

University of Alberta Students' Union

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday November 18, 2003 – 6:00 p.m.
Council Chambers 2-1 University Hall

2003-17/6

QUESTION PERIOD

2003-17/6c

SMITH - In March of this year, an item came forward from in the Executive Committee report mandating the removal from the Students' Union building of the Video Information Display System (VIDS). This represented the viewpoint of four of five members of the Executive Committee (the fifth abstained) that, given the various options available in dealing with VIDS, the best and most cost-effective solution was to remove them entirely. Three members of the current Executive were, at the time, voting members of Council - the President (who was at the time the Vice President (Academic), and who provided the abstention on this vote in the Executive Committee), the Vice President (External) (who was at the time a Science Councilor), and the Vice President (Academic) (who was at the time an Education Councilor). All three of these opposed the removal of VIDS, on the grounds that there was a way to make them useful to students without pouring large sums of money down a metaphorical drain. Approximately one half of the Executive Committee's term has now elapsed, and VIDS continues to be useless. What action, if any, will any member of the Executive Committee make to ensure that they will either be made useful at little or no cost, as was committed to last year in Students' Council, or remove them, as was unsuccessfully proposed by the last Executive Committee?

LO - Councilor Smith, I defer to the President.

2003-17/10

LEGISLATION

2003-17/10b

BRECHTEL/SMITH MOVED THAT Students' Council, upon the recommendation of the Internal Review Board, approve the following principles (FIRST Reading):

1. That the Students' Union have one body responsible for the interpretation of Students' Union legislation.
2. That this body be called the Students' Union Tribunal, and that it be composed of between eight and eleven undergraduate students acting as tribunes.

3. That any undergraduate student excepting those serving as tribunes, any Students' Union constituted body excepting the Students' Union Tribunal, and Students' Council all have the authority to initiate a complaint about a contravention of Students' Union legislation and to request an interpretation of Students' Union legislation.
4. That tribunes be selected by a Tribune Selection Committee to be composed of two voting members of the Executive Committee, as selected by the Executive Committee, two voting members of Students' Council, as selected by Students' Council, and two tribunes, as selected by the Students' Union Tribunal.
5. That the Tribune Selection Committee have a quorum of five members, and that any candidate for tribune must be selected by a two-thirds majority vote of the Tribune Selection Committee.
6. That the chair of the Tribune Selection Committee be elected by and from the Tribune Selection Committee.
7. That the election of the chair and the selection of tribunes be reported to Students' Council, the Executive Committee, and the Students' Union Tribunal.
8. That there be a Chief Tribune and an Associate Chief Tribune, and that these be selected by simple majority vote of the Students' Union Tribunal, and that the names of the individuals holding these offices be reported to Students' Council, the Executive Committee, and the Tribune Selection Committee.
9. That all undergraduates excepting those serving as employees of the Students' Union or voting members of Students' Council or its subcommittees be eligible to serve as tribunes.
10. That tribunes serve until such time as they cease to be eligible, they resign, or they are removed by two-thirds majority vote of the Tribune Selection Committee.
11. That complaints or requests for interpretation must be submitted in writing to either the Chief Tribune or the Associate Chief Tribune.
12. That, complaints or requests for interpretation must be ruled upon by a panel of three tribunes within seven days of their receipt by the Chief Tribune or the Associate Chief Tribune.
13. That, in the case of complaints, the agreement of both the appellant(s) and respondent(s) be sufficient to extend the seven day period provided for in (12).
14. That, in the case of requests for interpretation, the agreement of the individual or body requesting interpretation be sufficient to extend the seven day period provided for in (12).
15. That the panel of three set out in (12) include exactly one of the Chief Tribune or the Associate Chief Tribune.
16. That appeals must be submitted in writing to the Chief Tribune or the Associate Chief Tribune within seven days of the ruling by the panel of three.
17. That appeals must be ruled upon by a panel of five tribunes not part of the panel of three, including exactly one of the Chief Tribune or the Associate Chief Tribune, within fourteen days of their receipt by the Chief Tribune or the Associate Chief Tribune.

18. That any Chief Tribune or Associate Chief Tribune who is not able to hear a complaint or request for interpretation due to conflict of interest be replaced on that complaint or request for interpretation by another tribune selected by the Students' Union Tribunal.
19. That the Chief Tribune or, in his/her absence, the Associate Chief Tribune be responsible for scheduling hearings and appointing tribunes to panels.
20. That the Students' Union Tribunal have the authority to strike down or declare of no force or effect any piece of Students' Union legislation that contradicts any other piece of Students' Union legislation.
21. That the Students' Union Tribunal have the authority to censure any member of the Students' Union.
22. That the Students' Union Tribunal have the authority to fine any employee of the Students' Union who reports to Students' Council or to the undergraduate student body as a whole an amount not to exceed twenty dollars.
23. That the Students' Union Tribunal have the authority to initiate a referendum on the vacation of any Students' Union elected office.
24. That the Students' Union Tribunal have the authority to initiate a referendum on the dissolution of Students' Council or of the Executive Committee.

2003-17/10c

SMITH/BAZIN MOVED THAT Students' Council, upon the recommendation of the Internal Review Board, approve the following principle (FIRST Reading):

That "None of the Above" not be eliminated when it is the candidate garnering the fewest votes in any round of voting in any Students' Union election, and that the candidate receiving the next fewest votes be eliminated in lieu of "None of the Above."

2003-17/11

NEW BUSINESS

2003-17/12

REPORTS

2003-17/12a

Mat Brechtel - President

Please see document LA 03-17.01

2003-17/12b

Janet Lo – Vice President Academic

Please see document LA 03-17.02

2003-17/12c

Undergraduate Board of Governors Representative

Please see document LA 03-17.03

2003-17/12d

Student Activities Coordinator

Please see document LA 03-17.04

2003-17/12e Athletics Campus Promotions Coordinators

Please see document LA 03-17.05

2003-17/12f Academic Affairs Coordinator

Please see document LA 03-17.06

2003-17/13

INFORMATION ITEMS

2003-17/13a Operating Policy 14.05 (rescinded)

Please see document LA 03-17.07

2003-17/13b FAMF Report

Please see document LA 03-17.08

MAT BRECHTEL - REPORT TO COUNCIL

Hello, and welcome to the Presidential report.

Today we will be discussing the activities of the President for the past three, yes three weeks! Without further ado, we'll attack the first of the three weeks: (Sept 28-Nov4)

The hiring of a new Safewalk Director—you have all seen the product of this process, but what you didn't see was the huge pool of highly qualified applicants, this group could have filled several directorships with ease. Kudos to Samantha Maxson who has been doing a wonderful job since she started.

Bill 43 Day of Action and Busing to meet MLA's—both of these events went off well. We had national media (Macleans) and some local media at the day of action, and we educated around 800 people with pamphlets and got near that many names and signatures on letters and petitions. The consolidated strike squad was a riot, as we visited several MLA offices, and while we were only graced with the presence of one MLA, we did get the chance, with our extra time, to wander around Edmonton center, where we ran into last year's BOG rep. He was amused.

BAC Meetings—negotiations continued for this week regarding multi year tuition. This has been a long process, and I am still hopeful that we will have something beneficial at the end of it. Even if we don't get something out of it, I will be proud to say that I tried to work with the administration in a collaborative process. However, by the time that you read this, we will know how this stands.

Issues with CBL in Nursing—I have heard many concerns regarding this program in Nursing for two years, and I have committed to look into it. I had two meetings regarding this with people related to the faculty, and I will continue to try and find resolution.

Planning for Tuition—I met in this timeline with several constituent groups to talk about how to integrate the tuition campaign with events happening in the first one to two weeks of January. Also, we have had into design the forms to create our off campus campaign, and already are working on our on campus campaign. We clarified the difference between the on and off campus campaigns and were setting up what designs were necessary.

IRB met and finalized the changes to the judicial system that you will be seeing today

Several discussions explaining why the Students' Union couldn't

Up and coming is the next week on the next page...

NOVEMBER 18, 2003

MAT BRECHTEL - REPORT TO COUNCIL

Page two, and the second and third weeks of the timeline (nov4-nov18)

CAUS provincial meeting—went to Lethbridge to attend the CAUS meeting. Discussed the state of the Bill 43 campaign, talked about upcoming tuition campaigns, talked about the commission on learning, talked about mobilizing the community around post secondary.

BAC—the same as last week, these discussions progressed on two separate occasions. What you see today is what was produced. Later BAC meetings will concern themselves depending on the product of our meeting today.

Quanterra—and all things related to business cases have become the new sink for my time. For those of you who don't know, the University is doing a business case on the bookstore that could see it becoming profit generating. This is of concern to the Students' Union, particularly considering the good relationship that we have had with the bookstore in the past.

TUPAC—TUPAC, TUPAC! How I love this committee. We have discussed what messaging and imaging to use, and that has become some larger ads and is soon going to be on a website and on posters and across the University, and now we have moved on to discussing the activities that we will be encouraging and sheparding across the Univeristy. This is fair warning to all councilors, that **I will expect to see you out to tuition activites and events.**

Outreach—I have done gripe tables and a faculty forum in the last week. As important as it is to outreach, I am still disappointed with the average student turnout at these events, so needless to say, we'll be having more! Or something...

Two days—wasted on these things called “holidays”.

Other general meetings—APC, CAPAC, repeated Bill 43 and Tuition meetings, Alumni council and student life subcommittee.

And I'm still making my class... mostly

Things to come:

Tuition tuition tuition: there will be December information and events, and January student activity events. We're hoping to have a finalized list of these by next meeting, to let you all know how the tuition campaign will flow out.

Bill 43—will be read and done. **WRITE YOUR MLA!**

Augustana agreement will be signed, High School leadership conference will happen, and it will be the month of my birthday

NOVEMBER 18, 2003

**Report to Students' Council from the Vice-President Academic
Tuesday, November 18, 2003**

"Two weeks in a nutshell"

By Janet Lo

- 1 hour of Budget Advisory Committee
- 2 hours of Committee for Learning Environment (GFC)
- 1 hour of GFC Policy Review Committee

- 2 hours of TUPAC
- 2 hours of AAB
- 1 cancelled AAB

- 1 Power Plant Drag Show

- 1 Breakfast with the VP Operations & Finance (course curriculum over coffee)

- 2 handbook meetings (1 with staff, 1 with Faculty Associations)
- 1 meeting with Cheryl Langelier (Director of InfoServ)

- 1 very long weekend, including:
 - 1 computer crashing and deleting all my files
 - 1 long night of intense stress
 - 1 Laurie Blakeman Bill 43 Party
 - 1 Broken Social Scene Concert (bravo!)
 - 1 Western Conference Final Victory
 - 2 Oiler Hockey Games
 - 1 Matrix Revolutions

- 2 weeks of extensive outreach:
 - 4 hours @ Faculte St Jean Gripe Table
 - 1 hour @ Education Faculty Forum
 - 4 hours @ Education/Native Studies Gripe Table
 - 2 hours @ Science Gripe Table
 - 1 hour @ Faculte St Jean Forum
 - 4 hours @ Dentistry-Pharmacy Gripe Table
 - 3 hours @ Executive Power Hour on SUB Stage

- 2 hours of meeting with Quantera

- 1 sick day (cough sputter cough)

- 3 hours of missed classes, 2 hours of classes actually gone to
(note to self: GO TO CLASS! Finals are coming!)

1 computer with recovered files! = 1 thankful VP Academic + 1 insanely great Technical Department! (especially Marc Dumouchel)

1 GREY CUP!!! WHOO HOO!! GO ESKS GO!!!

What's on tap for the next two weeks:

Bill 43 Stuff!

I'll be cutting down on work for the next two weeks for three things:

- a) to regain footing of my health;
- b) to write my paper;
- c) to study for my final exam.

Note to self: Not a good idea to skip multiple classes for work, as you get far far behind and it looks slimmer everyday that you'll be able to catch up. SOB!

Wed 19th: GFC Student Caucus, 5 pm, Student Groups Lounge

Thu 20th: GFC CAAST, Gripe Tables @ Law, Exec Power Hour @ SUB Stage (2pm), AAB @ 5pm

Fri 21st: Meeting with Quantera, GFC FDC, Gripe Tables @ Ag-For & Arts, Jadene-Janet Birthday Twister @ Plant

Sat 22nd: Hockey Heritage Classic!!!!

Mon 24th: GFC, FA Handbook Quote deadline

Tue 25th: Gripe Table @ Phys Ed & Rehab Med, TEISAC Meeting

Wed 26th: Meeting with Carole, CoFA Meeting @ Phys Ed

Thu 27th: GFC CLRC, Gripe Tables @ Engineering, Exec Power Hour @ SUB Stage (2pm), ONECard Advisory Group

Fri 28th: High School Leadership Conference, JANET'S PAPER DUE

Mon 1st: Gripe Tables @ Science

Tue 2nd: Gripe Tables @ Arts, Quantera Meeting, BAC

Wed 3rd: Gripe Tables @ Business, GFC CLE

TUE 9th: JANET'S FINAL EXAM

Alouettes Suck

BOG Rep Report to Council – November 18, 2003

Since My Last Report

October 9: TUPAC meeting
October 13: TUPAC meeting
October 17: TUPAC meeting
October 20: BOG Consultation Forum #2
October 21: Council meeting
October 24: BFPC meeting
 : TUPAC meeting
October 28: Council meeting
October 29: On-Campus Annual General Meeting
October 31: TUPAC meeting
November 1: Science banquet
November 4: Pizza Party for Scholastic Distinction Scholarship Recipients
 : Council meeting
November 6: BOG dinner
November 7: BOG meeting
November 12: Attended Bill 43 Presentation to law students
 : TUPAC meeting
November 13: CCRAP meeting
 : Happy birthday, Jadene!
November 15: Bar None...er...meeting...
November 18: Council meeting

Highlights

1) On-Campus Annual General Meeting

The AGM at Convocation Hall featured presentations by Dr. Fraser and Jim Edwards, Chair of the Board of Governors. In attendance were most of the University administration and members of the University community. Sadly, a half-hour Q&A was underused. Next year, I'm hoping this opportunity will be better advertised for students, and I would encourage members of the SU exec to attend.

2) Pizza Party for Scholastic Distinction Scholarship Recipients

This event was a pizza reception for recipients of the University's Scholastic Distinction Scholarships, the highest entrance scholarships awarded by the University. I had a chance to chat with the Board members in attendance, and

talked to a lot of new students about campus involvement, the SU, Bill 43, Mat Brechtel, and so on. I attended the same reception in 1997, so this was both nice and a little bit scary.

3) BOG dinner

Had some great discussions regarding University expansion, deferred maintenance, provincial lobbying, and the direction of the University. Looking forward to the retreat in December.

4) BOG meeting

- Dr. Fraser gave a two-hour report on government lobbying, BSE and oil sands research.
- The University is once again challenging the methodology of the Maclean's university rankings.
- Former GSA president Brad Wuetherick is current studying the role and value of research in the life of the University under the Office of the Vice-President (Research).
- The housing fee increase of 3% was approved.
- A consulting firm is currently conducting a business case review of the Bookstore, and is looking into possibly developing a coordinated strategy for all ancillaries at the University.

Coming Up

November 19: TUPAC meeting

November 20: BSHEC meeting

: taking part in convocation

December 11: BFPC meeting

December 12: BOG retreat

December 20: leaving the country

Random Thoughts

Congratulations Holly Higgins on completing your first half-marathon. Welcome to the club. ☺

Roman Kotovych

Undergraduate Board of Governors Representative

November 18th 2003

Activities from NOVEMBER:

Meetings

- Antifreeze Planning Committee
- Bi-weekly VPSL/SAC Meetings
- Gender Bender Meeting
- Caroling and Carolers Mtg
- Mixology Mtg.
- Movie night Mtg.

Just for Fun

- Drag Show Participation
- Weekend out of town
- Grey Cup!!!
- **Upcoming...Bachelor Bob Finale...Wed, Nov 19th 2-hour special**

Current Projects

- **Students' Union Christmas Party for Kids (SUCPK)**
 - The Lieutenant Governor of Alberta, The Honourable Lois Hole to attend as Santa's special helper
 - Crafts selected
 - Shopping to take place
 - Sponsorship
 - "Wish list" and contra recruitment in process
 - Caroling
 - Carols selected, books being made
 - 180+ volunteers to date!!
 - **Craft Sessions**
 - **Wednesday, Nov 19th 4pm-6pm 3rd floor SUB**
 - **Wednesday, Nov 26th 3pm-6pm 3rd floor SUB**
- **Antifreeze**
 - Registration this Thursday, 4:30pm at SUBstage, first come first serve
 - Information delivered to Students Groups and via Campus Recreation communication
- 1st semester programming
 - **Gender Bender 2003, Campus Drag Show**
 - Really good time had by everyone
 - 5 different competitors
 - 3 local Drag Queens including Miss Gay Edmonton 2003 and the Empress

November 18th Report by the ACPC's

As our first month as ACPCs for the Students Union we have discovered many new things and have set many goals for this year. These include many projects that will help achieve more success in promoting athletics around campus, as well as continuing with projects that have been established in years past. It is in our hopes that we will be able to bring more awareness to athletics on campus and attract more students to the games.

1. Bear Essentials
 - \$7 for a ticket to a game, burger and beverage at RATT
 - in the upcoming weeks, these will be promoted in classes around campus
2. Athletes Promoting Athletes
 - developing a program to encourage athletes to promote other teams as well as their own, by selling tickets to other games, helping out with promotions, as well as volunteering for Student Union Activities
3. A-Frames/Posters
 - These are large signs placed around campus with all upcoming sporting events on them, as well as specific tournaments
 - Also, placing "come watch us play" posters around campus
4. Chalkboard at RATT
 - A volunteer bar tender is responsible to update the weekly scores on a chalkboard in RATT (scores are sent to them via the "Scoresheet" from the A-Team)
5. Student Groups
 - We have been working with Carissa Reigner from Student groups helping better inform them about athletic events around campus
 - We provided them with the Revenue Generation Program through Athletic Ticket Sales, as a means for the student groups to fundraise
6. UAB
 - We have been attending the UAB meetings, helping out in any we can, informing the athletes of news from the Students Union and the A-Team, as well as getting them involved around campus
7. Promotions
 - We have been running approximately 3 promotions in different locations around campus in conjunction with the A-Team; these include trivia tables, info booths, roving with a mascot and specific team promotions
 - There have been some problems with these promotions in certain locations around campus, but it is currently being worked out in order to better promote athletics
8. Adopt-A-Student Group
 - This is a project in the works that will hopefully be implemented in the first week of January

- The idea is to match up an athlete with a student group to improve awareness of athletics, as well as to improve relations between athletes and other students
- It is our hope to also bring awareness to the Legacy Fund and the referendum that will be taking place
- Each athlete will bring a bag of goodies to the group, including games schedules, tickets to a game, various merchandise, and a profile of themselves and their team

We have really enjoyed our time thus far and are looking forward to the upcoming projects in the next few months. We would love to hear your feedback or any ideas or comments you may have, so please e-mail us!!!
acpc@su.ualberta.ca

Rae-Anne and Jenn

From the Office of Academic Affairs

(Approved Minutes Only)

Vice-President Academic: Janet Lo vp.academic@su.ualberta.ca
Academic Affairs Coordinator: Chris Henderson aac@su.ualberta.ca

Report to Students' Council
18 November, 2003

1) Academic Affairs Board

a. 20 October, 2003

i. Formal Motions Considered

DUBE/MCLAUGHLIN MOVED THAT the Academic Affairs Board endorse the recommendations put forth by the Students' Union President regarding Multi-Year Tuition discussion with the University of Alberta Administration.

JONES/HIRJI MOVED to table the previous motion.
(6/3) CARRIED

JONES/KATZ MOVED THAT the Academic Affairs Board explicitly reject and recommend that Students' Council reject the Multi-Year Tuition proposal by the Students' Union President and TUPAC. (5/3/1) CARRIED

DUBE/MCLAUGHLIN MOVED THAT should Students' Council approve the motion regarding Multi-Year Tuition proposal, the Academic Affairs Board recommend the following additions:

- 1) That the University budget will be built on reasonable estimates of CPI, utility costs, interest, and other variables.
- 2) That any negative variable shift to the University's expenditures and any positive shift to the University's revenues result in extra money coming back to students.
- 3) That the Students' Union have detailed access to the University's financial ledger.

and that Multi-Year Tuition decisions be contingent on a U of A student referendum question. (8/0) CARRIED

DUBE withdrew her tabled motion. No objections.

ii. Intriguing Topics of Discussion

1. Multi-Year Tuition

iii. In Attendance: 9

C. Jones, A. Abboud, L. McLaughlin, MM. Hirji, S. Kirkham, C. Wudarck, S. Katz, Z. Dube, D. Bullerwell, A. Sharma (Guest)

b. 30 October, 2003

i. Formal Motions Considered:

1. ABBOUD/WUDARCK move that the definition be taken as 'All the efforts of the SU that go to effect change within the University governance structure.'

CARRIED

ii. Intriguing Topics of Discussion:

1. Political Advocacy
2. Committee Direction

iii. In Attendance: 7

A Abboud, S Kirkham, S Katz, MM Hirji, C Jones, Z Dube, C. Wudarck

iv. Regrets:

D. Bullerwell, L McLaughlin

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA
OPERATING POLICY STATEMENT

<i>Policy Number:</i>	14.05	<i>Effective Date:</i>	<i>Page</i>	1
<i>of</i>	1			
<i>Responsibility for Policy:</i>		Executive Committee		
<i>Subject Matter</i>	- <i>Category:</i>	OPERATING POLICY (GENERAL)		
	- <i>Specific:</i>	GENERAL		
	- <i>Topic:</i>	Employee Travel		

Introduction:

Given the financial pressures facing post secondary education in general, and students in particular, the Students' Union believes that it's vital to secure inexpensive alternatives in the area of travel. As such:

Policy:

- 14.05.01 The Students' Union shall not pay for any air travel within the province of Alberta, except as part of a flight plan with an ultimate destination outside of Alberta.
- 14.05.02 The Students' Union shall not pay for any first class or business class ticket for any reason.
- 14.05.03 The Students' Union shall always endeavor to make travel arrangements that are as economical as possible in terms of time, money and environmental impact.

<u>Policy History:</u>	Date	Board/Committee	Date of Council Approval
Created	July 11, 2002	Executive Committee	July 16, 2002

November 15, 2003

Students' Council,

In accordance with Section 12 of Bylaw 8451, the Engineering Students' Society respectfully submits this report on the operations of the Faculty Association Membership Fee. This is the first such report submitted since the fee collection started. The next regular report to Students' Council will be submitted by March 15.

"12. Report of Operations

The Faculty Association shall submit a report detailing the operations and administration of its funds to date, including the refund provision, to Students' Council by November 15 and March 15. Additional reports may be requested by Students' Council, but must allow a reasonable time period for submission."

I will be available to answer questions during Question Period at the meeting of November 18th, or you can submit them to me at famf@ess.ualberta.ca. You may also want to refer to the website that has been developed to disseminate information on the fee, <http://www.ess.ualberta.ca/fee>.

Sincerely,



David Wepler
Faculty Association Membership Fee Administrator

Summary

This fall term, the Faculty Association Membership Fee was collected for the first time since it was passed by a referendum of engineering students in March 2002. The Engineering Students' Society has been working with the Students' Union, University of Alberta Financial Services, the Registrar's Office, and the Faculty of Engineering in order to put policies and other measures in place to ensure the accountable distribution of funds generated from student fees. Accountability has been the major guideline when developing the distribution process that starts when students pay the fee with their tuition, and ends when student groups document how they spent the money in order to improve extracurricular involvement.

Administration

The funds collected from students this term are currently being held by the Students' Union until such time as there is an account available to put them into. One of the guidelines from the proposal to Students' Council that oversees this fee is that funds collected must be held separately from the rest of the funds belonging to the Engineering Students' Society. We are currently in negotiations with the Faculty of Engineering to create such an account. It will also be combined with the Engineering Students' Activity Fund (ESAF), which also promotes extracurricular involvement but instead collects money from corporate donations. Since this account is not open yet, to date no funds have been dispersed.

Policy

The General Meeting of the Engineering Students' Society, which was open to all engineering students, passed three policies in regards to the Faculty Association Membership Fee on October 28th. These are all located in the Appendix of this report. The other motions passed at this meeting in regards to the allocation and equalization scheme are also included in the Appendix.

Refund mechanism

For students that are opposed to the Faculty Association Membership Fee, for whatever reason, they are allowed an opportunity to refund their payment. The rules governing this refund mechanism are outlined in the ESS Policy B.2.7 located in the Appendix. In accordance with this policy, a deadline for students to apply for a refund was set for 4:00pm on Friday, November 14th. Students were made aware of this deadline two weeks in advance through the EnggLink e-mail list, the ESS website, the Bridge newsletter, posters in every engineering building, and brochures available online and outside the ESS office. Ten students in total applied for a refund for both terms. Their payment will be refunded within one month of the ESS receiving the funds from the Students' Union, as per the policy.

APPENDIX

B.2.5 Distribution of Faculty Association Membership Fee

Relevant section of proposal to Students' Council regarding FAMF:

Scope

The Engineering Faculty Association Membership Fee is intended to replace the current Engineering Students' Society membership fee structure in order to create opportunities for student involvement and support engineering student activities.

Financial Oversight

The Engineering Students' Society will require financial statements from the recipients who are not the ESS or ESAF indicating the anticipated expenditures to be made with the allocated funds. The Faculty Association Membership Fee funds received from the Registrar will be held separately from the remainder of the ESS' funds, under policies established by the Board of Directors and approved by a General Meeting.

The ESS will also require annual reports indicating how funds received from the fee have been spent from each of the recipients (excluding the ESS and ESAF) by February 15 of each year, and compile a report for Students' Council by March 15 of each year indicating how the monies have been spent. The ESS will report to Students' Council as required by Bylaw 8451 and fully comply with any other legislation adopted by Students' Council with respect to financial oversight. The ESS will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

The Board of Directors of the Engineering Students' Society is delegated the authority to require from each of the recipients that they provide to the Board a satisfactory accounting of their spending of fee money, and may withhold allocated funds if such an accounting is not provided. A General Meeting may overturn, uphold, or vary the decision of the Board of Directors. The Financial Affairs Board of the Students' Union will be advised of actions taken by the Board of Directors and General Meetings.

Definitions:

- FAMF/ESAF Account – account held with the Faculty of Engineering to be used for the Faculty Association Membership Fee (FAMF) and the Engineering Students' Activity Fund (ESAF)
- ESPF Account – account held with the Faculty of Engineering, called the Engineering Student Projects Fund, to be used for the Student Projects
- ESPF Committee – committee for the distribution of funds in the ESPF Account, governed by the ESPF Bylaws

Policy:

1. Distribution of any funds allocated by a General Meeting to student projects recognized by the ESPF Committee will be conducted as follows:
 - a. Projects submit proposals to ESPF Committee, outlining the project's budget for the upcoming year including the amounts and items to be purchased with FAMF funding
 - b. ESPF Committee approves an allocation of the funds available from that term, based on the submitted proposals
 - c. Projects must document how FAMF funds are spent, and submit this information to the ESS as outlined in section 4, below

2. Distribution of any funds allocated by a General Meeting to discipline clubs recognized by the ESS will be conducted as follows:
 - a. Clubs submit proposals to the Board of Directors, outlining the club's budget for the upcoming year including the amounts and items to be purchased with FAMF funding
 - b. Board of Directors approves release of funds available from that term, based on the submitted proposals
 - c. Clubs must document how FAMF funds are spent, and submit this information to the ESS as outlined in section 4, below
3. Distribution of any funds allocated by a General Meeting to the ESS for specific purposes will be immediately upon receipt of the funds from the Students' Union.
4. Recipients who are not the ESS must provide the following information to the ESS no later than February 15
 - a. Detailed receipts for items spent in accordance with submitted proposals
 - b. Summary of how students have benefited from FAMF funding being allocated to that club or project
5. Recipients who are not the ESS that fail to submit the information outlined in section 4, above, may have additional allocated funding withheld, at the discretion of the Board of Directors.

B.2.6 Faculty Association Membership Fee Administrator

Relevant section of Students' Union Bylaw 8451:

12. The Faculty Association shall submit a report detailing the operations and administration of its funds to date, including the refund provision, to Students' Council by November 15 and March 15. Additional reports may be requested by Students' Council, but must allow a reasonable time period for submission

Policy:

1. The Faculty Association Membership Fee Administrator will be appointed annually by the Comptroller.
2. The Faculty Association Membership Fee Administrator will report to the Board of Directors.
3. The Faculty Association Membership Fee Administrator will perform those tasks associated with administering the Faculty Association Membership Fee.

B.2.7 Refund Mechanism for Faculty Association Membership Fee

Relevant section of Bylaw 8451:

10. A Faculty Association Membership Fee shall have an option for those who are philosophically opposed or unable to pay the fee to be reimbursed. The Faculty Association will provide for this refund, within the scope of the proposal approved by Students' Council per section 7 (c).

Relevant section of proposal to Students' Council:

Refund mechanism

The Engineering Students' Society will be responsible for administering the refund mechanism. Engineering students must provide written notification of their intent to opt-out of the Faculty Association Membership Fee during the term that they have been paid. The Engineering Students' Society shall reimburse these students within one month of receiving the funds from the Registrar's Office.

Policy:

1. Members who have paid the Faculty Association Membership Fee will have the opportunity to have their contribution refunded, if they are philosophically opposed or otherwise unable to contribute to the fund.
2. The deadline for requesting a refund is decided by the Faculty Association Membership Fee Administrator, and must be at least one week in advance of the funds being distributed as per *B.2.5 Distribution of Faculty Association Membership Fee*.
3. The opportunity to refund a FAMF contribution, and the date of the deadline to request this refund, must be well advertised to members through several media formats at least two weeks before the deadline.
4. Members must complete the form available through the ESS, and submit it in hardcopy to the ESS office by the deadline mentioned in section 2, above.
5. The ESS will, upon verification of the members' payment of the FAMF, refund this contribution by whatever means available no later than one month after the ESS has received these funds.

**Motion passed by ESS General Meeting
October 28, 2003**

That the Faculty Association Membership Fee (FAMF), which is funded by a \$3.73 contribution per engineering student per term, be allocated according to the following:

\$1.00 Discipline clubs
\$1.00 Student Projects
\$0.50 Engineering Week
\$0.40 Engineer's Handbook
\$0.35 Conferences and Competitions
\$0.25 First Year Orientation
\$0.23 WESST/CFES Dues
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\$3.73 Total

(as per the Allocation section of the proposal to Students' Council)

**Motion passed by ESS General Meeting
October 28, 2003**

That the portion of the FAMF allocated to discipline clubs be further distributed as follows:

- each discipline club recognized by the ESS will receive base funding of \$100
- the remainder of the collected funds will be distributed on a per capita enrolment basis, based on official numbers that the ESS receives from the Faculty of Engineering
- fee contributions from special and visiting students will be distributed to the clubs based on the percentage of overall student population