

Tuesday, June 2, 2020

6:00PM

[Zoom](#)

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.

LATE ADDITIONS (SC-2020-03)

2020-03/1 **SPEAKERS BUSINESS**

Join Zoom Meeting

<https://us02web.zoom.us/j/83554142809?pwd=ZTJmWEhKYUxraGpoN2ZVaGMwQ0tNQOT09>

Meeting ID: 835 5414 2809

Password: 930132

2020-03/2 **PRESENTATIONS**

2020-03/3 **EXECUTIVE COMMITTEE REPORT**

2020-03/4 **BOARD AND COMMITTEE REPORT**

2020-03/5 **OPEN FORUM**

2020-03/6 **QUESTION PERIOD**

2020-03/7 **BOARD AND COMMITTEE BUSINESS**

2020-03/7a **KRAHN MOVES**, on behalf of the Bylaw Committee, to approve Bill I First Principles of Amendments to Bylaw 100.

See SC-2020-03.13

2020-03/8 **GENERAL ORDERS**

2020-03/9 **INFORMATION ITEMS**

2020-03/9a Council Submissions

See SC-2020-03.06-13

2020-03/9b Finance Committee Standing Orders Changes

See SC-2020-03.14

2020-03/9c Board of Governors Report

See SC-2020-03.15

2020-21 - Council Submissions

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 2, 2020
Mover	KRAHN
Email	alana.krahn@su.ualberta.ca
Action Requested	Approval

Approval

Motion KRAHN MOVES, on behalf of Bylaw Committee, to approve Bill 1 First Principles of Amendments to Bylaw 100.

Abstract

We are changing Bylaw 100 to incorporate Sustainability and Capital Fund Committee (SCFC) as a standing committee of Council. This is so that SCFC can administer the Sustainability and Capital Fund, and make recommendations to council.

Attachments



Bill 1 2020 - Amendments to Bylaw 100.pdf

Bylaw 100

1. Definitions

1. In this bylaw
 - a. "Councillor" means any member of Students' Council except
 - i. The President of the Students' Union,
 - ii. A Vice President of the Students' Union,
 - iii. The Undergraduate Board of Governors Representative,
 - iv. The Speaker of Students' Council, or
 - v. The General Manager of the Students' Union;
 - b. "Faculty" means
 - i. Any entity designated by University of Alberta General Faculties Council policy as a faculty, except the Faculty of Graduate Studies and Research, the Faculty of Library and Information Studies, and the Faculty of Extension,
 - ii. All undergraduate students registered at the University of Alberta in Open Studies;
 - c. "Faculty population" means the average number of undergraduate students enrolled in a given faculty in a Fall term and the Winter term immediately following it;
 - d. "Introductory meeting" means the annual meeting of those persons elected to serve on Students' Council for the coming year;
 - e. "Legislation" means
 - i. Students' Union bylaws,
 - ii. Students' Union political policies,
 - iii. Students' Council standing orders, and
 - iv. general orders of Students' Council;
 - f. "Speaker" means the Speaker of Students' Council or, in their absence, any individual designated as having the responsibilities of the Speaker of Students' Council;
 - g. "Standing Committees" shall
 - i. Serve a legislative, delegated function of Students' Council;
 - ii. Shall contribute to the mandate of the Students' Union;
 - iii. Have their mandate, membership, and governance listed in this bylaw; and
 - iv. Be created, amended, or eliminated through amending this bylaw.
 - h. "Delegated, legislative function" means the primary mandate or function includes:
 - i. Auditing of the organization and its subsidiaries; or
 - ii. Drafting bylaws, political policies, budget, or plebiscite/referendum questions; or
 - iii. Administrative tasks of Students' Council including scheduling, nominating, and amending of standing orders; or
 - iv. Assessing and managing finances, dedicated fee units, loans of the organization, and other financial matters.
 - i. "Ad hoc committees" shall:
 - i. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; or

- ii. May be referred to as “task forces”;
 - iii. Have open membership;
 - iv. Expire at a designated time not exceeding one (1) year;
 - v. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and
 - vi. Be created, approved, formalized, eliminated, or renewed by a simple majority vote of Students’ Council or the Executive committee.
- j. “Operational committees” shall:
- i. Be committees whose mandate is to serve a specific operational function of the Students’ Union;
 - ii. Have open membership;
 - iii. Shall be recurring;
 - iv. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and
 - v. Be created, approved, formalized, or eliminated by a simple majority vote of Students’ Council or the Executive committee.
- k. “Student-at-large” means any Students’ Union member of a Students’ Council committee who is not also a representative of Students’ Council.
- l. “D.I.E Board” means the Discipline, Interpretation and Enforcement Board of the Students’ Union as set out in Judiciary of the Students’ Union Bylaw;
- m. “Students’ Council” means the Council of the Students’ Union, University of Alberta, as constituted by statute of the province of Alberta;
- n. “Students’ Union” means the Students’ Union, University of Alberta, as incorporated by statute of the province of Alberta; and
- o. “Undergraduate Board of Governors Representative” means the individual, other than the Students’ Union President, nominated by the Students’ Union to the University of Alberta Board of Governors.
- p. “Students’ Union Member” means any undergraduate student who is registered in a faculty and has paid their Students’ Union fees.

2. Composition of Students’ Council

1. Students’ Council is composed of
 - a. President of the Students’ Union;
 - b. Vice Presidents of the Students’ Union;
 - c. Undergraduate Board of Governors Representative;
 - d. Councillors of the Students’ Union;
 - e. Speaker; and
 - f. General Manager of the Students’ Union.
2. The Speaker and the General Manager of the Students’ Union are not entitled to move, second, or vote on motions of Students’ Council, nor to serve as voting members of committees.
3. Each Councillor shall represent only one faculty.
4. Each faculty shall be allocated a number of Councillors based on faculty population according to the allotment brackets below:

- a. 1-1499 shall receive one (1) seat; and
 - b. 1500-2499 shall receive two (2) seats; and
 - c. 2500-3499 shall receive three (3) seats; and
 - d. 3500-4499 shall receive four (4) seats; and
 - e. 4500-5499 shall receive five (5) seats; and
 - f. 5500-6499 shall receive six (6) seats; and
 - g. 6500-7499 shall receive seven (7) seats; and
 - h. 7500-8499 shall receive eight (8) seats; and
 - i. 8500-9499 shall receive nine (9) seats; and
 - j. With the pattern continuing as needed.
5. A faculty shall be allocated Councillors for upcoming Students' Council elections dependent upon that faculty continuing to include undergraduate students in their student body at the time of the election, and in the next academic year.
 6. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before February 15 and shall immediately table, with Students' Council, a report detailing the allocation of Councillors and the statistics used to reach that allocation. The current allotment brackets in (4) shall be included as reference. This finalized report shall become part of the Bylaw 100 Schedule A.
 7. Students' Council shall review the report in (6) and the allotment brackets in (4) annually.

3. Eligibility

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

4. Resignation

1. Students' Council does not have the authority to remove any Councillor, except those Councillors in contravention to the Attendance Regulations set out in Section 21 and 22.
2. Any member of Students' Council wishing to resign must do so in writing to the Speaker.
3. The Speaker shall table in Council any letters of resignation they receive.
4. Resignations take effect on the date specified in the letter of resignation or, if no such date is specified, at the time that the letter is tabled in Students' Council.
5. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is held as result of their position on Students' Council or of which their position on Students' Council is the result.
6. The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in an external organization that results from their position on Students' Council, or from any position from which they are removed as a consequence of (1) or (5).

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

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

6. Replenishment

1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in the following manner
 - a. If the vacancy occurs during the period on or after May 1 and on or prior to September 1, Council will appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with Bylaw 2400.
 - b. If the vacancy occurs in the period after September 1st, but on or before April 30th, Council will appoint an individual to the position for the remainder of the position's elected term.
2. During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members
 - a. These members shall be taken from Students' Council; and
 - b. This committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10).
3. Following the Council meeting where the vacancy occurs
 - a. The business day immediately following the meeting in which or following when the vacancy occurred, the C.R.O. will make applications for the vacant position available to the Students' Union membership.
 - i. The C.R.O shall produce nomination packages which shall contain, at minimum
 1. Complete and current copies of Bylaw 2200 and Bylaw 1500; and
 2. Nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators.
 - ii. Valid nomination packages shall contain
 1. A signed acceptance of the nomination by the proposed nominee;
 2. A signed letter from the proposed nominee's faculty confirming that the nominee is in good academic standing under University regulations; and
 3. Papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.
 - b. Nominations shall be closed seven (7) days prior to the next Council meeting.
4. Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.
5. The appointment will be made with respect to a vote by Council using a preferential ballot.
6. In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected, had

another Councillor been allocated to the resigning Councillor's faculty, during the last election before which nominations were open for that faculty.

7. Notwithstanding (2), no person shall be offered a Councillor position who
 - a. Has already vacated a Councillor position since the last election before which nominations were open for the faculty in question; or
 - b. Has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question; or
 - c. Is a member of Students' Council.
8. The process for replenishment of Councillor positions shall continue until
 - a. No vacancies remain for the faculty in question,
 - b. The list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or
 - c. The position would be offered to None of the Above.
9. In the event that vacancies exist after the procedures outlined in (6) and after the by-election outlined in Bylaw 2400(15), the Vacancy Petition system shall be used as outlined in Section 20 of this Bylaw.
10. Students' Council does not have the authority to appoint any Councillor.
11. In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.

7. Start-Up

1. All members of Students' Council except the Speaker of Students' Council and the General Manager of the Students' Union shall be elected on an annual basis.
2. The Chief Returning Officer of the Students' Union shall submit to the Speaker, as soon as practically possible, a report containing the results of any election of members to Students' Council.
3. The Speaker shall convene and Chair the introductory or start up meeting between April 1 and 30, except any portion of the meeting in which the outgoing Speaker is running for re-election.
4. At the introductory or start up meeting, the Students' Council-elect shall
 - a. Select the ensuing year's Speaker of Students' Council; and
 - b. Select the compositions of the ensuing year's committees; and
 - c. Set the meeting schedule for the following year's Students' Council with the first meeting to occur between May 1 and May 15.
5. At the first meeting of any year's Students' Council, all members of that Students' Council except the General Manager of the Students' Union shall be installed in a ceremony to be presided over by:
 - a. The previous year's Students' Union President, if available; or
 - b. The previous year's Speaker of Students' Council, if the previous year's President is unavailable; or
 - c. The incoming Speaker of Students' Council, if neither the previous year's President nor the previous year's Speaker of Students' Council is available.
6. Power shall be officially transferred from one year's Students' Council to another year's on May 1.

8. Speaker of Students' Council

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

9. Proxies and Councillor-Designates

1. Any Councillor may appoint up to one Students' Union member, in their faculty, at a time to attend to their duties of Students' Council on their behalf. The Councillor may appoint either:
 - a. A Proxy, which may be appointed for one (1) meeting of Students' Council at a time; or
 - b. A Councillor-Designate, which may be appointed for up to one (1) trimester at a time and shall be able to attend and participate fully on all Committees and Boards that the Councillor sits.
2. A Proxy will, for the meeting of their appointment, have all the rights and responsibilities of the Councillor who appointed them, but shall not be permitted to sit on committees or boards.
3. A Councillor-Designate will, for the duration of their appointment, have all the rights and responsibilities of the Councillor who appointed them.
4. A Councillor-Designate shall be allowed to appoint a Proxy, but shall not be allowed to appoint an additional Councillor-Designate.
5. A Councillor who has designated a proxy retains access to all resources that they would otherwise be entitled.
6. A Councillor shall submit written notice and introduction of their Councillor-Designate to be included in the Order Paper or Late Additions.

10. Conduct of Meetings

1. Quorum of Students' Council is a majority of its current voting membership.

2. Where legislation does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

11. Legislation

1. Students' Union Bylaws
 - a. Are directives perpetually requiring and/or prohibiting action on the part of the Students' Union;
 - b. Are adopted, amended, or rescinded by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
 - i. Where the second reading changes to bylaw must be written by Bylaw Committee before being approved by Students' Council.
 - c. Do not expire.
2. A Students' Union political policy
 - a. Is a directive to the Executive Committee dictating on what issues Students' Union advocacy efforts should be directed;
 - b. Shall be explicitly tied to a committee;
 - c. Requires the Executive Committee to submit an implementation plan to the committee to which it is tied;
 - d. Prohibits any person from representing any opinion divergent from Students' Union political policy as being the opinion of the Students' Union;
 - e. Is not binding on the Students' Union except as noted;
 - f. Is adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart; and
 - i. Where the second reading changes to political policies must be written by Policy Committee before being approved by Students' Council.
 - g. Shall expire every three (3) years, but may be renewed by a simple majority vote of Students' Council.
3. Students Union Budgets
 - a. Are adopted by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
 - i. Where first and second reading must be written by Finance Committee before being approved by Students' Council.
 - b. Budgets shall be created annually. Should a budget not be created per annum, the preceding year's budget will be applied.
4. Standing orders of Students' Council
 - a. Are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
 - b. Are adopted, amended, or rescinded on a simple majority vote of Students' Council; and
 - c. Do not expire, but shall be reintroduced by the Chair of the Council Administration Committee at the first meeting of each year's Students' Council.
5. General orders of Students' Council
 - a. Are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and

- b. Expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

12. Standing Committee Membership

1. First principles regarding changes to this bylaw, in regards to standing committee membership, require a recommendation from the standing committee in question.
2. The Bylaw Committee consists of seven (7) members of Students' Council.
3. The Finance Committee consists of
 - a. Seven (7) members of Students' Council;
 - b. The Vice President (Operations and Finance); and
 - c. The Vice President (Student Life).
4. The Policy Committee consists of
 - a. Six (6) members of Students' Council;
 - b. The Vice President (Academic);
 - c. The Vice President (External); and
 - d. The Vice President (Student Life).
5. The Audit Committee consists of seven (7) members of Students' Council who are not also members of the Executive Committee.
6. The Council Administration Committee consists of
 - a. Five (5) permanent members of Students' Council, and
 - b. All members of Students' Council except the Speaker and the General Manager.
7. The Nominating Committee consists of
 - a. Five (5) members of Students' Council;
 - b. The Vice President (Academic); and
 - c. The Vice President (External).
8. The Aboriginal Relations and Reconciliation Committee consists of
 - a. Three (3) permanent members from Students' Council;
 - b. Two (2) permanent members from the Executive Committee;
 - c. Two (2) permanent members from the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified by Students' Council;
 - d. Three (3) Aboriginal Students-at-Large as permanent members, as ratified by Students' Council;
 - e. One (1) elder as a permanent member, chosen by the Committee, as an ex-officio member;
 - f. All thirty-eight (38) Student Council voting Members; and
 - g. Up to thirty-nine (39) self-identifying Aboriginal undergraduate students currently enrolled at the University of Alberta.
9. The Student Group Committee consists of:
 - a. Two (2) voting members of the Students' Council.
 - b. The Vice President Student Life.
 - c. The Vice President Academic.
 - d. Four students-at-large, two of whom must be executives of a student group.
 - e. Two staff members of Student Group Services recommended by Student Group Services will have non-voting seats.

- f. Two staff members of the University recommended by the Dean of Students, one of whom must be from the office of the Dean of Students, will have non-voting seats.
- 10. The chair of Student Group Committee shall be a member of Students' Council.
- 11. The Translation Committee consists of five (5) members of Students' Council, who possess the required skills to fulfill the committee's mandate;
 - a. In the case that there is an insufficient number of French-speaking members of Students' Council, the committee shall appoint French-speaking members of the Students' Union pursuant to section 12(12).
- 12. **The Sustainability and Capital Fund Committee consists of:**
 - a. **Three (3) members of Students' Council;**
 - b. **One (1) member of the UASU Executive Committee;**
 - c. **One (1) member of the UASU Sustainability Committee, as recommended by the Sustainability Committee.**
 - d. **Four (4) student-at-large members, as appointed by the UASU Nominating Committee and ratified at Students' Council;**
 - e. **For one seat, preference will be given to an undergraduate student from Campus St. Jean**
 - f. **Two (2) members of the Council of Faculty Associations (COFA), as appointed by the UASU VP Academic and COFA, and ratified at Students' Council;**
 - g. **One (1) member of the Council of Residence Associations (CORA), as appointed by the UASU VP Student-Life and CORA, and ratified at Students' Council;**
 - h. **One (1) member of the Aboriginal Students' Council, and ratified at Students' Council.**
- 13. Notwithstanding any provision in this bylaw, standing committees may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
- 14. Non-voting members of standing committees
 - a. Are not entitled to move, second, or vote on motions of standing committees,
 - b. Are not entitled to chair standing committees, and
 - c. Do not count towards quorum of standing committees.
- 15. Permanent student-at-large members of standing committees shall be nominated through Nominating Committee via the following process:
 - a. Standing committees who wish to fill permanent student-at-large positions shall send a request to Nominating Committee for their fulfilment.
 - b. Upon request, Nominating Committee shall solicit and review applications from Students' Union members for permanent student-at-large positions on standing committees.
 - c. Once completed, Nominating Committee shall recommend to Students' Council the appointment of Students' Union members to serve as permanent students-at-large on standing committees.

13. Chairs of Standing Committees

- 1. Each standing committee, unless otherwise specified in the committee's Standing Orders, shall be chaired by a member of that standing committee elected by the voting members of that standing committee using the following procedure:

- a. Balloting shall be conducted by preferential balloting, in which each voter shall rank their choices for each position using natural numbers with one (1) representing the first choice, and increasing numbers representing less desirable choices.
 - b. A candidate shall require a majority of voters to indicate them as the first choice in order to be elected.
 - c. Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them.
 - d. A section of a voter's ballot shall be considered spoiled where
 - i. That voter has indicated the same number for more than one (1) candidate; or
 - ii. That voter has not included the number one (1) next to any candidate; or
 - iii. That voter has indicated more than one (1) number next to the same candidate; or
 - iv. That voter has used non-consecutive numbers.
 - e. In the event that no candidate receives a majority of first place votes in a given race, the candidate with the fewest first place votes shall be eliminated.
 - f. Any voter who has indicated an eliminated candidate with a number shall have the candidate marked with the next highest number following the number by which the eliminated candidate has been indicated take the place of the eliminated candidate, and so on, in such a way that all candidates indicated by that voter as less desirable than the eliminated candidate are registered as being one (1) step more desirable than originally indicated.
 - g. Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, the candidate that had the fewest first place votes on the first count in which a differential existed shall be eliminated.
 - h. Where all remaining candidates have an equal number of first places votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, the candidate with the fewest first place votes shall be eliminated by a random or quasi-random method selected by the Speaker of Students' Council.
 - i. The process set out in this section shall continue for each position until such a time as a candidate receives a majority of first place votes for that position at which point that candidate shall be declared the victorious.
 - j. Where "None of the Above" is declared victorious, no candidates shall be declared victorious.
2. The Chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.
 3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent member of the Aboriginal Relations and Reconciliation Committee.

14. Quorum of Standing Committees

1. The Audit Committee, and the Bylaw Committee each have a quorum of four (4) members.

2. The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.
3. The Council Administration Committee has a quorum of three (3) permanent members.
4. The Aboriginal Relations and Reconciliation Committee has a quorum of six (6) permanent members.
5. The Student Group Committee will have a quorum of five voting members, at least two of whom must be voting members of Students' Council.
6. **The Sustainability and Capital Fund Committee will have a quorum of seven (7) permanent voting members.**

15. Functioning of Standing Committee

1. Standing committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
 - a. May to August; and
 - b. September to December; and
 - c. January to April.
2. No meeting of a standing committee shall occur unless:
 - a. every quorum-counting member of the standing committee has received at least seventy-two hours notice of the meeting; or
 - b. every quorum-counting member of the standing committee consents to the meeting taking place.
3. Standing committees may adopt such standing orders as do not conflict with legislation.
4. The Speaker, and through them Chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of committees, including but not limited to
 - a. The creation and publication of agendas for committee meetings;
 - b. The creation and publication of minutes for committee meetings;
 - c. The booking of meeting rooms;
 - d. The duplication of required documents; and
 - e. Access to Students' Union archives.
5. Any permanent member of a committee may designate any member of their appointing body, or in the case of Councillors, their Councillor-Designate, as their proxy for any portion of their term, provided their proxy fulfils the eligibility requirements to serve on the committee in question.
6. Every standing committee named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
 - a. Elect a Chair; and
 - b. Set initial standing orders; and
 - c. Set a meeting schedule for its first trimester.
7. Voting members may be permitted to teleconference/videoconference in to standing committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a standing committee meeting, the meeting must take place in person.

16. Written Reports

1. Chairs of standing committees shall draft and submit written reports to Students' Council, outlining the activity of their committee, before the last meeting of each trimester.
2. The report tabled for the last meeting of the elected term shall include required transition documentation.
3. Each report shall include the following items, at a minimum:
 - a. Activities of that committee during the trimester; and
 - b. A general summary of decisions, recommendations and motions made under the authority of that committee; and
 - c. The presumptive schedule for the coming semester, if applicable.
4. The transition documentation for the final trimester shall include, at a minimum:
 - a. An outline of the committee structure and function; and
 - b. The general responsibilities of the Chair; and
 - c. Future tasks or objectives that should be considered by the incoming committee; and
 - d. Advice to the incoming chair.

17. Mandates of Standing Committees

1. The Audit Committee
 - a. Shall review any Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
 - b. Shall investigate breaches of contract with the Students' Union;
 - c. Shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;
 - d. Shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
 - e. Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
 - f. Shall annually select the Students' Union auditor
 - g. Shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
 - h. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - i. Shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
 - j. Shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
 - k. Shall review all expenditures made on Students' Union credit cards;
 - l. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
 - m. Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;
2. The Bylaw Committee

- a. Shall draft bylaws as required by Students' Council;
 - b. Shall draft referendum and plebiscite questions as required by Students' Council;
 - c. Shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
 - d. Has the power to make, to Students' Union bylaws alterations to Students' Union bylaws that do not alter the meaning of the bylaws in question.
 - e. Shall review recommendations of the Discipline, Interpretation and Enforcement (D.I.E.) Board by the end of the first August following the ruling's release.
3. The Council Administration Committee
- a. Has authority to recommend changes to standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
 - b. Shall make recommendations to Students' Council on the structure of Students' Council and committees;
 - c. Shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
 - d. Shall oversee the progress of Students' Council's legislative agenda;
4. The Finance Committee
- a. Shall recommend budgets to Students' Council as required by Students' Union legislation;
 - b. Shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
 - c. Shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation;
 - d. Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
 - e. Shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
 - f. Shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
 - g. Shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
 - h. Shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;
 - i. Has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
 - j. May delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
 - k. May establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, as outlined in Finance Committee Standing Orders;

- l. Shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
 - m. May establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
 - n. The Finance Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.
5. The Nominating Committee
 - a. Shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - b. Shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - c. Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;
 - d. Has authority to determine the criteria and application process for student positions appointed by Students' Council.
6. The Policy Committee
 - a. Shall make recommendations to Students' Council on Students' Union political policy;
 - b. Shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;
 - c. Shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
 - d. Can make editorial changes to all political policy.
7. The Aboriginal Relations and Reconciliation Committee
 - a. Shall make recommendations to Students' Council on the implementation on the Truth and Reconciliation Commission's Calls to Action;
 - b. Shall assist, after discussion, Students' Council in identifying Aboriginal student priorities;
 - c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
 - d. Shall ensure adequate discussion, as defined by this committee, is completed by the Students' Union in identifying Aboriginal student priorities;
 - e. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;
 - f. Shall foster collaboration between the Students' Union and Aboriginal students;
 - g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with Aboriginal students;
 - h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
 - i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth

and Reconciliation Commission Political Policy, the Aboriginal student priorities defined by this committee, and its overall advocacy and representation of Aboriginal students;

- j. Shall compile a public report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by Students' Council;
 - k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is Aboriginal students;
 - l. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
 - m. Shall ensure that cultural sensitivity training is provided to Students' Council;
 - n. Holds the authority to recommend changes to the Acknowledgement of Traditional Territories of Students' Council Standing Orders;
 - o. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political; and
 - p. Shall ensure the Students' Union collaborates with Aboriginal elders on all relevant matters; with relevant being defined by this Committee.
8. Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
9. Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.
10. The Student Group Committee
- a. Shall receive reports on all student group investigations carried out by SU staff;
 - b. Shall make determinations on matters of student group discipline;
 - c. Shall make determinations on matters of registration and event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.
 - d. Review and make recommendations on policy and procedures to Student Group Services and on bylaw to Students' Council.
 - e. Provide general advice and oversight on student group affairs to Student Group Services and Students' Council.
11. The Sustainability and Capital Fund Committee
- a. Shall effectively administer the Sustainability and Capital Fund, in accordance with the referendum passed in March 2020. As per that referendum, the Sustainability and Capital Fund is intended to provide funding that allows for the renovation and improvement of Students' Union-controlled spaces on campus like SUB. The Sustainability and Capital Fund will:
 - i. Provide funding for projects that improve the environmental, economic, and/or social sustainability of Students' Union spaces (referred to in these Standing Orders as "sustainability and capital projects");
 - ii. Provide up to \$10,000 of funding for each approved student sustainability project that will positively impact the campus community (referred to in Standing Orders as "Student Green Fund projects").
 - b. Shall ensure that all Fund projects demonstrate a clear contribution to environmental, economic, and/or social sustainability.
 - c. In fulfilling the above, the committee shall:

- i. Operate in accordance with Bylaw 100 of the University of Alberta Students' Union
- ii. Oversee the distribution of the Student Project Green Fund;
- iii. Support the Students' Union in its efforts to implement approved projects;
- iv. Review and refer major Sustainability and Capital Fund projects deemed appropriate to Students' Council for approval;
- v. Report the current distribution of the total annual fund each trimester.

18. Conflict-of-Interest

1. No person shall use a Students' Union position that they hold to further personal business interests.
2. No person may hold a Students' Union position who
 - a. is party to any contract or agreement with the Students' Union, accepting contracts or agreements directly relating to that person's employment by the Students' Union; or
 - b. has any interest in a contract or agreement with the Students' Union, accepting contracts or agreements directly relating to that person's employment by the Students' Union.
3. Does not apply to any person by reason only
 - a. Of the receipt of any properly-approved honorarium, commission, or allowance from the Students' Union;
 - b. Of being a non-executive member of any registered student group which has any contract or agreement with the Students' Union; or
 - c. Of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures.
4. No member of Students' Council shall vote on a motion relating to a student group or organization of which they are a member unless that organization is a faculty association.
 - a. Membership in an organization shall be defined as
 - i. Regular meeting attendance and voting and/or speaking privileges at meetings; or
 - ii. Holding office within that organization
5. If a councillor has a conflict of interest and votes on a motion in Students' Council or any one of its committees
 - a. they will report that immediately to the Speaker of the Association
 - b. if unreported, any member of Students' Council may send a petition to DIE Board within four (4) months or before the conclusion of the session of Students' Council, whichever is longer. Petitions made are subject to Bylaw 1500.
6. In extraordinary circumstances a member of council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council will have an option to petition DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.

19. Nominations to University Bodies

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

20. Vacancy Petitions

1. Immediately following the by-election period for Students' Council, as outlined in Bylaw 2400, the office of Discover Governance, with the assistance of the Chief Returning Officer, shall create a Vacancy Petition form for all faculties with vacancies and disseminate the form broadly, including to the Faculty Association in which the vacancy is held.
2. The Vacancy Petition form, to be filled out by the candidate, shall include:
 - a. The name, e-mail, faculty, and ID number of the candidate seeking to fill the vacancy; and
 - b. A signed acceptance of the petition by the candidate; and
 - c. A signed letter for the candidate from their faculty confirming that they are in good academic standing under University regulations; and
 - d. A list of nominators including the names, faculties, years, signatures, and student identification numbers; and
 - e. A copy of Bylaw 100(20); and
 - f. A link to the Vacancy Petition webpage.
3. In order for the petition to be declared valid, the candidate must collect a greater number of signatures from supporters than either 3(a) or 3(b), whichever is lower:
 - a. 10% of the total student population of their faculty with a maximum of 60 signatures; or
4. The Vacancy Petition form for Open Studies students shall include all requirements mentioned in (2) but shall not include the requirements in section (3).
5. The completed Vacancy Petition shall be submitted to the Office of Discover Governance upon its completion for validation of nominators, if applicable.

6. The first valid Vacancy Petition submitted for a given faculty will trigger a seven (7) day period after which no other petitions will be received per vacant seat.
7. If no other valid Vacancy Petitions are received within the seven (7) day period, the successful candidate shall be declared a Councillor for the vacant seat for the remainder of that term.
8. If two or more candidates submit valid Vacancy Petitions for the same seat during the seven (7) day period outlined in (6), the candidate with the most signatures at the end of this period shall be the winner.
 - a. Any candidate shall be allowed to retrieve their petition during the seven (7) day waiting period to collect more signatures, so long as the final petition is re-submitted by 5:00pm on the last business day prior to the deadline.
 - b. In the event of a tie in the number of signatures, the Chief Returning Officer shall determine the winner by flipping a coin or other random-chance tie-breaking method in the presence of the Deputy Returning Officer or a member of the Office of Discover Governance.
9. Individuals that are ineligible to submit Vacancy Petitions include:
 - a. Any member of Students' Council; or
 - b. The Speaker of Students' Council; or
 - c. The Chief Returning Officer or Deputy Returning Officer; or
 - d. Any student who ran during the previous general election or by-election and lost to none of the above; or
 - e. any student who has previously used this mechanism in the last 365 days.
10. The period for Vacancy Petitions to be submitted shall be from the first business day following the fall by-election to February 1 of the subsequent year.
11. The Office of Discover Governance, with the assistance of the Chief Returning Officer, shall create and maintain a Vacancy Petition webpage to list the current status of all vacant Students' Council seats:
 - a. The link to this webpage shall be included in the Vacancy Petition package; and
 - b. This webpage shall be maintained with regular updates, deadlines and other relevant information; and
 - c. At a minimum, the number of packages submitted in each faculty shall be updated daily during the seven (7) day deadline period.

21. Attendance Regulations

1. "Satisfactory attendance" is defined as being present for at least 50% of roll calls per trimester.
2. "Unsatisfactory attendance" is defined as being present for less than 50% of roll calls per trimester.
3. Councillors are expected to attend, send a Proxy or Councillor-Designate, to meetings of Students' Council as minimum expectation of holding office.
4. A Councillor must maintain satisfactory attendance each trimester to remain a Councillor for the following term.
5. Formal attendance percentages shall be calculated for each Councillor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.

- a. A leave of absence for elections shall not be accounted into the attendance percentage.
 - b. The introductory meeting of Students' Council, occurring prior to a Councillor's official term begins, shall not be included in attendance regulations.
6. Where a Councillor has unsatisfactory attendance at the end of the trimester, they shall be declared in contravention to this Bylaw and be automatically removed as a member of Students' Council.
 - a. This regulation shall only apply at the end of the Spring/Summer and Fall trimesters.
7. The contravening Councillor shall be able to appeal their removal to D.I.E. Board within three (3) business days of their removal, based on extenuating circumstances at the Board's discretion, including those listed below:
 - a. Personal circumstances including medical, emotional, mental, or family emergencies; or
 - b. Academic program requirements, where evidence of mandatory evening or overnight commitments is provided confirming conflict with meeting these attendance requirements; or
 - c. Other circumstances deemed reasonable, at the discretion of D.I.E. Board.
8. Unreliable proxies or Councillor-Designates shall not be considered a reasonable excuse for appeal, unless D.I.E. Board deems there were extenuating circumstances.
9. During the appeal proceedings, the Speaker shall attend the hearing to provide the official attendance record and field any questions of the Board.
10. Should the D.I.E. Board approve the appeal of the contravening Councillor, that Councillor shall be re-appointed immediately.
11. The contravening councillor's seat shall not be replenished until the three (3) day appeal period has passed or the subsequent appeals process has been exhausted.
12. The Speaker shall present and e-mail these regulations at the first meeting of Students' Council each trimester.

22. Standing Committee Attendance Regulations

1. Attendance of standing committees is defined as attending for at least one (1) roll call of attendance.
2. Members are expected to attend, send another member as proxy, or in the case of Councillors, their Councillor-Designate, to standing committee meeting as a minimum expectation of holding a seat on a given standing committee.
3. Where a Councillor meets the following criteria for three (3) regularly scheduled meetings, they shall be automatically removed from that standing committee:
 - a. Fails to attend; and
 - b. Fails to provide a formal document to the committee's chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
4. The committee minute template shall include a criteria in the attendance portion indicating whether the formal document listed in 3(b) was sent by any member.
5. In the event that an individual meets the aforementioned criteria the Chair, or any other member, shall contact the Speaker indicating:
 - a. The name of the Committee; and

- b. The name of the Councillor; and
 - c. The minute documents showing the Councillors' absence and failure to provide a written statement.
6. Following verification of the information provided, the Speaker shall declare the seat vacant.
7. Any councillor removed from a committee shall be able to be re-nominated and re-appointed.
8. The Speaker shall inform all members of Students' Council of these regulations at the start of each Students' Council year and at the time of appointment of vacant seats.

23. No Force or Effect

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

2020-21 - Council Submissions

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 2, 2020
Mover	KRAHN
Email	alana.krahn@su.ualberta.ca
Action Requested	Information Items

Approval

14 Student Group Granting

1. Student group granting processes shall strive to:
 - a. Provide funding for groups and events that shall strive to benefit the wider campus community;
 - b. Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
 - c. Target funding for student groups for unmet student group needs;
 - d. Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
 - e. Complement existing University of Alberta student group grant programs; and
 - f. Target funding for student groups and activities that account for social, environmental, and economic sustainability.
2. Student group granting shall be overseen by the Student Group Granting Committee.
3. The Student Group Granting Committee shall
 - a. Adjudicate applications to, and disburse funds from the Students' Union Student Group Granting Program;
 - b. Assist Student Group Services in consultation about changes to any part of the Student Group Granting Program, including but not limited to policy changes, updates to scoring rubrics, applications, or report requirements.
4. The voting membership of the Student Group Granting Committee shall be:
 - a. No fewer than four current executive members of student groups recognized by the Students' Union;
 - b. Two members of the Students' Union Finance Committee;
5. The non-voting membership of the Student Group Granting Committee shall be:
 - a. The Program Lead - Student Group Services.
 - b. The Assistant Program Lead - Student Group Services.
 - c. The Team Lead - Operations.
6. A voting member may appoint a proxy representative in the event that they cannot themselves attend a Committee meeting.
 - a. Voting proxy representatives must be current undergraduate students with current or past experience as a Student Group executive officer.

7. **The Team Lead of Operations shall serve as Chair of the Student Group Granting Committee.** The Program Lead of Student Group Services shall serve as Secretary of the Student Group Granting Committee.
8. Quorum of the Student Group Granting Committee shall consist of the Chair, **and four other members.**
 - a. In the event the Chair is unable to attend the meeting, the meeting shall be rescheduled to a later date when quorum can be reached.
9. All grant applications will be adjudicated by assessing their quality against an approved scoring rubric.
 - a. Decision-making rubrics will be reviewed every two fiscal years by the Student Group Granting Committee.
10. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
 - a. Be recognized by the Students' Union, through the process of registration as mandated and managed by Student Group Services;
 - b. Possess a group or community bank account with dual signing authority;
 - c. Complete the Student Group Services grant application form in full prior to the application deadline;
 - i. Late applications shall not be accepted.
 - d. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
 - e. Demonstrate a need for funding only for projects in the future;
 - i. Retroactive granting is not in the scope of this committee.
 - f. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
 - g. Submit an application completed by a member of the student group executive who is an undergraduate student.
11. To be considered for funding, all Student Group Grant Applications must:
 - a. Provide reasonable estimates of event expenses;
 - b. Provide the Student Group Granting Committee with a budget of anticipated costs;
 - c. **Be submitted by a member of the applicant group's executive, who is also an undergraduate student.**
12. All Student Group grants shall fall within one of the following categories:

a. Operations Grant, where:

- i. The maximum funding received by an individual student group would be \$500 every two (2) fiscal years.
- ii. An applicant group is requesting funds to support or acquire items or materials which will contribute to general and ongoing group operations, and not for a one-time or recurring event or activity.
- iii. Examples of suitable items or supplies eligible for this grant will be provided in the Student Group Grant Program Handbook.
- iv. The materials or items proposed in the application have not been acquired or paid for, in part or in full, by the student group prior to the application process;
- v. The funding does not contribute as seed money for a scholarship, bursary, or other funding program provided by a student group or third party;
- vi. The funding does not contribute to subsidies of individual memberships or costs associated with a one-time or recurring event.

b. Event Grant, where:

- i. The maximum funding received by each group is no more than 50% of their total event expenses for items approved by the committee, within the limitations of article 12.
- ii. The applicant group is planning an event related to their student group's mandate and goals, OR is sending members of their group as ambassadors to an event or conference related to their student group's mandate and goals;
- iii. Outcomes for the event are determined to be beneficial to the student group as a whole, as well as contributing to the betterment of the University of Alberta campus community;
- iv. The event must take place in the trimester following the application deadline.

- v. The student group completes relevant risk management approval with the Office of the Dean of Students.

13. A student group is eligible to receive a maximum of \$2,000 per academic year (May 1 through April 30).
14. Any grant application request that is for \$200 or less will be considered on a pass/fail basis, and will receive either their full request if they receive a passing score, or no funding if they do not receive a passing score.
15. A student group may apply any number of times and for any combination of granting categories in each granting session until their annual maximum limit is reached.
16. A group may apply only for the amount of funds remaining in their annual limit.
 - a. Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
17. A student group must apply for event funding in the application period before the semester in which their event will take place.
18. A student group shall not make purchases from organizations closely connected or related to the student group or the student group's individual members unless prior arrangements have been made with Student Group Services.
19. A student group shall not apply for or use Student Group Granting funds to:
 - a. Obtain alcohol and related items;
 - b. Obtain illegal substances;
 - c. Obtain prizes;
 - d. Distribute or sponsor scholarships or bursaries;
 - e. Pay wages, staff expenses or honoraria.
20. Student Group Grant funds must be used towards event costs, and cannot be directly added to a donation total when an event is a fundraiser for a charitable organization or external agency.
21. A student group shall pick up their grant cheques within fifteen business days of being notified that they have received funding, unless the group makes alternate arrangements.
 - a. A successful applicant that fails to pick up their grant cheque(s) within the specified time forfeits the awarded funding.
22. A student group shall complete a granting report, which shall:
 - a. Be completed by a deadline provided by Student Group Services staff;
 - b. Meet the expectations of Student Group Services staff; and

- c. Be written and submitted by an executive of the student group.
- 23. A student group that fails to submit a grant report according to the provided deadline shall have their eligibility to apply for or receive funding from the Program revoked.
- 24. To reinstate eligibility for the Student Group Granting Program, a student group must:
 - a. Submit the outstanding Grant Report, including all its component parts, to Student Group Services; OR
 - b. Submit an Auxiliary Report, outlining acceptable reasoning for the incomplete Grant Report, to the Granting Committee, via Student Group Services.
- 25. The Granting Committee shall determine whether to accept an Auxiliary Report in lieu of a Grant Report, in discussion at a Special Meeting which will be called by the Student Group Services Program Lead.
 - a. If the Granting Committee accepts the Auxiliary Report, the Report shall be filed alongside regular Grant Reports and the student group will be returned to good standing with the Granting Program.
 - b. If the Granting Committee denies the Auxiliary Report, the Report shall be filed alongside regular Grant Reports, and the student group shall be barred from the Granting Program for up to and no longer than four (4) calendar years from the original Grant Report due date.
- 26. The Chair of the Student Group Granting Committee shall provide minutes of each Student Group Granting Committee meeting to Finance Committee within two weeks of each meeting's occurrence.
- 27. Any unused funds must be returned to the Student Group Granting Program, via Student Group Services.
- 28. Funds may be used towards costs that are not proposed in the original grant application, if they are reasonably relevant to the proposed activities or purposes in the application, as determined by the Student Group Services **Program Lead** during Grant Report review.
 - a. If the Program Lead deems that a student group has used Grant funds towards a cost that is not relevant to the original proposal, they shall alert the Granting Committee. The Granting Committee will determine whether the funds have been misused and should be requested for return to the Program.

29. All returned funds will be added back to the total remaining funding pot, to be potentially disbursed at the next Grant Application period.
30. In the event that a group returns Grant funds for any reason, the cumulative eligibility total does not reset; that is, a group is eligible to receive up to the limit as per Article 12, regardless of use or non-use of the funding received.
31. Student Group Services and the Students' Union reserve the right to request the return of funds in the event that a student group or event violates any of the SU's Operating Policies.

16 Students' Union Awards

1. "Students' Union Awards" shall refer to the following:
 - a. Students' Union Involvement Awards;
 - b. The Students' Union Award for Excellence;
 - c. Student Group Awards; and
 - d. The Students' Union Award for Leadership in Undergraduate Teaching.
2. The Students' Union Awards program exists for the purpose of recognizing excellence in student and instructor involvement in the campus community.
3. The Students' Union Awards program operates using funds from external sources and from the Student Involvement Endowment Fund subject to the following conditions:
 - a. No more than ten percent of the balance of the Student Involvement Endowment Fund shall be spent in any one year;
 - b. No single award shall have a value greater than \$2,500;
 - c. No award shall be awarded to a member of Finance Committee or Executive Committee;
 - d. No award shall be awarded to a full-time, permanent staff member of the Students' Union, unless this person took up the position after the end of the Winter academic term that the awards program is considering;
 - e. No award shall be awarded to any member of the Awards Adjudication Committee;
 - f. No award shall be awarded to any person who was not an undergraduate student registered in the Fall or Winter term(s) preceding disbursement;
 - g. No person receives more than one award in a single year;

- h. No award is awarded to a student with outstanding Students' Union membership fees; and
 - i. No award is awarded to a student who does not meet the minimum GPA requirement of 1.8 over the previous Fall and/or Winter terms of the academic calendar.
- 4. Financial need shall be considered when selecting award recipients, using the following criteria:
 - a. Allowable expenses shall equal the Canada Student Loans limits plus 25%;
 - b. Students are not expected to contribute a minimum level of savings from part- or full-time work over the Spring and Summer terms;
 - c. Students registered in full-time studies are not expected to work; and
 - i. No exemption shall be given to any part-time work earnings students make.
 - d. The awards administrator will calculate and assign financial need status to individual applications.
 - i. In extenuating circumstances, members of the Awards Adjudication committee shall have the ability to assign or revoke the financial need status of an application.
- 5. Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.
- 6. The Awards Adjudication Committee shall be composed of:
 - a. The Program Lead - Student Group Services and a Team Lead from the Student Services department acting as co-chairs.
 - b. One Student Group Services Coordinator, appointed to manage the awards program by the Program Lead - Student Group Services. This person shall be considered the Awards Administrator, and act as the Secretary of the committee.
 - c. A minimum of five current undergraduate members.
 - i. Student Group Services staff shall recruit students at large to fill these seats on the committee. In the absence of qualified applicants, Councillors from Finance Committee will fill the remaining seats.
- 7. The Secretary of the Awards Adjudication Committee shall be a non-voting member, except in the case of a tie, where they shall cast the deciding vote.
- 8. The Co-Chairs of the Awards Adjudication Committee shall be non-voting members.

9. Management of the membership of the Awards Adjudication Committee shall be the responsibility of the Awards Administrator.
 - a. The committee membership shall be recommended to Finance Committee for ratification annually.
10. Quorum of any meeting of the Awards Adjudication Committee shall be four voting members, and at least one Chair and the Secretary.
 - a. In the event of an absence of one of the staff members, one of the Co-Chairs can choose to fill the secretary role, provided that the remaining Chair can lead the committee.
11. Operation of the Awards Adjudication Committee:
 - a. Finance Committee has the power to create, amend, or eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
 - b. Recommendations on changes to awards for the following year from the Awards Adjudication Committee shall be made to Finance Committee prior to April 1 of each year.
 - c. Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
 - i. The Chair of the Awards Adjudication Committee shall advise the Chair of Finance Committee of the date the awards advertisement shall be made public, at least 30 days before advertising commences.
 - ii. Awards shall be advertised for at least 60 days prior to the close of applications.
 - iii. Applications shall close no later than August 15 of each year.
 - d. A policy shall be jointly developed and maintained by the Chair of the Awards Adjudication Committee and the Chair of Finance Committee regarding name change requests to awards.
12. Procedure of Application for Awards:
 - a. The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources.
 - b. **Student applications** shall adhere to the following format for the selection of awards:
 - i. A personal essay no more than one page in length;
 - ii. A resume no more than two pages in length; and

- iii. At least one and no more than two letters of reference.
 - a. Members of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for any applicant.
- c. A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package.
 - i. A student shall only submit one application package each year.
 - ii. If a student submits more than one application, the application submitted last shall be considered their submission, unless the student notifies the Awards Administrator of their wishes before the application deadline.
- d. The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements.
 - i. In case of a disagreement between the Award Adjudication Committee's internal listing of awards and the advertised descriptions of awards and the description on the application, the description on the application shall take precedence.
- e. A student shall be entitled to receive only one Students' Union Award for the year in which they have applied. A student is ineligible to receive an award they have previously received, unless otherwise stipulated in the award description.

13. Procedure for Selection of Awards:

- a. The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b. The Awards Administrator shall keep a written record of all names, criteria, and value of awards disbursed, as well as application procedures for disbursement.
- c. Selection shall be completed no less than six weeks prior to award disbursement each year.
- d. Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.

- i. It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).
- e. Selection shall occur in accordance with a system agreed upon by the Awards Adjudication Committee.
 - i. The system shall be recorded for posterity and transparency, and shall be reported to the Chair of Finance Committee annually.
- f. To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process.
- g. Award applicants may be considered for awards they did not apply for if they meet the criteria.
 - i. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.
- h. The Awards Adjudication Committee shall recommend successful applicants from the list of applicants and submit their names to Finance Committee for ratification prior to October 1 of each year.
- i. The entirety of deliberation meetings shall be considered de facto in-camera sessions.
- j. Only members of the Awards Adjudication Committee shall be present during selection deliberations.

14. Coca-Cola Student Achievement Awards

- a. Notwithstanding Standing Orders, the Coca-Cola Student Achievement Awards are open to all undergraduate and graduate students of the University of Alberta.

Date: 06/02/2020

To: Students' Union Council

Re: BoG Rep 2020/2021 Report #3 - **CSJ & Continuing the Communications Discussion**

Dear Council,

Growth

1. I'm getting more comfortable speaking up in various board meetings, but I am still refining the skill of knowing when to speak and how to be concise and diplomatic. I am thankful for the professional development I am experiencing as I learn more about university governance and system-level thinking through all the documents I review for meetings and experiencing the meetings themselves.

Meetings

1. **ACFA:** CSJ is not receiving accurate per student funding for operation, meaning they're running programs with far less money than is reasonable. They've also lost funding from the government, meaning classes will have to be cut, which is detrimental for the already small campus (more details [here](#)).
 - a. Solutions from the meeting included talking the provincial government about being allowed to use carry-over funds¹ to fund current needs, engaging anglophone parents and proposing a new model of academic structure for CSJ, to become more independent of North Campus. Other practical ideas are listed in the link.
 - b. I can ask board committee chairs about UAlberta's stance on CSJ issues, funding and if our Reputation and Public Affairs Committee is willing to take a stand for this, encouraging them preserving cultural diversity contributes to a healthy, welcoming university.
2. **BGC**²: among other items, we discussed the purpose of in-camera sessions which I found informative and allowed me to compare Board use and SC use of these sessions.
3. **Other:** Board Reputation and Public Affairs Committee and the Brand Platform Project Advisory Committee met, which were interesting and stressful in some ways. I have nothing from either Open Session to share.

Current Projects

1. **FA Communication:** more to come. VP Draper is consulting FAs on what they want to see from CoFA Senior Board meetings this year. CoFA is not necessarily the place for a BoG Rep, although it could be a convenient access to FAs. I may resort to setting up my

¹ Surplus from past years' budget

² Board Governance Committee

own meetings or consulting FAs individually throughout the year instead of holding monthly consultation meetings.

- 2. Social Media:** having moved away from UASU's marketing team, I am in conversation with Board Secretary Juli Zinken and her assistant, Erin Plume, about what my information communication should look like. Right now a primary concern of theirs is resource duplication, which is understandable. My concern now and in the past is that UAlberta communication regarding Board happenings is not accessed by students because they don't care and it can be hard to find. I would like to improve accessibility to outcomes that matter to students. More to come on this.

Thanks for reading!



University of Alberta Undergraduate Board of Governors Representative
Dave Konrad