

# STUDENTS' COUNCIL LATE ADDITIONS

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Tuesday March 24, 2009  
Council Chambers 2-1 University Hall

## LATE ADDITIONS (SC 2008-25)

- 2008-25/1      **SPEAKER'S BUSINESS**
- 2008-25/2      **PRESENTATIONS**
- 2008-25/3      **EXECUTIVE COMMITTEE REPORT**
- 2008-25/5      **BOARD AND COMMITTEE REPORTS**
- 2008-25/5a      Budget and Finance Committee- Report  
Please see document LA 08-25.01
- 2008-25/5b      Audit Committee- Report  
Please see document LA 08.25.02
- 2008-25/6      **GENERAL ORDERS**
- 2008-25/6b      **KUSTRA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, omnibus the second reading of Bills 23, 24, 52, 25, 26, 44, 45, 46, 27, 28, 29, 53, 38, 30, 31, 39, 42, 43, 32, 41, 33, 34, 35, 47, 48, 36 and 40  
Please see document LA 08-25.03
- 2008-25/6c      **BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #23 in second reading:  
Principles  
  
Students' Union Bylaw 8350, A Bylaw Regarding Faculty Associations, shall be renamed and renumbered as Bylaw 8100, A Bylaw Respecting Faculty Associations and Campus Associations.  
  
All sections of Students' Union Bylaws pertaining to the finances of a Faculty Association or Campus Association, with the exception of Bylaw 8400, A Bylaw Respecting Students' Union Faculty Membership Fees, shall be consolidated into a new bylaw named and numbered as Bylaw 8200, A Bylaw Respecting Faculty Association and Campus Association Finances.  
  
Please see document LA 08-25.04

**2008-25/6d**

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #24 in second reading:

Principles

"Faculty Association" shall be defined as any student group, based upon enrollment in a faculty, which is recognized as such under Students' Union Bylaw.

"Campus Association" shall be defined as any student group, based upon enrollment on a satellite campus, which is recognized as such under Students' Union Bylaw.

"Departmental Association" shall be defined as any student group, based upon enrollment in a department, which is recognized as such under Students' Union Bylaw.

"Program Association" shall be defined as any student group, based upon enrollment in a program, which is recognized as such under Students' Union Bylaw.

"Affiliated Association" shall be defined as any student group, not based upon enrollment, which is recognized as such under Students' Union Bylaw."

Please see document LA 08-25.04

**2008-25/6e**

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #52 in second reading:

Principles

That all instances of "Satellite Campus" appearing in Students Union Bylaws shall be replaced by "Campus"

Please see document LA 08-25.04

**2008-25/6f**

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #25 in second reading:

Principles

The mandate of an Association is to act on behalf of and for its constituency analogously to the manner in which the Students' Union acts on behalf of and for the undergraduate students of the University of Alberta.

The Association is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent.

The roles of an Association are to: act as the official representative of its membership; act as an advocate on issues relating to its constituency; provide services which are beneficial to its membership; and foster student engagement and a sense of community within its constituency.

Please see document LA 08-25.04

2008-25/6g

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #26 in second reading:

Principles

The mandate of the Council of Faculty Associations shall be to foster communication and collaboration among the Associations and between the Associations and the Students' Union.

The composition of the Council of Faculty Associations shall be the Faculty Associations, Campus Associations and the Students' Union.

The Students' Union Vice President (Academic) shall be the Chair of the Council of Faculty Associations.

Please see document LA 08-25.04

2008-25/6h

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #44 in second reading:

Principles

The base membership of a Faculty Association shall be defined as all undergraduate students enrolled in the faculty represented by the Faculty Association.

The base membership of a Campus Association shall be defined as all undergraduate students enrolled in a faculty located on the satellite campus represented by the Campus Association.

Notwithstanding this for matters that do not pertain to the collection of Campus Association Transfer Payments, Faculty Association Membership Fees, Faculty Association Special Fees, Faculty Membership Fees and Students' Union electronic ballots, the membership of a Faculty Association or Campus Association may be defined by criteria agreed upon with Students' Council.

Please see document LA 08-25.04

2008-25/6i

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #45 in second reading:

Principle

That Students' Council agrees to the current membership definition of l'Association des Universitaires de la Faculté Saint-Jean which is:

Tout étudiant inscrit à au moins un cours de la Faculté Saint-Jean est considéré member de l'A.U.F.S.J.

(All students enrolled in at least one course at the Faculté Saint-Jean are considered members of the AUFSJ.)

Please see document LA 08-25.04

2008-25/6j

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #46 in second reading:

Principles

The members of a Faculty Association or Campus Association shall have the following rights:

- to resign one's membership by notifying the Association;
- to reinstate one's membership by notifying the Association;
- for one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its officers;
- for one to be afforded the same voting power as any other member of a constituency of the Association in an election for a representative of that constituency; and
- for one to be afforded the same access to services and events as any other member in the same membership category of the Association

Please see document LA 08-25.04

2008-25/6k

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #27 in second reading:

Principles

All determinations by the Students' Union required regarding Faculty Associations and Campus Associations, excluding their finances, shall be made by the Vice President (Academic) in consultation with the Director of Student Group Services and the following: the Chief Returning Officer on all matters pertaining to elections, plebiscites and referenda; the Chair of Audit Committee on all matters pertaining to finances; and the Dean of Students and the Dean of all affected faculties on all matters pertaining to derecognition or probation.

The Students' Union Vice President (Academic) shall maintain a schedule of Campus Associations and Faculty Associations.

Please see document LA 08-25.04

2008-25/6l

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #28 in second reading:

Principles

A Faculty Association or Campus Association shall be responsible for the oversight of all Departmental Associations, Program Associations, and Affiliated Associations within its constituency.

The Faculty Association or Campus Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Faculty Associations and Campus Associations. Specifically: the Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups; the Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively; and the Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union.

The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.

An Association shall maintain a schedule of its Departmental Associations, Program Associations and Affiliated Associations, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

Please see document LA 08-25.04

2008-25/6m

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #29 in second reading:

Principles

The Students' Union shall annually determine which student groups are recognized as Campus Associations and Faculty Associations under Students' Union Bylaw, on the basis of the following principles:

- a Campus Association shall represent exactly one satellite campus, and a satellite campus shall be represented by one Campus Association;
- a Faculty Association shall represent exactly one faculty, and a faculty shall be represented by one Faculty Association;
- a previously recognized Faculty Association or Campus Association shall be presumed to retain its recognition; and
- a Faculty Association or Campus Association shall not be registered as a student group under the Bylaw Respecting Student Groups until the following conditions, additional to the conditions required to register as a Student Group, are satisfied:
  - a document confirming the legitimate selection of officers and providing their contact information is submitted to the Students' Union;
  - a document confirming compliance with General Faculties Council Policies regarding Faculty Councils, Departmental Councils, Dean Selection Committees, and Chair Selection Committees is submitted to the Students' Union; and
  - the financial reporting requirements required by Students' Union Bylaws are met.

Please see document LA 08-25.04

2008-25/6n

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #53 in second reading:

Principles

The Students' Union shall derecognize a Faculty Association or Campus Association, thus leaving an unrepresented constituency, upon the Faculty Association or Campus Association no longer being a student group.

The Students' Union may derecognize a Faculty Association or Campus Association, thus leaving an unrepresented constituency, if:

- the Faculty Association or Campus Association applies for derecognition; or
- a majority of the students which the Faculty Association or Campus Association represents petition for derecognition.

During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency. After two calendar weeks and before two calendar months of the existence of an unrepresented constituency the Students' Union shall recognize a new Faculty Association or Campus Association.

The Students' Union may derecognize a Faculty Association or Campus Association if another student group applies for recognition as the Faculty Association representing the constituency, if and only if that student group is then recognized as the Association, having probationary status, representing that constituency.

Please see document LA 08-25.04

2008-25/60

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #38 in second reading:

Principles

The Students' Union may recognize a Faculty Association or Campus Association as having probationary status if:

- multiple significant issues arise out of the annual recognition process, notwithstanding that a previously recognized Faculty Association or Campus Association shall be presumed to retain its previous recognition;
- the Faculty Association or Campus Association applies for probation; or
- in a constituency of at least 1000 base members, fifteen percent or more of the students which the Faculty Association or Campus Association represents petition for probation.

The Students' Union and the Faculty Association or Campus Association, having probationary status, shall agree to and sign Conditions of Probation, which shall govern the Faculty Association or Campus Association while it retains its probationary status.

After three calendar months and before one calendar year of an Association being recognized as having probationary status, the Students' Union shall either; recognize the Association as no longer having probationary status; or derecognize the Association, thus leaving an unrepresented constituency

Please see document LA 08-25.04

2008-25/6p

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #30 in second reading:

Principles

A Faculty Association or Campus Association shall have legislation, consistent with the requirements of Students' Union Bylaw, specifying, at minimum:

- the official name;
- the mandate;
- the membership, membership categories, and rights of members;
- the procedure for adoption, amendment, and rescission of its legislation;
- the procedure for adoption, amendment, and rescission of its policies and/or procedures;
- the mechanism for calling a General Meeting;
- the powers and responsibilities of each of its officers;
- the powers and responsibilities of each of its boards, committees and/or councils;
- the rights, privileges and responsibilities, individually and collectively, of its Departmental Associations, Program Associations, and Affiliated Associations;

the manner of selection of its officers and the manner of removal of its officers;  
 the manner in which elections, if applicable, are to be conducted; and  
 the manner in which finances and property are managed including the budgeting and auditing processes.

Please see document LA 08-25.04

2008-25/6q

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #31 in second reading:

Principles

A Faculty Association or Campus Association shall have procedures, consistent with the requirements of Students' Union Bylaw and their legislation, which shall serve to operationalize their legislation. They shall have procedures outlining the annual transition of its executive and board officers

Please see document LA 08-25.04

2008-25/6r

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #39 in second reading:

Principles

A Faculty Association or Campus Association shall adopt a governance structure which satisfies the following:

Legislation is adopted, amended, or rescinded by:

a General Meeting which meets at least once per Fall Term and Winter Term;  
 or

a Council which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.

Policy and Procedure is adopted, amended, or rescinded by:

a Council which meets at least twice per Fall Term and Winter Term; or  
 an Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a Council may overturn the adoption, amendment, or rescission.

the executive and board officers, as applicable, of the Faculty Association or Campus Association are held accountable to and removable by:

a General Meeting which meets at least once per Fall Term and Winter Term;  
 a Council which meets at least twice per Fall Term and Winter Term; or  
 another mechanism agreed to by the Students' Union.

elections, plebiscites and referenda if applicable, are conducted by a Campus Association Deputy Returning Officer or Faculty Association Deputy Returning Officer who acts at arms length from the other bodies of the Campus Association or Faculty Association.

Please see document LA 08-25.04

2008-25/6s

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #42 in second reading:

Principles

A Faculty Association or Campus Association shall have the right to use the Students' Union Councillor Election polling stations and the Students' Union Councillor Election electronic ballot for the base members to vote for the

purpose of the:

election of such positions as may be required by that Faculty Association or Campus Association; and

voting on such plebiscites and referenda as may be required by that Faculty Association or Campus Association.

All sections of Students' Union Bylaws pertaining to the elections, plebiscites and referenda of a Faculty Association or Campus Association shall be consolidated into Bylaw 8100, A Bylaw Respecting Faculty Associations and Campus Associations

Please see document LA 08-25.04

2008-25/6t

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #43 in second reading:

Principles

The General Election of Faculty Councillors for Augustana Faculty to Students' Council and General Faculties Council shall be conducted concurrently with the General Election of the Students' Union Executive Committee and the Undergraduate Board of Governors.

The Faculty Association for Augustana Faculty shall have the right to use the Student's Union Executive Committee and the Undergraduate Board of Governors polling stations and the Students' Union Executive Committee and the Undergraduate Board of Governors electronic ballot for the base members to vote for the purpose of the:

election of such positions as may be required by the Faculty Association for Augustana Faculty; and

voting on such plebiscites and referenda as may be required by the Faculty Association for Augustana Faculty

Please see document LA 08-25.04

2008-25/6u

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #32 in second reading:

Principles

All determinations by the Students' Union required regarding Faculty Association or Campus Association finances, which are not reserved for Students' Council itself, shall be made by Audit Committee in consultation with the Vice President (Academic).

The Chair of Audit Committee shall maintain a schedule of Campus Association Transfer Payments, Faculty Association Membership Fees, Faculty Association Special Fees, and Faculty Membership Fees.

Please see document LA 08-25.04

2008-25/6v

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #41 in second reading:

Principles

All Faculty Associations and Campus Associations shall provide an annual report of its finances to its membership and to the Students' Union. This report shall include the Faculty Association or Campus Association's current fiscal year's budget and the previous fiscal year's audited financial statements.

All Faculty Associations or Campus Associations with a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with Students' Union Bylaw, evidence of compliance with all contracts with the Students' Union and additional information as requested by the Students' Union Audit Committee.

No funds raised by a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall be dispersed to a Faculty Association or Campus Association until such time as the funds have been received from the Office of the Registrar and the Students' Union Audit Committee has approved this dispersal.

Upon the Faculty Association or Campus Association being demonstrated to be in compliance with Students' Union Bylaws the Audit Committee shall approve the dispersal of funds to the Faculty Association or Campus Association by June 30<sup>th</sup> of that fiscal year or within four calendar weeks, whichever is later.

Where the funds have been received by the Students' Union from the Office of the Registrar and where the Students' Union Audit Committee has approved the dispersal of the funds, the funds shall be dispersed to the Faculty Association or Campus Association within two calendar weeks.

All Faculty Associations or Campus Associations with a Faculty Membership Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with Students' Union Bylaw, evidence of seeking alternatives to the fee and a recommendation regarding the continuation or termination of the Faculty Membership Fee

Please see document LA 08-25.04

2008-25/6w

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #33 in second reading:

Principles

The purpose of a Faculty Association Membership Fee is to provide financial support for the operation of a Faculty Association or Campus Association, if applicable, including fees for membership in relevant regional or national organizations.

The purpose of a Faculty Association Special Fee is to provide financial support for special initiatives or projects of a Faculty Association or Campus Association and is not to be used as part of the operating budget of an Association.

A Faculty Association or Campus Association is eligible to create a Faculty Association Membership Fee and/or Faculty Association Special Fee.

Please see document LA 08-25.04

2008-25/6x

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation

of Bylaw Committee, approves Bill #34 in second reading:

#### Principles

Herein Faculty Association Fee shall refer to Faculty Association Membership Fee and/or Faculty Association Special Fee as the context requires.

The Faculty Association or Campus Association shall consult with its Departmental Associations, Program Associations, and Affiliated Associations, if such exist, regarding the creation and administration of a Faculty Association Fee. The Faculty Association or Campus Association shall consult with its membership, at a General Meeting, regarding the creation and administration of a Faculty Association Fee.

The Faculty Association or Campus Association shall notify the Students' Union by December 15<sup>th</sup>, of the year before the fee is to be implemented, of its intent to create a Faculty Association Fee.

The Faculty Association or Campus Association shall submit a proposal to Students' Council by January 15<sup>th</sup>, of the year the fee is to be implemented. The proposal shall outline the following:

- the purpose of the fee;
- the amount, per student per term, of the fee;
- the scope of membership of the fee;
- the dates the fee is to begin and cease being collected;
- the refund mechanism of the fee;
- the allocation of the fee;
- the financial oversight of the fee;
- proof of consultation as required by Students' Union Bylaw; and
- endorsement of the fee by the Faculty Association or Campus Association.

Students' Council shall approve or deny the proposal by January 31<sup>st</sup>, of the year the fee is to be implemented, or within four weeks of the submission of the proposal, whichever is later. The proposal, as approved, shall govern the implementation and administration of the Faculty Association Fee.

The Faculty Association Fee will only be implemented if approved in a faculty wide referendum where the following conditions are met:

- all the base members and only the base members of the Faculty Association or Campus Association are eligible to vote;
- a minimum voter turnout of 15% was achieved;
- a majority of votes cast are in favor of the fee; and
- the referendum was conducted in accordance with the Faculty Association or Campus Association's legislation and Students' Union bylaw.

The Faculty Association or Campus Association shall confirm the referendum results, and compliance with Students' Union bylaw, to the Students' Union by March 31<sup>st</sup>, of the year the fee is to be implemented.

The Students' Union shall inform the Office of the Registrar of the implementation of the Faculty Association Fee by April 15<sup>th</sup>, of the year the fee is to be implemented.

The proposal, as approved by Students' Council, shall only be amended by the joint consent of the Faculty Association or Campus Association and Students' Council.

Amendments shall not result in an increase in the duration or amount of the

## Faculty Association Fee.

Upon the derecognition of a Faculty Association or Campus Association with a Faculty Association Fee, Students' Council shall either terminate the Faculty Association Fee or allow the successor to the Association to also become the successor to the Faculty Association Fee.

Please see document LA 08-25.04

2008-25/6y

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #35 in second reading:

## Principles

Herein Faculty Association Fee shall refer to Faculty Association Membership Fee and/or Faculty Association Special Fee as the context requires.

A Faculty Association Fee shall be subject to the following restrictions:

- the Faculty Association Fee shall only be collected from the base members, members classified as 'off-campus' by the Office of the Registrar may be excluded from the Faculty Association Fee;
- the Faculty Association Fee shall be assessed at a uniform rate for all members;
- the Faculty Association Fee shall begin being collected on September 1<sup>st</sup>, of the year the fee is to be implemented and shall cease being collected on August 31<sup>st</sup>, of the year the fee is to be terminated;
- the Faculty Association Fee shall be collected for a term that does not exceed four years; and
- the Faculty Association Fee shall have a mechanism by which those members who are philosophically opposed or unable to pay the fee may be reimbursed.

A Faculty Association Membership Fee shall be further subject to the following restrictions:

- If Departmental Associations or Program Associations exist then a portion, based on enrolment or another method satisfactory to Students' Council, of the fee shall be designated for supporting them; and
- If Affiliated Associations exist then a portion, based on a method satisfactory to Students' Council, of the fee may be designated for them.

The Faculty Association Fee shall be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment.

Please see document LA 08-25.04

2008-25/6z

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #47 in second reading:

## Principles

The purpose of a Campus Association Transfer Payment is to provide financial support for the operation of a Campus Association. Only a Campus Association is eligible for a Campus Association Transfer Payment.

All base members of the Campus Association shall have a percentage of their Students' Union membership fee transferred to the Campus Association with the

remainder retained by the Students' Union.

The percentage of the Students' Union membership fee transferred to the Campus Association shall be determined by dividing the net Political/Governance spending of the Students' Union by the net Students' Union membership fees collected; then multiplying this number by one hundred; then subtracting this number from one hundred.

The Campus Association transfer payment may be recalculated upon the joint agreement of the Campus Association and Students' Council.

The percentage of the Students' Union membership fee transferred to the Campus Association may be recalculated upon the mutual agreement of the Campus Association and the Students' Union.

Notwithstanding this, the term between calculations of the percentage of the Students' Union membership fee transferred to the Campus Association shall not exceed four years.

Please see document LA 08-25.04

2008-25/6aa

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #48 in second reading:

Principles

On September 1<sup>st</sup>, 2009 the Augustana Students' Association shall begin receiving a Campus Association Transfer Payment as outlined in Bill #47 where the percentage of the Students' Union membership fee transferred shall be 56.85% as per Bill #47.

On September 1<sup>st</sup>, 2009 l'Association des Universitaires de la Faculté Saint-Jean shall begin receiving a Campus Association Transfer Payment as outlined in Bill #47 where the percentage of the Students' Union membership fee transferred shall be 74.00% as per current practice.

On September 1<sup>st</sup>, 2010 the percentage of the Students' Union membership fee transferred to l'Association des Universitaires de la Faculté Saint-Jean shall be recalculated as per Bill #47.

For both the Augustana Students' Association and l'Association des Universitaires de la Faculté Saint-Jean the fund dispersal outlined in Bill #47 shall take affect May 1<sup>st</sup>, 2009

Please see document LA 08-25.04

2008-25/6bb

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #36 in second reading:

Principles

The Students' Union will no longer allow the establishment of a Faculty Membership Fee.

The Bylaw Respecting Students' Union Faculty Membership Fees shall exist solely to govern the currently existing Faculty Membership Fees of the Engineering Students' Society and the Law Students' Association.

Please see document LA 08-25.04

2008-25/6cc

**BRAGA/MASTEL MOVES THAT** Students' Council, on the recommendation of Bylaw Committee, approves Bill #40 in second reading:

## Principles

The Chair of Audit Committee shall maintain the Schedule to Bylaw 3000, A Bylaw Respecting Students' Union Finances.

Please see document LA 08-25.04

2008-25/6dd

**CLOUTIER/BRAGA MOVES THAT** Students' Council, upon the recommendation of the University Policy Committee, rescind the Bear Scat Political Policy.

### Principle

That the November 2008 upgrade to Bear Tracks satisfies the requirements of the Bear Scat Political Policy, thus making it obsolete.

2008-25/7

## INFORMATION ITEMS

2008-25/7b

Council Scholarship Nomination Form

Please see document LA 08-25.05

*University of Alberta Students' Union*

# Report to Students' Council

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## *Budget and Finance Committee*

*2008-2009/BFC/14*

*Dear Council:*

At the Wednesday, March 18<sup>th</sup>, 2009 meeting of the Budget and Finance Committee:

The committee reviewed the budget and has recommended its approval to council as before you in General Orders item 2008-25/6a.

For specific details and questions, please feel free to refer to the minutes posted online.

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This meeting was the concluding meeting of the Budget and Finance Committee for this council term. The example set by the committee this year should serve as a model for future Budget and Finance Committees to follow.

Thank you to the Budget and Finance Committee for your fine work this year:

*President Morin,  
Vice-president Dollansky,  
Councillor Chin,  
Councillor Kustra,  
Councillor Murphy,  
Councillor Shannon.*

Sincerely,

Zachary Fentiman

# **Report to Students' Council**

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***Audit Committee***

*2008-2009/AC /13*

*Dear Council:*

At the Thursday, March 19<sup>th</sup>, 2009 meeting of the Audit Committee:

- a) The committee received a presentation from WatsonAberant regarding their audit proposal.
- b) The committee discussed the idea of increasing the member size of the committee from five to seven, and generally agreed that it is a good idea and should be investigated further.

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For specific details and questions, please feel free to refer to the minutes posted online.

The committee will be meeting on March 31<sup>st</sup>, 2009 to select the external auditor of the Students' Union.

Sincerely,

Zachary Fentiman

Dear Students' Council,

The following table is meant to facilitate debate regarding the 8000 Series Bylaw Review as it matches the Bills to the relevant Bylaw changes. Please note that the matching is not perfect – and that this will become far more difficult (and take a much longer time) if you choose not to omnibus the second reading of the Bills.

Bill Number	New Bylaw Section Created	Old Bylaw Section Rescinded	Notes
23	8100 1 & 2 8200 1 & 2	3000 7.4, 7.7, 7.11, 7.12 & Schedule 8350 (Entirety) 8451 (Entirety) 8461 (Entirety)	Note that 8200 2.a is really cool! Note the definition of Association.
24	8100 2 8200 2		
52			Spread throughout many sections. Note 8100 2.b does not allow for the possibility of a North/South Campus Students' Association.
25	8100 3		
26	8100 4		
44	8100 5		
45	8100 6 8100 6.a		8100 6 is not verbatim but required in drafting.
46	8100 7 8100 8		8100 7 is not verbatim but required in drafting.
27	8100 9 & 10 8100 Schedule		
28	8100 11 & 12		
29	8100 13		
53	8100 14, 15, 16 & 17		
38	8100 18, 19 & 20		
30	8100 21		
31	8100 22		

39	8100 23		Excluding 8100 23.d.I.
42	8100 23.d.I	2000 2.f & 70	Excluding 8100 23.d.I.1. 8100 23.d.I is not verbatim but preserves the meaning.
43	2000 11.1.b 8100 23.d.I.1		8100 23.d.I.1 is not verbatim but preserves the meaning.
32	8200 3, 4		
41	8200 5, 6, 7, 8, 9 & 10		
33	8200 11, 12 & 13		
34	8200 14, 15, 16, 17, 18, 19, 20, 21, 22		
35	8200 23, 24, 25 8200 26 & 27		8200 26 & 27 are pointers to other sections of 8200 for ease of reference.
47	8200 28, 29 & 30 8200 31 8200 32 & 33		8200 31 omits a redundancy. 8200 32 & 33 are pointers to other sections of 8200 for ease of reference.
48	8200 Schedule		Uncertainty about NUA FAMF; solution in progress.
36	8400 8	8400 8 8400 9	
40	3000 7.3		

Thank you,

John Braga  
SU VP Academic

## **Bylaw 8100**

### **A Bylaw Respecting Faculty Associations and Campus Associations**

#### **Short Title**

1. This Bylaw may be referred to as the “Faculty Association and Campus Association Bylaw”.

#### **Definitions**

2. For the purposes of this Bylaw:
  - a. “faculty” shall refer to any entity defined by the University of Alberta General Faculties Council as a faculty and in which undergraduate students are registered;
  - b. “campus” shall refer to Augustana Campus and/or Campus Saint-Jean, as the context requires;
  - c. “constituency” shall refer to “faculty” and/or “campus” as the context requires;
  - d. “Faculty Association” shall be any student group, based upon enrollment in a “faculty”, that is recognized as such under this bylaw;
  - e. “Campus Association” shall be any student group, based on enrollement on a “campus”, that is recognized as such under this bylaw;
  - f. “Association” shall refer to “Faculty Association” and/or “Campus Association” as the context requires;
  - g. “Council of Faculty Associations”, shall refer to the council outlined as such under this bylaw;
  - h. “Departmental Association” shall be any student group, based upon enrollment in a department, that is recognized as such under this bylaw and the appropriate legislation of an “Association”;
  - i. “Program Association” shall be any student group, based on enrollment in a program, that is recognized as such under this bylaw and the appropriate legislation of an “Association”; and
  - j. “Affiliated Association” shall be any student group, not based upon enrollment, that is recognized as such under this bylaw and the appropriate legislation of an “Association”.

#### **Roles and Mandate**

3. The mandate of an Association is to act on behalf of and for its constituency analogously to the manner in which the Students’ Union acts on behalf of and for the undergraduate students of the University of Alberta. The Association is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent. The roles of an Association are to:
  - a. Act as the official representative of its membership;
  - b. Act as an advocate on issues relating to its constituency;
  - c. Provide services which are beneficial to its membership; and
  - d. Foster student engagement and a sense of community within its constituency.
4. The mandate of the Council of Faculty Associations shall be to foster communication and collaboration among the Associations and between the Associations and the Students’ Union. The voting composition of the Council of Faculty Associations shall be one representative from each of the Associations and the Students’ Union. The nonvoting composition of the Council of Faculty Associations shall determined by the Council of Faculty Associations. The Vice President (Academic) shall be the Chair of the Council of Faculty Associations.

#### **Membership**

5. The base membership of a Faculty Association shall be defined as all undergraduate students enrolled in the faculty represented by the Faculty Association. The base membership of a Campus Association shall be defined as all undergraduate students enrolled in a faculty located on the campus represented by the Campus Association.
6. The membership of an Association may be defined by criteria agreed upon by the Association and Students' Council. Where no such agreement is in place the membership of an Association shall be equal to the base membership of the Association.
  - a. Tout étudiant inscrit à au moins un cours de la Faculté Saint-Jean est considéré member de l'A.U.F.S.J. (All students enrolled in at least on course at the Faculté Saint-Jean are considered members of the AUFSJ.).
7. An Association may create membership categories based on reasonable criteria such as program of study, year of study or level of fees paid.
8. The members of an Association have the following rights:
  - a. To resign one's membership by notifying the Association;
  - b. To reinstate one's membership by notifying the Association;
  - c. For one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its officers;
  - d. For one to be afforded the same voting power as any other member of a membership category of the Association in an election for a representative of that membership category; and
  - e. For one to be afforded the same access to services and events as any other member in the same membership category of the Association.

#### **Delegation**

9. All determinations by the Students' Union required by this bylaw shall be made by the Vice President (Academic) in consultation with the Director of Student Group Services and the following:
  - a. The Chief Returning Officer on all matters pertaining to Association elections, plebiscites and referenda;
  - b. The Chair of Audit Committee on all matters pertaining to Association finances; and
  - c. The Dean of Students and the Dean of all affected faculties on all matters pertaining to Association recognition, probation or derecognition.
10. The Students' Union Vice President (Academic) shall maintain a schedule of Campus Associations and Faculty Associations.
11. An Association shall be responsible for the oversight of all Departmental Associations, Program Associations, and Affiliated Associations within its constituency. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Associations. Specifically:
  - a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
  - b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively; and
  - c. The Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union.

- d. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
- 12. An Association shall maintain a schedule of its Departmental Associations, Program Associations and Affiliated Associations, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

### **Recognition**

- 13. The Students' Union shall annually determine which student groups are recognized as Campus Associations and Faculty Associations under this bylaw, on the basis of the following principles:
  - a. A Campus Association shall represent exactly one campus, and a campus shall be represented by one Campus Association;
  - b. A Faculty Association shall represent exactly one faculty, and a faculty shall be represented by one Faculty Association;
  - c. An Association shall not be registered as a student group under the Bylaw Respecting Student Groups until the following conditions, additional to the conditions required to register as a Student Group, are satisfied:
    - I. A document confirming the legitimate selection of the Association's officers and providing their contact information is submitted to the Students' Union;
    - II. A document confirming the Association is in compliance with General Faculties Council Policies regarding Faculty Councils, Departmental Councils, Dean Selection & Review Committees, and Chair Selection & Review Committees is submitted to the Students' Union; and
    - III. The financial reporting requirements outlined in the Bylaw Regarding Faculty Association Finances are met.
  - d. A previously recognized Association shall be presumed to continue being an Association.

### **Derecognition**

- 14. The Students' Union shall derecognize an Association, thus leaving an unrepresented constituency, upon the Association's no longer being a student group.
- 15. The Students' Union may derecognize an Association, thus leaving an unrepresented constituency if:
  - a. The Association applies for derecognition; or
  - b. A majority of the students which the Association represents petition for derecognition.
- 16. During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency. After two calendar weeks and before two calendar months of the existence of an unrepresented constituency the Students' Union shall recognize a new Association.
- 17. The Students' Union may derecognize an Association if another student group applies for recognition as the Association representing the constituency, if and only if that student group is then recognized as the Association, having probationary status, representing the constituency.

### **Probation**

- 18. The Students' Union may recognize an Association as having probationary status if:
  - a. Multiple significant issues arise out of the annual recognition process, notwithstanding Section 13.d of this bylaw;
  - b. The Association applies for probation; or

- c. In a constituency of at least one thousand (1000) base members, fifteen percent or more of the members which the Association represents petition for probation.
- 19. The Students' Union and the Association, having probationary status, shall agree to and sign Conditions of Probation, which shall govern the Association while it retains its probationary status.
- 20. After three calendar months and before one calendar year of an Association being recognized as having probationary status, the Students' Union shall either:
  - a. Recognize the Association as no longer having probationary status; or
  - b. Derecognize the Association, thus leaving an unrepresented constituency.

### **Legislation**

- 21. An Association shall have legislation, consistent with the requirements of Students' Union bylaws, specifying, at minimum:
  - a. The official name of the Association;
  - b. The mandate of the Association;
  - c. The membership, membership categories, and rights of members of the Association;
  - d. The procedure for adoption, amendment, and rescission of its legislation;
  - e. The procedure for adoption, amendment, and rescission of its policies and/or procedures;
  - f. The mechanism for calling a General Meeting;
  - g. The powers and responsibilities of each of its officers;
  - h. The powers and responsibilities of each of its boards, committees and/or councils;
  - i. The rights, privileges and responsibilities, individually and collectively, of its Departmental Associations, Program Associations, and Affiliated Associations;
  - j. The manner of selection of its officers and the manner of removal of its officers;
  - k. The manner in which elections, if applicable, are to be conducted; and
  - l. The manner in which finances and property are managed including the budgeting and auditing processes.

### **Procedure Manual**

- 22. An Association shall have procedures, consistent with the requirements of Students' Union bylaws and the Associations' legislation, which shall serve to operationalize the their legislation. The Association shall have procedures outlining the annual transition of its executive and board officers.

### **Governance Structure**

- 23. An Association shall adopt a governance structure which satisfies the following:
  - a. Legislation is adopted, amended, or rescinded by:
    - I. A General Meeting which meets at least once per Fall Term and Winter Term; or
    - II. A Council which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
  - b. Policy and Procedure is adopted, amended, or rescinded by:
    - I. A Council which meets at least twice per Fall Term and Winter Term; or
    - II. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a Council may overturn the adoption, amendment, or rescission.
  - c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:

- I. A General Meeting which meets at least once per Fall Term and Winter Term;
  - II. A Council which meets at least twice per Fall Term and Winter Term; or
  - III. Another mechanism agreed to by the Students' Union.
- d. Elections, plebiscites and referenda, if applicable, are conducted by an Association Deputy Returning Officer who acts at arms length from the other bodies of the Association.
- I. An Association shall have the right to use the Students' Union Councillor Election polling stations for members, and the electronic ballot for base members, to vote for the purpose of the election of such positions and voting on such plebiscites and/or referenda as may be required by that Association.
    1. The Faculty Association for Augustana Faculty shall have the right to use the Students' Union Executive Committee and Undergraduate Board of Governors Election in place of the Councillor Election.

**Schedule to Bylaw 8100**  
**A Schedule Respecting Faculty Associations and Campus Associations**

<b>Faculty Associations</b>		
<i>Faculty</i>	<i>Association (Abbreviation)</i>	<i>Status</i>
Faculty of Agricultural, Life and Environmental Sciences	Agricultural, Life and Environmental Sciences Students' Association (ALESSA)	Faculty Association
Faculty of Arts	Collective Body for Arts Students (CBAS)	Faculty Association
School of Business	Business Students' Association (BSA)	Faculty Association
Faculty of Education	Education Students' Association (ESA)	Faculty Association
Faculty of Engineering	Engineering Students' Society (ESS)	Faculty Association
Faculty of Law	Law Students' Association (LSA)	Faculty Association
Faculty of Medicine and Dentistry	Medical Students' Association (MSA)	Faculty Association
Faculty of Native Studies	Native Studies Students' Association (NSSA)	Probationary Faculty Association (August 29 <sup>th</sup> , 2009)
Faculty of Nursing	Nursing Undergraduate Association (NUA)	Faculty Association
Faculty of Pharmacy and Pharmaceutical Sciences	Alberta Pharmacy Students' Association (APSA)	Faculty Association
Faculty of Physical Education and Recreation	Physical Education and Recreation Council of Students (PERCS)	Faculty Association
Faculty of Science	Science Students' Association (SSA)	Probationary Faculty Association (December 19 <sup>th</sup> , 2009)
<b>Campus Associations</b>		
<i>Campus (Faculties)</i>	<i>Association (Abbreviation)</i>	<i>Status</i>
Augustana Campus (Augustana Faculty)	Augustana Students' Association (ASA)	Campus Association
Campus Saint-Jean (Faculté Saint-Jean)	Association des Universitaires de la Faculté Saint-Jean (AUFJSJ)	Campus Association

*Faculty:* This is the faculty as defined in the Bylaw Respecting Faculty Associations and Campus Associations.

*Campus:* This is the campus as defined in the Bylaw Respecting Faculty Associations and Campus Associations.

*Association (Abbreviation):* This is the official name and abbreviation of the Faculty Association or Campus Association that is recognized under the Bylaw Respecting Faculty Associations and Campus Associations.

*Status:* This indicates whether the Faculty Association or Campus Association has full status or is on probation under the Bylaw Respecting Faculty Associations and Campus Associations. For Probationary Faculty Associations and Probationary Campus Associations the date in parenthesis denotes the latest possible date on which probation may end as outlined in the Bylaw Respecting Faculty Associations and Campus Associations.

## **Bylaw 8350**

### **~~A Bylaw Regarding Faculty Associations~~**

#### **Part I: General**

~~1.A Faculty Association is an organization which~~

~~a.provides services and representation for its members;~~

~~a.acts as a student advocate to its Faculty on Faculty-related issues; and~~

~~a.aspires to represent student concerns in a transparent, open, accountable, democratic, credible, and fiscally prudent manner.~~

~~1.A Faculty Association is the official representative of its members on Faculty-related issues.~~

~~1.The Students' Union shall annually determine which student groups constitute Faculty Associations within this bylaw, on the basis of the following principles:~~

~~a.a Faculty Association represents exactly one Faculty;~~

~~a.no Faculty shall be represented by more than one Faculty Association, except where the Faculty consists of multiple distinct programs having little academic commonality in which case a Faculty may be represented by exactly one Faculty Association for each such program;~~

~~a.a Faculty Association's membership includes each student that it represents, including special and visiting students; and~~

~~a.a student group which has been recognized as a Faculty Association for a Faculty or for programs within a Faculty shall be presumed to continue being the Faculty Association for the Faculty or the programs within the Faculty.~~

~~1.The Students' Union may recognize a student group that does not meet all of the requirements of a Faculty Association as the probationary Faculty Association for a faculty or program that lacks a Faculty Association, for a period not longer than one year, after which the student group shall either meet the requirements of a Faculty Association or cease to be recognized as a Faculty Association.~~

~~1.The Students' Union shall derecognize a Faculty Association upon the Faculty Association's no longer being a student group, and may derecognize a Faculty Association if:~~

~~a.the Faculty Association applies for derecognition;~~

~~a. a majority of the students which a Faculty Association represents petition for derecognition; or~~

~~a. another student group applies for derecognition and purports that it better represents the students, if and only if that student group is then recognized as the Faculty Association for that Faculty.~~

~~1. A student ceases to be a member of a Faculty Association upon ceasing to be a student enrolled in a program represented by the Faculty Association.~~

~~1. Any member of a Faculty Association may resign his or her membership in the Faculty Association by notifying the Faculty Association of his or her resignation, and may reinstate it upon notifying the Faculty Association of his or her reinstatement of membership.~~

~~1. All determinations by the Students' Union required by this bylaw shall be made by the Vice President (Academic) in consultation with the person responsible for registration of student groups.~~

## **Part II: Governance**

~~1. A Faculty Association shall have legislation specifying, at minimum:~~

~~a. the number and manner of selection of its officers;~~

~~a. the manner in which elections, if applicable, are to be held;~~

~~a. the conduct of its business;~~

~~a. the workings of its governance process;~~

~~a. the acquisition, management, and disposition of its property;~~

~~a. the manner in which its financial statements are verified for accuracy; and~~

~~a. the adoption and amendment of its legislation.~~

~~1. A Faculty Association shall annually provide a statement of its operations and finances to its membership and to the Students' Union.~~

~~1. A Faculty Association shall adopt one of the following governance structures:~~

~~a. direct unitary;~~

~~a. indirect unitary;~~

~~a. confederal, with the approval of the Students' Union;~~

~~a.federal; or~~

~~a.an alternative structure satisfying the principles set out in this bylaw, approved by the Students' Union.~~

~~1.A Faculty Association has a direct unitary structure when:~~

~~a.its legislation is adopted, amended, or rescinded by means of a General Meeting of its membership;~~

~~a.its General Meetings are held no less than one per Fall/Winter session, and are open to each member; and~~

~~a.its executive committee is accountable to and removable by a General Meeting.~~

~~1.A Faculty Association has a indirect unitary structure when:~~

~~a.it has a Council representing its membership which is empowered to adopt, amend, or rescind legislation;~~

~~a.it may have a General Meeting which may also adopt, amend, or rescind legislation;~~

~~a.its Council is elected on no less frequently than an annual basis, and~~

~~i.if its Council is elected on a constituency basis, each member is part of one and only one constituency, and that voting weights per constituency on the Council shall be representative of the membership of each constituency, or~~

~~i.its Council may opt to permit representation by means of multiple methods of determining constituencies such that a member may be represented by multiple constituencies, provided that each members is represented by an equal number of constituencies;~~

~~a.its executive committee is accountable to its Council;~~

~~a.its executive committee is removable by a recall method determined by the Council; and~~

~~a.its Council is composed of not less than nine members.~~

~~1.A Faculty Association has a confederal structure when:~~

~~a.it is composed of other student groups which are themselves considered as if they were Faculty Associations;~~

~~a. its constituent Faculty Associations use either the direct unitary or indirect unitary structures; and~~

~~a. its legislation is adopted, amended, or rescinded by means of a Council representing its constituent Faculty Associations.~~

~~1.A Faculty Association has a federal structure when:~~

~~a. it has a Council, having at least nine members, representing its membership which is empowered to adopt, amend, or rescind legislation;~~

~~a. it may have a General Meeting which may also adopt, amend, or rescind legislation;~~

~~a. no less than two-thirds of its Council is, no less frequently than on an annual basis, elected on a constituency basis or appointed by bodies recognized by the Faculty Association as representing the constituencies, such that~~

~~i. each member of the Faculty Association is part of either one constituency or is represented by an equal number of constituencies, and~~

~~i. the voting weight of each representative is reflective of the membership of each constituency;~~

~~a. its executive committee is accountable to its Council;~~

~~a. its executive committee is removable by a recall method determined by the Council.~~

~~1. Each member of a Faculty Association shall:~~

~~a. at a General Meeting, if applicable, be afforded the same voting power as any other member of the Faculty Association, excepting that if the Faculty Association has made provisions permitting the use of proxy votes, the provisions with respect to proxy votes shall apply to each member of the Faculty Association;~~

~~a. in a referendum or plebiscite, be afforded the same voting power as any other member of the Faculty Association;~~

~~a. in an election for its officers, if applicable, be afforded the same voting power as any other member of the Faculty Association; and~~

~~a. in an election for a constituency, if applicable, be afforded the same voting power as any other member of the constituency.~~

## **Bylaw 2000**

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

#### **1. Short Title**

This Bylaw may be referred to as the "Elections, Plebiscites and Referenda Bylaw"

#### **2. Definitions**

In this bylaw

- a. "member" shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;
- b. "C.R.O." shall be the Chief Returning Officer of the Students' Union;
- c. "D.R.O." shall be a Deputy Returning Officer of the Students' Union;
- d. "D.I.E. Board" shall be the Discipline, Interpretation, and Enforcement Board of the Students' Union, as set out in Judiciary of the Students Union Bylaw;
- e. "faculty" shall be any entity defined by the University of Alberta General Faculties Council as either a faculty or a school and in which members are registered and shall include Open Studies;
- ~~a. "faculty association" shall be any organization recognized as a faculty association under the Faculty Association Bylaw;~~
- ~~g.f.~~ "council" shall be either be Students' Council or General Faculties Council (GFC) as the context requires;
- ~~h.g.~~ "general election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;
- ~~i.h.~~ "polling station" shall be a polling location sanctioned by the C.R.O. and staffed by the office of the C.R.O.;
- ~~j.i.~~ "plebiscite" shall be a vote, open to all members except the C.R.O, held on a given question but that is not binding;

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k.j. “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;

k. “side” shall be any person or group of people who have their registration as a plebiscite or referendum side accepted under this bylaw;

m.l. “campaign manager” shall be a person registered as part of a plebiscite or referendum side who has been selected by those members of that side to serve as campaign manager for the purposes of this bylaw;

n.m. “candidate” shall be any member whose nomination is accepted under this bylaw;

n. “joke candidate” shall be any candidate running either individually or as a member of a slate, who chooses not to use his/her given name or a reasonable derivative of his/her given name when appearing on the ballot;

p-o. “slate” shall be any two (2) or more candidates each running for a different position who choose to run under the guidelines for slates as opposed to the guidelines for individual candidates;

p. “campaign” shall be the period of time during which campaign activities are permitted;

q. “campaign activity” shall be any act, planned or organized by or on behalf of any candidate, slate or side , that is calculated to convince members to vote in a given way;

r. “volunteer” shall be any individual who assists in campaign activities;

s. “campaign expense” shall be any and all expenditures incurred in engaging in campaign activities;

t. “campaign materials” shall be any physical or electronic media produced or distributed as part of campaign activities;

v-u. “banner” shall be any campaign material composed of paper, cloth, or similar material of a total area greater than four (4) square feet;

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~~w.v.~~ “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 place;

~~x.w.~~ “voter” shall be any member who exercises his/her entitlement to vote;

~~y.x.~~ “forum” shall be any event organized by an entity other than the Students’ Union, a candidate, side, or a volunteer acting on behalf of a candidate or side at which campaign activities are facilitated;

~~z.y.~~ “University” shall be the University of Alberta;

~~aa.z.~~ “academic year” shall be from May 1<sup>st</sup> to the following April 31<sup>st</sup>;

~~bb.aa.~~ “working hours” shall be any and all hours occurring between 0900 and 1700;

~~ee.bb.~~ “student newspaper” refers to *The Gateway*.

### 3. Mandate

This bylaw shall govern the conduct of all elections, plebiscites and referenda conducted by the Students’ Union.

### 4. Elections Staff Composition

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.

### 5. Elections Staff Hiring Process

- (1) The Chief Returning Officer 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
  - b. two (2) members of the D.I.E. Board
- (2) The Deputy Returning Officer(s) shall be appointed by the Council Administration Committee 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
  - b. two (2) members of the D.I.E. Board

### 6. Elections Staff Eligibility Requirements

The Chief Returning Officer and Deputy Returning Officer(s) shall be required to remain members for the Fall and Winter academic terms of their term in office and shall not

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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.

#### **7. Elections Staff Terms of Office**

The Chief Returning Officer and Deputy Returning Officer(s) shall serve from June 1 to May 31 of the following year.

#### **8. Duties of the Elections Staff**

- (1) The duties of the Chief Returning Officer shall include:
  - a. overseeing the implementation of Bylaw 2000;
  - b. such duties as may be required of the Chief Returning Officer under Bylaw 2000; and
  - c. the submission to Students' Council of a written report of activities and recommendations prior to May 31.
- (2) The duties of the Deputy Returning Officer(s) shall include:
  - a. such duties as may be required of the Deputy Returning Officer(s) under Bylaw 2000; and
  - b. such assistance as required by the Chief Returning Officer in the discharge of his/her duties, as set out in Section 8(1).

#### **9. Elections Staff Reporting and Dismissal**

- (1) 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.
- (2) The Deputy Returning Officer(s) shall report directly to the Chief Returning Officer, and shall be dismissed only by a simply majority vote of the permanent members of the Council Administration Committee.

#### **10. Election Dates - Executive Committee and Board of Governors**

- (1) The election shall be held annually on the Wednesday and Thursday during the second week following the Winter Term Reading Week.
- (2) An Executive Committee and Board of Governors by-election shall not occur during the months of May, June, July, and August.

#### **11. Election Dates - General Faculties Council and Students' Union Council**

- (1) The election shall occur fifteen (15) days after the General Election of the Executive Committee and the Undergraduate Board of Governors Representative as set out in Section 10.

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- a. Notwithstanding, the C.R.O. may establish one alternate date designated for the election to occur, where the faculty can prove that the above date is unsuitable for their electorate.

b. Notwithstanding, the election of representatives from Augustana Faculty to General Faculties Council and Students' Union Council shall be conducted concurrently with the General Election of the Executive Committee and Board of Governors Representative as set out in Section 10.

- (2) A General Faculties Council or Students' Union Council election or by-election shall not occur during the months of May, June, July and August.

## **12. Dates - Plebiscites and Referenda**

Where the C.R.O. receives a valid petition or where Students' Council initiates a plebiscite or referendum, then the plebiscite or referendum in question shall be held on the dates of the next general election not occurring within thirty (30) days of receipt of the valid petition or initiation by Students' Council of the plebiscite or referendum in question.

## **13. Plebiscite and Referendum Initiation**

- (1) Where a member wishes to initiate a plebiscite or referendum via petition, that member shall submit to the C.R.O.:
  - a. the intent of the question;
  - b. whether the question is a plebiscite or a referendum;
  - c. the name, faculty, and student identification of that member;
  - d. a twenty-five dollar (\$25.00) deposit in the form of cash or a certified cheque or money order payable to the Students' Union.
- (2) Upon receipt of a submission meeting the requirements set out in Section 13(1), the C.R.O. shall immediately forward the intent of the question to the Bylaw Committee.
- (3) The Bylaw Committee shall approve within fourteen (14) days from receiving the intent of the question from the C.R.O., a petition question which:
  - a. fully reflects the intent submitted by the member;
  - b. if carried and acted upon, would not violate any Students' Union bylaws or any federal or provincial law;
  - c. where the plebiscite or referendum is to approve the collection of a University non-academic fee, provides for the formation of a permanent committee to oversee and direct the expenditure of this fee, such committee to have Students'

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Union members in voting positions proportional to the contribution of Students' Union members;

- d. where the plebiscite or referendum is to approve the collection of a fee for a University facility or service, provides access by any Students' Union member to that facility or service.
- (4) Students' Council shall, at the meeting following the drafting of the petition question by the Bylaw Committee as set out in Section 13(3), approve a question which meets the criteria set out in Section 13(3) unless the question would cause Students' Council to breach its fiduciary responsibility to the Students' Union.
  - (5) Sections 13(2) and 13(3) notwithstanding, where it is not possible for the Bylaw Committee or Students' Council to approve a petition question which meets the criteria set out in Section 13(4), neither the Bylaw Committee or Students' Council shall approve such a question.
  - (6) Students' Council shall have the authority to call a plebiscite or referendum without a petition.
  - (7) Prior to being approved by Council all plebiscite and referendum questions must be drafted by the Bylaw Committee.

#### **14. Acceptance of Plebiscite and Referenda Petitions**

- (1) Where a valid petition bearing the names, signatures, and student identification numbers of at least five percent (5%) of the total membership of the Students' Union as of February 1 of that academic year requesting a plebiscite on a given Students' Council-approved question is submitted to the C.R.O., then a plebiscite shall be held on that question as set out in Section 13, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.
- (2) Where a valid petition bearing the names, signatures, and student identification numbers of at least fifteen percent (15%) of the total membership of the Students' Union as of February 1 of that academic year requesting a referendum on a given Students' Council-approved question is submitted to the C.R.O., then a referendum shall be held on that question as set out in Section 13, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.

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- (3) Where a valid petition is submitted to the C.R.O., that member's deposit shall be refunded.

### **15. Plebiscite and Referendum Campaign Side Selection**

- (1) At least twenty-eight (28) days in advance of the plebiscite or referendum, the C.R.O. shall:
- a. schedule, announce, and advertise via every available edition of the student newspaper, a meeting for the registration of sides, such meeting to take place not more than twenty-one (21) and not fewer than fourteen (14) days in advance of the plebiscite or referendum in conjunction with the candidates meeting;
  - b. publish in every available edition of the student newspaper the wording of the question.
- (2) For each plebiscite or referendum, there shall be
- a. a "yes" side;
  - b. a "no" side.
  - c. no other official sides.
- (3) Members wishing to register themselves as part of a side shall attend the meeting for registering sides, as set out in Section 15(1) (a).
- (4) A member's registration for a side shall be accepted when the member
- a. attends the meeting for registering sides;
  - b. announces his/her intention to register for a side;
  - c. provides the C.R.O. with his/her name, student identification number, and contact information; and
  - d. the C.R.O. is satisfied that that member does not aim to falsely represent that side by registering for it.
- (5) Section 15(4) notwithstanding, no member shall register for more than one (1) side for any plebiscite or referendum.
- (6) Each side shall select, from among the members registered to it, one (1) campaign manager.

### **16. Campaign Manager Eligibility**

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Any member of the Students' Union Executive Committee is eligible to serve as a campaign manager of a referenda/plebiscite sides without taking a leave of absence from their position as an executive.

### **17. Candidate Nomination Deadlines**

The C.R.O. shall determine and announce the deadlines for the nominations of candidates prior to the end of November each year, to occur not fewer than

- a. thirteen (13) days before the date of the Executive Committee and Board of Governors Election; or
- b. nine (9) days before the date of the Faculty Councillor Election.

### **18. Candidate Nomination Packages**

(1) The C.R.O. shall make available to every member nomination packages not fewer than twenty (20) days before the nomination deadline as set out in Section 17, and shall advertise the availability of these in not fewer than three (3) editions of the student newspaper before the nomination deadline.

(2) The C.R.O shall produce nomination packages which shall contain, at minimum

- a. complete and current copies of this bylaw and the Judiciary of the Students' Union Bylaw;
- b. nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and
  - i. for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators;
  - ii. for General Faculties Councillor and Students' Union Councillor nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least ten (10) and at most twenty (20) members registered in the same faculty as the nominee as nominators;
- c. contact information for the C.R.O. and D.R.O.s;
- d. the time, date, and location for the candidates meeting.

(3) Valid nomination packages shall contain

- a. a signed acceptance of the nomination by the proposed nominee;
- b. a signed letter from the proposed nominee's faculty confirming that he/she is in good academic standing under University regulations;
- c. a statement, signed by the proposed nominee, identifying the name under which he/she wishes to appear on the ballot, and

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- i. for Executive and Board of Governors nominees, papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators as well as a fifty dollar (\$50.00) deposit in the form of cash or a certified cheque or money order payable to the Students' Union,
  - ii. for General Faculties Councillor and Students' Union Councillor nominees, papers soliciting the names, faculties, years, signatures, and student identification numbers of at least ten (10) members registered in the same faculty as the nominee as nominators;
- (4) Candidates who are registered in Open Studies are exempt from 17(3) (c) (ii).

### **19. Restrictions on Candidate Nominees**

- (1) No member shall be nominated for more than one (1) of the positions contested in each election.
- (2) Notwithstanding Section 19(1), members may be nominated for both Students' Council and General Faculties Council within the same election.
- (3) Members of Students' Council and its standing committees are not required to take a leave of absence from their duties for the period beginning with the nomination deadline and ceasing with the conclusion of voting of the election in which they are contesting a position, in order for their nominations papers to be valid. The following exceptions apply:
- a) An executive contesting an executive position when the race is contested,
  - b) An executive contesting a Faculty Councilor position when the race is contested,
  - c) Any member of Students' Council, excluding members of the Executive.
- For the purpose of this section, any race solely contested by a joke candidate shall be considered uncontested.
- (4) Where a member contravenes Section 19(3), all of the member's nominations shall be declared null and void.

### **20. Acceptance of Candidate Nominations**

Where a member submits valid nomination papers, as set out in Sections 18(3) and 19 and prior to the nomination deadline as set out in Section 17, that member's nomination shall be accepted by the C.R.O. within twenty-four (24) hours of the nomination deadline.

### **21. No Candidate Nomination, or Plebiscite/Referendum Registration Received**

- (1) Where no valid candidate or side for a given position, plebiscite, or referendum has been received by the deadline, the C.R.O. shall extend the deadline for that position or side by up to two (2) days.

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- (2) Where the only nominations received for a given position is (are) joke candidate(s), the CRO shall extend the deadline for that position by up to two (2) days.

## **22. Candidate and Plebiscite/Referendum Registration Meeting**

- (1) The C.R.O. shall hold a meeting for all candidates, referenda and plebiscite sides following the nomination deadline but prior to the commencement of the campaign.
- (2) All candidates and campaign managers shall either attend the candidates meeting in its entirety or designate, in writing, an agent who will do so.
- (3) Where a candidate or campaign manager contravenes Section 22(2), that candidate or campaign manager shall be disqualified.
- (4) The C.R.O. may, at his/her discretion, grant exemptions to Section 22(3) to candidates, but shall do so only where
- a. the candidate requesting the exemption does so in writing at least forty-eight (48) hours prior to the commencement of the candidates meeting; or
  - b. the candidate informs and provides satisfactory evidence to the C.R.O. of an emergency for which no notice could be given.

## **23. Content of the Candidate and Registration Meeting**

At the candidate and registration meeting, the C.R.O. shall, at minimum

- a. review all relevant bylaws, rules, and regulations, including this bylaw, and respond to questions about same;
- b. announce the time and date of any forums scheduled;
- c. conduct a random draw to determine the order of appearance of candidates' names on the ballot;
- d. determine and announce which candidates are joke candidates as set out in Section 2 (n);
- e. where two (2) or more candidates have asked to appear on the ballot under names that are either identical or so similar as to be effectively indistinguishable, determine and announce under what names each of the two (2) or more candidates shall appear on the ballot;
- f. announce any methods that will be regularly used to communicate with candidates;
- g. take attendance for the purpose of verifying compliance with Section 21;
- h. For the Executive Committee and Board of Governors and Plebiscite/Referendum campaign
  - i. announce the times, dates, and locations of daily meetings,
  - ii. create a register listing the members registered for each plebiscite and referendum side as well as the campaign manager for each.

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**24. Commencement of Campaign Activities**

The C.R.O. shall determine and announce the time and date of the commencement of campaign activities, to occur no fewer than seven (7) days before the date of any vote prior to the end of November each year.

**25. Myer Horowitz Forum**

- (1) The C.R.O. shall determine and announce the date and location of the Myer Horowitz Forum, to occur after the commencement of Executive Committee and Board of Governors and Plebiscite/Referendum campaign activities, prior to the end of November of each year.
- (2) The C.R.O. shall chair the Myer Horowitz Forum and shall enforce the following rules
  - a. each candidate and side shall be afforded an opportunity to speak that is equal to the opportunity afforded to each candidate or side in his/her race;
  - b. no objects shall be thrown;
  - c. no heckling shall occur;
  - d. no campaign materials shall be distributed during the Myer Horowitz Forum in the room in which the Myer Horowitz Forum is held.
- (3) Where an individual contravenes Section 25(2), the C.R.O. shall remove that individual from the Myer Horowitz Forum.
- (4) Where a candidate or side contravenes Section 25(2), the C.R.O., in addition to the remedies prescribed under Section 67, shall have the authority to enforce further disciplinary action, as prescribed under Section 67.

**26. Requirement for Forums**

No candidate or side shall participate in any forum unless each candidate or side in his/her race has received at least twenty-four (24) hours notification of the forum and will be afforded an equal chance to speak at it.

**27. Requirement to Report Keys**

- (1) All candidates and 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.
- (2) The C.R.O. shall confiscate, until the commencement of voting, any keys, cards, and other means of access to any building or room on the University of Alberta campus where

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- a. the key, card, or other means of access in question would provide an unfair advantage to the candidate or campaign manager; and
  - b. the candidate or 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.
- (3) Where a candidate or campaign manager contravenes Section 27(1), he/she shall be disqualified.

## **28. Storage Space**

The C.R.O. shall make arrangements for space to be available on the University campus to all candidates and campaign managers for the purpose of the storage of campaign materials.

## **29. Prohibition on Pre-campaigning**

No campaign manager, volunteer, or candidate shall engage in campaign activities between the nomination deadline or Students' Council initiation of a plebiscite/referenda and the commencement of the campaign.

## **30. Formation of Candidate Slates**

- (1) Candidates wishing to run as a slate shall notify the C.R.O. in writing of their desire within twenty-four (24) hours of the nomination deadline.
- (2) Candidates providing written notification to the C.R.O under Section 30(1) shall include a slate name, which shall not be the same as or a reasonable derivation of the name of any registered federal or provincial political party or referenda/plebiscite side.
- (3) Where candidates requesting to run as a slate are in compliance with Sections 30(1) and 30(2), the C.R.O. shall grant their request.

## **31. Joke Candidates**

- (1) Where a candidate has been designated as a joke candidate, as set out in Section 2(o), and that candidate does not wish to be a joke candidate, that candidate may provide to the C.R.O. a new signed statement indicating the name under which he/she wishes to appear on the ballot, within 36 hours of being designated as a joke candidate.
- (2) Where a candidate who has been designated a joke candidate exercises his/her right, as set out in Section 31(1), to submit a new name under which he/she wishes to appear on the ballot, and where the new name is, at the discretion of the C.R.O., a reasonable derivative of that candidate's legal name, that candidate's designation as a joke candidate shall be reversed.

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**32. Candidates with Same or Similar Names**

Where two (2) or more candidates or slates submit names that are either identical or so similar as to be effectively indistinguishable, the C.R.O. shall determine and announce within forty-eight (48) hours of the nomination deadline what name each of the two (2) or more candidates or slates shall use.

**33. C.R.O. Shall List Candidates**

Within thirty-six (36) hours of nomination deadline, the C.R.O. shall post

- a. the legal name of each of the candidates;
- b. the name under which each shall appear on the ballot ;
- c. the name of each slate, and the abbreviation of each slate as it will appear on the ballot; and
- d. shall publish the same in the next available issue of the student newspaper.

**34. Daily Meetings**

- (1) On every weekday during the Executive Committee and Board of Governor campaign and Plebiscite/Referendum campaign, the C.R.O. shall hold a daily meeting, at which he/she shall review complaints, rulings, regulations, procedures, and announcements.
- (2) Each candidate and campaign manager shall either attend each daily meeting himself/herself or designate, in writing, a representative who will attend.
- (3) Where a candidate or campaign manager contravenes Section 34(2), he/she shall be fined ten dollars (\$10.00) for each meeting at which he/she is in contravention, and he/she shall not be assessed any further penalty.

**35. Requirements of All Candidates and Plebiscite/Referendum Sides**

Each candidate, campaign manager and slate shall act reasonably and in good faith, and specifically shall

- a. ensure that each volunteer engaging in campaign activities on his/her/its behalf is aware of all bylaws, rules, regulations, and orders;
- b. ensure that each volunteer is in compliance with all bylaws, rules, regulations, and orders while engaging in campaign activities on his/her/its behalf; and
- c. report any contravention of a bylaw, rule, regulation, or order to the C.R.O. immediately.

**36. No-Use of Non-Universal Resources**

No candidate, side or slate shall make use of any resource that is not

- a. available to all candidates, sides and slates;
- b. general volunteer labour or expertise; or
- c. accounted for as part of that candidate's, side's or slate's campaign expenses.

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**37. No Joint Use of Resources**

- (1) No two (2) or more candidates, sides or slates shall jointly use any resources, including tables, posters, banners, and budgets but excluding volunteers, except that a candidate may jointly use tables with a slate of which he/she is a member.
- (2) No candidate shall
  - a. act as a volunteer for another candidate; or
  - b. endorse another candidate within his or her own race.
- (3) Any member with the exception of the C.R.O, the D.R.Os, candidates, and incumbent members of the Executive Committee shall be free to act as volunteers for or endorse any candidate, or slate.

**38. Restrictions on Campaign Activities**

No candidate or side shall, without the permission of the C.R.O. 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.

**39. Campaign Materials**

- (1) All campaign materials shall be approved in form, content, and cost by the C.R.O. before they may be used in campaign activities.
- (2) Candidates, sides and slates wishing to have campaign materials approved shall provide the C.R.O. with
  - a. a written estimate of the cost of the proposed campaign material, including the source of that cost; and
  - b. the complete contents of the proposed campaign material, including text, images and layout.
- (3) The C.R.O. shall provide in confidence a written approval or refusal of campaign materials within eight (8) working hours of receiving a request as set out in Section 39(2).

**40. Forbidden Campaign Materials**

- (1) The C.R.O. shall not approve campaign materials that
  - a. have more than a nominal value when distributed;

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- b. cannot be removed at the end of the Campaign; or
- c. are likely to permanently damage or alter property.

(2) Where a candidate, side or slate contravenes Section 39(1), the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, side or slate, as set out in Section 67.

#### **41. Media**

All candidates and sides are free to pursue campus-based media as determined by the C.R.O; however, are restricted from contacting external media sources. All external media must be directed through the C.R.O office.

#### **42. Banners**

- (1) No candidate, side or slate shall have more than one (1) banner on display in any given building at any given time.
- (2) Where a candidate side or slate contravenes Section 42(1), the offending banners shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, side or slate as set out in Section 67.

#### **43. Posters**

- (1) No poster shall be displayed in such a way as to obscure another candidate, side or slate's campaign materials.
- (2) In any given building, at any given time
  - a. no Executive or Board of Governors Candidate shall have more than ten (10) posters;
  - b. no Plebiscite or Referendum side shall have more than ten (10) posters;
  - c. no General Faculties Council or Students' Council candidate shall have more than sixteen (16) posters.
- (3) Where a candidate, side or slate contravenes Sections 43(1) and 43(2), the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate, side or slate as set out in Section 67.

#### **44. Designated Printer**

- (1) 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.
- (2) The C.R.O. shall designate at least five (5) printers from which candidates and sides may purchase materials to be in compliance with Section 44(1).

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- (3) Where a candidate or 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 44(2), the C.R.O. shall grant a limited exemption from Section 44(2) to that candidate or side.
- (4) Where campaign materials can be produced by a Students' Union operated business, candidates and sides shall purchase those campaign materials from that business.
- (5) Where a candidate or side contravenes Section 44(1) or Section 44(4), the offending campaign materials shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate or side, as set out in Section 67.

#### **45. Recycled Materials**

Where a candidate, side, or slate chooses to print campaign materials on recycled paper containing one hundred per cent (100%) post consumer content, and where that candidate, side or slate demonstrates, to the satisfaction of the C.R.O., that this choice resulted in an increased cost being incurred to it, then the amount of this increased cost shall not count against the limits set out in Sections 48 through 50.

#### **46. Destruction of Campaign Materials**

No candidate, campaign manager, or volunteer shall damage or destroy any other candidate's or side's campaign materials unless specifically authorized to do so by the C.R.O.

#### **47. Campaign Material Removal**

All campaign materials shall be removed by 21h00 the day before the commencement of voting.

#### **48. Campaign Expense Limits – Executive Committee and Board of Governor Candidates**

- (1) No candidate for the Executive Committee or Board of Governors shall accrue more than five hundred and fifty dollars (\$550.00) in campaign expenses, all of which shall be paid by the Students' Union.
- (2) Slate and slate candidates shall determine the distribution of campaign funds between the slate and slate candidates and must report the distribution to the C.R.O. prior to the start of campaigning.
- (3) At least 10% of campaign expenses must be spent on both slate and slate candidate campaigns.

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- (4) No slate or slate candidate's campaign budget shall accrue more than five hundred and fifty dollars (\$550) in expenses, including both slate and slate campaign expenses, all of which shall be paid by the Students' Union.
- (5) No joke candidate shall accrue more than two thirds (2/3) of the expenses set out in Sections 48(1) through 48(3).

#### **49. Campaign Expense Limits – GFC and Students' Council Candidates**

- (1) No candidate for General Faculties Council or Students' Council shall accrue more than thirty dollars (\$30.00), plus six dollars (\$6.00) for every one thousand (1,000) students' in his or her faculty beyond three thousand (3,000) in campaign expenses, all of which shall be paid by the Students' Union.
- (2) Slate and slate candidates shall determine the distribution of campaign funds between the slate and slate candidates and must report the distribution to the C.R.O. prior to the start of campaigning.
- (3) At least 10% of campaign expenses must be spend on both slate and slate candidate campaigns.
- (4) No slate or slate candidate's budget shall accrue more than thirty dollars (\$30.00), plus six dollars (\$6.00) for every one thousand (1,000) students' in his or her faculty beyond three thousand (3,000) in campaign expenses, including both slate and slate campaign expenses, all of which shall be paid by the Students' Union.
- (5) Where the number of students in a faculty beyond three thousand (3,000) is not a multiple of one thousand (1,000), the amount of money in excess of the base amount as set out in Section 49(1) through 49(3), shall be prorated and rounded to the nearest cent.
- (6) No joke candidate shall accrue more than two thirds (2/3) of the expenses set out in Sections 49(1) through 49(4).

#### **50. Campaign Expense Limits – Referenda and Plebiscite Sides**

- (1) No Referenda or Plebiscite Side shall accrue more than one thousand dollars (\$1000.00) in campaign expenses, all of which shall be paid by the Students' Union.
- (2) No joke candidates will be allowed as specified under Section 15(2) (c).

#### **51. Expense Reporting**

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- (1) Each candidate, side and slate shall keep an up to date and accurate record of all campaign expenses he/she/it incurs, and shall be responsible to the C.R.O. for all such campaign expenses.
- (2) Each candidate, side and slate shall submit to the C.R.O. the record, as set out in Section 51(1), no less than twelve (12) working hours prior to the commencement of voting.
- (3) No candidate, side or slate shall incur any campaign expenses within twelve (12) working hours of the commencement of voting, except where those campaign expenses have been reported in the record submitted to the C.R.O. as set out in Section 51(2).
- (4) Where the C.R.O. determines that a candidate, side or slate has exceeded or falsified its campaign expense limit
  - a. the candidate, campaign manager for the side, or the slate shall be disqualified;
  - b. that candidate, side, or slate shall be prohibited from engaging in further campaign activities;
  - c. notice of this shall be posted with the campaign expense records;
  - d. the violation will be communicated directly to the candidate, the side's campaign manager or the slate in question;
  - e. the C.R.O. may recommend to the D.I.E. Board that further action be taken against that the candidate, the side's campaign manager, the side's members, and/or any volunteers.
- (5) The C.R.O. shall review all campaign expense records, and shall post summaries of same more than eight (8) working hours prior to the commencement of voting.

## **52. Fair Market Value**

- (1) Where a product or service has been provided to a candidate, side or slate for no consideration or for consideration that is less than the official list price of the service provider, that candidate, side or slate shall be considered to have incurred a campaign expense at the fair market value of that product or service, as determined by the C.R.O.
- (2) Where a candidate, side or slate receives a product or service for consideration that is greater than the fair market value, then that candidate, side or slate shall be considered to have incurred a campaign expense equal to the actual consideration.
- (3) The fair market value shall be determined by the C.R.O. using the price that any other candidate, side or slate would have to pay for a comparable product or service as a guideline.

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- (4) Candidates, sides and slates shall have the right, but not the obligation, to receive an assessment of a product or service's fair market value in advance.
- (5) A candidate, side or slate 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 service, along with contact information for the same; and
  - c. the candidate, side or slate's estimation of the product or service's fair market value, and a rationale for same.
- (6) Where a complete request under Section 52(5), has been submitted to the C.R.O., the C.R.O. shall respond with a decision within eight (8) working hours.

### **53. General Labour**

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

### **54. Right to Vote**

- (1) Each member shall be entitled to cast one (1) ballot, except the C.R.O. who shall be entitled to cast a ballot only under the circumstances set out in Sections 59(9) and 61(2).
- (2) Where a member is found to have a cast more than one (1) ballot, only one ballot shall be counted.
- (3) All votes cast shall be by secret ballot.

### **55. Voting Days**

- (1) Voting shall be conducted at times determined and advertised by the C.R.O.
- (2) 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 69.

### **56. Voting**

- (1) The C.R.O. shall conduct balloting by any means that provide precise, accurate results, and may use multiple methods in any combination.
- (2) At each polling station, there shall be a notice to voters that candidates are elected individually to each position, which shall also explain the balloting procedures.

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- (3) On each ballot, there shall be an explanation of the balloting procedures, which shall include, at minimum, the following
  - a. that “None of the Above” shall be considered a candidate;
  - b. that voters shall rank each candidate according to their preferences;
  - c. that a portion of the ballot shall be considered spoiled where any of the conditions set out in Section 57(4) are met; and
  - d. that voters shall be permitted to rank as many as all or as few as zero of the candidates for each position.

### **57. Limitations During Voting**

- (1) During voting, candidates, campaign managers, members of sides and volunteers shall not encourage members to vote or engage in any campaign activities.
- (2) During voting, candidates, campaign managers, and registered members of sides shall not be within twenty (20) feet of any polling station except to vote themselves.

### **58. Ballots**

- (1) Ballots shall list each candidate running for each position, followed by, in each position, the voting selection “None of the Above.”
- (2) For the purposes of Section 56(3) (b) “None of the Above” Shall be considered a candidate.
- (3) Where a referenda or plebiscite question(s) is/are on the ballot, the ballot shall list “yes” followed by “no” for each referendum or plebiscite question.
- (4) Where a voter’s intention is clear, that voter’s ballot shall be counted.

### **59. Balloting and Counting– Executive, Board of Governors and Councillor Elections**

- (1) Balloting shall be conducted by preferential balloting, in which each voter shall rank his/her choices for each position using natural numbers with one (1) representing the first choice, and increasing numbers representing less desirable choices.
- (2) A candidate shall require a majority of voters to indicate him/her as their first choice in order to be elected.
- (3) Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them.
- (4) A section of a voter’s ballot shall be considered spoiled where
  - a. that voter has indicated the same number for more than one (1) candidate;
  - b. that voter has not included the number one (1) next to any candidate;

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- c. that voter has indicated more than one (1) number next to the same candidate;  
or
  - d. that voter has used non-consecutive numbers.
- (5) In the event that no candidate receives a majority of first place votes in a given race, the candidate with the fewest first place votes shall be eliminated.
  - (6) Any voter who has indicated an eliminated candidate with a number shall have the candidate marked with the next highest number following the number by which the eliminated candidate has been indicated take the place of the eliminated candidate, and so on, in such a way that all candidates indicated by that voter as less desirable than the eliminated candidate are registered as being one (1) step more desirable than originally indicated.
  - (7) Where a ballot is left with no first place vote for a given race, the section of that ballot in question shall be considered spoiled.
  - (8) Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, the candidate that had the fewest first place votes on the first count in which a differential existed shall be eliminated.
  - (9) Where all remaining candidates have an equal number of first places votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, and the C.R.O is a Students' Union member eligible to vote in that race, then the C.R.O. shall cast a ballot.
  - (10) Where all remaining candidates have an equal number of first places votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, and the C.R.O is a not a Students' Union member eligible to vote in that race, then the candidate to be eliminated shall be selected from those candidates with the fewest first place votes by a random or quasi-random method selected by the C.R.O.
  - (11) The process set out in Section 59 shall continue for each position until such a time as a candidate receives a majority of first place votes for that position at which point that candidate shall be declared the victorious and removed from the ballot, and the process repeated with the remaining candidates not yet declared victorious.
  - (12) The process set out in Section 59 shall continue for each position until such time as all the candidates are preferentially declared victorious.

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- (13) Candidates shall be allocated seats as specified in Bylaw 100.
- (14) Where “None of the Above” is declared victorious, no further candidates shall be declared victorious.
- (15) Where a joke candidate is declared victorious, the seat to which that joke candidate has been elected shall be considered vacant.

**60. Requirements to Receive a Deposit**

- (1) Where a candidate receives, on the first count, a number of first place votes totaling at least five percent (5%) of the total votes cast for his/her position, that candidate’s deposit shall be refunded.
- (2) Where a candidate withdraws from contention more than forty-eight (48) hours after the nomination deadline, that candidate’s deposit shall not be refunded.
- (3) Where a candidate has been disqualified from running for office, that candidate’s deposit shall not be refunded.

**61. Balloting and Counting– Plebiscites and referenda**

- (1) The side that receives the greater number of votes shall be declared victorious.
- (2) Where both sides receive an equal number of votes the C.R.O shall cast a ballot.

**62. Secure Handling of Ballots**

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 in a secure location.

**63. Right to a Scrutineer**

- (1) Each candidate and side shall be permitted to have one (1) person, designated in writing by the candidate or campaign manager, acting as scrutineer and being present at the counting of ballots.
- (2) Notwithstanding Section 63(1), the scrutineer may not be a candidate or campaign manager

**64. Requirements of the C.R.O**

- (1) The C.R.O. or at least one (1) D.R.O. shall
  - a. supervise the counting of ballots;
  - b. post final results within twenty four (24) working hours of all complaints and appeals being resolved;

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- c. notify the Speaker of Students' Council and the President of the Students' Union of the final results in writing
  - i. Additionally for General Faculties Council Elections, notify the Vice President (Academic) of the Students' Union and the Secretary of the General Faculties Council of the final results in writing;
- d. post unofficial results at any time, including during counting;
- e. advertise final results in the first available edition of the student newspaper after the posting of final results as set out in Section 64(1) (b); and
- f. store the ballots in a secure location for at least two (2) weeks after the last recount has been completed.

## 65. Recounts

- (1) 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 Election results as set out in Section 64(1) (b); and
  - c. the difference between the votes of the victor and those of the second place candidate or side on the final count is less than two percent (2%) of the total votes cast.
- (2) The C.R.O. may initiate a recount independently for any reason.
- (3) The C.R.O. shall post the results of any recount within twenty-four (24) working hours of the recount being completed.

## 66. Complaints

- (1) The C.R.O. shall prepare and provide a complaint form which shall require complaints to indicate
  - a. their names and student identification numbers;
  - b. the specific bylaw and section, rule, or regulation that has allegedly been contravened;
  - c. the specific individual or group that is alleged to be in contravention;
  - d. the specific facts which constitute the alleged contravention; and
  - e. the evidence for these facts.
- (2) Where a complaint is received within twelve (12) working hours of the alleged contravention, and where the original complaint form is provided to the C.R.O., the C.R.O. shall rule on that complaint.
- (3) The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.

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- (4) Where a complaint is received and is found to be complete as set out in Section 66(1), the C.R.O. shall rule on the complaint within twelve (12) working hours of receiving the complaint.
- (5) The C.R.O. shall post all of his/her rulings, including
- 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 68(6), a summary of the 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.

### **67. Penalties Available**

- (1) Where a candidate, campaign manager or volunteer has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and that contravention has provided an unfair advantage to a candidate, the C.R.O. shall assign a penalty that
- a. fully counter-balances any advantage gained; and
  - b. where the contravention was intentional, penalizes the candidate or campaign manager who was or whose volunteer was guilty of the contravention.
- (2) Penalties available to the C.R.O. shall include
- a. a fine, to be counted against the candidate'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 the candidate or campaign manager.

### **68. Disqualification**

- (1) A candidate or slate shall be disqualified where he/she/it is guilty of a contravention that
- a. cannot be counter-balanced by a lesser penalty;
  - b. is malicious or substantially prejudicial to another candidate or slate; or
  - c. involves tampering with ballots, voting procedures, or counting procedures.
- (2) Where a slate is disqualified, all candidates running as a part of that slate shall also be disqualified.

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- (3) 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 67, the C.R.O. shall cancel the referendum or plebiscite.
- (4) Where the advantage gained by the “no” 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 67, 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 Judiciary of the Students’ Union Bylaw.
- (5) Where a side’s campaign manager is disqualified, that side shall select a new campaign manager.
- (6) The C.R.O. shall be empowered to investigate and rule upon every contravention of this bylaw or any other bylaw, rule, or regulation related to the election, plebiscite or referenda.

#### **69. D.I.E. Board**

- (1) Where a member is guilty of a serious contravention, the C.R.O. may recommend to the D.I.E. Board that further penalties be brought under the Students’ Union Judiciary Bylaw.
- (2) Any member shall be entitled to appeal a ruling of the C.R.O. to the D.I.E. Board.
- (3) All appeals of the C.R.O.’s rulings, with the exception of those arising out of voting and Election results, shall be heard and ruled upon by the D.I.E. Board prior to the commencement of voting.
- (4) 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.
- (5) 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.
- (6) The D.I.E. Board shall, at the meetings set out in Section 69, either
  - a. rule on all appeals; or
  - b. order a delay to the Election, Referenda or Plebiscite.
- (7) No appeal shall exist from a ruling of the D.I.E. Board on an appeal of a ruling by the C.R.O.

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**~~70. Faculty Associations~~**

- ~~(2) Faculty associations shall have the right to use Councilor Election polling stations for the purposes of~~  
~~-electing such positions as may be required by that faculty association; and~~  
~~-holding plebiscites and referenda.~~

**~~71~~70. Multiple Coinciding Elections**

- (1) The Election shall be divided into as many parts as there are councils for which elections are occurring.

~~(2)~~(1) All rules concerning nominations, campaign activities, campaign expenses, balloting, and penalties apply to a candidate per contested part of the Election and not to the candidate between multiple parts of the Election;

~~(3)~~(2) A slate may encompass candidates contesting multiple parts of the election.

**~~72~~71. By-Election - Executive Committee and Board of Governors**

- (1) Where another Election is required by virtue of Section 59(14) or Section 59(15), the new Election shall be governed by this bylaw with the exception of Sections 10 through 12, 17, and Sections 24 through 26, which shall not apply.
- (2) The Campaign for the new Election shall begin a minimum of seven (7) days prior to the commencement of voting as set out in Section ~~72~~71(4).
- (3) The nomination deadline for the new Election shall occur a minimum of thirteen (13) days prior to the commencement of voting as set out in Section ~~72~~71(4).
- (4) The voting for the new Election shall occur on two (2) consecutive weekdays to be determined and announced by the C.R.O. at least twenty-one (21) days in advance.

**~~73~~72. By-Election – General Faculties Council and Students’ Council**

- (1) Where vacancies exist in positions filled under this bylaw on August 15 of any year, the C.R.O. shall call a by-election to take place in September or October of that year for all those positions vacant on August 15.
- (2) Where the total voting membership of Students’ Council falls below twenty-three, the C.R.O. shall call a by-election to occur
- a. not more than one month past the date that the voting membership of Students’ Council fell below twenty-three; or
  - b. where Students’ Council’s voting membership falls below twenty-three during the months of May, June, July, or August, in September.

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- (3) Except as otherwise stipulated in this bylaw, there shall be no by-elections to fill positions filled under this bylaw.
- (4) The deadline for the nomination of candidates in any by-election shall be determined and announced by the C.R.O. at the same time as the date of the by-election is announced, such deadline occurring not less than nine (9) days prior to the Election.
- (5) The commencement of the Campaign for any by-election shall be determined and announced by the C.R.O. at the same time as the date of the by-election is announced, such commencement occurring not less than seven (7) days prior to the Election.
- (6) Except as otherwise stipulated in this bylaw, any by-election shall be conducted in accordance with the rules governing the Election.

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## **Bylaw 8200**

### **A Bylaw Respecting Faculty Association and Campus Association Finances**

#### **Short Title**

1. This Bylaw may be referred to as the “Faculty Association and Campus Association Finances Bylaw”.

#### **Definitions**

2. For the purposes of this Bylaw:
  - a. all definitions in Section 2 of the Bylaw Regarding Faculty Associations shall read into Section 2 of this bylaw;
  - b. “Faculty Association Membership Fee” shall be any fee that is recognized as such under this bylaw;
  - c. “Faculty Association Special Fee” shall be any fee that is recognized as such under this bylaw;
  - d. “Faculty Association Fee” shall refer to “Faculty Association Membership Fee” and/or “Faculty Association Special Fee” as the context requires;
  - e. “Campus Association Transfer Payment” shall be any transfer payment that is recognized as such under this bylaw; and
  - f. “Faculty Membership Fee” shall be any fee that is recognized as such under the Bylaw Respecting The Students’ Union Faculty Membership Fees.

#### **Delegation**

3. All determinations by the Students’ Union required by this bylaw, which are not reserved for Students’ Council itself, shall be made by Audit Committee in consultation with the Vice President (Academic).
4. The Chair of Audit Committee shall maintain a schedule of Faculty Association Membership Fees, Faculty Association Special Fees, Campus Association Transfer Payments and Faculty Membership Fees.

#### **Report Requirements**

5. All Associations shall provide an annual report of its finances to its membership and to the Students’ Union. This report shall include the Association’s current fiscal year’s budget and the previous fiscal year’s audited financial statements.
6. All Associations with a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with the requirements of Students’ Union bylaws and evidence of compliance with all contracts with the Students’ Union.
7. No funds raised by a Campus Association Transfer Payment, Faculty Association Membership Fee and/or Faculty Association Special Fee shall be dispersed to an Association until such time as the funds have been received from the Office of the Registrar and the Students’ Union Audit Committee has approved this dispersal.
8. Upon the Association being demonstrated to be in compliance with Sections 5 and 6 of this bylaw the Audit Committee shall approve the dispersal of funds to that Association by June 30<sup>th</sup> of that fiscal year or within four calendar weeks, whichever is later.
9. Where the funds have been received by the Students’ Union from the Office of the Registrar and where the Students’ Union Audit Committee has approved the dispersal of funds, the funds shall be dispersed to the Association within two calendar weeks.
10. All Associations with a Faculty Membership Fee shall append additional information to their annual report. This appendix shall include evidence of compliance with Students’

Union bylaws, evidence of seeking alternatives to the fee and a recommendation regarding the continuation or termination of the Faculty Membership Fee.

**Faculty Association Fees: Purpose and Eligibility**

11. The purpose of a Faculty Association Membership Fee is to provide financial support for the operation of an Association, if applicable, including fees for membership in relevant regional or national organizations.
12. The purpose of a Faculty Association Special Fee is to provide financial support for special initiatives or projects of the Association and is not to be used as part of the operating budget of an Association.
13. An Association is eligible to create a Faculty Association Membership Fee and/or Faculty Association Special Fee.

**Faculty Association Fees: Creation Procedure**

14. The Association shall consult with its Departmental Associations, Program Associations, and Affiliated Associations, if such exist, regarding the creation and administration of a Faculty Association Fee. The Association shall consult with its membership, at a General Meeting, regarding the creation and administration of a Faculty Association Fee.
15. The Association shall notify the Students' Union by December 15<sup>th</sup>, of the year before the fee is to be implemented, of its intent to create a Faculty Association Fee.
16. The Association shall submit a proposal to Students' Council by January 15<sup>th</sup>, of the year the fee is to be implemented. The proposal shall outline the following:
  - a. The purpose of the fee;
  - b. The amount, per student per term, of the fee;
  - c. The scope of membership of the fee;
  - d. The dates the fee is to begin and cease being collected;
  - e. The refund mechanism of the fee;
  - f. The allocation of the fee;
  - g. The financial oversight of the fee;
  - h. Proof of consultation as required by Section 14 of this bylaw; and
  - i. Endorsement of the fee by the Association.
17. Students' Council shall approve or deny the proposal by January 31<sup>st</sup>, of the year the fee is to be implemented, or within four weeks of the submission of the proposal, whichever is later. The proposal, as approved, shall govern the implementation and administration of the Faculty Association Fee.
18. The Faculty Association Fee shall only be implemented if approved in a faculty wide referendum where the following conditions are met:
  - a. All the members and only the base members of the Association as defined by the Bylaw Respecting Faculty Associations and Campus Associations are eligible to vote;
  - b. A minimum voter turnout of 15% was achieved;
  - c. A majority of votes cast are in favor of the fee; and
  - d. The referendum was conducted in accordance with the Association's legislation and Students' Union bylaw.
19. The Association shall confirm the referendum results, and compliance with Section 18 of this bylaw, to the Students' Union by March 31<sup>st</sup>, of the year the fee is to be implemented.
20. The Students' Union shall inform the Office of the Registrar of the implementation of the Faculty Association Fee by April 15<sup>th</sup>, of the year the fee is to be implemented.

**Faculty Association Fees: Amendment Procedure**

21. The proposal, as approved by Students' Council under Section 17 of this bylaw, shall only be amended by the joint consent of the Association and Students' Council. Amendments shall not result in an increase in the duration or amount of the Faculty Association Fee.
22. Upon the derecognition of an Association with a Faculty Association Fee, Students' Council shall either terminate the Faculty Association Fee or allow the successor to the Association to also become the successor to the Faculty Association Fee.

**Faculty Association Fees: Restrictions**

23. For a Faculty Association Fee the proposal detailed in Section 16 and approved under Section 17 of this bylaw shall be subject to the following restrictions:
  - a. The Faculty Association Fee shall only be collected from the base members, base members classified as 'off campus' by the Office of the Registrar may be excluded from the Faculty Association Fee;
  - b. The Faculty Association Fee shall be assessed at a uniform rate for all base members;
  - c. The Faculty Association Fee shall begin being collected on September 1<sup>st</sup>, of the year the fee is to be implemented and shall cease being collected on August 31<sup>st</sup>, of the year the fee is to be terminated;
  - d. The Faculty Association Fee shall be collected for a term that does not exceed four years; and
  - e. The Faculty Association Fee shall have a mechanism by which those members who are philosophically opposed or unable to pay the fee may be reimbursed.
24. For a Faculty Association Membership Fee the proposal detailed in Section 16 and approved under Section 17 of this bylaw shall be further subject to the following restrictions:
  - a. If Departmental Associations or Program Associations exist then a portion, based on enrolment or another method satisfactory to Students' Council, of the fee shall be designated for supporting them; and
  - b. If Affiliated Associations exist then a portion, based on a method satisfactory to Students' Council, of the fee may be designated for them.

**Faculty Association Fees: Administration**

25. The Faculty Association Fee shall be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment.
26. The Association shall annually submit a report detailing the operation and administration of the Faculty Association Fee in a manner adhering to Sections 5 and 6 of this bylaw.
27. The Faculty Association Fee shall be dispersed to the Association in a manner adhering to Sections 7 through 9 of this bylaw.

**Campus Association Transfer Payments: General**

28. The purpose of a Campus Association Transfer Payment is to provide financial support for the operation of a Campus Association. Only a Campus Association is eligible for a Campus Association Transfer Payment.
29. All base members of the Campus Association, as defined by the Bylaw Respecting Faculty Associations and Campus Associations, shall have a percentage of their Students' Union membership fee transferred to the Campus Association with the remainder retained by the Students' Union.

30. The percentage of the Students' Union membership fee transferred to the Campus Association shall be determined by dividing the net Political/Governance spending of the Students' Union by the net Students' Union membership fees collected; then multiplying this number by one hundred; then subtracting this number from one hundred.
31. The percentage of the Students' Union membership fee transferred to the Campus Association may be recalculated upon the mutual agreement of the Campus Association and the Students' Union. Notwithstanding this, the term between recalculations of the percentage of the Student's Union membership fee transferred to the Campus Association shall not exceed four years.

**Campus Association Transfer Payments: Administration**

32. The Association shall annually submit a report detailing the operation and administration of the Faculty Association Fee in a manner adhering to Sections 5 and 6 of this bylaw.
33. The Faculty Association Fee shall be dispersed to the Association in a manner adhering to Sections 7 through 9 of this bylaw.

**Schedule to Bylaw 8200**  
**A Schedule Respecting Faculty Association and Campus Association**  
**Finances**

<b>Faculty Association Membership Fees (FAMF)</b>			
<i>Association (Abbreviation)</i>	<i>Level</i>	<i>Expiry</i>	<i>Off Campus Students</i>
Augustana Students' Association (ASA)	F: \$65.00 P: \$65.00 S: \$0.00	August 31 <sup>st</sup> , 2013	Not Applicable
Business Students' Association (BSA)	F: \$7.50 P: \$7.50 S: \$0.00	August 31 <sup>st</sup> , 2012	No
Engineering Students' Society (ESS)	F: \$4.00 P: \$4.00 S: \$0.00	August 31 <sup>st</sup> , 2010	Yes
Nursing Undergraduate Association (NUA)	F: \$3.75 P: \$3.75 S: \$0.00	August 31 <sup>st</sup> , 2012	Uncertain
<b>Faculty Association Special Fees (FASF)</b>			
<i>Association (Abbreviation)</i>	<i>Level</i>	<i>Expiry</i>	<i>Off Campus Students</i>
No Association currently has an Faculty Association Special Fee (FASF)			
<b>Campus Association Transfer Payments (CATP)</b>			
<i>Association (Abbreviation)</i>	<i>Percentage</i>	<i>Recalculation</i>	<i>Off Campus Students</i>
Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	74.00 % F: \$26.22 P: \$12.79 S: \$16.29	August 31 <sup>st</sup> , 2010	Yes
Augustana Students' Association (ASA)	56.85 % F: \$20.14 P: \$9.82 S: \$12.51	August 31 <sup>st</sup> , 2013	Not Applicable
<b>Faculty Membership Fees (FMF)</b>			
<i>Association (Abbreviation)</i>	<i>Level</i>	<i>Expiry</i>	<i>Off Campus Students</i>
Engineering Students' Society (ESS)	F: \$25.00 P: \$25.00 S: \$0.00	Does Not Expire	Yes
Law Students' Association (LSA)	F: \$50.00 P: \$50.00 S: \$0.00	Does Not Expire	Yes

*Association (Abbreviation):* This is official name and abbreviation of the Faculty Association or Campus Association that is recognized under the Bylaw Respecting Faculty Associations and Campus Associations.

*Level:* This indicates the level of the fee in accordance with the Bylaw Respecting Faculty Association and Campus Association Finances. “F” indicates the fee payable by each full-time student per Fall or Winter Term, “P” indicates the fee payable by each part-time student per Fall or Winter Term, and “S” indicates the fee payable by each student per Spring or Summer Term.

*Percentage:* This indicates the percentage of Students’ Union membership fee transferred in accordance with the Bylaw Respecting Faculty Association and Campus Association Finances. “F” indicates the amount transferred for each full-time student per Fall or Winter Term, “P” indicates the amount transferred for each part-time student per Fall or Winter Term, and “S” indicates the amount transferred for each student per Spring or Summer Term.

*Recalculation:* This indicates the date that the transfer payment will be recalculated in accordance with the Bylaw Respecting Faculty Association and Campus Association Finances.

*Expiry:* This indicates the date that the fee will cease to be collected in accordance with the Bylaw Respecting Faculty Association and Campus Association Finances.

*Off Campus Students:* This indicates whether the fee or payment applies to students in the constituency who are registered as off campus students.

# **Bylaw 8451**

## **~~A Bylaw Respecting Faculty Association Membership Fees~~**

### **Short Title**

1. ~~This Bylaw may be referred to as the "Faculty Association Membership Fees" Bylaw.~~

### **Purpose**

1. ~~The purpose of the "Faculty Association Membership Fees" is to provide financial support for student activities and the creation of opportunities for student involvement.~~

### **Definition**

1. ~~For the purposes of this Bylaw:~~

a. ~~"Faculty" means a Faculty or School of the University of Alberta.~~

a. ~~"Faculty Association Membership Fee" means a fee created specifically for a designated faculty, administered according to the provisions set out in this bylaw.~~

a. ~~"Faculty Association" means an undergraduate Faculty Association registered with the Students' Union and recognized by its Faculty.~~

### **Approval by Students**

1. ~~A Faculty Association Membership Fee will only be collected if approved by a 50% +1 majority of the voting students in that Faculty, and a minimum voter turnout of 15%. Each student must be given the opportunity to vote in a referendum, subject to this and other relevant Students' Union bylaws, and to the bylaws of the Faculty Association.~~

### **Initiation and Creation**

1.a. ~~The Faculty Association will have the opportunity to establish a Faculty Association Membership Fee.~~

b. ~~If a Faculty for which a Faculty Association Membership Fee is proposed has no Faculty Association, but departmental student associations exist, the fee shall be paid out to them on the basis of enrolment in the programs they represent, or on a basis otherwise satisfactory to Students' Council.~~

### **Creation Procedure**

1. ~~The following steps must be followed in order to create a Faculty Association Membership Fee:~~

a. ~~The Faculty Association shall consult with its departmental associations to identify purposes to which the funds collected would be applied.~~

- ~~a. Notice of the intent to create a Faculty Association Membership Fee must be forwarded to the Students' Union and the Office of the Registrar by January 15 of the year in which the fee is to be included as a part of the overall fee assessment.~~
- ~~a. A proposal outlining the amount, lifetime, scope, allocation, refund mechanism and distribution of the proposed Faculty Association Membership Fee must be submitted to and approved by Students' Council. This proposal, as approved, governs the implementation and operation of the Faculty Association Membership Fee. The proposal must also address financial oversight over the funds raised by the Faculty Association Membership Fee.~~
- ~~a. The implementation of the fee will be decided by a referendum, in which all students in the Faculty must be given the opportunity to vote. The vote shall adhere to the relevant Students' Union bylaws.~~
- ~~a. A formal request to include the Faculty Association Membership Fee assessment for all students within the Faculty must be forwarded to the Office of the Registrar by 1 April, of the year in which the fee is to be initiated. The request must include:
 
  - ~~i. A Short description of the proposed fee;~~
  - ~~i. Dollar amount to be charged per student, per term;~~
  - ~~i. Start date to begin collecting the fee;~~
  - ~~i. End date to cease collecting the fee;~~
  - ~~i. Confirmation of the referendum results;~~
  - ~~i. Endorsement of the fee by the responsible body of the Faculty Association;~~
  - ~~i. Endorsement of the fee by Students' Council~~~~

### **Collection**

- ~~1. The Faculty Association Membership Fee will be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment. The funds collected will be transferred according to the plan presented to Students' Council under section 7 (e).~~

### **Participation**

- ~~1. The Faculty Association Membership Fee shall be assessed while a student is enrolled and on-campus, at a uniform rate for all students registered in the Faculty.~~

### **Opt-Out**

- ~~1. 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 (e).~~

Jan. 7/03

Apr. 30/02

### **Administration**

- 1.a. ~~All funds collected through the Faculty Association Membership Fee will be transferred to the Faculty Association under terms approved by Students' Council in the proposal per section 7(c) of this bylaw.~~
- b. ~~The funds will be administered in accordance with generally accepted and relevant accounting principles.~~
- b. ~~The Faculty Association must demonstrate sound and acceptable accounting practices.~~
- b. ~~The Students' Union will provide, on a cost recovery basis to Faculty Associations within the University, full access to the Students' Union accounting department so that financial accountability can be ensured.~~

### **Report of Operations**

1. ~~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.~~

### **Departmental Associations**

1. ~~If departmental associations exist, in addition to the Faculty Association, in the Faculty then a portion of the fee will be designated for supporting departmental student associations, which shall be paid out to them on the basis of enrolment in those programs, or on a basis otherwise satisfactory to Students' Council, as set out in section 7(c) of this bylaw.~~

### **Sunset**

1. ~~The Faculty Association Membership Fee may be collected for a term to be specified by Students' Council, as set out in section 7 (c) of this bylaw, but which is not to exceed four years, after which it must be renewed de novo by following the process set out in section 7 of this bylaw.~~

## **Bylaw 8461**

### **~~A Bylaw Respecting Faculty Association Special Fees~~**

#### **Short Title**

1. ~~This Bylaw may be referred to as the "Faculty Association Special Fees" Bylaw.~~

#### **Purpose**

1. ~~The purpose of the "Faculty Association Special Fees" is to provide financial support for special initiatives or projects of the Faculty Association. "Faculty Association Special Fees" are not to be used as part of the operating budget of a Faculty Association.~~

#### **Definition**

1. ~~For the purposes of this Bylaw:~~

- a. ~~"Faculty" means a Faculty or School of the University of Alberta.~~

- a. ~~"Faculty Association Special Fee" means a fee created specifically for a designated faculty, administered according to the provisions set out in this bylaw.~~

- a. ~~"Faculty Association" means an undergraduate Faculty Association registered with the Students' Union and recognized by its Faculty.~~

#### **Approval by Students**

1. ~~A Faculty Association Special Fee will only be collected if approved by a 50% +1 majority of the voting students in that Faculty, and a minimum voter turnout of 15%. Each student must be given the opportunity to vote in a referendum, subject to this and other relevant Students' Union bylaws, and to the bylaws of the Faculty Association.~~

#### **Initiation and Creation**

- 1.a. ~~The Faculty Association will have the opportunity to establish a Faculty Association Special Fee.~~
- b. ~~If a Faculty for which a Faculty Association Special Fee is proposed has no Faculty Association, but departmental student associations exist, the fee shall be paid out to them on the basis of enrolment in the programs they represent, or on a basis otherwise satisfactory to Students' Council.~~

#### **Creation Procedure**

1. ~~The following steps must be followed in order to create a Faculty Association Special Fee:~~
  - a. ~~The Faculty Association shall consult with its departmental associations to identify purposes to which the funds collected would be applied.~~
  - a. ~~Notice of the intent to create a Faculty Association Special Fee must be forwarded to the Students' Union and the Office of the Registrar by January 15 of the year in which the fee is to be included as a part of the overall fee assessment.~~

- ~~a. A proposal outlining the amount, lifetime, scope, allocation, refund mechanism and distribution of the proposed Faculty Association Special Fee must be submitted to and approved by Students' Council. This proposal, as approved, governs the implementation and operation of the Faculty Association Special Fee. The proposal must also address financial oversight over the funds raised by the Faculty Association Special Fee.~~
- ~~a. The implementation of the fee will be decided by a referendum, in which all students in the Faculty must be given the opportunity to vote. The vote shall adhere to the relevant Students' Union bylaws.~~
- ~~a. A formal request to include the Faculty Association Special Fee assessment for all students within the Faculty must be forwarded to the Office of the Registrar by April 1, of the year in which the fee is to be initiated. The request must include:
 
  - ~~i. A short description of the proposed fee;~~
  - ~~i. Dollar amount to be charged per student, per term;~~
  - ~~i. Start date to begin collecting the fee;~~
  - ~~i. End date to cease collecting the fee;~~
  - ~~i. Confirmation of the referendum results;~~
  - ~~i. Endorsement of the fee by the responsible body of the Faculty Association;~~
  - ~~i. Endorsement of the fee by Students' Council~~~~

### **Collection**

- ~~1. The Faculty Association Special Fee will be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment. The funds collected will be transferred according to the plan presented to Students' Council under section 6 (c) of this Bylaw.~~

### **Participation**

- ~~1. The Faculty Association Special Fee shall be assessed while a student is enrolled and on-campus, at a uniform rate for all students registered in the Faculty.~~

### **Refund Mechanism**

- ~~1. A Faculty Association Special 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 6 (c) of this bylaw.~~

### **Administration**

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- 1.a. ~~All funds collected through the Faculty Association Special Fee will be transferred to the Faculty Association under terms approved by Students' Council in the proposal per section 6(e) of this bylaw.~~
- b. ~~The funds will be administered in accordance with generally accepted and relevant accounting principles.~~
- b. ~~The Faculty Association must demonstrate sound and acceptable accounting practices.~~
- b. ~~The Students' Union will provide, on a cost recovery basis to Faculty Associations within the University, full access to the Students' Union accounting department so that financial accountability can be ensured.~~

### **Report of Operations**

1. ~~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.~~

### **Departmental Associations**

1. ~~If departmental associations exist, in addition to the Faculty Association, in the Faculty then a portion of the fee may be designated for supporting departmental student associations, which shall be paid out to them on the basis of enrolment in those programs, or on a basis otherwise satisfactory to Students' Council, as set out in section 7(c) of this bylaw.~~

### **Sunset**

1. ~~The Faculty Association Special Fee may be collected for a term to be specified by Students' Council, as set out in section 6 (e) of this bylaw, but which is not to exceed four years, after which it must be renewed de novo by following the process set out in section 6 of this bylaw.~~

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## **Bylaw 8400**

### **A Bylaw Respecting The Students' Union Faculty Membership Fees**

#### **Short Title**

1. This Bylaw may be referred to as the "Faculty Membership Fees" Bylaw.

#### **Purpose**

2. The purpose of a "Faculty Student Fund" is to provide financial support for the improvement of teaching and learning in a Faculty. Student contributions are collected and used to fund projects which enhance the quality of undergraduate education in the Faculty.

#### **Definition**

3. For the purposes of this Bylaw:

- a. "Faculty" means any Faculty or School of the University of Alberta, as identified in the University Calendar, including the School of Native Studies.
- b. "Faculty Student Fund" means a fund created specifically for a designated faculty, administered according to the provisions set out in this bylaw.
- c. "Faculty Student Fee" means the per student fee that is collected as a contribution to the "Faculty Student Fund".
- d. "Faculty Association" means an undergraduate faculty association, registered with the Students' Union and recognized by the Faculty.

#### **Limitations**

4. Faculty Student Funds are intended to be specific to each participating faculty, and may vary between different faculties.

5. Faculty Student Funds can only be created to generate resources for pre-identified priorities.

6. These priorities must be academic in nature, and must enhance the quality of undergraduate education in the Faculty.

7. Priorities to be funded may include, but not be limited to:

- a. Lab and equipment improvements or purchases;
- b. Computer resources;
- c. Classroom upgrades;

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- d. Library resources;
- e. Creation or improvement of study space;
- f. Expanding the availability of courses;
- g. Scholarships or bursaries.

8.A Faculty Student Fund will only be collected if approved by a 50% + 1 majority of students in that Faculty who voted. Each student must be given the opportunity to vote in a referendum, run according to this and other relevant Students' Union bylaws.

### **Initiation and Creation**

~~8. Any Faculty of the University of Alberta will have the opportunity to create a Faculty Student Fund.~~

9. No new Faculty Student Fund shall be initiated or created in any Faculty of the University of Alberta.

~~9. The following steps must be followed in order to create a Faculty Student Fund:~~

~~-The Undergraduate Faculty Association, in consultation with the Dean of the Faculty, will identify the academic priority (priorities) to which the collected funds would be applied.~~

~~-Notice of the intent to create a Faculty Student Fund must be forwarded to the Students' Union and the Office of the Registrar by January 15, of the year in which the fee is to be included as a part of the overall fee assessment.~~

~~-A proposed "Faculty Bylaw", outlining all of the proposed elements of the Faculty Student Fund (as per the "Faculty Bylaw" section of this Bylaw), must be submitted to and approved by Students' Council.~~

~~-The implementation of the fee will be decided by a Referendum, where all students in the Faculty must be given the opportunity to vote. The vote must be held in accordance with all relevant Students' Union bylaws.~~

~~-A formal request to include a Faculty Student Fee assessment for all of the students within a recognized Faculty must be forwarded to the Office of the Registrar by April 1, of the year in which the fee is to be initiated.~~

~~-This request must include the following:~~

~~-Faculty name;~~

~~-short description of the proposed fund;~~

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- ~~..list of possible academic priorities to which the funds will be applied;~~
- ~~..dollar amount to be charged per student per term;~~
- ~~..start date to begin collecting the fee;~~
- ~~..end date to stop collecting the fee, if applicable;~~
- ~~..confirmation of the referendum results;~~
- ~~..proposed bylaw governing the fund;~~
- ~~..letter's of support from the President of the Undergraduate Faculty Association, the Dean of the Faculty, and the President of the Students' Union.~~

### Collection

~~11.10.~~ The Faculty Student Fund will be collected by the Office of the Registrar.

- a. This fee will be included on the student's fee assessment, and will be indicated by Faculty Student Fee.
- b. The Office of the Registrar and the Comptroller will assess, collect, receipt, distribute, account for and give proper taxation credit for all Faculty Student Fees collected, in accordance with relevant and current University and Government policies.
- c. The assessments for a Faculty Student Fund will be transferred to the respective Faculty, immediately following the Registration Deadline, to an account that is controlled by the Dean of the Faculty.
- d. There is no provision for an administrative overhead to be collected or kept by the Office of the Registrar.

### Participation

~~12.11.~~ The Faculty Student Fee will be assessed:

- a. At the same rate to all students registered in a particular Faculty. This includes full-time, part-time, Special, Visiting, off-campus, and special programs students.
- b. In both terms of the Winter Session.

~~13.12.~~ The Faculty Student Fee will not be assessed during the Intersession.

~~14.13.~~ There will be no provision for:

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- a. refunds, reductions, transfers, or cancellations of the Faculty Student Fee if a student withdraws, transfers, or is excluded, after the Registration Deadline.
- b. a student to opt out of paying a Faculty Student Fee.

### **Administration**

15:14. All money collected for the Faculty Student Fund will be held in an account that is controlled by the Dean of the Faculty.

16:15. Each Faculty in which a Faculty Student Fund has been approved must create a Faculty Student Fund Committee. This committee will be responsible for:

- a. Administering the fund as per this bylaw.
- b. Submitting an annual report, by March 15, detailing the operations and administration of its funds to Students' Council.

### **Composition of Faculty Student Fund Committee**

17:16. The Faculty Student Fund Committee will be composed of the following members:

- a. the Vice President (Academic) of the Undergraduate Faculty Association, as Chair;
- b. the President, or designee, of the Undergraduate Faculty Association, as a voting member;
- c. one student representative from each Department within the Faculty, as chosen by the respective Departmental Club, as a voting member;
- d. one faculty member from each Department within the Faculty, as a non-voting member;
- e. the Dean of the Faculty, or designee, as a non-voting member.

18:17. The minimum number of voting students on the committee will be seven (7).

19:18. Quorum for any meeting of the committee will be exactly one-half plus one of the total number of voting representatives.

20:19. A Faculty will have the opportunity to add additional student-at-large or faculty-at-large representatives if it so chooses. In this case, the Undergraduate Faculty Association will appoint the student representatives, and the Dean of the Faculty will appoint the faculty representatives.

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21.20. In Faculties where no departments exist, where there are no organized departmental student groups, or where multiple departmental student groups exist, all of the voting student representatives and all of the non-voting faculty representatives will be selected from the Faculty-at-large. In this case, the Undergraduate Faculty Association will appoint the student representatives, and the Dean of the Faculty will appoint the faculty representatives.

22.10. The committee will have the opportunity to add any other members, in a non-voting, resource capacity, that it deems necessary. The addition of new members will be done by a simple majority vote of the committee.

23.11. Each Faculty will have the flexibility to create a committee that reflects its own unique characteristics, provided that the minimum requirements outlined in this bylaw are satisfied.

### **Faculty Bylaw**

24.12. Each Faculty will be responsible for creating its own Bylaw governing the administration of its Faculty Student Fund.

- a. The Faculty Bylaw must adhere to the guidelines outlined in this Bylaw.
- b. The Faculty Bylaw must be approved by a majority vote of Students' Council prior to the Referendum being run in the Faculty.
- c. The Faculty Bylaw will include, but not be limited to the following:
  - i. Composition of the Faculty Student Fund Committee;
  - ii. Terms of reference for the Faculty Student Fund Committee;
  - iii. Purpose of the fund;
  - iv. Dollar amount to be charged per student per term;
  - v. Procedure for identifying and selecting academic projects to be funded;
  - vi. Procedure for disbursing funds;
  - vii. Description of all financial regulations governing the fund.

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**Bylaw 3000**  
**A Bylaw Respecting Students' Union Finances**

**Fiscal Year**

1. The fiscal year of the Students' Union lasts from May 1 until the following April 30.

**Audit**

2. (1) The Students' Union's financial statements shall be audited annually by a qualified accountant.
- (2) Students' Council shall approve each fiscal year's audited financial statements before the conclusion of the ensuing fiscal year.

**Reserves**

3. (1) Students' Union reserves are
  - (a) the General Operations Reserve,
  - (b) the Capital Equipment Reserve,
  - (c) the Building Reserve,
  - (d) the Sponsorship Reserve,
  - (e) the Elections Reserve,
  - (f) the Student Refugee Fund,
  - (g) the CJSR-FM88 Fund,
  - (h) the Student Involvement Endowment Fund,
  - (i) the Eugene L. Brody Fund,
  - (j) the Golden Bear and Panda Legacy Fund,
  - (k) the Campus Recreation Enhancement Fund,
  - (l) the Access Fund,
  - (m) the Student Legal Services of Edmonton Fund,

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- (n) the Alberta Public Interest Research Group Fund, and
  - (o) the Gateway Student Journalism Fund.
- (2) The General Operations Reserve shall be used for the operations of the Students' Union as provided for in the operating budget.
  - (3) The Capital Equipment Reserve shall be used for the purchase and replacement of Students' Union capital equipment.
  - (4) The Building Reserve shall be used for the enhancement of facilities controlled by the Students' Union.
  - (5) The Sponsorship Reserve shall be used for the support of such Students' Union activities as may be identified in the operating budget as requiring sponsorship support.
  - (6) The Elections Reserve shall be used to support Students' Union endorsed political campaigns related to municipal, provincial, and federal elections.
  - (7) The Student Refugee Fund shall be used for the support of those students selected as participants in the World University Service of Canada Student Refugee Sponsorship Program.
  - (8) The CJSR-FM88 Fund shall be used for the support of the First Alberta Campus Radio Association.
  - (9) The Student Involvement Endowment Fund shall be used for the support of the awards provided by the Awards Committee.
  - (10) The Eugene L. Brody Fund shall be used for charitable purposes.
  - (11) The Golden Bear and Panda Legacy Fund shall be used for the support of University of Alberta varsity athletics.
  - (12) The Campus Recreation Enhancement Fund shall be used for the support of University of Alberta Campus Recreation programs.
  - (13) The Access Fund shall be used for the support of undergraduate University of Alberta students requiring financial assistance.
  - (14) The Student Legal Services of Edmonton Fund shall be used for the support of Student Legal Services of Edmonton.

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- (15) The Alberta Public Interest Research Group Fund shall be used for the support of the Alberta Public Interest Research Group.
- (16) The Gateway Student Journalism Fund shall be used for the support of the Gateway Student Journalism Society.
- (17) Except as otherwise provided in Students' Union bylaw, Students' Council retains the sole authority to transfer or spend money in a Students' Union reserve.

### **Form of Operating Budget**

- 4. (1) The Students' Union's operating budget shall take the form of the level of revenue and expenditure for each Students' Union operational unit.
- (2) The Students' Union operating budget shall include an allocation of not more than fifty thousand dollars per year, designated the Projects Allocation, to be used for projects that may arise over the course of the fiscal year.
- (3) The Students' Union's operating budget shall include an allocation of thirty thousand dollars per year, designated the Contingency Allocation, to be used for vital and unforeseen expenditures that may arise over the course of the fiscal year.
- (4) Except as otherwise provided for by Students' Union legislation, no person has the authority to make any expenditure of Students' Union funds or to seek actively to raise any revenue not contemplated in the operating budget.

### **Allocation Spending Authority**

- 5. (1) Students' Council has the authority to approve expenditures from the Projects Allocation.
- (2) The Executive Committee has the authority to approve expenditures from the Projects Allocation of not more than five thousand dollars for any single purpose.
- (3) The Executive Committee has the exclusive authority to approve expenditures from the Contingency Allocation.

### **Budget Process**

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- 6 (1) Students' Council shall approve an operating budget before the beginning of each fiscal year.
- (2) In the event that Students' Council does not approve an operating budget before the beginning of a fiscal year, that fiscal year's operating budget shall be identical to the previous year's operating budget until Students' Council does approve an operating budget.
- (3) Students' Council shall approve a set of budget principles dictating the priorities to be enshrined in the operating budget prior to the approval of each operating budget.
- (4) A budget process shall be set out in standing orders of Students' Council.

### **Fees**

7. (1) The Students' Union's operating budget shall include the level of the base Students' Union membership fee.
- (2) The base Students' Union membership fee shall not fluctuate by more than fifteen percent from year to year
- (3) In addition to the base Students' Union membership fee, ~~the Speaker of Students' Council~~Chair of Audit Committee shall maintain a schedule of dedicated fees to be collected.
- (4) The fees on the schedule shall be divided into Class A Fees ~~and~~and Class B Fees, ~~and Class C Fees~~.
- (5) Class A Fees may be amended or abolished only by
  - (a) Students' Council, or
  - (b) referendum.
- (6) Class B Fees may be amended or abolished only by
  - (a) a joint resolution of Students' Council and one other body, specified in the schedule; or
  - (b) referendum.

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- ~~(7) — Class C Fees are those governed by the Bylaw Respecting the Students' Union Faculty Membership Fees and the Bylaw Respecting Faculty Membership Fees.~~
- (78) Unless otherwise specified in the schedule, all fees in the schedule increase annually at a rate equal to the Consumer Price Index for the province of Alberta.
- (89) Each Class A Fee and Class B Fee listed on the schedule shall be allocated to a reserve specified in the schedule.
- (940) the schedule shall stipulate whether each fee is payable by students enrolled at Augustana Faculty
- ~~(11) — Full-time students enrolled at the Faculté Saint-Jean shall have the portions of their Students' Union fees not dedicated to a specific Students' Union reserve allocated as follows:~~
- ~~(a) in the case of students enrolled in at least three courses offered by faculties other than the Faculté Saint-Jean, 31% of the fee shall be forwarded to l'Association des Universitaires de la Faculté Saint-Jean and the remainder retained by the Students' Union; and~~
- ~~(a) in the case of all other students enrolled at the Faculté Saint-Jean, 74% of the fee shall be forwarded to l'Association des Universitaires de la Faculté Saint-Jean and the remainder retained by the Students' Union.~~
- ~~(12) — Students enrolled at Augustana Faculty shall be assessed the base Students' Union fee at a rate equal to one hundred percent of the fees assessed to part-time students.~~

### Loans

8. Except as otherwise noted in Student Union bylaw, the Executive Committee has the exclusive authority to approve loans of Students' Union funds.

### Contracts

9. A contract shall require the approval of Students' Council where
- (a) the term of the contract exceeds one year;
  - (b) there are no means by which the Students' Union may cancel the contract on six months notice or less; and

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- (c) the contract requires of the Students' Union a financial commitment exceeding five thousand dollars in any one year or twenty-five thousand dollars in aggregate.

**Signing Authority**

- 10. All cheques and contracts, excepting cheques issued to individuals selling items on consignment through the Students' Union, must be signed by at least one of the Vice President (Operations and Finance) or the President.

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### Schedule to the Bylaw Respecting Students' Union Finances

<b>Class A Fees</b>				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	
Eugene L. Brody Fund	F: \$0.37 P: \$0.37 S: \$0.00	CPI	Yes	
Access Fund	F: \$17.02 P: \$17.02 S: \$7.48	Tuition	Yes	
Capital Fund	F: \$2.73 P: 0 S: 0		No	
<b>Class B Fees</b>				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	<i>Joint Consent</i>
Refugee Student Fund	F: \$0.43 P: \$0.43 S: \$0.00	CPI	Yes	World University- Service of Canada- Refugee Student- Sponsorship- Committee
CJSR-FM Fund	F: \$1.89 P: \$0.68 S: \$0.00	CPI	No	First Alberta- Campus Radio- Association of- Directors
Golden Bear and Panda- Legacy Fund	F: \$3.79 P: \$3.79 S: \$0.00	CPI	No	University Athletics- Board of the- University of Alberta
Campus Recreation- Enhancement Fund	F: \$3.53 P: \$3.53 S: \$3.53	CPI	No	Recreation Action- Committee of the- University of Alberta
Student Legal Services of Edmonton Fund	F: \$0.65 P: \$0.65 S: \$0.00	CPI	No	Student Legal- Services of- Edmonton Board of- Directors
Alberta Public Interest- Research Group Fund	F: \$3.06 P: \$1.52 S: \$0.00	CPI	No	Alberta Public- Interest Research- Group Board of- Directors
Gateway Student Journalism Fund	F: \$3.09 P: \$3.09 S: \$0.39	CPI	No	Gateway Student- Journalism Society- Board of Directors

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<b>Class C Fees</b>				
<i>Faculty</i>	<i>Level</i>	<i>Indexing</i>	<i>Expiry</i>	<i>Type</i>
Augustana	F: \$62.50 P: \$62.50 S: \$0.00	None	2009	FAMF
Engineering	F: \$4.00 P: \$4.00 S: \$0.00	None	2010	FAMF
Nursing	F: \$3.75 P: \$3.75 S: \$0.00	None	2012	FAMF
Business	F: \$7.50 P: \$7.50 S: \$0.00	None	2012	FAMF
Law	F: \$50.00 P: \$0.00 S: \$0.00	None	Does not expire	FMF
Engineering	F: \$25.00 P: \$0.00 S: \$0.00	None	Does not expire	FMF

*Reserve:* This is the reserve to which the fee is allocated, in accordance with Section 7 (8) of The Bylaw Respecting Students' Union Finances.

*Level:* This indicates the level of the fee, in accordance with Section 7 (3) of the Bylaw Respecting Students' Union Finances. "F" indicates the fee payable by each full-time student per Fall or Winter Term, "P" indicates the fee payable by each part-time student per Fall or Winter Term, and "S" indicates the fee payable by each student per Spring or Summer Term.

*Indexing:* This is the indexing provision of the fee. "CPI" denotes that the fee is indexed in accordance with Section 7 (7) of the Bylaw Respecting Students' Union Finances. "Tuition" denotes that the fee increases each year at the same rate as the increase in tuition and non-tuition fees charged by the University of Alberta.

*Augustana:* This indicates whether or not the fees are assessed to students at Augustana Faculty in accordance with Section 7 (7) of the Bylaw Respecting Students' Union Finances. "Yes" denotes that students at Augustana Faculty are assessed the fee at the same rate as all other undergraduate students. "No" denotes that this fee is not assessed to students at Augustana Faculty.

### March 24/09

Sept 9/08

Apr. 10/06

March 21/06

April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

~~*Joint Consent:* This identifies the body which must consent to the amendment of the fee, as set out in Section 7 (6) of the Bylaw Respecting Students' Union Finances.~~

~~*Expiry:* This indicates the year that a fee will cease to be collected in accordance with the provisions of the Bylaw Respecting Faculty Association Membership Fees.~~

~~*Type:* "FMF" denotes that the fee is a Faculty Membership Fee and is subject to the provisions of the Bylaw Respecting Students' Union Faculty Membership Fees.—  
"FAMF" denotes that the fee is a Faculty Association Membership Fee and is subject to the provisions of the Bylaw Respecting Faculty Association Membership Fees.~~

March 24/09

Sept 9/08

Apr. 10/06

March 21/06

April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

**Schedule to Bylaw 3000 Respecting Students' Union Finances**

<b>Class A Fees</b>				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	
Eugene L. Brody Fund	F: \$0.37 P: \$0.37 S: \$0.00	CPI	Yes	
Access Fund	F: \$17.02 P: \$17.02 S: \$7.48	Tuition	Yes	
Capital Fund	F: \$2.73 P: 0 S: 0		No	
<b>Class B Fees</b>				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	<i>Joint Consent</i>
Refugee Student Fund	F: \$0.43 P: \$0.43 S: \$0.00	CPI	Yes	World University Service of Canada Refugee Student Sponsorship Committee
CJSR-FM Fund	F: \$1.89 P: \$0.68 S: \$0.00	CPI	No	First Alberta Campus Radio Association of Directors
Golden Bear and Panda Legacy Fund	F: \$3.79 P: \$3.79 S: \$0.00	CPI	No	University Athletics Board of the University of Alberta
Campus Recreation Enhancement Fund	F: \$3.53 P: \$3.53 S: \$3.53	CPI	No	Recreation Action Committee of the University of Alberta
Student Legal Services of Edmonton Fund	F: \$0.65 P: \$0.65 S: \$0.00	CPI	No	Student Legal Services of Edmonton Board of Directors
Alberta Public Interest Research Group Fund	F: \$3.06 P: \$1.52 S: \$0.00	CPI	No	Alberta Public Interest Research Group Board of Directors
Gateway Student Journalism Fund	F: \$3.09 P: \$3.09 S: \$0.39	CPI	No	Gateway Student Journalism Society Board of Directors

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April 5/05 – Implemented May 1/05

<b>Class C Fees</b>				
<i>Faculty</i>	<i>Level</i>	<i>Indexing</i>	<i>Expiry</i>	<i>Type</i>
Augustana	F: \$62.50 P: \$62.50 S: \$0.00	None	2009	FAMF
Engineering	F: \$4.00 P: \$4.00 S: \$0.00	None	2010	FAMF
Nursing	F: \$3.75 P: \$3.75 S: \$0.00	None	2012	FAMF
Business	F: \$7.50 P: \$7.50 S: \$0.00	None	2012	FAMF
Law	F: \$50.00 P: \$0.00 S: \$0.00	None	Does not expire	FMF
Engineering	F: \$25.00 P: \$0.00 S: \$0.00	None	Does not expire	FMF

*Reserve:* This is the reserve to which the fee is allocated, in accordance with Section 7 (8) of The Bylaw Respecting Students' Union Finances.

*Level:* This indicates the level of the fee, in accordance with Section 7 (3) of the Bylaw Respecting Students' Union Finances. "F" indicates the fee payable by each full-time student per Fall or Winter Term, "P" indicates the fee payable by each part-time student per Fall or Winter Term, and "S" indicates the fee payable by each student per Spring or Summer Term.

*Indexing:* This is the indexing provision of the fee. "CPI" denotes that the fee is indexed in accordance with Section 7 (7) of the Bylaw Respecting Students' Union Finances. "Tuition" denotes that the fee increases each year at the same rate as the increase in tuition and non-tuition fees charged by the University of Alberta.

*Augustana:* This indicates whether or not the fees are assessed to students at Augustana Faculty in accordance with Section 7 (97) of the Bylaw Respecting Students' Union Finances. "Yes" denotes that students at Augustana Faculty are assessed the fee at the same rate as all other undergraduate students. "No" denotes that this fee is not assessed to students at Augustana Faculty.

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April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

*Joint Consent:* This identifies the body which must consent to the amendment of the fee, as set out in Section 7 (6) of the Bylaw Respecting Students' Union Finances.

~~*Expiry:* This indicates the year that a fee will cease to be collected in accordance with the provisions of the Bylaw Respecting Faculty Association Membership Fees.~~

~~*Type:* "FMF" denotes that the fee is a Faculty Membership Fee and is subject to the provisions of the Bylaw Respecting Students' Union Faculty Membership Fees.  
"FAMF" denotes that the fee is a Faculty Association Membership Fee and is subject to the provisions of the Bylaw Respecting Faculty Association Membership Fees.~~

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Nominations must include the signature of the nominator and a minimum of two support signatures from Council members. Please include the printed name below the signature.

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