
**Tuesday, December 5, 2017
Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, 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 and work towards the decolonization of Indigenous knowledges and traditions.

ORDER PAPER (SC 2017-14)

2017-14/1 SPEAKERS BUSINESS

2017-14/2 PRESENTATIONS

2017-14/2a *Title: Student Event Initiative Updates*

Abstract: General Manager Marc Dumouchel will present on the Student Events Initiative and provide an update on the related renovations.

Presenter(s):

- Marc Dumouchel, General Manager (Students' Union)

PACHES SPONSORS the *Student Events Initiative Updates* presentation.

2017-14/2b *Title: UAFAR (University of Alberta First Aid Responders): Becoming A Dedicated Fee Unit*

Abstract: The University of Alberta First Aid Responders (UAFAR) is a student group dedicated to improving campus health and safety through first aid education, skill development, and service. Securing a DFU would be instrumental in supporting UAFAR's goal of expanding beyond current campus event coverage service and into the University of Alberta's on-call campus first aid service.

Presenter(s):

- Victor Mocanu

JONES SPONSORS the *UAFAR: Becoming a Dedicated Fee Unit* presentation.

See SC-2017-14.09

- 2017-14/3 **EXECUTIVE COMMITTEE REPORT**
- 2017-14/4 **BOARD AND COMMITTEE REPORT**
- 2017-14/5 **OPEN FORUM**
- 2017-14/6 **QUESTION PERIOD**
- 2017-14/7 **BOARD AND COMMITTEE BUSINESS**
- 2017-14/7a **Bill #5 - Students' Council Legislative and Committee Structure Reform - *First Reading***

HOWIE/CHRISTENSEN MOVE to approve the first reading of Bill #5, on the recommendation of Bylaw Committee, based on the below, amended first principles, following the referral to Bylaw Committee on Nov. 21.

First Principles (*Amended Nov. 28, 2017*):

1. Bylaw 100 is the premiere piece of legislation of Students' Council, housing much of the administrative and operational regulations of the body.
2. Legislation within Bylaw 100 is loosely defined with little direction given surrounding the procedures and protocols of the various forms of legislation. There are currently legislative processes for the creation of bylaws, political policies, and the budget that are described in Students' Council's standing orders, but are not reflected in bylaw. As these processes do not change year to year and are binding, they should be reflected in bylaw.
3. The legislative process of approving bylaws shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Bylaw Committee.
4. The legislative process of approving policies shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Policy committee.
5. The legislative process of approving the budget shall be clarified in Bylaw 100 to mandate the first reading of budget principles and the itemized budget be drafted by Finance committee.
6. In light of DIE Board Ruling 2017-02, there is a lack of clarity surrounding the timing of the start up meeting and first meeting of Students' Council as defined in Bylaw 100.

7. Bylaw 100 shall be amended to allow the startup meeting to occur anytime within April.
8. Bylaw 100 shall be amended to relax the mandated timing of the first meeting of each Students' Council term from before May 7 to before May 15 of each year.
9. In light of recent discussions surrounding committee structure, four new categories of committees will be defined with definitions including, but not limited to:
 - a. "Legislative" committees
 - i. Committees whose mandate include a delegated, legislative function of Students' Council.
 1. Audit, Bylaw, Policy, Council Administration, Finance, and Nominating Committee shall be reclassified as "Legislative" committees.
 - ii. These committees shall have a closed membership of only elected members of Students' Council or Designates.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall remain in Bylaw 100.
 - v. These committee shall only be created or eliminated through two readings of Students' Council amending Bylaw 100.
 - b. "Oversight" committees
 - i. Committees whose mandate include providing recommendations on internal and external Students' Union policies and providing guidance, advice, oversight, or other information to the organization on a general topic.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council.

- vi. These committees shall only be eliminated by two majority votes of Students' Council amending the Bylaw 100 Schedule B at two separate meetings occurring not less than one week apart.
- c. "Ad hoc" committees:
 - i. Committees whose mandate is narrow surrounding a particular topic, initiative, project, or investigation.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. Expire at a designated time not to exceed 1 year.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.
 - vi. Ad hoc committees may also be referred to as "task forces."
 - d. "Operational" committees:
 - i. Committees whose mandate is to serve a specific operational function of the Students' Union.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council or the Executive committee.
 - vi. These committees shall only be eliminated by a simple majority vote of Students' Council or the Executive Committee.
10. The definition of "standing committee" shall be eliminated.

11. Under the new classification, all formalized committees shall be eligible for the administrative support of Discover Governance or the Students' Union, as needed.
12. The current "Bylaw 100 Schedule" shall be renamed "Bylaw 100 Schedule A".
13. A new "Bylaw 100 Schedule B" shall be created.

2017-14/7b Bill #6 - The Social and Environmental Responsibility Committee Restructuring - *Second Reading*

CHRISTENSEN/PACHES MOVE to approve the second reading of Bill #6, on the recommendation of Bylaw Committee, based on the following first principles.

1. The Social and Environmental Responsibility Committee (SERC) historically was a committee of the Students' Union executive.
2. Formally, the committee no longer functions as part of the Students' Union executive and continues to exist as a unregulated committee of the Students' Union proper.
3. Bylaw 1100 shall be amended to remove The Social and Environmental Responsibility Committee as a formal part of the Students' Union executive.

Please see SC-2017-14.10 for second reading wording changes.

2017-14/7c **SCOTT MOVES** to appoint one member of Students' Council to the Nominating Committee.

2017-14/7d **PACHES MOVES** to appoint one member of Students' Council to the Finance Committee.

2017-14/7e **BROPHY MOVES** to appoint two members of Council to the Audit Committee.

2017-14/8 **GENERAL ORDERS**

2017-14/8a SCOTT MOVES to approve the proposal for a FAMF Referendum for the Engineering Students Society.

See SC-2017-14.11

2017-14/9 **INFORMATION ITEMS**

2017-14/9a Report from Vice President (Student Life)

See SC 2017-14.01

- 2017-14/9b Report from the President
See SC 2017-14.02
- 2017-14/9c Report from Vice President (Academic)
See SC 2017-14.03
- 2017-14/9d Report from Vice President (Operations and Finance)
See SC 2017-14.04
- 2017-14/9e Executive Committee Motion Tracking
See SC 2017-14.05
- 2017-14/9f Student Council Motion Tracking Sheet
See SC 2017-14.06
- 2017-14/9g Students' Council Attendance
See SC 2017-14.07
- 2017-14/9h *Votes and Proceedings, SC-2017-12-OP-20171107 - Tuesday, November 7, 2017*
See SC 2017-14.08
- 2017-14/9i *UAFAR: Becoming a Dedicated Fee Unit* Presentation
See SC 2017-14.09
- 2017-14/9j *Social and Environmental Responsibility Committee (Bill #6)* Second Reading
See SC 2017-14.10
- 2017-14/9k Engineering Students' Society FAMF - Final Proposal (2017)
See SC 2017-14.11

November 30th, 2017

To: Students' Council

Re: Report to Students' Council

Dear Council,

It's hard to believe that we have one week of classes left. I hope all of your studies are going as great as you would like them to, and with this last stretch of a couple of weeks that the holidays are kind to all of you. It has been a hectic few weeks, and truly exciting ones too with tuition being frozen WITH backfill funding. It is truly unfortunate that the international tuition is still in limbo, but we will always be advocating for affordable tuition for all students.

Here are some of the things that have been happening in the past couple of weeks:

Meal Plan

It's been another wild ride this year as consultation is heavy under way. The Lister Hall Student Association has worked with us to develop a new survey, as many students voiced concerns of the initial survey. The survey is currently open to Lister residents and we are looking forward to helping the LHSA compile the data and advocate for the meal plan students desire.

Residence Rates

The conversations are under way with residence rates. Unfortunately due to the minimum wage increase and the unionization of resident assistants, the rent will likely be going up. We are still in conversations though and the Students' Union is doing everything in our power to limit the increase as much as possible as our residence policy does not support an increase above CPI.

CORA

Council of Residence Association has submitted a Residence Improvement Fund, which is an annual fund that looks at facility upgrades for each residence. We are in the process of finalizing and compiling all the proposals and look forward to all the facility upgrades. Otherwise each residence association has been working on a residence report that compiles short and long term advocacy goals for each residence.

Ilya Ushakov, Vice President Student Life

2-900 SUB • 780 492 4236 • ilya.ushakov@su.ualberta.ca

CAB

Campus Activities Board is meeting up and choosing an event, and creating a timeline for that event. Exciting to see all of this come together.

UASU Cares

Exciting news, uasucares.ca is now live and launched. I hope all of you have seen the ads for it and have had the chance to check it out. It is a resource I hope to continue to grow and make more accessible for all students. Overall I'm really excited about all the work put into this and to see the impact it has connecting students to the proper resources. There have been many conversations surrounding accessibility surface with the development of this resource.

Residence Oversight Committee

Part of the Residence Life Task Force was to implement this committee to oversee the task force recommendations. We had our first meeting, and are in the process of forming methods to ensure that we are heading in the right direction in terms of enhancing and enriching the residence experience.

Campus Cup

Campus Cup was a successful weekend, and I hope all of you who've attended had an amazing time. We reached the cap for teams this year and it was exciting to see it all come together, our team did an incredible job so a huge shout out to them.

SU Christmas Party for Kids

The deadline to apply to be a volunteer is December 3rd. This is such an amazing volunteer experience and I highly encourage all of you to apply. Here is the link:

<https://www.su.ualberta.ca/events/sucpk/>

Golden Box Day

I hope you've seen the box. What is in it? Are you excited because I surely am. Check out the last day of classes checklist and make sure to enter to win this grand prize!

AntiFreeze

Sign up for AntiFreeze! Cant explain enough how exciting this event is and it's a phenomenal experience to bond with 8-12 of your friends!

<https://www.su.ualberta.ca/events/antifreeze/>

Ilya Ushakov, Vice President Student Life

2-900 SUB • 780 492 4236 • ilya.ushakov@su.ualberta.ca

Suicide Prevention Committee

A report was written about a year and a half ago, and the implementation committee is under way. We are working to fill the subcommittees and the report will become public within the next two months so the entire campus can contribute to positive conversations on supporting and educating students on suicide prevention.

If you have any inquiries or want to chat with me about anything feel free to shoot me a message, I absolutely love my portfolio and can spend hours talking about my initiatives. Thanks for taking your time to read my report. Good luck on all of your exams.

Cheers,



Ilya Ushakov

December 5, 2017

To: Students' Council

Re: Report to Students' Council

Hello Council,

I am writing this report in Ottawa as VP Larsen and I are doing advocacy work with the Canadian Alliance of Students' Associations. For that reason this report will be more brief than usual. I would also like to say that I thought our last council meeting was excellent and I was very pleased with council's engagement on all matters.

Please find a summary of my work below.

University Business

Dean of Students

VP Ushakov and I had our annual meeting with the Dean of Students. At the meeting we discussed orientation planning for next year, Bar None, as well as the upcoming freedom of speech summit.

Student Financial Aid

VP Larsen and I had a meeting with folks from Financial Services at the U of A. They are looking to phase out the ability to pay tuition with cash or in-person debit. VP Larsen and I are working with Financial Services to make sure this transition is as smooth as possible.

External Business

CASA

VP Larsen and I have been in Ottawa for the week doing federal advocacy. All of the meetings I attended were very successful and we thought the trip was valuable. If you are curious as to what we advocate on at the federal level, you can find that information here.

http://www.casa-acae.com/building_access_building_canada

A few meetings ago I mentioned that I was not pleased with my role on the CASA Internal Review Committee. I have since resigned from that federal committee. The vacancy has been filled by another member.

Marina Banister, *President*

2-900 SUB • 780 492 4236 • marina.banister@su.ualberta.ca

CAUS

The provincial government announced another tuition freeze. You can read more about that announcement here

<https://www.su.ualberta.ca/about/news/entry/325/students-welcome-renewed-tuition-freeze-with-backfill-funding/>.

Other Exciting Endeavors

UASU Town hall

The UASU executive will be having a town hall. Students can come in person or ask us questions online. Please help spread the word with your constituents. <https://www.facebook.com/events/1952721761643568/>

Everything else!

VP Paches and I recently presented to a group of administrators from China on the work our Students' Union does. It was a great presentation as there are lots of differences between SU's here and in China.

VP Paches, VP Larsen, and I attended Bar None. It was a great event and congratulations to all the student organizers.

Personal

I will be taking a personal vacation from December 7 – 14. I will respond to urgent matters but besides that will be offline.

Closing Remarks

My Fall semester office hours will be Thursdays from 12:00PM-1:00PM in SUB 2-900! Feel free to drop by if you have any questions or would like to discuss anything.

Thank you for reading my report and happy to answer any questions you may have.

Marina Banister
UASU President

November 30th 2017

To: Students Council

RE: Report to Council

Hello Council,

I would like to start my report today by reminding us all that we are on Treaty 6 Territory. As we say before every Council and most committee meetings, we aspire for our learning, research, teaching, *and governance* to acknowledge and work towards the decolonization of Indigenous knowledges and traditions. I ask that when reading this we all take some time to reflect on what that means to us and to the indigenous people we share the land we gather on.

Governance

General Faculties Council

General Faculties Council met on Monday November 27th for the last time in 2017. The meeting mainly centered on a presentation from the Faculty of Nursing on their new curriculum and a proposal from the Faculty of Business to remove the English Language Requirement for Business courses that are approved to be taught overseas. The presentation from Nursing was recommended to GFC and was strictly an information item, but was a prime example of an extremely good quality proposal for a curriculum renewal which included extensive student consultation. The Business proposal was recommended to GFC as it is the first program that will be delivered in a language other than english and french, while also have no other language requirement. The President also gave an update regarding a joint GFC, Board of Governors and Senate Summit which will be taking place in January, centering on Freedom of Speech.

Academic Planning Committee

As President Banister was in Ottawa for CASA Advocacy Days, I attended the Academic Planning Committee in her place. While there was not much on the agenda, we had an interesting presentation on a number of Quality Assurance Program reviews that took place over the last year, including in the Faculties of Law, ALES, Extension, Rehabilitation Medicine, and Public Health. This Committee is one of the most powerful committees of GFC and has the power to refer things to BoG.

Council of Faculty Associations (COFA)

We held our first ever Joint-COFA Meeting this week. This was a meeting of COFA which brought together representatives from all FAs and from all COFA Boards (Senior, Advocacy, Finance & Admin, Member Services). At this meeting we had consultation session with UASU Orientation, soliciting some feedback on how to improve orientation and what dates to choose for next fall. We also discussed an upcoming "Faculty Leadership Summit", a meeting being scheduled in the winter semester which will bring together Faculty Association representatives and Faculty Deans to discuss big picture issues at the university.

PLLC Steering Committee

I was able to attend the first meeting of the new Peter Lougheed Leadership College Steering Committee - this is a committee composed of some Deans and Administrators, and is chaired by the President. This committee is going to be responsible for deciding on the short to long term direction of the college. Some big issues on the horizon include selecting a new PLLC Principal, expanding the current undergraduate certificate and creating a broader strategy to situate the PLLC in the UofA leadership landscape. This committee is different than the PLLC Academic Oversight Committee as it focuses more on the high level direction of the committee, which is a lot more broad when compared to the AOC which only focuses on the academic certificate.

All My Relations Community Dialogue

I was very pleased to be able to take part in the All My Relations Community Dialogue, an event hosted by the Native Studies Student Association and Aboriginal Students Council. The event was created as a response to recent racist events on campus and was meant as a way to create a space to discuss these events among many others on campus. It was a very special event featuring many community members, elders, and good food! There are plans to host a similar event in the new year as well.

Open Educational Resource Progress

Over the last few weeks I met with both the OER Interest and Advocacy groups. The OER interest group is beginning to plan Open Education Week in March 2018. This will be a week full of presentations, workshops and events centered on increasing and educating open education on campus. The OER Advocacy group has been working on creating a number of informational comic strips role playing OER use, while also preparing for a presentation on OERs to the AASUA council.

FAB Safety Town Hall

GFC Arts Councillors hosted a Town Hall to discuss the safety and security in the Fine Arts Building. There were representatives from Risk Management, University of Alberta Protective Services, and the Faculty of Arts there to answer questions and to communicate what work is ongoing. Risk Management and UAPS noted general trends in safety on campus and the Faculty of Arts commented on a number of things underway to improve security in FAB. This includes installing physical barriers to close off stairwells that aren't used, installing video cameras, and renovating the "Pit" in FAB so that it is more engaging to students to deter crime.

UASU Got This Campaign

I am spearheading a new campaign that is aiming to get traditionally underrepresented groups to get involved in student politics. The campaign is based on two themes: The first theme has the goal of encouraging traditionally underrepresented people to consider running in the 2018

SU Executive and Council elections. The second theme will focus on supporting any candidates that do decide to run by encouraging a more positive narrative that is rooted in acceptance and a celebration of diversity and equity, calling on our campus to support and encourage all candidates. The aim is to challenge the problematic and often discriminatory rhetoric that many underrepresented candidates tend to experience.

All in all this has proven to be a busy few weeks and I'm happy to answer any questions you may have.

Warm regards,



Shane Scott
Vice President Academic

November 30, 2017
To: Students' Council
Re: Report to Students' Council

Hello Council!

Hard to believe this semester of Students' Council is already over! I wish everyone the best of luck on their final exams and projects. I have a number of meetings and projects to cover in this report, so I will get right to it!

Facilities Development Committee of General Faculties Council

On Thursday November 23rd I attended the November meeting of the Facilities Development Committee (FDC). This committee's scope includes approving new construction and space plans at the University of Alberta. It does not, however, include budgeting. At this meeting we approved the General Space Plan for the Faculty of Rehab Medicine. This plan included their projected space requirements into the future. We then received an in-depth presentation on deferred maintenance, which explained the issue in detail. This explanation included a breakdown of the university's \$928 million deferred maintenance bill; as well a frank discussion over what is feasible. In a nutshell, deferred maintenance can never be eliminated, because buildings will always wear out, but the goal must be controlling it. We then received an update on the consultation for the Augustana Campus Long Range Development plan. They are conducting open houses and stakeholder meetings. Lastly, I gave a verbal update on our progress on our SUB renovations and the Facilities & Development team gave updates on various projects across campus, such as Lister 5 and ECV 9. There was a lot of content in this meeting, so please ask further questions in question period for more details.

Campus Food Bank Lease Agreement

Over the past number of months I have been working with the Executive Director of the Campus Food Bank (CFB), previous VP Operations & Finance Cory Hodgson, to review and renew the lease that the CFB has with the Students' Union for their space in SUB. We concluded that work this last week and have signed the finalized agreement. Amendments were few and we are both happy with the final result.

Students' Union Investment Policy

I have been working for some time on updating the Students' Union's investment policy. This is not an SU policy that must go through Policy Committee, but instead an agreement our financial department has with our wealth manager. The SU holds various funds in

accounts that are then invested while they sit. It does not make sense to just have money sit without investing, as that would result in forgone revenue. Our current agreement is suited to market conditions that existed multiple years ago, where investments like government bonds were more fruitful than stocks and Canadian markets were stronger. Since then, stocks have become stronger and international investments are growing. I am working to amend the agreement to allow for a higher proportion of our funds to be invested in stock portfolios and in international markets, which would result in higher investment income.

Myer Horowitz Theatre Market Analysis

Last year, council directed the Myer Horowitz Theater Renovation Project to conduct an analysis of the theatre market in Edmonton. Council wanted to be sure that the Edmonton market had a need for a renovated theatre like the Horowitz. In response, we commissioned a market analysis of the Edmonton theatre scene with a local performing arts group called Catch the Keys. I am currently finalizing the report with the team at Catch the Keys, and it should be ready for presentation by the new year.

Student Event Initiative & Lower Level Renovations

Over the last two weeks, I have been working closely on the Student Event Initiative (SEI) and analyzing our plans to develop the lower level of the building. You will see an update on the SEI during Marc Dumouchel's presentation at the beginning of this Students' Council meeting. We are working hard to consult and listen to students, and create even more exciting programming in the building. The work to the lower level of the building includes more meeting space and a commercial kitchen. Currently, all catering is being done out of the back of L'Express, which is affecting our capacity to deliver on demand. We require a true kitchen to be viable in the long run. A large topic we have been exploring, through financial models and surveys to students, is what will the business plan for catering and the front end of L'Express will look like into the future. We do not have an answer yet, but we are working hard to find one. If you have any feedback or questions on this topic, please do not hesitate to reach out. We will be talking in-depth about his topic at the next Finance Committee meeting, on December 11th at 4:30PM.

Thank you for the great semester council! Happy Holidays, and I will see you in the new year!

Cheers,



Robyn Paches

Mtg Code	Date	Result	Motion	Council Agenda Reported In	Notes	
04	2017-05-18	5/0/0	USHAKOV/PACHES MOVED TO support the creation of the Campus Activities Board.			
04	2017-05-18	5/0/0	PACHES/USHAKOV MOVED TO request \$475.00 in Per Diem and Travel costs for the VP Operations & Finance and the VP Student Life to attend the StudentCare Stakeholder Meeting as UASU delegates.			
06	2017-06-08	4/0/0	PACHES/SCOTT moves to release all remaining Students' Union held Lister Hall Students' Association funds to the 2017/18 Lister Hall Students' Association.		BANISTER away	
07	2017-06-12	4/0/0	BANISTER/SCOTT MOVED TO approve a project allocation not to exceed \$3000.00 for the STRIDE spring/summer cohort as presented.		LARSEN away	PA
07	2017-06-12	4/0/0	USHAKOV/BANISTER MOVED TO approve the letter of support to Strathcona Elections.		LARSEN away	
07	2017-06-12	4/0/0	USHAKOV/PACHES MOVED TO budget no more than \$1800 to send the Executive and the DRPA to the Council of Alberta University Students Counterparts Conference.		LARSEN away	
07	2017-06-12	4/0/0	SCOTT/USHAKOV MOVED TO budget no more than \$450 to send the President, VP External and the DRPA to the Council of Alberta University Students June In-person Meeting in Calgary.		LARSEN away	
08	2017-06-15	5/0/0	USHAKOV/SCOTT MOVED TO request \$75.00 in Per Diem costs for the VP External, President and the VP Student Life to attend the Wellness Summit as UASU delegates.			
08	2017-06-15	5/0/0	BANISTER/LARSEN MOVED TO budget no more than \$2250 to send the President, the VP External, and the DRPA to the Canadian Alliance of Student Association Policy and Strategy Conference.			
09	2017-06-22	4/0/0	BANISTER/SCOTT MOVED TO approve the attendance of the Executive Committee to the 2017 Student Union Development Summit as presented.	2017-07	PACHES away	
09	2017-06-22	4/0/0	LARSEN/USHAKOV MOVED TO allocate no more than \$1,750 from the project allocation for the Executive Committee's attendance to the 2017 Student Union Development Summit.	2017-07	PACHES away	PA
12	2017-07-06	5/0/0	PACHES/LARSEN moves to approve a project allocation not to exceed \$3000.00 for the Room at the Top mural as presented.	2017-07		
14	2017-07-20	5/0/0	USHAKOV/PACHES MOVED TO approve the job description of the Chair of the Campus Activities Board as presented.	2017-10		
14	2017-07-20	5/0/0	USHAKOV/PACHES MOVED TO approve the attached version of the Campus Activities Board Terms of Reference.	2017-10		
15	2017-07-31	5/0/0	PACHES/SCOTT MOVED TO approve the job description of the Social Media Coordinator as presented.	2017-10		
18	2017-08-29	4/0/0	BANISTER/USHAKOV MOVED TO approve the Senior Operations Manager – Retail and Assistant Operations Manager – Retail Job Descriptions.	2017-10	PACHES away	
18	2017-08-29	4/0/0	BANISTER/SCOTT MOVED TO approve the Capital Campaign Coordinator Job Description.	2017-10	PACHES away	
20	2017-09-13	5/0/0	SCOTT/USHAKOV MOVED TO approve the STRIDE Coordinator Job Description as presented.	2017-10		
21	2017-09-18	5/0/0	LARSEN/SCOTT MOVED TO request no more than \$2500 for Election Year: Meet Your City Council Candidates event and GovWeek support items from the Project Allocation (PA) fund	2017-10		PA
22	2017-09-21	5/0/0	PACHES/USHAKOV MOVED TO approve a project allocation not to exceed \$200.00 for Room at the Top mural supply costs as presented.	2017-10		PA
24	2017-09-27	5/0/0	SHANE/REED MOVED TO approve a project allocation not to exceed \$4200.00 for the STRIDE fall/winter cohort as presented.			PA
25	2017-10-02	5/0/0	PACHES/SCOTT MOVED TO approve a project allocation not to exceed \$1500.00 for the municipal advanced polling marketing as presented.			PA
26	2017-10-11	5/0/0	USHAKOV/PACHES MOVED TO approve a project allocation not to exceed \$1050.00 for the UASU Cares Marketing Campaign as presented.			
26	2017-10-11	5/0/0	USHAKOV/LARSEN MOVED TO budget no more than \$210 to send the President, VP External and the DRPA to the Council of Alberta University Students In person meeting.			

N/A	SANDARE/WILSON MOVE to suspend standing orders to allow for four speaking turns	CARRIED	SC-2017-07	08/22/2017
N/A	FLAMAN/BROPHY CALL TO QUESTION.	CARRIED	SC-2017-07	08/22/2017
N/A	SCOTT/SUNDAY MOVE to postpone indefinitely.	CARRIED	SC-2017-07	08/22/2017
SC-2017-08 was cancelled.				
2017-09/2a	USHAKOV/BANISTER SPONSOR a presentation from the Dean of Students Office regarding changes in the Student Council.	N/A	SC-2017-09	09/19/2017
2017-09/2b	LARSEN/FLAMAN SPONSORS an overview presentation from the Council of Alberta University Students.	N/A	SC-2017-09	09/19/2017
2017-09/7a	SUNDAY/FLAMAN MOVES to appoint two members of Students' Council to the Discipline, Interpretation, and Enforcement Committee.	N/A	SC-2017-09	09/19/2017
2017-09/7b	CHRISTENSEN/HOWIE MOVES to appoint one (1) member of Students' Council to Bylaw Committee.	N/A	SC-2017-09	09/19/2017
2017-09/7c	LARSEN/USHAKOV MOVE, upon the recommendation of Policy Committee, to approve the renewal of the Student Council.	CARRIED	SC-2017-09	09/19/2017
2017-09/7d	SCOTT/PIASECKI MOVE, upon the recommendation of Policy Committee, to approve the renewal of the Deferred Action Committee.	CARRIED	SC-2017-09	09/19/2017
2017-09/7e	PACHES/CHRISTENSEN MOVE to approve the first reading of Bill #4 - Removing Student Group Operating Policies.	CARRIED	SC-2017-09	09/19/2017
2017-10/2a	PACHES/(?) SPONSOR the presentation called Report to Students' Council: The Athletics and Recreation Fee.	N/A	SC-2017-10	10/03/2017
2017-10/8a	USHAKOV/PACHES MOVE to appoint two council members to the Health and Dental Committee.	N/A	SC-2017-10	10/03/2017
2017-11/2a	USHAKOV/PACHES SPONSOR a presentation from StudentCare on the Health and Dental Plan.	N/A	SC-2017-11	10/17/2017
2017-11/7a	PACHES/CHRISTENSEN MOVE to approve the first reading of Bill #4 - Removing Student Group Operating Policies.	CARRIED	SC-2017-11	10/17/2017
2017-11/7b	CHRISTENSEN/PIASECKI MOVE, on the recommendation of the DIE Board Committee, to appoint Gil Miciak and	CARRIED	SC-2017-11	10/17/2017
2017-11/7c	CHRISTENSEN/PIASECKI MOVE, on the recommendation of the DIE Board Committee, to appoint Landon Haynes	CARRIED	SC-2017-11	10/17/2017
2017-11/7d	CHRISTENSEN/PIASECKI MOVE, on the recommendation of the DIE Board Committee, to appoint Karamveer Lal	CARRIED	SC-2017-11	10/17/2017
2017-11/7e	BROPHY/PALINDAT MOVE, on the recommendation of the Audit Committee, to approve the findings of the external	CARRIED	SC-2017-11	10/17/2017
2017-11/7f	BROPHY/PALINDAT MOVE, on the recommendation of the Audit Committee, to approve the findings of the external	CARRIED	SC-2017-11	10/17/2017
2017-12/7a	CHRISTENSEN/PACHES MOVE to approve the first reading of Bill #6, on the recommendation of Bylaw Committee.	CARRIED	SC-2017-12	11/07/2017
2017-12/7b	SUNDAY/ SCOTT MOVE to appoint two (2) members of Students' Council to the Aboriginal Relations and Recognition	N/A	SC-2017-12	11/07/2017
2017-12/7c	SUNDAY/THIBAUDEAU MOVE to appoint one (1) member of Students' Council to the Council Administration Co	N/A	SC-2017-12	11/07/2017
2017-13/2a	SCOTT/LARSEN SPONSORS a presentation from the Engineering Student's Society on the proposed FAMF referen	N/A	SC-2017-13	11/21/2017
2017-13/7a	PACHES MOVES to appoint one member of Students' Council to the Gateway Student Journalism Society.	N/A	SC-2017-13	11/21/2017
2017-13/7b	PACHES MOVES to appoint one member of Students' Council to the Finance Committee.	N/A	SC-2017-13	11/21/2017
2017-13/7c	PACHES/SCOTT MOVE to appoint two members of Students' Council to the ONECard Student Advisory Group.	N/A	SC-2017-13	11/21/2017
2017-13/7d	HOWIE MOVES to appoint one (1) member of Students' Council to the Policy Committee.	N/A	SC-2017-13	11/21/2017
2017-13/7e	HOWIE/CHRISTENSEN MOVE to approve the first reading of Bill #5, on the recommendation of Bylaw Committee.	NOT CARRIED	SC-2017-13	11/21/2017
	CHRISTENSEN/FLAMAN MOVE to bring this motion back to Bylaw Committee	CARRIED	SC-2017-13	11/21/2017
2017-13/7f	SUNDAY/LARSEN MOVES to appoint one (1) member of Students' Council to the Aboriginal Relations and Recognition	N/A	SC-2017-13	11/21/2017

Councillor Attendance Records

2017-2018

Council Seats (40 total)	Name	17-13 November 21	17-12 November 7	17-11 October 17	17-10 October 3	17-09 September 19	17-07 August 22	17-06 July 25	17-05 June 27	17-04 June 13	17-03 May 30	17-02 May 9	17-01 April 25
Ex-officio Members (6 voting seats)													
President	Marina Banister	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
VP Academic	Shane Scott	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VP External	Reed Larsen	Y	Y	Y	0.5	Y	Y	N	Y	Y	Y	Y	Y
VP Operations & Finance	Robyn Paches	Y	Y	Y	Y	0.5	0.5	Y	Y	Y	Y	Y	Y
VP Student Life	Ilya Ushakov	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Undergraduate Board of Governors Rep	Mike Sandare	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Faculty Representation (32 voting seats)													
ALES	Haley Lefferson			N	Y	Y	Y	Y	0.5	N	Y (0.5)	Y	Y
ALES	Jo Ann Chew	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Arts	Navneet Gidda			N	Y	Y	Y	N	N	Y (P)	Y	Y	Y
Arts	Srosh Hassan	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
Arts	Alannah Piasecki	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Arts	Mitch Wilson	Y	N	Y	Y	0.5	Y	Y	Y	N	Y	Y	Y (0.5)
Arts	Meijun Chen											N	Y
Arts	Monica Lillo	Y	N	Y	N	Y	Y (P)	Y	Y	Y (P)	Y	Y	Y
Arts	Tina Liu	Y	Y	Y	Y	Y	Y	N	Y	Y	Y (0.5)		
Arts	Robert Bilak	Y	Y										
Augustana (Faculty)	Lane Anderson	Y	Y	N									
Business	Will Swain	Y	N	N	Y	Y	Y	Y	Y	N	N	N	Y
Business	Connor Palindat	Y	Y	Y	Y	Y	Y	Y	0.5	Y	Y	Y	Y (0.5)
Education	Emily Howell			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Education	Kara Farris	Y	Y	Y	Y	Y	0.5	Y	Y	Y	Y	Y	Y
Education	James Thibaudeau	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Engineering	Katelynn Nguyen											Y	Y (0.5)
Engineering	Eddie Wang						N	N	N	N	N		
Engineering	Mahmoud Kenawi	N	Y	Y	N	0.5	N	Y	0.5	N	Y	Y	N
Engineering	Nick Sorensen	Y	Y	0.5	Y	Y	Y	Y	Y	Y	Y (0.5)	Y	Y
Engineering	Daanish Hamid	0.5	Y	N	Y	N	0.5	N	0.5	Y	Y	Y	Y
Engineering	Daniel Blyk	Y	Y	Y									
Law	Alexander (Sandy) Brophy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Medicine & Dentistry	Brandon Christensen	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Native Studies	Nathan Sunday	Y	N	Y	0.5	0.5	Y	Y	Y	Y (P)	Y	Y	Y
Nursing	Abigail Bridaroli	N	Y	Y	Y	0.5	N	N	Y	Y (P)	Y (0.5)	Y	Y (0.5)
Open Studies	Levi Flaman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Pharmacy	Alex Kwan	N	0.5	Y	N	Y	Y	Y	Y	N	Y	N	Y
Phys Ed & Rec	VACANT												
Saint-Jean (Faculty)	Delane Howie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Science	Genna DiPinto	Y	0.5	Y	Y	Y	Y	Y	0.5	Y	Y	Y	Y
Science	Habba Mahal	0.5	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y
Science	Hyejun Kim	Y	0.5	Y	Y	Y	N	Y	0.5	Y	Y	Y	N
Science	Nicole Jones	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Science	Rachel Wang	0.5	N	0.5	N	Y	0.5	N	0.5	0.5	Y	0.5	N
Science	Darren Choi	Y	Y	Y	0.5	Y	Y	Y	Y	0.5	Y	Y	Y
Ex-Officio Members (2 non-voting seats)													
Speaker	Saadq Sumar	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
General Manager	Marc Dumouchel	N	N	N	N	N	N	N	0.5	N	N	N	N
Guests		Stephen Raltz - Arts		Susie Wang - Science		Jessie Benoit - CSJ		Ben Angus - Arts		Nathan Fung - Arts		Jessie Benoit - CSJ	
		Nathan Fung - Arts		Jessie Benoit - CSJ		Nathan Fung - Arts		Heather Lindsay - Native Studies		Nathan Fung - Arts			
		Sofia Osbourne - Sciences		Stephen Raltz - Arts				Megan Arcand - Native Studies					
		Dierdra Cutarm - Arts		Nathan Fung - Arts				Katherine Belcourt - Science					
		Megan Arcand - Native Studies						Dairdra Cutarm - Native Studies					
								Bo Zhang					
								Justis Allard-Hagen					



University of Alberta Students' Union

STUDENTS' COUNCIL

Tuesday, November 21, 2017
Council Chambers, University Hall

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, 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 and work towards the decolonization of Indigenous knowledges and traditions.

MEETING CALLED TO ORDER AT 6:00PM

ORDER PAPER (SC 2017-13)

2017-13/1 **SPEAKERS BUSINESS**

2017-13/2 **PRESENTATIONS**

2017-13/2a ***Presentation Title:*** Engineering Student's Society (ESS) Proposed FAMF Referendum

Abstract: A presentation on the proposed increase in the ESS Faculty Association Membership Fee. Included a breakdown of where specific funds from the FAMF goes. Went over the consultation process so far, and the plan going forward.

Presenter(s):

- Josh Goselwitz, ESS President

SCOTT/LARSEN SPONSORS a presentation from the Engineering Student's Society on the proposed FAMF referendum.

2017-13/3 **EXECUTIVE COMMITTEE REPORT**

Ilya USHAKOV, Vice President (Student Life) - Report.

Marina BANISTER, President - Report.

Robyn PACHES, Vice President (Operations and Finance) - Report.

Shane SCOTT, Vice President (Academic) - Report.

Reed LARSEN, Vice President (External) - Report.

2017-13/4 **BOARD AND COMMITTEE REPORT**

Audit Committee - Report.

Bylaw Committee - Report.

Council Administration Committee (CAC) - Report.

Finance Committee - Report.
Nominating Committee - Report.
Policy Committee - Report.
Board of Governors - Report.
Gateway Student Journalism Society - Report.
Aboriginal Relations and Reconciliation Committee - Report.
Council on Aboriginal Initiatives - Report.

2017-13/5 **OPEN FORUM**

2017-13/6 **QUESTION PERIOD**

2017-13/7 **BOARD AND COMMITTEE BUSINESS**

2017-13/7a **PACHES MOVES** to appoint one member of Students' Council to the Gateway Student Journalism Society.

LARSEN nominates **THIBAUDEAU**
THIBAUDEAU declines nomination

PACHES nominates **BILYK**
BILYK declines nomination

THIBAUDEAU nominates **BILAK**
BILAK accepts nomination

Councillor BILAK is appointed to Gateway Student Journalism Society

2017-13/7b **PACHES MOVES** to appoint one member of Students' Council to the Finance Committee.

FLAMAN nominates **BILAK**
BILAK accepts nomination

PALINDAT nominates **CHOI**
CHOI accepts nomination

Councillor CHOI is declared member of Finance Committee.

2017-13/7c **PACHES/SCOTT MOVE** to appoint two members of Students' Council to the ONECard Student Advisory Group.

LARSEN nominates **FLAMAN**
FLAMAN accepts nomination
USHAKOV nominates **CHEW**
CHEW accepts nomination

HASSAN nominates **WILSON**
WILSON accepts nomination

HOWIE nominates **FARRIS**
FARRIS accepts nomination

THIBAUDEAU nominates **ANDERSON**
ANDERSON accepts nomination

LARSEN nominates **CHOI**
CHOI declines nomination

THIBAUDEAU nominates **BILAK**
BILAK declines nomination

USHAKOV nominates **HASSAN**
HASSAN accepts nomination

LARSEN nominates **DI PINTO**
DI PINTO declines nomination

USHAKOV nominates **SORENSEN**
SORENSEN accepts nomination

USHAKOV nominates **SWAIN**
SWAIN accepts nomination

LARSEN nominates **BROPHY**
BROPHY declines nomination

THIBAUDEAU nominates **LARSEN**
LARSEN accepts nomination

FARRIS nominates **LILO**
LILO declines nomination

THIBAUDEAU nominates **USHAKOV**
USHAKOV accepts nomination

Councillors **FLAMAN** and **ANDERSON** are appointed.

2017-13/7d **HOWIE MOVES** to appoint one (1) member of Students' Council to the Policy Committee.

CHOI nominates **BILAK**
BILAK accepts nomination

HOWIE nominates **FARRIS**
FARRIS accepts nomination

USHAKOV nominates **JONES**
JONES declines nomination

LARSEN nominates **THIBAUDEAU**
THIBAUDEAU accepts nomination

Councillor BILAK is declared member of Policy Committee.

2017-13/7e Bill #5 - Students' Council Legislative and Committee Structure Reform - *First Reading*

HOWIE/CHRISTENSEN MOVE to approve the first reading of Bill #5, on the recommendation of Bylaw Committee, based on the following first principles.

First Principles:

1. Bylaw 100 is the premiere piece of legislation of Students' Council, housing much of the administrative and operational regulations of the body.
2. Legislation within Bylaw 100 is loosely defined with little direction given surrounding the procedures and protocols of the various forms of legislation. There are currently legislative processes for the creation of bylaws, political policies, and the budget that are described in Students' Council's standing orders, but are not reflected in bylaw. As these processes do not change year to year and are binding, they should be reflected in bylaw.
3. The legislative process of approving bylaws shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Bylaw Committee.
4. The legislative process of approving policies shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Policy committee.
5. The legislative process of approving the budget shall be clarified in Bylaw 100 to mandate the first reading of budget principles and the itemized budget be drafted by Finance committee.
6. In light of DIE Board Ruling 2017-02, there is a lack of clarity surrounding the timing of the start up meeting and first meeting of Students' Council as defined in Bylaw 100.
7. Bylaw 100 shall be amended to allow the startup meeting to occur anytime within April.

8. Bylaw 100 shall be amended to relax the mandated timing of the first meeting of each Students' Council term from before May 7 to before May 15 of each year.
9. In light of recent discussions surrounding committee structure, four new categories of committees will be defined with definitions including, but not limited to:
 - a. "Administrative" committees
 - i. Committees whose mandate include a delegated, legislative function of Students' Council.
 1. Audit, Bylaw, Policy, Council Administration, Finance, and Nominating Committee shall be reclassified as "Administrative" committees.
 - ii. These committees shall have a closed membership of only elected members of Students' Council or Designates.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall remain in Bylaw 100.
 - v. These committee shall only be created or eliminated through two readings of Students' Council amending Bylaw 100.
 - b. "Advisory" committees
 - i. Committees whose mandate include providing recommendations on internal and external Students' Union policies and providing guidance, advice or other information to the organization on a general topic.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council.
 - vi. These committees shall only be eliminated by a two thirds majority vote.

- c. "Ad hoc" committees:
 - i. Committees whose mandate is narrow surrounding a particular topic, initiative, or investigation.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. Expire at a designated time not to exceed 1 year.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.

- d. "Operational" committees:
 - i. Committees whose mandate is to serve a specific operational function of the Students' Union.
 - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
 - iii. These committees shall be recurring.
 - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
 - v. These committees may be created, approved, eliminated, or formalized by a simple majority vote of Students' Council or the Executive committee.
 - vi. These committees shall only be eliminated by a two thirds majority vote.

- 10. The definition of "standing committee" and "committee of the executive" shall be eliminated.
- 11. Under the new classification, all formalized committees shall be eligible for the administrative support of Discover Governance or the Students' Union, as needed.
- 12. The current "Bylaw 100 Schedule" shall be renamed "Bylaw 100 Schedule A".
- 13. A new "Bylaw 100 Schedule B" shall be created.

SCOTT asks **SPEAKER** if motion can be split up after point number nine

SUNDAY recommends change in wording around Ad Hoc committees

CHRISTENSEN/FLAMAN moves to bring back to bylaw committee

Carried. 32/1/0.

SC-2017-7f **SUNDAY/LARSEN MOVES** to appoint one (1) member of Students' Council to the Aboriginal Relations and Reconciliation Ad Hoc Committee.

USHAKOV nominates **HOWIE**
HOWIE accepts nomination

LARSEN nominates **FARRIS**
FARRIS accepts nomination

Councillor HOWIE is appointed as member of Aboriginal Relations and Reconciliation Ad Hoc Committee.

2017-13/8 **GENERAL ORDERS**

2017-13/9 **INFORMATION ITEMS**

2017-13/9a Report from Vice President (Student Life)

See SC 2017-13.01

2017-13/9b Report from Vice President (External)

See SC 2017-13.02

2017-13/9c Report from the President

See SC 2017-13.03

2017-13/9d Report from Vice President (Academic)

See SC 2017-13.04

2017-13/9e Report from Vice President (Operations and Finance)

See SC 2017-13.05

2017-13/9f Executive Committee Motion Tracking

See SC 2017-13.06

2017-13/9g Student Council Motion Tracking Sheet

See SC 2017-13.07

2017-13/9h Students' Council Attendance

See SC 2017-13.08

2017-13/9i *Votes and Proceedings, SC-2017-12-OP-20171107 - Tuesday, November 7, 2017*

See SC 2017-13.09

2017-13/9j Notification of Appointment of Councillor-Designate Wilson **DOLAN** for Councillor **THIBAudeau**

See SC 2017-13.10

2017-13/9k 2017 GovWeek Impact Report

See SC 2017-13.11

MEETING ADJOURNED AT 9:38PM.



UAFAR

University of Alberta First Aid Responders

Becoming a Dedicated Fee Unit

Who: University of Alberta First Aid Responders (UAFAR)

- ❑ Non-profit UofA student group
- ❑ Founded in 2014, steadily growing membership and volunteer base
- ❑ Improving campus health and safety:
 - Education
 - Skill upkeep
 - Service

UAFAR: Education, Skill Upkeep, Service

- ❑ **Education:** Standard First Aid (SFA) courses
- ❑ **Skill upkeep:** biweekly Skill Development Sessions (SDS)
- ❑ **Service:** Fully-equipped, free first aid coverage
 - ❑ >50 members, >50 events and 400 hours event service alone in 2016-7

Just one week of 2017-8 → Saturday, Nov 25th – Saturday, Dec 2nd

12 events

Campus Cup (Sat+Sun); Red Ribbon Ride; Golden Bears Basketball; Golden Bears Hockey; Pandas Hockey; Golden Bears Volleyball

UAFAR: Room For Growth

- An anecdote

UAFAR: Room For Growth

[Find a Person](#) | [ONEcard](#) | [Bear Tracks](#) | [Maps](#) | [Email & Apps](#) | [eClass](#) | [Libraries](#)

search

Search



UNIVERSITY OF
ALBERTA

[Prospective Students](#)

[Current Students](#)

[Faculty & Staff](#)

[Alumni & Friends](#)

[ADMISSIONS & PROGRAMS](#)

[FACULTIES](#)

[RESEARCH](#)

[WHY UALBERTA?](#)

[CAMPUS LIFE](#)

[NEWS & EVENTS](#)

[University of Alberta](#) / [Why UAlberta?](#) / [International](#) / [International Student Services](#) / [Services and Support Guide](#) / [In an Emergency](#)

International Student Services

[Prepare for UAlberta](#) +

[Welcome Services](#) +

[Culture & Lifestyle Guide](#) +

[Money, Insurance, and Permits Guide](#) +

[Services and Support Guide](#) -

[Academic Support](#)

[Bursaries and Loans](#) +

[Career Development](#) +

In an Emergency

Calling 911

Calling 911 on any phone (landline or mobile) will connect you with emergency services, which are police, ambulance, and the fire department. If you call 911 you'll be immediately connected to a dispatcher, who will require information about the emergency you are dealing with, and where you are located.

Some of the following are good reasons to call 911:

- You or someone you are with has seriously injured themselves, or is having a medical emergency (diabetic shock, extreme allergic reaction)
- There is an out-of-control fire
- You fear for your immediate safety

University of Alberta Protective Services ⓘ

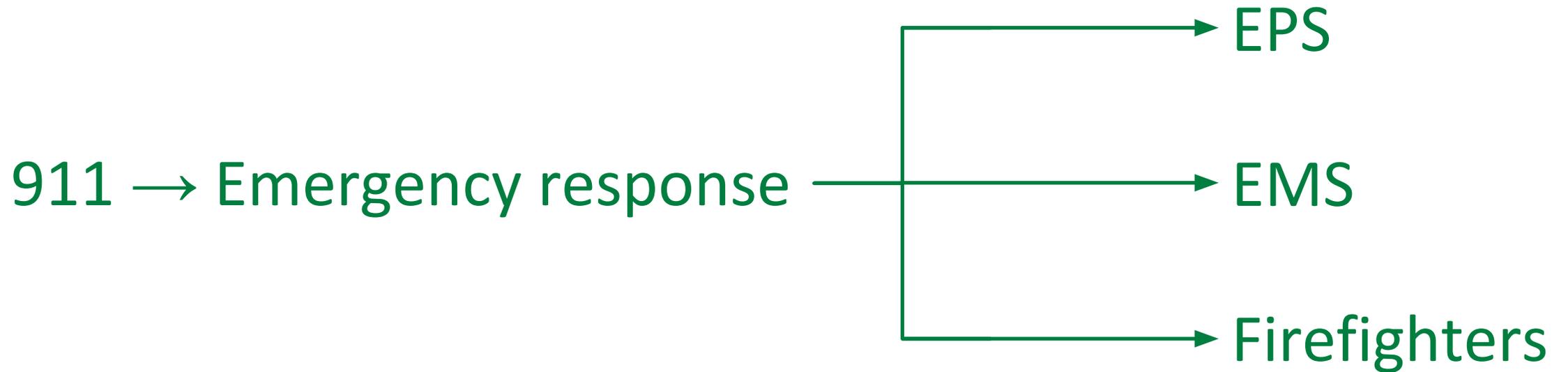
In non-emergency situations Protective Services can help with a variety of things, including:

- [Lost and Found](#)
- [Victim/Witness Assistance](#)
- [Personal Safety Information](#)

You can call Protective Services at 780-492-5050

[Learn more about Protective Services](#)

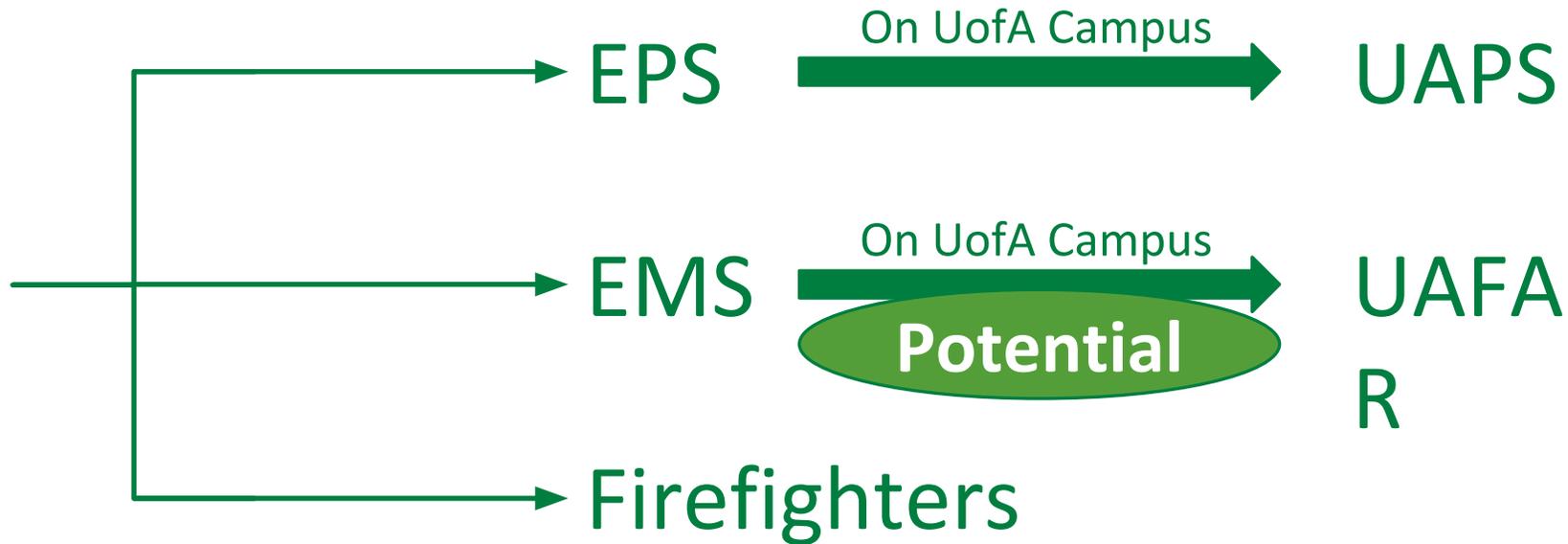
UAFAR: Room For Growth



UAFAR: Room For Growth



UAFAR: Room For Growth



UAFAR: On-call Service

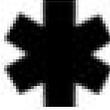
EPS, EMS  On UofA Campus UAPS,

UAFAR

Potential collaboration with UofA Risk Management Services (RMS), UAPS

- ✓ Need for on-call service
- ✓ Establish contact with RMS
- ✓ RMS interest
- Funding support

Bigger Picture: Event Coverage

	Emergency Medical Aid Team
 UNIVERSITY OF CALGARY	 STUDENT MEDICAL RESPONSE
 UNIVERSITY OF TORONTO	 University of Toronto Emergency First Responders <i>Knowing first aid saves lives!</i>
 McGill	 McGill Student Emergency Response Team (M-SERT)
 uOttawa	 Équipe de premiers répondants Student Emergency Response Team
 UNIVERSITY OF WATERLOO	 Campus Response Team

Etc.

Bigger Picture: Dedicated SU Funding

 McGill	 McGill Student Emergency Response Team (M-SERT)
 uOttawa	 Équipe de premiers répondants Student Emergency Response Team

Bigger Picture: On-call Service

 McGill	 McGill Student Emergency Response Team (M-SERT)
 uOttawa	 Équipe de premiers répondants Student Emergency Response Team

SU Funded On-call Service, Not Novelty



McGill Student Emergency Response Team (M-SERT)

“supported by the Students’ Society of McGill University”

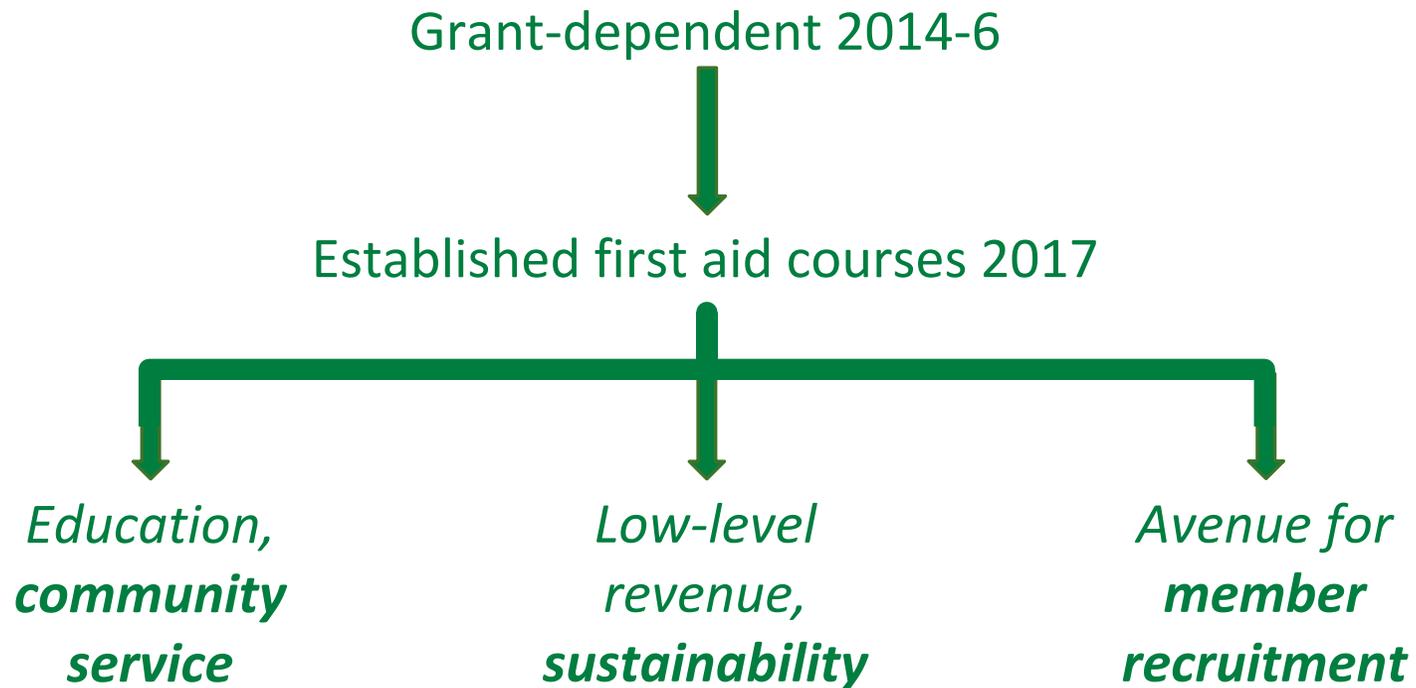
“coverage to McGill University Residences every evening from 18h00 to 06h00”



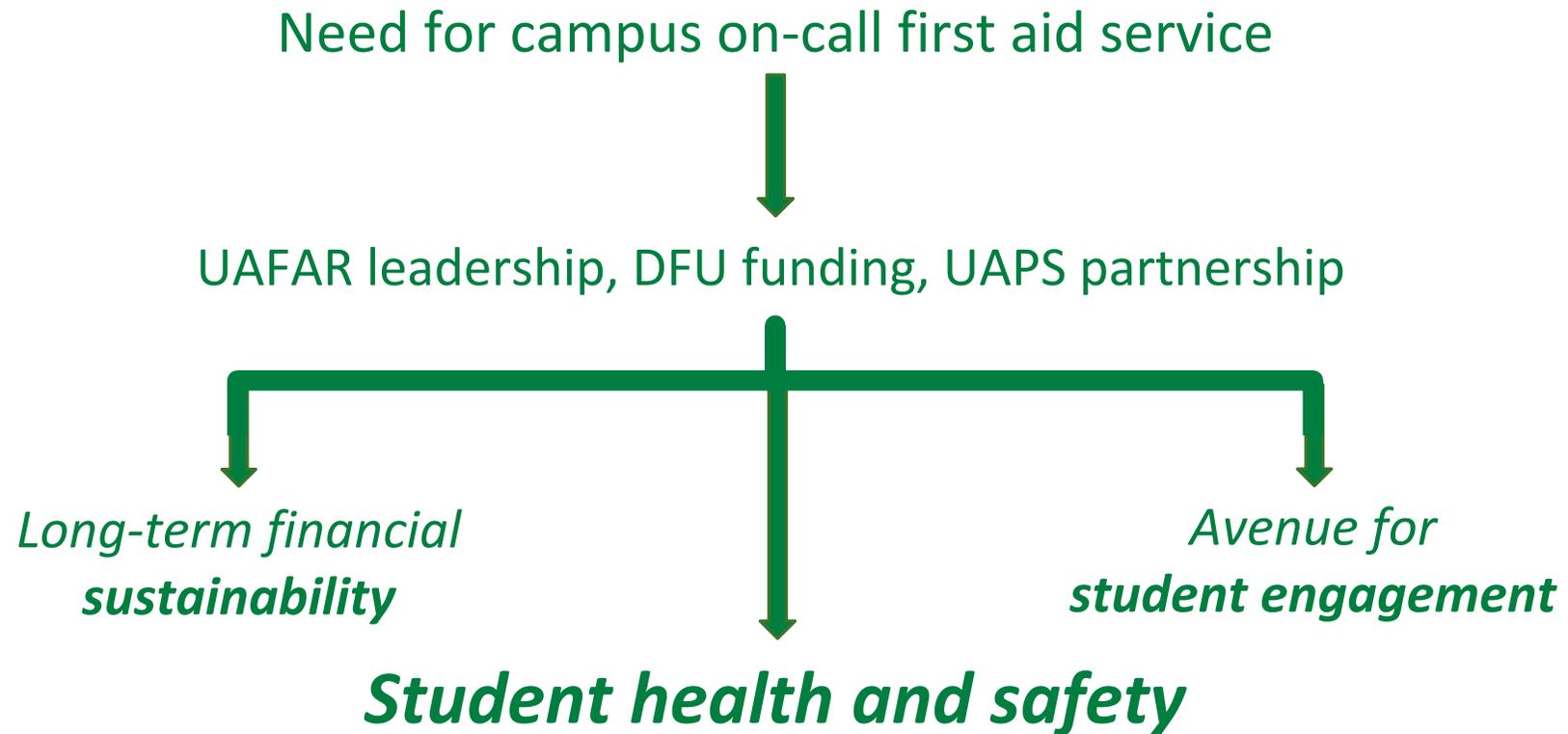
“levy-funded service [from SFUO] ... that provides 24/7 emergency medical coverage”

UAFAR: Fiscal Responsibility, Strategy

E.g. UAFAR First Aid Start-Up



UAFAR: On-call Service Strategy



UAFAR: On-call Service Strategy

□ DFU can help afford:

Extended SFA service: sufficient number of fully-stocked kits, with automatic external defibrillators (AEDs)

Advanced first aid training: subsidized for students serving with UAFAR

Advanced first aid service: cervical collars, oxygen tanks, epi-pens, naloxone/narcan kits

Necessary insurance: Comprehensive General Liability, specialized first aid insurance

Consultation fees: requirement for operational DFU

UAFAR: Consultation, Stakeholders

- ❑ UofA Students
 - recipients of current and potentially extended services
 - potential providers for finances of extended services
- ❑ UASU
 - administration of referendum, potential DFU (reporting by Bylaw 6200)
 - delivering on mandate for ensuring student health and safety
- ❑ UofA RMS + UAPS → potential partners
- ❑ UofA Residence Services → predicted high demand of on-call service
- ❑ University of Alberta → benefit to campus health and safety, public image

Questions? Comments?



UAFAR
University of Alberta First Aid Responders

Bill #6 - The Social and Environmental Responsibility Committee Restructuring - Second Reading

CHRISTENSEN/PACHES MOVE to approve the second reading of Bill #6, on the recommendation of Bylaw Committee, based on the following first principles.

1. The Social and Environmental Responsibility Committee (SERC) historically was a committee of the Students' Union executive.
2. Formally, the committee no longer functions as part of the Students' Union executive and continues to exist as a unregulated committee of the Students' Union proper.
3. Bylaw 1100 shall be amended to remove The Social and Environmental Responsibility Committee as a formal part of the Students' Union executive.

Bylaw 1100

1 Composition

1. The Executive Committee consists of
 - a. the President;
 - b. the Vice President (External);
 - c. the Vice President (Academic),
 - d. the Vice President (Operations and Finance);
 - e. the Vice President (Student Life); and
 - f. the General Manager, as a non-voting member.

2 Mandate

1. The Executive Committee shall
 - a. manage those aspects of the Students' Union not otherwise provided for in legislation; and
 - b. represent the Students' Union to all external parties.
2. The Executive Committee
 - a. has the authority to direct any of its members; and
 - b. may delegate any of its authority.

3 Conduct of Meetings

1. The President is the chair of the Executive Committee.
2. Quorum of the Executive Committee is four voting members.
3. The Executive Committee has the same reporting requirements as a standing committee of Students' Council.

4 Members

1. The President
 - a. shall develop and maintain awareness of significant issues that impact students;
 - b. is the primary spokesperson for the Students' Union;
 - c. shall supervise the affairs of the Students' Union subject to the authority of the Executive Committee and Students' Council; and
 - d. has the authority to direct the General Manager.
2. The Vice President (External)
 - a. shall develop and maintain awareness of significant issues external to the University of Alberta that impact students;
 - b. shall advocate for the Students' Union to the federal, provincial, and municipal governments; and
 - c. shall lead and coordinate the Students' Union's efforts on advocacy external to the University of Alberta.
3. The Vice President (Academic)
 - a. shall develop and maintain awareness of significant academic issues that impact students;
 - b. shall advocate on behalf of the Students' Union on academic issues; and
 - c. shall lead and coordinate the Students' Union's efforts on academic advocacy.
4. The Vice President (Operations and Finance)
 - a. shall develop and maintain awareness of the Students' Union's operations and finances;
 - b. shall oversee those portions of the Students' Union's budget process falling within the realm of the Executive Committee;

- c. shall provide operational and financial advice to the Executive Committee and its members; and
 - d. shall, in the absence of the President,
 - i. chair the Executive Committee, and
 - ii. have the authority to direct the General Manager.
- 5. The Vice President (Student Life)
 - a. shall develop and maintain awareness of significant non-academic issues internal to the University of Alberta that impact students;
 - b. shall advocate on behalf of the Students' Union on non-academic issues internal to the University of Alberta; and
 - c. shall lead and coordinate the Students' Union's efforts on advocacy on nonacademic issues internal to the University of Alberta.
- 6. The General Manager
 - a. shall provide support to the Executive Committee and its members;
 - b. shall implement the directives of the Executive Committee; and
 - c. shall oversee and direct those portions of the Students' Union staff who report, directly or indirectly, to them.

5 Term of Office

1. The President and the Vice Presidents of the Students' Union must be members of the Students' Union.
2. The President and the Vice Presidents of the Students' Union shall be elected to serve a term lasting from May 1 to April 30 of the following year.
3. The General Manager shall be selected in a manner prescribed by the Executive Committee and shall serve at the pleasure of the Executive Committee.

~~6 The Social and Environmental Responsibility Committee (SERC)~~

- ~~1. The Social and Environmental Responsibility Committee (SERC) will operate as a subcommittee of the Students' Union Executive Committee with the mission to:~~
 - ~~a. aid the Students' Union in its ongoing efforts to be socially and environmentally responsible in the administrative, political, and business arenas.~~
 - ~~b. help promote the organization as a leader in economic, environmental, and social sustainability as aspired to in the current Students' Union's Strategic Plan by offering consensus-based recommendations to the SU Executive Committee.~~
 - ~~c. provide tools for the Students' Union to serve as a model example of global citizenship for students, the University, and the broader community in a rapidly globalizing world.~~
- ~~2. The terms of reference will be annually reported to Students' Council.~~

Engineering Students' Society
University of Alberta
2-300 Donadeo Innovation Centre for Engineering,
University of Alberta
Edmonton, Alberta T6G 1H9

November 21, 2017

Students' Council
University of Alberta Students' Union
2-900 SUB, 8900 – 114th Street
Edmonton, Alberta T6G 2J7

Re: Engineering Faculty Association Membership Fee Proposed Amendment

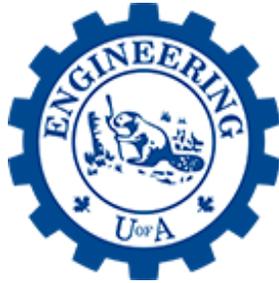
Dear Mr. Speaker,

Please accept the attached proposal and appendices as part of the Engineering Faculty Association Membership Fee Amendment package to be presented at the November 21st, 2017 meeting of the Students' Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Goselwitz". The signature is stylized and cursive.

Josh Goselwitz
President 2016-2018
Engineering Students' Society



UNIVERSITY OF ALBERTA
**ENGINEERING
STUDENTS'
SOCIETY**
Est. 1920

ENGINEERING STUDENTS' SOCIETY

FAMF AMENDMENT 2017-2018

TABLE OF CONTENTS

Background	ii
Purpose	ii
Amount	ii
Scope.....	ii
Fee Lifetime.....	ii
Opt-Out Mechanism	ii
Allocation	iii
Financial Oversight	iv
Consultation	v
Cross-Canada Engineering Society Fee Comparison	vi

LIST OF FIGURES

Figure 1: Annual Engineering Society Membership Fees (November 2017)	vi
Figure 2: Engineering Society Annual Membership Fee Relative Comparison (November 2017)	vii
Figure 3: Annual Fees and Engineering Society Membership Population (November 2017).....	vii

APPENDICES

Appendix I: ESS FAMF Reimbursement Form	1
Appendix II: Relevant ESS Policy	3
Appendix III: Engineering Students Activities Fund Application Package	10
Appendix IV: Engineering Students Activities Fund Reimbursement Form	16
Appendix V: Draft Engineering Student Project Fund Bylaws.....	19
Appendix VI: Consultation Meeting Minutes.....	32
Appendix VII: FAMF Town Hall Sign-in Sheet.....	37
Appendix VIII: ESS FAMF Survey Results.....	39
Appendix IX: November 8, 2017 BoD Meeting	43
Appendix X: Engineering Students' Society Board of Directors FAMF Letter of Support	49
Appendix XI: Engineering Student Project Fund Committee FAMF Letter of Support	52
Appendix XII: Faculty of Engineering FAMF Letter of Support	54

BACKGROUND

PURPOSE

As the Engineering Students' Society, and the Faculty Association for engineering, our mission *is to promote professional awareness among engineering students by encouraging a sense of unity and integrity through the combined efforts of all engineers working together in both social and technical activities*. The Faculty Association Membership Fee (FAMF) allows the Engineering Students' Society (ESS) to offer a wide range of events and services that aim to fulfill this mission.

AMOUNT

- Each full-time and on-campus student in the Faculty of Engineering shall be required to pay \$20.00 per term as a FAMF.
- Part-time students and off-campus students pay \$0.00 per term.
- Visiting and Special students as defined by the University of Alberta are exempt from payment under the Bylaws.

SCOPE

The scope of this proposal is to amend the engineering FAMF. The FAMF was originally created and implemented for the 2002-2003 year with a four-year term. It was then recreated for the 2006-2007 year with an expiry in August 2010. It was once again recreated in the 2010-2011 year for another four-year term expiring August 31, 2015. FAMF was not collected in 2014-2015 year and was renewed in Winter of 2015 at \$7.00 per student for a three-year term ending August 31, 2019. The intent is to replace the current FAMF with a new FAMF model for a two-year period beginning Fall 2018.

FEE LIFETIME

The engineering FAMF will be collected starting fall term 2018 and will be collected until the end of the winter term 2020. The expiry will occur on August 31, 2020. The two-year term was decided based on the ever-changing needs of the engineering students, and the clubs for which many are a part of.

OPT-OUT MECHANISM

The ESS will be responsible for administering the opt-out mechanism for the FAMF. Engineering students must provide written notification of their intent to opt-out of the FAMF during the term that they have paid. The ESS shall release reimbursements within one month of receiving the funds from the Registrar's Office (via the Students' Union). See Appendix I for the full Opt-Out Form.

ALLOCATION

Table 1 outlines the proposed allocation of the FAMF assuming 4400 students are enrolled.

Table 1: Proposed FAMF Allocation

Allocation	Description	Amount (per term)	Amount Collected Per Year
Engineering Discipline Clubs	To be allocated on a per capita basis	\$2.75	\$24,200.00
Engineering Student Project Fund (ESPF)	To be allocated to engineering project groups through the ESPF Committee	\$4.75	\$41,800.00
Engineering Student Groups Fund (ESGF)	To be allocated to engineering student groups through the ESGF Committee	\$2.75	\$24,200.00
Engineering Students Activities Fund (ESAF)	To be allocated to engineering students through the ESAF Committee	\$3.00	\$26,400.00
Competitions and Conferences	To the ESS to cover the cost of sending students to engineering conferences and competitions	\$1.75	\$15,400.00
Engineer's Handbook	To the ESS to cover the printing of the engineering handbooks for all students	\$0.65	\$5,720.00
Merchandise Subsidy	To the ESS to cover the cost of engineering bandanas, and to subsidize other merchandise sold at the GEER Store	\$0.50	\$4,400.00
The Bridge	To the ESS to cover the printing of the Bridge publication	\$0.15	\$1,320.00
Health and Wellness Services	To the ESS to cover the costs of the health and wellness services provided	\$0.75	\$6,600.00
Sports Fund	To the ESS to distribute to engineering students for participation in intramural sports	\$0.50	\$4,400.00
Engineering Carnival	To the ESS to cover the cost of the Engineering Carnival	\$0.15	\$1,320.00
Geer Week	To the ESS to cover the cost of running Geer Week	\$1.50	\$13,200.00
Engineering Ball	To the ESS to cover the cost of Engineering Ball	\$0.50	\$4,400.00
Spring Formal	To the ESS to cover the cost of Spring Formal	\$0.30	\$2,640.00
Total Amount Collected		\$20.00	\$176,000.00

FINANCIAL OVERSIGHT

The ESS will require proposals from the recipients of the FAMF monies excluding the ESS. These proposals will outline the anticipated expenditures to be made with the allocated funds, further requirements for the proposals are dictated by the ESS Policy Manual. These proposals will be evaluated and approved by the Society, the Engineering Student Activities Fund Committee, the Engineering Student Group Fund Committee or the Engineering Student Project Fund Committee as per the ESS Policy Manual Sections B.2.4, C.2.2, C.2.4, and C.2.5 respectively. (Relevant sections of the Policy Manual are located in Appendix II). The ESS will also require annual reports indicating how funds received have been spent from each of the recipients (excluding the ESS). The Board of Directors of the ESS is delegated the authority to require each of the recipients to provide the Board a satisfactory accounting of their spending of the fee money and may withhold allocated funds if no such accounting is provided. The ESS will be accountable to the Students' Council with respect to financial oversight as required by Students' Union Bylaw 8200.

CONSULTATION

Table 2 outlines the consultation process that has been undertaken to reach this proposal. Letters of endorsement and attendance lists from consultation meetings are included in Appendix VI through to Appendix XII.

Table 2: Proof of Consultation

Date	Consultation Body	Topics
Summer meetings	ESS Sr. Executive	Plan to amend FAMF in Fall 2017
August 28, 2017 - BoD Meeting	ESS Board of Directors (BoD)	Statement of intent to renew FAMF
September 20, 2017- AGM	General student body	Statement and discussion of intent to renew FAMF
September 18, 2017 - BoD Meeting	ESS Board of Directors	Review of initial draft, and detailed discussion of proposal specifics
October 4, 2017 - Faculty Liaison Meeting	Faculty of Engineering (Raymond Matthias)	Timeline and initial proposal discussion
October 9 - 13, 2017 - Meetings	Individual Club Representatives	Discussion of the draft proposal
October 17, 2017 - Town Hall	General Student Body & SU VP Academic	Discussion of the draft proposal
October 19, 2017- Meeting	Engineering Student Project Fund Committee	Discussion of the draft proposal
October 18 - 30, 2017 - Survey	On-line Student Survey	Discussion of the draft proposal
October 30, 2017 - Meeting	Engineering Faculty including Dean Fraser Forbes	Discussion of draft proposal
November 4-6, 2017 - Email	ESS BoD, Faculty, SU	Review of draft proposal #2
November 8, 2017 - BoD Meeting	ESS Board of Directors, Faculty	Final proposal review and signing of letter of support

CROSS-CANADA ENGINEERING SOCIETY FEE COMPARISON

Below are three figures that show the membership fees across Canada as of the beginning of November, 2017. These fees are strictly membership fees; building levies and equipment funds have been excluded. The red dotted line across the bar graphs is the average fee of the engineering societies surveyed, and do not take into account the current or proposed UofA ESS membership fee. Observing just engineering societies with similar size of student members in figure 2, the UofA currently has the lowest membership fee and will still have the lowest fee with the proposed amended FAMF. In figure 3, it's interesting to note that a majority of engineering societies charge a mandatory fee.



Figure 1: Annual Engineering Society Membership Fees (November 2017)

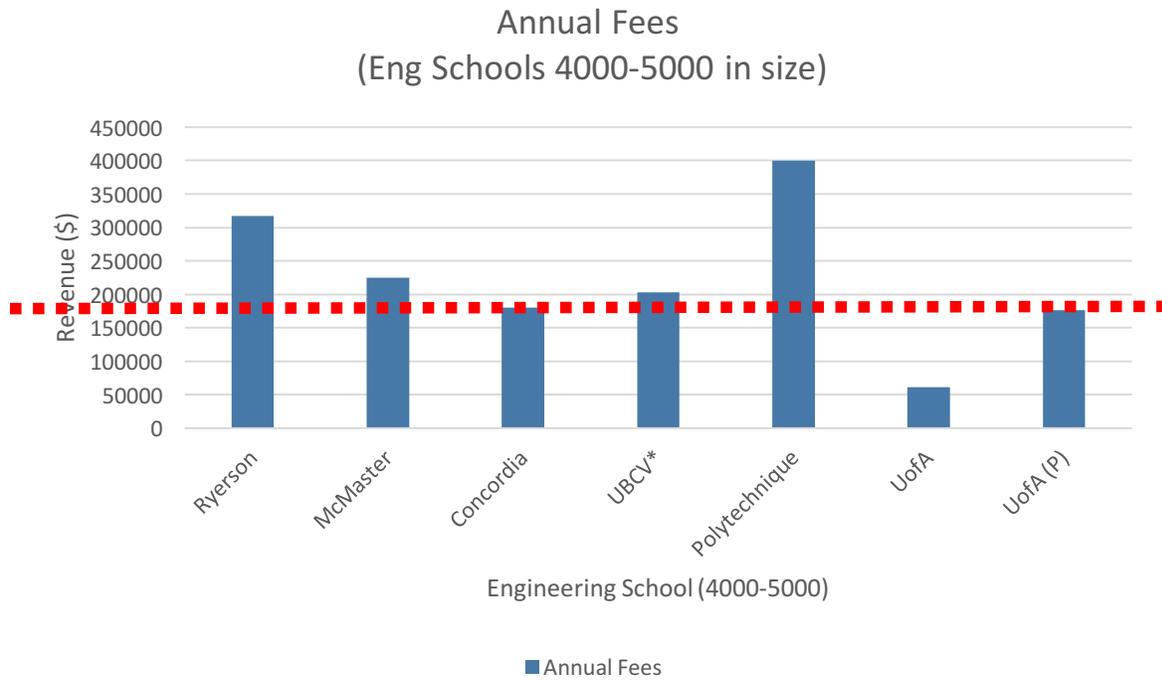


Figure 2: Engineering Society Annual Membership Fee Relative Comparison (November 2017)

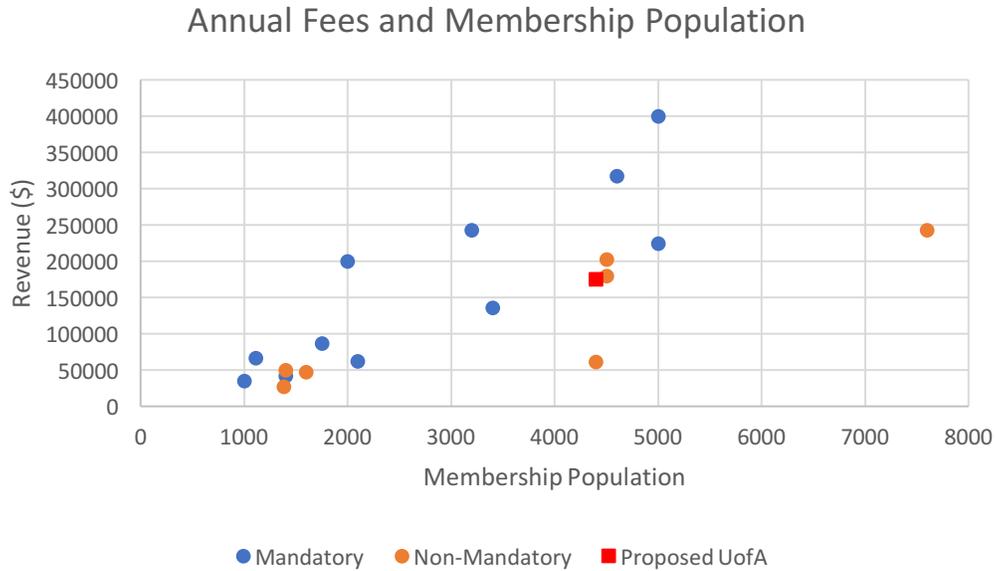


Figure 3: Annual Fees and Engineering Society Membership Population (November 2017)

Appendix I: ESS FAMF Reimbursement Form



UNIVERSITY OF ALBERTA
**ENGINEERING
STUDENTS'
SOCIETY**
Est. 1920

REFUND FOR FACULTY ASSOCIATION MEMBERSHIP FEE (FAMF)

To receive reimbursement from the Engineering Students' Society, for a Faculty Association Membership Fee (FAMF), a student must fill out this form. A student is only eligible if they have paid FAMF in their tuition fees, as collected by the Registrar's Office and the Students' Union. FAMF is a voluntary fee, and filling out this form is the only way to opt-out of payment. FAMF collects \$7.00 per semester for the fall and winter semester.

I, _____, request the refund of the Engineering Students' Society Faculty Association Membership Fee because:

I cannot afford it

I disagree with it, because: _____

I give the Engineering Students' Society permission to retain record of my name and semester of refund for the purposes confirming my registration with the faculty of engineering, as well as preventing administrative errors with refunds.

Signature: _____

Date: _____, 20__

OFFICE USE ONLY

Received by: _____

Date: _____, 20__

Appendix II: Relevant ESS Policy

Policy section B.2.4 reflects changes that would be made in April of 2017 pending the approval of the new FAMF fee. Section C.2.4 already exists and would stay the same, but is relevant none-the-less.

B.2.4: Distribution of Faculty Association Membership Fee

Relevant section of proposal to Students' Council regarding FAMF:

Scope:

The Engineering Faculty Association Membership Fee is a \$20.00 per term fee assigned to full-time students enrolled in the Faculty of Engineering.

Financial Oversight:

The Engineering Students' Society will require financial statements from the recipients who are not the ESS or ESAF indicating the anticipated expenditures to be made with the allocated funds. The Faculty Association Membership Fee funds received from the Registrar will be held separately from the remainder of the ESS' funds, under policies established by the Board of Directors and approved by a General Meeting.

The ESS will also require annual reports indicating how funds received from the fee have been spent from each of the recipients (excluding the ESS and ESAF) by March 31 of each year, and compile a report to Students' Council as required by Bylaw 8200. The ESS will fully comply with any other legislation adopted by Students' Council with respect to financial oversight. The ESS will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

The Board of Directors of the Engineering Students' Society is delegated the authority to require from each of the recipients that they provide to the Board a satisfactory accounting of their spending of fee money, and may withhold allocated funds if such an accounting is not provided. A General Meeting may overturn, uphold, or vary the decision of the Board of Directors. The Audit Committee of the Students' Union will be advised of actions taken by the Board of Directors and General Meetings.

Policy:

1. Any changes to the distribution of FAMF must be made at a General Meeting, and will be reflected in the subsequent allocation of funds.
2. The current distribution of FAMF is as follows:
 - a. \$2.75 to the Engineering discipline clubs
 - b. \$4.75 to the Engineering Student Project Fund
 - c. \$2.75 to the Engineering Student Groups Fund
 - d. \$3.00 to the Engineering Student Activities Fund
 - e. \$1.75 to cover sending students to engineering conferences and competitions
 - f. \$0.65 to cover the printing costs of the Engineers' Handbook
 - g. \$0.50 to cover the costs of engineering bandanas and subsidize other merchandise
 - h. \$0.15 to cover the costs of printing the bridge
 - i. \$0.75 to cover health and wellness services
 - j. \$0.50 to the intramural sports fund
 - k. \$0.15 to cover the costs of the Engineering Carnival
 - l. \$1.50 to cover the costs of Geer Week
 - m. \$0.50 to cover the costs of Engineering Ball
 - n. \$0.30 to cover the costs of Spring Formal
3. Distribution of any funds allocated by a General Meeting to the Society for specific purposes will be immediately dispersed upon receipt of the funds from the Students' Union.
4. Distribution of any funds allocated by a General Meeting to discipline clubs recognized by the ESS will be conducted as follows:

- a. Upon receipt of the funds in the FAMF account, the Society will determine the allocations to the Clubs in adherence with the relevant policies, and submit such allocations to the Board of Directors for information.
 - b. Clubs must document how FAMF funds will be spent, and submit this information to the Society before receiving their allocation. The submission should contain:
 - i. detailed receipts for items spent in accordance with submitted proposals, if possible
 - ii. a summary of how students have benefited from the FAMF funding
 - c. Recipients who are not the Society that fail to submit the information outlined above, may have additional allocated funding withheld, at the discretion of the Board of Directors.
5. Members who have paid into FAMF will have the opportunity to have their contribution refunded, if they are philosophically opposed or otherwise unable to contribute to the fund.
- a. The deadline for requesting a refund shall be determined by the Vice-President (Operations and Finance), but shall occur at least once per term.
 - b. The opportunity to refund a FAMF contribution, and the date of the deadline to request this refund, must be well advertised to members through several media formats at least two weeks before the deadline.
 - c. The Society will, upon verification of the members' payment of the FAMF, refund this contribution by whatever means available no later than one month after the Society has received these funds.

(Adopted—March 24, 2003, Board of Directors)
(Amended—September 22, 2003, Board of Directors)
(Amended—October 14, 2003, Board of Directors)
(Amended—October 28, 2003, General Meeting)
(Amended—November 26, 2003, Board of Directors)
(Amended—March 17, 2004, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 6, 2011, Board of Directors)
(Amended—April 2016, Board of Directors)
(To Be Amended – April 2017, Board of Directors)

C.2.2: The Engineering Students' Activities Fund

Preamble:

The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.

Policy:

1. *Funds from ESAF shall be kept in a separate bank account from that of the ESS.*
2. *The Vice-President (External), Vice-President (Operations and Finance) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.*
3. *All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the ESS Board of Directors.*
4. *Surplus monies will go to the following year's gross amount.*

5. *ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.*
 - a. *No more than 2 students may be funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided on a first-come first-serve basis, More than 2 students may attend in the case of team competitions.*
 - b. *Engineering student group students may apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.*
6. *Written proposals must be submitted at least 24 hours before the board of directors meeting. An emergency meeting may be called for time sensitive proposals.*
 - a. *ESAF proposals must be submitted to the VP Finance at least ten (10) business days before the conference.*
 - b. *Approval of an ESAF proposal can be given with less than ten (10) business days so long as it is submitted before the above stated deadline.*
7. *The following expenses are approved for reimbursement up to \$400:*
 - a. *100% of delegate fees*
 - i. *If accommodation is included in the delegate fee, it will still be covered 100%*
 - b. *Travel expenses up to 50%*
 - c. *Accommodation up to 50%*
8. *ESAF application procedure is as follows:*
 - a. *Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.*
 - b. *Submit the application package at least 10 business days before the conference start date, in accordance with policy C.2.2.6.a*
 - c. *Attend the appropriate board of directors meeting to present and speak to the ESAF application[S1]*
9. *The BOD shall review the proposals as follows:*
 - a. *Each board member shall receive and review a copy of the proposals.*
 - b. *The proposals will be evaluated according to (but not necessarily in the order of):*
 - i. *Student impact*
 - ii. *Economic sensibility*
 - iii. *Willingness to share the knowledge learned during the activity with students*
 - iv. *Other criteria at the discretion of the BOD*
10. *The board will require a brief oral presentation from the authors of a proposal.[S2]*
11. *Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:*
 - a. *Completion of the ESAF post-conference form included in the application package*
 - b. *A blog post for the ESAF Blog*
 - i. *Can include text, images, video links, or other media at the discretion of the AVP Publications.*
 - c. *Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.*
 - i. *If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.*

(Adopted—March 24, 2003, Board of Directors)

(Amended—September 22, 2003, Board of Directors)
(Amended—October 14, 2003, Board of Directors)
(Amended—October 28, 2003, General Meeting)
(Amended—November 26, 2003, Board of Directors)
(Amended—March 17, 2004, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 6, 2011, Board of Directors)
(Amended – November 3, 2015, Board of Directors)

C.2.4: The Engineering Student Groups Fund

Preamble:

Non-discipline club engineering student groups contribute to student life in the Faculty of Engineering and are worthy of financial support through the Faculty Association Membership Fee. Accordingly, the Engineering Student Groups Fund provides financial support to assist these groups.

Policy:

1. Qualifications to receive grant:
 - a. The student group must be registered with the Students' Union and be affiliated with the Engineering Students' Society.
 - b. The student group must not receive funds via the Engineering Students' Activities Fund Committee and the Engineering Student Project Fund.
2. All grants will be judged on the merit of the project, including the following criteria:
 - a. how the funds will contribute to the success of the student group's event or function;
 - b. how the student group, the University campus, engineering students, and the Engineering Students' Society will benefit from the event;
 - c. how the money will improve the operations of the student group; and
 - d. financial need.
3. Applicant organizations are required to provide:
 - a. a complete annual budget for the current year
 - b. contact information for a representative of the student group ;
 - c. a detailed budget for the specific request, including description and receipts (if applicable), and
 - d. a description of current fundraising activities including details of all funding currently received with respect to the request. All donations including labour and/or parts must be included in revenue.
4. Written notice of a grant request must be received by the Vice-President (Finances) at least two (2) days prior to the Engineering Student Groups Funding Committee meeting at which the request is to be considered.
5. If the organization is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
6. Documentation of revenues and expenses must be submitted within ninety (90) days of holding or attending an event, or at the time of the granting if it is for a past event. Failure to do so will result in a grant being converted into a loan which will be immediately repayable to the Engineering Students' Society.
7. The Engineering Student Groups Funding Committee is composed of the following:
 - a. the Vice-President (Operations and Finance);

- b. two (2) members of the Board of Directors; and
 - c. two (2) engineering students appointed by the Board of Directors who are neither members of the Engineering Students' Society executive or the Engineering Students' Society Board of Directors.
8. A member of the Engineering Student Groups Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group's proposal is being considered, inform the Committee of that fact.
 9. The committee shall evaluate and approve proposals as follows:
 - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of grants deemed acceptable for voting does not exceed the total available for granting, then the grants shall be awarded.
 - b. In the event that the sum of grants deemed acceptable for voting exceeds the sum available for granting the following procedures will be followed:
 - i. Each committee member shall rank each proposal (1. being the first choice, 2. being the second choice, etc.) until all proposals have been ranked; and
 - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding.
 10. The committee shall meet at least once per academic year.

(Adopted—March 24, 2003, Board of Directors)

(Amended - April 11, 2012, Board of Directors)

(Amended - November 20, 2017 - Board of Directors)

C.2.5: The Engineering Student Projects Fund

Preamble:

The ESPF is a fund primarily composed of contributions from on and off-campus sources that are procured through the Faculty of Engineering and supported by FAMF. This fund is designed to financially assist the engineering student projects at the University of Engineering.

Policy:

1. This fund will support the activities of various engineering student projects at the University of Alberta.
 - a. Allocation and distribution of funds must abide by policies set out in the Engineering Student Projects Fund Bylaws.
 - b. A student group cannot receive funding from both the ESPF and ESGF.
2. The ESS will match faculty funds annually up to what the FAMF allotments allow.
 - a. The ESS Board of Directors may choose to withhold funds if the faculty stops disbursing funds from the ESPF.
3. All funds collected through FAMF will be held by the ESS and will work off of reimbursement.
4. All funds procured by the Faculty will be held separately from the ESS.

(Adopted—November 20, 2017 - Board of Directors)

C.2.6: Intramural Funding

Preamble:

Undergraduate engineering students wishing to participate in intramural sports can apply to this fund to help cover the cost.

Policy:

1. *This fund will reimburse up to 50% of the cost of an intramural sport per student. It is awarded on an individual basis and each student qualifies for a maximum of \$20 per semester. Funds are not guaranteed and are dependent on the ESS budget.*
2. *Application procedure*
 - a. *Create an account on imleagues.com. Payment and registration must be completed before applying as this fund reimburses only.*
 - b. *Download the Intramural Funding Request Application form and complete it.*
 - c. *Return the completed form to the Geer Store located on the 2nd floor of ETLC.*

(Adopted – November 3, 2015, Board of Directors)

Appendix III: Engineering Students Activities Fund Application Package

Relevant Policy:

C.2.2: The Engineering Students' Activities Fund

Preamble:

The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.

Policy:

1. Funds from ESAF shall be kept in a separate bank account from that of the ESS.
 2. The Vice-President (External), Vice-President (Finance) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.
 3. All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the ESS Board of Directors.
 4. Surplus monies will go to the following year's gross amount.
 5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.
 - a. No more than 2 students may be funded for an individual event, unless strong evidence is given as to way further students should attend. If more than two (2) students apply, successful applications will be decided on a first-come first-serve basis, More than 2 students may attend in the case of team competitions.
 - b. Engineering student group students may apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.
 6. Written proposals must be submitted at least 24 hours before the board of directors meeting. An emergency meeting may be called for time sensitive proposals.
 - a. ESAF proposals must be submitted to the VP Finance at least ten (10) business days before the conference.
 - b. Approval of an ESAF proposal can be given with less than ten (10) business days so long as it is submitted before the above stated deadline.
 7. The following expenses are approved for reimbursement up to \$400:
 - a. 100% of delegate fees
 - i. If accommodation is included in the delegate fee, it will still be covered 100%
 - b. Travel expenses up to 50%
 - c. Accommodation up to 50%
 8. ESAF application procedure is as follows:
 - a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.
 - b. Submit the application package at least 10 business days before the conference start date, in accordance with policy C.2.2.6.a
 - c. Attend the appropriate board of directors meeting to present and speak to the ESAF application[S1]
 9. The BOD shall review the proposals as follows:
 - a. Each board member shall receive and review a copy of the proposals.
 - b. The proposals will be evaluated according to (but not necessarily in the order of):
 - i. Student impact
-

- ii. Economic sensibility
 - iii. Willingness to share the knowledge learned during the activity with students
 - iv. Other criteria at the discretion of the BOD
10. The board will require a brief oral presentation from the authors of a proposal.[S2]
11. Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28days of completion of the activity, inclusive of activities which occur over the summer:
- a. Completion of the ESAF post-conference form included in the application package
 - b. A blog post for the ESAF Blog
 - i. Can include text, images, video links, or other media at the discretion of the AVP Publications.
 - c. Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
 - i. If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.

C.4.1: Organizing Conference and Competition Delegations

3. Delegates are representatives of the Society when attending conferences and/or competitions. They are expected to:
- a. Respect and conduct themselves with the rule of law.
 - b. Respect and conduct themselves in accordance with the [University of Alberta Code of Student Conduct](#).
 - c. Respect and conduct themselves in a fashion becoming of the [APEGA Code of Ethics](#).
 - d. Attend all daytime sessions.

I have read the above policy regarding the Engineering Students’ Activities Fund, its application process, and the expectations laid out for me in regards to my behavior when participating in an activity sponsored by the Engineering Students’ Society.

<p>Name: Click here to enter name.</p>	<p>Date: Click here to enter date.</p>
---	---

Engineering Students Activities Fund

Application Form

Personal Information

Name: Last, First.

CCID: CCID

Phone: (XXX) XXX-XXXX

Discipline: [Click here to enter discipline.](#)

Year: [Click here to enter year.](#)

Conference Information

Conference Name: [Click here to enter Conference Name.](#)

Location: [Click here to enter Conference Location](#)

Start Date: [Click here to enter a date.](#)

End Date: [Click here to enter a date.](#)

Where did you hear about it? [Click here to enter source](#)

Have you attended this conference before? Choose an item

Funding Information

Delegate Fee: [Click here to enter value in \\$CAD](#)

Does Delegate Fee include accommodations?

Flight cost: [Click here to enter value in \\$CAD](#)

Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)

Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

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

Click here to enter text.

General Interest Information (Max 200 words per question)

1. Please explain in detail what you will learn from this activity, why you would like to attend, how it is relevant to your degree, and how this experience will help you to develop as an engineer. \

Click here to enter text.

2. How do you plan to contribute back to the ESS and/or the greater engineering population relative to this experience? Please include a schedule for any post conference follow up you intend to complete.

Click here to enter text.

3. Please describe the volunteer positions or leadership roles you have taken in the university/greater community. If applicable, what other conferences, competitions, or activities have you attended?

Click here to enter text.

An eSignature is required for this document. Please submit electronically to vp.finance@ess.ualberta.ca no less than 10 days prior to the start date of the activity.

I HEREBY CERTIFY that the information contained in this application is complete and true. I authorize the ESS to confirm the information as necessary. I further authorize the ESS to report my name, program, and conferences attended in various public relations, presentations, and announcements to promote the ESS brand. 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 ESS' ESAF.

eSignature: Click here to enter eSignature	Date: Click here to enter a date.
---	--

Appendix IV: Engineering Students Activities Fund Reimbursement Form

Engineering Students Activities Fund

Reimbursement Form

Personal Information

Name: Last, First.

CCID: CCID

Phone: (XXX) XXX-XXXX

Discipline: [Click here to enter discipline.](#)

Year: [Click here to enter year.](#)

Conference Information

Conference Name: [Click here to enter Conference Name.](#)

Location: [Click here to enter Conference Location](#)

Start Date: [Click here to enter a date.](#)

End Date: [Click here to enter a date.](#)

Where did you hear about it? [Click here to enter source](#)

Have you attended this conference before? Choose an item

Funding Information

Delegate Fee: [Click here to enter value in \\$CAD](#)

Does Delegate Fee include accommodations?

Flight cost: [Click here to enter value in \\$CAD](#)

Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)

Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)

Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

Activity Comments

1. What did you like best about the activity?

Click here to enter text.

2. What aspect could be improved?

Click here to enter text.

3. What did you learn from the activity?

Click here to enter text.

4. Would you recommend this conference to other engineering students? Why or why not?

Click here to enter text.

**To receive reimbursement, please attach all receipts that you wish to be reimbursed for to a hard copy of this form.
Submit the hard copy to the ESS Geer store (2nd floor ETLC), as well as a soft copy to the ESS VP Finance at
vp.finance@ess.ualberta.ca.**

Appendix V: Draft Engineering Student Project Fund Bylaws

Engineering Student Projects Fund Bylaws

Faculty of Engineering, University of Alberta

Revised November XX, 2017

Mission Statement

The purpose of the Engineering Student Projects Fund (ESPF) is to financially assist the activities of various engineering student projects at the University of Alberta.

- 1.1. The Engineering Student Project Fund Committee (ESPFC; the Committee) shall provide recommendations for the allotment of the ESPF in such a manner that most benefits the various engineering student projects in attaining their goals for the year.

Definitions

The ESPF is a fund primarily composed of contributions from on and off-campus sources that have been procured through the Faculty of Engineering. This includes support from companies, individuals, etc.

These bylaws govern the ESPF and the ESPFC.

The ESPFC will meet for funding allocation, where the quorum will be 2/3 of the ESPFC membership and where motions will require a 2/3 (super-majority) of the meeting attendees to pass.

Members of the ESPFC will also meet for other matters relevant to engineering student project groups, where the quorum will be 1/2 of the ESPFC membership and where motions will require a 1/2 (majority) of the meeting attendees to pass.

Function of the Engineering Student Projects Fund Committee

- 1.1 The ESPFC shall coordinate the expenditure of the ESPF monies in such a manner that most benefits the various engineering student projects in attaining their goals for the year.
- 1.2 The ESPFC shall determine the allocation of funding through the process outlined in this document.
- 1.3 The ESPFC shall coordinate other matters relevant between the student projects community and the Faculty of Engineering, the Engineering Students' Society, and other relevant bodies.

2.0 The Engineering Student Projects Fund Committee

2.1 Composition of the ESPF Committee

The student projects recognized by the ESPFC are:

Any recurring or new undergraduate student project which is housed in the Faculty of Engineering that has a Faculty Account, a Faculty Advisor who has signing authority on that account, and is officially registered with Student Group Services.

2.1.1.1 In addition to meeting the guidelines of the group must also intend to submit a formal proposal to request financial support to the ESPFC for consideration during that academic year.

2.1.1.2 All members of the ESPFC must meet the guidelines of 4.1.1.1 and 4.1.1.2. If a project does not meet these guidelines by the date of proposal submission, it will not be eligible to participate in ESPFC.

In the event that a group is unable to meet the requirements set out in 4.1.1.1 as a result of circumstances beyond their control, an extension on the deadline may be made at the discretion of the Chair.

2.1.2 The ESPFC shall be composed of the following members (plus any donor representatives):

2.1.2.1 Chair

2.1.2.2 Vice-Chair

2.1.2.3 Secretary

2.1.2.4 Engineering Project Group Representatives (Maximum 2 per project; one voting and one non-voting)

2.1.2.5 One or more technical advisor(s) from each engineering department.

2.1.3 The ESPFC shall have three executive positions:

2.1.3.1 Chair

2.1.3.1.1 The Chair will be the Associate Dean, Outreach of the Faculty of Engineering, or the Special Advisor to Associate Dean, Outreach from the Faculty of Engineering or designate.

2.1.3.2 Vice-Chair

- 2.1.3.2.1 The Vice-Chair will be a student member of the ESPFC or designate.
- 2.1.3.2.2 The Vice-Chair will be elected through a motion each year at the Preliminary Meeting of the ESPFC.
- 2.1.3.3 Secretary
 - 2.1.3.3.1 Shall be determined by volunteer or lottery from the project group representatives.
- 2.1.4 The Dean of Engineering (or the Dean's Representative), the Development Officer of the Faculty of Engineering and Project Faculty Advisors may attend as non-voting participants.
- 2.1.5 A representative of the Engineering Students' Society may attend as a non-voting participant.

2.2 Meeting of the ESPF Committee

2.2.1 Meetings Regarding Funding Allocation

- 2.2.1.1 Meetings regarding the allocation of ESPF allocations are subject to 2.3.
- 2.2.1.2 At minimum, five (5) business days of notice must be given for meetings regarding the allocation of ESPF allocations.
- 2.2.1.3 The ESPFC shall meet a minimum of three times per year regarding the distribution of ESPF allocations.
- 2.2.1.4 A preliminary meeting will be called by the Chair to determine interest in participation in the ESPFC for the upcoming academic year, outline expectations for proposals for ESPF support, to elect a Vice-Chair and select a Secretary for the Committee. This meeting must be held in October of each academic year.
- 2.2.1.5 The First Round meeting regarding the distribution of ESPF allocations shall be held at least two (2) weeks after the preliminary meeting and no later than four (4) weeks after.
- 2.2.1.6 The Second Round meeting regarding the distribution of ESPF allocations, if deemed necessary by the Committee at the First Round meeting, shall be held in February of the academic year.
- 2.2.1.7 The Committee may choose to hold additional meetings regarding the distribution of ESPF allocations as determined necessary.

2.2.1.8 Attendance to all the meetings is mandatory for those who are interested in submitting a proposal. Failure to attend any meeting will disqualify the group to receive an ESPF allocation.

2.2.2 Meetings Regarding Other Matters Relevant Student Project Groups

2.2.2.1 Meetings regarding other matters relevant to student projects groups are subject to 2.4.

2.2.2.2 At minimum, 72 hours (including weekends and holidays) of notice must be given for meetings regarding the allocation of ESPF allocations.

2.2.2.3 The members of the ESPFC shall meet at minimum once each month during the Fall and Winter semesters to discuss matters relevant to the student project groups.

2.2.2.4 The ESPF members may also make decisions is relevant to the ESPFC through email if:

2.2.2.4.1 The decisions is not related to the distribution of funding allocations with the exception of discussions related to spending described in 8.1, which are permissible.

2.2.2.4.2 The requirements of 2.4 are met.

To meet quorum, all ESPF members must be included in the email at the addresses they have officially listed with the Vice-Chair as described in 5.2.2

2.2.2.4.2.1 Members shall respond within 48 hours to be considered in attendance.

3.0 Duties of the ESPFC

3.1 The Chair shall:

3.1.1 Set and distribute the agenda for the ESPFC funding allocation meetings and inform all members as to the dates and times for these meetings at least five (5) working days in advance.

3.1.2 Collect and distribute project proposals and donor requirements to all committee members and interested parties.

3.1.3 Coordinate all actions taken between meetings and keep members informed of these actions.

- 3.1.4 Advise and instruct all members and ensure that they are able to perform their required duties, so as to enable the ESPFC to be as effective as possible.
- 3.1.5 Present at the first regular meeting a description of the previous year's expenditures and projects undertaken.
- 3.1.6 Direct the expenditures of the funds.
- 3.1.7 Update the committee as to the fiscal standing of the Fund's accounts.
- 3.1.8 Verify that the previous year's allocation of funds was used appropriately.
- 3.1.9 Initiate action in the event that funding in any previous year is not used for its intended purposes. These actions must be approved by the ESPFC.
- 3.1.10 Report all ESPFC actions to the Dean of Engineering or designate.

3.2 The Vice-Chair shall:

- 3.2.1 Liaise with the Chair and the student project groups regarding ESPF funding allocation meetings and other matters relevant to all student groups.
- 3.2.2 Maintain an email contact list of the student project group representatives for the Chair.
- 3.2.3 Represent the student project groups to the Engineering Students' Society Board of Directors and other external bodies.

3.3 The Secretary shall:

- 3.3.1 Take the minutes of every ESPFC meeting and make them available within one week of the meeting.
- 3.3.2 Prepare and distribute any documents necessary for ESPFC meetings.

3.4 The student project groups shall:

- 3.4.1 Provide a proposal in accordance with 10.2.5 by the First Round meeting, also referred to as the Proposal Submission Meeting, to confirm:
 - 3.4.1.1 Their financial status and forecasts required funds necessary for the various activities in their project group.
 - 3.4.1.2 That they meet the requirements to be considered a member of the ESPFC as outlined in 4.1.1.
 - 3.4.1.3 Accounts for previous years expenditures of ESPF funding, reporting any irregularities to the Chair upon discovery.
- 3.4.2 Present their proposals to the ESPFC during the First Round meeting, commonly referred to as the Granting meeting.
- 3.4.3 Appoint a new voting representative to the ESPFC if for any reason a voting member cannot continue their term.

4.0 Disciplinary Action of the ESPF Committee

4.1 If it is determined that allocated funds are not being used for their intended purpose, actions will be taken by the Chair/Vice-Chair. Such actions will include notification of the Student Group Services of any misuse of funds.

5.0 Replacement of Members

5.1 If for any reason a member cannot continue their term, the project group shall appoint a new voting representative to the ESPFC.

6.0 Meeting Procedures

6.1 An agenda shall be distributed by the Chair, the Vice-Chair, or a designate prior to each meeting at the time of notice as defined in 4.2.1.2 or 4.2.2.2.

6.2 Quorum must be met for a meeting to be an official ESPFC meeting as defined in 2.3 and 2.4.

6.3 All official decisions must be:

6.3.1 Proposed as motions by a voting member of the ESPFC.

6.3.2 Seconded by another voting member of the ESPFC.

6.3.3 Approved by the amount required in 2.3 or 2.4.

6.3.4 Recorded in the meeting minutes.

6.4 Each member defined in Sec. 4.1.1 shall have one vote in all ESPFC meetings.

6.4.1 Each voting member's vote will not be recorded unless any voting member requests that voting be made on the record.

7.0 Funding Distribution Procedures

7.1 Each year, 5% of the ESPF (as of September) will be allocated for the purchase of equipment and/or other goods of benefit to the members of the ESPFC. More than 5% may be allocated based on extenuating circumstances if deemed appropriate by the ESPFC. Purchases will be decided upon based on a vote of the ESPFC members listed in 4.1.

7.2 Each member defined in Sec. 4.1.1 shall decide on one academic staff representative from each department to act as an unbiased technical advisor to critique the projects' proposals. Fewer or more technical advisors are permitted if agreed upon by the ESPFC.

7.3 Donor representatives will not have a vote. However, the weight of their opinion will be taken into consideration during voting.

7.4 Funds shall be distributed in the following manner at the First Round meeting:

7.4.1 The committee shall determine which proposals meet the fund proposal requirements.

7.4.2 Each voting member shall review each proposal.

7.4.3 After each member has reviewed the proposals, 2/3 of the available funds shall be awarded as per the decision of the committee.

7.4.3.1 The method through which the committee decides to award the funding is as determined by the ESPFC prior to the start of the granting.

- 7.4.3.2 Regardless of the method by which the funds are being distributed, all groups are required to make a presentation and answer questions from the ESPFC before the start of the granting process.
 - 7.4.4 A fraction of the remaining 1/3 of the ESPF may be distributed during the First Round meeting based on discussions of extenuating circumstances as presented to the ESPFC.
 - 7.4.5 Even after extenuating circumstances have been presented, only a maximum of 3/4 of the entire ESPF may be distributed in the first round of proposals.
- 7.5 Funds shall be distributed in the following manner at the Second Round meeting:
- 7.5.1 The committee shall determine which proposals meet fund proposal requirements.
 - 7.5.2 Each voting member shall review each proposal.
 - 7.5.3 After each member has reviewed the proposals, funds shall be awarded as per the decision of the committee.
 - 7.5.4 Fund distribution shall not exceed the remaining balance of the ESPF remaining after the first round of proposals.
- 7.6 The ESPFC may decide to conduct both First Round and Second Round meetings for fund allocations simultaneously if members of the ESPFC unanimously agree. Funds will still be released according to rounds.

8.0 ESPF Finances

- 8.1 The funds allocated to a project shall consist of two components: travel assistance and non-travel assistance. During a given academic year, the amount of funds allocated to a single project is limited as follows:
- 9.1.1 The travel assistance portion can be no more than 70% of the group's travel budget.
 - 9.1.2 The non-travel assistance portion can be no more than 30% of the group's non-travel budget.
 - 9.1.3 The total funds allocated, which is the sum of the travel assistance and the non-travel assistance, can be no more than 50% of the group's total budget.
- 8.2 All project finances must be managed in one University of Alberta Faculty financial account.
- 8.3 ESPF Funds shall be attained as follows:
- 8.3.1 All contributions will be deposited into the ESPF account and its allocation will be determined by the ESPFC.
 - 8.3.2 Any donor can specify that all or part of their contribution be allocated to a specific group. Any contributions that are specifically directed to a certain group shall go directly to that group's account and not be considered a portion of their allotted funding for the year.

- 8.3.3 Specific requirements/requests of donors must be reviewed by the ESPFC, which will ensure that these are then met.
- 8.4 The fundraising of the monies for ESPF will be done as follows:
 - 8.4.1 The Faculty of Engineering will include the ESPF in their annual fundraising activities.
 - 8.4.2 The Faculty of Engineering shall report to the ESPFC the results of this fundraising effort.
 - 8.4.3 The Faculty of Engineering shall include a report of ESPFC allocations to its contributors.
- 8.5 For a given year, the gross amount available for allocation ("gross amount") shall consist of the sum of the collected funds as outlined in 10.3.1 and monies not spent in the previous year(s).
- 8.6 No money from the ESPF shall be allotted for the upkeep, support, or business of the fund.
- 8.7 Surplus monies will go to the following year's gross amount.

9.0 Proposal Procedures

- 9.1 Proposals may be submitted by the project group through their representative on the ESPFC.
- 9.2 Proposals shall be submitted in the following manner:
 - 9.2.1 Written proposals must be sent to the Chair who will then make them accessible to all members of the ESPFC.
 - 9.2.2 There will be one annual submission deadline, which will be determined at the preliminary meeting described in 4.2.1.4.
 - 9.2.3 Approval of consideration of proposals will be determined at most three weeks following submission of proposals.
 - 9.2.4 Proposals must include:
 - 9.2.4.1 The scope of the project, impact the project will have on engineering students, objective, community outreach plan, technical content as it pertains to the teams' engineering education, number of students involved, and specific consequences should funding not be received.
 - 9.2.4.2 A projected timeline.
 - 9.2.4.3 A detailed budget.
 - 9.2.4.4 Proof of approved Student Group Services status.

- 9.2.4.5 A letter of confirming departmental support, signed by the relevant department Chair or designate.
- 9.2.4.6 Proposals must demonstrate attempts or a detailed plan to seek outside funding, whether successful or not. This will include a list of projected donors.
- 9.2.4.7 The ESPFC may request additional information be included in proposals or be covered in the granting meeting presentation at the preliminary meeting described in 4.2.1.4.

10.0 Proposal Assessment Procedure

10.1 The ESPFC shall review the proposals as follows:

- 10.1.1 Each committee member shall receive a copy of the proposals from the Chair by the submission deadlines as stated in 11.2.
- 10.1.2 Each committee member shall review all of the proposals.
- 10.1.3 A copy of the proposals will also be given by the Chair or the Vice-Chair to the Dean of Engineering and/or Development Officer for their review if requested.
- 10.1.4 The Committee shall meet as per the guidelines in 4.2.1.
- 10.1.5 It is recommended that members actively seek information pertaining to the various proposals in order to make a sound decision when voting. During the evaluation period leading up to the First Round meeting, any questions for the proposal applicants should be submitted to the Chair in writing. The Chair will then forward these questions to the applicants. The applicants will then have the opportunity to address these questions at the First Round meeting of the ESPFC. All questions must be submitted to the Chair at least 48 hours prior to the First Round meeting of the ESPFC.
- 10.1.6 The proposals will be evaluated according to the criteria laid out in 11.2.4.
 - 10.1.6.1 Other criteria can be used for evaluation at the discretion of the ESPFC.
- 10.1.7 Final awarding will be based on the recommendations of the ESPFC.
- 10.1.8 After final selection has been made, results will be sent out by the Chair or Vice-Chair to the ESPFC.
- 10.1.9 Approved funds will be awarded by transfer to a project group account within four weeks of the First and Second Round meetings.

10.2 The ESPFC shall follow up on funded projects before August 1 following the First and Second Round meetings (or at the discretion of the Chair) by requiring an oral and/or written progress report from all funded project groups. These reports might include, but are not limited to:

- 10.2.1 Status reports
- 10.2.2 Tours
- 10.2.3 Demonstrations
- 10.2.4 Photos

11.0 Communication Policy

11.1 Student project group representatives must communicate to the Faculty and interested audiences through the following procedures:

- 11.1.1 Contact the ESPFC Chair and the Communications Officer two weeks prior to competition departure for pre-competition interview.

- 11.1.2 Maintain a blog with an RSS feed or other platform accepted by the Chair for the Faculty website for the duration of the competition to be updated at least once daily.
- 11.1.3 Submit copies of relevant photos and video taken during the competition to the Communications Officer within one week of return from competition.
- 11.1.4 Contact the Communications Officer within one week of return from competition for debrief interview.
- 11.1.5 Inform the Communications Officer of any meetings between the student group and government officials.
- 11.2 Projects are recommended but not required to blog, provide multimedia, and to contact the ESPFC Chair and the Communications Officer for any significant events in their design, build, and fundraising phases and for any community out-reach activities.

12.0 Superseding Clause

- 12.1 This document completely supersedes any anterior versions of the ESPFC Bylaws.

13.0 Coming Into Force

- 13.1 These bylaws shall come into force on **November ???, 2017.**

14.0 Amendments & Revisions

- 14.1 Amendments must be approved by two-thirds majority vote of the ESPFC.
- 14.2 Bylaws may be revised at the discretion of the ESPFC.

Appendix VI: Consultation Meeting Minutes

AlbertaSat Consultation - Tyler

Thoughts on the proposed FAMF?

In favour of the overall FAMF. Was going to plan something anyways. AlbertaSat

If you were to make changes where would they be?

More money allocated to ESGF.

Is there anything you're significantly opposed to? In favour?

Believes that there needs to be a demonstration of need to up the discipline clubs 350%, as well as for health and wellness

Are there any initiatives not mentioned you'd give money to?

Not that he can think of.

How long would you have the FAMF renewal period?

4-5 year term. Would favour a longer term.

Mining Club - John & Brett

Thoughts on the proposed FAMF?

Good

If you were to make changes where would they be?

More money to discipline clubs

Bandanas are stupid, less conference money to the ESS

Most of the things (as an mining engineer student) that benefits us are provided by the club, thus we would like to see more money dedicated to the clubs.

Is there anything you're significantly opposed to? In favour?

In favour of the increase opposed to giving more money to the ESS.

Spring formal, engg ball, (these events should be self-sufficient events) carnival and the bridge should have the monetary contribution reviewed (lessened) due to the fact that such a small number of the faculty undergrads will go to (regardless of the promotion of support they are given – students just aren't interested.)

Speaking on behalf of the mining students, an over whelming majority of the students do not care about the above events.

More to GEER week and ESAF

Unfair to have conference and competition solely dedicated to the ESS

Are there any initiatives not mentioned you'd give money to?

No

How long would you have the FAMF renewal period?

3-4 years Then someone will live through FAMF for a degree

17\$/semester isn't a bad amount

GNCTR - Brittany

Thoughts on the proposed FAMF?

How is the ESS planning on promoting and changing the way they operate events to get more student support and willing to giving to money. Sell GEER week hard instead of wasting money on small dumb events that flop. Engg ball? wraps up geer week so that's okay.

Spring formal is dumb, country crusade.

If you were to make changes where would they be?

See above

EWB. WISES, bridges to prosperity, do all these new clubs really need money

GNCTR is old and deserves money,

Student group fund is a need proposal basis, do we want a standard – do not currently get too much.

Increasing FAMF and having money go to useless events in dumb, but more money to students group more precise way of distributing the funds

Biggest issue with student group fund, consistency is more important splitting it up equal amounts. Equal share what is available, apply as an official group and split it evenly. Bigger clubs might complain but what makes you any better. Less of an application process. Student based clubs

Is there anything you're significantly opposed to? In favour?

If you are buying all the bandanas to give out to the students, give them out at all events. DO NOT sell them, use them to encourage pride in engineering.

Conference and competitions – compensation rather than full ride | increasing ESAF instead, stupid for that much money to go to full ride trips (especially if they don't use it all)

Are there any initiatives not mentioned you'd give money to?

More an effort to make cup run better....we would host a bar (hall night) build comradery between the schools. More of an effort to have external person to be in contact with UofC to plan a co-event

How long would you have the FAMF renewal period? Do you support the price?

17\$ / semester, 12\$ might be better,

if events were going well then fine.

In the grand scheme no one will really know the difference, but seeing where the money is going is important and making more people they are aware they are paying it.

4 years is probably fine, consistency is hard. Student clubs are reset every year.

One less decision to be made every year.

Electrical Engineering Club - Logan

Thoughts on the proposed FAMF?

Generally for it, priced isn't a huge fee. Anything up to \$20 isn't a huge deal but most people probably won't like any sort of increase. Aim for, give them a range...have a couple different models. Mid range. (\$10 model lowest we would shoot for)

ESS events are fine (the ones in the past could definitely be bigger and better) Interest from students that aren't usually members of the club so if putting more money into the club, he is all for it.

Engg carnival more activities the better. GEER gardens advertisements could have been better, budget for the events isn't a bad thing at all, it takes money to make these events look sweet.

Discipline clubs, EE trying to increase employment, throwing money at our club isn't necessarily the solution, but for a lot of clubs revenue could definitely help them. No super major increase.

ESAF is good, student group fund increase to that as well, project clubs are one of the more valuable things for people to join in their degree. Use the skills from the groups

Good with moving money around to ESAF

Subsidizing the jackets and clothing is good, the little contribution can make a huge difference.

If you were to make changes where would they be?

Is there anything you're significantly opposed to? In favour?

Are there any initiatives not mentioned you'd give money to?

How long would you have the FAMF renewal period? Happy with the amount?

Shorter period is definitely better so you don't lock people in. 2 or 1 years, approve for now I will know more later. Shifting over increasing

Diversity in Engineering

Thoughts on the proposed FAMF?

A big jump, students may see the larger number and opt out immediately. (shock factor)

ESS events are good, we can increase funding to the events if they are going to be successful. She likes all the events if they are successful.

Looking into challenging more money into clubs. Students feel like they shouldn't be at ESS events, changing the culture making it more inclusive.

A large portion should go to discipline clubs, students are more likely to go to their own discipline event rather than ESS. First year ESS events are popular.

Conference and competition should be less – elitist feel. Should still exist.

If you were to make changes where would they be?

Is there anything you're significantly opposed to? In favour?

ESAF student group, funds benefiting all students vs select groups of students.

Doing some sort of pull to undergrads to see what events they want to see or try something

Are there any initiatives not mentioned you'd give money to?

Partner with ESS on...Europe banned gender advertisement, we were more wary of it in the faculty, clubs are aware in promotional video (not all white guys, ethnic and woman)

Health and wellness – money to advertise it.

Wellness space in engineering – chill wellness space, kick back colour, a peer support person in the room

Combining it with a multi faith prayer space

How long would you have the FAMF renewal period? Happy with the amount?

2 years

Poll to go along with the renewal process to gauge interest so when we create new model students have a direct say of where money is going to

Advertise opt – out more

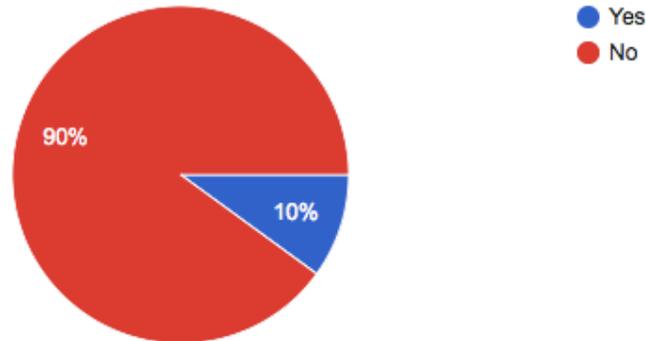
Consultations are good

Appendix VII: FAMF Town Hall Sign-in Sheet

Appendix VIII: ESS FAMF Survey Results

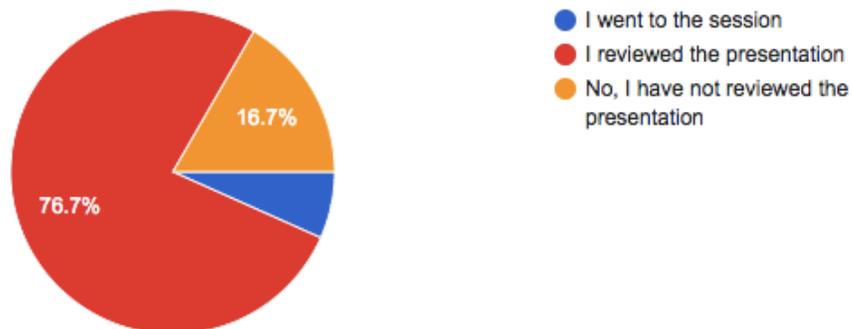
Did you attend the FAMF consultation session?

30 responses



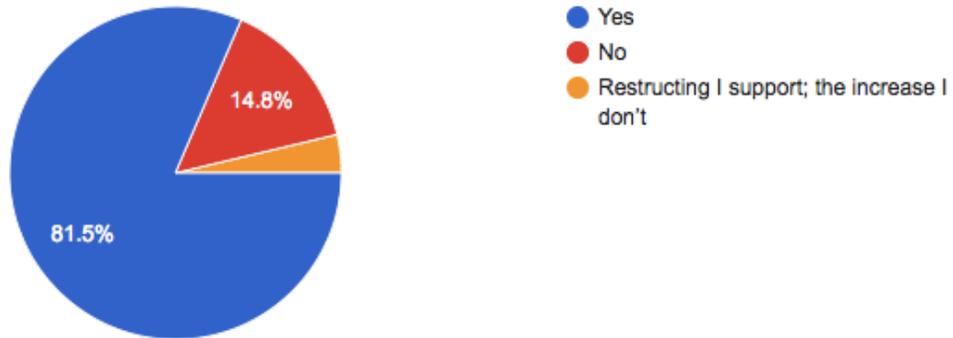
If not, have you reviewed the presentation?

30 responses



Do you support the idea of increasing and re-structuring FAMF?

27 responses



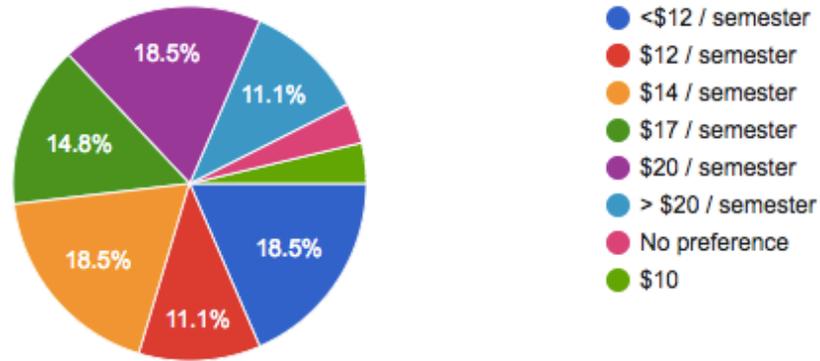
What do you think the lifetime of FAMF should be?

27 responses



How much do you think undergraduate students should pay per on campus semester?

27 responses



Appendix IX: November 8, 2017 BoD Meeting



ENGINEERING STUDENTS' SOCIETY

Board of Directors

(EMERGENCY) BOARD OF DIRECTORS MEETING

November 8 2017



ENGINEERING STUDENTS' SOCIETY

Board of Directors

Meeting Minutes

Date: 08/10/2017

Start time: 5:30 pm

Location: NREF 3-100

Attendance:

Position	Votes (/33)	Name	Present/Absent/Proxy
Chemical Engineering Club President	2	Kyle Cugnet-Huber, Kevin He	Present
Civil & Environmental Engineering Club President	4	Ziad Mohamad	Present
Computer Engineering Club President	2	Jessica Prieto	Present
Electrical Engineering Club President	3	Logan Snider	Late
Engineering Physics Club President	1	Brennan Undseth, Wesley Stolte	Present
First Year Engineering Club President	6		Absent
Materials Engineering Club President	1	Joseph Schafers	Present
Mechanical Engineering Club President	5	Eric Hamel	Present
Mining Engineering Club President	1	Brett Ostenberg, John Wagner	Present
Petroleum Engineering Club President	2	Riley Graham, Jacobus Badenhorst	Present
President	1	Josh Gosewitz	Present
VP External Relations	1	Maha Adnan, Farhan Kahn	Present
VP Finance	1	Rafael Rigon, Yanzhao Yang	Present
VP Internal Affairs	1	Kirill Makhachev	Present
VP Services	1	Dorsa Nahid, Sara Mokhtari	Absent
VP Student Life	1	Gill Pierce, Nick Senuik	Present



ENGINEERING STUDENTS' SOCIETY

Board of Directors

VP Communications	1	Ira Roever	Proxy: Mandy Lim
Faculty		Raymond Matthias	Present
Engineering Counselor			
Guest - AlbertaSat			
Guest-GNCTR			

1. Presentations

a. FAMF

- i. Josh Goselwitz: See proposal sent out to BoD
- ii. MatE: Charging whole student body for GEER store merchandise?
 1. President: Have received student feedback requesting more.
 2. MatE: Making a profit, and not everyone will buy clothing. Some can't afford it.
 3. MinE: The fee is opt-out
- iii. MinE: ESPF replacing faculty funding? In addition?
 1. President: In addition.
 2. MinE: Do project groups require the funding boost?
 - a. GNCTR: Travel costs increasing, money has been tight.
 - b. AlbertaSAT: Participation numbers have increased but funding has not. Want to offer well-rounded experience but have to deal with sending fewer people, sacrificing design.
 - c. Raymond: Group budgets and sizes have increased. Increase from 8 to 10 groups recently.
 3. Raymond: With discussion with faculty, total of fund for ESPF will be \$150,000.
 4. MechE: Fair distribution of funds?
 - a. President: Funding committee would oversee fairness. Will be drafting policy over reading week, completed by the Nov. 20 BoD meeting.
 5. MinE: ESS oversight on how money is distributed to groups?
 - a. President: Required by SU to keep tabs on all money spent with student fees. Will put a system in place where we know how money is being spent.
 - b. AlbertaSAT: There is quite a bit of oversight. BoD could observe current meetings
 - c. President: Would require receipts for how ESPF money is spent
 - d. GNCTR: Our spending timing is different between clubs. Not sure how that would work.
 - e. AlbertaSAT: A new system would have to be put in place for receipts



ENGINEERING STUDENTS' SOCIETY

Board of Directors

- iv. **PetE: How were allocations decided for each item? Any kind of financial modelling?**
 - 1. **President:** Growth is based on money we've received. Bigger hikes like health and wellness would go to increased services, more frequent activities or services. Short term time span allows us to reconsider, this is a trial based on consultations and what students wanted.
- v. **ChemE: Are we seeing big enough of an interest increase to justify the big increase in sports fund?**
 - 1. **President:** Not just for teams. If an individual signs up with rec services they can get up to \$20. Will promote the service more. A lot of other discipline clubs have teams. Can always flex the number of dollars
 - 2. **MechE: Is the fund well-used? Form must be submitted a month before registration deadline? Are people actually using this fund?**
 - a. **President:** Not pushing it as hard as we could be. Will be pushing that more this year.
- vi. **GNCTR: Long term thinking should be taken into account. Graduating students might not have as much as a long term perspective. Have 2 years to figure out the kinks.**
- vii. **GNCTR: Renewal date?**
 - 1. **President:** Can go up to 5 years but his renewal ends after 2 years.
- b. **Motion put forward by EE to approve FAMF**
 - i. **Seconded by VP internal**
 - 1. **Vote:**
 - 2. **For:**
 - a. ChemE
 - b. Civil
 - c. CompE
 - d. EE
 - e. Enggphys
 - f. MatE
 - g. MechE
 - h. Mining
 - i. PetE
 - j. President
 - k. VP external
 - l. VP finance
 - m. VP internal
 - n. VP student life
 - o. VP Comms
 - 3. **Against:**
 - a. None
 - 4. **Abstained:**
 - a. None
 - 5. **Absent**
 - a. VP Services

Appendix X: Engineering Students' Society Board of Directors FAMF Letter of Support



**ENGINEERING STUDENTS' SOCIETY
UNIVERSITY OF ALBERTA**

Page 1 of 2

Engineering Students' Society Board of Directors
University of Alberta
E2-040H ETLC, University of Alberta
Edmonton, Alberta T6G 2V4

Students' Council
University of Alberta Students' Union
2-900 SUB, 8900 114th Street
Edmonton, Alberta T6G 2J7

RE: Engineering Students' Society Faculty Association Membership Fee

November 8th, 2017

To the members of Students' Council:

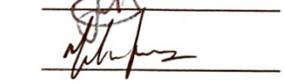
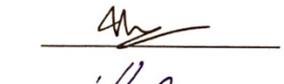
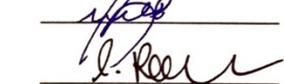
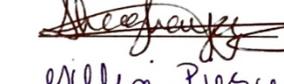
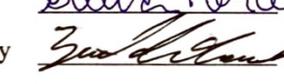
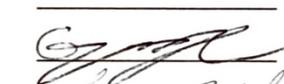
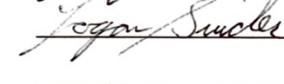
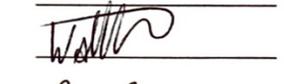
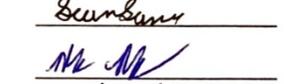
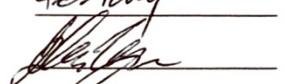
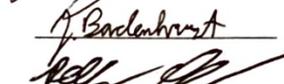
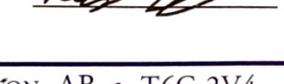
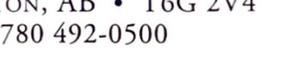
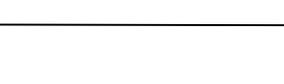
We, the Engineering Students' Society (ESS) of the University of Alberta Board of Directors, endorse the enclosed Faculty Association Membership Fee proposal. We thank you for your consideration of this proposal and urge you to contact us with any questions or comments.

Sincerely,

Engineering Students' Society of the University of Alberta
Board of Directors 2017-2018
bod@ess.ualberta.ca



**ENGINEERING STUDENTS' SOCIETY
UNIVERSITY OF ALBERTA**

Josh Goselwitz	ESS President	
Rafael Mendoza Rigon	ESS Operations and Finance	
Yanzhao Yang	ESS Operations and Finance	
Maha Adnan	ESS VP External Relations	
Farhan Khan	ESS VP External Relations	
Kirill Makhachev	ESS VP Internal Affairs	
Ira Roever	ESS VP Communications	
Dorsa Nahid	ESS VP Services	
Sara Mokhtari	ESS VP Services	
Gillian Pierce	ESS VP Student Life	
Ziad Mohamad	Civil and Environment Engineering Students' Society	
Kevin He	Chemical Engineering Students' Society	
Kyle Cugnet-Huber	Chemical Engineering Students' Society	
Jessica Prieto ^{C700.092 Antonius}	Computer Engineering Club	
Logan Snider	Electrical Engineering Club	
Brennan Undseth	Engineering Physics Club	
Wesley Stolte	Engineering Physics Club	
Sean Sander	First Year Engineering Club	
Joseph Schafers	Materials Engineering Club	
Eric Hamel	Mechanical Engineering Club	
Brett Ostenberg	Mining Engineering Club	
John Wagner	Mining Engineering Club	
Jacobus Badenhorst	Petroleum Engineering Club	
Riley Graham	Petroleum Engineering Club	

Appendix XI: Engineering Student Project Fund Committee FAMF Letter of Support

Engineering Student Project Fund Committee
 ETL C E3-002
 University of Alberta

November 8th, 2017

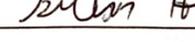
RE: Faculty Association Membership Fee Proposal

To whom it may concern,

The Engineering Student Project Fund Committee fully supports the newly proposed Faculty Membership Association Fee brought forth by the Engineering Students' Society. The increase in funds to the initiatives in FAMF will allow the student population to engage and become more involved than ever before in experiential learning through activities and groups that enable students to become more well-rounded and capable engineers.

The funds contributed to the Engineering Student Project Fund, supplementary to the amount provided by the Faculty of Engineering annually, will have a significant positive impact on the Student Vehicle Project teams. These funds will allow the Student Vehicle Projects, which are accessible to all students, to achieve higher degrees of success in competitions, creating a stronger reputation for the Faculty of Engineering and University of Alberta. It will also allow the teams to provide Engineering students with the opportunity to engage in practical learning, teamwork across disciplines, and the development of tacit engineering knowledge.

The Engineering Student Project Fund Committee will provide assistance to the Engineering Student Society throughout the process for passing the proposed Faculty Membership Association Fee.

Team	Title	Name	Signature
Aero HLG	Design Lead	Mark Sherstan	
AlbertaSat	Project Manager	Tyler Hrynuk	
ARVP	Project Manager	Rumman Waqar	
EcoCar	Project Manager	Jason R. Wong	
Formula SAE	Project Manager	Robyn Murray	
GNCTR	Captain	Greyson Soderstrom	
Robomaster	Treasurer	Zijian He	
SPEAR	Project Manager	Mackenzie Hart	
UAARG	Co-president	Brian Hinrichsen	

Appendix XII: Faculty of Engineering FAMF Letter of Support



FACULTY OF ENGINEERING
OFFICE OF THE DEAN

9-201 Donadeo Innovation Centre for Engineering
9211 - 116 St NW
Edmonton, Alberta, Canada T6G 1H9
Tel: 780.492.0503
Fax: 780.492.3973
www.engineering.ualberta.ca

Students' Council
University of Alberta Students' Union
2-900 SUB, 8900 114 Street
Edmonton, Alberta T6G 2J7

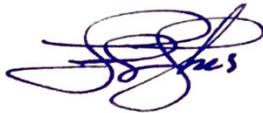
RE: Engineering Students' Society Faculty Association Membership Fee

November 17, 2017

To the members of Students' Council:

We, the undersigned, endorse and enthusiastically support the enclosed Faculty Association Membership Fee proposal at \$20 per student per semester. On behalf of the Faculty of Engineering, we thank you for your consideration of this proposal and urge you to contact us with any questions or comments.

Sincerely,



Fraser Forbes, Dean
Faculty of Engineering



Ania Ulrich, Associate Dean of Outreach
Faculty of Engineering



Raymond Matthias, Strategic Advisor to Associate Dean of Outreach
Faculty of Engineering