the incoming Vice-President Operations & Finance of the Students' Union;
 - 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;

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

**Group 18
Associate Directors
of Information
Services**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
 - i. Associate Director (Administration) of Information Services;
 - ii. Associate Director (Information) of Information Services;

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

**Group 19
Associate Director
of the 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 General Manager or designate, as Chair;
 - ii. the incoming Director of the Student Distress Centre, as a voting member;
 - iii. the incoming Vice-President Student Life of the Students' Union, as a voting member;
 - iv. two (2) Student Distress volunteers as voting members, appointed by the General Manager or designate.

**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 General Manager or designate, as Chair;
 - ii. the incoming Director of Safewalk, as a voting member;
 - iii. two (2) Safewalk volunteers as voting members, appointed by the General Manager or designate; and,
 - iv. the incoming Vice-President Student Life of the Students' Union, 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

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- b. Nominating Committee Group "21" will consist of:
 - i. the General Manager or designate, as Chair;
 - ii. the incoming Vice-President Student Life of the Students' Union, as a voting member;
 - iii. the incoming Director of Student Groups, as a voting member;
 - iv. the Dean of Students or designate, as a voting member;
 - v. one (1) member of a Student Group as a voting member, appointed by the General Manager or designate.

**Group 22
Associate Director
of the
Environmental Co-
ordination Office of
Students**

- a. Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:
 - i. Associate Director of the Environmental Co-ordination Office of Students
- b. Nominating Group "22" will consist of:
 - i. the General Manager or designate, as Chair;
 - ii. the incoming Vice President (Student Life) of the Students' Union, as a voting member;
 - iii. the Incoming Director of the Environmental Co-ordination Office of Students, as a voting member;
 - iv. two (2) participants in the programs of the Environmental Co-ordination Office of Students as voting members, appointed by the General Manager or designate.

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.

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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.
 - 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 Official Student Newspaper not less than one (1) week before the application deadline all positions available for students participation in the Students' Union.
 - 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 President 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 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) 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) voting members of Students' Council to serve as members of the Nominating Committee.
c. The President 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-two (22) autonomous groups, with duties as follows:
- 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

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- b. Nominating Committee Group "1" for the Director of Information/Services will consist of:
 - i. the outgoing President of the Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate.

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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Student Distress Centre, appointed by the Student Services Manager; and,
 - vii. 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate; and,
 - vii. the Dean of Students or designate, 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 General Manager or designate.

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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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Student Groups, appointed by the General Manager or designate; and,
 - vii. the Dean of Students or Designate

Group 6 Director of the Environmental Co- ordination Office of Students

- a. Nominating Group "6" will be responsible for selecting a candidate for the following position:
 - i. Director of the Environmental Co-ordination Office of Students
- b. Nominating Committee Group "6" for the Director of the Environmental Co-ordination Office of Students will consist of:
 - i. The outgoing President on the Students' Union, as chair;
 - ii. the incoming President of the Students' Union;
 - iii. the General Manager or designate, 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 Environmental Coordination Office of Students, appointed by the General Manager or designate.

Group 7 Academic Affairs Coordinator

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

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- b. Nominating Committee Group "6" will consist of:
 - i. the outgoing Vice-President Academic of the Students' Union, as Chair;
 - ii. the incoming Vice-President Academic of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - iv. one (1) voting member of Students' Council.

**Group 8
Community
Relations
Coordinator**

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

**Group 9
Student Activities
Coordinator**

- a. Nominating Committee Group "9" 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 Students' Union, as Chair;
 - ii. the incoming Vice-President Student Life of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - 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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- b. Nominating Committee Group "10" will consist of:
 - i. the outgoing Vice-President Student Life of the Students' Union, as Chair;
 - ii. the incoming Vice-President Student Life of the Students' Union;
 - iii. one (1) voting member of Students' Council;
 - iv. the University Athletics Board President; and,
 - 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 Students' Union as Chair;
 - ii. the incoming President of the Students' Union;
 - 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 of the Students' Union as Chair,
 - ii. the incoming President of the Students' Union;
 - iii. one (1) student-at-large member;
 - iv. one (1) voting member of Students' Council; and,
 - v. the 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 Students' Union, as Chair;
 - ii. the incoming President of the Students' Union;
 - 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, as Chair;
 - ii. the incoming Vice-President Academic of the Students' Union;
 - 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.
- b. Nominating Committee Group "15" will consist of:
 - i. the outgoing Vice-President External of the Students' Union, as Chair;
 - ii. the incoming Vice-President External of the Students' Union;
 - iii. one (1) student-at-large member; and,
 - iv. one (1) voting member of Students' Council.

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**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 Students' Union, as Chair;
 - ii. the incoming Vice-President Operations & Finance of the Students' Union;
 - 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;

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

**Group 18
Associate Directors
of Information
Services**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
 - i. Associate Director (Administration) of Information Services;
 - ii. Associate Director (Information) of Information Services;

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- 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
 - iii. two (2) members of Information Registries (preferably outgoing Associate Directors) appointed by the Student Services Manager.

**~~Group 19
Associate Director
of the 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 General Manager or designate, as Chair;
 - ii. the incoming Director of the Student Distress Centre, as a voting member;
 - iii. the incoming Vice-President Student Life of the Students' Union, as a voting member;
 - iv. two (2) Student Distress volunteers as voting members, appointed by the General Manager or designate.~~

**Group 1920
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 General Manager or designate, as Chair;
 - ii. the incoming Director of Safewalk, as a voting member;
 - iii. two (2) Safewalk volunteers as voting members, appointed by the General Manager or designate; and,
 - iv. the incoming Vice-President Student Life of the Students' Union, 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~~

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- b. ~~Nominating Committee Group "21" will consist of:~~
 - i. ~~the General Manager or designate, as Chair;~~
 - ii. ~~the incoming Vice-President Student Life of the Students' Union, as a voting member;~~
 - iii. ~~the incoming Director of Student Groups, as a voting member;~~
 - iv. ~~the Dean of Students or designate, as a voting member;~~
 - v. ~~one (1) member of a Student Group as a voting member, appointed by the General Manager or designate.~~

**Group 22
Associate Director
of the
Environmental Co-
ordination Office of
Students**

- a. ~~Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:~~
 - i. ~~Associate Director of the Environmental Co-ordination Office of Students~~
- b. ~~Nominating Group "22" will consist of:~~
 - i. ~~the General Manager or designate, as Chair;~~
 - ii. ~~the incoming Vice President (Student Life) of the Students' Union, as a voting member;~~
 - iii. ~~the Incoming Director of the Environmental Co-ordination Office of Students, as a voting member;~~
 - iv. ~~two (2) participants in the programs of the Environmental Co-ordination Office of Students as voting members, appointed by the General Manager or designate.~~

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Group 20
Associate Director
(Financial
Information) of the
Student Financial
Aid and
Information Centre

- a. Nominating Committee Group “20” will be responsible for selecting a candidate for the following position:
 - i. Associate Director (Financial Information) of the Student Financial Aid and Information Centre
- b. Nominating Group “20” will consist of:
 - i. the General Manager or designate, as Chair;
 - ii. the Director of the Student Financial Aid and Information Centre
 - iii. the Incoming Vice President Operations & Finance
 - iv. two (2) Student Financial Aid and Information Centre staff members, as selected by the Director of the Student Financial Aid and Information Centre.

Group 21
Associate Director
(Access Fund) of
the Student
Financial Aid and
Information Centre

- a. Nominating Committee Group “21” will be responsible for selecting a candidate for the following position:
 - i. Associate Director (Access Fund) of the Student Financial Aid and Information Centre
- b. Nominating Group “21” will consist of:
 - i. the General Manager or designate, as Chair;
 - ii. the Director of the Student Financial Aid and Information Centre
 - iii. the Incoming Vice President Operations & Finance
 - iv. two (2) Student Financial Aid and Information Centre staff members, as selected by the Director of the Student Financial Aid and Information Centre.

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.

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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.
 - 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 Official Student Newspaper not less than one (1) week before the application deadline all positions available for students participation in the Students' Union.
 - 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 President 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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CURRENT

Bylaw 4200

A Bylaw Respecting the External Affairs Board of the Students' Union

- Short Title** 1. This Bylaw may be referred to as the "External Affairs Board Bylaw".
- Definitions** 2. a. "EAB" will mean the External Affairs Board
b. "CASA" will mean the Canadian Alliance of Student Associations;
c. "Board" will mean the External Affairs Board.
- Start-up** 3. a. The External Affairs Board shall be appointed by Students' Council by June 30 of each year.
b. The Incoming Chair shall announce the date of the first meeting, and establish the dates of subsequent meetings.
- Mandate** 3. The External Affairs Board shall:
a. Create and coordinate projects on campus involving the student populace, and off campus involving students and members of the community at large;
b. Make recommendations to Students' Council regarding political issues, and form policies on such issues subject to Students' Council approval;
c. Monitor the accessibility, funding and quality of post-secondary education in Alberta;
d. Coordinate the efforts of the student lobby specifically by:
i. promoting awareness of student issues on campus;
ii. investigating issues of moment brought to its attention by the Chair;
iii. acting as liaison between concerned student groups interested in assisting the student lobby and the External portfolio.
e. Have the authority to vote on and ratify CASA motions with the exception of motions regarding fee increases, with the results being forwarded to Students' Council as information items.
- Composition** 4. The External Affairs Board shall be composed of:

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- a. the Vice-President External of the Students' Union;
- b. 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 vacant position(s) on the External Affairs Board;
- c. six (6) students-at-large;
- d. the Community Relations Coordinator, as a non-voting member.

Chair

- 5. a. The Chair of the External Affairs Board shall be the Vice-President External.
- b. The Community Relations Coordinator shall serve as the Secretary of the Board.
- c. Should the Chair be absent, their designee shall be the chair. In the absence of a designee, a member of the Board will be elected as Chair at that meeting.

Quorum

- 6. Quorum of the External Affairs Board shall be five (5) voting members and the Chair or their designee.

Conduct of Business

- a. The Chair, Community Relations Coordinator or any three (3) members of the Board may call a meeting. At least thirty-six (36) hours notice shall be given to all members.
- b. In the case of a tie vote, the Chair shall decide the matter.
- c. Board minutes and recommendations shall be made available to Board members and/or 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 4200

A Bylaw Respecting the External Affairs Board of the Students' Union

- Short Title** 1. This Bylaw may be referred to as the "External Affairs Board Bylaw".
- Definitions** 2. a. "EAB" will mean the External Affairs Board
b. ~~"CASA" will mean the Canadian Alliance of Student Associations;~~
b e. "Board" will mean the External Affairs Board.
- Start-up** 3. a. The External Affairs Board shall be appointed by Students' Council by June 30 of each year.
b. The Incoming Chair shall announce the date of the first meeting, and establish the dates of subsequent meetings.
- Mandate** 3. The External Affairs Board shall:
a. Create and coordinate projects on campus involving the student populace, and off campus involving students and members of the community at large;
b. Make recommendations to Students' Council regarding political issues, and form policies on such issues subject to Students' Council approval;
c. Monitor the accessibility, funding and quality of post-secondary education in Alberta;
d. Coordinate the efforts of the student lobby specifically by:
i. promoting awareness of student issues on campus;
ii. investigating issues of moment brought to its attention by the Chair;
iii. acting as liaison between concerned student groups interested in assisting the student lobby and the External portfolio.
e. ~~Have the authority to vote on and ratify CASA motions with the exception of motions regarding fee increases, with the results being forwarded to Students' Council as information items.~~
- Composition** 4. The External Affairs Board shall be composed of:

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- a. the Vice-President External of the Students' Union;
- b. 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 vacant position(s) on the External Affairs Board;
- c. six (6) students-at-large;
- d. the Community Relations Coordinator, as a non-voting member.

Chair

- 5. a. The Chair of the External Affairs Board shall be the Vice-President External.
- b. The Community Relations Coordinator shall serve as the Secretary of the Board.
- c. Should the Chair be absent, their designee shall be the chair. In the absence of a designee, a member of the Board will be elected as Chair at that meeting.

Quorum

- 6. Quorum of the External Affairs Board shall be five (5) voting members and the Chair or their designee.

Conduct of Business

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

May 4/01
Aug 15/00
Apr. 7/98
Nov. 14/96
Jul 5/89

**AGREEMENT
Between**

**THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA
(hereinafter referred as the "Union")**

AND

**THE STUDENTS' ASSOCIATION OF THE KEYANO COLLEGE
(hereinafter referred as the "Association")**

In consideration of the benefits offered to each party herein, the Union and the Association agree to the following terms, provisions, and conditions:

1. The Union and the Association shall each levy their membership fees on all students enrolled at their respective institutions, as allowed for and provided under the Constitution of each organization, as amended from time-to-time.
2. Where a student is enrolled at the University of Alberta but attends all of his/her classes at Keyano College, the Union shall forward to the Association eighty per cent (80%) of the membership fee collected from that student. Where possible, the Union shall forward these funds within ten (10) days of their receipt by the Union.
3. Where a student is enrolled at Keyano College but attends all of his/her classes at the University of Alberta, the Association shall forward to the Union eighty per cent (80%) of the membership fee collected from that student. Where possible, the Association shall forward these funds within ten (10) days of their receipt by the Association.
4. A student having a portion of his/her fee forwarded pursuant to Sections 2 and 3 of this Agreement shall be considered to be a member of both the Union and the Association, and shall enjoy all rights and privileges afforded by such membership.
5. This agreement shall come into effect on August 31, 2003, and shall continue until such time as either party terminates it as provided for herein.
6. This agreement may be amended at any time by mutual agreement of the Union and the Association.
7. Except as specifically provided for elsewhere herein, this agreement may only be terminated by either party delivering written notification of termination to the other party on or before December 31 for the termination to be effective August 31 of the following calendar year.

Dated at Edmonton, Alberta this _____ day of _____, 2003

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

**STUDENTS' ASSOCIATION OF
KEYANO COLLEGE**

Per _____

Per _____

Per _____

Per _____

AGREEMENT
Between

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA
(hereinafter referred as the "Union")

AND

GRANDE PRARIE REGIONAL COLLEGE STUDENTS' ASSOCIATION
(hereinafter referred as the "Association")

In consideration of the benefits offered to each party herein, the Union and the Association agree to the following terms, provisions, and conditions:

1. The Union and the Association shall each levy their membership fees on all students enrolled at their respective institutions, as allowed for and provided under the Constitution of each organization, as amended from time-to-time.
2. Where a student is enrolled at the University of Alberta but attends all of his/her classes at Grande Prairie Regional College, the Union shall forward to the Association eighty per cent (80%) of the membership fee collected from that student. Where possible, the Union shall forward these funds within ten (10) days of their receipt by the Union.
3. Where a student is enrolled at Grande Prairie Regional College but attends all of his/her classes at the University of Alberta, the Association shall forward to the Union eighty per cent (80%) of the membership fee collected from that student. Where possible, the Association shall forward these funds within ten (10) days of their receipt by the Association.
4. A student having a portion of his/her fee forwarded pursuant to Sections 2 and 3 of this Agreement shall be considered to be a member of both the Union and the Association, and shall enjoy all rights and privileges afforded by such membership.
5. This agreement shall come into effect on August 31, 2003, and shall continue until such time as either party terminates it as provided for herein.
6. This agreement may be amended at any time by mutual agreement of the Union and the Association.
7. Except as specifically provided for elsewhere herein, this agreement may only be terminated by either party delivering written notification of termination to the other party on or before December 31 for the termination to be effective August 31 of the following calendar year.

Dated at Edmonton, Alberta this _____ day of _____, 2003

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

**GRANDE PRARIE REGIONAL
COLLEGE STUDENTS'
ASSOCIATION**

Per _____

Per _____

Per _____

Per _____

**MIKE REID
BOARD OF GOVERNORS**

**REPORT TO STUDENTS' COUNCIL
18 March 2003**

1. Board Meeting on 14 March 2003

a) University Budget

The Budget for next fiscal year was approved. It calls for a \$7.9 million dollar deficit as part of the three-year rolling budget plan approved last year. The deficit will be gone after year three. This approach was approved last academic year; it gradually eliminates the University's structural deficit over several years. (The alternative would have been a slash-and-burn approach in a single year.)

b) Other Approvals

(i) Energy Management Program

Approved the borrowing and expenditure of \$3.5 million for the first year of an Energy Management Program designed to improve efficiencies in energy use.

(ii) Utilities Plant Expansion

Approved the borrowing and expenditure of \$13.5 million to upgrade utilities plant. Given the construction of new buildings, this upgrade is necessary.

(iii) Ziedler Family Gastroenterology Health and Research Centre.

Approved the borrowing and expenditure of \$6.5 million for this facility and a "Clinical Training Centre". It will be located next to the new HRIF building block.

c) Instructional Fees

The Instructional Fees were approved for next year. If you would like details, please let me know and I will provide you with numbers.

d) Other Major Points

- Approved the new Provost and Vice-President (Academic): Dr. Carl Amrhein. He is presently the Dean of Arts and Science at the University of Toronto.
- Congrats to Councilor Steve Schendel, who has won an Alumni Advantage Scholarship and a Maimie S. Simpson Memorial Scholarship.