

Tuesday April 7th, 2015

ETLC E1-008

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

ORDER PAPER (SC 2014-26)

2014-26/1

SPEAKER'S BUSINESS

2014-26/1a

Announcements – The date of the first Students' Council meeting has been changed from the **28th April, Tuesday** to the **27th April, Monday**.

2014-26/2

PRESENTATIONS

2014-26/2a

University of Alberta Students' Union Council Awards presented by The Gateway, sponsored by President Lau

Every year, The Gateway acknowledges individual members of Students' Council for their unique areas of leadership. Really though, you are all winners in my heart and would receive an award if it were not for the budget cuts <3

2014-26/3

EXECUTIVE COMMITTEE REPORT

Please see document SC 14.26.01

2014-26/4

BOARD AND COMMITTEE REPORTS

2014-26/5

QUESTION PERIOD

2014-26/6

BOARD AND COMMITTEE BUSINESS

2014-26/7

GENERAL ORDERS

2014-26/7a

HODGSON/QADRI MOVE that Students' Council, on the recommendation of the SUB Renovation Fundraising Policy Task Force, approve changes to Operating Policy 5.16 (Sponsorship) as presented.

Please see document SC 14.26.02 and document SC 14.26.03

2014-26/7b

HODGSON MOVES that Students' Council, on the recommendation of the Finance Committee, approve the 2015/2016 Students' Union Operating and Capital Budget.

Please see document SC 14.26.04

2014-26/7c

HODGSON MOVES that Students' Council, upon the recommendation of Bylaw Committee, move Bill #10 Faculty Association Financial Reporting Reform in second reading based off the following first principles:

- 1) The Students' Union's current financial reporting system is over cumbersome to SRAs.
- 2) A new financial reporting system that is transparent, efficient and accountable shall be created.
- 3) SRAs shall not be required to undergo a financial review.
- 4) SRAs will be required to report their finances on a trimesterly basis under the Students' Union Account Code System to Audit Committee.
- 5) SRAs that are Registered Societies under the Alberta Societies Act shall be required to undergo an audit on an annual basis and report to Audit Committee.
- 6) The Students' Union Account Code System will be a defined code of accounts representative of SRA's finances.

Please see document SC 14.26.05

2014-26/7d

HODGSON MOVES upon the recommendation of Bylaw Committee to approve Bill #11 Eliminating the Elections Review Committee in second reading based off the following first principles:

- 1) ERC has overlapping jurisdiction with the Bylaw Committee.
- 2) Elections Review Committee shall be eliminated as it is redundant.

Please see document SC 14.26.06

- 2014-26/7e** **HODGSON MOVES** upon the recommendation of Finance Committee to approve Bill #12 Access Fund Administration in second reading based off the following first principles:
- 1) The Students' Union is no longer in direct control of the policy surrounding the Access Fund.
 - 2) The Students' Union shall retain the ability to use a portion of the Access Fund for administrative costs.
- Please see document SC 14.26.06
- 2014-26/7f** **BANISTER/HODGSON MOVE** to censure the Board of Governors Representative Sangram Hansra.
- 2014-26/8** **INFORMATION ITEMS**
- 2014-26/8a** Cory Hodgson, VP Operations and Finance – Report
- Please see document SC 14.26.07
- 2014-26/8b** Navneet Khinda, VP External – Report
- Please see document SC 14.26.08
- 2014-26/8c** Nicholas Diaz, VP Student Life – Report
- Please see document SC 14.26.09

2015-01-08	4/0/0	ORYDZUK/HODGSON MOVED TO approve \$500 towards the Centre for Teaching and Learning and Students' Union Award for Innovation in Academic Materials
2015-01-08	4/0/0	HODGSON/LAU moved to approve a budgeted conference request of no more than \$3427 for the General Manager to attend the ACUI Conference
2015-01-15	5/0/0	HODGSON/LAU MOVED TO approve a contingency allocation of \$17,000 to immediately purchase the necessary hardware to build a new file server which, once configured, would take over as the SU's primary file server.
2015-01-15	5/0/0	HODGSON/DIAZ MOVED TO approve a casino fund allocation for a maximum of \$30,000 for the acquisition for computers for the Services.
2015-01-15	5/0/0	HODGSON/LAU MOVED TO recommend to Students' Council the Fundraising Task Force Terms of Reference.
2015-01-22	5/0/0	DIAZ/ORYDZUK MOVED TO make a project allocation not to exceed \$1005.00 for the sponsorship of the Hide and Seek Club's World Record Attempt.
2015-01-22	4/0/0	DIAZ/ORYDZUK MOVED TO make a project allocation not to exceed \$700 for the sponsorship of Health Week.
2015-01-22	4/0/0	HODGSON/ORYDZUK MOVED TO call an additional Students' Council meeting on January 27 at 6pm.
2015-01-22	5/0/0	KHINDA/HODGSON MOVED TO request no more than \$1500 for the entire budget of Project Feminist University.
2015-02-05	5/0/0	HODGSON/ORYDZUK MOVED TO make a project allocation not to exceed \$1000 to be donated to the Carl Amrhein Aboriginal Student Fund.
2015-02-18	4/0/0	ORYDZUK/DIAZ MOVED TO approve the services job descriptions as presented.
2015-03-02	4/0/0	DIAZ/LAU MOVED TO approve operating policy 7 according to the attached document.
2015-03-12	5/0/0	LAU/KHINDA MOVED TO approve a Project Allocation no more than \$1000 for the purpose of requesting records from the Office of Student Judicial Affairs to support a Code of Student Behaviour Review.
2015-03-23	5/0/0	HODGSON/ORYDZUK MOVED TO make a project allocation not to exceed \$3100 for the purchase of prizes for the annual survey.
3/23/2015	5/0/0	HODGSON/KHINDA MOVED TO call an additional Students' Council meeting for March 31st at 6pm.
2015-04-02	5/0/0	DIAZ/LAU MOVED TO make a project allocation not to exceed \$1000.00 for Last Class Bash.
2015-04-02	5/0/0	LAU/HODGSON MOVED TO approve signing the Choice Hotels preferred rate agreement.

SC 14.26.02

Operating Policy Proposed Sponsorship Policy

Revision as of 22:14, 12 March 2015 (edit)

Admin

(Created page with "=== Sponsorship === # A Sponsorship Committee shall be established and shall consist of the following individuals: ## Vice President (Operations & Finance), ## Vice President...") (change visibility)

Latest revision as of 15:58, 27 March 2015 (edit) (undo)

Admin [rollback more than 10 edits] (change visibility)

(12 intermediate revisions by the same user not shown)

Line 1:

-	=== Sponsorship ===
-	# A Sponsorship Committee shall be established and shall consist of the following individuals:
-	## Vice President (Operations & Finance),
-	## Vice President (Student Life),
-	## General Manager,
-	## Senior Manager (Finance & Administration),
-	## Senior Manager (Marketing & Communications),
-	## Senior Manager (Programming & Venues),
-	## Senior Manager (Student Services),
-	## Sponsorship Coordinator
-	# Sponsorship should be coordinated based primarily on organizational objectives. Any transaction within the Students' Union dealing with more than one department should be coordinated through the Sponsorship Committee.
-	# When possible , a sponsorship plan shall be developed at the beginning of each fiscal year.
-	# Individual Students' Union services and departments can seek sponsorship over and above monies budgeted, but for purposes of credibility, requests for sponsorship need to be pre-approved by the Vice President (Operations & Finance).
-	# Pre-approval and Letter of Agreement
-	## As well, a written Letter of Agreement between the Students' Union and the sponsor needs to be submitted, approved, and signed by both the respective director or manager, and the Vice President (Operations & Finance) prior to finalizing the Agreement

Line 1:

+	=== Sponsorship and Donations ===
+	# A Sponsorship and Donations Committee shall be established and shall consist of the following individuals:
+	## Vice President (Operations & Finance) or designate;
+	## Vice President (Student Life) or designate;
+	## General Manager;
+	## Senior Manager, Finance & Administration;
+	## Senior Manager, Marketing & Communications;
+	## Director, Student Life;
+	## Manager, Programming & Venues; and
+	## Advertising & Sponsorship Manager. who shall also serve as coordinator for the Committee.
+	# Quorum for the Sponsorship and Donations Committee shall be one executive member (or designate) and four non-executive members.
+	# The Sponsorship and Donations Committee shall:
+	## review and discuss requests from services or departments that wish to seek sponsorship and/or donations;
+	## ensure all sponsorship and fundraising activities are based on organizational objectives;
+	## develop a sponsorship plan for the organization;

- ## A specific date shall be outlined which shall identify the length of time that the sponsor shall be recognized as a sponsor of the service or department. This shall be outlined in the Letter of Agreement.	+ ## identify potential areas in which sponsorship, donation and/or naming opportunities may exist; and
- # Administration of Requests & Transactions	+ ## evaluate all potential sponsorship and/or donation arrangements before they are confirmed.
- ## All requests and transactions shall be reviewed by the Vice President (Operations & Finance), Senior Manager (Finance & Administration), and the Sponsorship Committee. All completed transactions shall be forwarded to the Budget and Finance Committee as information items.	+ # Individual Students' Union services and departments may seek sponsorship and/or donations only after explicit approval is received from:
- ## All donations, gifts in kind, and etcetera shall be represented in the affected department's budget, to ensure cost effectiveness is maintained.	+ ## the Sponsorship and Donations Committee; or
- ## A master list of sponsors shall be maintained by the Sponsorship Coordinator. This list shall be updated on a yearly basis.	+ ## the Executive Committee.
	+ # A sponsor and/or donor relationship shall only be established if:
	+ ## the relationship is in alignment with the Students' Union's organizational objectives and the Ethical Business Partners policy;
	+ ## the Sponsorship and Donations Committee has determined the appropriate capital and/or operating account to which the funds shall be provided to;
	+ ## a provision exists allowing the Students' Union to end the relationship if at any time the sponsor/donor represents a reputational risk to the Students' Union; and
	+ ## the relationship has received approval from the Sponsorship and Donations Committee.
	+ # Any sponsor and/or donor relationship involving the naming of Students' Union facilities shall be reported to the Executive Committee and to Students' Council.
	+ # Any permanent, perpetual and/or honorific naming shall only be approved by Students' Council.
	+ # A written Letter of Agreement between the Students' Union and each sponsor/donor shall be drafted by the Advertising & Sponsorship Manager. The Letter of Agreement shall be signed by the Vice President (Operations & Finance) and the General Manager, and shall ensure compliance with this policy, the Ethical Business Partners policy and any other related policies.
	+ ## Donations for which no obligations are placed on the Students' Union shall not require a written Letter of Agreement, but in all cases shall be appropriately documented by the Advertising & Sponsorship Manager.

- + # **The administration of sponsor and/or donor transactions shall take place as follows:**
- + ## All **financial** transactions shall be forwarded to the **Sponsorship and Donations Committee and to the Finance Committee** for information.
- + ## All **financial transactions**, gifts in kind, and etcetera shall be represented in the affected department's budget, to ensure cost effectiveness is maintained.
- + # A master list of sponsors **and donors** shall be maintained by the **Advertising & Sponsorship Manager**. This list shall be **reviewed on at least** a yearly basis.

Latest revision as of 15:58, 27 March 2015

Sponsorship and Donations

- a. A Sponsorship and Donations Committee shall be established and shall consist of the following individuals:
 - i. Vice President (Operations & Finance) or designate;
 - ii. Vice President (Student Life) or designate;
 - iii. General Manager;
 - iv. Senior Manager, Finance & Administration;
 - v. Senior Manager, Marketing & Communications;
 - vi. Director, Student Life;
 - vii. Manager, Programming & Venues; and
 - viii. Advertising & Sponsorship Manager, who shall also serve as coordinator for the Committee.
- b. Quorum for the Sponsorship and Donations Committee shall be one executive member (or designate) and four non-executive members.
- c. The Sponsorship and Donations Committee shall:
 - i. review and discuss requests from services or departments that wish to seek sponsorship and/or donations;
 - ii. ensure all sponsorship and fundraising activities are based on organizational objectives;
 - iii. develop a sponsorship plan for the organization;
 - iv. identify potential areas in which sponsorship, donation and/or naming opportunities may exist; and
 - v. evaluate all potential sponsorship and/or donation arrangements before they are confirmed.
- d. Individual Students' Union services and departments may seek sponsorship and/or donations only after explicit approval is received from:
 - i. the Sponsorship and Donations Committee; or
 - ii. the Executive Committee.
- e. A sponsor and/or donor relationship shall only be established if:
 - i. the relationship is in alignment with the Students' Union's organizational objectives and the Ethical Business Partners policy;
 - ii. the Sponsorship and Donations Committee has determined the appropriate capital and/or operating account to which the funds shall be provided to;
 - iii. a provision exists allowing the Students' Union to end the relationship if at any time the sponsor/donor represents a reputational risk to the Students' Union; and
 - iv. the relationship has received approval from the Sponsorship and Donations Committee.
- f. Any sponsor and/or donor relationship involving the naming of Students' Union facilities shall be reported to the Executive Committee and to Students' Council.
- g. Any permanent, perpetual and/or honorific naming shall only be approved by Students' Council.

- h. A written Letter of Agreement between the Students' Union and each sponsor/donor shall be drafted by the Advertising & Sponsorship Manager. The Letter of Agreement shall be signed by the Vice President (Operations & Finance) and the General Manager, and shall ensure compliance with this policy, the Ethical Business Partners policy and any other related policies.
 - i. Donations for which no obligations are placed on the Students' Union shall not require a written Letter of Agreement, but in all cases shall be appropriately documented by the Advertising & Sponsorship Manager.
 - i. The administration of sponsor and/or donor transactions shall take place as follows:
 - i. All financial transactions shall be forwarded to the Sponsorship and Donations Committee and to the Finance Committee for information.
 - ii. All financial transactions, gifts in kind, and etcetera shall be represented in the affected department's budget, to ensure cost effectiveness is maintained.
- j. A master list of sponsors and donors shall be maintained by the Advertising & Sponsorship Manager. This list shall be reviewed on at least a yearly basis.

1.4 Ethical Business Partners

- a. Where alternatives exist in the industry, the Students' Union shall not knowingly conduct business of any kind with companies that:
 - i. Fail to meet basic standards of environmental protection;
 - ii. Actively undermine or fail to respect basic human rights, as defined by the United Nations Declaration of Human Rights;
 - iii. Inflict excessive or unnecessary suffering upon animals.
- b. The Students' Union shall, where practical and feasible, establish business relationships with companies that have strong records in:
 - i. Environmental management systems and environmental policy;
 - ii. Commendation for environmental performance;
 - iii. Voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;
 - iv. Effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;
 - v. Effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;
 - vi. Paid parental leave above and beyond statutory requirements;
 - vii. Provision of childcare facilities, job sharing, flextime or career breaks;
 - viii. Constructive industrial relations, co-operation with trade unions or operation of a works council.
- c. The Students' Union shall give preference to companies that:
 - i. Are based in Canada;
 - ii. Are energy efficient in their production;
 - iii. Use minimal packaging;
 - iv. Use recycled or reused materials where possible;
 - v. Produce organic products and/or;
 - vi. Possess a fair trade label.
- d. Companies with which the Students' Union has had no previous dealings, shall be asked to provide information on items §(b) and §(c) at the time of initiation of discussions between them and the Students' Union in cases where the discussions pertain to:
 - i. Sponsorship of the Students' Union or a Students' Union event
 - ii. The drafting of a contract that requires the approval of Students' Council
- e. All companies with which the Students' Union currently does business shall be deemed to meet these criteria, unless violations are found through the complaint procedures outlined in §(f).
- f. Any member of the Students' Union shall be entitled to lodge a complaint with the Vice President (Operations & Finance) regarding a company with which the Students' Union currently does business, such complaint to be heard and ruled upon by the Executive Committee.
- g. Where a company is found to be in violation of this policy by the procedure set out in §(f), the Students' Union shall cease commercial relations with that company unless contractual obligations make this impossible.
- h. Where a company has been found to be in violation of this policy, and where the Students' Union is contractually obligated to continue dealing with that company, the Students' Union shall notify that company of this policy.

- i. If, upon expiration of a contractual obligation with a company found to be in violation of this policy, the company continues to be in violation of this policy, the contract shall not be renewed.
- j. The Executive Committee or designate shall ensure that adherence to this policy does not unreasonably affect the quality or cost of goods provided.
- k. The Students' Union shall only purchase fair trade designated coffee.

UNIVERSITY OF ALBERTA STUDENTS' UNION 2015/16 OPERATING, CAPITAL & NON-DEDICATED RESERVES BUDGET				
Dept #	Department Name	Revenue	Expenditures	Net
400	General Administration	\$2,440,086	\$109,760	\$2,330,326
402	Office Administration	\$1,200	\$845,056	(\$843,856)
411	Facilities & Operations	\$1,663,731	\$1,232,269	\$431,462
425	Research/Advocacy		\$266,000	(\$266,000)
500	President		\$40,976	(\$40,976)
501	Executive Support	\$60,000	\$89,711	(\$29,711)
502	Governance		\$106,643	(\$106,643)
509	Elections & Referenda	\$1,000	\$44,542	(\$43,542)
519	Academic Affairs		\$43,050	(\$43,050)
520	Operations & Finance		\$40,436	(\$40,436)
521	External Affairs		\$41,476	(\$41,476)
523	Student Life		\$42,685	(\$42,685)
528	CASA		\$62,325	(\$62,325)
530	CAUS		\$51,980	(\$51,980)
600	Student Life Manager	\$64,000	\$235,394	(\$171,394)
	Student Life - Involvement	\$132,844	\$485,533	(\$352,689)
	Student Life - Operations	\$149,943	\$425,124	(\$275,181)
	Student Life - Leadership	\$144,000	\$265,384	(\$121,384)
640	Marketing		\$307,049	(\$307,049)
642	SUtv	\$29,000	\$27,229	\$1,771
644	Handbook	\$82,000	\$47,796	\$34,204
712	SUB Programming	17,800	13,913	\$3,887
713	Alternative Programming/SUKCP	91,900	182,156	(\$90,256)
714	WOW	177,000	268,390	(\$91,390)
765	Antifreeze	25,700	28,385	(\$2,685)
750	Dinwoodie Lounge	119,713	114,493	\$5,220
755	Myer Horowitz	398,679	319,139	\$79,540
800	SUBmart	608,910	590,479	\$18,431
815	Print Centre	782,170	547,539	\$234,631
825	Post Office	410,083	404,401	\$5,682
832	RATT	747,904	686,176	\$61,728
833	Under Grind	69,300	89,970	(\$20,670)
835	L'Express	785,981	731,462	\$54,519
836	Catering	370,002	265,099	\$104,903
837	Daily Grind	540,100	419,764	\$120,336
841	Powerplant (Deweys)	448,096	445,935	\$2,161
	Operating Before Capital and Sponsorship	\$10,361,142	\$9,917,719	\$443,423
910	Capital Reserve	\$0	\$191,550	(\$191,550)
920	Building Expansion Reserve	\$654,228	\$919,311	(\$265,083)
921	Tenant Reserve	\$11,064		\$11,064
	Total Operating & Capital	\$11,026,434	\$11,028,580	(\$2,146)
900	Sponsorship Fund	\$125,000	\$92,854	\$32,146
	Total Operating, Capital & Sponsorship	\$11,151,434	\$11,121,434	\$30,000
911	Contingency Reserve		\$30,000	(\$30,000)
912	Project Reserve	\$50,000	\$50,000	\$0
913	Underperformance Reserve			\$0
	Total Op., Capital, Spons. & Non Dedicated Reserve	\$11,201,434	\$11,201,434	\$0
601	The Landing	\$83,790	\$83,790	\$0
940	Golden Bear & Legacy Fund	\$237,405	\$237,405	\$0
941	Campus Recreation	\$268,811	\$268,811	\$0
945	Student Involvement Endowment Fund	\$0	\$0	\$0
960	WUSC	\$27,168	\$26,184	\$984
975	Access Fund	\$887,245	\$887,245	\$0
976	Studentcare	\$2,191,968	\$2,089,983	\$101,985
	Total Op., Capital & Reserves	\$14,897,821	\$14,794,852	\$102,969

Cost
Apportionments

(88,788)
(536,808)
(195,176)

27,327
19,717
34,153
29,405
3,826
7,051
6,351
7,111
7,619
3,030
2,527

17,398
122,307
45,938
46,763

(144,296)
2,643
5,815

2,728
20,029
23,672
2,727

27,470
60,170

76,234
48,247
15,298
101,743
16,757
62,195
35,423
44,174
39,220

\$0

\$0

\$0

UNIVERSITY OF ALBERTA STUDENTS' UNION
2015/16 BUDGET ANALYSIS - without Cost Apportionments

Name	2015-16 Budget			2014-15 Budget			Bud16/Bud15 Variance	2013-14 Actuals			Bud16/Act14 Variance	2012-13 Actuals			Bud16/Act13 Variance	2011-12 Actuals			Bud16/Act12 Variance
	Revenues	Expenses	Net	Revenues	Expenses	Net													
Administration																			
General Administration	2,440,086	109,760	2,330,326	2,433,433	115,488	2,317,945	12,381	2,521,583	373,144	2,148,439	181,887	2,536,575	379,323	2,157,252	173,074	2,432,432	459,201	1,973,231	357,095
Office Administration	1,200	845,056	(843,856)	22,930	749,872	(726,942)	(116,914)	2,112	741,102	(738,990)	(104,878)	24,282	724,794	(700,518)	(143,546)	30,257	701,987	(671,130)	(172,670)
Facilities & Operations	1,663,731	1,232,269	431,462	1,579,123	1,243,391	335,732	95,730	1,572,337	1,227,102	345,235	86,227	1,547,794	1,183,714	364,080	67,382	1,539,565	1,165,688	373,877	57,585
Total Administration	4,105,017	2,187,085	1,917,932	4,035,486	2,108,751	1,926,735	(8,803)	4,096,032	2,341,348	1,754,684	163,248	4,108,651	2,287,831	1,820,820	97,112	4,002,254	2,326,276	1,675,978	241,954
Political/Governance																			
Research/Advocacy		266,000	(266,000)		254,004	(254,004)	(11,996)		232,180	(232,180)	(33,820)		212,575	(212,575)	(53,425)		201,181	(201,181)	(64,819)
President		40,976	(40,976)		40,294	(40,294)	(682)		43,603	(43,603)	2,627		39,762	(39,762)	(1,214)		41,322	(41,322)	346
Exec. Support	60,000	89,711	(29,711)	60,000	89,287	(29,287)	(424)		99,619	(99,619)	69,908	60,000	138,171	(78,171)	48,460	60,000	89,357	(29,357)	(354)
Governance		106,643	(106,643)		81,084	(81,084)	(25,558)		59,499	(59,499)	(47,144)		77,492	(77,492)	(29,151)		77,925	(77,925)	(28,718)
Students' Council					70,199	(70,199)	(70,199)		72,608	(72,608)	72,608		72,130	(72,130)	70,862		70,862	(70,862)	70,862
Elections & Referenda	1,000	44,542	(43,542)	1,050	52,446	(51,396)	7,854		37,737	(37,737)	(5,805)	1,005	41,458	(40,453)	(3,089)	1,000	60,738	(59,738)	16,196
Academic Affairs		43,050	(43,050)		44,710	(44,710)	(1,660)		36,879	(36,879)	(6,171)		36,878	(36,878)	(6,172)	19,500	54,366	(34,866)	(8,184)
Operations and Finance		40,436	(40,436)		39,798	(39,798)	(638)		40,737	(40,737)	301		40,737	(40,737)	301		35,241	(35,241)	(5,195)
External Affairs		41,476	(41,476)		42,123	(42,123)	(647)		37,846	(37,846)	(3,630)		37,846	(37,846)	(3,630)		36,679	(36,679)	(4,797)
Student Life		42,685	(42,685)		46,487	(46,487)	3,802		37,504	(37,504)	(5,181)		37,503	(37,503)	(5,182)		38,089	(38,089)	(4,596)
CASA		62,325	(62,325)		64,475	(64,475)	2,150		64,246	(64,246)	1,921		66,469	(66,469)	4,144		59,677	(59,677)	(2,648)
CAUS		51,980	(51,980)		53,130	(53,130)	1,150		50,674	(50,674)	(1,006)		47,590	(47,590)	(4,390)		51,365	(51,365)	(615)
Total Political	61,000	829,824	(768,824)	61,050	878,038	(816,988)	48,164	813,432	(813,432)	44,608	61,005	848,611	(787,606)	18,782	80,500	816,802	(736,302)	(32,522)	
Services																			
Student Life Manager	64,000	235,394	(171,394)	75,541	253,544	(178,003)	6,809	69,947	221,952	(152,005)	(19,389)	72,334	196,467	(124,133)	(47,261)	53,906	192,449	(138,543)	(32,851)
Student Life - Involvement	132,844	485,533	(352,689)				(352,689)				(352,689)				(352,689)				(352,689)
Student Life - Operations	149,943	425,124	(275,181)				(275,181)				(275,181)				(275,181)				(275,181)
Student Life - Leadership	144,000	265,384	(121,384)				(121,384)				(121,384)				(121,384)				(121,384)
SFAUC							1	42,572	157,023	(114,451)	114,451	40,362	173,866	(133,504)	133,504	32,726	186,541	(153,815)	153,815
OmbudsService					48,840	(48,840)	48,840		48,217	(48,217)	48,217		47,686	(47,686)	47,686	47,756	47,756	(47,756)	47,756
Centra for Student Development				207,725	285,761	(78,036)	78,036	163,640	267,181	(103,541)	103,541	165,496	243,874	(78,378)	78,378	168,744	238,741	(69,997)	69,997
Peer Support Centre					70,923	(70,923)	70,923		60,331	(60,331)	60,331		57,270	(57,270)	57,270	49,291	(49,291)	49,291	
InfoLink				78,534	337,374	(258,840)	258,840	90,119	310,407	(220,288)	220,288	95,553	254,947	(159,394)	159,394	101,344	280,028	(178,684)	178,684
Student Group Services				187,373	285,095	(97,722)	97,722	181,344	244,908	(63,564)	63,564	178,095	227,187	(49,092)	49,092	101,344	175,722	(77,365)	77,365
Safewalk				45,940	45,940		45,940	4,290	46,529	(42,239)	42,239	1,625	41,917	(40,292)	40,292	1,800	51,103	(50,923)	50,923
Sustain SU				28,000	78,147	(50,147)	50,147	34,203	69,012	(34,809)	34,809	35,611	66,510	(30,899)	30,899	2,430	64,951	(62,521)	62,521
Total Services	490,787	1,411,435	(920,648)	577,173	1,405,624	(828,450)	(92,198)	586,115	1,425,560	(839,445)	(81,203)	589,076	1,309,724	(720,648)	(200,000)	457,687	1,286,582	(828,895)	(91,753)
Marketing/Media																			
SLRV	29,000	27,229	1,771	67,213	61,134	6,079	(4,308)	39,613	7,741	31,872	(30,101)	46,203	291,271	(245,068)	(61,981)	55,558	280,000	(224,442)	(82,607)
Handbook & Directory	82,000	47,796	34,204	95,000	50,296	44,704	(10,500)	90,609	46,034	44,575	(10,371)	83,186	64,738	18,448	15,756	83,131	66,379	16,752	17,452
Total Marketing/Media	111,000	382,074	(271,074)	189,721	417,006	(227,285)	(43,789)	152,207	377,596	(225,389)	(45,685)	129,389	356,009	(226,620)	(44,454)	138,689	346,379	(207,690)	(63,384)
Entertainment & Events																			
Sub-Programming	17,800	13,913	3,887	20,504	20,146	358	3,529	20,600	14,282	6,318	(2,431)	20,700	13,609	7,091	(3,204)	22,371	21,025	1,346	2,541
Alternative Programming/SUKCP	91,900	182,156	(90,256)	90,000	182,651	(92,651)	2,395	118,247	164,153	(45,906)	(44,350)	105,936	181,991	(76,055)	(14,201)	104,770	154,793	(50,023)	(40,233)
Week of Welcome	177,000	268,390	(91,390)	126,000	201,517	(75,517)	(15,873)	124,680	194,861	(70,181)	(21,209)	107,223	163,340	(56,116)	(35,274)	95,166	201,443	(106,277)	14,887
Anti-Freeze	25,700	28,385	(2,685)	24,500	30,825	(6,325)	3,640	25,513	24,940	573	(3,258)	23,400	24,183	(783)	(1,902)	22,850	28,020	(5,170)	2,485
Dimwood Lounge	119,713	114,943	4,770	75,925	78,912	(2,987)	8,207	81,281	69,528	11,753	(6,533)	87,780	94,885	(7,104)	12,324	76,405	60,678	15,727	(10,507)
Myer Horowitz Theatre	398,679	319,139	79,540	303,910	282,125	21,785	57,755	370,073	280,844	89,229	(9,689)	345,540	267,816	77,724	1,816	296,741	237,351	59,390	20,150
Total Entertainment/Events	830,792	926,476	(95,684)	640,839	796,176	(155,337)	59,653	740,394	748,608	(8,214)	(87,470)	690,580	745,823	(55,243)	(40,441)	618,303	703,310	(85,007)	(10,677)
Retail																			
SUBmit	608,910	590,479	18,431	676,374	600,535	75,839	(57,408)	698,578	632,870	65,708	(47,277)	496,157	503,765	(7,608)	26,039	194,628	193,420	1,208	17,223
Subtitles												113,334	122,426	(9,093)	9,093	162,805	134,938	27,867	(27,867)
Print Centre	782,170	547,539	234,631	750,645	532,107	218,538	16,093	691,412	489,162	202,250	32,381	690,651	502,770	187,881	46,750	497,982	274,696	223,286	11,345
Postal Office	410,083	404,401	5,682	419,820	399,735	20,085	(14,403)	432,478	402,003	30,475	(24,793)	446,157	422,271	23,887	(18,205)	129,077	106,789	22,288	(16,606)
Total Retail	1,801,163	1,542,419	258,744	1,846,839	1,532,377	314,462	(55,718)	1,822,468	1,524,035	298,433	(39,689)	1,746,299	1,551,233	195,067	63,677	984,492	709,843	274,649	(15,905)
Food & Beverage																			
RATT	747,904	686,176	61,728	728,109	650,713	77,397	(15,669)	609,878	607,836	2,042	59,686	741,209	707,338	33,871	27,857	488,105	390,792	97,313	(35,585)
Under Grind	69,300	89,970	(20,670)				(20,670)												(20,670)
Juicy								8,646	12,383	(3,737)	3,73								

Bylaw 8200

Revision as of 23:18, 10 February 2015 (edit)

Admin

← Older edit

Latest revision as of 17:23, 2 April 2015 (edit) (undo)

Coryhodgson

(4 intermediate revisions by the same user not shown)

Line 27:

	== Reporting ==
-	# All Associations shall provide an annual report of their finances to the Students' Union within four months of the end of the Association's fiscal year .
	# This report shall include:
-	## The Association's current fiscal year's budget ;
-	## The previous fiscal year's reviewed financial statements ;
-	### Associations that collect a mandatory fee or transfer payment must submit a review of the previous fiscal year's financial statements. completed by a qualified accountant or accounting firm.
-	### All other Associations must submit a review of the previous fiscal year's financial statements completed by an external, qualified, and impartial individual or group.
-	## Evidence that the reviewed financial statements were completed by an individual or group that is external, qualified, and impartial;
	## For Associations that collect a Student Representative Association Membership Fee, Faculty Membership Fee or Campus Association Transfer Payment, evidence of compliance with SU Bylaw;
	## For Associations that collect a Student Representative Association Membership Fee, or Campus Association Transfer Payment, evidence of compliance with SU contracts, if applicable;

Line 39:

	## For Associations that collect a Faculty Membership Fee, a recommendation regarding the continuation or termination of the Faculty Membership Fee; and
	## Such other information as may be required by the

Line 27:

	== Reporting ==
+	# All Associations. except those that are a registered Societv under the Alberta Societies Act , shall be required to provide a trimesterlv report of their finances to the Students' Union within one month from the end of every trimester .
	# This report shall include:
+	## The revenues and expenditures of the Association as reported under the Students' Union Student Representative Association Code of Accounts maintained in a schedule by Discover Governance ;
+	
+	
+	
	## For Associations that collect a Student Representative Association Membership Fee, Faculty Membership Fee or Campus Association Transfer Payment, evidence of compliance with SU Bylaw;
	## For Associations that collect a Student Representative Association Membership Fee, or Campus Association Transfer Payment, evidence of compliance with SU contracts, if applicable;

Line 35:

	## For Associations that collect a Faculty Membership Fee, a recommendation regarding the continuation or termination of the Faculty Membership Fee; and
	## Such other information as may be required by the

Audit Committee.

Audit Committee.

+ # Within two weeks of receiving the report, the Audit Committee shall issue a request for documentation verifying the transactions occurring under one of the accounts in the Students' Union Student Representative Association Code of Accounts.

+ # The Audit Committee must approve the report within two weeks of determining the documentation to be sufficient.

+ # If Audit Committee determines the documentation to be insufficient, the chair of Audit Committee must notify Discover Governance and the Association within 72 hours of making this determination.

+ # If an Association is a registered Society under the Alberta Societies Act, they may submit audited annual financial statements within four months of the end of their financial year instead of the trimesterly report

Financial irregularities shall be immediately reported by the Association to the Students' Union.

Financial irregularities shall be immediately reported by the Association to the Students' Union.

Audit Committee retains the authority to conduct an investigation in to the finances or operations of an Association, or to request that the Association submits the results of an audit to the Committee.

Audit Committee retains the authority to conduct an investigation in to the finances or operations of an Association, or to request that the Association submits the results of an audit to the Committee.

- # No funds raised by a mandatory 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.

+ # No funds raised by a mandatory 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 **the** dispersal **for that semester**.

Any funds not dispersed to the Association may be dispersed by the SU per the original intent of the fee. Funds not dispersed as such shall be held in trust by the Students' Union until the Association has demonstrated financial accountability.

Any funds not dispersed to the Association may be dispersed by the SU per the original intent of the fee. Funds not dispersed as such shall be held in trust by the Students' Union until the Association has demonstrated financial accountability.

+ # All Associations must provide their annual budget and financial statements to Discover Governance within four months of the end of their fiscal year.

== Student Representative Association Fees: Purpose and Eligibility ==

== Student Representative Association Fees: Purpose and Eligibility ==

Line 89:

The Association acquires probationary status;

The Association acquires probationary status;

The Association fails to report, as outlined in sections 5(1) and 5(2), in this Bylaw;

The Association fails to report, as outlined in sections 5(1) and 5(2), in this Bylaw;

- ## Audit Committee is not satisfied that submitted **financial** reports meet the requirements of this Bylaw; or

+ ## Audit Committee is not satisfied that submitted reports meet the requirements of this Bylaw; or

- ## **The** reported budget or financial statements don't reflect the allocation proposed to Students' Council.

+ ## **Discover Governance determines that the** reported budget or financial statements don't reflect the allocation

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

proposed to Students' Council.

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

Latest revision as of 17:23, 2 April 2015

A Bylaw Respecting Student Representative Association Finances

1 Short Title

1. This Bylaw may be referred to as the "Student Representative Association Finances Bylaw".

2 Definitions

1. For the purposes of this Bylaw:
 - a. All definitions in Section 3 of the Bylaw Regarding Student Representative Associations shall read into Section 2 of this bylaw;
 - b. "Student Representative Association Membership Fee" shall be any fee that is recognized as such under this bylaw and includes Faculty Association Membership Fees and Faculty Association Special Fees.
 - c. "Faculty Association Membership Fee" shall be any fee that is recognized as such under this bylaw;
 - d. "Faculty Association Special Fee" shall be any fee that is recognized as such under this bylaw;
 - e. "Faculty Association Fee" shall refer to "Faculty Association Membership Fee" and/or "Faculty Association Special Fee" as the context requires;
 - f. "Campus Association Transfer Payment" shall be any transfer payment that is recognized as such under this bylaw;
 - g. "Faculty Membership Fee" shall be any fee that is recognized as such under this bylaw;
 - h. "Financial statements" shall be a balance sheet and a profit and loss statement.
 - i. "Accountant" shall be a person with the designation of CA, CMA, or CGA as recognized by Canadian accounting bodies.

3 Delegation

1. 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:
 - a. The Vice President (Academic) on issues concerning academic-based Associations;
 - b. The Vice President (Student Life) on issues concerning Residence Associations;
 - c. Students' Council on issues concerning Associations they have delegated representative authority to.
2. Discover Governance shall maintain a schedule of all mandatory membership fees and transfer payments.

4 Fees

1. No Association shall collect a mandatory membership fee that has not been passed by a referendum.

5 Reporting

1. All Associations, except those that are a registered Society under the Alberta Societies Act, shall be required to provide a trimesterly report of their finances to the Students' Union within one month from the end of every trimester.
2. This report shall include:
 - a. The revenues and expenditures of the Association as reported under the Students' Union Student Representative Association Code of Accounts maintained in a schedule by Discover Governance;
 - b. For Associations that collect a Student Representative Association Membership Fee, Faculty Membership Fee or Campus Association Transfer Payment, evidence of compliance with SU Bylaw;
 - c. For Associations that collect a Student Representative Association Membership Fee, or Campus Association Transfer Payment, evidence of compliance with SU contracts, if applicable;
 - d. For Associations that collect a Faculty Membership Fee, evidence of seeking alternatives to the fee;
 - e. For Associations that collect a Faculty Membership Fee, a recommendation regarding the continuation or termination of the Faculty Membership Fee; and
 - f. Such other information as may be required by the Audit Committee.
3. Within two weeks of receiving the report, the Audit Committee shall issue a request for documentation verifying the transactions occurring under one of the accounts in the Students' Union Student Representative Association Code of Accounts.
4. The Audit Committee must approve the report within two weeks of determining the documentation to be sufficient.
5. If Audit Committee determines the documentation to be insufficient, the chair of Audit Committee must notify Discover Governance and the Association within 72 hours of making this determination.
6. If an Association is a registered Society under the Alberta Societies Act, they may submit audited annual financial statements within four months of the end of their financial year instead of the trimesterly report
7. Financial irregularities shall be immediately reported by the Association to the Students' Union.
8. Audit Committee retains the authority to conduct an investigation in to the finances or operations of an Association, or to request that the Association submits the results of an audit to the Committee.
9. No funds raised by a mandatory 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 the dispersal for that semester.
10. Any funds not dispersed to the Association may be dispersed by the SU per the original intent of the fee. Funds not dispersed as such shall be held in trust by the Students' Union until the Association has demonstrated financial accountability.
11. All Associations must provide their annual budget and financial statements to Discover Governance within four months of the end of their fiscal year.

6 Student Representative Association Fees: Purpose and Eligibility

1. The purpose of a Student Representative Association Fee is to provide financial support for the operation of an Association, if applicable, including fees for membership in relevant regional or national organizations.
2. 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.
3. An Association is eligible to create a Student Representative Association Fee.

7 Student Representative Association Fees: Creation Procedure

1. The Association shall consult with its Departmental Associations and Affiliated Associations, if such exist, regarding the creation and administration of a Student Representative Association Fee. The Association shall consult with its membership, at a General Meeting, regarding the creation and administration of a Student Representative Association Fee.
2. The Association shall notify the Students' Union by November 15th, of the year before the fee is to be implemented, of its intent to create a Student Representative Association Fee.
3. The Association shall submit a proposal to Students' Council by December 15th, of the year before 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 7(1) of this bylaw; and
 - i. Endorsement of the fee by the Association.
4. Students' Council shall approve or deny the proposal no less than 30 days before the commencement of voting in the Executive and Board of Governors elections, 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 Student Representative Association Fee.
 5. The Student Representative Association Fee shall only be implemented if approved in a referendum where the following conditions are met:
 - a. All the base members of the Association as defined by the Bylaw Respecting Student Representative 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.
 6. The Association shall confirm the referendum results, and compliance with Section 7(5) of this bylaw, to the Students' Union by March 31st, of the year the fee is to be implemented.

8 Student Representative Association Fees: Amendment Procedure

1. The proposal, as approved by Students' Council under Section 7(4) 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 Student Representative Association Fee.

9 Student Representative Association Fees: Restrictions

1. For a Student Representative Association Fee the proposal detailed in Section 7(3) and approved under Section 7(4) of this bylaw shall be subject to the following restrictions:
 - a. The Student Representative Association Fee shall only be collected from the base members;
 - b. For Faculty Associations, base members classified as 'off campus' by the Office of the Registrar may be excluded from the Faculty Association Fee;
 - c. The Student Representative Association Fee shall be assessed at a uniform rate for all base members;
 - d. The Student Representative Association Fee shall begin being collected on September 1st, of the year the fee is to be implemented and shall cease being collected on August 31st, of the year the fee is to be terminated;
 - e. The Student Representative Association Fee shall be collected for a term that does not exceed five years; and
 - f. The Student Representative Association Fee shall have a mechanism by which those members who are philosophically opposed or unable to pay the fee shall be reimbursed.
2. For a Student Representative Association Membership Fee the proposal detailed in Section 7(3) and approved under Section 7(4) of this bylaw shall be further subject to the following restrictions:
 - a. If Program or Departmental 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.

10 Student Representative Association Fees: Termination

1. Audit Committee retains the authority to recommend to Students' Council that collection of a Student Representative Association Fee cease at the beginning of the next academic year, if:
 - a. The Association acquires probationary status;
 - b. The Association fails to report, as outlined in sections 5(1) and 5(2), in this Bylaw;
 - c. Audit Committee is not satisfied that submitted reports meet the requirements of this Bylaw; or
 - d. Discover Governance determines that the reported budget or financial statements don't reflect the allocation proposed to Students' Council.
2. Upon the derecognition of an Association with a Student Representative Association Fee, Students' Council shall either terminate the Student Representative Association Fee or allow the successor to the Association to also become the successor to the Student Representative Association Fee.

11 Campus Association Transfer Payments: General

1. 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.
2. All base members of the Campus Association, as defined by the Bylaw Respecting Student Representative Associations, shall have a percentage of their Students' Union membership fee transferred to the Campus Association with the remainder retained by the Students' Union.
3. 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.
4. 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 five years.

Bylaw 100

Revision as of 17:54, 1 August 2014 ([edit](#))

Coryhodgson

← Older edit

Latest revision as of 02:54, 2 April 2015 ([edit](#)) ([undo](#))

Coryhodgson

(One intermediate revision by the same user not shown)

Line 24:

the Bylaw Committee,

the Council Administration Committee,

the Elections Review Committee,

the Finance Committee,

the Nominating Committee, or

Line 193:

five (5) permanent members of Students' Council, and

all members of Students' Council except the Speaker and the General Manager.

The Elections Review Committee consists of

five (5) members of Students' Council including up to one (1) member from the Executive Committee; and

the Chief Returning Officer as non-voting member.

The Nominating Committee consists of

five (5) members of Students' Council;

Line 228:

The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.

The Council Administration Committee has a quorum of three (3) permanent members.

The Elections Review Committee has a quorum of three (3) members.

== Functioning of Standing Committees ==

Line 289:

shall oversee the progress of Students' Council's legislative agenda;

shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.

Line 24:

the Bylaw Committee,

the Council Administration Committee,

the Finance Committee,

the Nominating Committee, or

Line 192:

five (5) permanent members of Students' Council, and

all members of Students' Council except the Speaker and the General Manager.

The Nominating Committee consists of

five (5) members of Students' Council;

Line 224:

The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.

The Council Administration Committee has a quorum of three (3) permanent members.

== Functioning of Standing Committees ==

Line 284:

shall oversee the progress of Students' Council's legislative agenda;

shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.

- **# The Elections Review Committee**
- **## shall make recommendations to Students' Council on Students' Union bvlaws respecting elections, plebiscites and referenda, i.e. Bylaws 2100, 2200, 2300, 2400, 2500;**
- **## has the power to make changes to the bvlaws referenced in (a) that don't alter the meaning thereof;**
- **## shall solicit feedback from kev stakeholders on the Bvlaws referenced in (a) and the elections process it prescribes;**
- **## shall submit a report to Students' Council detailing their findings and recommendations by the last meeting in November.**

The Finance Committee

shall recommend budgets to Students' Council as may be required by Students' Union legislation;

The Finance Committee

shall recommend budgets to Students' Council as may be required by Students' Union legislation;

Line 299:

- ## shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
- ## shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
- **## has authority to set and implement** policy regarding the disbursal of the Access Fund;
- **## shall provide for** the existence of an appeals mechanism for the Access Fund;
- ## shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
- **## shall** approve an administrative budget for the Access Fund, for a fiscal year congruent with that of Students' Union, and provide a report to Students' Council which contains the approved budget no later than March 31 of each year;
- ## shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council;
- ## shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;

Line 289:

- ## shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
- ## shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
- + **## shall make recommendations on** policy regarding the disbursal of the Access Fund;
- + **## shall ensure** the existence of an appeals mechanism for the Access Fund;
- ## shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
- + **## can** approve an administrative budget for the Access Fund, for a fiscal year congruent with that of Students' Union, and provide a report to Students' Council which contains the approved budget no later than March 31 of each year;
- ## shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council;
- ## shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;

Latest revision as of 02:54, 2 April 2015

A Bylaw Respecting Students' Council

1 Definitions

1. In this bylaw
 - a. "Councillor" means any member of Students' Council except
 - i. the President of the Students' Union,
 - ii. a Vice President of the Students' Union,
 - iii. the Undergraduate Board of Governors Representative,
 - iv. the Speaker of Students' Council, or
 - v. the General Manager of the Students' Union;
 - b. "faculty" means
 - i. any entity designated by University of Alberta General Faculties Council policy as a faculty, except the Faculty of Graduate Studies and Research, the Faculty of Library and Information Studies, and the Faculty of Extension,
 - ii. all undergraduate students registered at the University of Alberta in Open Studies;
 - c. "faculty population" means the average number of undergraduate students enrolled in a given faculty in a Fall term and the Winter term immediately following it;
 - d. "introductory meeting" means the annual meeting of those persons elected to serve on Students' Council for the coming year;
 - e. "legislation" means
 - i. Students' Union bylaws,
 - ii. Students' Union political policies,
 - iii. Students' Council standing orders, and
 - iv. general orders of Students' Council;
 - f. "Speaker" means the Speaker of Students' Council or, in his/her absence, any individual designated as having the responsibilities of the Speaker of Students' Council;
 - g. "standing committee" means
 - i. the Audit Committee,
 - ii. the Bylaw Committee,
 - iii. the Council Administration Committee,
 - iv. the Finance Committee,
 - v. the Nominating Committee, or
 - vi. the Policy Committee;
 - h. "D.I.E Board" means the Discipline, Interpretation and Enforcement Board of the Students' Union as set out in Judiciary of the Students' Union Bylaw;
 - i. "Students' Council" means the Council of the Students' Union, University of Alberta, as constituted by statute of the province of Alberta;
 - j. "Students' Union" means the Students' Union, University of Alberta, as incorporated by statute of the province of Alberta; and
 - k. "Undergraduate Board of Governors Representative" means the individual, other than the Students' Union President, nominated by the Students' Union to the University of Alberta Board of Governors.

2 Composition of Students' Council

1. Students' Council is composed of
 - a. the President of the Students' Union,
 - b. the Vice Presidents of the Students' Union,
 - c. the Undergraduate Board of Governors Representative,
 - d. thirty-two Councillors,
 - e. the Speaker, and
 - f. the General Manager of the Students' Union.
2. The Speaker and the General Manager of the Students' Union are entitled neither to move, second, or vote on motions of Students' Council, nor to serve as voting members of standing committees.
3. Each Councillor shall represent exactly one faculty.

4. Each faculty shall be allocated a number of Councillors equal to the number of Councillors times its faculty population divided by the sum of all faculties' faculty populations, with any remainder being discarded.
5. A faculty shall be allocated Councillors for upcoming Students' Council elections dependent upon that faculty continuing to include undergraduate students in their student body at the time of the election, and in the next academic year.
6. Notwithstanding (4), every faculty shall be allocated at least one Councillor.
7. If more than thirty-two Councillors are allocated, they shall be revoked from faculties with more than one Councillor in ascending order of remainder until only thirty-two Councillors are allocated.
8. If fewer than thirty-two Councillors are allocated, additional Councillors shall be allocated to faculties entitled to at least one Councillor under (4) in descending order of remainder until thirty-two Councillors are allocated.
9. In the event that two faculties have equal remainders and that this equality prevents the processes set out in (6) and (7) from allocating exactly thirty-two Councillors, the number of Councillors shall be temporarily increased by the minimum amount necessary.
10. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before February 15, and shall forthwith table with Students' Council a report detailing the allocation of Councillors and the statistics used to reach that allocation.
11. The Chief Returning Officer shall review the allocation of Councillors before each election and determine if the allocation remains valid. If the allocation is no longer valid the Chief Returning Officer shall re-determine the allocation of Councillors and shall report the re-determined allocation to Students' Council as set out in (10).

3 Eligibility

1. All members of Students' Council except for the Speaker and the General Manager of the Students' Union are required to be members of the Students' Union.
2. Every Councillor is required to be enrolled in the faculty he/she represents.
3. No person shall simultaneously hold more than one position on Students' Council.

4 Resignation

1. Students' Council does not have the authority to remove any Councillor.
2. Any member of Students' Council wishing to resign must do so in writing to the Speaker.
3. The Speaker shall table in Council any letters of resignation he/she receives.
4. Resignations take effect on the date specified in the letter of resignation or, if no such date is specified, at the time that the letter is tabled in Students' Council.
5. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is the result of his/her position on Students' Council or of which his/her position on Students' Council is the result.
6. The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in an external organization that results from his/her position on Students' Council, or from any position from which he/she is removed as a consequence of (1) or (5).

5 Impeachment of President, a Vice President, or Undergraduate Board of Governors Representative

1. Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
2. A motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:
 - a. A significant breach or multiple breaches of Students' Union Bylaw, or Political Policy. It is required that that such contraventions be supported by D.I.E. Board Rulings.
 - b. Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.

- c. Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
4. A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
5. The second reading may not occur at the same Students' Council meeting as the first reading.
6. The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
7. The first reading will include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present his or her case for impeachment.
8. All debate on a motion to impeach shall only occur in camera.
9. Once a motion to impeach has passed in first reading:
 - a. the President, or a Vice President is placed on a paid suspension. They will be relieved of the responsibilities of their office as set out in Bylaw 1100, and cannot act in any official capacity on behalf of the Students' Union.
 - b. notwithstanding Section 9 (a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.
 - c. the Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
10. Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall be declared vacant.
11. Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:
 - a. immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
 - b. request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

6 Replenishment

1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in the following manner
 - a. if the vacancy occurs during the period on or after May 1st and on or prior to September 1st, Council will appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with Bylaw 2400.
 - b. if the vacancy occurs in the period after September 1st, but on or before April 30th, Council will appoint someone to the position for the remainder of the position's elected term.
2. During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members
 - a. these members shall be taken from Students' Council; and
 - b. this committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10)
3. Following the Council meeting where the vacancy occurs
 - a. the business day immediately following the meeting in which or following when the vacancy occurred, the C.R.O. will make applications for the vacant position available to the Students' Union membership.
 - i. The C.R.O shall produce nomination packages which shall contain, at minimum
 - a. complete and current copies of Bylaw 2200 and Bylaw 1500; and
 - b. nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and 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. 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 the nominee is in good academic standing under University regulations; and
 - c. papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.
- b. nominations shall be closed seven (7) days prior to the next Council meeting.
4. Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.
5. The appointment will be made with respect to a vote by Council using a preferential ballot.
6. In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected had another Councillor been allocated to the resigning Councillor's faculty during the last election before which nominations were open for that faculty.
7. Notwithstanding (2), no person shall be offered a Councillor position who
 - a. has already vacated a Councillor position since the last election before which nominations were open for the faculty in question,
 - b. has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question, or
 - c. is a member of Students' Council.
8. The process for replenishment of Councillor positions shall continue until
 - a. no vacancies remain for the faculty in question,
 - b. the list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or
 - c. the position would be offered to None of the Above.
9. Students' Council does not have the authority to appoint any Councillor.
10. In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.

7 Start-Up

1. All members of Students' Council except the Speaker of Students' Council and the General Manager of the Students' Union shall be elected on an annual basis.
2. The Chief Returning Officer of the Students' Union shall submit to the Speaker, as soon as practically possible, a report containing the results of any election of members to Students' Council.
3. The Speaker shall convene and chair the introductory meeting as soon as practical after all elections have been completed except any portion of the meeting in which the outgoing Speaker is running for re-election.
4. At the introductory meeting, the Students' Council-elect shall
 - a. select the ensuing year's Speaker of Students' Council,
 - b. select the compositions of the ensuing year's standing committees, and
 - c. set the meeting schedule for the ensuing year's Students' Council, with the first meeting to occur not before the last scheduled meeting of the current Students' Council and not later than May 7, and the last meeting to occur not later than May 7 of the succeeding year.
5. At the first meeting of any year's Students' Council, all members of that Students' Council except the General Manager of the Students' Union shall be installed in a ceremony to be presided over by
 - a. the previous year's Students' Union President, if available,
 - b. the previous year's Speaker of Students' Council, if the previous year's President is unavailable, or
 - c. the incoming Speaker of Students' Council, if neither the previous year's President nor the previous year's Speaker of Students' Council is available.
6. Upon the execution of (5), power is transferred from one year's Students' Council to the next.

8 Speaker of Students' Council

1. The Speaker is responsible for

- a. chairing all meetings of Students' Council;
 - b. the budget and logistical needs of Students' Council;
 - c. requesting a report from the University of Alberta Office of the Registrar and Student Awards each term to confirm that all individuals occupying positions requiring them to be undergraduate students meet all requirements set out in bylaw; and
 - d. representing Students' Council before the Discipline, Interpretation, and Enforcement Board; and
 - e. other duties as may be required by Students' Council from time to time.
2. The Speaker shall have access to sufficient administrative support to carry out the logistical needs of Students' Council.
 3. The President of the Students' Union reports to the Speaker for of purpose of all Students' Council business.
 4. The Speaker reports to Students' Council.
 5. The Speaker may be dismissed by a simple majority vote of Students' Council.
 6. The Chair of the Council Administration Committee shall be the Deputy Speaker of Students' Council and shall carry out the duties of the Speaker in the absence of the Speaker of Students' Council.

9 Proxies

1. Any councillor may appoint a Students' Union member in his/her faculty as his/her proxy for any portion of his/her term of office. The councillor may appoint a short or long term proxy where:
 - a. A short term proxy is defined as having attended or being appointed for one Council meeting; and
 - b. A long term proxy is defined as having attended at least one Council meeting and has been appointed for at least two consecutive Council meetings.
2. A short term proxy will, for the duration of his/her appointment, have all the rights and responsibilities of the Councillor who appointed him/her, excepting the right to serve on standing committees.
3. A long term proxy will, for the duration of his/her appointment, have all the rights and responsibilities of the Councillor who appointed him/her.
4. A proxy's appointment is not effective in the attendance of the Councillor who appointed him/her.
5. A Councillor who has designated a proxy retains access to all resources that he/she would otherwise be entitled.

10 Conduct of Meetings

1. Quorum of Students' Council is a majority of its current voting membership.
2. Where legislation does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

11 Legislation

1. Students' Union bylaws
 - a. are directives perpetually requiring and/or prohibiting action on the part of the Students' Union;
 - b. are adopted, amended, or rescinded by two simple majority votes of Students' Council occurring not less than seven days apart; and
 - c. do not expire.
2. A Students' Union political policy
 - a. is a directive to the Executive Committee dictating on what issues Students' Union advocacy efforts should be directed;
 - b. shall be explicitly tied to a standing committee;
 - c. requires the Executive Committee to submit an implementation plan to the standing committee to which it is tied;
 - d. prohibits any person from representing any opinion divergent from Students' Union political policy as being the opinion of the Students' Union;
 - e. is not binding on the Students' Union except as noted;
 - f. is adopted, amended, or rescinded on two simple majority votes of Students' Council held not less than

- seven days apart; and
 - g. shall expire, but may be renewed by a simple majority vote of Students' Council.
3. Standing orders of Students' Council
 - a. are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
 - b. are adopted, amended, or rescinded on a simple majority vote of Students' Council or the Council Administration Committee; and
 - c. do not expire, but shall be reintroduced by the chair of the Council Administration Committee at the first meeting of each year's Students' Council.
 4. General orders of Students' Council
 - a. are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and
 - b. expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

12 Standing Committee Membership

1. The Bylaw Committee consists of seven (7) members of Students' Council.
2. The Finance Committee consists of
 - a. seven (7) members of Students' Council;
 - b. the Vice President (Operations and Finance); and
 - c. the Vice President (Student Life).
3. The Policy Committee consists of
 - a. six (6) members of Students' Council;
 - b. the Vice President (Academic);
 - c. the Vice President (External); and
 - d. the Vice President (Student Life).
4. The Audit Committee consists of seven members of Students' Council who are not also members of the Executive Committee.
5. The Council Administration Committee consists of
 - a. five (5) permanent members of Students' Council, and
 - b. all members of Students' Council except the Speaker and the General Manager.
6. The Nominating Committee consists of
 - a. five (5) members of Students' Council;
 - b. the Vice President (Academic); and
 - c. the Vice President (External).
7. Notwithstanding any provision in this bylaw, standing committees may appoint nonvoting members to themselves by passing regulations to this effect as part of their standing orders.
8. Non-voting members of standing committees
 - a. are not entitled to move, second, or vote on motions of standing committees,
 - b. are not entitled to chair standing committees, and
 - c. do not count towards quorum of standing committees.

13 Chairs of Standing Committees

1. Each standing committee shall be chaired by a member of that standing committee elected by the voting members of that standing committee using the following procedure:
 - a. 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.
 - b. A candidate shall require a majority of voters to indicate him/her as their first choice in order to be elected.
 - c. Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of

them.

- d. A section of a voter's ballot shall be considered spoiled where
 - i. that voter has indicated the same number for more than one (1) candidate;
 - ii. that voter has not included the number one (1) next to any candidate;
 - iii. that voter has indicated more than one (1) number next to the same candidate; or
 - iv. that voter has used non-consecutive numbers.
- e. 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.
- f. 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.
- g. 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.
- h. 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, and where this tie has existed on every count, 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 Speaker of Students' Council.
 - i. The process set out in this section 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.
 - j. Where "None of the Above" is declared victorious, no candidates shall be declared victorious.
2. The chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

14 Quorum of Standing Committees

1. The Audit Committee, and the Bylaw Committee each have a quorum of four (4) members.
2. The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.
3. The Council Administration Committee has a quorum of three (3) permanent members.

15 Functioning of Standing Committees

1. Standing committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
 - a. May to August,
 - b. September to December, and
 - c. January to April.
2. No meeting of a standing committee shall occur unless
 - a. every quorum-counting member of the standing committee has received at least seventy-two hours notice of the meeting, or
 - b. every quorum-counting member of the standing committee consents to the meeting taking place.
3. Standing committees may adopt such standing orders as do not conflict with legislation.
4. The Speaker, and through him/her chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of standing committees, including but not limited to
 - a. the creation and publication of agendas for committee meetings,
 - b. the creation and publication of minutes for committee meetings,
 - c. the booking of meeting rooms,
 - d. the duplication of required documents, and

- e. access to Students' Union archives.
- 5. Any permanent member of a standing committee may designate any member of students' council or his/her long term proxy as his/her proxy for any portion of his/her term, provided that his/her proxy so-designated fulfills the eligibility requirements to serve on the standing committee in question.
- 6. Every standing committee named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
 - a. elect a chair,
 - b. set initial standing orders, and
 - c. set a meeting schedule for its first trimester.
- 7. Voting members may be permitted to teleconference/videoconference in to standing committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a standing committee meeting, the meeting must take place in person.

16 Reporting Structure

- 1. The chair of each standing committee shall, after each meeting of the committee, submit to Students' Council a report including
 - a. any decisions made by the standing committee acting under authority delegated to it by Students' Council,
 - b. any recommendations made by the standing committee to Students' Council,
 - c. any standing orders adopted by the committee, and
 - d. a summary of all motions passed by the standing committee at the meeting in question
- 2. The Speaker shall table each report from each standing committee in Students' Council.
- 3. No decision made by a standing committee acting under authority delegated to it by Students' Council is effective before it has been provided to the Speaker as part of the standing committee's report to Students' Council.

17 Mandates of Standing Committees

- 1. The Audit Committee
 - a. shall review any Dedicated Fee Unit or Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
 - b. shall investigate breaches of contract with the Students' Union;
 - c. shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;
 - d. shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
 - e. shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund and the Refugee Student Fund;
 - f. shall review the proposed uses and make a decision on the disbursement of the CJSR FM88 Fund, the Student Legal Services of Edmonton Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
 - g. has the authority to approve disbursement of the CJSR FM88 Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
 - h. shall annually select the Students' Union auditor
 - i. shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
 - j. shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - k. shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
 - l. shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
 - m. shall review all expenditures made on Students' Union credit cards;

- n. shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
 - o. has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;
2. The Bylaw Committee
 - a. shall draft bylaws as required by Students' Council;
 - b. shall draft referendum and plebiscite questions as required by Students' Council;
 - c. shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
 - d. has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.
 3. The Council Administration Committee
 - a. has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
 - b. shall make recommendations to Students' Council on the structure of Students' Council and standing committees;
 - c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
 - d. shall oversee the progress of Students' Council's legislative agenda;
 - e. shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.
 4. The Finance Committee
 - a. shall recommend budgets to Students' Council as may be required by Students' Union legislation;
 - b. shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
 - c. shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
 - d. shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
 - e. shall make recommendations on policy regarding the disbursement of the Access Fund;
 - f. shall ensure the existence of an appeals mechanism for the Access Fund;
 - g. shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
 - h. can approve an administrative budget for the Access Fund, for a fiscal year congruent with that of Students' Union, and provide a report to Students' Council which contains the approved budget no later than March 31 of each year;
 - i. shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council;
 - j. shall make grants and has the authority to set an implement policy regarding the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
 - k. has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group; and
 - l. may delegate the granting of funds, with the exception of the Access Fund, where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting.
 - m. may establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, provided that
 - i. not more than eight and one half percent of the balance of the Student Involvement Endowment Fund is spent in this fashion in any one year,
 - ii. no single award has a value greater than two thousand five hundred dollars,
 - iii. no award is awarded to a member of the Executive Committee,
 - iv. no monetary award is awarded to any person who is not an undergraduate student,
 - v. no person receives more than one monetary award in a single year,
 - vi. no monetary award is awarded to a salaried employee of the Students' Union, and
 - vii. the Finance Committee awards all externally-funded awards delegated to it by the Executive

Committee;

- n. shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
 - o. may establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
 - p. The Finance Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.
5. The Nominating Committee
- a. shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - b. shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - c. shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;
 - d. has authority to determine the criteria and application process for student positions appointed by Students' Council.
6. The Policy Committee
- a. shall make recommendations to Students' Council on Students' Union political policy;
 - b. shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;
 - c. shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
 - d. can make editorial changes to all political policy.
7. Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
8. Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.

18 Conflict-of-Interest

1. No person shall use a Students' Union position that he/she holds to further personal business interests.
2. No person may hold a Students' Union position who
 - a. is party to any contract or agreement with the Students' Union, excepting contracts or agreements directly relating to that person's employment by the Students' Union; or
 - b. has any interest in a contract or agreement with the Students' Union, excepting contracts or agreements directly relating to that person's employment by the Students' Union.
3. Does not apply to any person by reason only
 - a. of the receipt of any properly-approved honorarium, commission, or allowance from the Students' Union;
 - b. of being a non-executive member of any registered student group which has any contract or agreement with the Students' Union; or
 - c. of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures.
4. No member of Students' Council shall vote on a motion relating to a student group or organization of which he/she is a member unless that organization is a faculty association.
 - a. Membership in an organization shall be defined as
 - i. regular meeting attendance and voting and/or speaking privileges at meetings; or
 - ii. holding office within that organization
5. If a councilor has a conflict of interest and votes on a motion in Students' Council or any one of its standing committees
 - a. they will report that immediately to the Speaker of the Association
 - b. if unreported, any member of Students' Council may send a petition to DIE Board within four (4)

months or before the conclusion of the session of Students' Council, whichever is longer. Petitions made are subject to Bylaw 1500.

6. In extraordinary circumstances a member of council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council will have an option to petition DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.

19 Nominations to University Bodies

1. The four individuals nominated by the Students' Union to the University of Alberta Senate shall be
 - a. the Students' Union Vice President (External), and
 - b. three members of the Students' Union selected by Students' Council, after receipt from the recommendation of the Nominating Committee.
2. The two individuals nominated as ex-officio representatives of the Students' Union to the University of Alberta General Faculties Council shall be
 - a. the Students' Union Vice President (Academic), and
 - b. the Students' Union Vice President (Student Life).
3. The two individuals nominated by the Students' Union to the University of Alberta Board of Governors shall be
 - a. the Students' Union President, and
 - b. the Undergraduate Board of Governors Representative.
4. The Undergraduate Board of Governors Representative shall be elected at the same time and in the same fashion as the Students' Union President and Vice Presidents.
5. The Undergraduate Board of Governors Representative shall have access to sufficient administrative resources for the discharge of his/her duties.

20 No Force or Effect

1. Any decision of Students' Council that is in conflict with federal or provincial statute or with the Common Law is of no force or effect.



April 2, 2015

To: Students' Council

Re: Report to Students' Council

Hello Council,

I'm in full transition and wrap up mode now and things are coming along nicely. I meet with Cody twice a week and that's been going very well. I'm extremely confident he'll do well in this role.

PROJECTS

North Power Plant

Still working through edits to the document

DFU Task Force

Still just working on the final documents for this.

Student Market Research Team (SMRT)

Transitioning.

Faculty Association Financial Reviews

Bylaws are done. Last step is to write the guide as well as my long term vision.

CoSSS Fee

Our final meeting is on April 22nd. I'll be working on the transition.

Governance Task Force

The report will be ready for our last meeting of the Task Force next week.

2-900 Renos

This is complete from my perspective. We'll be getting bids soon and moving ahead with construction.

OTHER:

Single Source Cold Beverage Agreement

RFP is out.

Miscellaneous Items

- Various Gateway and CJSR meetings
- Multiple meetings of the SUB Fundraising Task Force. This is wrapped up now.

- Working on restructuring SERC
- Finalized budget
- AEDs are now mounted and registered with AHS
- Attended a meeting of the Supplementary Bursary Decision Review Committee
- Retreat planning and transition

Live Long and Prosper,

\$\$\$Cory Hodgson\$\$\$

(electronically submitted)



April 2nd,
To: Students' Council
Re: Report to Council for April 7th meeting

Dearest of all Councils,

I bring you my report:

CASA

I attended 1.5 days of the CASA conference. I have a few updates from you as I'm sure does President Lau:

- The Students' Association of MacEwan University (SAMU) is now an official member of CASA!
- Developing a campaign about the rising cost of higher education and how student debt is becoming family debt
- We are hiring a new Executive Director

Budget Aftermath

As released on March 26th, Budget 2015 introduces a 1.4% cut to universities' operating grants in 2015/16 and a planned continuation of the cut by 2.7% in 2016/17. This amounts to a 4.1% cut which follows a 7.2% cut in 2013. While the institutions' leaders (Presidents Samarasekera and UofC President Cannon) have expressed "optimism", I fear that this will bring about a lower quality experience couple with higher costs for students.

The Budget also introduces mixed changes to student aid. As I mentioned during my last oral report, the funding for the Completion Incentive Grant has been repurposed – part of that went to doubling the Low Income Grant (which is good!) but the rest went into increasing funding for the loans program. Overall, students will have less access to grants and bursaries -- \$18 million has been cut from grants and bursaries.

The rest of the week has primarily been focused on getting the message out in the media about how the Budget affects post-secondary education. The highlight of the media appearances was my interview on [Alberta PrimeTime!](#) That was a very cool experience.

Articles for more information and in which members of CAUS have been quoted:

- Edmonton Journal: [MacEwan won't fill dozens of vacant positions to cope with budget cuts](#)
- Vue Weekly: [Provincial funding cuts to post-secondary potentially sets up a deeper gouge of students' wallets](#)
- Metro Calgary: [Alberta sees surge in available student-loan dollars, but advocates aren't exactly overjoyed](#)
- Metro Calgary: [Program cuts not in 'game plan' this year: Mount Royal University prez](#)
- Edmonton Journal: [Budget attacks intellectual independence and academic autonomy of post-secondary schools](#)
- The Gateway: [Budget 2015 brings four per cent cut to PSE funding over two years, offers increased student aid](#)

- Metro Edmonton: [Edmonton student leaders frightened of possible tuition hikes as government cuts funding](#)
- Metro Calgary: [Alberta Budget 2015: Province hints at shift in how post-secondary is funded](#)
- Edmonton Journal: [More belt-tightening for post-secondary sector](#)
- Calgary Herald: [Post-secondary students may soon pay a lot more as province moves away from public dollars for higher education](#)
- Metro Calgary: [Alberta post-secondary sector hit with four per cent funding cut over two years](#)

I'm also hearing that the election will be called on Tuesday (if this is true, we will know by the time this meeting happens). That means we have to work really hard and fast to prepare for a press conference this week in order to officially launch our Get Out the Vote Campaign.

Miscellaneous

- SU Awards Night – what a great evening! Congrats to all the recipients
- Transitioning with President Lau
- Hiring process for the UPIO and EPIO position; for DRPA
- Hiring process for new summer CAUS researcher
- The Celebration event for President Samarasekera
- Preparations for Gov Camp 2015!

This is last report to you as your Vice President External. The rest of my time will be spent wrapping up projects and transitioning the rest to incoming VPX Dylan Hanwell. This has been an incredible year and I'm really proud of the discussions that we've had and the growth I've seen in some of you. Congratulations on the end of a term and good luck with final exams!

As always, send me any questions you have and I'll do my best to provide you with all the information you need.

Much love,



Navneet Khinda

Vice President External 2014-2015 // University of Alberta Students' Union

Chair // [Council of Alberta University Students](#)

P: (780) 492-4236 // **E:** vp.external@su.ualberta.ca

Twitter: [@uasuvpexternal](#)

April 2nd, 2015

To: University of Alberta Students' Council 2014/2015

Re: Vice President Student Life Council Report

Hi Council,

This report covers from March 24th to April 2nd.

Earlier today, I got to thinking about the difference between the executive portfolios. I had the thought that the VPX goals are perceived differently than other executive goals, where they might not actually be so different. When the VPA, VPSL, and VPOF might get wins here and there over their term, it comes from a larger context. Our work ultimately contributes to *macro* goals for our portfolios. These projects and goals last for years. Where a VPX is lobbying the government, we're here on campus lobbying the University, finding partners on campus and in the city, and working in the SU to find efficiencies and opportunities.

After a full term, now, I also see my role differently than I did at the start. I now see the VPSL in an area somewhere functionally between the VPA and the VPOF, rather than the counterpart to the VPA as an academic / non-academic duo.

On the VPOF side of things, I got to spend time doing 'the job' - sitting on operating committees and working groups in the SU and the University. For example, we both sit on Health and Dental Plan, U-Pass, PAW Operating, and so on. I have services update meetings, programming and venues update meetings, orientation network meetings, fall reading week task force meetings, and on and on. These are functional committees we inherit that advance the SU, and programs established in partnership with the University.

On the VPA side of things, I got spend time in meetings with the University, with the City, and in a governance role with residence associations. I became the de-facto point person for supporting the ISA most of the time, and I chaired COFA MSWG and the RHA. I sit on roughly 20 University committees.

So, with the idea of managing short term goals and *macro* goals, alongside fulfilling the duty to uphold prior SU commitments and be active in the University bureaucracy, the way in which we have to manage our hours becomes critical. I was told on the way in that a 40 hour work week does not cut it, and it was exactly right. Executives often end up working 50-70 hours a week depending on the time of year.

I will say, though, that the idea of individual executive goals seems like a strange concept at the end of my term - my goals came from my platform, sure, but a lot of the ideas and the work and the outcomes came from our brilliant organization working as a unit. We professionalized our

organization a few decades ago because of the value of having our vision tempered by the passion and expertise of the people we hire. It's exactly why I get so passionate about defending the organization.

The feeling I've gotten from council at times has been that there's a disconnected feeling between the whole bureaucracy of the SU and council. I spent a good portion of the year thinking and deliberating on that exact same effect... but between departments. While the distance between council and the SU as a whole might seem vast, you can sometimes see that difference in perspective even between departments of our organization. So what did we do? We worked on it. We worked on it in the staff area. We're working on it with council. This year has been *huge* for organizational change in the SU, and I'm confident our successors and our staff will carry that work through.

At the end of my term, now, I can say that I am happy with how things have gone, both across the SU, and in my own portfolio. We cleaned up house, had a few 'wins', and advanced some *macro* goals. I wouldn't change a thing.

So, about that report... Here you go!

A few 2014-2015 highlights

- The Landing
- GSA Advocacy (Bill 202, Bill 10)
- Residence Media Coverage - national print, radio, and TV
- RHA overhauled
- RHA's Residence White Paper
- Student Housing Policy review
- Residence Association MOU negotiations
- A stronger SU - SU Services restructured, new HR manager, respectful workplace policy, SU communications strategy
- SGS reform - Student group operating policy, administration re-done
- Multi-faith Prayer and Meditation Space (\$500,000 commitment from University!)
- Prayer space map - forthcoming, waiting on Safewalk
- A direct partnership between the Edmonton Multicultural office and SU services
- The idea of an Albertan post-secondary health strategy started this year
- Information sharing agreement revision is going to be a BIG DEAL next year
- A central microwave list shared with F&O to start to solve the bureaucratic nightmare that is microwaves on campus... good luck, Vivian!
- And all of the ups and downs. Thanks for the fun ride, everyone.

Advocacy

- **Student Housing Policy:** We have comments from the GSA on the SU draft. We'll finish up with the GSA, and have another meeting with F&O and our successors.
- **Residence Association MOU:** We have three meetings in April. VP-elect Kwan will join me at them where possible. The core goal is to resolve the Residence Association fee proposals and related discussion.
- **Residence White Paper:** I'm working over the weekend to submit the final draft for late additions. RHA meets on April 7th and will decide what they want to do with it.
- **RHA:** Asset transfer to the SU will happen over April. Joint Executive Training is in a few weeks, and is currently being planned between Residence Services and DG.
- **Prayer Space:** MOU is signed by all parties. Fundraising meeting is happening on April 16.

Council and Governance

- **COFA MSWG:** COFA MSWG had phenomenal feedback on COFA MSWG, the FA/SU relationship, and governance camp. I'm going to write it up in my transition document to VP elect Kwan, and leave it with our general manager.
- **Policy Committee:** We did it! All of the policies are done.

Health and Services

- **Student Group Operating Policy AND new SGS system:** The operating policy is live on the SU website. I'm waiting to hear back on the SGS system.

Events

- **Last Class Bash:** This is next Friday. Media push next week!

Now, to find time to write all of those transition documents for Vivian... I hope she likes reading!

Nicholas Diaz