

**Tuesday, November 17, 2015
Council Chamber**

LATE ADDITIONS (SC 2015-14)

- 2015-14/1** **SPEAKERS BUSINESS**
- 2015-14/2** **PRESENTATIONS**
- 2015-14/3** **EXECUTIVE COMMITTEE REPORT**
- 2015-14/4** **BOARD AND COMMITTEE REPORT**
- 2015-14/5** **QUESTION PERIOD**
- 2015-14/6** **BOARD AND COMMITTEE BUSINESS**
- 2015-14/7** **GENERAL ORDERS**
- 2015-14/8** **INFORMATION ITEMS**
- 2015-14/8a** Business Students Association - Faculty Association Membership Fee:
Renewal Proposal.
- Please see LA 15-14.01
- 2015-14/8b** VICE PRESIDENT STUDENT LIFE Report.
- Please see LA 15-14.02

LA 15-14.01

Business Students' Association Levy Proposal Package 2015/16



Bianca Barry
President

Lindsey Oh
VP Finance

STATEMENT OF RENEWAL



November 7, 2015

Proposal for the renewal of our Faculty Association Membership Fee (herein, "the Fee") for the Business Students' Association (herein, "the BSA") which serves as the Faculty Association for the University of Alberta School of Business (herein, the "School of Business").

Purpose: The membership fee is proposed based on the following rationale: The BSA has progressed as a Faculty Association to the point where the organization is currently offering significant academic support and growth opportunities for its members. Therefore, the fee will be used for three purposes.

Firstly, the BSA sees importance of the other business clubs and their ability to provide students with learning opportunities outside of the classroom. Business clubs provide a wide variety of topics for business students to focus on and as a result, a large portion of the Fee is used to support these clubs.

Secondly, the BSA strives to help the School of Business to be well represented to other business schools across the country. As a result, another significant portion of the fee is set up in the form of a conference fund that allows students to access financial support to go on conferences and represent the School of Business.

Lastly, the BSA values the wellness of students at the School of Business. The BSA hopes to include all business students in wellness initiatives in order to assist them in alleviating any stress or tension that is discouraging them from performing in school at their full potential. As a result, the remainder of the Fee will be set up said initiatives within the School of Business.

Amount: The amount of the Fee shall be changed from \$7.50 per student per semester for all Business students to \$10.00 per student per semester for all Business students starting in Fall 2016.

Timeline: The Fee shall start in Fall 2016 and continue until the maximum of 4 (four) years have elapsed.

Scope: A Business student shall be defined as anyone enrolled in the School of Business and is a member of the BSA as per the BSA Bylaws. The Fee shall



apply to all undergraduate students, both full-time and part-time, in the School of Business. This does not include any semester for which the student is placed in a work term as a part of the School's Cooperative Education Program.

Allocation: The money received from the Fee shall be prioritized for disbursement based on several criteria ranked as the following:

1. Academic benefit
2. Maximizing benefit for the greatest number of individuals
3. Proven financial need
4. Promotion of the School of Business and its Departments
5. Impact and breadth of reach (applicable to wellness initiatives)

Once the Fee is collected, it shall be placed in an account that is separate from the BSA's operating account and will only be used for the three purposes mentioned above.

Eligibility: Any member of the BSA, as dictated by its Bylaws, is eligible to receive moneys from the fund. Business clubs, including departmental and non-departmental, as well as Faculty sponsored conferences and events are also eligible to receive funding. Students who choose to refund their contribution to the Fee will not be eligible for conference funding.

Refund Mechanism: The Fee, or any individual's portion of it, may be refunded upon student request. Refunds will only be provided for the semester in which they are currently enrolled. The student will be required to complete a form by stating that they have received a refund and all refunds will be tracked in order to ensure that double refunds are not granted. All forms will be maintained in a locked filing cabinet for a period or at least one year. Along with the completed form, the student must submit an official proof of enrollment signed by the Office of the Registrar. Refunds may only be granted with signed approval of the BSA VP Finance and the BSA President.

Management: All funds are to be managed by the Fund Administrator, known as the Student Activity Fund Director. The Fund Administrator will be responsible for tracking all disbursements, refunds and requests for funds. The BSA President and the BSA VP Finance shall serve as the sole signatories



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University of Alberta
Edmonton, Alberta
T6G 2R6
T + 1.780.492.2454

on the fund's bank account. The Fund Administrator will be selected by the same process as the other directors of the BSA are selected, which is through an application process, with the final decision coming from the BSA Executive Council. The Fund Administrator will handle requests for funds and all disbursements will require approval of the BSA Executive Council as outlined under the BSA's bylaws.

The BSA thanks you for your time and commitment regarding the BSA Fee. If you require any additional information with regards to the BSA Faculty Association Membership Fee, please contact the writer, Lindsey Oh, at lindsey.oh@ualberta.ca.

FAMF DISBURSEMENTS



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University of Alberta
Edmonton, Alberta
T6G 2R6
T + 1.780.492.2454

FAMF DISBURSEMENTS

FAMF Cheque from SU (2014)

\$24,500.00

\$2,689.82

\$27,189.82

Payments from FAMF Account (2014/2015)

Conference Funding

\$14,687.65 24 Students

Club Funding

\$7,000.00 \$500/club

Business Lounge Renovations

\$5,000.00

Total Disbursement

\$26,687.65

FAMF Cheques from SU (2015)

\$24,000.00

\$2,483.63

\$26,483.63

Anticipated Payments from FAMF Account (2015/2016)

Conference Funding

\$14,500.00 29 Students

Club Funding

\$9,500.00 \$500/club

Total Disbursement

\$24,000.00

FAMF INFORMATION PACKAGE

+ FAMF

Renewal Proposal

BUSINESS STUDENTS'
ASSOCIATION

2015/2016



PROCESS OF COLLECTION

Fall Term 2015

Undergraduate
Faculty of Business, Bachelor of Commerce
Marketing-Maj, Business Economics & Law-Min

University of Alberta
4th Year
Full-Time, On Campus

CoSSS	\$153.08
Regn & Transcript Fee	\$76.28
Student Services	\$57.08
SU Membership Fees	\$39.05
SU Dedicated Fees	\$50.69
SU Dental Plan	\$116.50
SU Health Plan	\$118.00
PAW Centre	\$26.58
Athletics & Rec	\$82.00
Health Services	\$27.06
U-Pass	\$135.42



PROCESS OF COLLECTION

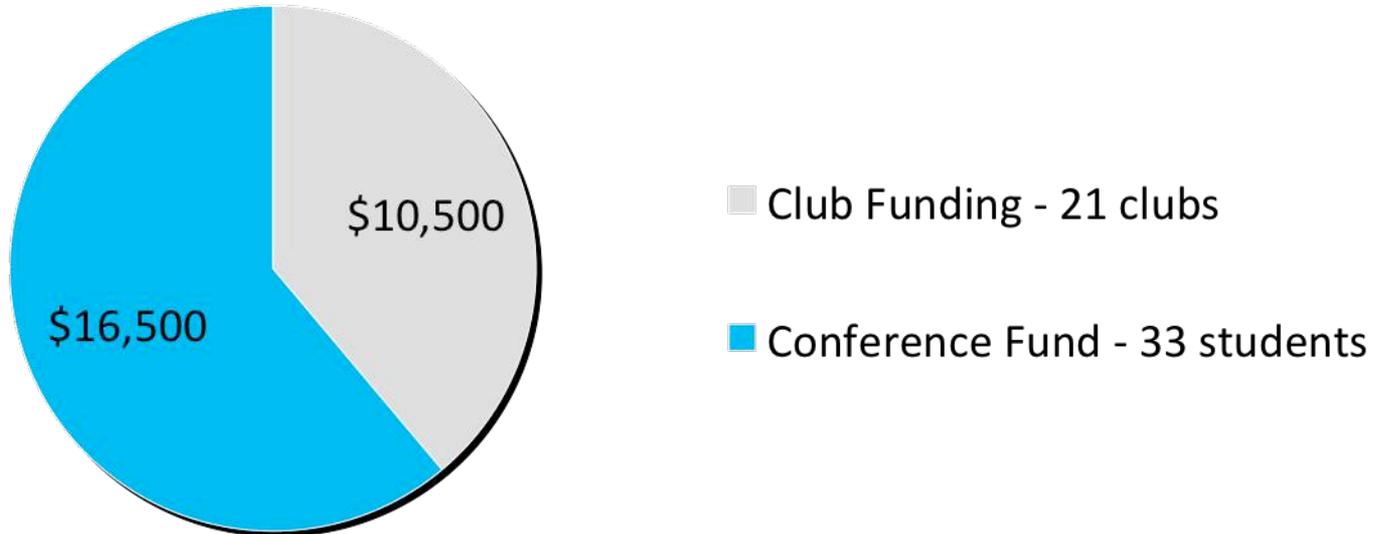
- September/January
\$10.00 per semester collected through your SU fees
- April
The BSA provides financials for the past year's disbursement and SU releases the cheque upon verification
- SU cheque is determined by:
of eligible students +/- any adjustments from the previous year



CURRENT SITUATION: 2015/2016

- \$7.50 FAMF Levy per term, 1800 students = \$27,000 Revenue Per Year

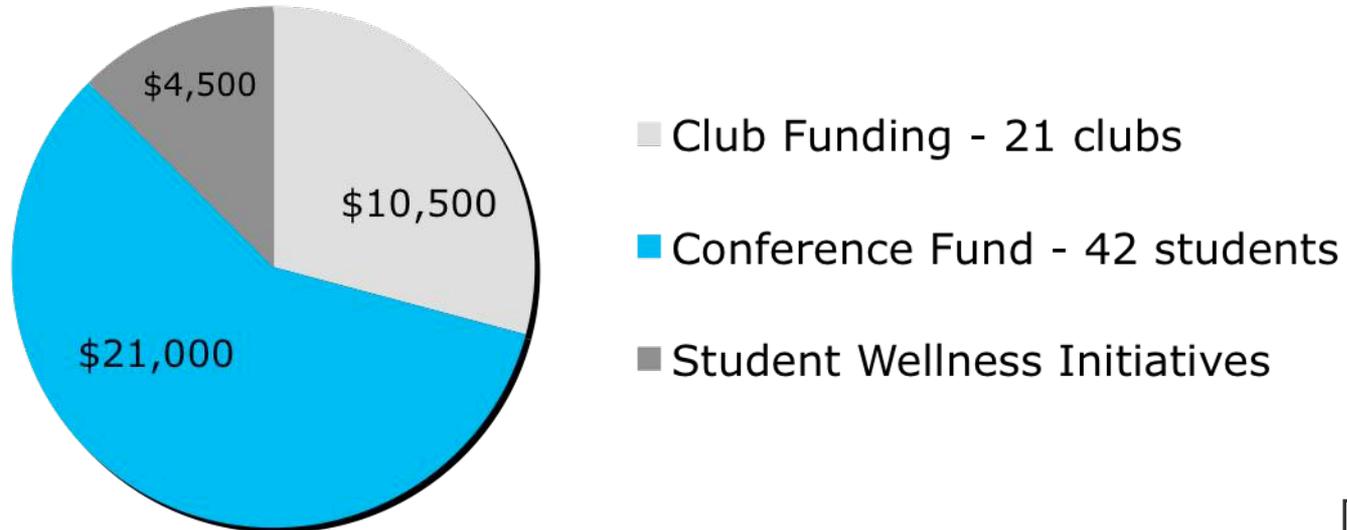
BUDGETED SPENDING



PROPOSED ALLOCATION OF FUNDS: 2016 ONWARDS

- \$10 FAMF Levy per term, 1800 students = \$36,000 Revenue Per Year

BUDGETED SPENDING



A \$2.50 INCREASE PER TERM WILL...

- **Increase** the number of students who can access the **Conference Fund** from **33 to 42**
- Provide \$4,500 to promote **Student Wellness Initiatives** in the Alberta School of Business



FAMF & THE BSA

- The cheque received from SU is deposited into a **separate bank account** from BSA operational funds
- Cheques for the FAMF account are used for Club payments, Conference Fund reimbursements
- The funds from this account are **NEVER** moved into the BSA's operating account
- Any **remaining money rolls over** to next year



DISBURSEMENT BREAKDOWN

1

Business Club Funding

2

Conference Fund

3

Student Wellness Initiatives



BUSINESS CLUB FUNDING

Clubs must
be
recognized
by SU and
ASoB

Application
form must
be
completed

Initial review is
conducted by SAF
Director and then
feedback is received
from BSA President
and Associate Dean,
Undergraduate
Programs

Final decision
is made by the
SAF Director
and \$500 is
awarded for
successful
applications



BUSINESS CLUB FUNDING, CONTINUED

- Did you receive funding from the BSA in Fall or Winter of the previous year? If yes, how much did you receive?
- If the answer to the question above was yes, what types of expenditures did you use the fund for?
- Please provide an estimate of expenses and how those expenses would be incurred if you were to receive funding from the BSA in upcoming year.
- What other sources of funding will your club be receiving? How much will be funded through these sources?
- Please explain how your club will use the additional funds to benefit students.
- Along with a the completed application, please submit a budget for this year.



CONFERENCE FUND

- Students can access the Conference Fund once per school year (May to April, inclusive)
- The following expenses are approved for reimbursement up to \$500:

Delegate fee	100%
Travel expenses	up to 75%
Accommodation	up to 50%
- Not available for UofA-hosted conferences (e.g. RMBS, EDGE, NEW)



STUDENT WELLNESS INITIATIVES

Between February – April, newly elected BSA Executive will decide which Student Wellness Initiatives they would like to implement.

The Executive will seek approval for these initiatives from the Board of Advisors in May. The Governing FAMF bylaws define guidelines for Student Wellness Activities.

Student Wellness Initiatives will be implemented throughout the Fall and Winter terms.



THANK YOU!



QUESTIONS, COMMENTS OR SUGGESTIONS?

CONTACT:

SCOTT CAMPBELL: SMC2@UALBERTA.CA

LINDSEY OH: LKOH@UALBERTA.CA

CONFERENCE FUND APPLICATION PACKAGE



Business Students' Association
 2-06 Business Building
 Edmonton, AB, T6G 2R6
 780.492.2454 bsa.finance@ualberta.ca
 www.bsaonline.ca

Name: _____
 Student ID: _____

BSA Conference Fund 2016/2017 Application

I understand that...

1. The BSA Conference Fund can only be used to reimburse conference related expenses.
2. University of Alberta Bachelor of Commerce students are eligible to access the BSA Conference Fund **once** a school year. Only the following expenses can be approved (to a maximum of **\$500** per University of Alberta business student, per school year):
 - Delegate Fee – 100 %
 - Travel Expenses (if **not** included in Delegate Fee)
 - Flight/Bus Tickets - Up to 75%
 - Accommodation (if **not** included in Delegate Fee)
 - Hotel/Motel/Hostel – Up to 50%
3. Conferences hosted by the University of Alberta **will not be eligible** for reimbursement (i.e.: RMBS, EDGE, NEW).
4. Each conference has been limited allocated spots and that eligibility does not guarantee approval. Funds are limited so students are encouraged to apply early. Successful applicants will be chosen based on the strength of their essay responses and evidence of the respective conference aligning with educational or professional aspirations.
5. Inappropriate or unprofessional delegate behaviour gives the BSA the right to revoke reimbursement (refer to Pledge and Code of Conduct, page 2).
6. Approved expenses will only be reimbursed if accompanied by respective receipts that clearly list student name and expense amount.
7. In order to receive reimbursement, students must submit the *electronic* Conference Fund Application to bsa.finance@ualberta.ca and the post-conference form along with approved expense receipts to the BSA office (2nd floor, Business Building), **within 10 days** of conference return date. Failure to follow the procedure and/or incomplete applications may result in loss of reimbursement privilege.

I have read and am in accordance with all of the statements above.

Signature: _____	Date: _____
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BSA Conference Fund 2016/2017 Pledge and Code of Conduct

Students attending a BSA Approved Event or Conference using funding obtained from SAF, BSA Conference Fund, or BSA (hereinafter "BSA Approved Event") are required to meet all of the standards of this agreement and are bound by the provisions of the University of Alberta Code of Student Behaviour in its entirety.

This Pledge and Code of Conduct applies to all students attending a BSA Approved Event, regardless of their home institution, and applies to any BSA Conference, lodgings, restaurant, or any other venue that is attended by the student.

Students are asked to refer to the entire Code of Student Behaviour at:

http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37633#38305

Please read all of the following pages and initial every page. You will be held responsible for knowing the expectations and terms of the following pages. These are all excerpts from the General Faculties Council (GFC) Policy Manual – section 30. Code of Student Behaviour combined with the expectations set forth by the BSA 2015-2016 Executive.

These excerpts are chosen based on their relevance and are provided to simplify the Code, not abolish parts of it. Students that agree to the BSA Code of Conduct are agreeing to all parts of the Code and the disciplinary measures as outlined below. Editorial changes that have been made to the Code in the following excerpts are there only to provide direct application to the BSA Approved Event. Students are bound by BOTH the discipline outlined in the Code of Student Behaviour AND by the discipline outlined in this document.

30.3.4 Inappropriate Behaviour towards Members of the BSA Conference Community

30.3.4(1) Disruption

30.3.4(1) a No Student shall disrupt a Class in such a way that interferes with the normal process of the session or the learning of other Students.

30.3.4(1) b No Student shall, by action, words, written material, or by any means whatsoever, obstruct University Activities or University-related Functions.

30.3.4(1) c No Student shall use words that incite others to behaviour that is inappropriate to members of the University Community, whether or not in connection with a demonstration, rally or picketing.

30.3.4(2) Discrimination

30.3.4(2) a No Student shall discriminate against any person or class of persons while participating in University Activities or University-related Functions.

30.3.4(2) b " 'Discrimination' is any act or omission based on race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation or political belief when that act or omission results in loss of or limit on opportunities to work or to fully participate in campus life or which offends the dignity of the person. Discrimination draws distinctions between individuals based on irrelevant personal characteristics that result in disadvantage to some individuals that are not imposed on others. Discrimination may be one incident or a series of incidents. It may affect



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individuals or groups. It may take the form of denying an individual or group rights or privileges to which they are entitled." See also the University of Alberta Discrimination and Harassment Policy § 44 GFC Policy Manual.

30.3.4(3) Dissemination of Malicious Material

No Student shall disseminate or cause to be disseminated malicious or defamatory material or engage in activity which creates a social or academic climate that hinders or prevents the full participation of another person or group in the life of the University.

30.3.4(4) Retaliation

No Student shall retaliate against any Complainant who has reported the Student for an offence under the Code or against any other person who has provided information, served as a witness or acted in an official capacity in a discipline process. (EXEC 07 JAN 2008)

30.3.4(5) Unfounded Allegations

No Student shall make any complaint against any other member of the University Community or cause any steps to be taken concerning any other member of the University Community unless the Student believes, on reasonable grounds, that the other member of the University Community has committed an offence under this Code or engaged in conduct warranting a complaint.

30.3.4(6) Violations of Safety or Dignity

30.3.4(6) a No Student shall have sexual or physical contact with another person without that person's consent.

30.3.4(6) b No Student shall physically abuse another person, threaten any other person with physical abuse or cause any other person to fear physical abuse.

30.3.4(6) c No Student shall create a condition that endangers or potentially endangers or threatens the health, safety or well being of other persons.

30.3.4(6) d No Student shall harass or sexually harass another person.

30.3.4(6) d. i "Harassment" is conduct or comment that is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grade(s), status, or job. Harassment can occur between people of differing authority or between people of similar authority. Harassment may be directed at an individual or at a group. Harassment has the impact of creating a work or study environment that is hostile and limits individuals in their pursuit of education, research, or work goals. The behaviour that constitutes Harassment may be physical or psychological in nature. It may be one incident or a series of incidents. It may affect individuals or groups. It may take the form of denying an individual or a group rights or privileges to which they are entitled." See also the University of Alberta Discrimination and Harassment Policy § 44 GFC Policy Manual.

30.3.4(6) d. ii "Sexual Harassment" is defined as unsolicited, unwanted sexual advances; requests for or offers of sexual favours; unsolicited, unwanted verbal or physical conduct of a sexual nature; and unsolicited, unwanted written, oral or visual material of a sexual nature.

30.3.4(6) e No Student shall use words which threaten violence or physical abuse to any group or individual whether or not the group or individual thus threatened knows of such threatening words and whether or not the words are employed in connection with a demonstration, rally or picketing.

30.3.5 Inappropriate Use of University Property and Resources

30.3.5(1) Damage to Property

30.3.5(1) a No Student shall possess, misappropriate, convert, destroy or otherwise damage University property or the property of any other member of the University Community.

30.3.5(1) b No Student shall deface the inside or outside of any building or property of the University.

30.3.5(1) c No Student shall, without authority, make, alter, use, receive, or possess University supplies or documents.

30.3.5(2) Unauthorized Use of Facilities, Equipment, Materials, Services or Resources



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30.3.5(2) a No Student shall use any facility, equipment, material, service or resource contrary to express instructions or without proper authority. See 30.9 [Appendix 2 – Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol].

30.3.5(2) b No Student shall enter or remain in any University building, facility, room, or office, without the proper authority, contrary to express instructions or with intent to damage, destroy, convert or misappropriate University property.

30.3.5(2) c No Student shall obtain any University equipment, material, service or resource by fraudulent means or by providing false information.

30.3.5(2) d No Student shall use any University computer or computer related facility without proper authorization or in contravention of the conditions for use of University computer or computer related Facilities.

30.3.5(2) e No Student shall introduce any Malicious Code on any University computer or use any University computer to develop, modify, mutate, disseminate, propagate or release any Malicious Code.

30.3.6 Other Offences

30.3.6(1) Alcohol Provision and Consumption

30.3.6(1) a No Student shall consume or serve alcohol on University property other than in licensed premises, at a University function with a valid permit issued by Ancillary Services or in accordance with regulations pertaining to University residences.

30.3.6(1) b No Student shall violate the regulations regarding alcohol use set forth in 30.9 [Appendix 2 - Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol].

30.3.6(1) c No Student shall violate Alberta Gaming and Liquor Board regulations regarding the use of alcohol on campus. These regulations must be posted at any function serving alcohol on campus.

30.3.6(2) Illegal Use of Drugs

30.3.6(2) b No student shall use/distribute or have in their possession any quantity of illegal substance. If at any point of the conference a student falls under the above category they will be dealt with immediately and expelled from the conference. They will be expected to pay their way back home.

30.3.6(3) Identification

No Student shall refuse to provide identification upon request by a University Official or employee acting in the course of that person's duties, provided the University Official or employee has reason to believe the Student is committing, has committed or is about to commit an offence.

30.3.6(4) Misrepresentation of Facts

No Student shall misrepresent pertinent facts to any member of the University community for the purpose of obtaining academic or other advantage. See also 30.3.2(2) b, c, d and e.

30.3.6(5) Participation in an Offence

No Student shall counsel or encourage or knowingly aid or assist, directly or indirectly, another person in the commission of any offence under this Code.

30.8.1 Responsibilities and Benefits

30.8.1(1) In registering with the University a Student Group accepts the following responsibilities:

30.8.1(1) a to abide by the laws of the land and the Code,

30.8.1(1) b to uphold the good name of the University,

30.8.1(1) c to live up to the group's stated purpose, which shall not be in contradiction to the University's purpose statement as stated in 30.1 of this Code,

30.8.1(1) d to be responsible for members' conduct when members are representing the group, and therefore the University, on and off-campus,

30.8.1(1) e to obey Alberta Liquor Control Board regulations



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Along with the Code of Conduct, students agree to maintain proper behaviour that would be deemed no less than “professional” at all times. In the event a student either breaches one of these guidelines or engages in behaviour that is deemed “unprofessional” by venue staff, conference organizers, the Executive Committee, members of the Faculty, sponsors and professional representatives at any event or any person in support of the delegation the following disciplinary actions will be taken:

1. in the event the breach takes place prior to the actual conference – the delegation member will: (1) be brought before the Executive Committee, (2) be evaluated on the breach and the extent of damage the breach caused. Damage includes, but is not limited to: reputation of a person, place or thing, physical damage of a person, place or thing, mental anguish suffered. (3) the damage will dictate the consequences. Consequences include but are not limited to: expulsion from the conference, writing a letter of apology to all parties affected, monetary reimbursement for damage, or any other disciplinary measure that the Executive Committee sees fit.
2. in the event the breach takes place at the conference – the delegation member will: (1) be immediately removed from the completion, (2) be brought before the Executive Committee to plead for reinstatement (3) be evaluated on the breach and the extent of the damage the breach caused. Damage includes, but is not limited to: reputation of a person, place or thing, physical damage of a person, place or thing, mental anguish suffered. (4) the damage will dictate the consequences. Consequences include, but are not limited to: removal from entire conference, where delegation member is responsible for their own transportation and accommodations. They will not be permitted on any form of transportation and accommodations. They will not be permitted on any form of transportation originally arranged by the BSA delegation. Furthermore, they will not be permitted to attend any BSA Approved Event. They will be considered out of the conference completely and will be removed from any venue should they arrive. Additional possible consequences include: ban from all social activities for remainder of conference, formal apology letters, monetary reimbursement for damage, or any other disciplinary measure that the Executive Committee sees fit.

NOTE: Students that are in attendance of a BSA Approved Event are considered ambassadors of the BSA Approved Event of Alberta, the delegation sponsors and the University of Alberta. Any behaviour considered un-fit of either the BSA Approved Event will result in disciplinary measures.

I, _____, have read and understand the Code of Student Behaviour as outlined in the GFC Policy manual and the additional Code and discipline set by this document. I agree to all of the conditions set both in the Code of Student Behaviour and this document. I am fully aware that any breach of disciplinary measure that results in monetary loss will be my own responsibility to repay in full. I am also aware that a breach could result in my expulsion from the delegation. I understand that delegate fees are non-refundable and will not be returned in the event of an expulsion from the delegation.

I, _____, pledge that I will at all times while attending the BSA Approved Event, or while in transit to and from the BSA Approved Event, or in any activity related to or sponsored by the BSA Approved Event, conduct myself at all times in a professional manner,, obeying all the terms of this document, showing courtesy and respect for all other delegates, speakers, sponsors, Faculty members, Faculty staff and guests, or any other person associated with the event in any way. I further pledge not to participate in any activity that could result in harm, whether physical, legal or in reputation, to the BSA Approved Event or the University of Alberta School of Business.



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2-06 Business Building
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BSA Conference Fund 2016/2017

Background Assessment

PERSONAL INFORMATION

Name (Last, First):

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email:

Year of Studies:

Major:

How many courses did you take last year (September 2015 – April 2016)?

How many courses are you taking in the current year (September 2016 – April 2017)?

Will you be placed on a co-op work term during the conference you wish to attend?

CONFERENCE INFORMATION

Conference Name:

Location (City or university name):

Start Date:

End Date:

Will you be receiving funding from any other sources for this event? If yes, how much and from where?



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Have you attended this conference before as an Undergraduate student at the University of Alberta?

Have you applied to the BSA Conference Fund in the past? If so, when did you apply and were you reimbursed?

BUDGETED EXPENSES

COSTS

Delegate Fee

Travel Expenses

Accommodation Expenses

FUNDING

Anticipated funding from other sources (if applicable)

TOTAL FINANCIAL NEED (COSTS LESS FUNDING)



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Essay Questions

Maximum of 300 words for each question

Briefly outline why you wish to attend this conference. What you expect to learn, and how your experience will assist in your personal development?

What makes you a good ambassador for the BSA and the Alberta School of Business? How do you plan to contribute back to the BSA and the School of Business?

Briefly describe your academic and career goals. How will attending this conference help you achieve these goals?



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I HEREBY CERTIFY that the information contained in this application package is complete and correct in all respects. I authorize the Business Students' Association (BSA) to confirm all information provided in this application as necessary. I further authorize the BSA to report my name, program, and conferences attended in various public relations, presentations, and announcements to promote the BSA Conference Fund. Furthermore, I promise to complete all relevant Post Conference activities or risk losing the fund. The personal information requested on this form is collected under the authority of the Universities Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for the BSA's Conference Fund bursaries.

Name:	Date:
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CLUB FUNDING APPLICATION PACKAGE



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BSA Club Funding Form 2016-2017

CLUB NAME:

DATE OF APPLICATION:

PRESIDENT:

VP FINANCE/TREASURER:

Did you receive funding from the BSA in Fall or Winter 2015-2016? If yes, how much did you receive?

If the answer to the question above was yes, what types of expenditures did you use the fund for? Please attach receipts to the expenses listed.

What other sources of funding will your club be receiving? How much will be funded through these sources?

Please explain how your club will use the additional funds to benefit students at the Alberta School of Business.



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Please provide an estimate of expenses and how those expenses would be incurred if you were to receive funding from the BSA in Fall or Winter 2015-2016.

Along with the completed application, please submit a budget for this year.

FOR OFFICE USE ONLY:

AMOUNT REIMBURSED: _____

CLUB NAME: _____

VP FINANCE/TREASURER _____

PRESIDENT: _____

DATE CHEQUE WRITTEN: _____

DATE CHEQUE PICKED UP: _____

PICKED UP BY

BSA EXECUTIVE WITNESS

FAMF BYLAWS

Please note that the BSA is working on reorganizing our constitution therefore the numbering of these bylaws will be updated in the upcoming months; however, the content will remain unchanged.



Business Student Activities Fund Bylaw Alberta School of Business, University of Alberta

1.0 Definitions

1.1 The Business Student Activities Fund, hereby referred to as BSAF, is a fund set apart from the Business Students' Association's, hereby referred to as BSA, normal operating accounts.

1.2 The BSAF account is used to distribute Faculty Association Membership Fee, FAMF, funds back to Business students and Business Clubs.

1.3 The BSAF Director is chosen to administer the funds of this account and this is to be their sole task on the BSA.

1.4 The Student Levy or FAMF is collected on the Business faculty's behalf by the Students' Union in September and January of each year.

1.5 The Conference Fund is a source of funding to send Business Students to approved Business conferences not hosted by the Alberta School of Business and is governed by the BSAF Director.

1.6 These bylaws govern the BSAF account and BSAF Director.

2.0 Amount

2.1 The amount of the Fee shall be \$10.00 per student per semester for all Business students.

2.2 The FAMF funds will be collected on behalf of the BSA by the University of Alberta Students' Union.

3.0 Lifetime

3.1 The term of the FAMF is four years, barring any event that would dictate otherwise. Such events include an opposing referendum that adheres to Students' Union guidelines, the ceasing of the BSA as a Faculty Association, or a clear misuse of funds as determined by Students' Union or the School of Business.



3.2 Any increases to the amount shall be enacted only upon a referendum that adheres to Students' Union bylaws. To prevent successive increases and referendums, no referendum shall be held within three years of the current referendum passing.

4.0 **Scope**

4.1 The FAMF shall apply to all undergraduate students, both full-time and part-time, in the School of Business. This does not include any semester for which the student is placed in a work term as part of the School's Cooperative Education Program.

5.0 **Allocation**

5.1 The moneys received from the fee will be placed in a separate account from the BSA's normal operating expenses.

5.2 The BSAF Director will review all applications for funding requests from this account and the VP Finance or President will approve all decisions.

5.3 The funds in this account will be disbursed in the following order:

1. An initial equal amount, which is to be determined by the BSA Executive and BSAF Director, will be made available to all clubs registered with both the Students' Union and the School of Business to support their initiatives. Club Funding shall be made available to all qualifying clubs through an application process with a pre-determined deadline. Funding shall be granted upon the successful review of a supplementary funding application, which must be approved by the BSAF Director, VP Finance and President.
2. Funds will also be allocated for the Conference Fund and will be disbursed through an appropriate application process and review by the BSAF Director.
3. The remaining funds shall be used for Student Wellness Initiatives that will be available to all students in the Faculty who have paid the FAMF. Any activity that is considered to be promoting student wellness is subject to approval by the BSA's Board of Advisors.



5.4 The allocation of the funds for each of the above categories of disbursements will be at the discretion of the BSA Executive and the BSAF Director and is subject to approval by the BSA's Board of Advisors.

5.5 Any surplus from the Fee will carry over into the next year and be used as part of that year's BSAF allocations.

6.0 Eligibility

6.1 Any member of the Business Students' Association who has paid the FAMF, as dictated by its Bylaws, is eligible to receive money from the Conference Fund, with the following exceptions:

1. Members of the BSA Executive
2. Students who are placed on a work term as part of the School's Cooperative Education Program
3. Any student who has accessed the Conference Fund in the current school year, as defined by the University (beginning in May and concluding in April)
4. Any student that has received a FAMF refund in the current term

7.0 Refund Mechanism

7.1 The Fee is available for individual opt-out. The Fee, or any individual's portion of it, may be refunded upon the request of the student. Refunds will only be provided for the semester in which the student is currently enrolled.

7.2 The student will be required to give the BSA confirmation, in writing, that they have received a refund and all refunds will be tracked by the VP Finance to ensure double refunds are not granted. Additionally, students will be required to present Proof of Enrolment verified by the Office of the Registrar. All forms will be retained for a minimum of one year.

7.3 All refunds must be approved by the VP Finance and President.

8.0 Management

8.1 The funds are to be managed by the BSAF Director, who will be responsible for tracking all disbursements, refunds and requests for funds, which includes both Club Funding and Conference Funding applications. The



VP Finance and President will serve as the sole signatories on the fund's bank account.

8.2 The BSAF Director will be selected through the interview process set forth by the BSA Executive and their sole task will be to manage the BSAF account. The BSA Executive must approve all decisions made by the BSAF Director before disbursements are given.

9.0 Financial Oversight

9.1 The BSAF Director will compile a statement of disbursements at year-end for the BSAF account. The BSA Executive will approve these statements and compile a report for the Students' Union indicating how moneys have been spent in accordance with the requirements of Students' Union bylaws.

10.0 Review of Conference Fund Applications

10.1 The BSAF Director and the BSA Executive will establish the criteria to be used in the review of Club Funding and Conference Funding applications.

10.2 Potential criteria for Conference Funding applications may include, but will not be limited to the following:

1. A determination of financial need, based on the information provided in the application
2. Academic and personal benefit to the student
3. Benefit to the Alberta School of Business and the BSA
4. Previous reimbursement from the Conference Fund

November 17th, 2015

To: University of Alberta Students' Council 2015/2016

Re: Vice President Student Life Council Report

Hi everyone!

I apologize for not having much to report on since I was away for vacation in Vancouver for the past 10 days during Fall Reading Week. Hope all of you had a wonderful time off :)

Advocacy

Leila (Lister Student Representative) and I were tabling yesterday at **Lister** to talk to students about any concerns they have with their residence experience! Please help us spread the word, we will be tabling **every Monday from 4-5PM**.

Council and Governance

VP Rahman and I met with some GFC councillors yesterday at **GFC Caucus** to discuss the agenda of our next upcoming GFC meeting on the 23rd. There were some good discussions going on between everyone on some of the best experiences we've had as students, as well as some barriers that has stopped us from getting more involved with our campus. It was nice to hear everyone's thoughts and great to see that most of us were on the same page.

Access and Communications

Microwave orders for Nursing Undergraduate Association and Medical Students' Association have been submitted. They will be expected to arrive in the next week!

Student Groups and Associations

This past Sunday, I've had the opportunity to meet with the **Residence Hall Association** members to discuss the **10 year Residence Strategic Plan** document, which includes some major changes in many residences, as well as additional expansions of existing residences such as a new Lister tower. It was also the first meeting where we adopted the new Terms of Reference where the member composition is strictly all student representatives. We had a great 3 hour long meeting with many constructive feedbacks regarding the Strategic Plan document, Residence Feedback Form, and other concerns that have been ongoing within several residences that require immediate attention. We also had the opportunity to rename **Residence Hall Association to Council of Residence Associations**, an SU advisory committee that is dedicated to advocacy preparation and residence specific concerns.

It has also come to my attention that the **President of the International Students' Association** has resigned from her position, the reason was unknown. The treasurer has been appointed as the new President. I am hoping to find a time to sit down with the executive team to chat and figure out if

there are any areas that they would require support in, such as transition and the association's direction in the next few months. I have met with the staff from **University of Alberta International**, and discovered that they have had this student advisory committee known as **International Students' Advisory Committee (ISAC)** that has been ongoing for 5 years. I am hoping to explore ways that ISA and ISAC can collaborate together in the future and make advocacy more efficient when reaching out to international students.

Events

As I've mentioned earlier, I have been on vacation in Vancouver for the past 10 days! It was such a great bonding time for me and Nicholas, my predecessor. We promised not to talk about work on this trip but 90% of the time we ended up talking about work. We even "institution-hopped" to Simon Fraser University to meet with our counterparts and see how the health services/system work overall for post-secondary institutions in British Columbia. I wish we had more time so we can hit up UBC too. Overall, it was an amazing trip. My wallet and bank account cried a little bit but it was worth the time. I hope all of you had an amazing Fall Reading Week as well!



Byeeee now,

Vivian Kwan
Vice President Student Life 2015-2016
(Electronically Submitted)