

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday September 8, 2009
Council Chambers 2-1 University Hall

LATE ADDITIONS (SC 2009-10)

2009-10/1 SPEAKER'S BUSINESS

2009-10/2 PRESENTATIONS

2009-10/3 EXECUTIVE COMMITTEE REPORT

2009-10/4 BOARD AND COMMITTEE REPORTS

2009-10/5 QUESTION PERIOD

2009-10/6 BOARD AND COMMITTEE BUSINESS

2009-10/7 GENERAL ORDERS

2009-10/7g **DOLLANSKY MOVES THAT** Students' Council approve Bill # 10 in first reading based on the following principles:

Students Council shall reject the consideration of a referendum question, prior to its appearance on a campus-wide ballot, that requests the implementation of a dedicated fee unit that would primarily support activities that are beyond the scope and mandate of the Students' Union as defined by:

- Providing services that are of direct benefit to students at the University of Alberta in their pursuit of a post-secondary education, or
- Eliminating obstacles to students in pursuit of a post-secondary education at the University of Alberta.

2009-10/8 INFORMATION ITEMS

2009-10/8h Individuals at Risk

Please see document LA 09-10.01

2009-10/8i Derecognition of the Science Student's Association

Please see document LA 09-10.02

2009-10/8j Zach Fentiman, VP Operations and Finance- Report

Please see document LA 09-10.03

2009-10/8k

Beverly Eastham, VP External- Report

Please see document LA 09-10.04

2009-10/8l

Media Tracking Summary

Please see document LA 09-10.05

DEVELOPMENT LEAD:

VERSION # DRAFT DATE:

PARENT POLICY:

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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Helping Individuals at Risk Policy

Office of Administrative Responsibility:	
Approver:	Board of Governors
Scope:	This procedure applies to all members of the University community.

Overview

The University is committed to supporting a healthy academic and work environment. Recognizing **At Risk Behaviour** and responding with interest and concern are critical factors in preventing potential violence (including harm to self, others and University property). The objective of this Policy is to create a system that will allow for the gathering of reports of At Risk Behaviour from across the University in order to facilitate a “connecting of the dots” of what could otherwise be viewed as isolated and less urgent incidents. If the connection between those incidents leads to the conclusion that an individual is in need of assistance, the existing support systems in place for members of the University community would work with the **Individual at Risk** in an effort to provide that individual with the assistance required and therefore minimize the possibility of a situation escalating.

It is important to recognize that the University also has systems in place for dealing with disciplinary matters (eg The Code of Student Behavior and the various collective agreements), and for dealing with cases of imminent danger (eg. The Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct (GFC Policy 91) and the Emergency Management Plan).

Purpose

The purpose of this policy is to facilitate early identification of At Risk Behaviour and create a system designed to receive and consolidate reports of At Risk Behaviour. Consolidating reports of At Risk Behaviour will enable a team to identify situations in which seemingly isolated incidents are, in fact, connected. Doing so should result in a decreased risk of violence and at the same time reduce the likelihood of matters escalating.

This policy also offers an opportunity for concerned members of the University Community to report **At Risk Behaviour**.

POLICY

1. The University will have an **Individuals at Risk Case Team**. Its mandate is to promote early identification of At Risk Behaviour, encourage reporting of such behaviour to the appropriate **Support Unit** or the Individuals at Risk Case Team coordinator, receive and consolidate those reports, and, if help is not already being provided, refer the matter to the appropriate Support Unit.
2. Education of the community on recognizing and supporting Individuals at Risk, and on this policy and related procedure, shall be a key component of the Individuals at Risk Case Team’s mandate.

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3. The Individuals at Risk Case Team will develop and maintain record retention protocols which are in alignment with FOIPP and existing University policies.
4. When information gathered in the course of administration of this Policy is more appropriately addressed through the Protocol for Urgent Cases of Disruptive, Threatening or Violent Conduct, the information will be referred to the appropriate party as set out in the Protocol. The files under this policy and procedure will not be used in any other University process.
5. The Individuals at Risk Case Team shall protect the identity of the person making the report to the extent possible under government legislation, University policies, and collective agreements. The person or persons who originated the report and/or brought it to the attention of the Individuals at Risk Case Team can waive that protection to the extent that it applies to them.
6. The University will not tolerate any reprisal, directly or indirectly, against anyone who, in good faith and based on reasonable belief, makes a report. Reports shall not be malicious, frivolous or vexatious.
7. All individuals about whom a report is made will maintain the rights, privileges and protections afforded to them through the Freedom of Information and Protection of Privacy (FOIPP) Act and other applicable government legislation, University policies, and collective agreements.
8. Anonymous reports will normally not be acted upon under this Policy without corroborating information.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Individuals at Risk	A member of the University community who has exhibited At Risk Behaviour.
At Risk Behavior	A person's words or conduct that, while not indicative of a clear immediate threat, gives rise to a reasonable apprehension that he or she may engage in conduct injurious to others or himself or herself in the future.
Individuals at Risk Case Team	A team involved in the assessment of and response to concerns about Individuals at Risk.
Support Unit	A unit or department at the University that, as part of its regular duties, provides assistance to students or staff. Examples include a faculty or department, Human Resource Services (e.g., Health Promotion and Worklife Services) and University Student Services (e.g. Student Counseling Services or Residence Services).

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Helping Individuals at Risk Procedure

Office of Administrative Responsibility:	
Approver:	Board of Governors
Scope:	This procedure applies to all members of the University community.

Overview

The Helping Individuals at Risk Policy provides a framework for the creation of a system in which seemingly isolated incidents of **At Risk Behaviour** are connected. The consolidation of such reports will enable the **Individuals at Risk Case Team** to ensure that appropriate assessment and referral for assistance takes place. It is expected that **Support Units** will continue to be the main contact and service provider to Individuals at Risk.

Purpose

The purpose of the Procedure is to provide details on the processes to be followed to connect and respond to incidents of At Risk Behaviour, including the formation of the Individuals at Risk Case Team.

PROCEDURE

1. Any individual on campus who observes At Risk Behaviour should report that behaviour in accordance with this Procedure and the Reporting Protocols [see attached Info Doc] in order to ensure that the Individual At Risk is offered appropriate help.
2. The Individuals at Risk Case Team will be chaired by a case team coordinator and will include representation from the Dean of Students Office, Human Resource Services/Faculty Relations, Campus Security Services and, as appropriate, a senior academic administrator from the faculty or faculties involved. The Individuals at Risk Case Team may call on the expertise of internal or external advisors.
3. Reporting At Risk Behaviour to the local Support Unit is the preferred approach. However, reports may also be submitted to the Individuals at Risk Case Team coordinator.
4. If a Support Unit receives a report of At Risk Behaviour, it must advise the Individuals at Risk Case Team coordinator as soon as possible.
5. The Individuals at Risk Case Team coordinator will receive reports, seek further information or clarification as needed, determine whether there might be a relationship between seemingly unrelated incidents, and gather the Individuals at Risk Case Team, as appropriate. Every effort will be made to work with the Support Unit(s) from which the report(s) originated.
6. The Individuals at Risk Case Team will meet at such times as the case team coordinator deems necessary to develop an appropriate action plan.

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7. The Individuals at Risk Case Team will provide or facilitate coordinated assessment of available information and appropriate responses and follow up where Individuals at Risk are identified.
8. The Individuals at Risk Case Team will refer cases of At Risk Behaviour that it deems to require intervention to the appropriate Support Unit(s).
9. The Individuals at Risk Case Team will, subject to protection of privacy considerations, follow up with the person who brought the concern to them to provide information on the steps that have been taken.
10. This Policy and Procedure do not apply to individuals exhibiting At Risk Behaviour who are not members of the University community. If the Individuals at Risk Case Team receives a report about such an individual, it can refer it to Campus Security Services or to the relevant Support Unit,

Definitions

Individuals at Risk Case Team	A team involved in the assessment of and response to concerns about Individuals at Risk.
At Risk Behavior	A person's words or conduct that, while not indicative of a clear immediate threat, gives rise to a reasonable apprehension that he or she may engage in conduct injurious to others or himself or herself in the future.
Support Unit	A unit or department at the University that, as part of its regular duties, provides assistance to students or staff. Examples include a faculty or department, Human Resource Services, Health Promotion and Worklife Services and Student Counseling Services.

September 8th 2009

Dear Dean Taylor and Dean Robinson,

On September 4th, the University of Alberta Students' Union [SU], acting in accordance with the bylaws of our organization, formally derecognized the Science Students' Association [SSA] as the faculty association representing science students at the University of Alberta.¹ Now-former SSA Executives were notified of this decision at a meeting on September 4th 2009.

The SU does not take such action lightly, and as such, we feel it is vitally important that our official reasons for derecognition are announced and outlined.

The SSA was derecognized for their failure to meet the probation conditions set out by my predecessor, former SU VP Academic John Braga, on December 19th of 2008. Because situations such as this are often subject to much editorializing, I will endeavor to focus on the facts of the matter as they relate to our official reasoning for derecognition.

Reasons for Derecognition

SU bylaws handle the matter of faculty association probation under Bylaw 8100² (formerly Bylaw 8350), the relevant sections of which read as follows:

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.*

On December 19th 2008, then-SSA President Alena Manera, then-SU VP Academic John Braga and then-director of Student Group Services Amanda Nielsen signed the Conditions

¹ Appendix A

² Appendix B

of Probation for the Undergraduate Science Student Representatives³ [the Conditions of Probation].

Between that time and September 4th, the SSA has failed to meet the articles of the Conditions of Probation in the following manner:

Section II (3): The Office of the SU VP Academic received no more than two of the compulsory biweekly reports from the SSA between December 19th 2008 and September 4 2009.

Section III (1)(d): An SSA Annual General Meeting was not held during the 2008-09 academic year.

Section III (2)(c)(i): Expenditures between \$200 and \$750 were made by the SSA, but were not brought to the attention of the SU VP Academic.

Section III (2)(c)(ii): Expenditures over \$750 were made by the SSA, but were not authorized by the SU VP Academic.

Section III (4)(a): SSA executives failed to maintain regular office hours throughout their term.

Violations of the Conditions of Probation were not limited to the above infractions, but these violations do form the basis for the derecognition of the SSA. Further, while one of these infractions alone is not necessarily a reasonable basis by which to derecognize a faculty association, the frequency, severity and aggregation of the above violations is more than sufficient reason to derecognize, especially nine months into probation.

Faculty association probations are particularly concerned with accountability to members both from a governance and fiscal perspective. Robust reporting practices in these two areas are the cornerstone of effective and sustainable faculty associations. They are also the two most problematic areas for new faculty associations. Accordingly, we pay particular attention to probation conditions relating to those two areas.

It should be known that I, on August 28th 2009, tabled a document⁴ to the SSA Executive amending the original Conditions of Probation to include the following:

- That completed financial reporting forms be submitted to the SU Bylaw Committee by September 30th 2009
- That the SU Executive would be invited to an SSA meeting prior to September 30th
- That the SU Executive be invited to a Science council of departmental associations meeting

³ Appendix C

⁴ Appendix D

On September 1st 2009 I received a letter signed by then-SSA VP Internal Dustin Chelen and then-SSA VP Communications Misha Miazga-Rodriguez stating that they felt the SSA should be derecognized.⁵ Unable to ignore such a request from a majority of the remaining SSA Executive, I determined that the probationary review for the SSA would occur at that point, rather than December 19th 2009, the last possible day by which probationary review was required.

Upon this review – and after consultation with the Dean of Science, Dean of Students and the director of Student Group Services - I determined that the SSA had violated the Conditions of Probation to such an extent that I had no recourse available to me aside from derecognition.

It should be noted that former-SSA President Alena Manera resigned as SSA President in an undated letter delivered to me hours before I notified the SSA that I had deregognized them.⁶

Moving Forward

As is stated in SU Bylaw 8100, derecognizing a faculty association leaves the undergraduate students in that faculty unrepresented. At this point, the chief concern for the SU is that the undergraduate population in the Faculty of Science be provided with meaningful faculty-level representation. However, direction is more important than speed. Given the structural challenges that plagued the SSA (carried over from their predecessor, the University of Alberta Science Undergraduate Society), it will be important for Science students to carefully consider how they want their faculty-level representation to be restructured. It is the hope of the SU that the next faculty association for undergraduate Science students will be effective and accountable for many years to come.

As such, the SU will take the following steps to create a new representative body for undergraduate Science students:

1. Create an informal advisory committee of elected Science students (SU Councillors, GFC councilors, and Science Departmental Association Presidents) to advise the SU VP Academic throughout this process. This group will be known as the Faculty of Science Leadership Group and will convene their first meeting on September 11 2009.
2. Appoint an interim governor for the former SSA. This position will be a paid administrator who will have a mandate limited to settling debts, maintaining services and creating an administrative reference manual for the eventual successor to the SSA. They will have no mandate for representation of any kind.

⁵ Appendix E

⁶ Appendix F

3. Convene an open proposal process to all undergraduate Science students to create a new faculty association. Students will submit their proposals for a new faculty association, among which a successful structure will be chosen by the Office of the SU VP Academic in consultation with the informal advisory panel mentioned earlier.
4. Periodically advise the Dean of Science, the Dean of Students and Student Groups on the progress that the SU is making in facilitating the creation of a new faculty association.

Faculty derecognition is a rare but often necessary task. It is my hope that, working together, we will be able to find a student governance model worthy of the world-class students in the Faculty of Science. Every day that I act in my capacity I am overcome by the leadership, discipline, veracity and intelligence of science students, I have no doubt that we will succeed.

Yours in Governance,

Leah Trueblood
Vice-President (Academic)
University of Alberta Students' Union

September 4, 2009

To: The Science Students' Association

Cc: Lana Cuthbertson
Manager of Student Group Services
University of Alberta Students' Union

Frank Robinson
Dean of Students
University of Alberta

Gregory Taylor
Dean of Science
University of Alberta

Pursuant to Students' Union Bylaw 8100 §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...

c. The Dean of Students and the Dean of all affected faculties on all matters pertaining to Association recognition, probation or derecognition.

I hereby derecognize the Science Students' Association (SSA) in accord with Bylaw 8100 §20:

After three calendar months and before one calendar year of an Association being recognized as having probationary status, the Students' Union shall...

b. Derecognize the Association, thus leaving an unrepresented constituency.

Effective immediately, the SSA is no longer subject to any of the rights, privileges, and responsibilities afforded to a faculty association by any and all relevant policies and bylaws. All assets, including keys, must be returned to the proper stakeholder to be held in trust until a new faculty association is recognized.

Sincerely,

Leah Trueblood
Vice-President (Academic)
University of Alberta Students' Union

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 enrolment 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 be 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.

Conditions of Probation

for

The Undergraduate Science Student Representatives

in agreement with

The University of Alberta Students' Union

December 19th, 2008

Section I: Preamble

These Conditions of Probation shall be the guiding document for the establishment and development of the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES.

These Conditions of Probation were drafted under the authority of Students' Union Bylaw 8350 – A Bylaw Regarding Faculty Associations. To remain in compliance with Bylaw 8350 the Conditions of Probation must be met by December 19th, 2008.

All determinations by the Students' Union required in these Conditions of Probation shall be made by the Students' Union Vice President (Academic) in consultation with the Director of Student Group Services, the Dean of Students (or designate) and the Dean of FACULTY OF SCIENCE (or designate) where appropriate.

Alterations to the Conditions of Probation may only be made with the joint agreement of the Students' Union and the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES. If it can be reasonably demonstrated that any of the terms in the Conditions of Probation are not fulfilled due to a failure on the part of the Students' Union, the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES shall be granted a three month extension to their Probationary status.

Section II: Probationary Period

The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must meet the Conditions outlined in this section on an ongoing basis. Failure to do so shall result in the Derecognition of the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES.

- 1) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must demonstrate that it honestly seeks to be the Faculty Association for the FACULTY OF SCIENCE. The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must diligently and faithfully seek to satisfy the Conditions of Probation and requirements of Bylaw 8350.
- 2) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must maintain Student Group Status.
- 3) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must submit Biweekly Reports to the Students Union Vice President (Academic) every second week. The reports must contain the following elements.
 - a) A summary of the progress on and adherence to the points outlined in Section III of the Conditions of Probation.
 - b) A detailed financial summary that includes all incoming revenues with corresponding receipts and all expenses incurred by the organization with corresponding receipts.
 - c) Attached Constitution, Bylaw and Policy updates.
 - d) Attached Minutes of any meetings conducted.
 - e) Attached Summary of any events held or services provided.

Section III: Final Review

The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must meet the Conditions outlined in this section by MONTH DAY, YEAR as outlined in Section I. Marked progress towards meeting these conditions must be demonstrated throughout the Probationary Period.

- 1) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must meet the following Conditions with regards to Governance Structure.
 - a) A ratified Constitution and/or Bylaws which contains the following elements.
 - i) All elements required by Bylaw 8350 Part II Sections 1.a. to 1.g.
 - ii) The official name and acronym of the Faculty Association.
 - iii) The procedure for the appointment of a Faculty Association Deputy Returning Officer (FADRO).
 - iv) The determination of which positions will hold financial signing authority and clear requirements of transparency and accountability.
 - v) The procedure for the impeachment of executive members.
 - vi) The procedure for the creation and amendment of Operating Policies.
 - vii) The roles and mandate of the Science Council of Departmental Associations.

- b) A set of Operating Policies which address the following topics.
 - i) Matters Pertaining to Finances
 - A) Access to secured locations (the safe or locked cabinet)
 - B) Deposits
 - C) Signing Authority
 - D) Reimbursement and other payments
 - E) Cheques
 - F) Cash
 - G) Budgeting Process
 - H) Auditing Process
 - ii) Matters Pertaining to Mail and Other Correspondences
 - iii) Emergency Powers
 - A) Incapacitation
 - B) Resignation
 - C) Resignation en masse
 - D) Extraordinary Circumstances
 - iv) Attendance: With vs Without Notification
 - v) Forced Resignation or Impeachment
 - vi) Elections
 - A) Timing and Calling
 - B) Appointment of Faculty Association Deputy Returning Officer
 - C) Responsibilities of the Faculty Association Deputy Returning Officer
 - D) Termination of Faculty Association Deputy Returning Officer
 - vii) Eligibility Criteria for Candidates
 - viii) Candidate Campaign Guidelines
 - ix) Powers of Incumbent Board During an Election
 - x) Transition of Power
 - xi) Matters Pertaining to the Science Council of Departmental Associations
 - A) Regular and Formal Communication
 - B) Monthly Meetings During the Academic Term
 - C) Transition
 - c) A duly elected executive is in place with an appropriate transition of responsibilities process conducted.
 - d) A General Meeting must be conducted which addresses the following items.
 - i) The adoption of the Constitution and/or Bylaws.
 - ii) The presentation of the financial records in a transparent and accountable manner. This must include both a budget for the year ahead and the audited record of the previous years finances.
 - iii) A report of the executive's activities conducted during the year up to the date of the General Meeting.
 - iv) A report of the executive's plans for the rest of the year following the date of the General Meeting.
- 2) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must meet the following Conditions with regards to Operations and Finances.

- a) A budget must be developed which includes all assets and expected income and expenses.
 - b) Operating Policies regarding Finances must:
 - i) Clearly outline security and responsibility surrounding finances as vitally important.
 - ii) Clearly outline mechanisms for maintaining accountability and transparency surrounding finances.
 - iii) Expressly forbid the following:
 - A) The use of petty cash to reimburse executives for expenses.
 - B) The spending of funds by an executive outside their fiscal year.
 - C) Reimbursement for unauthorized expenses.
 - c) For the Probationary Period all expenditures will adhere to the following restrictions.
 - i) Any expenditure between \$200 and \$750 shall be brought to the attention, by email, of the Students' Union Vice President (Academic).
 - ii) Any expenditure over \$750 shall be subject to the approval of the Students' Union Vice President (Academic). If the Students' Union Vice President (Academic) does not respond to the request within two business days of receiving it then tacit approval will be assumed by both parties.
 - iii) Any financial violation of the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES constitution, policies or Conditions of Probation will automatically trigger that any expenditure over \$200 shall be subject to the approval of the Students' Union Vice President (Academic).
- 3) The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must meet the following Conditions with regards to Representation and Advocacy.
- a) A professional relationship must be established and maintained between the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES and with both the FACULTY OF SCIENCE and the Students' Union.
 - b) Official representation on behalf of the students of the FACULTY OF SCIENCE must be provided by the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES to:
 - i) The Dean of the FACULTY OF SCIENCE.
 - ii) Any and all committees and councils requiring student input within the FACULTY OF SCIENCE (including but not limited to Science Faculty Council and any and all Departmental Councils).
 - iii) The Science Council of Departmental Associations.
 - iv) The Vice President (Academic) of the Students Union.
 - v) The Council of Faculty Associations.
 - c) Advocacy on behalf of the students of the FACULTY OF SCIENCE must be done towards both the FACULTY OF SCIENCE and the Students' Union.
 - d) Demonstrate that the UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES is in touch with the students in the FACULTY OF SCIENCE and is accurately representing and advocating on their behalf.

The undersigned understand and agree to the above Conditions of Probation; signed this December 19th, 2008.

John Braga
Vice President (Academic)
University of Alberta Students' Union

Amanda Nielsen
Director of Student Group Services
University of Alberta Students' Union

Alena Manera
President
Undergraduate Science Student Representatives

August 24th, 2009

To the Science Students' Association,

Cc: Student Group Services

We are writing to delineate our expectations of what the Science Students' Association (SSA) still need accomplish before we can lift your conditions of probation, when they expire, on December 19th, 2009.

Let us first say that we are very pleased with the presentation to council, advocacy work, and infrastructure that has been done thus far. This work is very impressive, and clearly fits within the mandate of your organization.

However, as per the conditions of probation, we will expect to see the following from you this term before the conditions of probation may be lifted.

1. We expect that you will provide the Students' Union with bi-weekly reports that include the following information. To quote the conditions of probation,

“The UNDERGRADUATE SCIENCE STUDENT REPRESENTATIVES must submit Biweekly Reports to the Students Union Vice President (Academic) every second week. The reports must contain the following elements.

- a) A summary of the progress on and adherence to the points outlined in Section III of the Conditions of Probation.
- b) A detailed financial summary that includes all incoming revenues with corresponding receipts and all expenses incurred by the organization with corresponding receipts.
- c) Attached Constitution, Bylaw and Policy updates.
- d) Attached Minutes of any meetings conducted.
- e) Attached Summary of any events held or services provided.”

Thank you very much for your bi-weekly report for July. We will expect bi-weekly reports beginning September 7th.

2. We will continue to expect, as delineated in the conditions of probation, that purchases over \$200 be approved, prior to their purchase.
3. By the end of September, audit committee will expect the completed financial reporting forms as dispersed at the Council of Faculty Associations Retreat.

Please, feel free to contact councilor Jaiman Chin, the chair of audit committee if you no longer have a copy of these. This is required of all Faculty Associations.

While the following two items are not included in the conditions of probation, we think that they are essential for the Students' Union in having a strong understanding of whether the SSA is ready to leave probationary status.

- a) By September 30, we will expect to be invited to one of your executive meetings
- b) By October 30, we expect to be invited to attend a council of departmental associations. Please recall, the establishment of a strong council of departmental association.

We believe very strongly that it is the role of the Students' Union to act as a resource for *you*. Please, do not hesitate to contact us if you ever have any questions or concerns.

Yours sincerely,

Leah Trueblood
Vice President, Academic

Kory Mathewson
President

September 1, 2009

To:

The President & Vice-President Academic of the Students' Union

We, The Vice-President (Internal) and Vice-President (Communications) of the Science Students' Association (SSA) no longer feel that the SSA is meeting its obligations under the terms and conditions of probation as set forth by the Students' Union. Therefore, we feel that the SSA should be derecognized as the Faculty Association for Science.

It is our opinion that the SSA has become dysfunctional, and that there is no longer an environment within the organization conducive to being a productive governing entity. Since our election to the SSA, we have received no training for our positions, have only held two executive meetings in four months, produced only one biweekly report to the Vice President Academic, have had numerous failures in communication between executives, and encountered a general lack of order and positive atmosphere in the SSA. We feel many of these issues are a result of poor leadership on the part of the SSA president who has been largely absent from involvement in the SSA since the start of our term at the beginning of May.

We offer our sincerest apologies to all the members of the Students' Union who have tried to help us succeed as a Faculty Association. Furthermore, we would like to apologize to students in the Faculty of Science for clearly failing them. We feel, however, that it would be in the best interest of Science undergraduates if a stronger organization took the position of Faculty Association for the Faculty of Science.

Sincerely,



Dustin Chelen
VP Internal
Science Students' Association



Misha Miazga-Rodriguez
VP Communications
Science Students' Association

Science Students' Association
BOX 117 – 2-900 SUB
8900 114 Street
Edmonton, AB T6J 2J7

TO: The SSA Executive Committee/Board of Board of Directors:
CC: Leah Trueblood, SU VP Academic

It is with a heavy heart that I resign from my position as the President of the Science Students' Association. Certain events in my personal life have led to my having to cut back on both academic and extra-curricular commitments. Since I am aware that I will not be able to put the time and effort into the SSA that is required of a President, I believe that my resignation and replacement via the Fall Term by-election is in the best interests of the association. I will fulfill all of my transitional duties, to ensure that the new President is best prepared for their responsibilities.

I wish the remaining Executive Members the best of luck in their upcoming year. I believe that the infrastructure of the SSA is a solid one, and that the association has a future as a Faculty Association, should the right people take charge of it.

Yours truly,



Alena Manera

Prepared by: Zach Fentiman, Vice President (Operations and Finance)

To: Students' Council 2009/2010

Important Initiatives

Room At The Top

Complete? Still need some visual elements to liven the space. I hope you find the space and menu changes are an improvement, along with changes to expectations regarding customer service standards (including staff uniforms).

The Green Zone @ SUBtitles

Cr. Kustra asked about marketing methods that will be employed for this project. Including the visual elements within the space, there are a few others that have come to mind: visual cues to the green zone on the reusable bags, forthcoming ECOS “demonstrations” (ECOS tables set up to provide information about a particular aspect of sustainable/enviro-conscious living that can refer people to products offered at the Green Zone) are in the works, and word-of-mouth.

Student Group Services

SGS is looking better and better as time goes on. Check out the new logo and visual identity on the Lower Level. Also Lana Cuthbertson is our new SGS Manager, taking over for Kristen Flath!

SUBsignage

Phase one of the SUBsignage project is nearing completion. Still need the main directories to be installed.

Physical Activity and Health Complex (PAHC)

Thank you to council members who attended the Design Charrette on Friday. The input you provided was invaluable and we will see it directly incorporated into the conceptual and functional plans for the Physical Activity and Health Complex moving forward. The PAHC Committee met earlier this morning to discuss next steps. The SU will be researching potential governance models and presenting these to the committee in order to include this critical component in the PAHC proposal. Also, we've outlined next steps—expect a full presentation from the committee October 27, 2009.

Powerplant

Dewey's is operational. Now serving breakfast (opens at 7:30 AM, tell your friends!). We did it!

Executive Blog

Executive blog is almost ready to roll out. Just making some final functional tweaks before putting v1.0 online. Now looking to make it more aesthetically appealing.

Other Information

Operating Policy Review

Finance policies meeting occurred this afternoon. Recommendations will be forwarded to the executive committee.

Communications and Marketing Manager

We've lost another senior manager and are currently in the hiring process for our new C&M Manager. We have now shortlisted candidates from an original list of 25 applicants. I'm excited for this process.

Report to Students' Council

September 8, 2009

Beverly Eastham, Vice-President (External)



Hello Council,

It looks like the report that I wrote for last meeting didn't end up getting through on the email I sent out (I was on vacation and using my laptop... not sure what happened), so I am attaching that report as well as this report to the late additions for this meeting.

Meetings

Past Meetings

- Aug 17-23: Away on Holidays
- Aug 24: CAUS Presentation to Student Finance Board
- Aug 24: CAUS Skype Meeting
- Aug 25: Executive Retreat Day at Marc's House
- Aug 26: Lunch Meeting with Elise Stolte (new PSE reporter for Edmonton Journal)
- Aug 26: Meeting with APIRG Board
- Aug 27: Exec Committee
- Aug 27: Media Training
- Aug 29: Exec Introduction to Orientation Volunteers
- Aug 31: Honourary Degrees Committee (Senate)
- Aug 31-Sept 4: WEEK OF WELCOME! (very busy with many events, etc.)
- Sept 2: Exec Committee
- Sept 4: SU/GSA Physical Activity and Health Centre: Design Charette

Upcoming Meetings

- Sept 8: Exec Committee
- Sept 8: Execublog Meeting
- Sept 9: Public Interest Alberta
- Sept 10: Exec Committee
- Sept 10: Meeting with Ashvin Singh re: 2010 National Debating Championships
- Sept 13: CAUS Meeting in Lethbridge (driving back Monday, Sept. 14)
- Sept 15: Public Interest Alberta, Post-Secondary Campaign: Don't Cut Us Out

External Updates

Council of Alberta University Students (CAUS)

www.caus.net | twitter: #caus09

CAUS recently finished our 2010 budget submission and has sent it off to key members of the provincial government and opposition parties. We will be working on arranging meetings with these MLAs to discuss our recommendations further. If you are interested in reading the budget submission you can find it online at <http://caus.net>.

As per my last report (which you may or may not have received, but is attached along with this report), CAUS was recently thrown into a search for a new office after our office mates, ASEC, decided to change office locations. The search has been quite successful and CAUS is in the process of signing a lease for a slightly smaller office in the same building that we are currently in (Cowley building on 109th street). We will likely be moving on September 26th.

Mount Royal University

Some of you may have heard or read about the announcement that was made on Thursday, September 3 in which Mount Royal College was granted a name change to Mount Royal University. There is still much speculation on how this change will affect post-secondary in Alberta, or even if it will affect it at all. It is also possible that MacEwan will be changing to a University within the month, but that is based on speculation and rumours, so I can't be sure.

CAUS issued a news release on the announcement which can be found at <http://caus.net>. The main point that was made is that this change cannot just be a cosmetic one; the government of Alberta needs to make sure that they are supporting Mount Royal, while ensuring that the rest of the system receives the funding required to keep all degrees of the highest quality as well as affordable and accessible to all qualified Albertans.

Public Interest Alberta Campaign: Don't Cut Us Out

The Post-Secondary Task Force for PIA is working on putting together a campaign focusing on who is not able to attend post-secondary and addressing the concerns that the current economic climate creates for students and staff (both academic and support). The campaign will mainly consist of a press-conference held on September 15th as well as a series of posters placed on Alberta campuses. I will have more information on what is happening with this campaign after the PIA PSE Task Force Meeting tomorrow (Sept 9th).

Canadian Alliance of Student Associations (CASA)

www.casa.ca | twitter: [CASAdaily](#), [#casaacae](#)

Check out our National Director on the Globe and Mail website talking about student loans on the Globe Investor: Let's Talk Investing. Try this link: <http://bit.ly/406gx> or go to www.globeandmail.ca and look on the side bar.

National Student Survey

This is coming along quite well. Conversations are still taking place between EPI (Education Policy Institute) and the groups that have decided to take place, and the details should be ironed out soon. More information will be made available to council as I get it.

Design Charette: PAHC

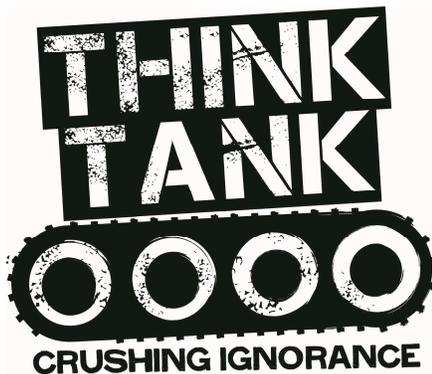
This was absolutely fantastic! I had been vaguely aware of the process that had been

going on between the SU, GSA, and the administration in order to get the discussion going on the possibility of creating a Physical Activity and Health Complex, but it was something else to actually see this discussion in action and to also be a part of it. The administration is very interested in getting as much student input as possible and working to incorporate that input into all stages of the process. I'm sure that Zach and Nick will be able to provide more information on where the working group is at with this project.

SU Centenary

If any of you were orientation volunteers and made it to the Presidents' Address you would have seen the GIANT CENTENARY CAKE! It was absolutely fantastic and Jerry Daley deserves a giant round of applause for making this cake happen. As for the rest of the centenary planning, things are going well with the occasional bump – which is only normal for such things to run into, but that we are working out as they come up.

Kory will now be taking the lead on the general centenary planning and Justin and I will continue to work on the alumni dinner and the Student Forum on Leadership. All of the execs are on board for working to incorporate the centenary into their portfolios and the events that they will be working on throughout the year. If you would like to get involved please contact any of the executives.



Think Tank

Our external committee finally has a name... and an awesome logo (left)! Justin and I were able to catch two days of tabling at Clubs Fair last Thursday and Friday, so hopefully we caught some peoples' interest and will get more students coming out to our meetings and events.

Speaking of events, our first event – Pints and Politics – will be a debate for and against the motion: we will privatize water, followed by an adventure to Room at the Top which will likely include the consumption of certain delicious adult beverages over lively conversation. Please come out and join us and bring your friends along with you – it is sure to be an interesting debate.

Join Us For...

PINTS & POLITICS: Thursday, September 10, 4-5pm on SUB Stage

Of Interest

BlogRoll

I did not feature a blog in my last report to Students' Council and there seems to be no way to squish this report on to three pages instead of four, so, as I have the space, here are two blogs that are worth checking out.

Catch it while you can: daveberta.ca is a blog published by former UASU VP External, Dave Cournoyer, who, I'm told, is leaving for Australia sometime in the next few months. He writes about provincial politics, politicians, political activists, and hot-button issues.

Daveberta.ca

<http://daveberta.ca>

“...Dave Cournoyer isn't some obscure fat frat boy with a sticky-up haircut.”
– Neil Waugh (Edmonton Sun)

MasterMaq is an Edmonton blogger who writes about municipal issues and amongst all of his many other posts, publishes a “weekly notes” post that contains many interesting weekly highlights.

MasterMaq

<http://blog.mastermaq.ca>

As Always,

Beverly Eastham, VP External

Phone: 780-492-4236

Email: vp.external@su.ualberta.ca

Blog: <http://www.ualbertasu.blogspot.com>

Twitter: [uasuvpexternal](#), [#uasuvpexternal](#)

Media Tracking Summary

Summer Media Coverage of Students' Union

Prepared by: Justin Kehoe, ECAA – 8 September 2009



To: Kory Mathewson, PotSU

External Media Coverage

23 May 2009: President Mathewson, Edmonton Sun, Universiade & Student Housing
2 July 2009: Vice President Dehod, Edmonton Sun, Peregrine Falcons & Sustainability
10 July 2009: Vice President Eastham, CBC The National, Student Unemployment
10 July 2009: President Mathewson & Vice President Eastham, Profile Magazine
29 July 2009: Vice President Dehod, Edmonton Journal, U-Pass
30 July 2009: Vice President Dehod, Edmonton Journal, Letter to Editor (Sustainability)
7 August 2009: Vice President Eastham, CBC Edmonton, Student Unemployment
7 August 2009: Vice President Eastham, CBC Radio French, Student Unemployment
7 August 2009: President Mathewson, CBC The National, Credit Cards & Affordability
7 August 2009: Vice President Eastham, CBC RadioActive, Student Unemployment
10 August 2009: CSD Manager, Metro News, Orientation
11 August 2009: President Mathewson, Global Edmonton, Student Housing
17 August 2009: President Mathewson, CBC French, Student Loans
17 August 2009: Vice President Trueblood, Edmonton Journal, Arts Funding
19 August 2009: President Mathewson, Access TV Alberta Prime Time, PSE Affordability
20 August 2009: President Mathewson, 630 CHED, Student Financial Concerns

On-Campus Media Coverage

5 May 2009: Vice President Eastham, The Gateway, Provincial PSE Funding
5 August 2009: Vice President Eastham, The Gateway, Student Unemployment
20 August 2009: Vice President Fentiman, The Gateway, RATT Re-Opening
20 August 2009: President Mathewson, The Gateway, Affordability
24 August 2009: Vice President Trueblood, The Gateway, Textbooks
24 August 2009: Vice President Dehod, The Gateway, Health & Dental Plan