

# STUDENTS' COUNCIL

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Tuesday December 7, 2004 – 6:00 p.m.  
Council Chambers 2-1 University Hall

## ORDER PAPER (SC 2004-18)

- 2004-18/1            CALL TO ORDER
- 2004-18/2            University of Alberta CHEER SONG "*Ring Out a Cheer*"
- 2004-18/3            SPEAKER'S BUSINESS
- 2004-18/4            APPROVAL OF THE ORDERS OF THE DAY
- 2004-18/5            PRESENTATIONS
- 2004-18/5a            Presentation on Augustana by Matthew Hubert.
- 2004-18/6            REPORTS
- 2004-18/6a            Lisa McLaughlin, Vice President (Academic)  
Please see document SC 04-18.01
- 2004-18/6b            Alex Abboud, Vice President (External)  
Please see document SC 04-18.02
- 2004-18/7            QUESTION PERIOD
- 2004-18/7a            LAU - Will the SU be running a tuition campaign in the run-up towards the BOG's final tuition decision?
- 2004-18/7b            LAU - Citizenship and Immigration Canada is allowing international students to work off-campus throughout Quebec, as a pilot initiative of sorts (Wright, Aaron. "Quebec int'l students to work off campus". Gateway 4, 04-Dec-02). It appears that CIC intends to extend this privilege to students in Quebec City and Montreal by 2006. Can an exec member please comment as to the situation in Quebec? Is it feasible, both in practice and in principle, for the SU to pursue such a policy for Alberta international students?
- 2004-18/8            EXECUTIVE COMMITTEE REPORT  
Please see document SC 04-18.03

2004-18/9

**BOARD AND COMMITTEE REPORTS**

2004-18/9a

Discipline, Interpretation and Enforcement Board Report

1. DIE Board Ruling #1 – November 18, 2004 (Reference: Universal Bus Pass Referendum Question).
2. DIE Board Ruling #2 – November 18, 2004 (Reference: Adam Knisely vs. The Vice President (Operations and Finance)).
3. DIE Board Ruling #3 – November 18, 2004 (Reference: Adam Knisely vs. The Vice President (Operations and Finance)).
4. Rules and Orders – passed November 26, 2004.

Please see document SC 04-18.04

2004-18/9b

**MOTION BY TAYLOR (VPSL), RESOLVED THAT** Students' Council approve the recommendations in the December 1st report of the Student Life Board.

Please see document SC 04-18.05

2004-18/10

**OLD BUSINESS**

2004-18/10a

**MOTION BY ABOUD, RESOLVED THAT** Students' Council, upon the recommendation of the External Affairs Board, adopt a political policy regarding the Post-Secondary Learning Act.

WHEREAS the Students' Union of the University of Alberta is a corporation organized and existed under the Post-Secondary Learning Act;

AND WHEREAS the fulfillment of the Students' Union of the University of Alberta requires financial and political independence from the Government of Alberta;

AND WHEREAS the ability of the Students' Union of the University of Alberta to fulfill its mandate may be seriously compromised as a result of provisions of the Post-Secondary Learning Act relating to the intervention of the Minister of Learning in cases of financial irregularity;

AND WHEREAS the assets of the Students' Union of the University of Alberta rightfully belong to its members;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Students' Union of the University of Alberta opposes the authority of the Minister of Learning to intervene in the management of its business and other affairs, as set out in the Post-Secondary Learning Act;
2. The Students' Union of the University of Alberta believes that the ability of the Minister of Learning to suspend and terminate the office of members of Students' Council breaches the political independence of the Students' Union; and
3. The Students' Union of the University of Alberta most strongly opposes the authority of the Minister of Learning to dissolve the Students' Union under section 102(5) of the Act in the absence of a dissolution agreement between the Students' Union and the Government of Alberta as to the disposition of assets and liabilities of the Students' Union.

2004-18/11

**LEGISLATION**

2004-18/11a

**MOTION BY SMITH, RESOLVED THAT** Students' Council, upon the recommendation of the Internal Review Board, repeal Article XVIII of the Students' Union Constitution (first reading).

Please bring backup documentation from the October 12, 2004 meeting of Students' Council.

2004-18/11b

**Bill #16 – The Committee System Reform Bill (sponsor; SMITH)**  
(second reading)

Please see document SC 04-18.06 through to document SC 04-18.30

2004-18/11c

**Bill #19 – Access to Information (sponsor; SMITH)**

Principles (first reading)

1. That the records of the Students' Union, excepting documents designated as confidential, must be made available to any member of the Students' Union upon that member's request, at a cost to that member not exceeding the cost of the records' retrieval and/or reproduction.
2. That any document is confidential that:
  - (a) relates to the employment of any Students' Union employee;
  - (b) if divulged, could compromise the legal position or business competitiveness of the Students' Union;
  - (c) includes the minutes of any *in camera* portion of a meeting of Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or any committee thereof.
3. That Students' Council may declare any document to be Strictly Confidential.
4. That Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or any member or committee thereof may view any confidential document.
5. That the Executive Committee may make employees of the Students' Union privy to such confidential information as it considers appropriate.
6. That any Strictly Confidential document may be viewed only by those individuals explicitly identified by Students' Council.
7. That no member of Students' Council, the Executive Committee, or the Discipline, Interpretation, and Enforcement Board may disclose the contents of any *in camera* session to any person not otherwise privy to that information.
8. That any member of the Students' Union is entitled to attend any meeting of Students' Council, a Students' Council Board or Committee, the Executive Committee, or the Discipline, Interpretation, and Enforcement Board except the portions of any such meeting that occur *in camera*.
9. Any person becoming a member of, or a proxy on, Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or a committee thereof must enter into a non-disclosure agreement with the Students' Union in advance of assuming such office.
10. A member of Students' Council is entitled to attend any *in camera* session of a committee thereof. Students' Council may make any person privy to confidential information or *in camera* session.

2004-18/11d

**Bill #11 - Student Group Membership Privileges Amendment (sponsor; DEBENHAM)**

Principles (first reading)

1. A member of the Students' Union shall have the privilege to be a member of any Student Group or Students' Union Club, subject to section.
  2. Where a Student Group is a Faculty Association recognized by the Students' Union, the Faculty Association may limit membership to students enrolled in the faculty to which the Faculty Association relates.
- IRB Recommendation:
1. That the privilege of Students' Union members to belong to any student group registered with the Students' Union be eliminated.

- 2004-18/11e**      **Bill #17 - Student Groups Committee Loan Granting Privileges (sponsor; DEBENHAM):**  
Principles (first reading)  
1. The Student Groups Committee shall have the power to issue loans to student groups under \$1500 from the Student Groups granting fund.
- 2004-18/11f**      **Bill #18 – French Election Material (sponsor; SMITH)**  
Principles (first reading)  
1. That all election materials related to voting instructions and all referendum and plebiscite questions be available in both French and English at all polling stations.
- 2004-18/11g**      **Bill #21 – Eugene L. Brody Funding Committee Amendment (sponsor; ABBOUD)**  
(notice of motion/first reading)  
1. Existing legislation regarding the Eugene L. Brody Fund is repealed, excepting those portions dealing with the management of the Fund.  
2. A committee shall exist on an annual basis to disburse the Eugene L. Brody Fund.  
3. For the purposes of the Government of Canada, Revenue and Taxation, the committee shall be known as the “Eugene L. Brody Funding Committee”.  
4. In addition to disbursing the Eugene L. Brody Fund, the Committee shall be responsible for representing the Students’ Union in the greater community.  
5. Restrictions  
    a. The committee may only fund or sponsor projects of a charitable nature.  
    b. Groups that receive funding must comply with Paragraphs 110(1)(a) and (b) of the Income Tax Act.  
    c. No organization may receive a grant from the fund of more than \$2,500 in a single year.  
    d. The Committee shall not grant funds to organizations with political, religious or any other affiliations or associations if such a contribution may detrimentally affect the reputation of the Students’ Union by placing it in a position of apparent support of the extra-charitable ideals and activities of the group.  
6. The composition of the Committee will be:  
    a. The Vice President External, or designate, as Chair.  
    b. A Secretary, to serve as a non-voting member, appointed by the Chair.  
    c. 7 Undergraduate Students selected by Students’ Council as voting members.  
7. Quorum shall be the Chair plus 4 other voting members of the Committee.  
8. The Chair of the Committee shall submit a final annual report to Students’ Council no later than April 30<sup>th</sup>, detailing the activities and financial situation of the Fund.
- 2004-18/11h**      **Bill #22 – Budget Process and Financial Procedures Reform Bill (sponsor; LAW)**  
(notice of motion/first reading)  
  
Please see document SC 04-18.31
- 2004-18/12**      **NEW BUSINESS**
- 2004-18/12a**      **MOTION BY MCLAUGHLIN/LAW RESOLVED THAT** Students’ Council approve, in principle, a 24/7 SUB study space pilot project to commence no later than January 10, 2005 and end no sooner than April 30, 2005, and an expenditure not to exceed \$2,500 from the Special Projects Reserve to cover additional maintenance costs associated with this initiative.

Please see document SC 04-18.32

**2004-18/12b**

**MOTION BY LAW, RESOLVED THAT** Students' Council approve a loan not to exceed \$9000 to Campus Advantage charged at prime + 2% and fully paid before May 1, 2007.

Please see document SC 04-18.33

**2004-18/13**  
**2004-18/13a**

**ANNOUNCEMENTS**  
**Next Council Meeting**

**UPCOMING**  
**COUNCIL**  
**MEETINGS**

January 11, 2004  
January 18, 2004

**2004-18/14**

**INFORMATION ITEMS**

**2004-18/14a**

General Faculties Council Student Study Space Report 2003-2004

Please see document SC 04-18.34

**2004-18/14b**

Votes and Proceedings from the November 23, 2004 meeting of Students' Council.

Please see document SC 04-18.35

**2004-18/14c**

Votes and Proceedings from the November 16, 2004 meeting of Students' Council.

Please see document SC 04-18.36

**Report to Students' Council, December 7, 2004**

Lisa McLaughlin, Vice-President (Academic)

For period November 23 - December 7, 2004

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**Council:**

It was either the 24-hour SUB Study Space proposal or my report to Council that would make it into the main agenda package. I opted for the former. I hope you understand. You can expect a wonderful report in the Late Additions!

Cheers,

Lisa

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**Alex Abboud, Vice President External**  
**Report to Students' Council**  
**December 7th, 2004**

Submitted December 2nd

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## **CAUS**

CAUS, ACTISEC, and the AGC have a meeting with Minister Dave Hancock on December 13<sup>th</sup>. Each organization is allowed two representatives, I will be one of them for CAUS and our second representative will likely be our Executive Director, Duncan Wojtaszek. Our time in this meeting is limited, but three issues I definitely intend to bring up are operating funding, tuition levels, and a post-secondary endowment fund.

Additionally, CAUS will be working on pre-budget submissions, a lobby document for our spring Lobby Conference in Edmonton, and our strategic plan, which we hope to work on over the spring, and present to our successors at the changeover meeting in May.

## **Federal Lobbying**

I attended the CASA Conference as an observer, and had the opportunity to meet with MPs as well. I will include a full report of my trip in the Late Additions package.

## **Municipal Politics/Universal Bus Pass**

I presented to City Council during their Budget Consultations on the 22<sup>nd</sup>. The presentation focused solely on the Universal Bus Pass. The rationale for this was two-fold. One, each presenter is given only five minutes to present, so we wanted the time to focus on the issue. Secondly, we considered presenting on Residential Property Taxes, but this is an issue that is not decided at budget time, but rather when tax assessments for the year are being undertaken. We will begin the strong push on this issue in January, I've already spoken with a couple of City Councilors who are willing to raise the issue, and begin investigation into the subject at the City Council level.

Further to our presentation to Council, and meetings with Councilor, we had a meeting with the Transit companies on December 1<sup>st</sup>. Of relevance, we presented them with a formal business case, and due to the needed upgrades in service for the three companies the earliest possible implementation date appears to be September 2006. The next meeting is scheduled for mid-late January.

## **Tuition Campaign**

We have a number of events planned for Tuition Week, which happens to be the first week back in Winter Semester. I'm hoping to convene EAB early next week to provide some final input.

## **Senate**

I was involved in the hiring process for the Senate Task Force Coordinator. This week, we hired Ubaka Ogbogu to fill the position. Some of you may remember him as he served as VP Student Services of the GSA, and Chair of the Campus Food Bank in 2003-2004.

I have three Senate related meetings this week, Internal Affairs Committee this past Monday, Task Force on Thursday, and Executive Committee on Friday. Additionally, our Christmas Party is next Thursday, and our Plenary Meeting on Friday, where hopefully we'll have final approval for the Task Force Terms of Reference.

## **Staff**

We short-listed and interviewed candidates for the position of Executive Communications Officer (ECO) this week, and hope to have a decision by this Council meeting. We'll be short-listing for Executive Policy and Information Officer (EPIO) in the near future, and hope to have someone hired soon as well.

On a sad note, our current ECO Michael Horler and EPIO Susan Nguyen will be leaving us in the near future. We're sad to see both of them go, as they were tremendous additions to the Advocacy Department, and much of our successes over the last few months can be attributed to their hard work. Best of luck to both of them in the future.

## **Meetings**

- City Councilor Ed Gibbons (November 29<sup>th</sup>)
- General Faculties Council (November 29<sup>th</sup>)
- Senate Internal Affairs Committee (November 29<sup>th</sup>)
- International Student Tuition Increase Forum (November 30<sup>th</sup>)
- Internal Review Board (November 30<sup>th</sup>)
- U-Pass Meeting (December 1<sup>st</sup>)
- ECO Interviews (December 1<sup>st</sup>)

## **Upcoming**

- Meeting with City Councilor Dave Thiele (December 2<sup>nd</sup>)
- Senate Task Force Meeting (December 2<sup>nd</sup>)
- Budget Advisory Committee (December 3<sup>rd</sup>)
- Senate Executive Committee Meeting (December 3<sup>rd</sup>)
- Meeting with City Councilor Bryan Anderson (December 6<sup>th</sup>)
- Larry Bird's Birthday (December 7<sup>th</sup>)
- Senate Christmas Party (December 9<sup>th</sup>)
- Senate Plenary Meeting (December 10<sup>th</sup>)
- SU Kids Christmas Party (December 10<sup>th</sup>)
- Along with ACTISEC and AGC, Meeting with Dave Hancock, Minister of Advanced Education (December 13<sup>th</sup>)
- Internal Review Board (December 14<sup>th</sup>)

**Executive Committee Report to Students' Council December 7, 2004**

**Motions**

**1. The following motions were passed at the November 19, 2004 Executive Committee Meeting.**

a. LAW/TAYLOR MOVED THAT the Executive Committee approve sponsorship of International Week as follows: \$475.00 from Special Project Reserve to be used for a Gateway ad, no charge for usage of SUB stage, internal rate for rental of Horowitz theatre and the cost of a house manager, not to exceed \$72.00

VOTE ON MOTION 5/0/0 CARRIED

b. ABBOUD/TAYLOR MOVED THAT the Executive Committee approve an expenditure not to exceed \$1262 to send Alvin to the Campus Advantage Board Meeting and Shareholders Meeting in St. Catharine's from Nov 27-30, 2004.

VOTE ON MOTION 4/0/1 (LAW) CARRIED

c. BLATZ/LAW MOVED THAT the Executive Committee appoint the VP Student Life to sit on the University Secretary selection committee.

VOTE ON MOTION 4/0/1 (TAYLOR) CARRIED

**2. The following motions were passed at the November 24, 2004 Executive Committee Meeting:**

a. TAYLOR/LAW MOVED THAT the Executive Committee approve a budgeted expense not to exceed \$1640.00 for the Team Facilitator Training conference February 5-6, 2005

VOTE ON MOTION 4/0/0 CARRIED

**3. The following motions were passed at the November 26, 2004 Executive Committee Meeting:**

a. BLATZ/MCLAUGHLIN MOVED THAT the Executive Committee appoint the Executive Assistant as Registrar of the Discipline, Interpretation and Enforcement Board of the Students' Union.

VOTE ON MOTION 4/0/0 CARRIED

**4. The following motions were passed at the December 1, 2004 Executive Committee Meeting:**

a. LAW/TAYLOR MOVED THAT the Executive Committee approve a budgeted expense not to exceed \$3020.00 for the Transition Programs Manager, Orientation Volunteer Coordinator and Orientation Programs Coordinator to attend NODA February 18-20, 2005 in Spokane Washington.

VOTE ON MOTION 4/0/0 CARRIED

Discipline, Interpretation and Enforcement Board Report to Council December 7, 2004

The following rulings have been made by the DIE Board:

**DIE Board RULING # 1**

**Re: Universal Bus Pass Referendum Question (Referendum Approved March 2004)**

**Date Heard:**

November 18, 2004

**Members of the D.I.E. Board Present:**

Alex Ragan, Chair

Justyna Herman

Chris Stolfa

**Appearing for the Referring Party:**

Alison Lennie, Director, Environmental Coordination Office of Students, University of Alberta Students' Union

**Questions Posed:**

1. What requirements are set out by the referendum that must be met by April 30 2006?
2. Does the referendum limit the price of Universal Bus Passes indefinitely?
3. Will further referenda be necessary after the April 30, 2006 date to maintain a Universal Bus Pass established under this referendum?
4. Are there cases, unconsidered in the referendum, which may exempt students from participating in the Universal Bus Pass program?

**Question 1: What requirements are set out by the referendum that must be met by April 30 2006?**

A referendum must be interpreted in light of what a reasonable student would expect the referendum to mean. Respecting the present referendum question, a reasonable student would expect the Students' Union to take all reasonable measures to establish a Universal Bus Pass under the criteria in the referendum question.

The referendum specifically instructs that a Universal Bus Pass must be "established" by April 30, 2006. The question is what "established" means. In its common sense, to establish is to set up or bring about something. Something "established" is not necessarily complete in nature, though it must have permanence.

In this context, a separation of the planning and operational phases of the bus pass implementation is crucial. The bus pass would be established once the planning stages are complete and all necessary parties are bound to the implementation of the bus pass. The Universal Bus Pass does not, however, have to be fully operational by April 30, 2006. Specifically, the bus passes do not have to be "in the hands" of students on April 30, 2006.

**Question 2: Does the referendum limit the price of Universal Bus Passes indefinitely?**

The referendum question indicates that the Universal Bus Pass will cost each student \$60 per fall or winter term. This binds the Students' Union to abide by this requirement *at least at the outset* of any agreement concluded under the referendum. A reasonable student, looking at the referendum question, would not expect that an agreement could be reached whereby the price of

the Universal Bus Pass would remain at \$60 in perpetuity. After a reasonable period of time has elapsed, the price of a Universal Bus Pass may vary in accordance with the reasonable expectations of students.

**Question 3: Will further referenda be necessary after the April 30, 2006 date to maintain a Universal Bus Pass established under this referendum?**

No. The referendum requires the establishment of the Universal Bus Pass by April 30, 2006. The maintenance of the bus pass system could be conducted under the mandate of another referendum *or* could be supported under the legislative power of the Students' Council *or* the executive power of the Students' Union Executive in accordance with the bylaws of the Students' Union.

**Question 4: Are there cases, unconsidered in the referendum, which may exempt students from participating in the Universal Bus Pass program?**

The referendum is clear in making the Universal Bus Pass mandatory for all undergraduate students. Only the exceptions listed in the referendum would discharge students from this obligation. Future cases may arise that are not considered in the referendum. These cases would have to be examined on their merits with their specific facts.

**D.I.E. BOARD RULING #2**

**ADAM KNISELY vs. THE VICE PRESIDENT (OPERATIONS AND FINANCE)**

**DATE HEARD:** Thursday, November 18<sup>th</sup>, 2004

**D.I.E. BOARD MEMBERS PRESENT:**

Jamie Gruman, Chair

Mark Rogers

Alan Cliff

**COMPLAINT DETAILS:**

Applicant: Adam Knisely

Defendant: Alvin Law, Vice President (Operations and Finance)

**SUMMARY OF ALLEGATIONS AND RESPONSE:**

Councilor Knisely contends that the Vice President (Operations and Finance) acted illegally in failing to report budget alterations on July 27 and August 4, 13, and 23 at the Students' Council meetings immediately following the alterations, contrary to section 8(b)(v) of Bylaw 3100.

The Defendant acknowledges wrongdoing, but argues that this does not merit censure, based on the historical precedent of reporting budget alterations at the end of the year, which was the practice of the previous Vice President (Operations and Finance).

**DECISION:**

The Vice President (Operations and Finance) has a responsibility to ensure fiscal accountability to the members of the Students Union. Bylaw 3100's requirement for budget alteration reporting to Students' Council is a mechanism for the implementation of that responsibility.

This requirement demands that the Vice President (Operations and Finance) "report all budget alterations, excepting those alterations that were approved by Students' Council, to Students' Council at the next Council meeting following the alteration." The Defendant failed to report the budget alterations of July 27 and August 4, 13, 23 and 24 within the prescribed timeline. None

of these alterations were approved by Students' Council. Therefore, the Discipline, Interpretation and Enforcement Board finds the Vice President (Operations and Finance) to be in violation of Section 8(b)(v) of Bylaw 3100.

**RECOMMENDATION:**

The D.I.E. board feels that in failing to comply with Bylaw 3100, the Defendant acted illegally under the financial regulations of the Students' Union. For this, D.I.E. board feels a mild reprimand is in order: it is the responsibility of the Vice President (Operations and Finance) to be well versed in the relevant bylaws. However, for a host of mitigating reasons, the board has elected to refrain from issuing the censure sought by the Applicant.

Firstly, while the Defendant was undeniably wrong in his failure to report the alterations, his actions were not excessively unreasonable in light of the manner with which reporting had historically been dealt. That the previous Vice President could report all budget transfers from October to April in a single report on May 3, 2004 without qualm from Council indicates that section 8(b)(v) of Bylaw 3100 was not of great concern. The Defendant argued that he had been briefed by the outgoing Vice President to report transfers at the end of the year. While this does not excuse the Defendant, it indicates that his violation should not be treated with undue harshness.

Secondly, the Defendant was within his rights to initiate the transfers (with the exception of the Budget Committee's alterations, which were within the rights of that committee). As the transfers were legitimate, the Vice President was not acting in bad faith in failing to report. Further, that the transfers were legitimate and have not faced criticism from Council since being revealed demonstrates that little or no harm was done.

Thirdly, the Defendant immediately took steps to remedy the situation. This doesn't change the fact that he was wrong to begin with, but his immediate efforts towards rectification speak towards good faith.

Finally, and perhaps most importantly: the Applicant, primarily through failure to be in attendance at the hearing, failed to present convincing arguments for censure. The failure of the Applicant to contest the statements of the Defendant weighed heavily in the decision of the Board. As the case for harsh punishment was never demonstrated to the satisfaction of the D.I.E. Board, censure has been withheld.

**D.I.E. BOARD RULING #3**

**ADAM KNISELY v. THE VICE PRESIDENT (OPERATIONS AND FINANCE)**

**DATE HEARD:** Thursday, November 18<sup>th</sup>, 2004

**D.I.E. BOARD MEMBERS PRESENT:**

Jaimie Gruman, Vice Chair

Mark Rogers

Alan Cliff

**COMPLAINANT DETAILS:**

Applicant: Adam Knisely

Defendant: Alvin Law, Vice President (Operations and Finance)

## **SUMMARY OF ALLEGATIONS AND RESPONSE:**

The Applicant contends that, on or about August 2004, the Defendant granted a loan in the name of the Students' Union in the amount of \$13,000.00 without approval by Students' Council (SC) in contravention of section 8(e)(ii) of Bylaw 3100, which provides that "loans granted by the Students' Union in excess of \$4,000.00 must be approved by Students' Council."

The Defendant's response to this allegation was that he had submitted a written report to SC indicating his intention of pursuing the loan agreement and detailing its particulars prior to the July 27<sup>th</sup> SC meeting, which formed part of the agenda of the July 27<sup>th</sup>, 2004 SC meeting. During the question period of the meeting two Councilors inquired about the loan regarding its purpose and interest. The Defendant, having limited experience in legislation and governance and relying on statements by the Speaker of SC in chambers that items contained within executive committee reports are accepted unless a motion is made to strike an item, interpreted the Speaker's statement as applying to his executive report. Based on this understanding and the fact that a motion was not made to strike out the portion of his report referring to the loan, he subsequently issued the loan believing he had SC approval.

## **DECISION:**

Section 8(e)(ii) of Bylaw 3100 provides that "loans granted by the Students' Union in excess of \$4,000.00 must be approved by Students' Council." The Board was asked to impose a sanction on the Defendant for acting in contravention of Bylaw 3100 on the basis that he granted the loan without the requisite SC approval. While section 8(e)(ii) requires SC approval of all loans in excess of \$4,000.00, the actual manner in which SC grants approval is not set out in this section or in any other section of Bylaw 3100. The

Defendant submitted to the Board that it was his interpretation at the time of making the loan that by submitting his written report to SC coupled with no motion to strike meant that he did in fact have SC approval. Bylaw 3100 on its face does not reject this interpretation as a possible way of obtaining SC approval. Further, as the Applicant failed to attend the hearing, no argument was made to challenge the validity of this possible interpretation. In the absence of such argument being presented to the Board, it cannot reject the Defendant's interpretation as a possibility. The Board refrains from doing so at this time.

**THE ESSENTIAL DISCIPLINE, INTERPRETATION,  
AND ENFORCEMENT (D.I.E.) BOARD PROTOCOLS**

The following is intended to serve as a simple guide to a typical D.I.E. board hearing.

**INITIATING AN APPEAL**

No appeal shall be considered by the D.I.E. board unless the appellant includes the following in his or her initial application to the board:

Copies of all legislative materials, and relevant sections that the Appellant is relying on;

A statement of claim including, detailed facts about the alleged violation of the Students' Union legislation, in both an electronic and hard copy format;

A list of witness that the Appellant may seek to rely upon;

Contact information for both the Appellant and Respondent, including phone numbers, and email addresses;

Student or employee identification;

In responding to an appeal made to the D.I.E. Board, the Respondent should include:

Copies of the legislative materials, and all relevant sections that the Respondent is relying on;

A statement of defence in respect to the alleged violation of the Students' Union legislation;

A list of witness that the Respondent may seek to rely upon;

The D.I.E. Board will, in granting an appeal:

Upon receiving the Appellant's statement of claim, forwarded it electronically to the Respondent in order to allow for a statement of defence;

The statement of defence will be sent to the Appellant;

A date, time and location of a hearing will be set, and communicated to both the Appellant and Respondent;

## **THE HEARING**

The Chair will begin by explaining the procedures to be followed to the parties involved in the hearing, including any time limits;

The following outline will be followed, at the discretion of the Chair, at appeal hearings, where applicable, of the D.I.E. Board:

### **Attendance**

A party to a hearing or his agent is required to attend the hearing of that matter;

The Board will summarily dismiss the complaint where the applicant or his agent does not appear;

The Board will summarily rule against a defendant where that party or his agent does not appear.

### **Jurisdictional Determination**

the chair will make a determination to ensure that the matters before D.I.E. Board are matters properly within the scope of its jurisdiction.

### **Conflict of Interest**

the Chair will ask the tribunes if a conflict of interest exists between them and any part or party of the hearing;

the Chair will also ask the parties to the hearing if they challenge any D.I.E. board member to preside over the hearing based on a conflict of interest;

having heard both statements, the D.I.E. board panel alone, by simple majority, will vote on the issue, but will allow for an appeal;

### **Grounds For An Appeal Hearing**

the D.I.E. Board may decide, by simple majority, that there are no grounds for deliberation and refuse to hear a complaint;

### **The Appellant's Case**

the Chair will invite the Appellant to present their case, and or present any evidence;

the Chair will invite the Defendant to cross examine the Appellant;

the Chair will invite the D.I.E. Board to cross examine the Appellant;

### **The Appellant's Witnesses**

the Chair will invite the Appellant to call any witnesses;

the Chair will invite the Defendant to cross examine each of the Appellant's witnesses;

the Chair will invite the D.I.E board to cross examine each of the Appellant's witnesses;

### **The Defendant's Case**

the Chair will invite the Defendant to present their case, and or present any evidence;

the Chair will invite the Appellant to cross examine the Defendant;

the Chair will invite the D.I.E. Board to cross examine the Defendant;

### **The Defendant's Witnesses**

the Chair will invite the Defendant to call any witnesses;

the Chair will invite the Appellant to cross examine each of the Defendant's witnesses;

the Chair will invite the D.I.E board to cross examine each of the Defendant's witnesses;

### **Closing Statements**

the Chair will invite the Appellant to make a closing statement;

the Chair will invite the defendant to make a closing statement;

the D.I.E. Board will have an opportunity to ask any further questions to any party at the hearing for clarification before deliberating;

### **The D.I.E. Board's Deliberations and Decision**

the Chair will then dismiss all parties in order to allow the D.I.E Board to privately deliberate the case, and, by a simple majority, determine a course of action, in writing, which will be delivered within two business days from the hearing to the registrar;

notwithstanding the above provision, D.I.E. Board reserves the right to release a decision in excess of two days after the hearing in extenuating circumstances;

a tribune may, at their discretion, write is dissenting judgment if they disagree with the majority decision of the D.I.E. Board;

### **BASIS FOR DECISION**

D.I.E. Board will make its decision based solely upon those issues and arguments that have arisen during the course of the hearing, regardless of whether the issues and arguments originate from the parties or the members of the Board.

### **PUBLICATION**

A copy of all decisions will be sent to the Chair of the Internal Review Board, included in the Master Copy of the Constitution and Bylaws.

A notice that a decision has been made will appear in the Gateway.

### **APPEAL PROCESS FROM D.I.E. BOARD**

The D.I.E. Board may decide, by simple majority, that there are no grounds for an appeal and refuse to hear a complaint;

If the D.I.E. Board does grant an appeal of the D.I.E. Board decision, the Appellant and Respondent will be notified.

# Final Report of Student Life Board regarding a University of Alberta Undergraduate Health Care Plan. December 1<sup>st</sup> 2004

At the June 1<sup>st</sup> meeting of Students' Council, a motion was passed to "*direct the Student Life Board to investigate the implications, feasibility and desirability of an undergraduate student health care plan. The committee is to present an interim report no later than September 18<sup>th</sup> and a final report no later than December 7<sup>th</sup>*". Since that time, Student Life Board, the Vice Presidents Student Life and Operations and Finance, as well as the General Manager have had numerous discussions about the issue, met with various officials on campus about health care plans, talked to executives from other universities and met with various plan providers to carry out the mission charged to them on June 1<sup>st</sup>. The following document is a final report from Student Life Board on this issue, outlining the process to date as well as Student Life Board's recommendation with respect to a broker for an Undergraduate Health Care Plan.

## **Timeline**

### **June 9<sup>th</sup>**

Student Life Board meets and the Vice President (Student Life) introduces Council's direction and the history of health plans on campus, as well as some of the areas covered in the health plans provided at other universities. Student Life Board is then asked to provide a list of desired services to be cross referenced with previous Requests For Proposals in order to create an updated Request For Proposals (RFP) for the student population of 2004-2005. This list included oral contraception, out of province coverage, optometry, allergy (non OTC), ambulance or hospital stay, filling of prescription drugs, physiotherapy, specialist visits, vaccinations, massage therapy, claim limits per term/year, X-rays, MRIs, handicap devices (wheelchairs, walkers, canes).

*Reference: SLB-06-09-M*

### **July 14**

A letter, drafted by the GM, Vice President (Student Life) and Vice President (Operations and Finance) is sent out by the GM, Bill Smith to four national health plan providers (Gallivan & Associates, Studentcare Networks, Campus Trust and Campbell & Company Insurance Consultancy Ltd). The letter outlined the desire of the UASU to explore the "feasibility and desirability of conducting a health (and possible Dental) plan". The letter outlined a timeline for the project, which had been constructed by the VPSL and GM and asked a number of questions regarding their thoughts on what kind of coverage the UASU would require, and what should be included in any RFP. The deadline for responses was listed as July 16<sup>th</sup> 2004, after which time a RFP would be finalized. All four companies replied to this letter.

*(See attached)*

**August 18<sup>th</sup>,**

On August 18<sup>th</sup>, a final Request for Proposals was sent out with a deadline of Noon, MST on September 24<sup>th</sup> 2004. The RFP incorporated information from the June 9<sup>th</sup> meeting of SLB as well as the responses received from the July 14<sup>th</sup> letter, and was based on the format of RFPs from the previous attempts at a UASU health plan.

*(Available on request)*

**September 22<sup>nd</sup>**

VP Student Life is contacted through the President by representatives from Heath Lamberts Benefits Consulting regarding the potential for them to submit a proposal as well. Due to the lateness at which they received the RFP, an extension until October 11<sup>th</sup> (the date on which the GM returns from vacation) is given. No response is received. Further offers to submit proposals are declined due to need to adhere to the timetable.

**September 24<sup>th</sup>**

Proposals for an undergraduate health plan are due. Submissions received from Gallivan & Associates, Studentcare Networks, Campus Trust and Campbell & Company Insurance Consultancy Ltd.

**October 2004**

The VP Student Life, VP Operations and Finance and the General Manager of the UofA Students' Union study the proposals, and formulate possible questions for the upcoming trip to Ontario and Quebec to visit the home offices of the different providers. The General Manager produces a first draft spreadsheet that compares the financials of all plans against each other on a common ground and utilizes data from a survey sent out to different schools regarding their confidence and comfort in their broker. This document ranks the different brokers across an array of key criteria.

**October 21<sup>st</sup>-29<sup>th</sup>**

Student Life Board is shown the proposals and is asked to formulate possible questions to be asked of the different brokers.

**October 25<sup>th</sup>**

Survey of client satisfaction sent out to different schools asking them to rate their insurance provider's performance in multiple key areas

**November 1<sup>st</sup>**

The GM, VPOF and VPSL meet with Jeff Ische of Campbell and Company in the Students' Union building rescheduled and relocated due to our inability to conduct visits during the previous week and Jeff's travel plans.

**November 2<sup>nd</sup>**

The GM, VPOF and VPSL fly to Toronto

### **November 3<sup>rd</sup>**

The GM, VPOF and VPSL meet with representatives from the Campus Trust and tour facilities. Then drive to Waterloo, Ontario.

### **November 4<sup>th</sup>**

The GM, VPOF and VPSL meet with representatives from Gallivan and Associates, and tour facilities. Return to Toronto and fly to Montreal.

### **November 5<sup>th</sup>**

The GM, VPOF and VPSL meet with representatives from Studentcare Networks and tour facilities. The GM leaves early to catch plane back to Edmonton. The VPSL and VPOF stay to continue asking questions and return the following day.

### **November 8<sup>th</sup> – 10<sup>th</sup>**

GM, VPOF and VPSL individually assign scores out of 5 to the brokers in numerous categories based upon opinions gathered during the investigation trip. These numbers are placed in a final spreadsheet, and criteria are weighted, 50% to financial aspects of the plan, 50% to other aspects. This spreadsheet provides an up to date ranking and places **Studentcare Networks in first place, Campbell and Company in 2<sup>nd</sup>, Campus Trust in 3<sup>rd</sup> and Gallivan in 4<sup>th</sup>**

### **November 10<sup>th</sup> – 26<sup>th</sup>**

General Manager stays in touch with plan providers, and receives new data and revised insurance quotes and student fee quotes based on discussions over health plan investigation trip.

### **November 17<sup>th</sup>**

Three-week Student Life Board broker selection process begins. SLB, including 3 new Students At Large, are again given the chance to go over proposals if they haven't already done so. VPSL reveals responses to questions asked over the investigation trip. Initial summary of proposals is once again covered. Recommendations from the new spreadsheet are not revealed to keep Student Life Board unbiased in their deliberations. Student Life Board is told over the coming week to read plans when possible and prepare to formulate an opinion at the subsequent meeting

### **November 24<sup>th</sup>**

Second Student Life Board meeting occurs. Members debate the different plans, and overall rank plans **Studentcare Networks and Campbell and Company** as leaders. Preliminary straw poll based on proposals and pre-trip data results in a 5-3 in favour of **Campbell and Company**. VPSL reveals new data constructed post-trip which includes new figures calculated by different providers, scorings of other factors as determined by the VPSL, VPOF and GM. This data recommends plan **Studentcare Networks**. Student Life Board deliberates further, is told to become 'intimately familiar' with proposals **from Studentcare Networks and Campbell and Company** for a final meeting the following week.

**December 1<sup>st</sup>**

Student Life Board meeting includes the VPOF and the GM.

## **Decisions of Student Life Board:**

### **Is an undergraduate health care plan a desirable service at the University of Alberta?**

Student Life Board identified 3 main targets for such a plan, students over 25, part-time students and full time students whose parents lack “comparable coverage”. Bearing in mind an aging student population, increase drug costs, loss in comprehensiveness of provincial coverage and the possibility of marketing this plan to recent alumni, Student Life Board believes that an undergraduate health care plan is a desirable service fitting within the Students’ Union’s mandate to “Serve students in ways which meet students’ needs” and therefore deserves going to referendum.

### **Is it possible to implement such a plan through the University of Alberta Students’ Union?**

As undergraduate health plans are offered at institutions of equal and lesser size than the UofA Students' Union, and since the proposed fee is less than that passed for a hypothetical U-Pass at referendum last year, Student Life Board believes that an undergraduate health plan can be implemented at the UofA.

### **Should a dental plan be considered as well?**

Due to the fact that no health plan of any type currently exists at the UofA for undergraduates, and believing that a base plan should be put in place before a “dental add on” should be considered, Student Life Board believes a dental plan should not be considered at this time.

### **Which proposal should be accepted by the University of Alberta Students’ Union for partnership in providing an Undergraduate Health Care Plan?**

Student Life Board endorses the proposal by Studentcare Networks for partnership in an undergraduate health plan. This is due to a proven ability to work with school of comparable size, which supports their ability to handle the plan logistically. The fact that SCN changed their financial numbers the most after meeting with the Gm, VPOF and VPSL shows an inherent desire to work with the UASU team. Student Life Board also noted that this desire and dedication is further illustrated in the fact that SCN works only in student health plans and has shown a commitment to the student cause. Student Life Board also appreciated the ease of the opt-out procedure, which will be beneficial for students who do not require the plan. Finally, Studentcare Networks showed a high level of vision and creativity with respect to wellness initiatives at the UofA to maintain a healthy undergraduate population. Including developing health & nutrition workshops, covering tobacco cessation products in their plan, creating tobacco reduction peer support groups and assisting with food bank development.

## **Final Recommendations:**

**Recommendation #1:** *Yusef (O)/Taylor (K) moved that* Student Life Board recommends Students' Council pursue an undergraduate health care plan.

**Recommendation #2:** *Hannan/Yusef (S) moved that* Student Life Board recommend that Students' Council select **Studentcare Networks** for partnership in an undergraduate health care plan subject to final negotiations and contractual agreements.

**Recommendation #3:** *Li/Vigneau moved that* Student Life Board recommend that Students' Council direct the Internal Review Board to draft a referendum question for an undergraduate health care plan based on the proposal outlined by **Studentcare Networks**

**Recommendation #4** *Ling/Leung moved that* Student Life Board recommend that the General Manager enter into negotiations with **Studentcare Networks** to develop a contractual agreement between the two parties for the development of an Undergraduate Health Care Plan to be presented to Students' Council on January 11<sup>th</sup>.

SUMMARY OF COVERAGE REQUIREMENTS AND RESPONSES		CAMPBELL & CO	BUKHMEN & CO
2.2.1	Prescription Drugs		
	Coverage:	80% Reimbursement; the coverage must include suitable coverage in the areas of oral contraception, acne medication and stress medication	Yes, as perscribed by a physician
	Deductible:	None	Not Mentioned
	Coverage Limit (Per Event):	No Limit	Not specified
	Annual/Biannual Maximum:	No Maximum	No Maximum
	Facilitators	Pay-Direct Card	Pay Direct Card
	Please comment separately on each of the following and, where applicable, provide an accurate indication of the impact it would have on the Price quoted for the coverage outlined above:		
		A Dispensing Fee Cap	*Reduce base premium 4.5%, confusing to students
		A \$3,000 annual maximum	Reduce base premium 1%, impacts students that need the plan the most
		70% Reimbursement	9.0% base premium reduction, requires more significant co-payment from student
		A Provincial or National Formulary to effectively control costs without undermining the fundamental effectiveness of the Plan	*Increase in base premium 5%, excludes certain drugs. Can be counteracted on case by case basis. Little overall value
		A Network of Preferred Pharmacy Providers willing to support the Plan and provide enhanced service or other benefits to students	Decrease in base premium, no impact on premium. Reduces out of pocket costs for students. Save 3-5\$/perscription
2.2.2	Supplementary Health Practitioners		
	Your quote must include coverage for the services provided by the following types of Supplementary Health Practitioner:		
		Athletic Therapist	Yes
		Chiropractor	Yes
		Massage therapist	Registered Massage Therapist
		Naturopath	Yes
		Neuropath	Yes
		Osteopath	Yes
		Physiotherapist	Yes
		Podiatrist/chiroprapist	Yes
		Psychologist	Yes
		Registered Dietician	Yes
		Speech Pathologist	Yes
	Please specify any other types of Supplementary Health Practitioner not covered by the above list but included in the coverage afforded by your proposed Plan.		
	Please base your pricing on the following coverage requirements, with the limits shown being those for each type of practitioner:		
	Coverage:	80% Reimbursement	Yes
	Coverage Limit (Per Event):	\$20 Per Visit	Yes
	Annual/Biannual Maximum:	\$300 per Insured per Year	\$300/category/year

SUMMARY OF COVERAGE REQUIREMENTS AND RESPONSES		CAMPBELL & CO	BUKHMANN & CO
	Please comment on each of the following and, where applicable, provide an accurate indication of the impact it would have on the Price quoted for the coverage outlined above:		
	A \$400 annual maximum		Increase coverage for students, 2% premium increase
	70% Reimbursement		No effective difference in coverage due to current visit maximum. No premium change
<b>2.2.3</b>	<b>Extended Health Care and Medical Equipment</b>		
	Your quote must include coverage for the types of Extended Health Care and Medical Equipment (with annual maxima, if applicable, shown in brackets):		
	<b>a) Durable medical equipment including:</b>		
	Crutches, Splints, Trusses, Braces		Yes
	Prostheses and Prosthetic Appliances		Yes
	Hearing Aids		Yes
	Wheelchair		Yes
	Hospital-Type Bed		Yes
	Orthopedic Shoes (\$150 Per Foot Per Year)		Yes
	Coverage:	80% Reimbursement	80% Coverage
	Coverage Limit (Per Event):	Based on reasonable and customary costs for medically necessary equipment	Yes
	Annual/Biannual Maximum:	As shown above	Specified only for orthopedic shoes
	<b>b) Medical services including:</b>		
	Diagnostic Services		Yes
	X-Rays		Yes
	Private Duty Nursing		Yes
	Emergency Ambulance Service (Including Air)		Yes
	Coverage:	80% Reimbursement	Yes
	Coverage Limit (Per Event):	Based on reasonable and customary costs for medically necessary services	Yes
<b>2.2.4</b>	<b>Vision</b>		
	<b>a) Eye Exam</b>		
	Coverage:	80% Reimbursement	Yes
	Coverage Limit (Per Event):	\$50 Per visit	NSP
	Annual/Biannual Maximum:	\$50 per insured per two years	Yes
	<b>b) Prescription Glasses or Contact Lenses</b>		
	Coverage:	80% Reimbursement	Yes
	Coverage Limit (Per Event):	\$75 Per Visit	NSP
	Annual/Biannual Maximum:	\$75 per insured per two years	Yes
	<b>c) Laser Eye Surgery</b>		

SUMMARY OF COVERAGE REQUIREMENTS AND RESPONSES		CAMPBELL & CO	BUKHMANN & CO
	Coverage:	80% Reimbursement	Yes
	Coverage Limit (Per Event):	\$150 Per visit	NSP
	Annual/Biannual Maximum:	\$150 per insured per Two Years	Yes
2.2.5	Vaccines		
	Coverage:	80% Reimbursement	Yes
	Annual/Biannual Maximum:	\$150 per insured per year	Yes
2.2.6	Out-of-Province/Out-of-Country Emergency Medical		
	Coverage:	100% Reimbursement on emergency, referral and repatriation. Unlimited trips.	100% reimbursement
	Coverage Limit (Per Event):	60 Days Per Trip unless the Trip is an Academic Exchange, in which case the coverage is for the duration of the Academic Exchange plus travel time.	Yes
	Annual/Biannual Maximum:	\$1,000,000 lifetime maximum per Insured	Yes
2.2.7	Dental Accident		
	Coverage:	80% Reimbursement	Yes
	Annual/Biannual Maximum:	\$1,000 per insured per Accident	\$1000 annual per insured per accident
2.2.8	Tutorial		
	Coverage:	Up to \$15 per hour for Tutoring if the student is immobilized by illness for a period of greater than 7 consecutive days.	Effective if the student is immobilized by accident or illness for a period greater than 7 days
	Annual/Biannual Maximum:	\$2,000 per insured per year	Yes
2.2.9	Accidental Death and Dismemberment		
a)	Accidental Death		
	Coverage:	\$10,000	Principle sum \$5k
b)	Dismemberment		
	Coverage:	\$10,000	Principle sum \$5k, \$10k for quadriplegia
2.2.10	Other Possible Plan Components		
	In furtherance of our developing efforts to promote a healthy lifestyle to our students, we would be most interested to see your proposals regarding the addition of coverage for smoking cessation materials and any other coverage components that may support our "healthy lifestyle" endeavours.	Hesitant on Smoking Cessation products... Likened to "Male Pattern Baldness medication"	Plan automatically includes smoking cessation, work with the SU to provide health & nutrition workshops as well as tobacco reduction peer support groups. Partnership with "Meal Exchange" to address student hunger, aid food bank development







## **Bill #16 - The Committee System Reform Bill**

WHEREAS Students' Council carried a motion to charge the Committee for Council Reform and Progress to review and redesign where necessary the existing system of Students' Council committees,

NOW THEREFORE, the aforesaid Committee recommends that Students' Council enact as follows:

### **Part 1 Universal Provisions**

- |                             |    |   |
|-----------------------------|----|---|
| Membership                  | 1. | (1) Only voting members of Students' Council may serve as voting members on a committee.<br><br>(2) Only Councillors may serve as voting members of the Audit Committee.<br><br>(3) Proxies are not permitted at committee meetings.  |
| Chairs                      | 2. | (1) A committee shall be chaired by a member elected by and from the committee.   |
| Size and classes of members | 3. | (1) The Budget and Finance Committee, External Policy Committee, University Policy, Student Affairs Committee, Access Fund committee, and Grant Allocation Committee shall each have seven voting members.<br><br>(2) The Audit Committee and Bylaw Committee shall each have five voting members.<br><br>(3) The membership of the Council Administration Committee shall be five permanent members and all voting members of Students' Council as voting members, and the Speaker as a non-voting member. |
| Quorum                      | 4. | (1) Where a committee has a voting membership of seven, quorum of the committee shall be four voting members.<br><br>(2) Where a committee has a voting membership of five, quorum of the committee shall be three voting members.<br><br>(3) The Council Administration Committee has a quorum of three permanent voting members.<br><br>(4) Committee meetings shall occur in person.   |

- Administration 5. The Speaker, and through him committee chairs, will have access to sufficient administrative support to ensure the proper functioning of the committee system.
- Reports 6. (1) Where a committee has the authority to make a decision that commits the Students' Union to an action, the committee shall report any such decisions made to Students' Council.
- (2) The chair of a committee shall submit a report to Students' Council outlining the operations of the committee after each meeting of the committee.
- (3) Any reports made by the chair of a committee to Students' Council shall be included in the Votes and Proceedings of Students' Council
- (4) Any standing orders or procedural rules adopted by a committee shall be reported to Students' Council.
- Meetings 7. A committee shall set out a meeting schedule on a trimester basis.
- Effect of the foregoing 8. This Part shall apply only to the committees under Part 2.

## **Part 2 Committees of Council**

- Council Administration Committee 9. (1) The Council Administration Committee shall
- (a) have the power to adopt, rescind and amend the Standing Orders once Standing Orders have been adopted by Students' Council;
- (b) conduct an ongoing review of the procedures, proceedings, and structure, including the legislative agenda, of Students' Council and suggest recommendations as needed; and
- (c) recommend appointments of the Chief Returning Officer, members of the Awards Selection Committee, and Councillors.
- (2) The Chief Returning Officer and the Speaker shall be overseen by the Council Administration Committee.

(3) The Speaker shall be a non-voting member of the Council Administration Committee.

Budget and  
Finance  
Committee

10. The Budget and Finance Committee shall
- (a) recommend budgets to Students' Council as needed;
  - (b) have the power to authorize budget alterations no greater than \$2,500, transfers from the Project Reserve no greater than \$5,000, and loans no greater than \$4,000; and
  - (c) conduct an ongoing review of the finances and financial controls of the Students' Union and suggest recommendations as needed.

Audit  
Committee

11. (1) The Audit Committee shall
- (a) conduct an ongoing review of the implementation of financial controls;
  - (b) oversee the management of internal dedicated fees;
  - (c) exercise such oversight mechanisms on the APIRG, GSJ, FACRA, and SLS of Edmonton as exist at the time of this Bill's adoption; and
  - (d) oversee the management of faculty membership fees and faculty association membership fees.
- (2) The Audit Committee shall continue to have the duties and powers presently set out in Bylaw 1400.

Bylaw  
Committee

12. The Bylaw Committee shall
- (a) draft bylaws;
  - (b) review legislative subjects not subject to review by other committees; and
  - (c) have the power to make editorial changes to Students' Union legislation.

University  
Policy  
Committee

13. The University Policy Committee shall
- (a) recommend political policy regarding the University of Alberta; and

(b) receive reports from the Executive Committee on its University-based advocacy activities and evaluate their effectiveness.

External  
Policy  
Committee

14. The External Policy Committee shall

(a) recommend political policy regarding the business of the municipal, provincial, federal and international governments, and on tuition; and

(b) receive reports from the Executive Committee on its External advocacy activities and evaluate their effectiveness.

Access Fund  
Committee

15. The Access Fund Committee shall administer and disburse the Access Fund Reserve.

Grant  
Allocation  
Committee

16. (1) The Grant Allocation Committee shall administer and disburse the Golden Bear and Panda Legacy Fund, the Campus Recreations Enhancement Fund, the Eugene L. Brody Fund, the Refugee Student Fund, and grants to student groups.

(2) The membership of the Grant Allocation Committee shall include three members of the University Athletics Board when administering or granting the Golden Bear and Panda Legacy Fund and three members of the Recreation Action Committee when administering or granting the Campus Recreation Enhancement Fund.

(3) The members under sub principle (2) are non-voting members.

Student  
Affairs  
Committee

17. The Student Affairs Committee shall

(a) recommend political policy regarding student health, wellness and security within the University of Alberta; and

(b) perform an ongoing needs assessment with respect to student services

### **Part 3 Other Provisions**

Dissolution  
of existing  
committees

18. The following committees are delegislated:

(a) the Audit Committee,

- (b) the Academic Affairs Board,
- (c) the External Affairs Board,
- (d) the Budget Committee,
- (e) the Internal Review Board,
- (f) the Student Life Board,
- (g) the Nominating Committee,
- (h) the Access Fund Board,
- (i) the Campus Recreation Enhancement Fund Committee,
- (j) the Eugene L. Brody Committee,
- (k) the Golden Bear and Panda Legacy Fund Committee,
- (l) the Refugee Student Sponsorship Committee,
- (m) the Student Legal Services of Edmonton Student Levy Subcommittee, and
- (n) the Student Groups Granting Committee.

Bylaw 1400 Rescinded  
Bylaw 4100 Rescinded  
Bylaw 4200 Rescinded  
Bylaw 4300 Rescinded  
Bylaw 4400 Rescinded  
Bylaw 4500 Rescinded  
Bylaw 5400 Rescinded  
Bylaw 1100 Amended  
Bylaw 2400 Amended  
Bylaw 2500 Amended  
Bylaw 3100 Amended  
Bylaw 3200 Amended  
Bylaw 3300 Amended  
Bylaw 5600 Amended  
Bylaw 6100 Amended  
Bylaw 6200 Amended  
Bylaw 6250 Amended  
Bylaw 6300 Amended

Bylaw 6350 Amended  
Bylaw 6400 Amended  
Bylaw 6500 Amended  
Bylaw 6550 Amended  
Bylaw 6600 Amended  
Bylaw 4000 Adopted

Notice of Motion – September 28, 2004  
First Reading – November 23, 2004

PROPOSED

**Bylaw 1400**

**~~A Bylaw Respecting the Audit Committee of the Students' Union~~**

- ~~1. The Audit Committee shall be composed of five voting members of Students' Council who are not members of the Executive Committee, and at least one of whom is a member of the Budget Committee.~~
- ~~2. The mandate of the Audit Committee is to oversee and monitor the implementation of the Students' Union budget.~~
- ~~3. The Audit Committee shall elect a chair from within its membership.~~
- ~~4. The Audit Committee shall
  - ~~a. annually select the Students' Union's auditor;~~
  - ~~b. oversee the Students' Union's external audit;~~
  - ~~c. review the Students' Union's audited financial statements in advance of their presentation to Students' Council;~~
  - ~~d. review all alterations made to the Students' Union's budget for the purpose of verifying compliance with Students' Union legislation;~~
  - ~~e. each month review, for appropriateness and compliance with the Students' Union's budget, the transactions of at least two Students' Union organizational units;~~
  - ~~f. review all expenditures made on Students' Union credit cards;~~
  - ~~g. investigate any inappropriate transactions or significant variances against the Students' Union's budget; and~~
  - ~~h. take such other actions as it considers appropriate and necessary for the fulfillment of its mandate.~~~~
- ~~5. The Audit Committee shall provide reports to Students' Council during January, April, July, and October of each year, such reports include
  - ~~a. a list of what portions of the Students' Union's finances the Audit Committee reviewed since its last report;~~
  - ~~b. a list of any and all transactions whose appropriateness and compliance the Audit Committee considers questionable;~~~~

Aug 17/04  
May 03/04

~~e. a list of significant variances against the Students' Union's budget and explanations for these variances; and~~

~~d. any other information the Audit Committee considers relevant.~~

~~6. The Audit Committee is empowered to~~

~~a. examine any Students' Union record whose disclosure to the Audit Committee would not expose the Students' Union to legal liability; and~~

~~b. summon any Students' Union employee to appear before it within a reasonable length of time.~~

PROPOSED

## **Bylaw 4100**

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

#### **Short Title**

1. ~~— This Bylaw may be referred to as the "Academic Affairs Board Bylaw".~~

#### **Definitions**

2. ~~— a. "AAB" will mean the Academic Affairs Board;~~  
~~b. "Bylaws" or "Constitution" in this Bylaw will mean the Students' Union Constitution and Bylaws; and,~~  
~~c. "Board" will mean the Academic Affairs Board.~~

#### **Start-up**

- ~~— 3. — a. The Academic Affairs Board will be appointed by Students' Council before June 30 of each year.~~  
~~b. The incoming Chair will announce the date of the first meeting, and establish the dates of subsequent meetings.~~

#### **Mandate**

- ~~— 4. — The Academic Affairs Board will:~~
  - ~~a. — Create and coordinate projects on campus designed to respond to academic issues facing the university community;~~
  - ~~b. — Recommend to Students' Council on academic relations, academic affairs, and other issues facing the university community;~~
  - ~~c. — Advise and assist the Vice President (Academic) on the creation and implementation of Students' Union policy;~~
  - ~~d. — Promote cooperation and coordination with faculty associations pursuant to Bylaw 8200;~~
  - ~~e. — Promote cooperation and coordination with General Faculties Council Student Caucus, pursuant to Bylaw 8500; and,~~
  - ~~f. — Promote cooperation and coordination with the Awards Selection Committee pursuant to bylaw 6150.~~

May 4, 2001

Apr 03/01

Aug 15/00

Aug 6/96

Jan 13/93

Anr 11/89

**Composition**

- ~~5. The board will be composed of:~~
- ~~a. The Vice President (Academic);~~
  - ~~b. Three (3) Student Councillors as selected by Students' Council. If no member(s) of Students' Council can be obtained after two (2) attempts to fill the required Councillor position(s), the Chair may, after June 30 of each year, appoint student(s) at-large to fill the vacant position(s) on the Academic Affairs Board;~~
  - ~~c. Six (6) students at-large; and,~~
  - ~~d. The Academic Affairs Coordinator, as a non-voting member.~~

**Chair**

- ~~6. a. The Chair of the Academic Affairs Board will be the Vice President (Academic).~~
- ~~b. The Academic Affairs Coordinator shall serve as the Secretary of the Board.~~
- ~~c. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as chair at that meeting.~~

**Quorum**

- ~~7. Quorum of any meeting of the Board will be five (5) voting members and the Chair.~~

**Conduct of Business**

- ~~8. a. The Chair, Academic Affairs Coordinator, or at least half of the voting members may call a meeting. At least thirty-six (36) hours notice will be given to all members.~~
- ~~b. Board minutes and recommendations will be made available to any interested parties upon request.~~
- ~~c. Board Policy decisions will not come into effect until the day after they have been reported to Students' Council.~~
- ~~d. The Vice President (Academic) reserves the right to remove, and subsequently replace, any member of the Committee who fails to meet the attendance requirements as established by the Vice President (Academic).~~

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May 4, 2001

Apr 03/01

Aug 15/00

Aug 6/96

Jan 13/93

Anr 11/89

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. "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**

4. ~~————~~ 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.

**Composition**

5. ~~————~~ 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**

- ~~6. 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**

- ~~7. 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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May 4/01

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## PROPOSED

### **Bylaw 4300** **~~A Bylaw Respecting the Budget Committee of the Students' Union~~**

#### **Mandate**

1. ~~—The Budget Committee shall
  - a. ~~—prepare a preliminary budget for the following fiscal year;~~
  - b. ~~—complete the final version of the budget for the current fiscal year;~~
  - c. ~~—make such recommendations on the budget to Students' Council as it considers appropriate; and~~
  - d. ~~—undertake such tasks as are assigned to it by Students' Council.~~~~

#### **Composition**

2. ~~—The Budget Committee shall be composed of
  - a. ~~—the Vice President (Operations and Finance) as chair; and~~
  - b. ~~—six Student Councillors.~~~~

#### **Absent Chair**

3. ~~—Should the chair be absent, the Budget Committee shall elect that meeting's chair from its membership.~~

#### **Quorum**

4. ~~—Quorum at any meeting of the Budget Committee shall be four members.~~

#### **Conduct of Business**

5. ~~—The Chair or any four members of the Budget Committee may call a meeting by providing at least forty-eight hours notice to all members.~~

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Aug 15/00

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PROPOSED

**Bylaw 4400**  
**~~A Bylaw Respecting the Internal Review Board of the Students' Union~~**

**~~Short Title~~**

~~1. a. This Bylaw may be referred to as the "Internal Review Board" Bylaw.~~

**~~Definitions~~**

- ~~2. a. "IRB" will mean the Internal Review Board;~~
- ~~b. "Bylaws" or "Constitution" in this Bylaw will mean the Students' Union Constitution and Bylaws; and,~~
- ~~c. "Board" will mean the Internal Review Board.~~

**~~Start-up~~**

- ~~3. a. The Internal Review Board will be appointed by Students' Council before June 30 of each year.~~
- ~~b. The Incoming Chair will announce the date of the first meeting and establish the dates of subsequent meetings.~~

**~~Mandate~~**

- ~~4. The Internal Review Board will:~~
- ~~a. Review, on an ongoing basis, the internal structure and processes of the Students' Union;~~
- ~~b. Recommend necessary changes in the internal structure and processes of the Students' Union to Students' Council;~~
- ~~c. Draft additional bylaws or amendments to the existing Bylaws and Constitution, as required or as directed by Council;~~
- ~~d. Review and update the Bylaws and bring recommendations to Council regarding amendments;~~
- ~~e. To produce current copies of the Bylaws and Constitution with all amendments and additions to date incorporated in January or February, and for the Changeover Meeting;~~

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- ~~f. Help the proposers of amendments in the preparation of their formal proposal to Council; and,~~
- ~~g. Make editorial changes to the bylaws, as long as no substantive change is made without proper approval from Students' Council, and that these changes will be reported to Students' Council.~~

### **Composition**

- ~~5. The members of the Internal Review Board will be:~~
  - ~~a. the President of the Students' Union;~~
  - ~~b. a member of the Executive Committee, chosen by the Executive Committee;~~
  - ~~c. five (5) Student Councillors, appointed by the Students' Council;~~
  - ~~d. the Speaker of Students' Council, as a non-voting, ex-officio member;~~
  - ~~e. the Executive Assistant, as a non-voting, ex-officio member.~~

### **Chair**

- ~~6. a. The Chair of the Internal Review Board will be the President of the Students' Union.~~
- ~~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.~~

### **Quorum**

- ~~7. Quorum of any meeting of the Board will be four (4) voting members and the Chair or acting Chair.~~

### **Conduct of Business**

- ~~8. a. The Chair or any three (3) members of the Board may call a meeting. At least thirty-six (36) hours notice will be given to all members.~~
- ~~b. In the event of a tie vote, the Chair will decide the matter.~~
- ~~c. Board minutes and recommendations will be made available to Board members and student Councillors upon request.~~

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- d. ~~Board policy decisions will not come into effect until after they have been approved by Students' Council.~~

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May 4/01

Aug 15/00

Sept. 10/96

Sept 15/93

May 23/90

**Bylaw 4500**  
**~~A Bylaw Respecting the Student Life Board of the Students' Union~~**

**Short Title**

1. ~~— This Bylaw may be referred to as the "Student Life Board Bylaw".~~

**Definitions**

2. ~~— a. "SLB" will mean the Student Life Board~~  
~~b. "Board" will mean the Student Life Board.~~

**Start-up**

3. ~~— a. The Student Life Board will 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**

4. ~~— The Student Life Board will:~~
  - a. ~~— Advise the Vice President (Student Life) on all non-academic university issues;~~
  - b. ~~— Make recommendations to Students' Council on all non-academic university issues and ways of improving extracurricular student life;~~
  - c. ~~— Plan and implement activities related to its mandate;~~
  - d. ~~— Raise student awareness of non-academic university issues~~
  - e. ~~— Monitor the activities of, and provide direction to, the Residence Halls Association, and the WOW Planning Committee.~~

**Composition**

5. ~~— The Student Life Board will be composed of:~~
  - a. ~~— The Vice President (Student Life) 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~~

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~~Chair may, after June 30 of each year, appoint student(s) at-large to fill vacant position(s) on the Student Life Board;~~

- ~~c. Six (6) student-at-large members;~~
- ~~d. The Student Activities Coordinator, as a non-voting member.~~

**Quorum**

- ~~6. Quorum of the Student Life Board will be five (5) voting members and the Chair or acting Chair.~~

**Chair**

- ~~7. a. The Chair of the Student Life Board will be the Vice President (Student Life).~~
- ~~b. The Student Activities Coordinator shall serve as the Secretary of the Board.~~
- ~~c. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as Chair at that meeting.~~

**Conduct of Business**

- ~~8. a. In the case of a tie vote, the Chair will decide the matter.~~
- ~~b. The Chair or any three (3) members of the Board may call a meeting. At least thirty-six (36) hours notice will be given to all members.~~
- ~~c. Board minutes and recommendations will 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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**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. ~~Five (5) 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 five (5) 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 five (5) autonomous groups, with duties as follows:~~

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**Group 1—Chief Returning Officer**

a. ~~Nominating Committee Group 1 will be responsible for selecting a candidate for the following position:~~

~~————— i. Chief Returning Officer~~

b. ~~Nominating Committee 1 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.~~

**Group 2—Vice President (Academic) Boards and Committees**

a. ~~Nominating Committee Group 2 will be responsible for selecting student-at-large members for the following:~~

~~i. Academic Affairs Board;~~

~~————— ii. Awards Committee; and,~~

~~————— iii. University Standing Committees, as required.~~

b. ~~Nominating Committee Group 2 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.~~

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**Group 3—Vice President (External) Boards and Committees**

~~a. Nominating Committee Group 3 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 3 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 4—Vice President (Operations and Finance) Boards and Committees**

~~a. Nominating Committee Group 4 will be responsible for selecting student-at-large members for the following:~~

- ~~\_\_\_\_\_ i. Budget Committee;~~
- ~~\_\_\_\_\_ ii. Golden Bear and Panda Legacy Fund Committee;~~
- ~~\_\_\_\_\_ iii. Campus Recreation Enhancement Fund Committee;~~
- ~~\_\_\_\_\_ iv. Access Fund Board.~~

~~b. Nominating Committee Group 4 will consist of:~~

- ~~\_\_\_\_\_ i. the outgoing Vice President (Operations & Finance) of the Students' Union, as Chair;~~

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- ~~————— 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 5—Vice President (Student Life) Boards and Committees**

- ~~a. Nominating Committee Group 5 will be responsible for selecting student-at-large members for the following:~~

- ~~————— i. Student Life Board;~~
- ~~————— ii. Student Groups Committee;~~

- ~~b. Nominating Committee Group 5 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.~~

**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**

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

### **Conduct of Business**

- ~~8. a. Quorum shall be a majority of the voting members of each Nominating Committee.~~
- ~~b. An orientation seminar will be held for all members of Nominating Committee prior to 15 March each year, which will include training in interviewing and short-listing skills.~~
- ~~c. Nominating Committee will make every effort, prior to commencement of the interview process, to consult with the current 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" will meet at least one (1) week prior to Nominating Committee Groups 2-5. Unsuccessful applicants for positions considered in Groups 1 will be entitled to apply for positions contested in Groups 2-5.~~
- ~~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;~~

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- ~~—— 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 1100**  
**A Bylaw Respecting the Executive Committee of the Students' Union**

**Short Title**

1. This Bylaw may be referred to as the "Executive Committee Bylaw".

**Start-up**

2.
  - a. There will be a standing committee of the Students' Council known as the Executive Committee, pursuant to Article III of the Constitution.
  - b. At the Changeover Meeting of Students' Council, the Incoming Chair will announce the date of the first meeting, and it will be the responsibility of the members at the first meeting to establish the dates of subsequent meetings.

**Mandate**

3. The duties of the Executive Committee will be to:
  - a. Provide long-term strategic planning for the Students' Union as a whole;
  - b. Ensure proper functioning of each Vice Presidential portfolio;
  - c. Provide direction to the organization as a whole;
  - d. Promote the Students' Union;
  - e. Provide a thorough transition for their portfolio with their successor;
  - f. Provide written and/or verbal reports to Students' Council;
  - g. Supervise and provide direction for the implementation and administration of Students' Union policy;
  - h. Provide the Students' Council or any Board or Committee thereof with information requested by that body for the purpose of exercising its responsibilities;
  - i. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta;

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- j. Advise Students' Union representatives on discussions and negotiations with external institutions, subject to approved Students' Union policy;
  - k. Advise the Students' Council of its activities and decisions on an ongoing basis;
  - l. Perform such other functions as may from time to time be assigned by Students' Council;
  - m. Determine the confidentiality of Students' Union information and to convey notice of such confidentiality to users thereof;
  - ~~n. Act as incoming and outgoing Chairpersons of the Nominating Committee; and,~~
  - o. Spend at least eight (8) hours, per member each month during the Winter Session in outreach activities. Such activities may consist of, but not be limited to classroom speaking, visiting the offices of student groups, and meeting with their members.
4. In order that the Executive Committee may effectively fulfill its mandate under Section 3, the Executive Committee will:
    - a. After consultation with the General Manager, be authorized to establish procedures and administrative criteria for the implementation of Students' Union policy;
    - b. Have access, through the General Manager, to all information available in the Students' Union; and,
    - c. Subject to the provisions of Bylaw 3100 (Conduct of Business), be authorized to expend and commit moneys approved by Students' Council.
  5.
    - a. Nothing in Section 3 and 4 hereof will be interpreted so as to restrict the Students' Council's authority to deal with any aspect of Students' Union business.
    - b. The exercise of such Students' Council authority will be in the manner prescribed by the applicable bylaws, and may be invoked without revocation of any authority previously delegated. Such action will not of itself revoke previously delegated authority.

**President**

6. The responsibilities of the President will be to:

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- a. Act as the official Students' Union spokesperson on all student issues;
- b. Coordinate the Students' Union involvement with all external media, in conjunction with the Vice President (External);
- c. Dedicate time to work with all of the Vice Presidents and in each of their portfolios;
- d. Coordinate the Students' Union campus outreach activities;
- e. Staff Management;
- f. Provide long-term strategic direction for the Students' Union.
- g. Supervise the affairs of the Students' Union at the direction of the Executive Committee;
- h. Ensure that programs are implemented in accordance with the direction of Students' Council and accepted policy of the Students' Union;
- i. Further and maintain good external relations and representation with student, University, government bodies, and the general public;
- j. Provide administrative direction to the General Manager of the Students' Union, at the direction of the Executive Committee;
- k. Represent the interests of students as a member of General Faculties Council;
- l. Serve as a Students' Union nominee to the Board of Governors, and present a student point of view to the Board of Governors;
- m. Serve as Chair of the Executive Committee;
- ~~n. Serve as Chair of the Internal Review Board;~~
- ~~o. Serve as a member of the Budget Committee; and,~~
- ~~p. Serve as an ex-officio member of all Students' Union boards and committees, except the Discipline, Interpretation and Enforcement (D.I.E.) Board.~~

**Vice President (Student Life)**

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7. The responsibilities of the Vice President (Student Life) will be to:
  - a. Deal with all non-academic university issues,
  - b. Promote and coordinate Students' Union events, entertainment, and programming;
  - c. Be the Students' Union representative to the World University Services Committee (WUSC) of Canada and the University Administration administration on all matters relating to refugee students regarding Refugee Students, and to provide support as required;
  - d. To oversee the Orientation Program;
  - e. To oversee the production of the Student Union Handbook and Student Telephone Directory;
  - f. Promote a cooperative and continuing relationship with the Managers, Directors, and Editors of Students' Union services and retail operations;
  - ~~g. Serve as Chair of the Student Life Board;~~
  - ~~h. Serve as a member of the Budget Committee;~~
  - i. Supervise and provide direction to the activities of the Manager of Entertainment and Programming;
  - j. Supervise and provide direction to the Student Activities Coordinator, University Affairs Coordinator, and Orientation Coordinator; and,
  - k. Perform such duties as are assigned by the President, the Executive Committee, or Students' Council.
  - l. Serve as a member of the Residence Halls' Association.

#### **Vice President (Academic)**

8. The responsibilities of the Vice President (Academic) will be to:
  - a. Maintain an awareness of current academic issues and developments; ~~and to inform the Academic Affairs Board, the Executive Committee, and the Students' Council of the same,~~ current University research projects and issues, and

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University governance issues, and inform the Executive Committee and Students' Council of the same;

- ~~b. Maintain an awareness of current University Research projects and issues, and to inform the Academic Affairs Board, the Executive Committee, and Students' Council of the same;~~
- ~~c. Provide information, direction, and guidance in matters concerning University governance; and to inform the Academic Affairs Board, the Executive Committee, and Students' Council of the same;~~
- d. Coordinate the Students' Union Awards Night in conjunction with support staff, ~~the Academic Affairs Board,~~ and the Executive Committee;
- e. Prepare academic policy recommendations for consideration by the appropriate authority;
- f. Represent the Students' Union on General Faculties Council, and on any committee thereof which General Faculties Council may require;
- g. Provide information and assistance to promote, coordinate, and facilitate student involvement in University government and on University committees;
- h. Advise students of the University policy regarding academic appeals;
- ~~i. Serve as Chair of the Academic Affairs Board;~~
- ~~j. Serve as a member of the Budget Committee;~~
- k. Coordinate the activities of and provide direction to the Academic Affairs Coordinator; and,
- l. Perform such duties as are assigned by Students' Council, the Executive Committee, or the President.

**Vice President (Operations and Finance)**

- 9. The responsibilities of the Vice President (Operations and Finance) will be to:
  - a. Supervise all Students' Union funds and accounts, and all transactions arising there from; and,

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- b. Assist the President:
  - i. in the supervision and efficient administration of the Students' Union departments designated by the President;
  - ii. in maintaining continuous operational liaison with the General Manager and the Manager of Finance and Administration;
- c. Assist the President in the supervision and efficient administration of Students' Union services and building operations:
- ~~d. Administer all correspondence with respect to the Budget Committee;~~
- ~~e. Ensure that the Budget Committee is kept aware of the operating policies and departments of concern to it;~~
- f. Prepare and publish preliminary and final budgets;
- ~~g. Serve as Chair of the Budget Committee; and,~~
- h. Perform such duties as are assigned by Students' Council, the Executive Committee, or the President.

#### **Vice President (External)**

- 10. The responsibilities of the Vice President (External) will be to:
  - a. Liaise with federal, provincial, and municipal governments;
  - b. Investigate matters concerning student loans, tuition levels, post-secondary education funding, and to inform the ~~External Affairs Board~~, the Executive Committee, and Students' Council of the same;
  - c. Coordinate community outreach, in conjunction with the Community Affairs Coordinator;
  - d. Investigate matters of concern to the Executive Committee or to the Students' Council that lie external to the administration of the Students' Union;
  - e. Promote an ongoing relationship with members of the federal, provincial, and municipal community groups in accordance with Students' Union policies;

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- f. Coordinate Students' Union involvement with all external media, in conjunction with the President;
- g. Perform the duties of the President during the President's absence;
- h. Coordinate external affairs projects as determined by the Executive Committee ~~or the External Affairs Board~~;
- i. Supervise and provide direction to the activities of the Community Relations Coordinator;
- j. Serve as a Students' Union nominee to the Senate;
- ~~k. Serve as Chair of the External Affairs Board;~~
- ~~l. Serve as a member of the Financial Affairs Board;~~
- m. Perform such duties as are assigned by Students' Council, the Executive Committee or the President.

### Composition

- 11. The Executive Committee will consist of:
  - a. The President;
  - b. The Vice President (Academic);
  - c. The Vice President (External);
  - d. The Vice President (Operations & Finance); and,
  - e. The Vice President (Student Life).
- 12. The General Manager will be a non-voting member of the Executive Committee.
- 13. The voting members of the Executive Committee will be elected in the manner set out in the Nominations and Elections Bylaw (2100).
- 14. Each voting member of the Executive Committee will work full-time for the Students' Union for the entire duration of their term, commencing May 1 of each year to April 30 of the following year.

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**Eligibility Requirements**

15. Voting members of the Executive Committee:
  - a. Will be registered in the equivalent of at least one (1) but not more than three (3) full year courses for credit in Winter Session; and,
  - b. May be registered in the equivalent of not more than one (1) full course in each of Spring and Summer Sessions.
  - c. Will be assessed and have paid full Students' Union fees for the entire term of their employment with the Students' Union.

**Bonding of Members and Employees**

16.
  - a. The members of the Executive Committee and all members of the permanent staff, who in the normal course of their duties have access to or are responsible in any way for Students' Union funds, will be bonded with a recognized bonding or insurance company for an amount not less than two thousand five hundred (\$2,500.00) dollars.
  - b. Nothing in this section will be construed to prohibit bonding of other students and staff not specifically named herein.

**Chair**

17. The Chair of the Executive Committee will be the President.
18. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Executive Committee will be elected as Chair at that meeting.

**Conduct of Business**

19. Minutes of each meeting of the Executive Committee will be published within one (1) week of the occurrence thereof, and will be distributed to members of Students' Council, and such others as the Executive Committee may determine.
20.
  - a. Quorum for the Executive Committee will be four (4) voting members.
  - b. Any member of the Executive Committee may require that notice of meetings and of items to be discussed to be distributed twenty-four (24) hours in advance of any meeting.

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- c. The President will call meetings of the Executive Committee at the request of a member of the Committee.

**Final Report**

21. The Chair will submit, prior to 30 April, a written final report of the Committee's activities, achievements, and recommendations for the year.
22. The Executive Committee is responsible for all aspects of the operation of the Students' Union not provided for in Bylaw.
23. The Executive Committee has the power to take such measures as it may consider appropriate to discharge this responsibility, subject to the limits of Students' Union legislation.
24. The Executive Committee may delegate any of its powers, duties, or functions as it sees fit, and prescribe conditions governing the exercise of any delegated power, duty or function, including the power of sub delegation.

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## Bylaw 2400

### A Bylaw Respecting the Plebiscites and Referenda of the Students' Union

#### Short Title

1. This bylaw may be referred to as the "Plebiscites and Referenda Bylaw."

#### Definitions

2. For the purposes of this bylaw:
  - a. a "member" shall be a member of the Students' Union as defined by Article 1 of the Students' Union Constitution;
  - b. the "C.R.O." shall be the Chief Returning Officer of the Students' Union, as set out in the Chief Returning Officer and Elections Staff Bylaw;
  - c. a "D.R.O." shall be a Deputy Returning Officer of the Students' Union, as set out in the Chief Returning Officer and Elections Staff Bylaw;
  - d. a "plebiscite" shall be a vote, open to all members except the C.R.O., held on a given question but that is not binding;
  - e. a "referendum" shall be a vote, open to all members except the C.R.O., held on a given question and whose result is legally binding upon the Students' Union;
  - f. a "side" shall be any person or group of people who have their registration as a side accepted under this bylaw;
  - g. a "campaign manager" shall be a person registered part of a side who has been selected by those members of a side to serve as campaign manager for the purposes of this bylaw;
  - h. a "campaign activity" shall be any act, planned or organized on behalf of a particular side, that is calculated to convince members to vote in a given way in a referendum or plebiscite;
  - i. a "volunteer" shall be any person who participates in campaign activities;

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- j. the “D.I.E. Board” shall be the Discipline, Interpretation, and Enforcement Board of the Students’ Union, as set out in Article XV of the Students’ Union Constitution and in the Discipline, Interpretation, and Enforcement Board Bylaw;
- k. ~~the “I.R.B.” shall be the Internal Review Board, as set out in the Internal Review Board Bylaw;~~
- l. a “campaign expense” shall be any and all expenditures incurred in engaging in campaign activities;
- m. “campaign materials” shall be any physical or electronic media produced or distributed as part of campaign activities;
- n. a “banner” shall be any campaign material composed of paper, cloth, or similar material, of a total area of between four (4) square feet and two hundred (200) square feet;
- o. a “poster” shall be any campaign material composed of paper, cloth, or similar material, of a total area of under four (4) square feet that is designed to be posted on a wall or similar plane;
- p. a “voter” shall be any member who exercises his/her entitlement to vote, as set out in Section 63;
- q. a “forum” shall be any event planned or organized by any entity other than a side or the Students’ Union at which campaign activities are facilitated;
- r. the “University” shall be the University of Alberta;
- s. “working hours” shall be any and all hours occurring between 0900 and 1700, on any Monday, Tuesday, Wednesday, Thursday, or Friday, excepting those hours occurring on statutory holiday; and
- t. a “general election” shall be the General Election of the Executive Committee and the Undergraduate Board of Governors, as set out in the General Election of the Executive Committee and the Undergraduate Board of Governors Bylaw, or the General Election of Faculty Councillors, as set out in the General Election of Faculty Councillors Bylaw.

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**Mandate**

3. This bylaw shall govern the initiation, organization, and interpretation of any plebiscite or referendum held by the Students' Union.

**Petition May Initiate Plebiscite**

4. Where a petition bearing the names, signatures, and student identification numbers of at least one thousand (1,000) members requesting a plebiscite on a given question is submitted to the C.R.O., then a plebiscite shall be held on that question, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.

**Petition May Initiate Referendum**

5. Where a petition bearing the names, signatures, and student identification numbers of at least two thousand five hundred (2,500) members requesting a referendum on a given question is submitted to the C.R.O., then a referendum shall be held on that question, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.

**Council May Initiate**

6. Students' Council shall have the authority to call a plebiscite or referendum without a petition.

**Internal Review Board May Initiate**

7. Upon confirmation by the C.R.O. that a valid petition has been received, or upon Students' Council calling a plebiscite or referendum as set out in Section 6, the Bylaw Committee ~~I.R.B.~~ shall draft a question that:
  - a. fully reflects the spirit of the petition or motion; and
  - b. if acted upon, would not violate any Students' Union law or any federal or provincial statute or regulation.

**Students' Council Shall Ratify Question**

8. The final authority to determine the wording of a plebiscite or referendum question shall rest with Students' Council, provided that the wording determined adheres to the criteria set out in Section 7.

**Invalid Questions**

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9. Where any plebiscite or referendum question does not meet the criteria set out in Section 7, the plebiscite or referendum on that question shall not be held.

**Chief Returning Officer Shall Determine Date**

10. Where Students' Council approves a plebiscite or referendum question that meets the criteria set out in Section 7, the C.R.O. shall determine and announce a date on which the plebiscite or referendum on that question shall be held, and shall do so within fourteen (14) days of the plebiscite or referendum question being approved by Students' Council.

**Constraints Due to Date**

11. The plebiscite or referendum shall be held on a date no sooner than fourteen (14) days from the approval of the question by Students' Council, and no later than one hundred and eighty (180) days from the approval of the question by Students' Council, or the next general election scheduled to occur more than fourteen (14) days from the approval of the question by Students' Council, whichever is later.

**Chief Returning Officer Shall Publicize Question**

12. The C.R.O. shall:
  - a. Schedule and conduct a meeting for the registration of sides, such meeting to take place not more than thirty-five (35) and not fewer than seven (7) days in advance of the plebiscite or referendum;
  - b. announce this meeting at least seven (7) days in advance of the meeting; and
  - c. publish in each available edition of the Official Student Newspaper between the announcement of the meeting and the meeting the wording of the question and the time, date, and location of the meeting.

**Two Sides**

13. For each plebiscite or referendum, there shall be:
  - a. a "yes" side; and
  - b. a "no" side.

**Registration of Sides**

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14. Members wishing to register themselves as part of a side shall attend the meeting for registering sides, as set out in Section 12(b).

**Registration Shall be Accepted**

15. Where a member attends the meeting for registering sides, where that member announces his/her intention to register for a side, where that member provides the C.R.O. with his/her name, student identification number, and contact information, and where the C.R.O. is satisfied that that member does not aim to circumvent democracy by registering for that side, that member's registration shall be accepted.

**Limiting Clause**

16. Section 15 notwithstanding, no member shall register for more than one (1) side for any plebiscite or referendum.

**One Side Only**

17. Section 13 notwithstanding, where there are no members wishing to register for one (1) side in a given plebiscite or referendum, that side shall not exist.

**Sides Shall Select Campaign Manager**

18. Each side shall select, from among the members registered to it, on (1) campaign manager.

**Content of Meeting**

19. At the meeting for the registration of sides, the C.R.O. shall, at minimum:
  - a. review all relevant bylaws, rules, and regulations, including this bylaw, and respond to questions about same; and
  - b. create a register listing the members registered for each side as well as the campaign manager for each.

**Requirement to Report Keys**

20. All campaign managers shall, within twenty-four (24) hours of the nomination deadline, report to the C.R.O. any keys, cards, and other means of access to any building or room on the University of Alberta Campus.

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**Chief Returning Officer Shall Confiscate Relevant Keys**

21. The C.R.O. shall confiscate from a campaign manager, until the commencement of voting, any keys, card, and other means of access to any building or room on the University of Alberta campus where:
  - a. the key, card, or other means of access in question would provide an unfair advantage to the side; and
  - b. the campaign manager is not academically, occupationally, or otherwise required to retain the key, card, or other means of access in question for the duration of the Campaign.

**Consequence of Contravention**

22. Where a campaign manager contravenes Section 20, he/she shall be disqualified.

**Prohibition on Campaigning**

23. No campaign manager or volunteer, between the nomination deadline and the commencement of campaign activities, shall engage in any campaign activity.

**Requirements of Campaign Managers**

24. Each campaign manager shall act reasonably and in good faith, and specifically shall:
  - a. ensure that each volunteer acting on behalf of his/her side is aware of all bylaws, rules, regulations, and orders;
  - b. ensure that each volunteer acting on behalf of his/her side is in compliance with all bylaws, rules, regulations, and orders; and
  - c. report any contravention of a bylaw, rule, regulation, or order to the C.R.O. immediately.

**No Use of Non-Universal Resources**

25. No side shall make use of any resource that is not:
  - a. available to all sides;
  - b. general volunteer labour or expertise; or
  - c. accounted for as part of that side's campaign expenses.

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**Restriction on Campaign Activities**

26. No volunteer shall engage in any campaign activity:
- a. in any business or service operated by the Students' Union;
  - b. in a University library;
  - c. in a classroom during a class unless he/she first obtains the permission of the professor responsible for that class;
  - d. in any residence; or
  - e. in any building or on any land not owned or operated by the University or the Students' Union.

**Requirement for Forums**

27. No side shall engage in any forum unless each side in its question has received equal notification of the forum and will be afforded an equal chance to speak at it.

**Chief Returning Officer Must Approve Materials**

28. All campaign materials shall be approved in form, content, and cost by the C.R.O. before they may be used in campaign activities.

**Requirements to Request Approval of Materials**

29. Sides wishing to have campaign materials approved shall provided the C.R.O. with:
- a. a written estimate of the cost of the proposed campaign material, including the source of that estimate; and
  - b. the complete contents of the proposed campaign material, including text, images, and layout.

**Chief Returning Officer Must Respond**

30. The C.R.O. shall provide in confidence a written approval or refusal of campaign materials within twelve (12) working hours of receiving a request as set out in Section 29.

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**Forbidden Materials**

31. The C.R.O. shall not approve campaign materials that:
- a. have more than a nominal value when distributed;
  - b. cannot be removed at the end of the Campaign;
  - c. are likely to permanently damage or alter property;
  - d. are libellous, slanderous, racist, sexist, homophobic, or otherwise defamatory;
  - e. are factually incorrect or patently misleading; or
  - f. violate any federal or provincial statute or regulation.

**Consequence of Contravention**

32. Where a side contravenes Section 28, the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that side, as set out in Section 90.

**Restriction on Banners**

33. No side shall have more than one (1) banner on display in any given building at any given time.

**Consequence of Contavention**

34. Where a side contravenes Section 33, the offending banners shall be destroyed and the C.R.O. may assess an additional penalty to that side, as set out in Section 90.

**Restriction of Posters**

35. No side shall have more than ten (10) posters on display in any given building at any given time.
36. No poster shall be displayed in such a way as to obscure other election campaign materials.

**Consequence on Contavention**

37. Where a side contravenes Section 36 or Section 37, the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that side, as set out in Section 90.

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**Only Chief Returning Officer May Authorize Destruction**

- 38. No volunteer shall damage or destroy another side's campaign materials unless specifically authorized to do so by the campaign manager for that side or the C.R.O.

**Materials Must be Removed**

- 39. All campaign materials shall be removed by 2100 on the day before the commencement of voting.

**Designated Printers**

- 40. All Printed campaign materials shall be purchased at official list price costs from one (1) or more of the printing companies designated by the C.R.O.

**Minimum Designated Printers**

- 41. The C.R.O. shall designate at least five (5) printing companies from which sides may purchase materials to be in compliance with Section 41.

**Exemption**

- 42. Where a side demonstrates that a desired campaign material could not be produced by any of the five (5) or more printers designated by the C.R.O. as set out in Section 54, the C.R.O. may grant a limited exemption from section 41 to that side.

**Must Use Students' Union Businesses Where Possible**

- 43. Where campaign materials can be produced by any Students' Union operated business, sides shall purchase those campaign materials from that business.

**Consequence of Contravention**

- 44. Where a side contravenes Section 41 or Section 44, the offending campaign materials shall be destroyed, and the C.R.O. may assess an additional penalty to that side, as set out in Section 90.

**Campaign Expense Limit**

- 45. No side shall accrue more than one thousand dollars (\$1000.00) in campaign expenses, all of which shall be paid by the Students' Union.

**Allowance for Recycled Materials**

- 46. Where a side chooses to print campaign materials on recycled paper containing one hundred percent (100%) post consumer content, and where that side demonstrates, to the satisfaction of the C.R.O., that this choice resulted in an increased cost being

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incurred to it, then the amount of this increased cost shall not count against the limit set out in Section 46.

**Responsibility and Record Keeping**

- 47. Each side shall keep an up to date and accurate account of all campaign expenses it incurs, and its campaign manager shall be responsible to the C.R.O. for all such campaign expenses.

**Requirement to Submit Records**

- 48. Each side's campaign manager shall submit to the C.R.O. the record, as set out in Section 48, prior to twenty-four (24) working hour prior to the commencement of voting.

**Deadline for Incurring Expenses**

- 49. No side shall incur any campaign expense within twenty-four (24) working hours of the commencement of voting, except where that campaign expense has been reported in the record submitted to the C.R.O., as set out in Section 49.

**Candidates Shall be Assessed Fair Market Value**

- 50. Where a product or service has been provided to a side for no consideration or for consideration that is less than the official list price of the product or service provider, that side shall be considered to have incurred a campaign expense equal to the fair market value of the product or service, as determined by the C.R.O.

**Reverse Does Not Apply**

- 51. Where a side receives a product or service for consideration that is greater than the fair market value of that product or service, then that side shall be considered to have incurred a campaign expense equal to the actual consideration.

**Valueless Items**

- 52. For the purposes of Section 51, general labour and any expertise held by a significant portion of the population, including, but not limited to, poster design and web page design and programming, shall be considered to have a fair market value of zero.

**Chief Returning Officer Shall Determine Market Value**

- 53. The fair market value shall be determined by the C.R.O. using the price that any other side would pay for a comparable product or service as a guideline.

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**Advance Assessment of Market Value**

54. Sides shall have the right, but not the obligation, to receive an assessment of a product or service's fair market value in advance.

**Procedure for Advance Assessment**

55. A side wishing to receive a fair market value assessment in advance shall make a written request to the C.R.O. which shall include:
- a. a full and accurate description of the product or service;
  - b. the supplier of the product or service, along with contact information for same; and
  - c. the side's estimate of the product or service's fair market value, and a rationale for same.

**Chief Returning Officer Must Respond**

56. Where a complete request, as set out in Section 56, has been submitted to the C.R.O., the C.R.O. shall respond with a decision within twelve (12) working hours.

**Where Limits are Exceeded**

57. The C.R.O. shall review all campaign expense records, and shall post summaries of same more than twelve (12) working hours prior to the commencement of voting.
58. Where the C.R.O. determines that a side has exceeded or falsified its campaign expense limit:
- a. the campaign manager for that side shall be disqualified.
  - b. that side shall be prohibited from engaging in any further campaign activities;
  - c. he/she may recommend to the D.I.E. Board that further action be taken against that side's campaign manager, members, and/or volunteers; and
  - d. all of the above shall be communicated to that side's campaign manager.

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**Discipline, Interpretation and Enforcement Board Must Meet**

59. The D.I.E. Board shall convene a meeting less than twelve (12) working hours prior to the commencement of voting for the purposes of hearing and ruling on all appeals of the C.R.O.'s rulings.

**Limitation on Appeal Times**

60. All appeals of the C.R.O.'s rulings, with the exception of those arising out of voting and results, shall be heard and ruled upon by the D.I.E. Board prior to the commencement of voting.

**Discipline, Interpretation and Enforcement Board Must Rule**

61. The D.I.E. Board shall, at the meeting set out in Section 60, either:
- a. rule on all appeals; or
  - b. order a delay to the referendum or plebiscite.

**All Members Save Chief Returning Officer May Vote**

62. Each member shall be entitled to cast one (1) ballot, except the C.R.O. who shall be entitled to cast a ballot only in the event of a tie, as set out in Section 68.

**Multiple Ballots**

63. Where a member is found to have cast more than one (1) ballot, all of that member's ballots shall be considered spoiled.

**Ballots will Have Both Options**

64. Ballots shall list each side "yes" followed by "no" for each referendum or plebiscite question.

**Overriding Principle**

65. Where a voter's intention is clear, that voter's ballot shall be counted.

**Victorious Side**

66. The side that receives the greater number of votes shall be declared victorious.

**Provision for a Tie**

67. Where both sides receive an equal number of votes, the C.R.O. shall cast a ballot.

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**Chief Returning Officer Shall Determine Times**

68. Voting shall be conducted at times determined and advertised by the C.R.O.

**Discipline, Interpretation and Enforcement Board Must be Done Ruling**

69. No voting, other than a maximum of one (1) advance poll, shall be conducted prior to the D.I.E. Board ruling on all appeals covered by Section 61.

**Minimum of Poll Clerks**

70. At each physical polling station, there shall be at least two (2) poll clerks, hired by the Students' Union for that purpose, at all times.

**Balloting Shall Cease**

71. Where there are fewer than two (2) poll clerks at any given polling station at any given time, polling at that polling station shall cease until such time as there are at least two (2) poll clerks at that polling station.

**Notice to Voters**

72. At each polling station, there shall be a notice to voters that shall explain the balloting procedures.

**Chief Returning Officer Shall Provide Secure Handling**

73. The C.R.O. shall provide for the secure handling of ballots, and shall ensure that at all times ballots are either under the direct supervision of the C.R.O. or a D.R.O. or are in a locked room or container.

**Limitations on Partisan Members**

74. During voting, campaign managers, members of sides, and volunteers shall not engage in campaign activities.

**Right to Scrutineer**

75. Each side shall be permitted to have one (1) agent, designated in writing by the campaign manager, acting as scrutineer and being present at the counting of the ballots.

76. Scrutineers shall not be permitted to leave the count room or contact any individual outside of the count room until such time as ballot counting is completed or until such time as the C.R.O. declares that they may do so.

**Requirements of the Chief Returning Officer**

77. The C.R.O. or at least one (1) D.R.O. shall:

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- a. supervise the counting of ballots;
- b. post final referendum or plebiscite results within twenty-four (24) working hours of all complaints and appeals being resolved;
- c. notify the Speaker of Students' Council and the President of the Students' Union, in writing, of the final results;
- d. post unofficial referendum or plebiscite results at any time, including during counting;
- e. advertise final referendum or plebiscite results in the first available edition of the Official Student Newspaper after the posting of the final results as set out in Section 78 (b); and
- f. store the ballots in a locked room or container for at least two (2) weeks after the last recount has been completed.

**Chief Returning Officer Shall Authorize Recount**

78. A request for a recount shall be granted by the C.R.O. where:
- a. the request is in writing and signed by a member;
  - b. the request is submitted to the C.R.O. within forty-eight (48) hours of the posting of referendum or plebiscite results as set out in Section 78 (b); and
  - c. the difference between the number of votes obtained by each side is less than one half (1/2) of one percent (1%) of the total votes cast in that referendum or plebiscite.

**Chief Returning Officer Shall May Initiate Recount**

79. The C.R.O. may initiate a recount independently for any reason.

**Chief Returning Officer Shall Post Results of Recount**

80. The C.R.O. shall post the results of any recount within twenty-four (24) working hours of the recount being completed.

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**Powers of the Chief Returning Officer**

81. The C.R.O. shall be empowered to investigate and rule upon every contravention of this bylaw or any other bylaw, rule, or regulation of any bylaw related to the referendum or plebiscite.

**Chief Returning Officer Shall Prepare Form**

82. The C.R.O. shall prepare and provide a complaint form which shall require complainants to indicate:
- a. their names and student identification numbers;
  - b. the specific bylaw and section, rule, or regulation that is alleged to have been contravened;
  - c. the specific individual or group that is alleged to be in contravention;
  - d. the specific facts that constitute the alleged contravention; and
  - e. the evidence for these facts.

**Chief Returning Officer Required to Rule**

83. The C.R.O. shall rule on any complaint that was received within twelve (12) working hours of the alleged contravention.

**Complaint to Chief Returning Officer**

84. The original complaint form shall be provided to the C.R.O.

**Copies to Respondents**

85. The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.

**Chief Returning Officer Must Rule Within 12 Working Hours**

86. Where a complaint is received and is found to be complete as set out in Section 83, the C.R.O. shall rule on the complaint within twelve (12) working hours of receiving the complaint.

**Chief Returning Officer Shall Post Rulings**

87. The C.R.O. shall post all of his/her rulings, including:

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- a. a summary of the complaint
- b. a list of parties to the complaint
- c. where the C.R.O. fails to possess jurisdiction, as set out in Section 82, a summary of reasons for this finding;
- d. a listing of all bylaws, rules, and regulations that apply;
- e. a finding regarding the facts;
- f. a ruling regarding the alleged contravention;
- g. the penalty assigned, if any;
- h. the time the ruling was posted; and
- i. the time limit for appeal.

**Criteria for Determining Penalty**

88. Where a campaign manager or volunteer has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and where that contravention has provided an unfair advantage to a side, the C.R.O. shall assign a penalty that fully counter-balances any advantage gained.

**Available Penalties**

89. Penalties available to the C.R.O. shall include:
  - a. a fine, to be counted against the side's campaign expenses;
  - b. the confiscation or destruction of campaign materials;
  - c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting; and
  - d. disqualification of campaign manager.

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**Advantages that cannot be fully Counterbalanced**

- 90. Where the advantage gained by the “yes” side of a referendum or plebiscite due to a contravention cannot be fully counterbalanced by the penalties available to the C.R.O. as set out in Section 90, the C.R.O. shall cancel the referendum or plebiscite.
  
- 91. Where the advantage gained by the “no” side of a referendum of plebiscite due to a contravention cannot be fully counterbalanced by the penalties available to the C.R.O. as set out in Section 90, the C.R.O. shall counterbalance the advantage to the maximum extent possible, and may recommend to the D.I.E. Board that further disciplinary action be taken against the members guilty of the contravention under the Discipline, Interpretation, and Enforcement Board Bylaw.

**Disqualified Campaign Managers**

- 92. Where a side’s campaign manager is disqualified, that side shall select a new campaign manager.

**Right of Members**

- 93. Any member shall be entitled to appeal a ruling of the C.R.O. to the D.I.E. Board.

**Limiting Clause**

- 94. No appeal shall be considered by the D.I.E. Board unless it is received within twelve (12) working hours of the C.R.O.’s ruling being posted.

**Discipline, Interpretation and Enforcement Board Must Rule**

- 95. Where a complete appeal is received, the D.I.E. Board shall convene a hearing within twelve (12) working hours of the appeal being submitted.

**No Appeal Exists**

- 96. No appeal shall exist from a ruling of the D.I.E. Board on an appeal of a ruling by the C.R.O.

**Limit to Frequency**

- 97. No more than two (2) valid referenda, plebiscites, or combination thereof may be held on any one issue within one (1) calendar year.

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**Bylaw 2500**  
**A Bylaw Respecting the Chief Returning Officer and Elections Staff of the Students' Union**

**Short Title**

1. This Bylaw may be referred to as the “Chief Returning Officer and Elections Staff Bylaw”.

**Definitions**

2. For the purposes of this bylaw:
  - a. ~~the “Nominating Committee” shall mean the Nominating Committee of the Students' Union, as set out in the Nominating Committee Bylaw;~~
  - b. the “D.I.E. Board” shall be the Discipline, Interpretation, and Enforcement Board, as set out in the Discipline, Interpretation, and Enforcement Board Bylaw; and
  - c. a “member” shall be a member of the Students' Union, as defined by Article I of the Students' Union Constitution;

**Mandate**

3. This bylaw shall govern the selection, hiring, duties, and dismissal of the Chief Returning Officer and elections staff.

**Composition**

4. The elections staff shall consist of:
  - a. the Chief Returning Officer; and
  - b. one (1) or more Deputy Returning Officers, at the discretion of the Chief Returning Officer and as permitted by budgeted availability of funds.

**Hiring**

5. The Chief Returning Officer shall be appointed by Students' Council ~~after the Nominating Committee issues a recommendation.~~
6. The Deputy Returning Officers shall be appointed by Students' Council after a recommendation is issued by a committee composed of:
  - a. the Chief Returning Officer, as chair, voting only in the event of a tie; and

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- b. two (2) members of the D.I.E. Board

**Eligibility Requirements**

7. The Chief Returning Officer and Deputy Returning Officers shall be required to remain members for the Fall and Winter academic terms of their term in office and shall not concurrently hold any position of Students' Council or any of its boards and committees, the D.I.E. Board, or the Students' Union's paid staff.

**Terms of Office**

8. The Chief Returning Officer shall serve from April 30 to the following May 1.
9. The Deputy Returning Officer shall serve from April 30 to the following May 1.

**Duties of the Chief Returning Officer**

10. The duties of the Chief Returning Officer shall include:
  - a. overseeing the implementation of the Nominations of the Executive Committee and the Undergraduate Board of Governors Representative Bylaw, the Nominations and Election of Students' Union Faculty Councillors Bylaw, and the Referenda and Plebiscites Bylaw;
  - b. such duties as may be required of the Chief Returning Officer under the Nominations and Election of the Executive Committee and the Undergraduate Board of Governors Representative Bylaw, the Nominations and Elections of Students' Union Faculty Councillors Bylaw, and the Referenda and Plebiscites Bylaw; and
  - c. the submission to Students' Council of a written report of activities and recommendations prior to April 30.

**Duties of the Deputy Returning Officers**

11. The duties of the Deputy Returning Officers shall include:
  - a. such duties as may be required of the Deputy Returning Officers under the Nominations and Elections of the Executive Committee and the Undergraduate Board of Governors Representative Bylaw, the Nominations and Elections of Students' Union Faculty Councillors Bylaw, and the Referenda and Plebiscites Bylaw; and
  - b. such assistance as may be required by the Chief Returning Officer in the discharge of his/her duties, as set out in Section 10.

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**Reporting and Dismissal**

12. The Chief Returning Officer shall report directly to Students' Council, and shall be dismissed only by a two thirds (2/3) majority vote of Students' Council on two consecutive meetings, to be held not less than one (1) week apart.
13. The Deputy Returning Officers shall report directly to the Chief Returning Officer, and shall be dismissed only by a simple majority of Students' Council.

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PROPOSED

**Bylaw 3100**  
**A Bylaw Respecting the Conduct of Students' Union Business**

**Short Title**

1. This Bylaw may be referred to as the "Conduct of Business Bylaw".

**Definitions**

2. In this Bylaw:
  - a. "fiscal year" means the year commencing on May 1 of a calendar year, and ending on April 30 of the next calendar year;
  - b. "reserve" means an account which is designated to a specific use by referendum or by motion of Students' Council;
  - c. "General Manager" means the General Manager of the Students' Union or his designee.

**Students' Union Reserve**

3.
  - a. The Students' Union fees collected by the Financial Services Division of the University of Alberta will be transferred to the Students' Union.
  - d. The Vice President (Operations and Finance) and the General Manager will retain receipts for all money received and will have access to the accounts kept by the Financial Services Division of the University of Alberta in order to ascertain whether the accounts have been credited correctly.

**Financial Statements**

4.
  - a. A complete set of financial records will be kept by the General Manager according to generally accepted accounting procedures.
  - b. There shall be two audits performed annually, an interim and a final one, performed by a qualified accounting firm.
  - c. The audited financial statements and report of the auditor will be presented to Students' Council by the third Council meeting following completion of the final audit.
  - d. Monthly summary statements for all Students' Union accounts will be submitted to the Budget Committee as soon as they are available.

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**Preliminary Budget**

5.
  - a. Prior to March 15 of each year, all Students' Union organizations will submit a preliminary budget and business plan to the Vice President (Operations and Finance).
  - b. Budgets and business plans submitted pursuant to Subsection a. will contain estimates for all revenues and expenditures anticipated in the next fiscal year.
  - c. The Vice President (Operations and Finance), in consultation with the Budget and Finance Committee, will review all budget and business plan submissions and will present the total preliminary budget to Students' Council for approval not later than the outgoing Students' Council meeting prior to April 30.

**Final Budget**

6.
  - a. Not later than the third Monday of May in each year, the Vice President (Operations and Finance) will invite requests for budget and business plan revisions and during the month of June, they will be available to meet with representatives of Students' Union departmental units to discuss their budget, business plan and other financial problems.
  - b. Not later than June 30 of each year, the Vice President (Operations and Finance), in consultation with the Budget and Finance Committee, will review all budget and business plan revisions and prepare a final budget for presentation to Students' Council.
  - c. Not later than July 30 of each year, the Vice President (Operations and Finance) will present the final budget to Students' Council for approval.
  - d.
    - i. A deficit budget requires passage by a two-thirds (2/3) majority of the members present at a Students' Council meeting.
    - ii. An amendment to any budget which has the effect of creating or increasing a deficit in the entire budget amount requires passage by a two-thirds (2/3) majority of Students' Council.
  - e. The Vice President (Operations and Finance) will publish the final budget in a September issue of the Official Student Newspaper.

**Appeal**

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7. The recommendation of the Budget and Finance Committee concerning the budget of any organization may be appealed to Students' Council for approval.

### **Spending Authority**

8. a. Subject to Subsection 3. hereof, an organization or budget area may not spend more than has been budgeted unless specifically authorized to do so by Students' Council.
- b. Budget Alterations
- i. Transfers of Five Hundred Dollars or less, between or within budget areas, may be approved by the VP Operations and Finance;
  - ii. Transfers of One Thousand Dollars or less, between or within budget areas, may be approved by the Executive Committee;
  - iii. Transfers of Two Thousand Five Hundred Dollars or less, between or within budget areas, may be approved by the Budget and Finance Committee;
  - iv. Transfers of funds over Two Thousand Five Hundred Dollars, between or within budget areas, must be approved by the Students' Council.
  - v. The VP Operations and Finance will report all budget alterations, excepting those alterations that were approved by Students' Council, to Students' Council at the next Council meeting following the alteration
- c. Expenditures approved in the Students' Union budget will be authorized by Students' Union signing officers.
- d. Notwithstanding anything herein to the contrary, all commitments, whether in the Students' Union budget or in excess of one (1) year from the time of their approval, will be approved by the Students' Council and will, in the absence of such approval, be null and void.
- e. Loan Granting
- i. Loans granted by the Students' Union in the amount of \$4,000 or less must be approved by the Budget and Finance Committee

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- ii. Loans granted by the Students' Union in excess of \$4,000 must be approved by Students' Council

**Purchases**

- 9.
  - a. It is the duty of the organization requesting a purchase to submit an accurate estimate of cost.
  - b. All liabilities incurred by the Students' Union must have the prior approval of two (2) signing officers, as designated in Section 18.
  - c. All authorized expenditures will be paid by cheque, signed by two (2) signing officers as designated in Section 18.

**Reserves**

- 10. The General Manager will keep reserves for the following purposes:
  - a. general operations;
  - b. capital equipment;
  - c. building reserve;
  - d. contingency reserve;
  - e. sponsorship reserve.
  - f. project reserve

**Unappropriated Surplus**

- 11.
  - a. The Unappropriated Surplus shall be used for the general and miscellaneous operations of the Students' Union.
  - b. Any surplus or deficit of revenue over expenditures in the Students' Union accounts in any year will be credited or charged to Unappropriated Surplus.

**Capital Equipment Reserve**

- 12. The Capital Equipment Reserve will be used for the purpose and replacement of capital equipment belonging to the Students' Union.

**Building Expansion Reserve**

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13. The Building Reserve will be used for the construction of an extension to or internal renovation of the Students' Union Building or other Students' Union controlled facilities.

#### **Contingency Reserve**

14. The Contingency Reserve will be used for the funding of unforeseen expenditures.

#### **Sponsorship Reserve**

15. The Sponsorship Reserve will be used for the funding of programs/initiatives or to fund the annual events for which they were raised in years when sponsorship revenues fall below expectations.
16.
  - a. An amount of money not less than One Hundred Thousand Dollars per year will be placed in the Capital Equipment Reserve or the Students' Union Building Expansion Reserve, or divided between the two;
  - b. An amount not less than Thirty Thousand Dollars will be placed in the contingency reserve.

#### **Reserve Transfers**

17. By a two-thirds (2/3) majority vote of Students' Council, money may be transferred or loaned from one reserve to another, or from a reserve into the operating budget.
  - a. Notwithstanding Section 17, the Executive Committee shall have the authority to transfer up to \$5000 from the contingency reserve to fund unforeseen expenditures.
  - b. Notwithstanding Section 17, the Executive Committee shall have the authority to transfer monies in the Sponsorship reserve for the funding of programs and initiatives when fund in Sponsorship reserve exceed Five Thousand Dollars.
  - c. Notwithstanding Section 17, the Vice President (Operations and Finance) shall have the authority to transfer up to \$500 from the project reserve, the Executive Committee shall have the authority to transfer up to \$2500, and the Budget and Finance Committee up to \$5000. All transfers must be for the purpose of funding unforeseen project costs.

#### **Promissory Notes**

18. No officer of the Students' Union or member of the Students' Union staff has any authority to issue a promissory note or to execute any instrument which constitutes a

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charge, lien, or mortgage of any property of the Students' Union without the consent of the Students' Council.

**Travel Expenses**

19. All persons traveling on behalf of the Students' Union and whose expenses are paid in whole or in part by the Students' Union will account for all travel expenditures in a manner satisfactory to the General Manager.

**Signing Authority**

20. a. Any documents requiring the signature of signing officers shall be signed by one of each of the following categories:
  - i. Political: President, Vice President (Operations and Finance), Vice President (External)
  - ii. Administration: General Manager, Senior Manager of Finance and Administration, Senior Manager of Facilities and Operations.
- b. All cheques require two signatories, one individual in the "Political" category, and one individual in the "Administration" category; the preference is that these two individuals be the Vice President (Operations and Finance) and the Senior Manager of Finance and Administration.

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**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" "Committee" means the Budget and Finance Committee, and includes a committee of the Board thereof 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 Budget Committee 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**

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9.
  - a. A salary will be paid to the Speaker of the Students' Council in the amount of One Hundred Thirty-Five (\$135.00) Dollars per meeting of Students' Council.
  - b. A salary will be paid to a member of the Executive Committee in the amount of One Thousand Seven Hundred Two (\$1702.00) Dollars per month.
  - c. An honorarium will be paid to the Chief Returning Officer in the amount of Three Thousand Seven Hundred Forty Four (\$3744.00) Dollars for the term of May 1 to April 30.
  - d. An honorarium will be paid to each Deputy Returning Officer in the amount of One Thousand Forty (\$1040.00) Dollars for the term of October 1 to April 30.

**Indexing**

10. The salaries and honoraria embodied in this bylaw will be changed annually by an amount equal to 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 3300**  
**A Bylaw Respecting the General Manager of the Students' Union**

**Short Title**

1. This Bylaw may be referred to as the "General Manager Bylaw".

**Mandate**

2. A General Manager will be employed by written contract whose duties will be:
  - a. To act as General Manager of the Students' Union.
  - b. To hire, train, supervise and discharge employees as they deem advisable; however, where this function relates to managerial staff, such action will only be taken with the expressed approval of the Executive Committee.
  - c. To annually review the performance of each permanent employee and to make salary adjustments as permitted by the budget, excepting the position of Executive Assistant to the Executive Committee of Students' Council, and any permanent employee who may report directly to the said Executive Assistant.
  - d. To be responsible for the management of personnel, financial, administrative and operational aspects of the Students' Union and for seeing that the financial procedures of the Union operation are in accordance with University procedures and generally accepted accounting principles.
  - e. To coordinate the operation of the Students' Union activities with other departments of the University.
  - f. To assist the President and the Executive Committee of the Students' Union in the coordination of the entire Students' Union program.
  - g. To serve as an ex-officio non-voting member of the Students' Council, ~~Budget Committee~~, and ~~all other~~ boards and committees as may be required by that board or committee.
  - h. To take an active interest in the affairs of such organizations as may be prescribed by the President of the Students' Union.
  - i. All other duties and responsibilities as required or specified in the employment contract.

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Aug 30/88

3. The General Manager of the Students' Union will be responsible to the President of the Students' Union.

**Contract**

4. The terms of any contract of employment, between the Students' Union and the General Manager of the Students' Union will take precedence over the provisions of this Bylaw.

PROPOSED

**Bylaw 5600**  
**A Bylaw Respecting the Student Groups Committee of the**  
**Students' Union**

1. Any group is a student group that registers as such with the Students' Union.
2. In order to register as a student group with the Students' Union, a group must
  - a. be registered as a student group with the University of Alberta; and
  - b. have an executive committee comprised of at least 2/3 undergraduate students.
3. Student groups' registration with the Students' Union shall expire on April 30 of each year.
4. ~~The Student Groups Committee is comprised of~~
  - a. ~~a Students' Union employee, who is an undergraduate student, responsible for coordinating student groups and selected by the Executive Committee for that purpose as chair;~~
  - b. ~~the Vice President (Operations and Finance);~~
  - c. ~~three Councillors; and~~
  - d. ~~four students-at-large selected by Students' Council.~~
5. ~~The Chair of the Student Groups Committee shall vote only to break a tie.~~
5.
  - (1) Where there is a portion of the Students' Union operating budget designated for grants to be paid to Student Groups, no group that is not a Student Group shall receive a grant from that portion of the Students' Union operating budget.
  - (2) No Student Group shall receive more than one thousand five hundred dollars in funding from the portion of the Students' Union operating budget designated for grants to Student Groups in a single fiscal year.
6. The Vice President (Student Life), in conjunction with the University of Alberta, shall develop and table at Students' Council
  - a. a list of student groups' privileges; and

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b. a procedure through which these privileges can be suspended.

~~7. The Student Groups Committee shall~~

~~a. make decisions on grants made to student groups;~~

~~b. develop regulations on the exercise of the power set out in (a);~~

~~c. not grant money to entities that are not student groups under this bylaw;~~

~~d. not grant more than one thousand five hundred dollars to any student group during any Students' Council year; and~~

~~e. have a quorum of five members.~~

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PROPOSED

**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 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 Councillors, as selected by Students' Council;~~

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- ~~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;~~
  - ~~j. the Associate Director (Access Fund) of the Student Financial Aid and Information Centre, as a non-voting member and serving as secretary; and~~
  - ~~k. the General Manager or designate, as a non-voting member.~~
- ~~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.~~
  - ~~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 and shall occur not less than three (3) times annually.~~
  9. Meetings of the Board shall be in person, and not by proxy or otherwise.
  10. Any member shall have the opportunity to have the portion of his/her Students' Union fee dedicated to the Fund refunded to him/her.
  11. In any given year, not more than five percent (5%) of the monies allocated to the Fund during that year shall be used for administrative purposes.
  12. Ten percent (10%) of the monies allocated to the Fund during each year shall be retained in an endowment fund.
  13. Interest revenues from the endowment shall be added to the endowment.
  14. During the first year during which interest revenues from the endowment exceed the total Students' Union fees allocated to the Fund during that year, the Board Access

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Fund Committee shall review the existence of the Fund and shall issue a recommendation to Students' Council.

15. The portion of the Fund not used for administrative purposes or added to the endowment shall be disbursed to qualified students.
- ~~16. 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 16 (b); and~~
  - ~~h. confidentiality and security of information.~~~~
- ~~17. The Board shall recommend a budget for the Fund to Students' Council before April 30 of each year.~~
- ~~18. The Board shall recommend changes to this bylaw to Students' Council as needed.~~

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~~ the Grant Allocation Committee for funding.
  - d. Only Campus Recreation related programs, equipment, and facilities or activities that enhance campus recreation can be funded.
  - e. The applicant cannot 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 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.~~

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~~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.~~

~~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 Budget Committee.~~

### **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 6250**  
**A Bylaw Respecting the Eugene L. Brody Fund ~~Committee of the Students'~~**  
**~~Union~~**

**Short Title**

1. a. This Bylaw may be referred to as the "Eugene L. Brody ~~Funding Committee~~ Bylaw".
- b. For the purposes of the Government of Canada, Revenue and Taxation, the name of the organization created herein will be "The Eugene L. Brody ~~Funding~~ Committee".

**Start-up**

- 2. — ~~The Eugene L. Brody Committee will be appointed before 31 May of each year.~~

**Mandate**

3. a. The purpose of this ~~Committee will be~~ fund is to fund and sponsor projects of a charitable nature on behalf of the Students' Union.
- b. Projects may be of a local, national, or international character.
- c. Groups receiving funding from the fund ~~Board~~ will comply with Paragraphs 110(1)(a) and (b) of the Income Tax Act.

**Composition**

- 4. — ~~The Committee will consist of:~~
- a. ~~The Community Relations Coordinator, as Chair;~~
  - b. ~~The Vice President (External), as a non-voting member;~~
  - c. ~~Two (2) Student Councillors. If no member(s) of Students' Council can be obtained after two (2) attempts to fill the required Councillor position(s), the Nominating Committee may, after September 30 of each year, appoint student(s)-at-large to fill the vacant position(s) on the Eugene L. Brody Funding Committee; and;~~
  - d. ~~Five (5) students-at-large.~~
5. — ~~Any voting member(s) of the Committee may be dismissed by a two-thirds (2/3) majority vote at two (2) consecutive meetings of Students' Council.~~

**Chair**

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- ~~6. a. The Community Relations Coordinator, who will serve as Chair (non-voting);~~
- ~~b. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Committee will be elected as Chair at that meeting.~~

### **Quorum**

- ~~7. Quorum for each meeting will be four (4) voting members and the Chair or acting Chair.~~

### **Conduct of Business**

- ~~8. The Committee will meet at the call of the Chair.~~
- ~~9. The Committee will:~~
  - ~~a. Determine the allocation to charitable projects of the funds collected by the Students' Union;~~
  - ~~b. Submit a report to Students' Council at each Council meeting detailing the funds disbursed since the previous Council meeting by project and amount granted;~~
  - ~~c. Not allocate funds to any groups with political, religious or any other affiliations or associations if such a contribution may detrimentally affect the reputation of the Students' Union by placing it in a position of apparent support of the extra-charitable ideals and activities of the group.~~
- ~~10. The granting of more than five hundred dollars (\$500.00) in any calendar year to a single group must be delayed until a report of such intention has been given to Students' Council, which may then choose to consider the matter. If it so chooses, Students' Council may deal with the matter in whatever manner it deems appropriate.~~
- 11. a. This fund is Funds for the Committee will be raised by means of an annual fifty-six (\$0.56) cent charge per Students' Union member, which is subject to Students' Union Fee Indexing.
- b. Any surplus will be carried over into the next fiscal year.

### **Final Report**

- ~~12. The Chair will annually submit to Students' Council, prior to 30 April, a final written report of activities and recommendations.~~

PROPOSED

**Bylaw 6300**  
**A Bylaw Respecting the First Alberta Campus Radio Association**

**Short Title**

1. This Bylaw may be referred to as the “First Alberta Campus Radio Association Bylaw.”

**Definitions**

2. a. Throughout this Bylaw, FACRA will mean the First Alberta Campus Radio Association.
3. A student will be defined as an undergraduate student of the University of Alberta.

**Mandate**

4. This bylaw exists to manage the disbursement of a levy approved by the members of the University of Alberta Students’ Union on March 9 and 10 1989 in a binding referendum, which was held in accordance with the bylaws and constitution of the Students’ Union and is collected under the authority granted to the Students’ Union in the Universities Act.
5. The question approved in the referendum was: “Do you support allocating \$1.25 per term of your Students’ Union fees as the total annual Students’ Union financial grant to CJSR-FM88?”
6. This levy will be collected in accordance with Article VIII, Section 3, Subsection b “Pursuant to a Referendum passed on 9 and 10 March 1989, the sum of One Dollar and Fifty Cents (\$1.50) per Fall or Winter Term from each full-time student’s Students’ Union fees, and Fifty-Four Cents (\$0.54) per Fall or Winter Term from each part-time student’s Students’ Union fees will be allocated to the CJSR-FM88 Fund.
7. These amounts are to be indexed to the CPI in accordance with Article VIII, Section 4a of the Students’ Union Constitution.

**Composition**

8. The FACRA Board will include:
  - a. The Vice President (Operations and Finance)
  - b. One (1) Councillor, as selected by Students’ Council
  - c. At least two (2) Students at Large, as selected by the FACRA Board

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- d. Undergraduate students comprising not less than one third (1/3) of its total membership

### **Conduct of Business**

- 9. The FACRA organizational and operations structure will be laid out in the FACRA Constitution and Bylaws as approved by the FACRA Board and forwarded to Students' Council for information. This document shall include provisions for:
  - a. Meetings of the FACRA Board
  - b. Notice of FACRA Board meetings
  - c. Quorum at FACRA Board meetings
  - d. Officer selection
  - e. Officer duties
  - f. Proxy
  - g. Dismissal of FACRA Board members

### **Powers and Responsibilities**

- 10. FACRA will:
  - a. Operate an FM radio station which includes a University of Alberta focus;
  - b. recommend changes in this Bylaw and Students' Union policies as needed to Students' Council.
- 11. The Students' Union will:
  - a. collect the levy for each of the Fall and Winter terms;
  - b. deduct expenses agreed upon by FACRA in a Memorandum of Understanding;
  - c. provide FACRA with the remaining levy funds in a timely manner ~~after the Budget Committee approves this provision,~~ except under those conditions prescribed in Section 14; and
  - d. ensure that an annual audit is performed as per Section 12 of this Bylaw

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**Accounting**

12. In order to ensure that the Students' Union can reasonably exercise its fiscal and fiduciary duties FACRA will maintain financial records in accordance with Generally Accepted Accounting Principles; this will include, but not be limited to, having all financial records relating to those funds collected by the Students' Union audited on an annual basis by either the Students' Union auditor or an auditor approved by Students' Council.
13. By July 31 of each year, FACRA will report to the Students' Union Budget Committee on:
  - a. the budgeted expenditures for the coming year of those funds collected by the Students' Union and subsequently disbursed to FACRA; and
  - b. any unbudgeted expenditures made during the previous year of those funds collected by the Students' Union and subsequently disbursed to FACRA;
- ~~14. Upon receipt of this report, the Budget Committee may:~~
  - ~~a. recommend to Students' Council that it release the CJSR-FM88 Fund to FACRA for the coming year;~~
  - ~~b. recommend to Students' Council that it release the CJSR-FM88 Fund to FACRA for the coming year subject to specified conditions, the sole aims of which must be ensuring compliance with Section 10 and ensuring that those funds collected by the Students' Union and subsequently disbursed to FACRA are being spent in a manner which contributes to the meeting of these obligations; or~~
  - ~~c. recommend to Students' Council that it withhold the CJSR-FM88 Fund from FACRA until such time as specified conditions are met.~~
15. The Budget Committee Students' Union shall recommend to Students' Council that withhold the CJSR-FM88 Fund ~~be withheld~~ if, and only if:
  - a. FACRA is not meeting its obligations as outlined in Section 10; or
  - b. those funds collected by the Students' Union and subsequently disbursed to FACRA are not being spent in a manner which contributes to the meeting of these obligations.

PROPOSED

## **Bylaw 6350**

### **A Bylaw Respecting the Legacy Fund of the Students' Union**

#### **Short Title**

1. This Bylaw may be referred to as the "Legacy Fund Bylaw".
  - a. ~~The "Committee" is the Golden Bear and Panda Legacy Fund Committee.~~
    - i. The Committee does not fall under the jurisdiction of Bylaw 2200, Section 12, Paragraph j.

#### **Start-up**

2. ~~The first meeting will be called by the President of the University Athletic Board, not later than May 31.~~
  - a. The amount of the "Fund" will be based on a Two Dollar and Fifty (\$2.50) Cents per semester per student portion of the Students' Union fee.

#### **Mandate and Memorandum of Agreement**

3. A Memorandum memorandum of Understanding Agreement will exist ~~respecting the Golden Bear and Panda Legacy Fund outlining the roles of~~ between the Students' Union and the University Athletic Board ~~in the management of the Committee, as well as the responsibilities of the Department of Athletics to the Committee. This Agreement will outline the funding principles, outlining the roles of each party in the management of the Fund and the funding principles, reporting mechanisms, and the historical intent of the Ffund.~~

#### **Composition**

4. ~~The Golden Bear and Panda Legacy Fund Committee will consist of:~~
  - a. ~~two (2) University Athletic Board members at-large;~~
  - b. ~~one (1) University Athletic Board Executive member;~~
  - c. ~~one (1) student Councillor;~~
  - d. ~~one (1) representative of the Students' Union Executive Committee;~~
  - e. ~~two (2) student-at-large members, as selected by the Nominating Committee of the Students' Union.~~

#### **Chair**

5. ~~The Chair of the Committee for a given year will be elected by the Committee at its first meeting.~~

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**Conduct of Business**

6. Monies from the Fund will be administered and allocated on the basis of need and according to the following principles:
  - a. Operating funding will be available for the purposes of saving and stabilizing varsity teams.
  - b. Project funding will be available to Students' Union recognized student groups and varsity teams for activities that promote inter-university athletics.
  - c. Any organization receiving funding will be responsible for preparing and submitting a written financial report.
  - d. Organizations receiving funding will provide adequate recognition of the Fund's contribution to their activity or activities, and in exchange for the funding received, will provide direct and tangible benefits to students.
  - e. ~~Updates will be provided after every meeting to the Budget Committee.~~

**Final Report**

7. ~~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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**Bylaw 6400**  
**A Bylaw Respecting the Refugee Student Fund Sponsorship Board of the**  
**Students' Union**

**Short Title**

1. This Bylaw may be referred to as the "Refugee Student Fund Sponsorship Board Bylaw".
2. Throughout this Bylaw:
  - a. "WUSC" shall mean World University Service of Canada;
  - b. ~~"Board" shall mean the Refugee Student Sponsorship Board.~~
  - c. "Committee" shall mean the World University Service of Canada Refugee Student Sponsorship Committee.
  - d. "Fund" shall mean the Refugee Student Fund." "University" shall mean the University of Alberta.

**Start-up**

- ~~3.~~
  - a. ~~The Board shall be appointed before 31 May of each year.~~
  - b. ~~At the Changeover Meeting of Students' Council, the Vice President (Students Life) shall announce the date of the first meeting, at which the Chair of the Board shall be selected, and it shall be the responsibility of the Chair at the first meeting to establish the dates of subsequent meetings.~~

**Mandate**

4.
  - a. ~~This Board shall facilitate the transition of University-enrolled WUSC students and make recommendations to the Student Life Board.~~
  - b. ~~The Board fund will only sponsor 4 four refugee students at one time, and these~~ These refugee students must be registered and attending the University and shall submit their Class Timetable Notice to The Chair of the Board at the first meeting.

**Composition**

5. ~~The Board shall consist of:~~
  - a. ~~the Vice President (Student Life) of the Students' Union;~~

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## PROPOSED

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- ~~b. one (1) student Councillor, selected by Students' Council;~~
- ~~c. one (1) representative of the University of Alberta administration, selected by the administration;~~
- ~~d. the Refugee Sponsorship Coordinator from the Committee;~~
- ~~e. one (1) member of the Committee, selected by the Committee;~~
- ~~f. one (1) student-at-large member~~

### **Chair**

- ~~6. a. The Chair and Secretary shall each be selected by the Board at the first meeting of each year.~~
- ~~b. The Chair shall be a non-voting member of the Board and only vote in the event of a tie.~~

### **Quorum**

- ~~7. Quorum for each meeting shall consist of at the Chair and least three (3) additional members of the Board.~~

### **Finances**

- 8. a. Funds for refugee sponsorship shall be collected pursuant to Article VIII, Section 3 of the Constitution.
- b. The Committee shall be allotted 3% of the total fund for various administrative duties throughout the year.
- c. ~~The Board shall have 2% of the dedicated fee forwarded to the WUSC Fund shall be retained in a~~ Contingency Fund.
- d. During their 4 year tenure, each WUSC student shall receive the total amount collected by referenda during their first year of sponsorship, minus the various costs associated with 8b and 8c. Specifically, this amount shall be disbursed as follows (rounded to the nearest dollar):

Year 1: 66% of total fund, from which the student shall receive 6.5%/month for the first 6 months and 4.5%/month for the last six months.

Year 2: 16% of total fund,

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Year 3: 7% of total fund,

Year 4: 6% of total fund.

- e. ~~Where a WUSC student requires more than the amount allotted in d., or require a different payment scheme, this shall be taken to the Student Life Board for ratification upon the recommendation of the Board. If approved this amount shall be deducted from the WUSC Contingency Fund. The Student Life Board shall submit a report detailing funds dispersed at the next Students' Council meeting immediately following such disbursement of funds. The Contingency Fund shall be used to provide for needs of refugee students beyond those provided for by the regular funding.~~

### **Conduct of Business**

9. ~~The Board shall:~~

- a. ~~ratify the selection of student refugees made by the University of Alberta WUSC Refugee Student Sponsorship Committee;~~
- b. ~~collect and submit to the Vice President (Student Life), the Minutes of the WUSC Refugee Student Sponsorship Committee meetings;~~
- c. ~~submit a final budget to the Budget Committee no later than 31<sup>st</sup> July of the following year;~~
- d. ~~Only subsidize WUSC students for four (4) academic years.~~

### **Meetings**

- ~~10. a. The Board shall meet, at the call of the Chair, and at least once per Fall and Winter Term only.~~
- ~~b. The Secretary shall contact all Board members at least one week prior to the meeting being held.~~

### **Dismissal**

11. a. ~~Any member of the Board, except the Vice President (Student Life) and the Students' Union Councillor, may be dismissed by a two-thirds (2/3) majority vote at two (2) consecutive meetings of the Refugee Student Sponsorship Board.~~
- b. ~~In the Event that a WUSC student is no longer able to continue their studies, future payments shall be forfeited back to the WUSC account.~~

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6400 (4)

**Final Report**

~~—12.— The Chair shall submit, prior to 30 April, a written final report to Students' Council detailing the Board's activities and recommendations for the year.~~

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PROPOSED

## **Bylaw 6500**

### **A Bylaw Respecting the Student Legal Services of Edmonton Fund**

#### **Short Title**

1. This Bylaw may be referred to as the “Student Legal Services of Edmonton Bylaw”.

#### **Background**

2. This Bylaw is a consequence of a question posed to the student body of the University of Alberta on March 4 & 5 1998 in the form of a binding referendum and agreed to by that student body, namely, “Would you be willing to contribute \$0.50 per term to Student Legal Services of Edmonton (a free legal clinic operated by law students) so they may continue to provide free legal assistance and public legal education to students of the University of Alberta and the community at large?”

#### **Advancement**

3. The Students’ Union shall levy, and collect through the office of the Registrar, a fee of fifty cents (\$0.50) on each undergraduate full-time and part-time student enrolled at the University of Alberta, during each of the Fall and Winter sessions of the University of Alberta, and such fees shall be advanced to Student Legal Services of Edmonton by the Students’ Union pursuant to this bylaw.
4. Student Legal Services of Edmonton shall, throughout the term of the said levy, continue to provide free legal assistance and information to students of the University of Alberta and members of the low income community who meet the Student Legal Services of Edmonton income guidelines as set forth in the Student Legal Services of Edmonton Policy Manual.

#### **Subcommittee**

5. ~~The Student Legal Services of Edmonton Student Levy Subcommittee is hereby established as a subcommittee of both the Students’ Union Council and the Student Legal Services of Edmonton Board of Directors, and shall consist of:~~
  - a. ~~the Executive Coordinator of Student Legal Services of Edmonton as a non-voting Chair;~~
  - b. ~~the Vice President (Operations and Finance) of the Students’ Union as Vice-Chair;~~
  - c. ~~one (1) student and one (1) non-student member of the Student Legal Services of Edmonton Board of Directors as selected by that Board of Directors; and~~
  - d. ~~one (1) Councillor of the Students’ Union selected by Students’ Council.~~

#### **Mandate of Subcommittee**

6. ~~The mandate of the Student Legal Services of Edmonton Student Levy Subcommittee shall be:~~

- a. ~~to review the use of fees advanced to Student Legal Services of Edmonton by the Students' Union under paragraph 3 to ensure that the use of such fees by Student Legal Services of Edmonton is consistent with paragraph 7; and~~
- b. ~~to explore the potential for further partnerships between Student Legal Services of Edmonton and the Students' Union in order to benefit undergraduate students of the University of Alberta~~

### **Use of Fees**

- 7. The use by Student Legal Services of Edmonton of the fees advanced to it under paragraph 3 shall comply with the following:
  - a. first consideration for the use of the fees shall be to contribute to programs and activities that benefit students of the University of Alberta and members of the low income community who meet the income guidelines of Student Legal Services;
  - b. subject to subparagraph (a), the fees shall contribute to the general operating funds of Student Legal Services of Edmonton as deemed necessary and appropriate by Student Legal Services of Edmonton acting reasonably and in good faith; and
  - c. in all cases, the use of the fees shall be consistent with the mission statement, bylaws and policies of Student Legal Services of Edmonton as well as the referendum question referred to in paragraph 2.

### **Schedule of Advancement**

- 8. Subject to ~~paragraph 10~~ section 7, the advancement of fees under paragraph 3 shall occur:
  - a. on or before the last day of October of each school year;
  - b. on or before the last day of February of each school year; and
  - c. on or before the last day of May of each school year.

### **Meetings**

- 9. ~~The Student Legal Services of Edmonton Student Levy Subcommittee shall meet in October, February, and May prior to the respective dates referred to in paragraph 8.~~

### **Withholding Levy**

- 10. Fees may only be withheld by the Students' Union:
  - a. on a finding of any two members of the Student Legal Services of Edmonton Student Levy Subcommittee that Student Legal Services of Edmonton used or is using fees advanced to it under paragraph 3 in a manner contrary to section 5 paragraph 7; or

- b. upon the dissolution of Student Legal Services.

### **Written Response**

- 11. In the event of a finding referred to in ~~subparagraph 10(a)~~ section 7, Student Legal Services of Edmonton shall, within fifteen (15) days of the finding, submit a detailed written response to Students' Council, which will hear it at the next Council meeting.

### **Dispute**

- 12. The Students' Council shall consider a written response submitted to it under section 8 paragraph 11, and shall by majority vote decide whether it is satisfied with the written response. In the event that:
  - a. Council is satisfied with the written response, it shall direct the Students' Union to cease the withholding pursuant to ~~subparagraph 10(a)~~ section 7, and the Students' Union shall do so; or,
  - b. Council is not satisfied with the written response and Student Legal Services of Edmonton is of the opinion the withholding is wrongful, Student Legal Services may pursue all avenues of appeal or review available to it, including mediation or arbitration.
- 13. The cost of the mediation or arbitration, including the mediator or arbitrator's fee, shall be split equally between the parties.

### **Amendment**

- 14. Any proposed amendments to this bylaw shall be done in consultation with Student Legal Services of Edmonton.

### **Final Report**

- 15. ~~The Chair of the Student Legal Services of Edmonton Subcommittee shall submit to the Students' Council and to the Student Legal Services Board of Directors, prior to March 31 of each year, a written report of its activities.~~

PROPOSED

**Bylaw 6550**  
**A Bylaw Respecting the Alberta Public Interest Research Group**

**Short Title**

1. This Bylaw may be referred to as the “Alberta Public Interest Research Group” Bylaw.

**Definitions**

2. For the purposes of this bylaw:
  - a. the “A.P.I.R.G.” shall be the Alberta Public Interest Research Group, a society duly incorporated under the laws of the Province of Alberta;
  - b. ~~the “B.C.” shall be the Budget Committee of the Students’ Union;~~
  - c. a “member” shall be a member of the Students’ Union as set out in Article I of the Students’ Union Constitution;
  - d. the “University” shall be the University of Alberta;
  - e. the “Board” shall be the board of directors of the A.P.I.R.G.; and
  - f. the “Fund” shall be the A.P.I.R.G. Fund.

**Mandate**

3. This bylaw shall manage the disbursement of the Fund, as set out in Article VIII of the Students’ Union Constitution and by a referendum carried March 7 and 8 2001, the wording of which was “Do you support the establishment of an Alberta Public Interest Research Group (APIRG) that will: allow students to work on public policy issues through student-directed research, education and action initiatives; operate a fund approximately \$125,000 per year, subject to the following conditions: an increase in Students’ Union fees (Article VIII s. 3 of the Constitution) of \$2.50 per Full-Time Student and \$1.25 per Part-Time Student for each of the Fall and Winter Terms; Students who do not support APIRG shall be able to opt out and obtain a full refund of the dedicated fee. The results of this referendum will be binding on the Students’ Union as per Article V s. 2 of the Students’ Union Constitution.”
4. The Students’ Union shall disburse the Fund to the A.P.I.R.G. where:
  - a. the Board’s voting membership is composed entirely of members;
  - b. the A.P.I.R.G.’s bylaws allow for the appointment, by the Students’ Union, of one (1) voting member of Students’ Council to the Board as a voting member;

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- c. the A.P.I.R.G.'s bylaws allow for the appointment, by the Students' Union, of one (1) voting member of the Executive Committee of the Students' Union to the Board as a voting member;
  - d. the A.P.I.R.G. has, during the preceding year, had its books audited by a professional accountant;
  - e. the A.P.I.R.G. has developed, advertised, and implemented a procedure to allow members to be refunded the portion of their fees dedicated to the Fund;
  - f. the A.P.I.R.G. has spent the funds disbursed to it during the preceding year in a fashion consistent with the question posed in the referendum, as set out in Section 3, and is projecting to do the same with the funds disbursed to it during the coming year; and
  - g. the A.P.I.R.G. has developed and implemented policies on:
    - i. granting funds to members to allow them to work on research, education, and action initiatives;
    - ii. an appeals process for members pursuant to i;
    - iii. dealing with conflicts of interest; and
    - iv. ensuring proper expenditure of the funds granted as set out in i.
5. ~~The Budget Committee shall annually determine whether or not the conditions set out in Section 4 have been met and shall forward this determination to Students' Council.~~
6. ~~Where the Budget Committee determines that the conditions set out in Section 4 have been met, the portion of the Fund in the possession of the Students' Union shall be disbursed to the A.P.I.R.G. within one week of the meeting of Students' Council immediately following the meeting of the Budget Committee at which the determination was made, and subsequent disbursements for that year shall be made within one (1) week of receipt of each portion of the Fund by the Students' Union from the University.~~
7. ~~Where the Budget Committee determines that the conditions set out in Section 4 have not been met, the Fund shall not be disbursed to the A.P.I.R.G. until such time as conditions are met.~~
8. ~~Where the Budget Committee determines that it has insufficient information to determine whether or not the conditions set out in Section 4 have been met, the Fund shall not be disbursed to the A.P.I.R.G. until such time as the Budget Committee feels~~

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~~that it has sufficient information, whereupon it shall re-evaluate whether or not the conditions set out in Section 4 have been met.~~

- ~~9. — Students' Council shall be empowered to overturn any decision made by the Budget Committee pursuant to Section 5, but shall do so only where the Budget Committee was incorrect in finding whether or not the conditions set out in Section 4 have been met.~~

PROPOSED

**Bylaw 6600**  
**A Bylaw Respecting the Gateway Journalism Society**

**Short Title**

1. This Bylaw may be referred to as the “Gateway Journalism Society Bylaw.”

**Definitions**

2. Throughout this Bylaw, GJS will mean the Gateway Journalism Society.
3. A student will be defined as an undergraduate student of the University of Alberta.
4. The Gateway shall mean the Official Student Newspaper as defined in Section 3 of Bylaw 7150, published by the GJS.
5. Student at Large shall mean any student who has not, at any time during the previous two (2) years:
  - a. sat as a member of Students’ Council, the University of Alberta Board of Governors, the University of Alberta General Faculties Council, or the University of Alberta Senate;
  - b. been a member of the Gateway Journalism Society; or
  - c. been a paid employee of the Gateway Journalism Society.

**Mandate**

6. This bylaw exists to manage the disbursement of a levy approved by the members of the University of Alberta Students’ Union on March 6 and 7 2002 in a binding referendum, which was held in accordance with the bylaws and constitution of the Students’ Union and is collected under the authority granted to the Students’ Union in the Universities Act.
7. The question approved in the referendum was: “Do you support the creation of a student run newspaper that is not owned by the Students’ Union and that is self-governed that will: (1) Have a University of Alberta focus?; (2) Retain the use of the name Gateway?; (3) Receive approximately \$125,000.00 per year collected directly from undergraduate students through an increase in the Students’ Union fees (Article VIII s. 3 of the Constitution) of \$2.50 per full time student and \$1.25 per part time student for each of the Fall and Winter terms?; (4) Offer discounted advertising rates to student groups, including the Students’ Union?; (5) Contribute a portion of any budgetary surplus to a scholarship for University of Alberta undergraduate students?; (6) Retain the right to distribute the newspaper in SUB?; (7) Enter into binding arbitration, to be completed by July 1, 2002, with the Students’ Union regarding (a) the transfer of assets that are predominantly and currently used by the Gateway?; (b)

The space and rent arrangements of the newspaper?; (8) Be lent these assets until such a time as binding arbitration is completed and implemented?

8. This levy will be collected in accordance with Article VIII, Section 3, Subsection k “Pursuant to a Referendum passed on March 6 and 7 2002, the sum of Two Dollars and Fifty Cents (\$2.50) per full-time student for each of the Fall and Winter terms; and One Dollar and Twenty Five Cents (\$1.25) per part-time student for each of the Fall and Winter Terms from each of the full-time and part-time student’s Students’ Union fees will be allocated to the Gateway Journalism Fund.”
9. These amounts are to be indexed to the CPI in accordance with Article VIII, Section 4a of the Students’ Union Constitution.

### **Composition**

10. The GJS Board will be composed of:
  - a. three (3) representatives of the Gateway Journalism Society, as selected by the membership of the Gateway Journalism Society.
  - b. one (1) Students’ Union Councillor as selected by Students’ Council.
  - c. the Students’ Union Vice President (Operations and Finance).
  - d. two (2) Students at Large, as selected by the GJS Board.

### **Conduct of Business**

11. The GJS organizational and operations structure will be laid out in the GJS Constitution and Bylaws as approved by the GJS Board and forwarded to Students’ Council for information. This document shall include provisions for:
  - a. Meetings of the GJS Board
  - b. Notice of GJS Board meetings
  - c. Quorum at GJS Board meetings
  - d. Officer selection
  - e. Officer duties
  - f. Proxy
  - g. Dismissal of GJS Board members
12. The GJS Board holds office from 1 May to 30 April.

### **Powers and Responsibilities**

13. The GJS will:
  - a. publish the Gateway at least ten times during each of the Fall and Winter terms;
  - b. develop, follow, and advertise a procedure to resolve complaints about the editorial practices of the Gateway and its staff;
  - c. offer discounted advertising rates to the Students' Union and to any group recognized as a student group under Bylaw 8700; and
  - d. recommend changes in this Bylaw and Students' Union policies as needed to Students' Council.
  
14. The Students' Union will:
  - a. collect the levy for each of the Fall and Winter terms;
  - b. deduct expenses agreed upon by the GJS in a Memorandum of Understanding;
  - c. provide the GJS with the remaining levy funds in a timely manner, except under those conditions prescribed in Section 17 after the Budget Committee approves this provision; and
  - d. ensure that an annual audit is performed as per Section 15 of this Bylaw.

### **Accounting**

15. In order to ensure that the Students' Union can reasonably exercise its fiscal and fiduciary duties the GJS will maintain financial records in accordance with Generally Accepted Accounting Principles; this will include, but not be limited to, having all financial records relating to those funds collected by the Students' Union audited on an annual basis by either the Students' Union auditor or an auditor approved by Students' Council.
  
16. By July 31 of each year, the GJS will report to the Students' Union Budget Committee on:
  - a. the budgeted expenditures for the coming year of those funds collected by the Students' Union and subsequently disbursed to the GJS; and
  - b. any unbudgeted expenditures made during the previous year of those funds collected by the Students' Union and subsequently disbursed to the GJS;
  
- ~~17. Upon receipt of this report, the Budget Committee may:~~

- a. ~~recommend to Students' Council that it release the GJS Fund to the GJS for the coming year;~~
  - b. ~~recommend to Students' Council that it release the GJS Fund to the GJS for the coming year subject to specified conditions, the sole aims of which must be ensuring compliance with Section 13 and ensuring that those funds collected by the Students' Union and subsequently disbursed to the GJS are being spent in a manner which contributes to the meeting of these obligations; or~~
  - c. ~~recommend to Students' Council that it withhold the GJS Fund from the GJS until such time as specified conditions are met.~~
18. ~~The Budget Committee shall recommend to Students' Council that the GJS Fund be withheld if, The Students' Union shall withhold the Gateway Student Journalism Fund if, and only if,~~
- a. the GJS is not meeting its obligations as outlined in Section 13; or
  - b. those funds collected by the Students' Union and subsequently disbursed to the GJS are not being spent in a manner which contributes to the meeting of these obligations.

## Bylaw 4000

### A Bylaw Respecting the Standing Committees of Students' Council

#### The Standing Committees of Students' Council

1. The Standing Committees of Students' Council are
  - (a) the Access Fund Committee,
  - (b) the Audit Committee,
  - (c) the Budget and Finance Committee,
  - (d) the Bylaw Committee,
  - (e) the Council Administration Committee,
  - (f) the External Policy Committee,
  - (g) the Grant Allocation Committee,
  - (h) the Student Affairs Committee, and
  - (i) the University Policy Committee.

#### Composition

2. (1) The Access Fund Committee, the Budget and Finance Committee, the External Policy Committee, the Student Affairs Committee, and the University Policy Committee are each composed of seven voting members of Students' Council selected by Students' Council.
- (2) The Bylaw Committee is composed of five voting members of Students' Council selected by Students' Council.
- (3) The Audit Committee is composed of five voting members of Students' Council, who are not members of the Executive Committee, selected by Students' Council.
- (4) The Council Administration Committee is composed of
  - (a) five voting members of Students' Council selected by Students' Council as permanent members;
  - (b) all voting members of Students' Council; and
  - (c) the Speaker of Students' Council, as a non-voting member.
- (5) The Grant Allocation Committee is composed of
  - (a) seven voting members of Students' Council selected by Students' Council;
  - (b) at meetings at which grants are being made from the Campus Recreation Enhancement Fund, three individuals appointed by the University of Alberta Recreation Action Committee as non-voting members; and
  - (c) at meetings at which grants are being made from the Golden Bear and Panda Legacy Fund, three individuals appointed by the University of Alberta University Athletics Board as non-voting members.

#### Chairs

3. (1) The chairs of the Standing Committees of Students' Council are elected by and from the committee's voting membership.

(2) Every Standing Committee of Students' Council shall elect a chair on or before June 15 of each year.

### **Quorum**

4. (1) The Access Fund Committee, the Budget and Finance Committee, the External Policy Committee, the Grant Allocation Committee, the Student Affairs Committee, and the University Policy Committee have quorums of four voting members.
- (2) The Audit Committee and the Bylaw Committee have quorums of three voting members.
- (3) The Council Administration Committee has a quorum of three permanent members.

### **Meetings**

5. (1) Standing Committees of Students' Council shall establish meeting schedules on a trimester basis, with the three trimesters being May 1 to August 31, September 1 to December 31, and January 1 to April 30.
- (2) Meetings of Standing Committees of Students' Council shall occur in person, and not by proxy or otherwise.
- (3) No meeting of a Standing Committee of Students' Council shall occur unless either
  - (a) all members of the committee have received at least seventy-two hours notice of the meeting; or
  - (b) all members of the committee have consented for the meeting to occur.
- (4) Standing Committees of Students' Council have the authority to adopt such standing orders or other procedural rules that do not conflict with this or any other Students' Union bylaw.

### **Access to Resources**

6. The Speaker of Students' Council, and through him/her chairs of Standing Committees of Students' Council, shall have access to sufficient administrative support to ensure the proper functioning of the committee system, including but not limited to
  - (a) the creation and publication of agendas for committee meetings;
  - (b) the creation and publication of minutes of committee meetings;
  - (c) the booking of meeting rooms;
  - (d) the duplication of required documents; and
  - (e) access to Students' Union archives.

### **Reporting Mechanisms**

7. (1) The chair of each Standing Committees shall, after each meeting of the committee, submit to Students' Council a report detailing the activities of the committee at that meeting, including
  - (a) any decisions made by the committee acting under authority delegated to it by Students' Council;
  - (b) any recommendations made by the committee to Students' Council; and
  - (c) any standing orders or procedural rules adopted by the committee.
- (2) The Speaker of Students' Council shall publish each report of each Standing Committee of Students' Council as part of Students' Council documentation.
- (3) No decision made by a Standing Committee of Students' Council acting under delegated authority is effective until a report including it is provided to the Speaker of Students' Council.

#### **The Access Fund Committee**

8. The Access Fund Committee
  - (a) has authority to set and implement policy regarding the disbursement of the Access Fund;
  - (b) shall provide for the existence of an appeals mechanism;
  - (c) shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year; and
  - (d) shall recommend to Students' Council changes to Students' Union legislation affecting the Access Fund as it considers appropriate or as required by Students' Council.

#### **The Audit Committee**

9. The Audit Committee
  - (a) has authority to select the Students' Union auditor;
  - (b) shall select the Students' Union auditor annually;
  - (c) shall oversee the Students' Union's external audit;
  - (d) shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
  - (e) shall review all alterations made to the Students' Union's budget for the purpose of verifying compliance with Students' Union legislation;
  - (f) shall each month review, for appropriateness and compliance with the Students' Union's budget, the transactions of at least two Students' Union organizational units;
  - (g) shall review all expenditures made on Students' Union credit cards;
  - (h) shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
  - (i) has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee;
  - (j) shall review the proposed uses and make a decision on the disbursement of the CJSR-FM88 Fund, the Student Legal Services of Edmonton Fund, the

- Alberta Public Interest Research Group Fund, and the Gateway Student Journalism Fund on or before July 31 of each year;
- (k) has the authority to approve disbursal of the CJSR-FM88 Fund, the Alberta Public Interest Research Group Fund, and the Gateway Student Journalism Fund;
  - (l) shall monitor the Grant Allocation Committee's allocation of the Campus Recreation Enhancement Fund, the Eugene L. Brody Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund; and
  - (m) shall monitor the use of all Faculty Association Membership Fees and Faculty Membership Fees.

### **The Budget and Finance Committee**

#### 10. The Budget and Finance Committee

- (a) shall recommend a preliminary budget for the following fiscal year to Students' Council on or before April 30 of each year;
- (b) shall recommend a final budget to Students' Council on or before July 30 of each year;
- (c) shall make recommendations to Students' Council on alterations of the Students' Union budget;
- (d) shall make recommendations to Students' Council on expenditures of money from the Project Reserve and the Contingency Reserve;
- (e) shall make recommendations to Students' Council on Students' Union legislation dealing with the conduct of business as it considers appropriate or as required by Students' Council; and
- (f) shall exercise such powers as might be delegated to it by the Conduct of Business Bylaw.

### **The Bylaw Committee**

#### 11. The Bylaw Committee

- (a) shall draft bylaws as required by Students' Council;
- (b) shall draft referendum and plebiscite questions as required by Students' Council;
- (c) shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other Standing Committee of Students' Council; and
- (d) has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.

### **The Council Administration Committee**

#### 12. The Council Administration Committee

- (a) has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
- (b) shall make recommendations to Students' Council on the structure of Students' Council and its Standing Committees;

- (c) shall oversee the Speaker of Students' Council and the Chief Returning Officer;
- (d) shall oversee the progress of Students' Council's legislative agenda;
- (e) shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year;
- (f) shall recommend to Students' Council a composition for the Awards Committee on or before April 15 of each year; and
- (g) shall recommend to Students' Council candidates to fill vacancies on Students' Council as required by Students' Council.

### **The External Policy Committee**

#### 13. The External Policy Committee

- (a) shall make recommendations to Students' Council on political policy respecting the business of entities not based on the University of Alberta;
- (b) shall make recommendations to Students' Council on political policy respecting undergraduate tuition at the University of Alberta;
- (c) shall receive reports from the Executive Committee on its off-campus and tuition-related advocacy activities and evaluate their effectiveness.

### **The Grant Allocation Committee**

#### 14. The Grant Allocation Committee

- (a) shall make grants from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, the Eugene L. Brody Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
- (b) has authority to make grants from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the portion of the Refugee Student Fund designated for contingencies, and the portion of the Students' Union operating budget designated for grants to student groups;
- (c) has authority to make grants of up to five hundred dollars from the Eugene L. Brody Fund; and
- (d) has authority to develop and implement policy respecting granting from funds under its jurisdiction.

### **The Student Affairs Committee**

#### 15. The Student Affairs Committee

- (a) shall recommend political policy regarding student health, wellness and security within the University of Alberta; and
- (b) shall perform an ongoing needs assessment with respect to student services.

### **The University Policy Committee**

#### 16. The University Policy Committee

- (a) shall make recommendations to Students' Council on political policy respecting the business of entities based on the University of Alberta;

- (b) shall not make recommendations to Students' Council on political policy respecting undergraduate tuition at the University of Alberta;
- (c) shall receive reports from the Executive Committee on its on-campus non-tuition-related advocacy activities and evaluate their effectiveness.

**General Mandate**

17. (1) Standing Committees of Students' Council have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.

(2) Students' Council has the authority to require recommendations from Standing Committees of Students' Council on matters related to their mandates but not explicitly set out in this bylaw..

## Bill #22 Budget Process and Financial Procedures Reform Bill

### OVERVIEW

*As a result of the following:*

**MOTION BY KNISELY/BAZIN RESOLVED THAT** Council directs the Budget Committee to review the conduct of business and financial affairs of the Students' Union and to recommend to Council improvements to bylaws respecting conduct of business and financial affairs not later than December 7, 2004.  
(July 13, 2004)

*The Budget Committee recommends the following changes.*

### 1. PRESENTATION FORMAT

#### a. STUDENTS' COUNCIL

The operating budget in full detail is available on request. For approval as presented in the Students' Council agenda, Council will only be presented and make decisions on "Revenue/Expenditure/Net" for each department. This will help in providing a perspective of the numbers in a useful fashion without overwhelming detail. Actual numbers for the previous 3-5 years shall be presented for information.

The operating budget will be presented in the following form with corresponding pie charts based on percentage in "category."

CATEGORY	SECTOR	DEPARTMENT	2004/2005	2005/2006 Budgeted		
			Rev/Ex/Net	Revenue	Expenditure	NET
<b>Business Activities</b>	FOOD & BEVERAGE OPERATIONS	835 L'Express	xxxx	xxxx	xxxx	xxxx
		836 L'Express Catering	xxxx	xxxx	xxxx	xxxx
	BAR OPERATIONS	832 Room at the Top	xxxx	xxxx	xxxx	xxxx

Categorization shall be presented as follows:

<b>OPERATING DEPARTMENTS</b>			
<b>Category</b>	<b>Sector</b>	<b>Department</b>	<b>Dept</b>
<b>BUSINESS ACTIVITIES</b>	Food & Beverage Operations	L'Express	835
		L'Express Catering	836
		Cram Dunk	837
	Bar Operations	Room at the Top	832
		Powerplant	838
	Retail Operations	SUBmart	800
		SUBtitles	810
		Print Centre	815
		Cue	821
		Postal Outlet	825
	<b>SPACE &amp; PROGRAMMING ACTIVITIES</b>	Entertainment & Programming	Alternative Programming
Week of Welcome			714
Entertainment			760
Antifreeze			765
Awards Night			518
SUB Programming			712
Event Space Operations		Dinwoodie Lounge	750
		Myer Horowitz Theatre	755
<b>STUDENT SERVICE ACTIVITIES</b>	Student Services	Services Manager	600
		SFAIC	605
		Ombudservice	610
		Centre for Student Development	611
		Student Distress Centre	612
		Information Services	616
		Student Group Services	624
		Safewalk	646
		ECOS	655
		Campus Food Bank	650
		Handbook & Directory	644
<b>CENTRAL SUPPORT ACTIVITIES</b>	Administrative Support	Office Administration	402
	Marketing Support	Marketing	640
	Space Support	Facilities	411
<b>REPRESENTATION &amp; ADVOCACY ACTIVITIES</b>	Representation	President	500
		Students' Council	505
		Elections and Referenda	509
		Academic Affairs	519
		Operations & Finance	520

		External Affairs	521
		Student Life	523
	Research & Advocacy	Research and Information	425
		Communications	555

**b. BUDGET COMMITTEE**

Full detailed budgets are readily available but Budget Committee will only be presented a summary with general categories as outlined in the accounting version. Budget Committee will see the following level of detail, with actual numbers of the previous 5 years.

Example:

<b>REVENUE</b>	<b>2003/2004</b>	<b>2004/2005 (Budgeted)</b>
Total Student Fees Revenue		
Total Rent, Space and Maintenance Revenue		
Total Commissions Revenue		
Total COGS		
.		
.		
.		
Total Gross Profit		
Total Revenue		
<b>EXPENDITURES</b>		
Total Wages		
Total Government Deductions		
Total Employee Benefits		
Total Employee Development		
Total Staff Costs		
Total Expenditures		
NET PROFIT (LOSS)		

**2. THE PROCESS**

## *TIMELINE*

(Deadlines)	(Required Action)
January 8 <sup>th</sup>	VPOF requests proposed bottom lines from all department heads
February 1 <sup>st</sup>	Department Heads must have all requested bottom lines submitted to VPOF and Budget Committee
March 1 <sup>st</sup>	Budget Committee will have recommended bottom lines for Students' Council along with rationale. The VPOF will make a presentation to Students' Council outlining each Department and changes within that department
March 15 <sup>th</sup>	Students' Council will have approved "guideline" bottom lines for each department. Council shall only make decisions on Net Profit(Loss) for each department at this point
March 31 <sup>st</sup>	Department heads will submit a finalized detailed budget to the VPOF who in turn shall submit the information to Budget Committee for verification and necessary adjustments
April 15 <sup>th</sup>	Budget Committee will make a recommendation to Students' Council for final approval
April 30 <sup>th</sup>	The Operating, Capital, and Non-Dedicated Fees Budget for the upcoming fiscal year will have approval from Students' Council

### **3. ORGANIZATIONAL GROWTH / BUDGET ADJUSTMENT**

#### **a. CREATION**

With each budget, an amount determined by the outgoing officials will be allocated as "Projects Allocation" These monies shall exist as a granting fund whereby departments, executives, and council can set new priorities and pursue new projects. The amount in the fund will be determined by the outgoing officials and shall have a minimum of \$60 000 allocated with each year's operating budget.

#### **b. AUTHORITY FOR USE**

The Executive Committee has the authority to approve up to \$1000, all other grants must be approved through Students' Council

#### **c. ADJUSTMENT**

If needed, based on revised numbers and actual performance to date, the Budget Committee retains the ability to recommend to Students' Council for approval, a winter budget adjustment in January whereby a portion of the remaining Projects Allocation is removed in order to maintain balanced finances.

#### **4. OTHER FINANCIAL/BUSINESS RECOMMENDATIONS**

##### **a. CONTINGENCY ALLOCATION**

Contingency Allocation contributions shall be in the amount of \$30 000 per year. This fund will operate as a yearly allocation that exists within the operating budget. The fund shall turn over each year. All transfers made from the Contingency Reserve shall be approved by the Executive Committee.

##### **b. CONTRACT SIGNING**

All contracts over 1 year in term, and have no termination clause less than 6 months, and require a financial commitment of more than \$5000 in a given year or \$25 000 aggregate shall be approved by Students' Council

##### **c. SU MEMBERSHIP FEE**

The Students' Union Membership Fee will be set during each budget process for the upcoming year. Changes to the fee shall not differ by more than 15% from the current fee level.

##### **d. LOANS**

All loans shall be approved by the Executive Committee.

##### **e. RESERVES**

All current reserves shall exist with the exception of the following:

Contingency Reserve -> Contingency Fund  
Projects Reserve -> Special Projects Fund

##### **f. SIGNING AUTHORITY**

Signing authority as required by Students' Council shall consist of signatures by either the Vice President (Operations & Finance) or the President. The Executive retains the right to require additional signatories on all documents

g. TRANSFERS

All budget transfers shall be approved by Students' Council.

**24/7 SUB Study Space Pilot Project:**  
**Proposal to Students' Council**

**December 7, 2004**

*MCLAUGHLIN/LAW MOVED THAT Students' Council approve, in principle, a 24/7 SUB study space pilot project to commence no later than January 10, 2005 and end no sooner than April 30, 2005, and an expenditure not to exceed \$2,500 from the Special Projects Reserve to cover additional maintenance costs associated with this initiative.*

\* **Please note:** A motion requesting that Council approve an expenditure to cover the staff, product, and other costs associated with extending the operations of Cram Dunk to 24/7 from January 10, 2005 to April 30, 2005 will be part of the Late Additions package. We are waiting for final, realistic numbers from Jerry Daley, but it is estimated that the request will be in the range of \$10,000 - \$20,000. I will provide you with as much information before Tuesday as I am able.

**PROJECT OVERVIEW:**

**Purpose:** To evaluate the demand for and logistical and financial realities of providing 24-hour study space in SUB to University of Alberta students.

It is very difficult to project the full costs of implementing 24-hour study space in SUB and it is believed that this pilot project will enable all parties to gain a realistic picture of the feasibility and usefulness of doing so on a more permanent basis. The vast majority of undergraduate students currently do not have 24-hour access to study space as demonstrated by the 2003-04 Student Study Space Report. It is felt by many students and some faculty that there is a need for such space at the University of Alberta.

SUB currently operates 24/7 for one week during midterm exams and for two weeks during final exams, which includes the 24-hour operation of Cram Dunk. The rest of the time, SUB is open from 7:00 am – 11:00 pm from Sunday-Thursday and from 7:00 am – 12:00 am on Friday and Saturday, and closes on statutory holidays.

**Participants:** Students' Union: Lisa McLaughlin (VP Academic)  
 Alvin Law (VP Operations and Finance)  
 Bill Smith (General Manager)  
 Margriet Tilroe-West (Sr. Manager Facilities and Operations)

University of Alberta: Dr. Carl Amrhein (Provost & VP Academic)  
 Don Hickey (VP Facilities and Operations)  
 Dr. Bill Connor (Dean of Students)  
 Bill Mowbray (Director, Campus Security Services)  
 (& GFC Executive Committee)

**History:** COMING SOON TO A COUNCIL CHAMBER NEAR YOU! (I.e., Will be either part of the Late Additions package or a verbal addition.)

Here's a preview of the most recent and important activities:

**Nov 1** GFC Executive Committee meeting

Revised cost projections presented to the Committee by a representative from Planning and Infrastructure  
 Committee expresses dissatisfaction with the projections – concern that projections are too high and not credible  
 Carl agrees to ensure the matter is dealt with and arrange meetings with the appropriate people

- Nov 15** Lisa meets with Carl, Don, and Art Quinney (Deputy Provost)
- SUB decided as the location of choice for 24/7 study space
  - Decision to pursue discussions about a pilot project
  - Commitment from the University to finance a significant portion of the cost of a pilot program
- Nov 26** Lisa, Alvin, Bill, and Margriet meet with Carl, Don, Bill, Bill, and Mary Paul (EA, F&O)

**Access:** Students would have access to the lower, main, and second floors of SUB on a 24-hour basis. It is not possible to restrict access to the main floor due to fire regulations and traffic due to RATT, Dinwoodie, and the Myer Horowitz Theatre. Students would have access to only the corridors on the lower and second floors; the Student Groups Lounge will close as per usual. Members of student groups will not have access to their offices outside of regular hours. The current proposal does not include access to the computer lab on the lower level of SUB due largely to security concerns. Whether SUB will close on holidays, when University buildings are closed, has not yet been decided.

**Cram Dunk:** It is very reasonable to expect that students studying late into the night will need an occasional replenishment of energy and an injection of caffeine. The only sources of food and beverage available to students in SUB after business hours are products sold in vending machines. Currently, Cram Dunk operates on a 24-hour basis during midterm week and final exams. As part of the pilot project to operate SUB 24/7, we are proposing to also operate Cram Dunk on a 24/7 basis. A thorough evaluation of the merits of this activity will be undertaken at the end of the pilot project. Part of this evaluation might include whether the capacity of Cram Dunk can be increased during the night to offer some products normally available through SUBmart.

\* Please note that a detailed breakdown of how 24/7 operations from Jan 10 – Apr 30 will affect Cram Dunk's bottom line will be available in the Late Additions package, but I will send the info to you via e-mail as soon as it is available.

**Security:** It has been recognized that 24/7 SUB presents an increased risk of attracting "undesirables." However, Bill Mowbray, Director, Campus Security Services (CSS), feels that SUB is at much less risk of significant problems than CAB would be, given its proximity to the LRT station. A number of ideas were bounced around pertaining to security such as: allowing students to enter SUB through only one door after a certain time of night and requiring them to sign in and show a U or A ONEcard; hiring students to work as security officers – either monitoring door access and/or patrolling SUB throughout the night and reporting major problems to CSS via radios linked directly to CSS. However, it was felt that neither of these ideas were acceptable primarily for the following reasons:

- Access to SUB cannot be regulated properly due to people being in the building before the sign-in time.

- Monitoring access would not be student-friendly (e.g., if a student forgot his/her ONEcard; not seen to be very trusting of students; inconvenient to restrict door of entry).
- Many non-students use SUB due to RATT, Dinwoodie, and the Myer Horowitz Theatre, therefore access could not be restricted to students and student security officers may not be adequately skilled/trained to deal with intoxicated and/or problematic visitors.
- Campus Security Services are the experts in providing security services.

It is felt that the night facilities staff are very vigilant and capable of handling minor problems if they should arise. However, to facilitate this, additional radios are needed to communicate with each other and to ensure the safety of night staff as well. It is preferred that the radios have a direct link to Campus Security should a situation call for their intervention.

**Additional considerations:** Should we consider extending the operating hours of Safewalk to meet the needs of a greater number of students on campus later into the night?

**Advertising/Promotions:** Although an ad plan has not yet been developed with the Marketing department, some ideas for advertising 24-hour SUB include:

- Target students living in residence and in nearby community
- Target students who already make use of 24-hour SUB during exams
- Banner in SUB
- Notices on SUB doors
- Posters on bulletin boards across campus (and see if FAs will post outside FA offices)
- Flyers (handbills) in examination rooms prior to December exams and in study areas on campus (e.g., libraries, study halls, lounges)
- E-mails sent to SU list-servs: Student Groups, SU boards/committees, volunteers
- Notice on SU website home page
- Gateway ad(s)
- Attempt to get earned media in Gateway in early January

**Evaluation:** Any program should be evaluated to assess its success in achieving its goals. To evaluate the success of 24-hour SUB, night facilities staff will perform head counts every few hours (they currently count every 2 hours) and keep track of this data. We may also put out surveys each night in front of SUB stage to enable students to give feedback. We will investigate other methods of obtaining feedback from students on the program and on additional services they would like to see, such as food services.

**Future Opportunities:** Access to the lower level computer lab  
Expanding wireless Internet through the main floor of SUB (especially the main lounge area and the area outside the Alumni Room)  
Installing more laptop plug-ins  
Looking into putting healthier food items in vending machines

**PROJECTED ADDITIONAL COSTS:**

\* Please realize that these are best estimates of projected costs only!

**University of Alberta**

Utilities	\$81,450
Maintenance	\$13,130
<u>Building Services</u>	<u>\$173</u>

**TOTAL** **\$94,753**

**Students' Union**

Utilities	\$2,500
Maintenance	\$2,500
(excludes plumbing, electrical, and mechanical trades work)	
Custodial work	\$12,000
(hiring an extra staff member)	
Cleaning supplies	\$2,500
Radios	\$8,000
Advertising	\$3,000
<u>24-operation of Cram Dunk</u>	<u>\$10,000</u>

**TOTAL** **\$40,500**

**SOURCES OF FUNDING:****University of Alberta**

\$20,000.00	Advertising/Promotion
	SU Custodial Costs
	SU Cleaning Costs
	SU Miscellaneous Costs
\$95,000.00	University Utilities, Maintenance, Building Services
<u>\$8,000.00</u>	<u>2-way Radios</u>

**\$123,000** **TOTAL**

**Students' Union**

\$2,500.00	Utilities
<u>\$10,000.00</u>	<u>Cram Dunk operation (staff wages, product, etc.)</u>

**\$12,500.00** **TOTAL**

## CAMPUS ADVANTAGE

**Campus Advantage** is an innovative and unique organization 100% owned by Canadian post-secondary student associations. It was created in 2000 to find the best deals for students in products and services that they typically purchase; to make it easier for student-friendly organizations to reach students; and to provide those organizations with an opportunity to support student services.

The network of campuses currently reaches over half of Canadian college and university students, delivering programs that offer worthwhile savings. These programs are endorsed by the representative student associations who recognize that their students spend significant amounts of money on similar products and services. Campus Advantage provides a national vehicle to save students money and to help fund valuable student services.

The goal behind Campus Advantage is to provide a national vehicle through which student associations can cooperate to bring price savings to students on items they buy anyway, and to better control student-focused marketing activities which have long been conducted without student control. This concept is all about the protection of student interests through a student-owned and student-controlled entity.

Our network continues to grow as we add more campuses that enjoy in our programs. The primary student associations involved are our shareholders;

- Acadia Students' Union
- The Students' Union, The University of Alberta
- Brock University Students' Union
- Dalhousie Student Union
- University of Manitoba Students' Union
- Northern Alberta Institute of Technology Students' Association
- Student Federation of the University of Ottawa
- The Alma Mater Society of Queen's University
- Red River College Students' Association
- University of Regina Students' Union
- Saint Francis Xavier University Students' Union
- Saint Mary's University Students' Association
- Federation of Students, University of Waterloo
- University Students' Council of the University of Western Ontario
- University of Windsor Students' Alliance

Non-shareholding student organizations also participate in Campus Advantage programs. This opportunity for external participation has extended our reach of students to approximately 700,000 – over 50% of the Canadian post-secondary population. These student organizations have participated in various Campus Advantage programs;

- The Alma Mater Society, University of British Columbia
- British Columbia Institute of Technology Student Association
- The Students' Union, University of Calgary
- Cambrian Students Inc.
- Centennial College Student Association
- Confederation College Student Union

- Conestoga Students Inc.
- Fairview College Students' Association
- Student Association of George Brown College
- Students' Administrative Council, Georgian College
- Grant MacEwan Community College Students' Association
- Lakeland College Students' Association
- University of Lethbridge Students' Union
- Students' Society of McGill University
- Mohawk Students' Association
- Students' Association of Mount Royal College
- Okanagan University College Students' Association
- Olds College Students' Association
- University of Prince Edward Island Student Union
- Student Representative Council Inc., Saint Clair College
- University of Saskatchewan Students' Union
- Sheridan College Inter Campus Student Corporation
- Southern Alberta Institute of Technology Students' Association
- Wilfrid Laurier University Students' Union
- York University Student Centre Corporation

### **Current Programs Through CA and Their Advantages to UASU**

#### **ABM**

We currently have 2 Campus Advantage ABM's that give us a favorable revenue sharing model. These machines charge only \$1 as a transaction fee which is cheaper than what banks charge now for using a machine not associated to your bank. With transaction numbers of 2021 at the machine in SUB, and 1464 in the machine at the Powerplant, we have received about \$700 in revenue from the two machines for the period between mid-September and October 31. After we sort out some internal logistics with our businesses, we will unveil the coupon capabilities of the machine whereby each user is provided with a choice of a coupon for one of our SU businesses. The revenue sharing for CA machines range from 2-10x the amount earned from major financial institutions. The machines are showing growth in their numbers as more students learn about them and word of mouth spreads. Numbers for November are being processed. Schools with established machines are seeing revenues of up to \$3000 per month from a single machine which shows the potential of this initiative once it is established. We expect to obtain similar numbers with our machines in the future.

#### **GENERAL INSURANCE**

The most popular program in Campus Advantage (and also the most important to us lately) is the General Insurance Program. In partnership with HUB International (previously Rose, Horne & Stevenson Group) this was the ONLY broker in the country that would insure UASU for everything we needed, specifically club and alcohol liability.

Due to changes in the insurance industry, many Student Union's found themselves uninsurable the past two years and were faced with the reality of having to shut down completely or shut down a component of their organization. Our SU also faced a similar reality of drastic changes these past two years. Although much searching was performed by our Personnel Manager Val Stewart, we were unable to find a broker who was willing to insure us for alcohol liability and club liability in the past. We were faced with a stark

reality that we would likely have to shut down our bars and distance ourselves from our Student Groups. Out of need, the general insurance program was started in partnership with HUB International so that Student Organizations could pool together and approach the insurance underwriters with mass and a large premium volume. As a result of the arrangement between schools, HUB International, and Campus Advantage, the broker was able to attain the coverage needed by many Student Organizations and saved many of them from having to shut down their licensed premises.

## HOUSING REGISTRY

A product that originated at the UASU through Information Services has grown into a national program for Campus Advantage in partnership with Whitematter Development. This is an online database whereby landlords, students, tenants are able to list their property for rent or to find a roommate. It provides a useful service in providing students with a free-use registry where they can search for housing for free. Now in use at Edmonton, Calgary, and Winnipeg, it is a huge revenue earner that has garnered UASU revenue of \$30 000 per year. Other programs such as the ride board, exam registry, tutor registry, classified ads directory are available as well.

## The Future

While Campus Advantage is running a deficit and ran into the very hard choice this year of whether to shut down the organization or pursue further due to cash flow issues, significant changes have been made towards a brighter future. As the financial statements show, Campus Advantage is growing and nearing the break-even point, being only \$10 000 away from breaking even operationally compared to previous years which hovered around \$40-70k. While still in its infant stage, Campus Advantage is gradually becoming a viable company of which we are shareholders of.

The two mistakes that has put Campus Advantage in the state that it is now is the failure to call on the loan in year one that was required of all shareholder schools as in the business plan. The board at that time believed the money was not needed and thus did not take the opportunity to take the loan. In year two, the plan called for a second loan which was called upon. As a result of the initial loan not taking place, cash within the organization was low. This has come to a point now where CA needs a cash injection to continue operating. The second mistake that occurred in the early stages was a partnership with Match Marketing for the “gate keeping” aspect where products were not delivered as expected. As a result of the failure to produce expected results, a significant amount of time and resources was fettered away.

With the several years of experience that has occurred, the Campus Advantage Board of Directors, has decided that “gate keeping” is not something Campus Advantage is strong in due to the variability in SA’s and the inability to cater to them all in a template. “Gate keeping” has been a drain on the organization since the start. Rather Campus Advantage has proven success with specific programs that don’t require all schools to participate and has decided to pursue this aspect of the business and grow it. Campus Advantage will be continuing to pursue new programs such as the ABM’s, Housing Registry, possibly even DVD Vending Machines, in the near future in order to get a good deal for all Student Associations. The organization has set itself up to run a trade show which would charge presenters a fee for accessing one of the decision makers in

organizations, typically the Vice President Finance or similar who would be in the area to meet at the Annual General Meeting.

Thus with a new focus and a realization of where the strengths of this organization is, I strongly recommend that council approve a loan to Campus Advantage, of which we are shareholders of.

## Important Information

Number of Shares Owned by UASU	34
TOTAL Shares	216
Initial Price of Each Share	\$400
Total Loan Requested Amount	\$45 000

### **LOAN REQUESTED AMOUNT FROM UASU:** not to exceed \$9000

Required Shareholder Loan Amount (as decided by CA Board of Directors)	\$208.33 / Share
Required UASU Loan Amount	\$7083.22
Interest Rate (as decided by CA Board of Directors)	Prime + 2%

### Repayment Term Restrictions

Payment terms shall be finalized with the CA Board with the restrictions that:

- Interest Rate shall be charged at Prime + 2% as determined at the date of which the agreement is signed.
- All payments and commitments in regards to this loan shall be completed by May 1, 2007.

A greater amount is requested to account for the possibility that other shareholder schools may not be able to loan their respective amounts. The total loan amount requested from shareholders is \$45 000. This loan is critical to the survival of Campus Advantage and provided that all shareholder schools approve their loans, only \$7083.22 would be granted from the UASU. However I would like to approve a maximum of \$9000 in order to ensure that Campus Advantage can react quickly in the event that the approved loan amount is not sufficient. It should be noted however, that this loan is not without risk.

With an interest rate of prime + 2%, our Students' Union would be making a return on this loan and ensuring that our initial investment of \$13 600 to purchase shares does not quickly fether away.



**To:** Ellen A. Shoenck, Director  
University Secretariat  
2-5 University Hall

**Date:** 2004.07.26

**From:** Elizabeth Dechert, Director  
Strategic Planning  
480 General Services Building

**Subject: General Faculties Council  
Student Study Space Report 2003-2004**

Attached please find the yearly update on the status of Study Space, as per Section 71.5 of the GFC Policy manual. We have compiled this information with data from Housing and Food Services, the Library, Students' Union, Facilities Management, and various in-house investigations. We have sent the draft of this report to the Students' Union, to ensure completeness.

Following the format developed several years ago, which was derived in response to specific questions and issues raised by the Students' Union, we have included those spaces reported in previous years, like library space, residential areas, and instructional computer labs. The spaces identified are "public" study space, and may not include specific space operated by a single department.

All computer labs shown are instructional labs, and may be used for "public" study purposes whenever classes are not booked. On average the C.N.S. Computer Labs are open from 8:00 a.m. to 9:00 p.m. Monday through Sunday. Classes are booked between 8:00 a.m. and 5:00 p.m. Monday through Friday. The schedule for the individual rooms is posted on the doors. Each lab is available for open use approximately 46 hours per week. All labs have e-mail capability but "plug'n'play" capabilities are limited to the library's Knowledge Common.

In total there are 8,505 study spaces identified, of which 2,649 are carrels, and 5,856 are seats at tables, or on soft seating. There is a net loss of 9 seats due to temporary allocation of space to McCullam Printing in Cameron Library. In addition, there are 1,292 public computer workstations, an increase of 9 seats this year due to the re-arrangement of seating in several labs. This provides an overall total study capacity of 9,797 seats.

Overall the following statistics can be derived, using 2003/2004 enrolment statistics of 30,258\* full-time fall/winter session students:

Ratio of number of students per designated study space	5.75:1
Ratio of number of students per non lab study space identified	3.6:1
Ratio of number of students per computer lab station	23.4:1
Ratio of number of students per all study spaces	3.1:1

The target ratio of students to study space is 4:1.

While this report focuses on the amount of available study space, it does not rate the quality of space. We invite comments, particularly from students, on any problems or concerns encountered in any of the space identified.

Respectfully,

Elizabeth M Dechert  
Director

Betty-Anne Jansen  
Planning Analyst

\* The number of students used in this report has been derived from the Summary of Statistics (web version), and indicates full-time fall/winter term students only.

# STUDENTS' COUNCIL

## Votes and Proceedings

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Tuesday November 23, 2004 – 6:00 p.m.  
Council Chambers 2-1 University Hall

### Votes and Proceedings (SC 2004-17)

2004-17/1

#### CALL TO ORDER

The Speaker called the meeting to order at 6:07 p.m.

2004-17/3

#### SPEAKER'S BUSINESS

TAYLOR (VPSL)/BAZIN MOVED THAT Students' Council moved in camera.

Motion to Move In Camera: CARRIED

SMITH/SAMUEL MOVED THAT Students' Council moved ex camera.

Motion to Move Ex Camera: CARRIED

2004-17/4

#### APPROVAL OF THE ORDERS OF THE DAY

LEWIS/SMITH MOVED THAT Students' Council approve the orders of the day.

McLAUGHLIN MOVED TO amend the orders of the day by adding the late additions package to the order paper.

Amendment: CARRIED

McLAUGHLIN MOVED TO make item 12c a special order.

Amendment: CARRIED

DEBENHAM/KIRKHAM MOVED TO amend the orders of the day by making 12a a special order.

Amendment: CARRIED

BAZIN/KIRKHAM MOVED TO amend the orders of the day by making 12b a special order.

Amendment: CARRIED

**Main Motion: CARRIED**

**2004-17/12a** **MOTION BY BAZIN/SMITH, RESOLVED THAT** Students' Council elect one councilor to sit on the Internal Review Board.

**Member Elected:**  
Councillor Berghoff

**2004-17/12b** **MOTION BY DEBENHAM/LEWIS, RESOLVED THAT** the CRO hold a by-election for all vacant Students' Council seats by January 31, 2005.

**Main Motion: DEFEATED**

**2004-17/12c** **MOTION BY MCLAUGHLIN/LAW, RESOLVED THAT** Students' Council approve an expenditure not to exceed \$5500 from the Special Projects Reserve for the purpose of developing and carrying out a student learning experience project.

**SMITH/PATZ MOVED TO** amend the main motion by striking the sum "\$5500.00" and replacing it with the sum "\$3500.00".

**McLAUGHLIN/BLATZ MOVED TO** amend the amendment by striking the sum of "\$3500.00" and replacing it with the sum of "\$4000.00".

**Amendment to the Amendment: DEFEATED**

**LEWIS/KIRKHAM MOVED TO** amend the amendment by striking the sum of "3500.00" and replacing it with the sum of "\$7500".

**Amendment to the Amendment: DEFEATED**

**Amendment: CARRIED**

**Main Motion: CARRIED**

Speaker ordered that item 11b be made a special order.

**2004-17/11b** **Bill #16 – The Committee System Reform Bill (sponsor; SMITH)**  
(first reading)

Debate continued from the November 2, 2004 meeting of Students' Council.

**PANDYA/LAU MOVED THAT** principle 1(3) be amended to read "The allowance of proxies shall be determined by individual Committee Standing Orders".

**Amendment: DEFEATED**

**TAYLOR(VPSL)/PANDYA MOVED THAT** principle 3(1) be amended to read "The Budget and Finance Committee, External Policy Committee, University Policy, Student Affairs Committee, Access Fund committee, and Grant Allocation Committee shall each have seven voting members," and that a new principle 17 be added to read "The Student Affairs Committee shall (a) recommend political policy regarding student health, wellness and security within the University of Alberta; and (b) perform an ongoing needs assessment with respect to student services," and that existing principle 17 be renumbered as 18.

**Amendment: CARRIED 13/11**

**TAYLOR (VPSL)/PANAS MOVED THAT** principle 3(1) be amended to read "The Budget and Finance Committee, External Policy Committee, University Policy Committee, Student Affairs Committee, and Access Fund Committee, shall each have seven voting members" that principle 16 be deleted, and that principle 17 items (i), (j), (k), (l), and (n), be deleted.

**Amendment: DEFEATED**

**BAZIN/LEWIS MOVED THAT** principles 3(3) and 4(3) be struck, and that principle 3(1) be amended to read "The Council Administrative Committee, Budget and Finance Committee, External Policy Committee, University Policy Committee, Student Affairs Committee, Access Fund Committee, an Grant Allocation Committee shall each have seven voting members".

**Amendment: DEFEATED**

**PANDYA/LAW MOVED THAT** principle 13(a) be amended to read "recommend political policy regarding the University of Alberta, and on tuition; and".

**Amendment: DEFEATED**

**BLATZ/LEWIS MOVED THAT** principle 13(b) be amended to read "receive reports from the Executive Committee on its University-based advocacy activities and evaluate their effectiveness," and that principle 14(b) be amended to read "receive reports from the Executive Committee on its External advocacy activities and evaluate their effectiveness".

**Amendment: FRIENDLY**

**SMITH/DEBENHAM MOVED THAT** principle 16(1) be amended to read "The Grant Allocation Committee shall administer and disburse the Golden Bear and Panda Legacy Fund, the Campus Recreations Enhancement Fund, the Eugene L. Brody Fund, the Refugee Student Fund, and grants to student groups."

**Amendment: FRIENDLY**

**BAZIN MOVED TO** amend the motion by striking principles 3(3), 4(3), and 9.

**Amendment: DIES FOR WANT OF A SECONDER**

**McLAUGHLIN/LAW MOVED TO** amend Bill #16 principle 3(1) by adding "including: (a) the Vice-President (Operations and Finance) as an ex-officio voting member of the Budget and Finance Committee, the Access Fund Committee, and the Grant Allocation Committee; (b) two members of the Executive Committee as ex-officio voting members of the External Policy Committee; and (c) two members of the Executive Committee as ex-officio voting members of the University Policy Committee".

**McLAUGHLIN MOVED TO** amend the amendment by adding "(d) The Vice President Student Life as an ex-officio voting member of the Student Affairs Committee".

**Amendment to the Amendment: FRIENDLY**

**BLATZ/SMITH MOVED TO** amend the amendment (b) and (c) to insert the word "non" before the word "voting".

**Amendment to the Amendment: FRIENDLY**

**Amendment: DEFEATED**

**McLAUGHLIN/LAW MOVED TO** amend Bill #16 by replacing principle 16(3) with the words "The members under sub principle (2) are voting members, whose membership constitutes part of the total voting membership as set out in 3(1)".

**McLAUGHLIN MOVED TO** amend the amendment by striking the words "whose membership constitutes part of the total voting membership as set out in 3(1)".

**Amendment to the Amendment: FRIENDLY**

**Amendment: DEFEATED**

**McLAUGHLIN/BLATZ MOVED TO** amend Bill #16 by striking the word "affairs" in principle 11(b) and replacing it with the word "management", striking the word "affairs" in principle 11(c) and replacing it with the word "management", and striking the word "usage" from principle 11(d) and replacing it with the word "management".

**Amendment: FRIENDLY**

**McLAUGHLIN/KOTOVCH MOVED TO** amend Bill #16 by striking the words "members of the Awards Selection Committee" from principle 9(c).

**Amendment: DEFEATED**

**LAU/SMITH MOVED TO** amend Bill #16 by striking 11(c) and replacing it with "exercise such oversight mechanisms on the APIRG, GSJ, FACRA, and SLS of Edmonton as exist at the time of this Bill's adoption".

**Amendment: FRIENDLY**

**Main Motion: CARRIED**

Adjournment: 9:53 p.m.

**ATTENDANCE (SC 2004-17)**

Faculty/Position	Name	1 <sup>st</sup> Roll Call	2 <sup>nd</sup> Roll Call
President	Jordan Blatz	√	√
VP Academic	Lisa McLaughlin	√	√
VP External	Alex Abboud	X	X

VP Finance	Alvin Law	√	√
VP Student Life	Duncan Taylor	√	√
BoG Undergrad Rep.	Roman Kotovych	√	√
Agriculture, Forestry and Home Economics	Leah Bennett	√	√
Agriculture, Forestry and Home Economics	Chelsy Shillington	√	√
Arts	Catrin Bergoff	√	√
Arts	John Chandler	√	√
Arts	Gabrielle Donnelly	X	X
Arts	Aaron Johnson	X	X
Arts	Tamara Larter	X	X
Arts	Chris Laver	X	X
Arts	Cameron Lewis	√	√
Arts	Anand Sharma	X	X
Business	Chelsea Baron	X	√
Business	Steve Smith	√	√
Business	Nandini Somayaji	√	√
Education	Sean Clovechok	X	X
Education	Trevor Panas	√	√
Education	Lillian Patz	√	√
Engineering	Josh Bazin	√	√
Engineering	Graham Lettner	X	√
Engineering	Jamaal Montasser	√	X
Engineering	Gary Wicentowich	X	X
Law	Tara Thompson	√	√
Medicine and Oral Health Sciences	Brock Debenham	√	√
Native Studies (School of)	Matthew Wildcat	X	X
Pharmacy	Erica Skopac	√	√

Faculte Saint-Jean	Sarah Colpitts	√	√
Science	Justin Kehoe	√	√
Science	Stephen Kirkham	√	√
Science	Darren Lau	√	√
Science	Scott Nicol	√	√
Science	Shawna Pandya	X	√
Science	Chris Samuel	√	√
Science	Kelli Taylor	√	√
Science	Keith Vandersluis	√	√
Science	Omer Yusuf	√	√
General Manager	Bill Smith	X	X
Speaker	Gregory Harlow	√	√

# STUDENTS' COUNCIL

## Votes and Proceedings

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Tuesday November 16, 2004 – 6:00 p.m.  
Council Chambers 2-1 University Hall

### VOTES AND PROCEEDINGS (SC 2004-16)

2004-16/1

#### CALL TO ORDER

The Speaker called the meeting to order at 6:06 p.m.

2004-16/4

#### APPROVAL OF THE ORDERS OF THE DAY

**SMITH/LETTNER MOVED TO** approve the orders of the day.

**WICENTOWICH MOVED TO** table a report from the Engineering Students' Society.

Please see document VP 04-16.01

**NICOL/LEWIS MOVED TO** amend the orders of the day by adding item 12c from the late additions package to the order paper.

**Amendment: CARRIED**

**SMITH/BAZIN MOVED TO** amend the orders of the day by adding item 12b from the late additions package to the order paper.

**Amendment: CARRIED**

**Main Motion: CARRIED**

2004-16/5

#### PRESENTATIONS

2004-16/5b

Academic Plan Presentation by Carl Amrhein, Provost and Vice-President (Academic).

2004-16/5a

Tuition Presentation by Carl Amrhein, Provost and Vice-President (Academic), and Phyllis Clark, Vice-President (Finance and Administration).

Speaker ordered that items 12a, 12b, and 12c be made special orders.

**2004-16/12a** **MOTION BY TAYLOR (VPSL)/BAZIN, RESOLVED THAT** Students' Council appoint Sean Vigneau, June Ling and Wing Li to Student Life Board for the remainder of the 2004-2005 year.

**Main Motion: CARRIED**

**2004-16/12b** **MOTION BY TAYLOR (VPSL), RESOLVED THAT** Students' Council elect one councillor to sit on the Recreation Action Committee for the remainder of the 2004-2005 year.

**Member Acclaimed**  
Councillor Vandersluis

**2004-16/12c** **MOTION BY NICOL/LEWIS, ORDERED THAT** Students' Council to review the minutes of all in camera meetings of the Executive Committee since September 1, 2004 at the November 23, 2004 meeting of Students' Council.

**Main Motion: DEFEATED**

Adjourned at 9:55 p.m.

**ATTENDANCE (SC 2004-16)**

Faculty/Position	Name	1 <sup>st</sup> Roll Call
President	Jordan Blatz	√
VP Academic	Lisa McLaughlin	√
VP External	Alex Abboud	√
VP Finance	Alvin Law	√
VP Student Life	Duncan Taylor	√
BoG Undergrad Rep.	Roman Kotovych	√
Agriculture, Forestry and Home Economics	Leah Bennett	X
Agriculture, Forestry and Home Economics	Chelsy Shillington	√
Arts	Catrin Bergoff	√
Arts	John Chandler	
Arts	Gabrielle Donnelly	√
Arts	Aaron Johnson	X
Arts	Tamara Larter	X

Arts	Chris Laver	X
Arts	Cameron Lewis	√
Arts	Anand Sharma	X
Business	Chelsea Baron	X
Business	Steve Smith	√
Business	Nandini Somayaji	√
Education	Sean Clovechok	X
Education	Trevor Panas	X
Education	Lillian Patz	√
Engineering	Josh Bazin	√
Engineering	Graham Lettner	√
Engineering	Jamaal Montasser	√
Engineering	Gary Wicentowich	√
Law	Tara Thompson	√
Medicine and Oral Health Sciences	Brock Debenham	√
Native Studies (School of)	Matthew Wildcat	X
Pharmacy	Erica Skopac	√
Faculte Saint-Jean	Sarah Colpitts	√
Science	Justin Kehoe	√
Science	Stephen Kirkham	√
Science	Darren Lau	√
Science	Scott Nicol	√
Science	Shawna Pandya	√
Science	Chris Samuel	√
Science	Kelli Taylor	√
Science	Keith Vandersluis	√
Science	Omer Yusuf	√
General Manager	Bill Smith	X

Speaker	Gregory Harlow	√
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**GUESTS OF STUDENTS' COUNCIL**

KYLE KOWANAMI

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.

Our Vice President (External Relations) Gary Wicentowich will be available to answer questions during Question Period at the meeting of November 16<sup>th</sup>, or you can submit them to me at [yp.operations@ess.ualberta.ca](mailto:yp.operations@ess.ualberta.ca).

Sincerely,

Justin Pullukatt

Vice President (Finance & Operations)  
Engineering Students' Society

<b>ESS Faculty Association Membership Fee (2003/2004)</b>		
<b>General Description</b>	<b>Amount</b>	<b>Approx. total*</b>
	<b>(per term)</b>	<b>(amount per year )</b>
Discipline clubs	\$ 1.00	\$ 6,260.00
Student projects (ESPF)	\$ 1.00	\$ 6,260.00
Engineering Week	\$ 0.50	\$ 3,130.00
Engineer's Handbook	\$ 0.40	\$ 2,504.00
Conferences and Competitions	\$ 0.35	\$ 2,191.00
First Year Orientation	\$ 0.25	\$ 1,565.00
WESST/CFES Dues	\$ 0.23	\$ 1,439.80
<b>Totals</b>	<b>\$ 3.73</b>	<b>\$ 23,349.80</b>
		*Based on 3050 students

<b>ESS Faculty Association Membership Fee (2004/2005)</b>		
<b>General Description</b>	<b>Amount</b>	<b>Approx. total*</b>
	<b>(per term)</b>	<b>(amount per year )</b>
Discipline clubs	\$ 1.00	\$ 6,100.00
Engineering student groups (not including discipline clubs)	\$ 1.00	\$ 6,100.00
Engineering Week	\$ 0.45	\$ 2,745.00
Engineer's Handbook	\$ 0.65	\$ 3,965.00
Conferences and Competitions	\$ 0.33	\$ 2,013.00
First Year Orientation	\$ 0.30	\$ 1,830.00
<b>Totals</b>	<b>\$ 3.73</b>	<b>\$ 22,753.00</b>
		*Based on 3050 students

## **Financial Accountability of Faculty Association Membership Fee**

*The events that are supported by the Faculty Association Membership Fee*

### **Engineering Week:**

As most students know, Engineering Week is a proud campus tradition. A number of events are held such as a scavenger hunt, tug of war, battle of the bands, and many more. The week is finished off with a bang at the Engineers' Ball, a formal dinner and dance.

### **Engineering Handbook:**

The engineering handbook is the agenda used by the majority of engineering students here at the U of A, and a number of non-engineering students who enjoy its content and layout.

### **First Year Orientation:**

A number of events are held to help orientate the first year engineers. The first and most notable is G.E.E.R. 101, a week of fun games aimed at having the first years meet one another. As well, a very popular motivational mixer is held to help students along with their academic troubles. The First Year Engineering Club (FYEC) exists in an effort to get first years involved. This club represents the first years on many levels and provides a number of services and events. A retreat will be held in order to help make the executive stronger, more efficient and overall better representatives.

### **Conferences & Competitions:**

The ESS sends a number of students to a number of conferences and competitions:

WESST Retreat: An annual meeting with all the other western engineering schools helps bring a good representation between schools, and allows the people we send to bring back valuable experience and information.

WEC: The Western Engineering Competition is an annual event where students from across Western Canada measure off in a variety of events.

CFES Congress: Like WESST Retreat, but much more substantial. This is a meeting of the best engineering political minds from across Canada, where ideas and strategies are discussed and debated. Many good ideas currently in use here at the U of A are inspired from this conference.

CEC: The Canadian Engineering Competition is where the winners from WECC represent western Canada on a national scale.

*The purpose of the Faculty Association Membership Fee is to create opportunities for engineering student involvement, and support engineering student activities. Describe how this funding has been used to further these goals.*

**Engineering Week:**

All of this year's funding will be put into paying for the Engineers' Ball. Costs for us have gone up due to catering and room booking costs increasing. A decent sound system is being rented as well.

**Engineering Handbook:**

The money here was used purely for printing costs.

**First Year Orientation:**

The money goes to two events, GEER 101 and the First Year Motivational Mixer. An executive retreat may be planned.

**Conferences & Competitions:**

Thanks to the FAMF money, the ESS is hoping to be able to send more people to conferences and competitions. FAMF covers traveling costs and delegate fees for teams participating.

**Administration**

The funds collected from students this term are held by the Students' Union and then they send a cheque to the ESS. The ESS then puts the money received into the Engineering Students' Activity Fund (ESAF), which also promotes extracurricular involvement but instead collects money from corporate donations.

**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 Monday, December 6<sup>th</sup>. Students are going to be made aware of this deadline two weeks in advance through the EnggLink e-mail list, the Engineers' Handbook and the ESS website. 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.