

STUDENTS' COUNCIL

Tuesday September 11, 2007
Council Chambers 2-1 University Hall

ORDER PAPER (SC 2007-10)

2007-10/1 SPEAKER'S BUSINESS

2007-10/1a Announcements – The next meeting of Students' Council will take place on Tuesday September 18, 2007.

2007-10/2 PRESENTATIONS

2007-10/2a Bear Scat- Presented by Bobby Samuel and sponsored by Bobby Samuel

2007-10/3 EXECUTIVE COMMITTEE REPORT

2007-10/3a Executive Committee- August 23 and August 29,2007

Please see document SC 07-10.01

2007-10/4 QUESTION PERIOD

2007-10/5 BOARD AND COMMITTEE REPORTS

2007-10/5a Council Administration Committee

2007-10/5a(i) **ERUVBETINE MOVED THAT** Students' Council, upon the recommendation of the Council Administration Committee, adopt the following document entitled "Appendix 3: Councillor Remuneration" to replace the existing Appendix 3 in its Standing Orders.

Please see document SC 07-10.02

2007-10/5b External Policy Committee- Aug 22,2007

Please see document SC 07-10.03

2007-10/5b(i) **CAMPBELL MOVED THAT** Students' Council, upon the recommendation of the External Policy Committee, rescind the "Affordable Universal Transit Pass" Political Policy (2nd reading)

Please see document SC 07-10.04

2007-10/5b(ii) CAMPBELL MOVED THAT Students' Council, upon the recommendation of the External Policy Committee, approve the "Public Transit" Political Policy (2nd reading)

Please see document SC 07-10.05

2007-10/5c University Policy Committee

2007-10/5c(i) SAMUEL/GELLER MOVED THAT Students' Council, upon the recommendation of the University Policy Committee, adopt the following principles on Academic Materials as a Political Policy:

1) The Students' Union will pressure academic material manufacturers, retail outlets, other student organizations and institutions to engage in practices designed to relieve financial pressures associated with the costs of academic materials.

2) The Students' Union will endeavor to educate professors as to the costs of textbooks and the alternatives available to them.

3) Furthermore, the Students' Union will advocate for peripheral academic materials to be standardized across the institution.

2007-10/6 GENERAL ORDERS

2007-10/6a **GAMBLE/JANZ MOVED THAT** Students' Council appoint (1) member to APIRG Board of Directors

2007-10/6b **SAMUEL MOVED THAT** all Bill's for Students' Council 07/08 year be renumbered as follows:

Please see document SC 07-10.06

2007-10/6c **DOLLANSKY/GAMBLE MOVED TO** rescind the "Bear Scat" Political Policy

Please see document SC 07-10.07

2007-10/7 INFORMATION ITEMS

2007-10/7a Votes and Proceedings – August 21, 2007

Please see document SC 07-10.08

Executive Committee Report to Students' Council September 4, 2007

1. The following motion was passed at the August 23, 2007, 2007 Executive Committee meeting: (copies of the changed policies are attached)

- a. GAMBLE/JANZ MOVED THAT the proposed changes to Operating Policies 1.02 (Responsible for Policy), 3.03(Fax and Photocopier Use), 3.04 (Account & Membership Cards), 5.03 (Equipment Disposal), 5.4 (Losses and Destructions), 5.11 (Employee Computer Purchase Program), 7.03 (Re-Allocation of Funds (Budgeted)), 7.14 (Price Adjustments), 7.15 (Auditors), 7.16 (Expenses), 11.31 (Solicitation in SU building and operations), 14.10 (Strikes), 32.01 (Statements Made On Behalf of the Students' Union) be approved and implemented.

VOTE ON MOTION

5/0/0 CARRIED

- b. LE/JANZ MOVED THAT the Executive Committee approve a budget amount not to exceed \$9,000.00 for Norma Rodenburg, Senior Manager of Student Services to attend NODAC.

VOTE ON MOTION

5/0/0 CARRIED

2. The following motions were passed at the August 29, 2007 Executive Committee meeting: (copies of the changed policies are attached)

- a. GAMBLE/LE MOVED THAT the Executive Committee approved the proposed changes to Operating Policy 7.17 relating to conferences.

VOTE ON MOTION

5/0/0 CARRIED

- b. GAMBLE/LE MOVED THAT the Executive Committee approved the proposed changes to Operating Policy 7.18 relating to workshops (retreats).

VOTE ON MOTION

5/0/0 CARRIED

- c. DOLLANSKY/GAMBLE MOVED THAT the Executive Committee approve Operating Policy 14.14 relating to Political Policy formatting.

VOTE ON MOTION

5/0/0 CARRIED

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 1.02	<i>Effective Date:</i> April 12, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	POLICY MANUAL
- <i>Topic:</i>	Responsibility for Policy

Introduction:

Students' Council is ultimately for all Students' Union policy. However, to ensure the efficient maintenance and review of policy, Students' Council must delegate responsibility for many of its policies to the appropriate Boards, Committees, or other relevant bodies. This policy outlines the means by which responsibility will be delegated.

SU 6/28/07 2:13 PM
Deleted: The Executive Committee is ultimately responsible for all Students' Union Operating Policy, under the supervision of Students' Council.

Policy:

1.02.1 All operating policies will be forwarded to Students' Council for information as soon as possible after the policy is made.

1.02.2 Where deemed appropriate by the Students' Council (as a result of receiving the policies for information), each policy may be allocated to a Board or Committee which will be responsible for reviewing the policy in order to ensure that it maintains its relevance and suitability.

SU 6/28/07 2:21 PM
Deleted: Students' Union Legislation shall take precedence over Operating Policy in the event of a conflict.

1.02.3 Policies may only be added to this Manual, or varied after their initial formulation, following a formal resolution to do so by the Students' Council, or by the Board or Committee to which the n Students' Council has delegated responsibility for the Policy in question.

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1.02.4 No Board or Committee shall become responsible for a policy until Students' Council has received the policy (which will include the Board or Committee that will be responsible for the policy), for information.

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1.02.5 Notwithstanding 1.02.4 above, a Board or Committee may draft a new policy and, in submitting it for the Council's information, request that responsibility for that policy be delegated to that Board or Committee.

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History:	Date	Board/Committee	Date of Council Approval
Created	April 11/95	Executive Committee	April 11, 1995 (19/1)
Updated	April 25/06	Executive Committee	
	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 3.03	<i>Effective Date:</i> May 2, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	ADMINISTRATION
- <i>Topic:</i>	Fax and Photocopier Use

Introduction:

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

Policy:

- 3.03.1 Employees using the Students' Union fax machine to send long distance faxes must record the date and time of their call, the number called, and the department to which the call should be charged. A binder is kept in the photocopy room for this purpose.
 - a) personal long distance faxes are charged \$0.50 per page and must be paid to the Administrative Assistant
- 3.03.2 The photocopier will be programmed with access codes for each department of the Students' Union. An employee using the photocopier must enter the number of the department to which the cost should be charged.
- 3.03.3 Employees using the Students' Union photocopier will double side all photocopies whenever possible and feasible.

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Deleted: must be recorded as such and the staff member will be invoiced for the cost at the end of each month.

Tiffany Christou 7/18/07 2:23 PM
Deleted: The access codes will be changed on an annual basis.

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

History:	Date	Board/Committee	Date of Council Approval
Created	August 20/02	Executive	May 2/95
Updated	April 25/06	Executive Committee	September 17/02
	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 3.04	<i>Effective Date:</i> October 29,1996
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	ADMINISTRATION
- <i>Topic:</i>	Account & Membership Cards

Introduction:

This policy outlines the procedures that must be followed when using the Students' Union Costco membership card, and any other such Students' Union property.

Policy:

- 3.04.01 The Costco membership card, along with any similar cards, are intended for purchases by Students' Union departments and services.
- 3.04.02 ONLY Students' Union paid staff members may borrow the card(s), and ONLY for a twenty-four (24) hour period or for a weekend.
- 3.04.03 The card(s) must be signed out and returned to the Administrative Assistant.
- 3.04.04 Students' Union staff members may use the card for personal reasons, provided that this policy is adhered to.

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Tiffany Christou 7/18/07 2:26 PM
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Inserted: the Manger of Operations & Finance

History:	Date	Board/Committee	Date of Council Approval
Created			Oct.29/96
Updated	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 5.03	<i>Effective Date:</i> May 2, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	EQUIPMENT
- <i>Topic:</i>	Equipment Disposals

Introduction:

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

Policy:

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

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Deleted: 5.03.3 - Whenever an item is disposed of, the appropriate Fixed Asset Inventory Form must be filled out, and the item must be removed from the Fixed Asset Inventory. .

History:	Date	Board/Committee	Date of Council Approval
Created	August 20/02	Executive	September 17/02
Updated	August 23/07	Executive	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 5.04	<i>Effective Date:</i> May 2, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	EQUIPMENT
- <i>Topic:</i>	Losses and Destructions

Introduction:

All incidences of lost, stolen, or destroyed equipment must be properly reported and documented, ^{so} that compensation is received where applicable.

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Policy:

- 5.04.1 All cases of lost, stolen, or destroyed equipment shall be reported to the Manager of Facilities and Operations. In the case of theft, the Manager of Facilities and Operations will report the incident to Campus Security, and then Edmonton Police Services if required.
- 5.04.2 If the item is not, or cannot be, recovered, and the item is covered under the Students' Union's insurance policy, the loss of the item will be reported to the Students' Union's insurance company.

Students Union 7/18/07 2:36 PM
Deleted: 5.04.3 . All permanent losses will be removed from the Fixed Asset Inventory. .

History:	Date	Board/Committee	Date of Council Approval
Created			May 2/95
Updated	August 23/07	Executive	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i>	7.03	<i>Effective Date:</i>	July 25, 1995
<i>Responsibility for Policy:</i>	Students' Council		
<i>Subject Matter</i>	- <i>Category:</i>	OPERATING POLICY (GENERAL)	
	- <i>Specific:</i>	FINANCE	
	- <i>Topic:</i>	Re-Allocation of Funds (Budgeted)	

Introduction:

The Final Budget approved by Students' Council indicates the Students' Union's priorities for the fiscal year. Any re-allocation of budgeted funds implies a change in priorities, and must therefore receive approval from the appropriate bod(ies).

Policy:

- 7.03.1 All requests for re-allocation of budgeted funds, [reallocation of funds within departments and between departments](#) must be forwarded to the Vice-President (Operations & Finance);
- 7.03.2 All requests for budget re-allocations **must be approved in advance** by the Vice-President (Operations & Finance) and/or the Executive Committee, and forwarded to Students' Council for information.

History:	Date	Board/Committee	Date of Council Approval
Created	April 11/95	Executive Committee	July 25/95
Updated	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 7.14	<i>Effective Date:</i> July 25, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	FINANCE
- <i>Topic:</i>	Price Adjustments

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Introduction:

Price adjustments can affect a department's budget, and may also affect consumers' impressions and use of a business or service. Therefore it is important the price adjustments be properly reviewed and approved before they are implemented.

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Policy:

7.14.1 Price adjustments must first be approved by the Executive member or senior manager responsible for that service or business, and must receive final approval from the Budget and Finance Committee;

7.14.2 Wide reaching price adjustments will be part of the budget principles.

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History:	Date	Board/Committee	Date of Council Approval
Created			July 25/95
Updated	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 7.15	<i>Effective Date:</i> July 25, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	FINANCE
- <i>Topic:</i>	Auditors

Introduction:

Audits are a legal requirement to which the Students' Union is subject.

Policy:

7.15.1 Two audits, an interim one and a final one, must be done every year by an outside accounting firm to ensure that proper accounting procedures are being followed.

7.15.2 As per Bylaw 100, Audit Committee will select the Students' Union auditor.

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History:	Date	Board/Committee	Date of Council Approval
Created			July 25/95
Updated	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 7.16	<i>Effective Date:</i> July 26, 1995	<i>Page</i> 1 <i>of</i> 1
<i>Responsibility for Policy:</i>	Executive Committee	
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)	
- <i>Specific:</i>	FINANCE	
- <i>Topic:</i>	<u>Expenses</u>	

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Introduction:

The elected student representatives within the Students' Union are ultimately responsible for the expenditures incurred by the organization. In order to be accountable to the students in our finances, they must be aware of where expenditures are made. Additionally, all expenses must be budgeted for and approved by the appropriate bodies.

Policy:

- 7.16.1 All expenses incurred by a department of the Students' Union must have been previously budgeted for, and approved by the Budget and Finance Committee, and where appropriate, Students' Council.
- 7.16.2 If the expenditure requires a transfer of funds from one line to another within a budget, then approval of the Vice-President (Operations & Finance) must be obtained prior to completing the transaction.
- 7.16.3 Where possible, a purchase order must be obtained prior to payment.
- 7.16.4 Members of the Students' Union are eligible for re-imbursement for expenses they have personally incurred for the sake of the organization, provided that the expense has obtained the necessary approval as outlined in 7.16.1 or 7.16.2.
- 7.16.5 Expenditures made without the prior approval of the Vice-President (Operations & Finance) or the Budget and Finance Committee will remain the responsibility of the individual who incurred the costs. Non-budgeted, non-approved expenditures will not be reimbursed by the Students' Union.
- 7.16.6

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History:	Date	Board/Committee	Date of Council Approval
Created		Executive Committee	July 26/95
Updated	August 23/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 7.17	<i>Effective Date:</i> July 26, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	FINANCE
- <i>Topic:</i>	Conferences

Introduction:

Sending representatives of the Students' Union to external conferences can be one of the most effective ways of building relationships with other groups and of obtaining new information or different perspectives which will make our operations more effective. This policy outlines the circumstances under which a conference may be attended, and the procedure for obtaining approval.

Policy:

- 7.17.1 Employees wishing to attend a conference must include the associated costs in the budget of the relevant department, to be approved by Students' Council.
- 7.17.2 Prior to spending any money on a conference, the employee must obtain specific approval from the Executive Committee to attend said conference.
- 7.17.3 Approval from the Executive Committee will be granted only after the employee has submitted a written proposal that includes a summary of the conference and sessions or activities relevant to the Students' Union, the benefits derived from attendance, and a break down of all associated costs.
- 7.17.4 The employee shall take the necessary steps to ensure that all costs are kept to a minimum when making arrangements for both travel and accommodations.
- 7.17.5 Conference requests will only be considered from paid employees of the Students' Union.

7.17.6 Upon returning from a conference, the employee must submit a written report to the Executive Committee outlining the benefits of attendance, what impact said attendance will have on the Students' Union and a recommendation on attendance in future years. Reports from the Executive Committee will be forwarded to Students' Council for information.

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History:	Ref.	Board/Committee	Date of Council Approval
Created		Executive Committee	July 25/95
	SC 97-06/11b	Executive Committee	Aug. 06/97
	Exec 03/37-5a	Executive Committee	Oct. 08/03
	August 29/07	Executive Committee	

7.17.7 For conferences outside of the City of Edmonton, where meals are not included as part of the registration, a per diem allowance of \$35.00 will be given to each delegate from the Students' Union. This per diem cannot be spent to purchase alcohol.

7.17.8 Where an employee is required to drive their own vehicle substantial distances (over 50km) on work-related business, they shall be reimbursed at the government of Alberta rate.

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THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 7.18	<i>Effective Date:</i> July 26, 1995
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter - Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	FINANCE
- <i>Topic:</i>	Workshops (Retreats)

Introduction:

Retreats are commonly used as a means of personnel development for employees and volunteers of the Students' Union. Team-building and isolation from distractions are often as valuable as the information received on these retreats. Therefore, the SU should strive to create a balance between cost control and effectiveness of said retreats.

Policy:

- 7.18.1 All requests for funding for transportation and accommodation must be budgeted and passed through executive committee for approval
- 7.18.3 Where possible, the Students' Union shall provide food from SU-run operations. Where this is not possible, only very cost-effective options will be approved.
- 7.18.4 Workshops are encouraged to remain on campus or within the city.
- 7.18.5 All food costs associated with workshops must be budgeted for.
- 7.18.6 This policy applies to all departments of the Students' Union, with the exception of the annual Executive Committee Transition Workshop.

Eamonn Gamble 8/28/07 11:22 AM
Deleted: Because the true value lies in the "workshop" portion, and not in the "retreat" portion, the following policy has been put in place to ensure that the Students' Union method of staff and volunteer development remains effective and cost-efficient.

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Eamonn Gamble 8/28/07 11:25 AM
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Eamonn Gamble 8/28/07 11:26 AM
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Eamonn Gamble 8/28/07 11:26 AM
Deleted: The Students' Union will not pay for transportation or accommodation costs associated with workshops.

Eamonn Gamble 8/28/07 11:27 AM
Deleted: The only costs absorbed by the Students' Union for the purposes of workshops will be food. The Students' Union will pay a maximum of \$20 per person per day of the workshop for food.

History:	Date	Board/Committee	Date of Council Approval
Created		Executive Committee	July 25/95
Updated	August 29/07	Executive Committee	

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 11.31	<i>Effective Date:</i>
<i>Responsibility for Policy:</i>	<u>Executive Committee</u>
<i>Subject Matter</i>	- <i>Category:</i> OPERATING POLICY (GENERAL)
	- <i>Specific:</i> SPACE
	- <i>Topic:</i> Solicitation in SU buildings and operations

Introduction

The Students' Union recognizes that SUB is a building that allows for multi-use by a variety of users. In order to ensure that no person is made to feel uncomfortable by being approached this policy has been developed.

Policy

11.31.1 Solicitation is prohibited in SUB and all other SU spaces for purposes commercial or otherwise.

Students Union 6/28/07 11:38 AM
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11.31.2 The Executive Committee may, from time to time, grant exceptions based upon the following criteria:

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a. The solicitation activity is in promotion of a Students' Union activity or service.

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b. The solicitation activity is to be confined to the main floor of SUB and will not take place in either the Alumni Room or Quiet Room.

11.31.3 This policy does not apply to table bookings or the use of SUB Stage.

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Date
August 23/07

Board/Committee
Executive Committee

Date of Council Approval

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i>	14.14	<i>Effective Date:</i>	August 29, 2007
<i>Responsibility for Policy:</i>	Executive Committee		
<i>Subject Matter</i>	- <i>Category:</i>	OPERATING POLICY (GENERAL)	
	- <i>Specific:</i>	GENERAL	
	- <i>Topic:</i>	Political Policy Formatting	

Introduction:

For the sake of consistency, all political policies will be formatted according to the following conventions.

Policy:

14.14.1 Administrative Information

a.) Administrative information in all political policies shall conform to the following conventions:

i.) *Policy Number* shall be assigned according to the chronological order the policy was approved on at its second reading at Students' Council. This number will be followed by a forward slash then Students' council year.

I.) In the case where more than one policy is approved at a Students' Council meeting, *Policy Number* will be determined by the order the policies appear on the order paper of the given Council meeting.

ii.) *Effective Date* shall be listed as the day the policy is approved on second reading by Students' Council.

iii.) *Page Number* shall be expressed as "*Page 1 of X*" where X is the total number of pages the policy contains.

iv.) *Expiration Date* shall be April 30th of the calendar year three years after the calendar year in which the policy is passed, unless otherwise ordered by Students' Council.

v.) *Responsibility for Policy* shall be listed as the standing committee that forwards the policy to Students' Council for second reading.

b.) Headers of Political Policies will conform to the following conventions:

i.) The name of the policy, as listed in the *Topic* field, shall left tab stop 3.5

<u>History:</u>	Date	Board/Committee	Date of Council Approval
Created			July 25/95
Updated	Oct 24/02	Executive Committee	Oct.29/02

- ii.) Page number shall be at right tab stop 6.5 .
- c.) Footers, which contain the Policy History, will conform to the following conventions:
 - i.) “Board/Committee” shall be at right tab stop 4.0 .
 - I.) Beneath “Board/Committee” shall be the abbreviation of the standing committee listed in the *Responsibility for Policy* field.
 - ii.) “Date of Council Approval” shall be at right tab stop 6.5..
 - I.) Beneath “Date of Council Approval” shall be the date the policy was passed at second reading by Students’ Council, then a forward slash, then the Students’ Council meeting reference number, then another forward slash, then the full agenda item number of the policy.

14.14.2 **Format**

- a.) The information box of all policies shall conform to the following stylistic conventions:
 - i.) All font shall be 12pt Times New Roman.
 - ii.) All template categories shall be in italics.
 - iii.) All information filled in the template categories shall be in bold face font.
 - I.) The information in the category of “Category” shall be in bold upper case font.
 - II.) The information in the category of “Category” shall be in bold italic font.
 - III.) The information in the category of “Category” shall be in bold font.
- b.) The body of all political policies shall conform to the following stylistic conventions:
 - i.) The body of the document shall be in 12pt Times New Roman font.
 - ii.) The words and phrases “Whereas,” “Be It Resolved,” and “Be It Further Resolved” will always, without exception, be written in upper case lettering if they are written at the beginning of the statement.
 - iii.) Until the end of the final statement, all statements shall end with a semicolon (;).

14.14.3 **Naming Convention**

<u>History:</u>	Date	Board/Committee	Date of Council Approval
Created	August 29/07	Executive	

a.) Naming for all stored electronic versions of political policies shall be two lower-case p's followed by a forward slash and title of the policy listed in the 'Topic' section of the policy.

ie: pp/Mandatory Non-instructional Fees

History:
Created

Date
August 29/07

Board/Committee
Executive

Date of Council Approval

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

OPERATING POLICY STATEMENT

<i>Policy Number:</i> 14.10	<i>Effective Date:</i> October 29, 2002
<i>Responsibility for Policy:</i>	Executive Committee
<i>Subject Matter</i> - <i>Category:</i>	OPERATING POLICY (GENERAL)
- <i>Specific:</i>	GENERAL
- <i>Topic:</i>	Strikes

Introduction:

It is important, that the University of Alberta Students' Union, which is an employer of several unionized positions, respect others democratic right to unionize and to demand their rights.

Policy:

14.07.01The Students' Union shall not engage in business or deal with any workplace at which workers are currently on legal strike except where there are previous contractual arrangements that would result in significant financial damage to our organization

SU 7/3/07 3:52 PM
Deleted: in place.

History:	Date	Board/Committee	Date of Council Approval
Created	Oct 24/02	Executive Committee	Oct 29/02
Updated	August 23/07	Executive Committee	

APPENDIX 3: COUNCILLOR REMUNERATION

Executive Excluded

1 All voting members of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, shall be considered payees with respect to Councillor remuneration.

Base Rate

2 The annual base rate shall be equal to \$500.00.

Disbursement

3 Remuneration shall be calculated and dispensed at the end of each instalment period:

- (a) May – August,
- (b) September – December, and
- (c) January – April.

Council Remuneration

4 Payees shall be eligible to receive up to the annual base rate for serving on Students' Council.

- (a) A proportional amount of the annual base rate shall be dispensed to payees at the end of each instalment period provided that they attend every meeting of Students' Council.
- (b) Payees who are not in attendance for one (1) meeting of Students' Council during an instalment period shall only be eligible for one half (1/2) of the proportional amount of the annual base rate for that instalment period.
- (c) Payees who are not in attendance for two (2) or more meetings of Students' Council during any instalment period shall not be eligible for any of the proportional amount of the annual base rate for that instalment period.
- (d) Payees are required to submit a report to the Speaker of Council for each instalment period.
 - i. The report shall be no longer than one thousand (1000) words.
 - ii. The report shall include but is not limited to the payee's committee work, motions presented, research conducted and student outreach activities.
 - iii. Payees are not eligible for any proportional amount of the annual base rate for that instalment period until such a report is received no earlier than fourteen (14) days in advance of and no later than fourteen (14) days following the final day of the instalment period.
- (e) Payees shall be considered present for the purposes of Councillor remuneration
 - i. at the first meeting of Students' Council they fail to attend, or
 - ii. during a leave of absence taken for the purpose of running in a General Election.

Committee Remuneration

5 Payees shall be eligible to receive up to the annual base rate for serving on at least one Standing Committee of Students' Council, with the exception of the Awards Committee.

- (a) Payees who are removed from any Standing Committee of Students' Council shall not be eligible for any of the proportional amount of the annual base rate for that instalment period, regardless of any other Standing Committees of Students' Council on which they serve.
- (b) Payees who resign from a Standing Committee of Students' Council shall still be eligible to receive the proportional amount of the annual base rate for that instalment period provided they are still serving on at least one Standing Committee of Students' Council.
- (c) Payees who do not submit the report as outlined in 4(d) are not eligible for any proportional amount of the annual base rate for that instalment period.

Chair Remuneration

6 A payee shall receive remuneration in the amount equal to two thirds (2/3) of the annual base rate for serving as the Chair of at least one Standing Committee of Students' Council, with the exception of the Awards Committee.

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Proxies Excluded

7 Proxies are not eligible to receive remuneration, but satisfy the attendance requirement of the payee at meetings of Students' Council and Standing Committees of Students' Council.

Maximum Payment

8 A payee shall not receive an amount greater than eight thirds ($8/3$) of the annual base rate in an academic year.

Attendance Definition

9 To meet attendance requirements, a member must be present for both roll calls at a meeting of Students' Council.

ERUVBETINE moves the following amendments.

Appendix 3: 4-d-iii read: "Payees are not eligible for any remuneration until such a report is received by the final day of the instalment period."

Appendix 3: 4(c) read: "Payees who do not submit the report as outlined in 4(d) are not eligible for any remuneration."

University of Alberta Students' Union
Report to Students' Council

2007/EPC/5

External Policy Committee

August 22, 2007 meeting

Hello Council,

***Here is what you missed by not attending EPC
Summary of Proceedings:***

- Campbell voted as chair
- New Transit Policy passed for second reading with very few changes- it is now in front of council for your own critiquing of Dollansky's grammar
- Affordable Universal Transit Pass Policy was recommended to be rescinded by council for the second time (must go through the rescinding twice since the policy needs to go through the same procedure as Bylaws to be removed)
- Discussion regarding the CASA Federal Lobbying Conference and whether the UASU should join as an associate member for the remaining of the year
- Fall meeting schedule set as off council Wednesdays at 5pm
- Discussion of possible goals, to be sent to me by next meeting so EPC has some guidance in its actions this year

That is all for this past meeting. If I did this format wrong please yell at me. If you have any questions at all please don't hesitate to ask!

Toodles,

Lindsey Campbell

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

*Policy Number:***1**

Effective Date: **August 8, 2006**

Page **1** *of* **2**

Expiration Date: **April 30, 2010**

Responsibility for Policy:

External Policy Committee

Subject Matter - *Category:*

POLITICAL POLICY (GENERAL)

- *Specific:*

- *Topic:*

Affordable Universal Transit Pass

WHEREAS a clear majority of Students' Union members voted in March of 2004 to support a Universal Transit Pass through a campus-wide referendum;

WHEREAS a Universal Transit Pass will present undergraduate students with significantly more affordable access to public transit;

WHEREAS the Universal Transit Pass will improve the student experience and better serve students' needs;

WHEREAS Universities and Students' Unions across Canada and the United States have successfully implemented affordable Universal Transit Pass programs;

WHEREAS in addition to the tangible improvements for access and affordability, a Universal Transit Pass can help reduce reliance on automobiles and thus reduce greenhouse gases and free up campus parking areas for academic or green purposes.

BE IT RESOLVED that the University of Alberta Students' Union negotiate with the regional municipalities and transit services and the University of Alberta to establish the terms of an affordable Universal Transit Pass for Students' Union members subject the following conditions:

- a) the municipalities must cover all capital costs associated with the program;
- b) the cost of additional transit service to accommodate new transit users be subsidized by the normal amount of other municipal transit services;
- c) a fair annual cost-escalator provision will be created;
- d) the municipalities and the university will contribute financially to the project on an ongoing basis commensurate with benefits to the wider and campus communities, and the transit system;

Policy History:

Reference/Vote

Created SC06-05/5a (i)

Board/Committee

EPC

Date of Council Approved

July 11,2006 SC06-08/6b

e) that the final cost brought forward in a Students' Union referendum be the direct cost per-student, plus optionally an inflation indexed amount per-term to cover a subsidy program and administrative costs, if necessary.

Policy History:
Reference/Vote
Created SC06-05/5a (i)

Board/Committee
EPC

Date of Council Approved
July 11,2006 SC06-08/6b

2007-07/6c **DOLLANSKY MOVES TO** adopt a political policy-"Public Transit" based on the following principles:

The University of Alberta Students' Union advocate that the regional municipalities and transit services carefully monitor service demand arising from U-pass implementation, consider input from stakeholders and commit all resources necessary to maintain reliable, safe and timely service.

The University of Alberta Students' Union advocate for the retention of a post-secondary bus pass as a more affordable option than a regular adult pass for spring and summer students.

The University of Alberta Students' Union negotiate a new, long-term U-pass contract to be implemented in September 2011 at a rate consistent with the 2007 referendum pricing scheme.

The University of Alberta Students' Union advocate that the regional municipalities and transit services expand their current service systems, prioritizing LRT/BRT expansion and implementation of Smartcard technology, to better meet the needs of the University of Alberta students.

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

<i>Policy Number:</i> 4	<i>Effective Date:</i> September 11, 2007	<i>Page 1 of 1</i>
	<i>Expiration Date:</i> April 30, 2010	
<i>Responsibility for Policy:</i>	External Policy Committee	
<i>Subject Matter</i> - <i>Category:</i>	POLITICAL POLICY (GENERAL)	
	- <i>Specific:</i>	Public Transit
	- <i>Topic:</i>	

Whereas public transit is a common mode of transportation used by University of Alberta students that benefits the quality of life of all members in the community;

Whereas the U-Pass was supported by 84.8% of undergraduates in March 2007 by campus-wide referendum;

Whereas the U-Pass is to be implemented in the 2007/2008, 2008/2009 and 2009/2010 academic years;

Whereas spring and summer students are not eligible for a U-Pass during those terms;

Whereas the post-secondary bus pass provides a more affordable public transit option for students than a regular adult pass;

Whereas public transit expansion would allow improved access for University of Alberta students to commute within the service area;

Whereas light rail transit (LRT) and bus rapid transit (BRT) are efficient and reliable forms of public transit;

Whereas Smartcard technology would reduce the possibility for U-pass fraud and reduce the need for a U-Pass replacement fee.

Be it resolved that the University of Alberta Students' Union advocate that the regional municipalities and transit services carefully monitor service demand arising from U-pass implementation, consider input from stakeholders and commit all resources necessary to maintain reliable, safe and timely service;

Policy History:

Reference/Vote
Created 2007-07

Board/Committee
EPC

Date of Council Approval
July 24, 2007

Be it further resolved that the University of Alberta Students' Union advocate for the retention of a post-secondary bus pass as a more affordable option than a regular adult pass for spring and summer students;

Be it further resolved that the University of Alberta Students' Union negotiate a new, long-term U-Pass contract to be implemented in September 2011 at a rate consistent with the 2007 referendum pricing structure;

Be it further resolved that the University of Alberta Students' Union advocate that the regional municipalities and transit services expand their current service systems, prioritizing LRT, BRT and implementation of Smartcard technology, to better meet the needs of the University of Alberta students.

Policy History:

Reference/Vote

Created 2007-07

Board/Committee

EPC

Date of Council Approval

July 24, 2007

Bylaws	Number	Motion #	Subject	Details	In effect
	1	2007-07/6d	Bill #1-Council remunerations renamed	Bill # 1 postponed until Oct,2/07	-
	2	2007-08/6g(i)	Bill #2-References to Council Remuneration from Bylaw	First reading	-
	3	2007-09/6d	Bill #3(#2)-Summary of Proceedings	First reading	-
	4	2007-09/6e	Bill #4(3)-Permanent members of CAC	First reading	-
	5	2007-09/6g	Bill #5(4)-Annual Electoral Bylaw	First reading	-
	6	2007-09/6h	Approval of Bill # 1(Should be #2) (Council Remunerations)	Second reading of Bill # 2	Yes

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

Policy Number: **02**

Effective Date:

Page **1** *of* **1**

Expiration Date: **April 30, 2010**

Responsibility for Policy:

University Policy Committee

Subject Matter - *Category:*

POLITICAL POLICY (GENERAL)

- *Specific:*

Bear Scat Policy

- *Topic:*

WHEREAS the majority of undergraduate students at the University of Alberta are required to register for courses through the online University of Alberta registration system;

AND WHEREAS course registration is an aspect of student life that must be a clear and efficient process;

AND WHEREAS students have found Bear Tracks, the official registration system of the University of Alberta, to be insufficient since its implementation;

AND WHEREAS Bear Scat, a registration facilitator service provided by the Students' Union, provides a large number of students with the functionality they require in a registration system such as a graphic interface and a waitlist notification system;

AND WHEREAS operating Bear Scat – a service for students – requires modest, but necessary, operational costs;

AND WHEREAS the University of Alberta has, in the past, indicated a willingness to provide support for Bear Scat;

BE IT RESOLVED THAT the Students' Union will lobby the University to alter Bear Tracks so that it will have features including, but not limited to, a graphic interface and a waitlist notification system.

BE IT FURTHER RESOLVED THAT, until Bear Tracks includes the above features and attains a level of functionality comparable to that of Bear Scat, the Students' Union will continue to advocate for support of Bear Scat.

BE IT FURTHER RESOLVED THAT support of Bear Scat will not burden students or the Students' Union.

Policy History:
Reference/Vote
Created 2007-04/6b
2007-05/5a(i)

Board/Committee
UPC

Date of Council Approval
June 12 '07 1st reading
June 26, '07 2nd reading

STUDENTS' COUNCIL VOTES AND PROCEEDINGS

Tuesday, August 21, 2007
Council Chambers 2-1 University Hall

VOTES AND PROCEEDINGS (SC 2007-09)

- 2007-09/1 **SPEAKER'S BUSINESS**
Meeting called to order at 6:12 pm
- 2007-09/5 **BOARD AND COMMITTEE REPORTS**
- 2007-09/5c Speaker: "Item 5(c), 6(b) and 6(c) are ruled out of order as it did not happen."
- 2007-09/3 **EXECUTIVE COMMITTEE REPORT**
Oral Report from Chris Le (VP Student Life)
Oral Report from Michael Janz (President)
Oral Report from Steven Dollansky (VP External)
- 2007-09/6 **GENERAL ORDERS**
- 2007-09/6a **NICOL/McKINNEY MOVES THAT** Students' Council, upon the recommendation of the Audit Committee, remove Terence Fung from the Audit Committee
Speaker's List: Nicol
Motion: CARRIED
- 2007-09/6d **ERUVBETINE/GELLAR MOVES THAT** Students' Council read BILL # 2 a first time
BILL # 2
Committee reporting structure (Bylaw 100, 16d) shall be changed to require either a document titled "Summary of Proceedings" or the Committee Minutes in lieu of that.
Speaker's List: Eruvbetine
ERUVBETINEE/GAMBLE MOVES THAT item 6(d) read as follows:
ERUVBETINE/GELLAR MOVES THAT Students' Council read Bill #2 a first time. Any documents containing all motions past by a Standing Committee

should fulfill the requirements for a document title summary proceedings as outlined by Bylaw 100-16(1).

Motion: CARRIED

Speaker's List: Eruvbetine

Main Motion: CARRIED

2007-09/6e

ERUVBETINE MOVES THAT Students' Council read BILL # 3 a first time

BILL # 3

(first reading)

Principles

For the case of the Council Administration Committee, members of CAC referred to in Section 15-2 of Bylaw 100 shall mean permanent members of CAC.

Speaker's List: Eruvbetine

ERUVBETINE/EASTHAM MOVES THAT text in item 6(e) (Bill #3) be struck and replaced with the following:

- Bill # 3 be read for the first (1st) time

- Members of a Standing Committee referred to in Section 15-2 of Bylaw 100 should refer to Students' Council appointed for quorum counting members of that Standing Committee. Other references to members of Standing Committee Bylaw 100 shall refer to Students' Council appointed quorum, an example is Bylaw 100(15)-5

Motion: CARRIED

Speaker's List :Eruvbetine, Nicol, Morin, Dollansky, Gauthier, Eastham, Eruvbetine, Le, Hussien

Call a Question

Objection: Campbell

Motion: FAILED

Speaker's List: McKinney, Chiswell, Eruvbetine, Nicol, Payne, Payne Withdraws, McKinney, Morin

Point of Order: Payne "...comment that everyone has done a really good debate on this."

Speaker: "Point not well taken"

Main Motion: CARRIED

Vote done by division: 1/12/7

Motion: CARRIED

- 2007-09/6f** **GAMBLE/PAYNE MOVES THAT** Students' Council extend all negotiated changes from the CUPE Collective Agreement for the contact period May 1/07-April 30/09 to non-unionized staff as per all previously ratified contracts
- Speaker's List: Gamble, Chiswell, Gamble
- Motion: CARRIED**
- 2007-09/6g** **NICOL/MCKINNEY MOVES THAT** Students' Council adopt the principles of Bill # 4
- Speaker's List: Nicol, Nicol sponsors Woynorowski
- NICOL/CHISWELL MOVES THAT** Students' Council moves into informal consideration
- Motion: CARRIED**
- ERUVBETINE/LE MOVES THAT** item 6(g) read as follows:
- NICOL/MCKINNEY MOVES THAT** Students' Council upon the recommendation of Bylaw Committee adopt the principle of Bill # 4
- Motion: CARRIED**
- Speaker's List: Dollansky, Woynorowski
- Main Motion: CARRIED**
- ERUVBETINE/CHISWELL MOVES THAT** Students' Council moves out of informal consideration
- Motion: CARRIED**
- 2007-09/6h** **GAUTHIER/MCKINNEY MOVES THAT** Students' Council approve Bill # 5
- SAMUEL/PAYNE MOVES THAT** item 6(h) read as follows:
- GAUTHIER/MCKINNETY MOVES THAT** Students' Council upon the recommendation of Bylaw Committee approve Bill #1 in its second (2nd) reading
- Speaker's List: Gauthier, Nicol
- Motion: CARRIED**
- 2007-09/6i** Item 6(i) Tabled to next meeting, September 11,2007
- 2007-09/6j** **ERUVBETINE/BANDALI MOVES THAT** upon the recommendation of Council Administration Committee, Students' Council adopt the following document entitled "Appendix 4: Councillor Mentorship Program" into its Standing Orders
- Speaker's List: Eruvbetine
- ERUVBETINE/CAMPBELL MOVES THAT** item 6(j) read as follows:

ERUVBETINE/BANDALI MOVES THAT Students' Council adopt the following document entitled "Appendix 4: Councillor Mentorship Program" into its Standing Orders

Motion: CARRIED

Speaker's List: Eruvbetine

DOLLANSKY/NICOL MOVES THAT point # 3 in item 6(j) be removed from Appendix 4

Motion (friendly): CARRIED

Speaker's List: Nicol, Bandali

DOLLANSKY/CAMPBELL MOVES THAT point #5 in item 6(j) Appendix 4 read as follows:

This program shall be advertised in the Fall or Winter term

Bandali Objects

Speaker's List: Dollansky, Eruvbetine

Point of Order: Nicol "Council Administration Committee did not bring this forward"

Speaker: "Point well taken"

Eruvbetine: "This was discussed at the August 21st meeting"

Speaker's List: Eruvbetine, Janz

Main Motion: CARRIED

LEWIS/GAUTHIER MOVED TO adjourn

Motion: CARRIED

Councillor Attendance Records

2007-2008

Attendance

7-Aug-2007
21-Aug-2007

Council Seats

Name

Ex-officio Members

President
VP Academic
VP External
VP Operations & Finance
VP Student Life
Undergraduate Board of Governors Rep

Michael Janz
Bobby Samuel
Steven Dollansky
Eamonn Gamble
Chris Le
Paul Chiswell

Y Y
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N Y
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Faculty Representation

Argic/Forest/HomeEc
Argic/Forest/HomeEc
Arts
Arts
Arts
Arts
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Arts
Arts
Arts
Arts
Augustana (Faculty)
Business
Business
Business
Education
Education
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Education
Education
Engineering
Engineering
Engineering
Engineering
Engineering
Law
Medicine & Oral Health Sciences
Native Studies
Nursing
Nursing
Open Studies
Open Studies
Pharmacy
Physical Education
Saint-Jean (Faculty)
Science
Science
Science
Science
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Science
Science

Jacqueline Geller
vacant
Naveed Bandali
Jesse Hahn
Al-Amyn Sumar
Dave Cournoyer
vacant
Beverly Eastham
Leslie Stitt
Jo Chan
vacant
vacant
Makrina Scott
Andrew Esposito
Ryan Payne
Scott Nicol
Fatima Ahmed
Keith Vandersluis
Hayley Shannon
vacant
vacant
Prem Erubetine
Scott McKinney
Nigel Parker
vacant
vacant
Ian Stedman
vacant
Stacey Lambert
vacant
vacant
vacant
Jay Gauthier
vacant
Aden Murphy
Aidan Wawchuk
vacant
vacant
vacant
Sihame Farhat
Douglas Owoo
Terence Fung
Lindsey Campbell
Adil Afzal
Tanner Doerges
Kyle Friedt

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Ex-Officio Members (2 non-voting seats)

Speaker
General Manager

Amanda Henry
Bill Smith

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Resigned:

Fatima Ahmed- Education- May 3,'07
David Cournoyer-CAC member-May 29'07
Jesse Hahn- Arts-May 29'07
Aidan Wawchuk-Science, BFC member-June 12 '07
David Cournoyer- Arts-Aug 9'07
Adil Afzal- Science- Aug 14'07

Appointed:

Appointed to CAC Jo Chan- Arts- May 29,07
Appointed to Chair of BFC Eamonn Gamble -June 21, '07
Appointed to BFC Paul Chiswell- June 26, '07
Appointed to Health Services Advisory Group- Scott McKinney- Aug. 7,'07
Appointed to Health Services Advisory Group- Jay Gauthier- Aug. 7,'07
Appointed to Food Services Advisory Group-Lindsey Campbell- Aug. 7,'07
Appointed to Tribune Selection Committee- Paul Chiswell- Aug.7, '07
Appointed to Tribune Selection Committee- Scott Nicol- Aug.7, '07