

Tuesday, November 30th, 2021

6:00PM

Zoom/In-Person

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-2021-17)

2021-17/1 **SPEAKERS BUSINESS**

2021-17/2 **CONSENT AGENDA**

2021-17/3 **PRESENTATIONS**

2021-17/3c **MORRIS MOVES TO** present ESA FAMF renewal proposal.

See SC-2021-17.13 & 17.17

2021-17/3d **DHILLON MOVES TO** allow ISSS to present on their FAMF renewal proposal

See SC-2021-17.14 & 17.18

2021-17/3e **MONTEIRO MOVES TO** allow the Augustana Students' Association to present on their SRA fee proposal

See SC -2021-17.15 & 17.19

2021-17/4 **EXECUTIVE COMMITTEE REPORT**

2021-17/5 **BOARD AND COMMITTEE REPORT**

2021-17/6 **OPEN FORUM**

2021-17/7 **QUESTION PERIOD**

- 2021-17/8 BOARD AND COMMITTEE BUSINESS
- 2021-17/8a **MONTEIRO/SIVAKUMARAN MOVE TO** ratify the appointment of Vishwa Patel to the Student Group Committee (SGC).

See SC-2021-17.16
- 2021-17/9 GENERAL ORDER
- 2021-17/10 INFORMATION ITEMS
- 2021-17/10f Council submissions

See SC-2021-17.11
- 2021-17/10g Board of governors report

See SC-2021-17.12
- 2021-17/10h Education Students' Association FAMF Proposal

See SC-2021-17.17
- 2021-17/10i ISSS FAMF Referendum Presentation

See SC-2021-17.18
- 2021-17/10j ASA Fee Renewal Presentation

See SC-2021-17.19

Tuesday, November 30, 2021

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date Tuesday, November 30, 2021

Mover Monteiro

Email abner.monteiro@uasu.ca

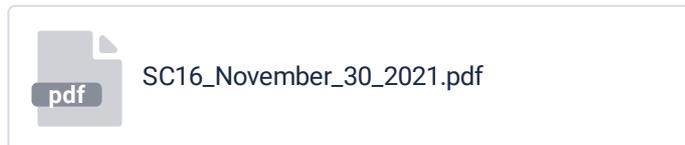
Action Requested Information Items

Information Items

Abstract

VPA Report #16

Attachments



Date: 30/11/2021

To: Students' Union Council

Re: Vice President Academic 2021/22 Report #16

Dear Council,

I hope all of you had a great weekend! Here is an overview of what I have been up to over the past two weeks:

UASU Exec Take on Augustana

Last week, the executive team travelled down to Camrose to experience the Augustana Advantage for ourselves! We got the opportunity to meet with members of Augustana's Faculty Administration and covered a variety of topics ranging from course minor program changes to transportation to sexual violence.

Helping Students on Experiential Learning Terms

As many of you may know, Talia and I have been carrying forward the work done by the past VPSL and VPA surrounding protection for students on experiential learning terms. We have been working with the Provost Fellow, Karsten Mundel, who will be assisting us in developing a public communication for students to know how to navigate current UAPPOL policy in order to make the process of appealing more simple and comfortable for students.

We are starting a small working group with a few members of University Admin and SU Staff, and are also looking for any SU councillors who may be interested in helping to develop this communication! Time commitment would most likely be either weekly or bi-weekly.

Zero Textbook Cost Indicator Pilot Program

Last week, messaging went out in English and French to all instructors at the U of A to get them to sign up for the Winter 2022 ZTC Pilot! The fall semester has seen roughly 500 instructors enroll, which equates to 750 different course sections. Based on our UASU data over the past three years, we have estimated that the instructors who have indicated their courses as ZTC have saved students a cumulative \$7 MILLION.

I also had the opportunity to be interviewed by CBC on the success of the pilot project thus far, and have been supporting other Students' Unions in developing their own versions of ZTC Programs!

Student Governance Code of Conduct

I'm currently working on finishing the draft second principles of the Student Governance Code of Conduct. Due to the large number of presentations on the agenda for the next couple of council

meetings, I will be starting consultation with SRAs and will bring the Code of Conduct to council for consultation in the new year!

Trans Day of Remembrance Vigil

Last weekend I was able to attend two different events that were organized by SU councillors. Congrats to Councillors Morris, Viloso, and Beaulieu-Mercredi for doing a great job planning the Trans Day of Remembrance Vigil and the Residential School Memorial!

Campus Cup Babyyyy

This weekend I got the chance to participate in Campus Cup for the first time!



Cheers,

Abner Monteiro
Vice President Academic
University of Alberta Students' Union

Tuesday, November 30, 2021

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date Tuesday, November 30, 2021

Mover Konrad

Email dave.konrad@su.ualberta.ca

Action Requested Information Items

Information Items

Abstract

Report 13 - Checkins + Committees

Attachments



11.30.21 BoG Rep Report.pdf

Date: 11.30.21

To: Students' Union Council

Re: BoG Rep 2021/2022 Report 13 - **Checkins + Committees**

Dear Council,

Consultation Checkins

1. AUFSJ: we discussed potential allocation of incoming government funding, issues to raise at the Board Reputation and Public Affairs Committee (BRPAC), and AUFSJ's interactions with UAlberta's president.
2. International Students' Association (ISA): we discussed the equitability of the Board's recruitment strategy, misinformation regarding tuition fees for international students and how UAlberta's enrollment growth goals impact international students.

Committees

1. Board Governance Committee (BGC): we approved a Committee Member recruitment advertising plan, discussed how different committees deal with environmental, social and governance matters and discussed how AB2030 implementation with the Albertan government is going.
2. Board Reputation and Public Affairs Committee: we discussed Senate's strategic plan, the recently released Indigenous Institutional Strategic Plan that General Faculties Council saw at its October 25th meeting, the president's transition and our relationship with the Albertan Government and how that impacts AB2030 implementation that favours UAlberta's priorities.

General Faculties Council Walkout

1. I participated in solidarity and am tracking the Students' Union's stance and progress to see where I can press at the Board.

Thanks for reading!



University of Alberta Undergraduate Board of Governors Representative
Dave Konrad

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date Tuesday, November 30, 2021

Mover Morris

Email rnmorris@ualberta.ca

Action Requested Presentation

Presentation

Motion Morris moves to present

Abstract

The Education Student Association is looking to have their FAMF renewal approved for refferendum

Attachments



FAMF Renewal Proposal.pdf



Green Employee On Boarding Professional Pr...

Education Students' Association (ESA)
Faculty Association Membership Fee (FAMF) Proposal

November 30, 2021

Prepared by Rowan Morris and Edward Tiet

esaext@ualberta.ca and esafin@ualberta.ca

Dear Students' Council,

The Education Students Association (ESA) is proposing the renewal of our FAMF. The total cost applied to students will be **\$8.00** and **collected once during the Fall Semester**. Our previous FAMF was approved at \$8.00 a year and was active from the years 2018-2021. The Faculty of Education has approximately 3800 undergraduate students, meaning we will be collecting \$30,400 per year from Education Students. Given our past [audits](#), \$30,000 is roughly our typical operating budget.

Our projected allocations are based on past ESA budgets:

- **Saving for Emergencies (25%);**
 - The Alberta Teachers' Association (ATA) requires that we keep a large sum of funds in a reserve. This allocation is unfortunately **non-negotiable**. Education in Alberta is chronically underfunded, and in the event that we lose our FAMF, or our students are in need of a support we could not have predicted, we are not able to provide that for them. An example of our reserve funding being essential is how the ESA performed during remote schooling. Our funds were transitioned to **shipping costs for remote events** as we shipped packages for student life events such as our annual Frosty Fest, Zoom memberships, Eventbrite system costs, graduation packages, and paying for many **more online Professional Developments than usual**.

- **Administration, Office Upkeep, Meetings, Elections, Merchandise, Website (15.5%);**
 - These costs manage the behind the scenes of the ESA. We pay for food and snacks for our general meetings as an **incentive** for students to come. In order to meet our AGM quorum, we have noticed that incentivising our AGM is the best method of achieving this. We also pay for parking costs for our AGM to make it as accessible as possible. We recognize parking costs can be a barrier to some and we absorb this cost in an effort to make all ESA events as accessible as possible.
 - For our elections, we pay our Deputy Returning Officer (DRO) for their time, as well as to reimburse candidates for poster costs and other promotional posts up to \$50.
 - Our website is used to upload all of our PD summaries. Even though some individuals can not attend a professional development session, we still believe they should receive the benefits of those sessions. It would be for all Education students who have a reason, including needing to work, or to take care of their children, or whatever the reason may be, it should not discourage someone from being able to learn. We regularly provide updates on our website, our bylaws are listed, and our blogs and calendar of all events are posted. We will be adding a new section to our website called Frequently Asked Questions (FAQs) to answer recurring questions we receive from students.
 - We are as eco-friendly as possible with office supplies and use digital options whenever we get the chance. We order our merchandise from the UofA Bookstore

and charge as low as we can for it. This is considered an office purchase in our finances.

- We offer in-person merchandise purchasing and therefore must pay the costs of having an active Moneris payment debit machine, as well as our Shopify Pro membership to keep track of inventory and orders that we get.

- **PD Events, Scholars (5.0%);**

- [University of Alberta Education students are some of the most hireable education students in the world.](#) Part of the reason this is true is because from the first day of enrollment, our students have the opportunity to attend essential professional development sessions that will be crucial for students in their careers. Our PD sessions are delivered for **free to all students** including the [Little Cub Suicide Prevention workshop for Indigenous youth](#) which typically costs around \$200 for someone to enroll in.
- We also include our scholarships and awards in this category. We are establishing three new awards for our students in the faculty this year! It includes one award for student parents who are parents that attend classes and have children at home, one for Black, Indigenous & People of Colour (BIPOC) students, and one for Indigenous students' specifically as a bursary.

- **Social Events (15.0%);**
 - Our social events budget counts for our orientation and welcome event for new students, space rental for our events, food and beverages costs, decorations, and all other event materials, as well as prizes for our new giveaways.

- **Publicity, Marketing (3.0%);**
 - Our publicity and marketing budget includes any advocacy costs such as posterage or for unlocking paywalls for advocacy research. Our budget also includes our SurveyMonkey, Canva premium subscription, and all other publicity subscriptions and promotional needs to reach our students.

- **Volunteer Appreciation, Free Snacks for Ed Students (15.0%);**
 - The ESA would not be able to run without our volunteers. Soon, we will be adding a volunteer child minding for students who parent at no cost. Our volunteers write all of our PD summaries for those who miss them, support and help out at our events, support publicity and help promote our events, and support our office hours by answering student questions and giving out memberships. As such, we believe they deserve to be rewarded for their efforts, just as council members, who will receive volunteer gifts for their contributions. Considering we have over 70 volunteers this year, our budgeted allocation is appropriate. Many students rely on our snack program in our office. Understanding the precariousness of food insecurity, we are more than happy to provide this service to any and all students accessing it, free of charge. We will be expanding our

selection for snacks coming soon with the launching of our community fridge program sponsored by Ford.

- **Conferences (1.5%);**

- We also absorb the costs for our delegates to attend conferences around the province and country. An individual should not limit themselves from an executive position due to fear of not being able to afford the advocacy and educational opportunities that come with it. This would include westCAST and other student conferences hosted by the Alberta Teachers' Association.

- **Graduation (20.0%);**

- For Graduation, we hold an annual education graduation banquet as well as a week of graduate specific events. The costs associated with this section will be for space and venue bookings, food, drinks, decors, and more, are included in this section of the allocation.

These allocations are consistent with our past budgets. Of course, every group who sits on the ESA council is different every year, and if the pandemic has taught us anything, these projected allocations are flexible based on adequate consultation with students.

After the survey was conducted regarding FAMF with our undergraduate Education Students, which received 332 respondents and you are welcome to peruse all of their responses [here](#).

100% of our respondents were undergraduate education students. 76.2% were not aware

that FAMF existed in previous years. There is a section later for our current students to include thoughts and many individuals indicated a discomfort in not being aware of what fees they are charged. Because of this, Edward and I will be working on creating a new section of our website specific to FAMF transparency. This will include a breakdown of our budget, the “why” behind our allocations, a space for feedback, and a FAQ section. At the bottom of our FAMF page, we will include our opt-out mechanism and a how-to. At this time, opt-out for FAMF will be handled via a Google Form. Respondents will have until October 31st each year to opt-out of our FAMF and any late opt outs will be on a case-by-case basis. We will make it transparent that by opting out, the student will not lose the privileges of what being an ESA member holds. In the event we receive a significant amount of opt-outs and it is impacting our ability to provide services for students, we will meet as executives on council to address specific needs and changes if needed to be made. We would first look for external funding before removing ANY services. Our savings mandated by the ATA would be used in this situation as well.

Following on with our consultation, **88.6% of our respondents were in favour of our FAMF going to referendum in March.** Of the respondents who were not in favour, some were against the FAMF going to referendum due to financial barriers, others for personal reasons, but some were against voting on FAMF at all because they are so much in support that they do not think it needs to be voted on. The merit is there, but we believe those responses are an indication of misinterpreting our FAMF bylaws. We also linked all bylaws relevant to our FAMF in our consultation form for anyone to inform themselves.

Some of the responses for why our constituents are in favour of FAMF are as follows:

- “I fully support the FAMF - it is a relatively small fee for very important things such as PD sessions. These are critical to a quality education undergraduate degree, and it is very important to provide these opportunities to students - we appreciate them immensely!”
- “I support FAMF because it is a small yet valuable contribution that has potential to benefit many students' academic and career endeavors.”
- “I support FAMF because I feel student associations are important to student life, and connections to the ATA are important as future teachers”
- “I do support FAMF because the ESA uses this money in a way that supports the students. As a previous member of the Kinesiology, Sport, and Recreation Student Society, we had to fundraise any time we needed money or wanted to plan things for the students. If we had the support of \$7 from every KSR student I feel like we would be able to host more events that are directed at supporting the students through their schooling. I have used the resources provided by the ESA and I will continue to support them.”

Some students were on the fence about FAMF but many of their reasons were a result of misinformation regarding our FAMF. Some were unsure of how much money would be taken, some were not completely aware of our services and felt a bit uninformed regardless of our linked bylaws, budgets, and policies, and some are concluding their degrees and do not know how FAMF would impact them when their degree is over. We will be meeting these questions and clarifications by doing a round of classroom talks in the new academic year with ALL education classes going on. We did this back in September and got to answer many questions

about our services. Some students are just opposed to FAMF and for them, we will gladly allow them to opt out.

For our opt out mechanism, we received a SIGNIFICANT amount of suggestions to offer e-transfer to students. We are currently looking into the possibilities logistically with our Associate Dean.

All of the students who left us contact information for the question section of our form have been contacted and their questions have been answered.

The last time we had presented to Council, there were questions asked that we believe we have addressed adequately above.

An email that we have sent out to Council members after our first presentation include our:

Financial Breakdown for 2021-2022:

<https://docs.google.com/spreadsheets/d/1Fycx2EZI6iyreW50RSV039J5egdOqihG/edit?usp=sharing&oid=114913566360049671487&rtpof=true&sd=true>

ESA FAMF Consultation 2017:

<https://docs.google.com/spreadsheets/d/1Pk5NZjYOkObm5pm7DFb77NKow8IL8BgcOpqsHERJFBO/edit?usp=sharing>

ESA FAMF Consultation 2021:

https://docs.google.com/spreadsheets/d/15CizU5CbreQwoNGhUgBiGsBEcE67_v3wH1mIjS_ulXc/edit?usp=sharing

ESA Policy Document:

<https://drive.google.com/file/d/0B762YXa1sqhOYnLDs1Xa0JYeEk/view?usp=sharing&resourcekey=0-aa0J9ResRX-lkiJ2gi3OAA>

ESA Constitution:

https://docs.google.com/document/d/0B9wFjHCTsON_ZEdvUXVIM2g5QXc/edit?usp=sharing&oid=114913566360049671487&resourcekey=0-C1DxsvdKGYkAHjLEKB_fDA&rtpof=true&sd=true

UASU Bylaws:

<https://docs.su.ualberta.ca/books/students-council-legislation/chapter/bylaws>

One unanswered question from Vice President Monteiro who asked about external funding from previously, we have an answer for: **currently we do not receive external funding outside of the university.** In prior years, we have generated revenue from locker rentals, and have received some ATA student local funding but as of this year we have received neither. We are currently negotiating external funding for our community fridge project with Ford in St. Albert, but the funds negotiated would ONLY be for our community fridge program. The meeting for this is upcoming, but would be an isolated project support. We are currently looking into grant funding and we always look for donations of space, time, or supplies, before purchasing in order to lessen costs for students as much as possible.

We are happy to take any questions anyone has. Please feel free to reach out to our Vice President Finance, Edward, or myself, Rowan, Vice President External at any time.

Rowan Morris

Education Students' Association - Vice President External

esaext@ualberta.ca

Edward Tiet

Education Students' Association - Vice President Finance

esafin@ualberta.ca

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

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Council Meeting Date Tuesday, November 30, 2021

Mover Dhillon

Email sk2@ualberta.ca

Action Requested Presentation

Presentation

Motion DHILLON MOVES TO allow ISSS to present on their FAMF Renewal Proposal

Abstract

ISSS FAMF Renewal 2021

Attachments



Final - ISSS FAMF Presentation.pdf



Final - ISSS FAMF Renewal Proposal.pdf

University of Alberta

Interdepartmental Science
Students' Society (ISSS)

ISSS SRA Fee Renewal Proposal

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I Purpose

The Interdepartmental Science Students' Society (ISSS) is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate on behalf of science students such that they may enjoy an enriching and valuable undergraduate experience.

The SCI 5 Renewal will allow the ISSS to continue to fulfill our mandate, which circles around representation, advocacy, service, and community. The purpose of this proposal is to enable ISSS to continue to collect a membership fee for our own mandate but to also provide funding for Departmental and Program Associations as well as other student groups within the Faculty of Science. The SCI 5 fee will allow the ISSS to remain sustainable and advocate for all science students. This fee will support over 6500 students and support them throughout their undergraduate careers by providing services and initiatives such as free tutoring, used book sales, scholarships, networking events, professional development events, handbooks, locker rentals and much more.

II Definitions

The Interdepartmental Science Students' Society (ISSS, pronounced 'ice') is the Faculty Association for the Faculty of Science at the University of Alberta.

Your Five-Dollar Science Community Investment (SCI 5) is the money received from a \$5.00 student levy applied to all full-time on-campus and part-time on-campus undergraduate Science students at the University of Alberta each semester.

The Council of Science Student Associations (COSSA) is a body of the ISSS currently composed of 32 science student groups, including Departmental Associations and Program Associations.

III Proposed Referendum Question

Do you support the renewal of the Sci5 Faculty Association Membership Fee (\$5.00 per semester) that the Interdepartmental Science Students' Society (ISSS) collects to support science student

groups, science-specific initiatives, and advocacy efforts within the Faculty of Science? Initiatives and services include locker rentals, scholarships, handbooks, free tutoring (MSGs), professional development events, orientation, graduation banquet, Science Week and much more.

IV Amount

Each full-time on-campus/online student and part-time on-campus/online student enrolled in the Faculty of Science shall pay \$5.00 per semester. Students in a work term as part of the Faculty of Science's Industrial Internship Program, off-campus students, Visiting Students and Special Students are exempt from the SCI 5. The SCI 5 shall only be levied in the Fall Term and Winter Term.

V Lifetime

The SCI 5 will be collected starting in Fall Term 2022 and will cease after collection in Winter Term 2026. In extenuating circumstances, such as the cessation of the ISSS as a Faculty Association, a successful opposing referendum, and/or a clear misuse of funds as determined by the Students' Union and/or the ISSS, collection of the SCI 5 will cease immediately.

VI Reimbursement Mechanism

The SCI 5 may be refunded upon individual student request. Refunds will be given to students who have completed the Online Reimbursement Form (Appendix I), which will also be available on www.issss.ca or at the ISSS office at CCIS-1150. The reimbursement form must be accompanied by a Registration Verification or an Enrollment Verification document, which can be obtained free of charge through a request online via BearTracks or in-person via the Office of the Registrar.

A science student is only eligible for this refund if they have paid the SCI 5 fee as part of their tuition fees which are collected by the Registrar's Office and the Students' Union. The SCI 5 fee is an involuntary fee and filling out the form (Appendix I) is the only way to opt out of payment. Refunds will only be provided for the semester that the student is currently enrolled in therefore the form must be filled twice if a student wishes to opt out of both Fall and Winter term. Refunds will not be made after the withdrawal (Grade of W) deadline, as defined by the University of Alberta Academic

Schedule. Refunds may only be disbursed with the signed approval of two Executive members on the ISSS with financial signing authority. If a student requests reimbursement via e transfer, they will receive your payment within 7 business days. If a student requests reimbursement via cheque, they will be able to pick up your cheque at the ISSS office (CCIS 1-150) within 15 business days. This time period will change only in the case of extreme and unpredictable circumstances.

Once the student chooses to opt out of the SCI5 fee, they will not be eligible for any of ISSS's services and events such as our scholarships, handbooks, Mini Study Groups (MSG), locker rentals, and Science Week events.

VII Allocation

Actual allocations vary year over year and are supplemented by income from other ISSS services. Any reallocations of funding would be presented and approved at Semi Annual General Meetings when the organizational budget is endorsed by the science student body – any changes to base allocations outlined in the following table would be once again presented to the Students' Union to determine if another referendum is required, whereby the ISSS would present an updated proposal.

The changes outlined before have been informed by student feedback at our SAGM, Faculty Wide Survey and "Let's Talk Sci5" Townhall.

		New
COSSA - Support and Granting		\$0.68 (13.7%)
COSSA Autofunding	\$8,000	\$0.46 (9.1%)
Initiative Grants	\$4,000	\$0.23 (4.6%)
Resources Grants		
Events		\$1.65 (33.1%)

Science Week	\$5,500		\$0.31 (6.3%)
	Prizes	\$2,700	
	Advertising	\$300	
	Speaker Night	\$300	
	Trivia Night	\$700	
	Movie Night	\$500	
	Carnival Events	\$1,000	
Orientation	\$6,000		\$0.34 (6.8%)
	Goodie Bags	\$3,000	
	Prizes	\$2,000	
	Food	\$1,000	
Graduation	\$6,000		\$0.34 (6.8%)
	Mementos	\$500	
	Venue	\$200	
	Marketing	\$100	
	Food	\$4,000	

	Photo Booth	\$500	
	Decor	\$200	
Wellness Week (with 1-2 athletic event)	\$4,000		\$0.23 (4.6%)
	Venue	\$1,000	
	Game Rentals	\$1,000	
	Prizes	\$500	
	Wellness Nights	\$1,000	
	Other	\$500	
Professional Development Events (Workshops, Job Fair, Industry Speakers)	\$4,000		\$0.23 (4.6%)
	Workshops	\$750	
	Industry Speakers	\$1,250	
	Job Fair	\$1,000	
	Other	\$1,000	
Other Events	\$3,500		\$0.20 (4.0%)

	Matchomatics	\$500	
	Social Meet	\$1,500	
	Extra Events	\$1,500	
Advocacy and Academics			\$1.82 (36.5%)
Scholarships and Professional Development Grants	\$20,000		\$1.14 (22.8%)
	Academic Scholarships	\$5,000	
	Involvement Scholarships	\$5,000	
	Essay Scholarships	\$5,000	
	Marginalized and Underrepresented Group Scholarships	\$5,000	
Instructor Appreciation Night	\$6,000		\$0.34 (6.8%)
	Venue	\$1,000	
	Food	\$2,500	
	Awards	\$1,500	
	Other	\$1,000	

Eureka Research Day and Journal	\$5,000	\$0.29 (5.7%)
Science Student Consultation Events	\$500	\$0.03 (0.6%)
Elections	\$500	\$0.03 (0.6%)
Services for Students		\$0.80 (16.0%)
Student Resources (Microwave maintenance, Locker maintenance, Printing)	\$500	\$0.03 (0.6%)
Handbooks	\$10,000	\$0.57 (11.4%)
Faculty of Science Mentorship Program	\$2,000	\$0.11 (2.3%)
	T-Shirts	\$1,200
	Mentor Event	\$800
Exam Wellness Packages	\$1,500	\$0.09 (1.7%)
	Fall	\$750
	Winter	\$750
Internal Maintenance		\$0.04 (0.80%)

Office Maintenance	\$400	\$0.02 (0.5%)
Marketing	\$250	\$0.01 (0.3%)
Website	\$50	\$0.003 (0.05%)

Total: \$87 700

VIII Surplus Management

All funds collected from the SCI 5 must be first allocated to the completion of the initiatives outlined in the Allocations section. In the event of a surplus on funds as allocated previously, surplus funds will be allocated to an account reserved for improvements to current projects or new initiatives in accordance with the mandate of the ISSS or to the ISSS contingency fund. Funds will only be drawn from the account after going through the proposal process outlined in the ISSS Procedures Manual, including a review by the ISSS Finance Committee and final approval by the ISSS Council. The surplus funds may be allocated in years outside the collection of the SCI 5.

Please see Appendix II for the relevant sections of the ISSS Constitution and ISSS Procedures Manual.

IX Financial Oversight

The ISSS reports semi-annually to the Students' Union Audit Committee. This report will include semi-annual financial statements. An annual budget reflecting the approximate allocations of the fee will be approved every year by the ISSS council as per our constitution and procedures document. The annual budget will be made available on the ISSS website for public access. All transactions will also need to be approved by two of the following three individuals: President, VP of Administration and Finance, and the VP of Services.

Please see Appendix II for the relevant sections of the ISSS Constitution and ISSS Procedures Manual

Email: president@iss.ca

Phone: 780-492-2099

Website: iss.ca

Mailing Address: CCIS 1-150 8900 114 St, University of Alberta

X Consultation

The following table outlines the ISSS's consultation process with its constituents leading up to the Creation Proposal:

Date	Task
June 1-July 15, 2021	Various Council Meetings to discuss ISSS pursuing a SCI5 renewal; discuss allocations and improvements from past proposal
July 8, 2021	Consultation with the Faculty of Science and Deans office
July 29, 2021	Meeting with the ISA (their constituents will be affected by a SCI \$ fee renewal)
September 7, 2021	All Faculty of Science students receive a consultation survey about proposed SCI \$5 allocations
September 14, 2021	Consultation with COSSA (departmental groups within the Faculty of Science) at our Semi Annual General Meeting
September 16, 2021	Town Hall Meeting: Second round of consultations with all parties (COSSA groups, Faculty of Science students and staff, the ASC, the ISA) that may be affected by a SCI \$5 fee renewal
September 14, 2021	Motion to pursue SCI 5\$ renewal referendum approved by ISSS Council
November 18-25	Consultations with individual SU councillors
November - December	Continue consultations with students at large

XI Endorsement

November 24, 2021

Students' Council

University of Alberta Students' Union

2-900 SUB, 8900 – 114 Street

Edmonton, Alberta

T6G 2J7

Re: Science Faculty Association Membership Fee Renewal Proposal

To the members of the Students' Council:

The Interdepartmental Science Students' Society's Executive and Council endorse the Renewal Proposal for the science Faculty Association Membership Fee. Thank you for your time and consideration of this proposal. Please feel free to contact Aakankshya Kharel (president) or Riya Mangukia (VP Finance) at president@iss.ca and vpfinance@iss.ca with any questions or concerns about the Renewal Proposal.

Sincerely,

ISSS Executive and Council

XII Appendix I

Opt-Out Form:

<https://forms.gle/XLQ1FHBaZ2YcBVR47>

XIII Appendix II

ISSS Constitution

1 COUNCIL

1.1 Preamble

Each Councillor is responsible for guiding the organization in a way that reflects the mandate of the ISSS. Their duties are to link members to the services and opportunities provided by the ISSS, to guide the financial resources of the ISSS, and to hold the Executive accountable to members.

1.2 Membership

Council consists of nine members:

- 1.2.1.1 Two first year representatives.
- 1.2.1.2 Two second year representatives.
- 1.2.1.3 Two third year representatives.
- 1.2.1.4 Two fourth or later year representatives.
- 1.2.1.5 One International student representative

1.3 Powers and Responsibilities

Each Councillor must:

- 1.3.1.1 Dedicate a minimum of two hours per week during the Fall and Winter semesters to office hours.
- 1.3.1.2 Serve as a Director, following the process outlined in the Procedures Manual.
- 1.3.1.3 Record minutes at an Executive meeting, on a rotating basis.
- 1.3.1.4 Attend SAGMs.
- 1.3.1.5 All ISSS documents must be retained for record keeping purposes.

Council

- 1.3.1.6 Ensures that the Executive fulfills their constitutional duties.
- 1.3.1.7 Approves, in advance, all expenditures of the ISSS in excess of \$200.00.
 - 1.3.1.7.1 For new initiatives, a proposal will be required, even in the event that the event will be estimated to be under \$200. A proposal will include an expected and budgeted section.
- 1.3.1.8 Approves the ISSS annual base budget.
- 1.3.1.9 Approves plans for any projects proposed by the Executive.
- 1.3.1.10 Clarifications of the Constitution as well as corrections of spelling mistakes and typographical and syntax errors may be made by a council vote without presenting them at SAGM. No clauses may be added or removed without a vote at SAGM.

1 COUNCIL OF SCIENCE STUDENT ASSOCIATIONS

1.1 Preamble

The Council of Science Student Associations serves as a link between the ISSS, ISSS members, the Faculty and science groups. COSSA meetings are an opportunity to strengthen student groups affiliated with the Faculty of Science by encouraging intra-faculty cooperation and by providing resources to science groups on campus.

1.2 Membership

Eligibility

- 1.2.1.1 The group must be recognized as a Student Group.
- 1.2.1.2 At least two-thirds of the members of the group must be members of the ISSS.
- 1.2.1.3 The group's mandate must closely reflect the mandate of the ISSS, including at least two of the following activities:
 - 1.2.1.3.1 Providing services to members of the ISSS.
 - 1.2.1.3.2 Building community within the Faculty of Science.
 - 1.2.1.3.3 Advocating on behalf of members of the ISSS regarding issues directly related to members' university experience.
- 1.2.1.4 The group's primary target membership must be members of the ISSS or a subsection of members.

Process

- 1.2.1.5 The group must submit a written request of membership to the Vice President Community.
- 1.2.1.6 A response shall be provided within one week.

1.2.1.7 A previously recognized COSSA member shall be assumed to continue being a member, given that the criteria in §7.2.1 of the Constitution are met.

Resignation or Removal

1.2.1.8 A COSSA Member can resign for any reason by submitting a written notice of resignation to the Vice President Community.

1.2.1.9 A COSSA Member shall only be removed if it violates §18.4.2.8 or §18.4.3 in the Procedures Manual or §7.2.1 in the Constitution.

1.2.1.10 A group may reapply for membership no earlier than one year after removal.

1.3 Powers and Responsibilities

Allocates grants to members as outlined in the Procedures Manual.

Shares best practices among science student groups.

Acts as a two-way forum of communication between students connected to member groups and the ISSS.

1.1 Meetings

Meetings will be held at least once each Fall and Winter semester.

Quorum shall be Two-Thirds of all COSSA groups.

1.1.1.1 One vote is allocated per group.

1.1.1.2 In the event that quorum is not reached, discussion may occur but no motions may be passed.

The Vice President Community will chair meetings.

The President shall provide an update on the role and activities of the ISSS.

The Vice President Academic shall provide an update on Faculty of Science issues affecting COSSA members, and collect feedback on current academic priorities of COSSA members.

ISSS Procedures Manual

1 MEMBERSHIP FEES

3.1. Creation

3.1.1. The ISSS may pursue a Faculty Association Membership Fee through a referendum, as governed in Students' Union Bylaw 8200.

3.1.2. Before such a referendum is proposed to its membership, the ISSS must, at minimum, consult with:

3.1.2.1. COSSA members and

3.1.2.2. Members at a Semi-Annual General Meeting.

3.2. **Collection**

3.2.1. The amount and lifetime of the Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1.

3.2.2. Any Faculty Association Membership Fee will be collected each Fall Semester and Winter Semester from each full-time on-campus and part-time on-campus student enrolled in the Faculty of Science.

3.2.3. Faculty Association Membership Fees shall not be collected from students in a work term as part of the Faculty of Science's Industrial Internship Program, off-campus students, visiting students, and special students.

3.2.4. Faculty Association Membership Fees shall be deposited and maintained in an account separate from general ISSS revenue.

3.3. **Reimbursement**

3.3.1. A student who has paid the Faculty Association Membership Fee and is either philosophically opposed to the fee or unable to pay the fee may choose to be reimbursed. A student wishing to be reimbursed shall only be reimbursed after completing a reimbursement form, which the ISSS will use to verify payment of the fee.

3.3.2. Reimbursements will not be granted after the withdrawal (Grade of W) deadline of the term for which the fee was collected, as defined by the University of Alberta Academic Schedule.

3.3.3. The reimbursement option must be advertised, at minimum, on the ISSS website, in the ISSS newsletter, and using ISSS social media.

3.4. **Allocation**

3.4.1. Precise allocations of money collected from a Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1. The entirety of the anticipated fee must be allocated.

3.4.2. Allocations must be included in the annual base budget governed by §17.3.

3.4.3. Every reasonable attempt must be made to complete the initiatives described within the allocated budgets.

3.5. Money collected from a Faculty Association Membership Fee cannot be reallocated, unless through the process in §3.5. This includes increases to budgeted Faculty Association Membership Fee allocations and allocations to undefined projects.

4. **Surplus Management**

- 4.1. Any allocated amount remaining after completion of an initiative will remain in the Faculty Association Membership Fees account, be recorded as surplus, and shall be reserved for improvements to current projects or new initiatives.
 - 4.2. Funds may only be drawn from the surplus after review of a detailed proposal by the Finance Committee and final approval by Council.
 - 4.3. Surplus funds may be allocated in years outside the years of their collection.
- 5. Financial Reporting**
- 5.1. If a Faculty Association Membership Fee has been collected during the fiscal year, the following must be appended to the ISSS's annual financial statements and made publicly available:
 - 5.1.1. A comparison of Faculty Association Membership Fee allocations with actual expenses, and
 - 5.1.2. An appendix with evidence of compliance with Students' Union Bylaw 8200.
- 6. Changes to §3, Membership Fees**
- 6.1. Procedures governing Faculty Association Membership Fees, as outlined in §3, may only be changed by joint resolution of Council and the Students' Union, as governed by Students' Union Bylaw 8200.
- 7. COMMUNICATIONS**
- 7.1. Mail**
- 7.1.1. The VPAF shall have access to the mailbox.
 - 7.1.2. The VPAF shall check the mailbox at least once a week, for every week that the office is open, and at least once biweekly, during other times.
 - 7.1.3. The VPAF shall sort mail according to the person it is addressed to. Mail addressed to the ISSS will be opened by the VPAF and sorted to the appropriate person.
- 7.2. Telephone**
- 7.2.1. The ISSS office shall have a telephone with voicemail.
 - 7.2.2. Any Member who holds office hours may answer the phone.
 - 7.2.3. A detailed summary of the message shall be recorded if the person who answered the phone is not the appropriate person to respond to the inquiry.
 - 7.2.4. Each Executive shall have access to the voicemail system.
 - 7.2.4.1. Voicemail messages shall be checked at least once a day for each day that the office is open.
 - 7.2.4.2. The Executive who accessed the voicemail system shall ensure that the intended recipient(s) of new voicemail messages are notified of the message(s) within twenty-four (24) hours of checking the voicemail system.

7.3. Email

- 7.3.1.1. Every Executive shall have access to the ISSS general email address.
- 7.3.2. All inquiries to the ISSS general email address shall be answered by the President or sorted to the appropriate person.
- 7.3.3. Each Executive, Councillor, and Director shall have their own email address which shall be used to communicate on behalf of the ISSS.
- 7.3.4. Email accounts are not for personal use.
- 7.3.5. The general email address, and the addresses of each Executive, Councillor, and Director shall be clearly stated on the ISSS website.
- 7.3.6. Executives are able to send communications through directors@iss.ca after acquiring approval from at least three (3) other Executives.
 - 7.3.6.1. Directors may use directors@iss.ca, but must seek out Executive approval prior to sending out an email.
- 7.3.7. Items sent to an Executive, Councillor, or Director shall be replied to within two (2) business days, unless otherwise stated.
 - 7.3.7.1. Items sent from an Executive, Councillor, or Director to another Executive, Councillor, or Director, where the subject line contains "[Month day]" shall be replied to before the end of that specified date.

7.4. Website

- 7.4.1. The ISSS must maintain a website used to inform and communicate with Members.
- 7.4.2. Agendas and minutes for Executive, Council, COSSA, and SAGMs shall be posted on the website. The website shall include information about events, services, involvement opportunities, contact information, and the location of the ISSS office.
 - 7.4.2.1. The website must include information about the governance of the ISSS, including the Constitution and Procedures Manual, a listing of all Executives and Councillors, and information about election procedures and meeting dates.
 - 7.4.2.2. The website must include an anonymous feedback input for Members.
 - 7.4.2.2.1. Anonymous feedback shall be communicated to its intended recipient(s) by the VPAF within two business days upon receiving the feedback.
 - 7.4.2.3. Each Executive is responsible for content of the sections of the website that fit within their portfolio, and the VPAF is responsible for uploading this content and maintaining all other sections.

7.4.3. Mailing List

7.4.3.1. The VPC shall maintain a mailing list of email addresses of Members that is populated via a sign-up process.

7.4.3.2. This mailing list shall only be used by the VPC to send out one monthly newsletter and no more than one other message per month.

7.4.4. Social Media

7.4.4.1. The VPC shall manage any other forms of communication, including Twitter, YouTube, and Facebook.

7.4.5. Class Talks and Newsletter

7.4.5.1. Class talks for the entire organization shall be conducted during the first week of every month, and are organized by the VPC portfolio.

7.4.5.2. A newsletter must be created and distributed at least once per semester, in September and January.

7.4.5.3. The deadline for submissions shall be the twenty-fifth of the preceding month.

7.4.6. Bearsden

7.4.7. The VPC is responsible for registering the ISSS as a Student Group and all communications to members and Student Group Services mediated through Bears Den.

7.4.8. All ISSS Executives shall be made administrators of the Bearsden account.

7.4.9. The VPC will designate administrative Bears Den access to appointed or elected ISSS members for the duration of their terms, including but not inclusive to:

7.4.9.1.1. Members of the COSSA Granting Committee

7.4.9.1.2. Members of the Awards Adjudication Committee

7.4.9.1.3. Director(s) of Volunteers

7.4.9.1.4. Director(s) of Risk Management

7.4.10. The VPC may revoke access to any appointed member who violates their privacy agreements.

7.4.11. Other Promotion and Marketing

7.4.11.1. The VPC shall provide written approval of all visual promotional materials prior to their printing and/or use for branding consistency. These materials include but are not limited to posters, banners, PowerPoint presentations, flyers, and handbills.

7.4.12. Promotional materials made up primarily of text such as Facebook events or Tweets do not need to be approved by the VPC.

7.4.13. Members who wish to hold activities which require promotion under the ISSS's name must notify the VPC or designate at least twenty-eight (28) days

before the activity to allow for sufficient time to plan a marketing strategy and to develop promotional materials.

7.4.14. The Member in charge of the event shall have as much or as little involvement in the marketing strategy as they desire. The Member may choose to work with the VPC to develop an effective marketing strategy.

7.4.15. Any disagreements between the VPC and the Member in question on promotions that cannot be resolved amongst themselves or through email consultation with the Executives, Councillors, or Directors involved will be brought to the next Council meeting for discussion.

1.1 Recognition

1.1.1 Each Department shall be represented by at most one Departmental Association.

1.1.2 In order to be recognized, a Departmental Association must:

1.1.2.1 Be registered as a Student Group,

1.1.2.2 Submit a document confirming the legitimate selection of the Group's officers and providing their contact information to the VPC, and

1.1.2.3 Submit a document confirming that the group is in compliance with General Faculties Council Policies regarding Departmental Councils, and Chair Selection & Review Committees to the VPC.

1.1.3 A previously recognized Departmental Association shall be presumed to continue being a Departmental Association.

1.2 Derecognition

1.2.1 The VPC shall derecognize a Departmental Association if:

1.2.1.1 It is no longer registered as a Student Group.

1.2.1.2 It applies for derecognition.

1.2.1.3 A majority of the students which the Departmental Association represents petition for derecognition.

1.2.1.4 A motion to derecognize the Departmental Association passes by a Two-Thirds Majority vote at a quorate SAGM.

1.2.2 During the period of an unrepresented constituency, the ISSS shall assume responsibility of the affairs of the Departmental Association.

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date Tuesday, November 30, 2021

Mover Monteiro

Email abner.monteiro@uasu.ca

Action Requested Presentation

Presentation

Motion MONTEIRO MOVES TO allow the Augustana Students' Association to present on their SRA Fee proposal.

Abstract

The Augustana Students' Association (ASA) is an SRA of the UASU. Prior to Augustana becoming a campus, the ASA had already been in existence since the 1980's. The ASA is an established organization that represents students at Augustana Campus.

As the only Faculty Association on a remote campus, the ASA fulfills a unique function as the primary Student Representative Association at the Augustana Campus. The ASA offers many front-line services, funding for Augustana clubs, direct advocacy to the Augustana administration, and a variety of engagement opportunities for students throughout the year.

Attachments



ASA Fee Renewal Presentation 2021.pdf



ASA Fee renewal proposal 2021.pdf

Augustana Students' Association

FAMF Renewal Proposal

November 30th, 2021



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OVERVIEW

The Augustana Students' Association is a Faculty and Campus Association of the University of Alberta Students' Union. Prior to Augustana becoming a campus of the University of Alberta, the ASA had already been in existence since the 1980's. The ASA is an established organization that represents students at Augustana Campus. Since the 1980's, the ASA has only once increased its membership fee from \$125 to \$130 (current).

As the only Faculty Association on a campus that is at a distance from Edmonton, the ASA fulfills a unique function as the primary Student Representative Association at the Augustana Campus. As a result, the association offers many front-line services, funding for Augustana clubs, direct advocacy to the Augustana administration, and a variety of engagement opportunities for students throughout the year.

MEMBERSHIP FEE

The ASA shall set its membership fee at \$130 per year or \$65 per term. This membership fee will remain in effect while the Augustana Students' Association has Faculty and Campus Association status with the Students' Union.

FEE COLLECTION TIMELINE

The FAMF shall begin on September 1, 2022 and end on August 31, 2027.

PURPOSE AND OBJECTIVES

The ASA's purpose is to support students. We do this by providing:

1. advocacy and support on academic and student life issues;
2. services and programming;
3. events and student engagement through activities and clubs; and
4. Effective representation to Augustana administration and other university boards.

The ASA utilizes the FAMF to achieve the above objectives through the following ways. To support endeavours related to academics or student life, we allocate funds to student awards and bursaries. These awards and bursaries include: Student Recognition Awards, ASA Lone Parent Bursary and Financial Assistance Awards. The awards and bursary programs run by the ASA have gone a long way when it comes to supporting students experiencing financial strain. The awards and bursaries allow students to pursue education abroad programs and recover from difficult financial positions as was seen last year as students dealt with the impacts of the COVID-19 pandemic.

The ASA also utilizes the FAMF to run and host services and programming that support and better the student experience at Augustana and the University of Alberta at large. The ASA runs a Food Pantry service that is accessible to all students at the Augustana Campus. This service was introduced by the ASA to support students facing food insecurity and has had a significant impact on the overall wellbeing of students at Augustana. This service is one of many that the ASA runs to support students. Most of the services we run are aimed at filling gaps that exist due to the limited availability of resources and services at Augustana and the City of Camrose.

Other services we run include: Gently Used Bookstore and Locker Rentals. The fund also helps support programming at the Augustana Campus that is led by the ASA. An example of ASA led programming includes our wellness week program that we run every semester. During this week, the ASA hosts an array of activities and programs that are aimed at promoting wellness at a typically busy time for students. During wellness week, the ASA runs activities such as: meditation sessions, doodling your stress away and just dance parties, to name a few. These activities are complemented by giveaways to our student body that include beverages such as coffee. These examples are a highlight of the many services programs the ASA runs and hosts for students.

Clubs at the Augustana Campus are fully supported by the ASA. The FAMF helps provide funding that allows clubs to host events and programs that contribute to the overall wellbeing of students on our campus. Clubs help promote the values of inclusivity and diversity on campus and create a pathway for students to explore their interests and/or learn about new cultures and communities. The FAMF allows students to have a channel to learn and grow outside the classroom at Augustana through clubs.

Over the past few years, the ASA has been in discussion with the campus administrators on the possibility of operating a pub, food outlet, school supplies/tuck shop, and a multi-purpose space for clubs. Many of these initiatives are long-term in nature so having predictable funding will help us to focus on these projects while still offering the programming and services that students anticipate.

An overarching goal of these revenue-generating projects is to provide more long-term financial resources and overall stability for the organization while decreasing the reliance on student fees.

The Augustana Students' Association membership fee will be utilized for the following purposes:

1. to promote the welfare of students at Augustana Faculty;
2. to encourage student participation in planning and administering student affairs;
3. to promote academic, cultural, and social interests;
4. to represent members to the administration of Augustana Faculty;
5. provide events and entertainment to encourage socialization;
6. to administer the business interests of the organization to the benefit of the membership; and
7. to provide space for social and community purposes.

SCOPE OF FEE

Membership in the Augustana Students' Association is defined in Bylaws 3.01 and 3.02. The scope of membership includes all students who are enrolled full and part time while attending Augustana Faculty. Members will be afforded all the benefits of membership during their time as students.

OPT-OUT AND REFUND MECHANISM

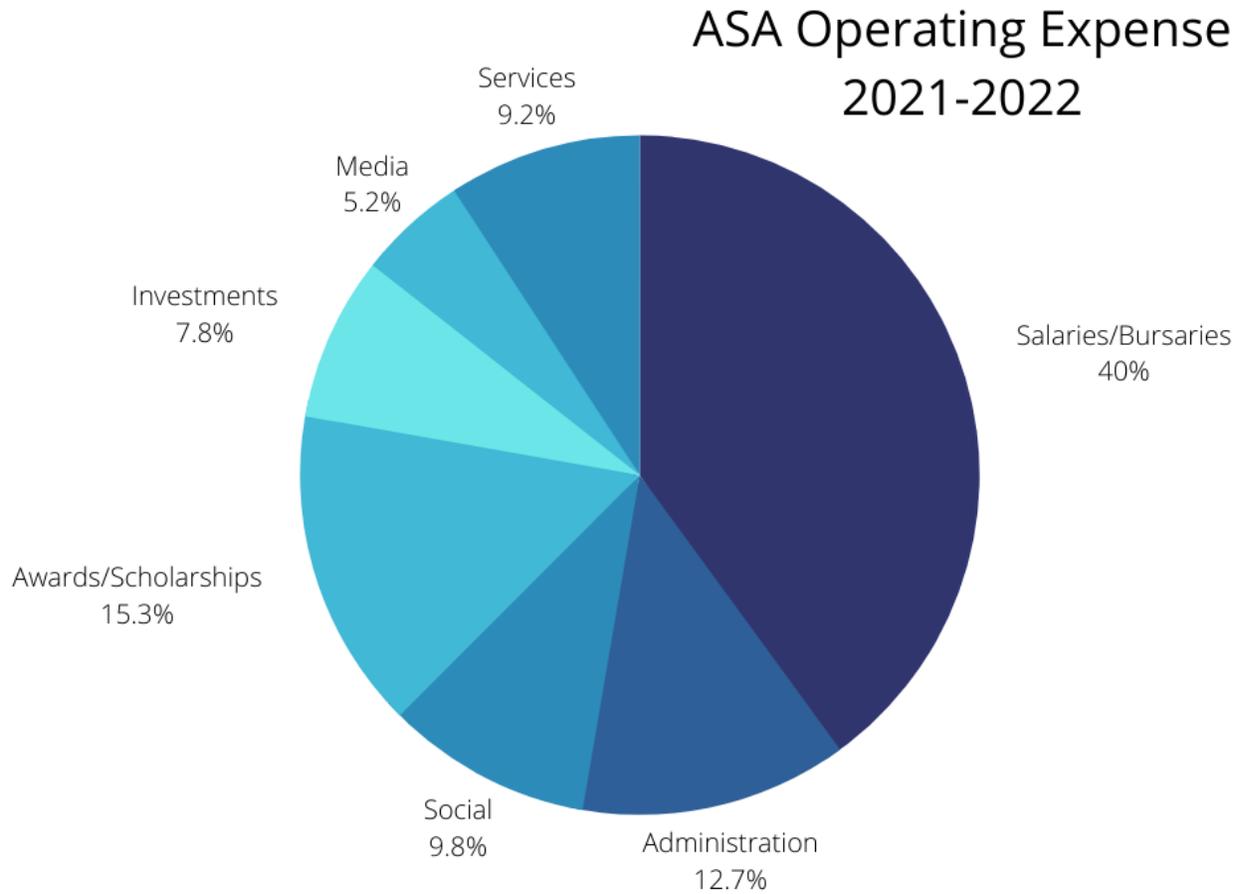
The FAMF, upon request by the student, may be refunded for the semester of their current enrollment. In order to be eligible for a refund, the student must fill out a request form (Appendix VI) and submit it to the ASA Executive Director by the deadline.

In accordance with Policy 3.2.5 (Appendix V), refunds will be issued for those students who submit a FAMF Reimbursement Form, and who are philosophically opposed to or unable to pay the fee.

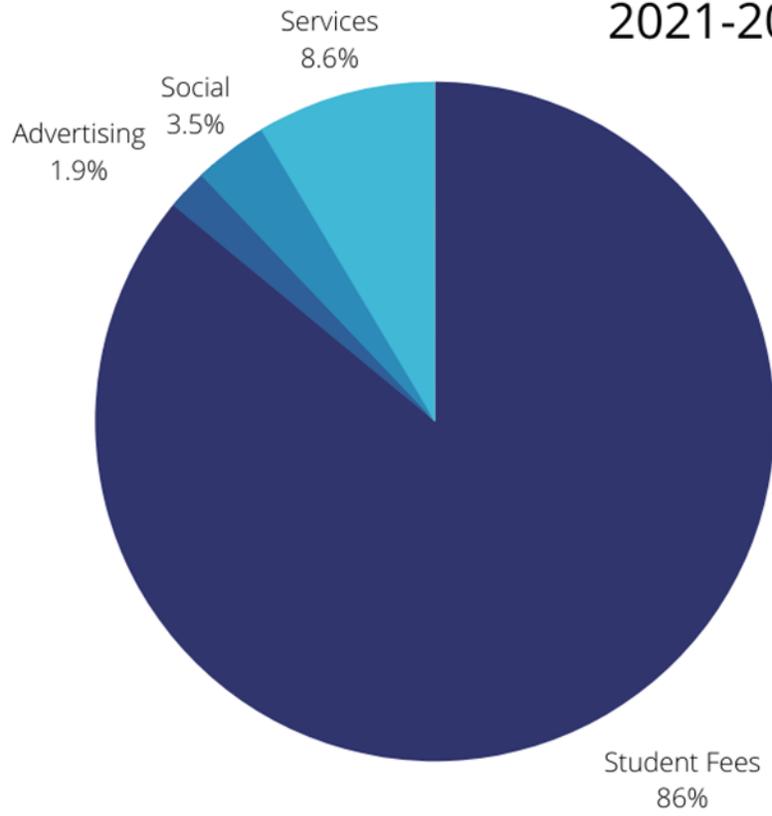
Refunds of membership fees shall be issued for those members who withdraw within the two week window from the first class of either academic semester. Any refunds will be issued after verification that the student has paid their membership fee which will be after the fee payment deadline in either semester.

FEE ALLOCATION

Below is a visual representation of the fee allocation by category for this budget year. The appendix contains the 2020 - 2021 budget actuals and the 2021 - 2022 budget for reference.



ASA Operating Income 2021-2022



FINANCIAL OVERSIGHT

The Augustana Students' Association employs an Executive Director who manages the daily and ongoing financial requirements of the organization. This is in accordance with the ASA Bylaw 10. All annual operating budgets shall continue to be passed by the ASA Executive, ASA Council and presented during our Annual General Meetings. These measures ensure that transparency is exercised throughout the Association and to ensure that students are able to contribute to the management of the funds and view our finances. We use sound accounting practices, and our books are reviewed annually by a professional accounting firm.

The fee is subject to the same financial oversight expected of membership fees currently paid by ASA members; financial reporting to the Student Union, and the University of Alberta Student Union Financial Reporting Guidelines. This includes ongoing financial reporting by the ASA VP Finance and a yearly independent audit by a professional accounting firm; a statement of the audit and budget be submitted to ASA Council for full oversight and transparency.

The ASA Bylaws can be accessed through the links provided below under Appendix.

ENDORSEMENT OF THE FEE BY THE ASSOCIATION

On the 17th of November 2021, The Augustana Students Council (ASC) unanimously voted in favour of the ASA's move to renew the FAMF. The ASC approved the Fee Referendum Question which will be presented to the student body at Augustana during the March 2022 election. The ASC was in agreement with the renewal of the \$65.00 fee a term, to be charged to each undergraduate student at the Augustana Faculty from September 2022 to August 2027. The approval of the fee referendum question by the ASC was then reviewed by an independent student body, the Student Review board as per the ASA Bylaw 13.01. The Student Review Board (SRB) met on the 19th of November 2021 to review the approval by the ASC. The chair of the SRB informed the President of the ASA and the Executive Director of the decision of the SRB, which was to unanimously accept the ASA Fee referendum question for the year 2022.

ASA FEE CONSULTATION

Below is a summary of consultations that the ASA has had/plans to have over the course of October, November and December 2021. These consultations pertain to our Fee Referendum proposal for 2022.

At the point of submission, we have consulted 129 students who constitute 12.9 % of our total student population. These figures will rise as a series of scheduled meetings during the remainder of the fall and winter semesters take place.

Meeting with 2nd East Residents – October 24th, 2021

Summary: The ASA President met with 2nd east residents (Hoyme Residential Complex), and they discussed the ASA's fee referendum. The students in attendance were very supportive of the ASA's effort to engage different members of the campus community. They were happy to hear how our budget was allocated and with the transparency around our funding.

Attendance: 17 students attended this meeting.

Discussion with Clubs at SACC Meetings - November 1st and 2nd, 2021

Summary: The ASA President and VP Communications talked with Club Executives during both SACC meetings. They provided information about FAMF's impacts on student life, club funding and asked the members if they had any questions or concerns. There were none, but overall, clubs supported the ASA's push to renew to have a Fee referendum.

Attendance: 13 club representatives attended this series of meetings.

Meeting with 2nd West Residents – November 3rd, 2021

Summary: The ASA President met with 2nd west residents (Hoyme Residential Complex), and they discussed the ASA's fee referendum. The students in attendance were very supportive of the ASA's effort to engage different members of the campus community. They were happy to hear how our budget was allocated and with the transparency around our funding. The students suggested possible avenues the ASA could venture into and ways the ASA could strengthen student support but were delighted overall.

Attendance: 24 students attended this meeting.

Make Your Day Pop - November 15th, 2021 (12:00 - 1:00 pm)

Summary: Pop was given out in the Forum, and we encouraged students and staff to ask questions concerning the ASA and the fee referendum. The ASA VP Finance was present to explain our finances to students, and overall there was a good turnout and plenty of information sharing with students. We will plan to have more of these events (Monthly) to help educate students on how the ASA allocates its finances.

Attendance: 60 students attended this event.

Meeting with Dean Tryphonopoulos - November 16th, 2021

Summary: The meeting has been postponed to the 30th of November.

ASA Fall AGM - November 24th 2021

Summary: The VP Finance presented the 2021 – 2022 Operating Budget and 2020-2021 audit report to students during the ASA Fall AGM. The VP finance broke down individual and complex elements of the ASA Audit report, prepared by Grant Thornton Camrose, to enable students to have a clear picture of ASA Financials. Students were able to ask questions at the end of the consultation, and no student had any concerns, comments or questions. The members of the ASA present reminded students that all our financials are available to all students online through our website. They also reminded students that members of the ASA are more than happy to provide further clarity on any of the ASA Financials if needed.

Attendance: 15 students attended this event.

Meeting with International Students - November 26th, 2021 (6:00 - 7:00 pm)

Summary: The ASA President will be meeting with international students on Friday the 26th of November to present the fee referendum during our international student forum. During the meeting, the president shall showcase the annual ASA budget and break down individual items to explain to students how the ASA spends the money it receives.

Attendance: To be updated after the meeting.

Social media campaign commences - Starting January 2021

Summary: Social media infographics about the budget breakdown, the services the ASA offers and weekly facts about the ASA will be posted on our Facebook page and Instagram, etc., for the months leading up to voting in Spring.

APPENDIX

Appendix I

2019-20 budget actuals

ASA BUDGET 2019-2020						
Estimates were made based on enrollment of 1029 students (990 full time, 39 Part time)						Notes for differences > \$500
BUDGET TOTALS	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Income	\$222,444.63		\$211,149.27 *			
Expenditure	\$222,394.50		\$203,885.48 *			
Balance		\$50.13		\$7,263.79	\$ (7,213.66)	Estimate of CATP too low, Covid - cancellation of events
INCOME						Notes
	Estimated	Estimated	Actuals	Actuals	Discrepancy	
Administration						
FAMF+CATP	\$ 187,354.63		\$ 189,436.73		\$ (2,082.10)	Student numbers were similar to previous years. The

						income was underestimated.
SA Apparel	\$ 620.00		\$ 369.75		\$ 250.25	
Other Revenues	\$ -		\$ 331.41		\$ (331.41)	
Total Administration Income		\$ 187,974.63		\$ 190,137.89	\$ (2,163.26)	
					\$ -	
Services						
Lockers	\$ 1,000.00		\$ 420.90		\$ 579.10	Did not rent as many as anticipated.
Bookstore	\$ 6,800.00		\$ 7,694.91 *		\$ (894.91)	Revenue dependent on sales.
Fax	\$ -		\$ 3.00		\$ (3.00)	
Condom Sales	\$ 250.00		\$ 46.00		\$ 204.00	
Total Services Revenue		\$ 8,050.00		\$ 8,164.81		
					\$ -	
Marketing/Media					\$ -	
Daglitale	\$ 500.00		\$ 370.75		\$ 129.25	
Daytimer	\$ 500.00		\$ 82.00		\$ 418.00	
Total Marketing/Media Income		\$ 1,000.00		\$ 452.75	\$ -	
					\$ -	
Entertainment/Events					\$ -	

First Class Bash	\$ 4,200.00		\$ 2,865.14		\$ 1,334.86	Less tickets sold than expected
Formal	\$ 7,500.00		\$ 2,933.48		\$ 4,566.52	Less tickets sold than expected
Last Class Bash	\$ 5,000.00		\$ -		\$ (5,000.00)	Did not have event due to Covid
West Edmonton Mall	\$ 220.00		\$ 380.00		\$ (160.00)	
Beer + Bands/Casino Night	\$ 7,000.00		\$ 4,553.05		\$ 2,446.50	The estimated income is too high and will be adjusted accordingly in the future
Misc. Events	\$ 1,000.00		\$ 1,462.15		\$ (462.15)	Income from Pride Week events
Total Entertainment/Events Income		\$ 24,920.00		\$ 12,193.82		
Sponsorships	\$ 500.00		\$ 200.00		\$ 300.00	
Total Income		\$ 222,444.63		\$ 211,149.27		
EXPENDITURE						

	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Administration						
Salaries and Benefits	\$ 61,813.50		\$ 63,791.25		\$ 1,977.75	Amount varies for Cost of Living increases
Executive Bursaries/Council Honorariums	\$ 17,100.00		\$ 15,650.00		\$ (1,450.00)	Less because 1 Executive was elected in fall by-election
Operating Supply	\$ 3,800.00		\$ 4,556.41		\$ 756.41	Purchased eco-friendly plates/cutlery for Off Campus Suppers; higher toner usage as we did more in-house printing of posters.
Conferences & Retreat	\$ 4,300.00		\$ 2,243.30		\$ (2,056.70)	Annual NPC was cancelled in 2020 due to Covid.
SA Apparel	\$ 1,500.00		\$ 921.58		\$ (578.42)	Coats were cheaper this year.
Hospitality	\$ 2,000.00		\$ 1,922.57		\$ (77.43)	
Photocopying	\$ 1,000.00		\$ 626.95		\$ (373.05)	

Insurance	\$ 5,000.00		\$ 5,050.00		\$ 50.00	
Professional Fees	\$ 4,575.00		\$ 4,305.00		\$ (270.00)	
Professional Development	\$ 500.00		\$ 442.11		\$ (57.89)	
Membership (AMICCUS)	\$ 500.00		\$ 550.00		\$ 50.00	
TLS-Rental Costs	\$ 1,500.00		\$ 550.00 *		\$ (950.00)	Removed phone lines so decreases our overall cost.
Debit Machine Rental Cost	\$ 2,100.00		\$ 3,343.26 *		\$ 1,243.26	Costs vary based on usage/fees
Travel expense	\$ 600.00		\$ 510.99		\$ (89.01)	
Total Administration Expense		\$ 106,288.50		\$ 104,463.42		
Services						
Bookstore	\$ 4,000.00		\$ 5,465.36		\$ 1,465.36	Varies due to pay-out to students
Condoms	\$ 250.00				\$ (250.00)	
Fax	\$ 756.00		\$ 727.36		\$ (28.64)	
Clubs	\$ 12,000.00		\$ 17,337.96		\$ 5,337.96	This line expense is base funding + Initiative funding that the ASA provides to clubs. The

						actuals expense line is higher because ASA Clubs are able to carry over internally restricted income from year to year. This allows clubs to host more and larger events, and do bigger fundraising.
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Scholarships/Awards

a. single parent Scholarship	\$ 2,000.00		\$ 2,000.00		\$ -	
b. leadership awards (4*500)	\$ 2,000.00		\$ 2,000.00		\$ -	
Grants	\$ 7,000.00		\$ 2,200.00		\$ (4,800.00)	Fewer applicants and Covid
Financial Assistance Award	\$ 2,000.00		\$ 2,000.00		\$ -	
Total Service Expenses		\$ 30,006.00		\$ 31,730.68		
Marketing/Media						
Daglitale	\$ 8,500.00		\$ 8,428.26		\$ (71.74)	
Daytimer	\$ 4,100.00		\$ 2,911.00		\$ (1,189.00)	Ordered fewer

						planners this year
Promo Items	\$ 3,800.00		\$ 3,011.46		\$ (788.54)	We ordered a bit less in promo items last year
Total Marketing/Media Expense		\$ 16,400.00		\$ 14,350.72		
Entertainment/Event						
First Class Bash	\$ 7,500.00		\$ 7,309.84		\$ (190.16)	
Formal	\$ 13,500.00		\$ 12,649.98		\$ (850.02)	Variable costs of decoratio ns and rentals
Last Class Bash	\$ 7,500.00		\$ -		\$ (7,500.00)	Did not host events due to switch to online classes
West Edmonton Mall	\$ 600.00		\$ 611.10		\$ 11.10	
O-Team	\$ 4,000.00		\$ 2,875.27		\$ (1,124.73)	Ordered less t-shirts; less expensive overall
ASA Elections	\$ 1,100.00		\$ 935.75		\$ (164.25)	
Year End BBQ	\$ 1,500.00		\$ -		\$ (1,500.00)	Did not host events due to switch to online classes

Hockey Game	\$ 300.00		\$ -		\$ (300.00)	Did not host events due to switch to online classes
Awareness	\$ 1,500.00		\$ 2,060.97		\$ 560.97	Fall Off Campus Supper was more expensive than anticipated
Wellness Week	\$ 5,000.00		\$ 4,869.74		\$ (130.26)	
AGT	\$ 3,500.00		\$ 2,453.87		\$ (1,046.13)	Lower expenses because we got a no-fee booking with the venue
After U	\$ 1,000.00		\$ 34.85		\$ (965.15)	Varies depending on honorarium s/hospitality
Beer and Bands, Casino night	\$ 3,500.00		\$ 1,458.97		\$ (2,041.03)	We ordered less alcohol for both events and were able to claim some expenses through the Student Engagement Grant from Dean of Students Office.

Misc. Evens	\$ 2,000.00		\$ 1,785.32		\$ (214.68)	
Total Entertainment/Event Expense		\$ 52,500.00		\$ 37,045.66		
Appendix 1: Capital Expenditure/Investment Fund						
	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Capital Equipment Fund	\$ 2,500.00		\$ 3,895.00		\$ 1,395.00	Purchased 3 desktop computers to refurbish equipment
Contingency Fund	\$ 1,500.00		\$ -		\$ (1,500.00)	Did not use contingency
Investment Fund	\$ 13,200.00		\$ 12,400.00		\$ (800.00)	Estimate is too high for our actual student numbers; \$12/student goes into this fund annually
Total Capital/Investment Expense		\$ 17,200.00				
Total Expenditure		\$ 222,394.50		\$ 203,885.48		

Appendix II

2020-21 Budget Actuals

ASA BUDGET 2020-2021 Actuals						
Estimates were made based on 980 students: 980 * 130 = \$127,400.00 CATP: 55,000.00						
BUDGET TOTALS	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
						Will provide context for discrepancies > \$500
Income	\$183,900.00		\$186,636.73			
Expenditure	\$183,900.00		\$146,509.86			
Balance		\$0.00		\$40,126.87	-\$40,126.87	Excess revenue has been carried forward to use for Grants, Clubs, Emergency Bursaries, etc.
INCOME						Notes
	Estimated	Estimated	Actuals	Actuals	Discrepancy	
Administration						
FAMF+CATP	\$182,400.00		\$186,636.73		-\$4,236.73	More students than was estimated.

Other Income			\$1,494.84		\$1,494.84	Includes reimbursement for bank service fees and Insurance rebates.
SA Apparel	\$ -		\$ -		\$ -	
Interest Income	\$ -		\$272.09		-\$272.09	
Total Administration Income		\$182,400.00		\$188,403.66		
Services						
Lockers	\$ -		\$ -		\$ -	Due to Covid, we were not able to rent lockers.
Bookstore	\$1,000.00		\$ -		\$1,000.00	Due to Covid, we were not able to operate the Used Bookstore so there was no revenue.
Fax	\$ -		\$ -		\$ -	
Condom Sales	\$ -		\$114.00		-\$114.00	
Total Services Revenue		\$1,000.00		\$114.00		

Marketing/Media						
Daglitale	\$500.00		\$ -		\$500.00	No advertising revenue
Daytimer	\$ -		\$ -		\$ -	
Total Marketing/Media Income		\$500.00		\$ -		
Entertainment/Events						
First Class Bash	\$ -		\$ -		\$ -	
Formal	\$ -		\$ -		\$ -	
Last Class Bash	\$ -		\$ -		\$ -	
West Edmonton Mall	\$ -		\$ -		\$ -	
Other Revenue	\$ -				\$ -	
Total Entertainment/Events Income		\$ -		\$ -		
Donations	\$ -					
Sponsorships	\$ -		\$ -		\$ -	
Uncategorized Income	\$ -					

Total Income		\$183,900.00		\$188,517.66		
EXPENDITURE						
	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Administration						
Salaries and Benefits	\$64,755.00		\$63,563.17		-\$1,191.83	Actual less than estimated.
Executive Bursaries/Council Honorariums	\$17,100.00		\$17,300.00		\$200.00	
Operating Supply	\$3,000.00		\$3,335.00		\$335.00	
Conferences & Retreat	\$3,000.00		\$ -		-\$3,000.00	Funds were moved from this category to Professional Development. This is for the ED's Master's Program.
SA Apparel	\$ -		\$540.59		\$540.59	ASA made full purchase of team hoodies this year. Normally, each of us pay \$25.

Hospitality	\$500.00		\$2,265.98		\$1,765.98	Normal budget is \$2,000 but was decreased due to Covid. However, we were able to provide some virtual gift cards throughout the year for things like Coffee During Exams and other initiatives.
Photocopying	\$ -		\$ -		\$ -	
Postage			\$1,593.65		\$1,593.65	Sent out registration/welcome packs to all First Year students due to virtual learning and no on campus activity.
Insurance	\$5,600.00		\$4,745.00		-\$855.00	Insurance was less than projected for the year.
Bank Service Charge	\$ -		\$463.90		\$463.90	\$280 was refunded from the bank.
Professional Fees	\$4,725.00		\$4,302.44		-\$422.56	
Professional Development	\$560.00		\$5,301.81		\$4,741.81	Executive Director received

						Canada-Alberta Job Grant for Masters program. Coordinating with SU's HR office. A portion of this money will be reimbursed upon course completion.
Membership (AMICCUS)	\$500.00		\$550.00		\$50.00	
TLS-Rental Costs	\$660.00		\$ -		-\$660.00	Not invoiced this past year.
Point of Sale Fees	\$2,100.00		\$2,992.09		\$892.09	Fees always increase; have a new POS system with cheaper rates.
Travel expense	\$1,100.00		\$833.50		-\$266.50	
Year End Gift for Council Members			\$447.20		\$447.20	
Zoom/Online subscription	\$240.00		\$919.70		\$679.70	Estimate was low. We moved many systems online including accounting software due to Covid.
Total Administration Expense		\$103,840.00		\$109,154.03		

Donations			\$340.00		\$340.00	
Services						
Bookstore	\$2,000.00		\$ -		-\$2,000.00	There were no payouts this year due to no sales.
Condoms	\$ -		\$ -		\$ -	
Food bank	\$5,000.00		\$3,667.97		-\$1,332.03	Spent less on food stock; may be due to pandemic but this was also the first year of operating so the estimate was a best guess.
Fax	\$ -		\$175.30			
Clubs	\$12,000.00		\$3,533.46		-\$8,466.54	Club activities severely limited due to Covid.
Scholarships/Awards						
a. single parent Scholarship	\$2,000.00		\$ -		-\$2,000.00	This unused money was allocated to the Food Pantry, per our policy.
b. leadership awards (4*500)	\$2,000.00		\$2,000.00		\$ -	

c. Awards Expenses	\$1,300.00		\$883.42		-\$416.58	
Grants	\$7,000.00		\$1,000.00		-\$6,000.00	
Emergency Bursary	\$5,000.00		\$5,000.00		\$ -	
Financial Assistance Award	\$2,000.00		\$2,000.00		\$ -	
Total Service Expenses		\$38,300.00		\$18,260.15		
Marketing/Media						
Daglitale	\$8,000.00		\$3,435.72		-\$4,564.28	No print publications this year.
Daytimer	\$ -		\$ -		\$ -	
Promo Items	\$7,000.00		\$6,550.00		-\$450.00	
Total Marketing/Media Expense		\$15,000.00		\$3,435.72		
Entertainment/Events						
First Class Bash	\$ -		\$ -		\$ -	
Formal	\$ -		\$ -		\$ -	

Last Class Bash	\$ -		\$ -		\$ -	
West Edmonton Mall	\$ -		\$ -		\$ -	
O-Team	\$ -		\$ -		\$ -	
ASA Elections	\$500.00		\$500.00		\$ -	
Year End BBQ	\$ -		\$ -		\$ -	
Awareness	\$1,500.00		\$ -		-\$1,500.00	Funds were not used due to Covid.
Wellness Week	\$5,500.00		\$1,943.46		-\$3,556.54	Activities severely limited due to Covid.
AGT	\$3,500.00		\$1,800.00		-\$1,700.00	No facility rental as event was virtual.
After U	\$500.00		\$75.00		-\$425.00	
Prizes	\$7,000.00		\$4,451.50		-\$2,548.50	We shifted most of our events online so moved event budgets to this budget line.
Total Entertainment/Event Expense		\$18,500.00		\$8,769.96		
penditure/Inves						

Capital Equipment Fund			\$1,047.03		\$1,047.03	purchased 2 tablets and a printer for Clubs.
Contingency Fund	\$1,500.00		-		-\$1,500.00	
Investment Fund	\$11,760.00		\$11,760.00			
Total Capital/Investment Expense		\$13,260.00				
Total Expenditure		\$188,900.00		\$146,509.86		

Appendix III

2021-2022 Operating Budget

ASA BUDGET 2021-2022					
BUDGET TOTALS					
	Estimated				
Income	\$202,917.33				
Expenditure	\$202,917.33				
Balance	\$0.00				
INCOME					
	Estimated				
Administration					
FAMF+CATP	\$ 189,436.73		*based on 1013 students: 1013 * 130 = \$131,690.00 CATP: 57,746.73		
SA Apparel	\$ 430.60				
Total Administration Income	\$ 189,867.33				
Services					
Lockers	\$ 1,000.00				
Bookstore	\$ 3,000.00				
Condom Sales	\$ 250.00				
Total Services Revenue	\$ 4,250.00				
Marketing/Media					
Daglitale	\$ 500.00				
Total Marketing/Media Income	\$ 500.00				
Entertainment/Events					
First Class Bash	\$ 2,850.00				
Last Class Bash	\$ 2,850.00				
West Edmonton Mall	\$ 800.00				
Beer and Bands, Casino night	\$ 300.00				
Misc. Events	\$ 1,000.00				

Total Entertainment/Events Income	\$ 7,800.00				
Sponsorships	\$ 500.00				
Total Income	\$ 202,917.33				

EXPENDITURE					
	Estimated				
Administration					
Salaries and Benefits	\$ 65,726.33				
Executive Bursaries/Council Honorariums	\$ 17,100.00				
Operating Supply	\$ 3,800.00				
Conferences & Retreat	\$ 4,500.00				
SA Apparel	\$ 1,500.00				
Hospitality	\$ 2,000.00				
Photocopying	\$ 700.00				
Insurance	\$ 5,600.00				
Professional Fees	\$ 4,725.00				
Professional Development	\$ 500.00				
Membership (AMICCUS)	\$ 500.00				
TLS-Phone line rental	\$ 660.00				
Debit Machine Fees	\$ 300.00				
Travel expense	\$ 600.00				
Online Subscriptions	\$ 1,000.00				
Total Administration Expense	\$ 109,211.33				
Services					
Bookstore	\$ 2,000.00				
Condoms	\$ -				
Food Pantry	\$ 3,000.00				
Clubs	\$ 12,000.00				
Scholarships/Awards					
Lone Parent Bursary	\$ 2,000.00				
Leadership Awards (4*500)	\$ 2,000.00				
Awards expense	\$ 700.00				

ASA Grants	\$ 7,000.00				
Student Recognition Awards	\$ 1,000.00				
Financial Assistance Awards	\$ 2,000.00				
Total Service Expenses	\$ 31,700.00				
Marketing/Media					
Daglitale	\$ 7,000.00				
Promo Items	\$ 3,800.00				
Total Marketing/Media Expense	\$ 10,800.00				
Entertainment/Event					
First Class Bash	\$ 7,500.00				
Last Class Bash	\$ 7,500.00				
West Edmonton Mall	\$ 1,200.00				
Orientation	\$ 2,000.00				
ASA Elections	\$ 1,100.00				
Year End BBQ	\$ 1,500.00				
Hockey Game	\$ 250.00				
Awareness	\$ 1,500.00				
Wellness Week x 2	\$ 5,000.00				
AGT	\$ 3,500.00				
After U	\$ 500.00				
Beer and Bands, Casino night	\$ 1,500.00				
Misc. Events	\$ 2,000.00				
Total Entertainment/Event Expense	\$ 35,050.00				
Capital Expenditure/Investment Fund					
Capital Equipment Fund	\$ 2,500.00				
Contingency Fund	\$ 1,500.00				
Investment Fund	\$ 12,156.00				
Total Capital/Investment Expense	\$ 16,156.00				
Total Expenditure	\$ 202,917.33				

Appendix IV

Policy # 3.2.4

Section: Financial

Budget

Purpose:

The purpose of this policy is to ensure that both the annual budget and the five-year projected budget are drafted and passed in a manner that is transparent, consultative, and reflective of student priorities. These guidelines ensure a comprehensive process that manages the annual budget planning process, determines the membership fees, permits student participation, and maintains public communication and accountability.

Policy:

Legislative Process:

- The Vice-President Finance will present a proposed 5-Year Budget and current fiscal year budget update to the Executive Council for consultation no later than February 1st.
- A final draft of the proposed 5-Year Budget and a current fiscal year budget update will be presented to the student body for comment at the Spring Annual General Meeting. This document will include rationale for all spending, explanations for increases/decreases in budget lines, and the consistency of the annual budget to the long term plans of the organization. This presentation will occur no later than March 31st.
- By the end of the first week of April, Council will debate the 5-Year Budget in its final form. The 5-Year Budget must be approved by a 2/3 majority prior to the dissolution of Students' Council.
- The first year of the approved 5-Year Budget will act as the proposed annual budget for the upcoming fiscal year.
- If Students' Council is unable to successfully ratify a 5 Year-Budget by the end of the first week of April, the budget from the previous fiscal year will remain in effect until such time as the incoming Students' Council can ratify a new budget.
- The Incoming Vice-President Finance will review the proposed budget taking into account any changes in fee allocations or enrollment numbers, outcomes of financial reporting and review engagements, and the annual goals of ASC.
- No later than October 31st, the Vice-President Finance, in collaboration with the Budget and Revenue Committee, will present the final draft of the annual budget to the student population at the Fall Annual General Meeting. It must be approved by a 2/3 majority vote of Students' Council.
- The annual budget (in its final form) becomes the fiscal plan for the organization, consistent with its long term goals and 5 year budget.
- The Vice-President Finance, in collaboration with the Budget & Revenue Committee, will provide budget updates as information items to Council at least 2 times per term.
- Upon the recommendation of the Budget & Revenue Committee, Students' Council must approve any changes in budgetary priorities. Examples include, but not limited

to:

- o Extraordinary spending beyond what was approved in the budget;
- o Change in organizational priorities- i.e. moving funds from one budget line to another.

Budget Regulations:

- The annual budget will consist of at least three categories:
 - i. The Operating Budget
 - o Annually occurring fixed costs (office support, bursaries, honorariums, memberships, general insurance);
 - o General Agenda & Priorities (variable costs, donations, marketing);
 - o Media;
 - o Activities (including club funding and support); and
 - o Grants and Scholarships.
 - ii. The Investment Fund
 - o The purpose of the Investment Fund is to stabilize the finances of the organization with the ultimate intent being the acquisition and management of additional student space.
 - o Any interest that is generated from the fund returns will be re-invested annually.
 - o The Investment Fund will be governed by generally accepted investment policies.
 - o The performance of the fund will be reported at the General Meetings in both fall and winter terms.
 - o The annual statement of the fund will be made available to students upon request.
 - o In the annual budget, \$12.00 per member shall be allocated to the Investment Fund.
 - o Changes to the annual contribution are at the discretion of the Students' Association. A 2/3 majority Council vote can modify the annual contribution. Changes can be repealed through a petition signed by 40% of the student body.
 - iii. The Capital Fund
 - o The purpose of this fund is to exclusively cover capital costs.
 - o Up to 2.5% of the average revenue from the previous 3 budget years can be directed to the capital needs of the organization (ie. computers, furniture, and repairs).
 - o Any capital items must be purchased at best competitive cost.
 - o Any unused funds will be carried over for future use, emergency purposes, or to balance future budgets.
- The budget should have a minimum level of contingency (no more than 2% of total budget) to ensure fiscal stability. If the contingency funds are used, every effort will be made to restore this level of contingency.
- The final budget should avoid deficit spending. In the event that deficit spending is unavoidable, a plan must be established to handle such shortfalls. Any unused funds

from the Capital Fund and Contingency Funds are to be the primary sources of income to eliminate shortfalls.

Appendix V

Policy # 3.2.5

Section: Financial

Faculty Association Membership Fee

Purpose:

The purpose of a Faculty Association Membership Fee (FAMF) is to provide financial support for the operation of an association. The purpose of this policy is to ensure that the ASA collects student fees in a manner that is transparent, fair, and in adherence with SU Bylaw 8200.

Policy:

- In standing with bylaw 8200, Section 9 (1.e), every five years the ASA will hold a referendum confirming the annual FAMF that all Augustana Students' Association members are required to pay.
- If at any point the Budget & Revenue Committee recommends a change in the FAMF, Augustana Students' Council may vote to hold a referendum early in order to expedite the changes.
- The Executive must notify the Students' Union by November 15th, the year before the fee is to be implemented, of its intent to run a referendum question regarding the FAMF.
- A fee referendum is considered successful only if:
 - All the base members of the Association as defined by the Bylaw Respecting Student Representative Associations are eligible to vote;
 - A minimum voter turnout of 15% was achieved;
 - A majority of votes cast are in favour of the fee (50%+1);
 - The referendum was conducted in accordance with the ASA's legislation and Students' Union Bylaws.
- The collection and regulation of FAMF fees is closely monitored by the Students' Union under Bylaw 8200. Further information regarding the process can be found at www.su.ualberta.ca/legislation/wiki/Bylaw:8200

Opting Out of FAMF:

- In accordance with Bylaw 8200, section 9.1.f, any student with philosophical opposition or inability to pay the fee will be reimbursed. To get reimbursed, the following conditions apply:
 - If the withdrawal form is submitted to the ASA Executive Director on time. The deadline to submit a withdrawal form will coincide with the fee payment deadline each semester.
- The student is aware that by withdrawing from this fee they will no longer be in good standing with the ASA, as per Bylaw 3.

Appendix VI



ASA Faculty Association Membership Fee Reimbursement Form

To receive a reimbursement from the ASA for the Faculty Association Membership Fee (FAMF), you must fill out this form as this is the only way to opt-out of payment. You are only eligible for a refund if you have paid the FAMF as part of your tuition fees, as collected by the Registrar's Office and the Students' Union. The FAMF collects \$65.00 per semester in both the fall and winter terms. The opt-out window opens as follows: the first day of classes in August and the first day of classes in January. The opt-out window will be open for two weeks from the first day of classes in each semester. After the two weeks, you will no longer be eligible to opt-out or receive a fee reimbursement.

I _____ [Name], _____ [uAlberta email]
request the refund of the ASA Faculty Association Membership Fee for the academic term. I give the ASA permission to retain a record of my name, University of Alberta email, and semester of refund for the purposes of confirming my registration with the Augustana Faculty, as well as preventing administrative errors with refunds.

Signature: _____

Date: _____

Appendix VII

Additional supporting documents

Meeting Minutes- ASC Approves Fee Referendum Question:

[ASC Meeting Minutes - November 17th 2021](#)

ASA Bylaws:

[Bylaws](#)

Tuesday, November 30, 2021

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

Council Meeting Date Tuesday, November 30, 2021

Mover Monteiro

Email abner.monteiro@uasu.ca

Action Requested Consent Agenda

Approval



Education Students' Association FAMF Proposal

November 30 2021

SUMMARY OF TOPICS

MAIN POINTS COVERED

FAMF Breakdown

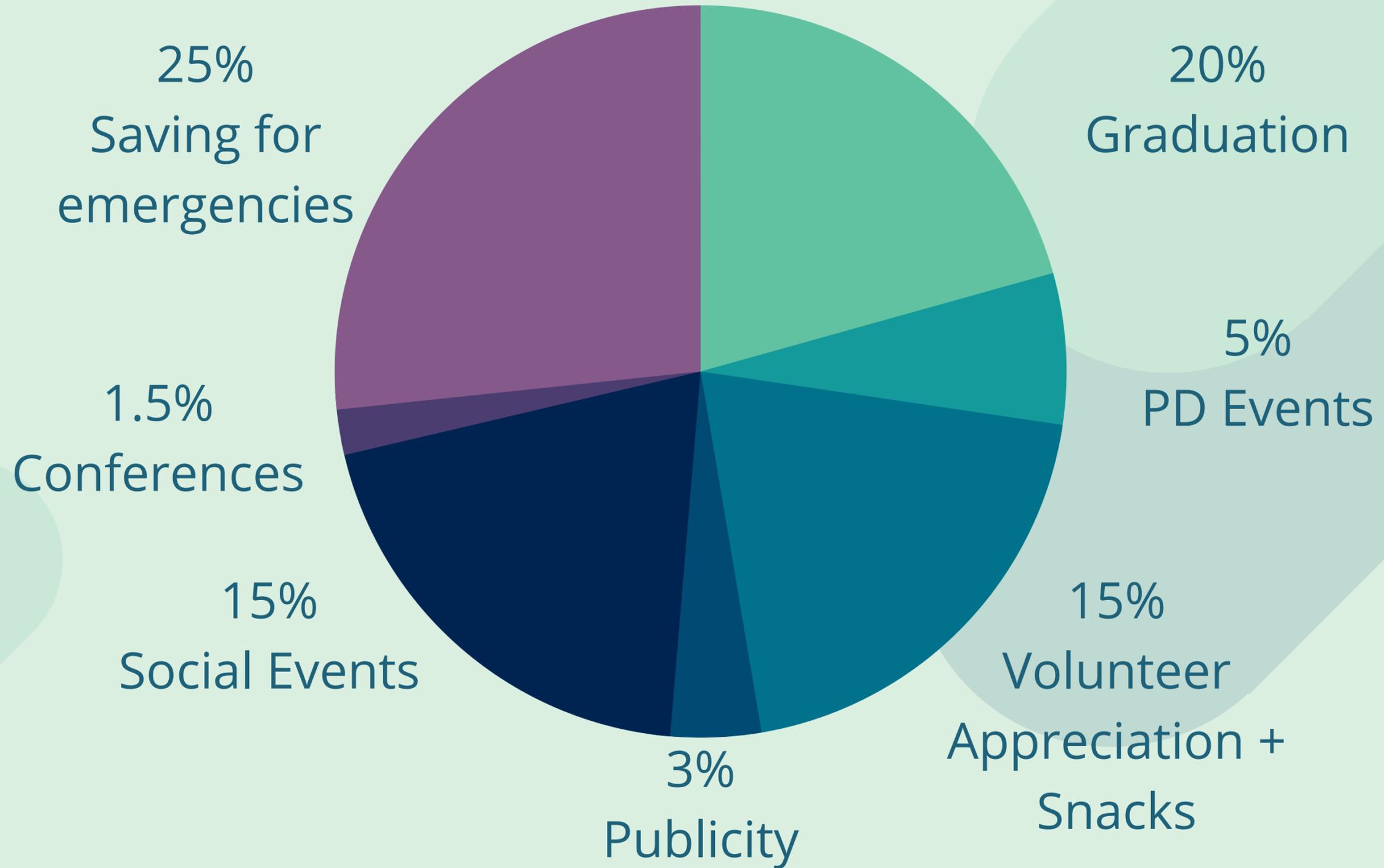
Opt-Out Mechanism

Transparency with Constituents

Consultation

Questions and Conclusion

ALLOCATION BREAKDOWN



Opt-Out Mechanism

- New subsection of our website for FAMF specifically
- Google form for Opt-Out
- E-transfer, Cheque, and Cash will be available
- Opt-Out will NOT prevent someone from accessing programs
- In the event Opt-Out impacts our ability to function, we will reassess as a council what needs to be done

TRANSPARENCY

FAMF BREAKDOWN

We will utilize our website to publish our FAMF breakdowns and services offered

CLASSROOM TALKS

For students who can not attend orientation we will do rounds of fall and winter classroom talks about our services and FAMF fee

ORIENTATION

During student orientation we will make sure to share that FAMF is incorporated into tuition fees so people can opt-out if need be

TABLING

We will regularly table for feedback and questions



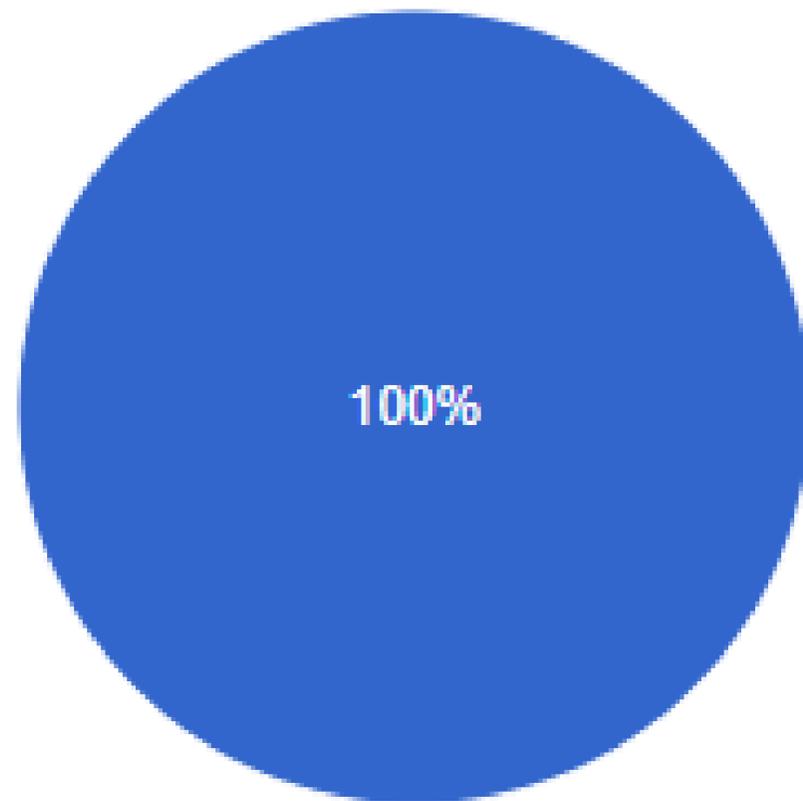
Consultation

Summary

QUESTION 1

Are you an undergraduate student in the Faculty of Education at the University of Alberta?

332 responses



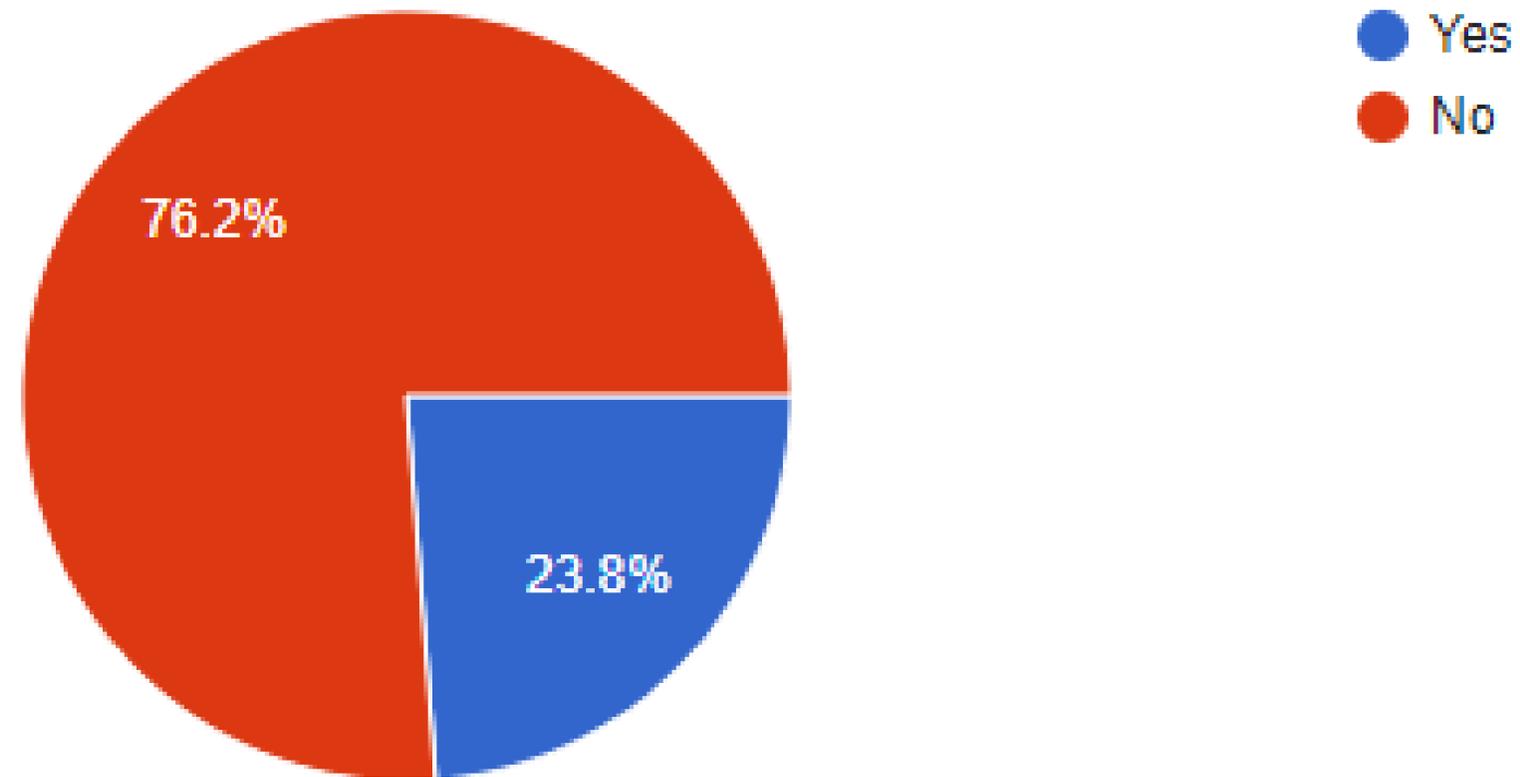
- Yes
- No



QUESTION 2

Were you previously aware that you were being charged this fee if you were an undergraduate in the Faculty of Education between 2018-2021?

332 responses

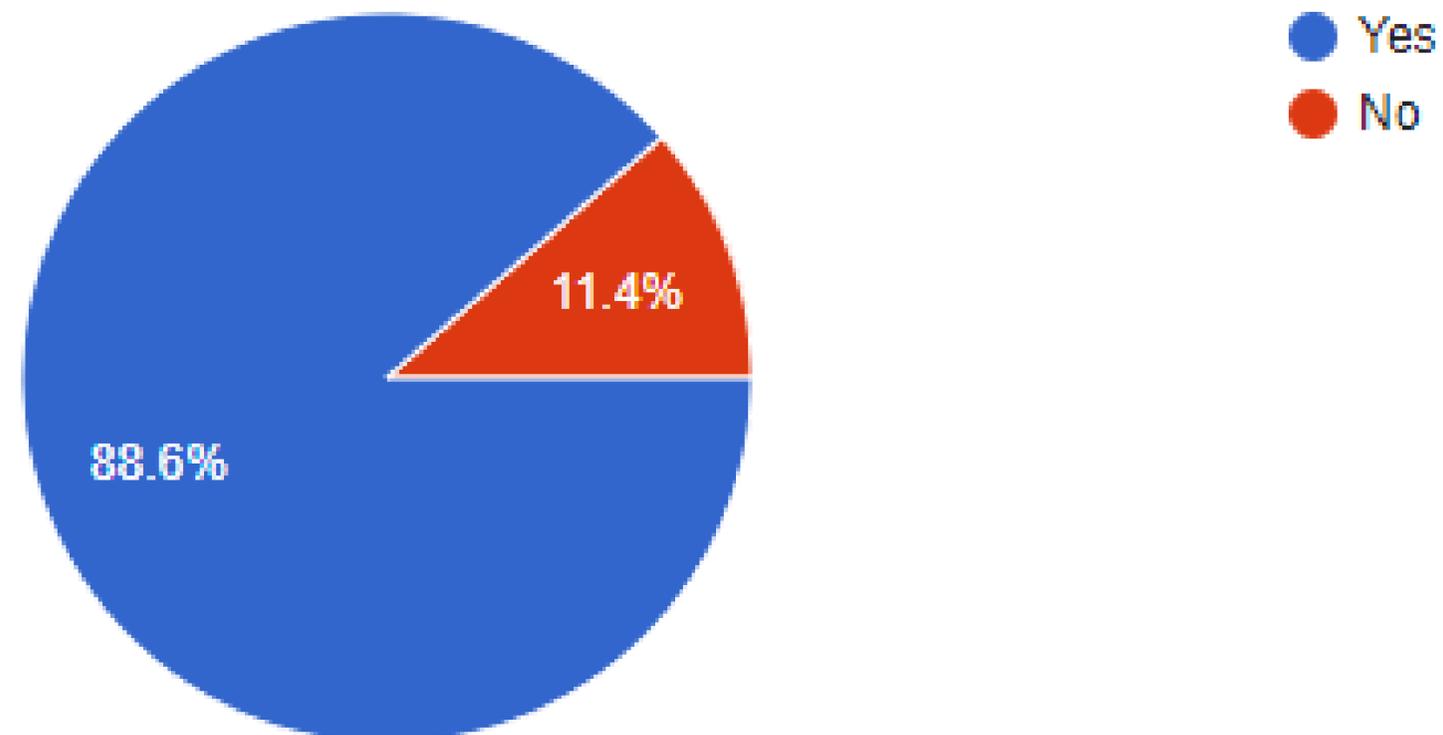


QUESTION 3

Are you in support of this renewal fee being put to a referendum in March of 2022? The fee would start being collected in Fall Term 2022 until the expiration date of the fee on August 31, 2025.



332 responses



"I support the FAMF and I think the money goes towards good things. I do not think a referendum is necessary because the FAMF should continue."

I do support FAMF because the ESA uses this money in a way that supports the students. As a previous member of the Kinesiology, Sport, and Recreation Student Society, we had to fundraise any time we needed money or wanted to plan things for the students. If we had the support of \$7 from every KSR student I feel like we would be able to host more events that are directed at supporting the students through their schooling. I have used the resources provided by the ESA and I will continue to support them.

OTHER RESPONSES

"I do support FAMF because I support any program that supports students and adds to the university experience".

"Developing a sense of community is important and these fees seem to help accomplish that end".

"I believe strongly in the work that the ESA do for education students. Their events and support are very beneficial to education students!"

QUESTION 5

Asked about what people thought about the allocations and if anything should change

RESULTS

The most common response was no suggestions or changes. We did get a few suggestions and have considered them as an executive and considered it too complex or against our mandate

QUESTION 6

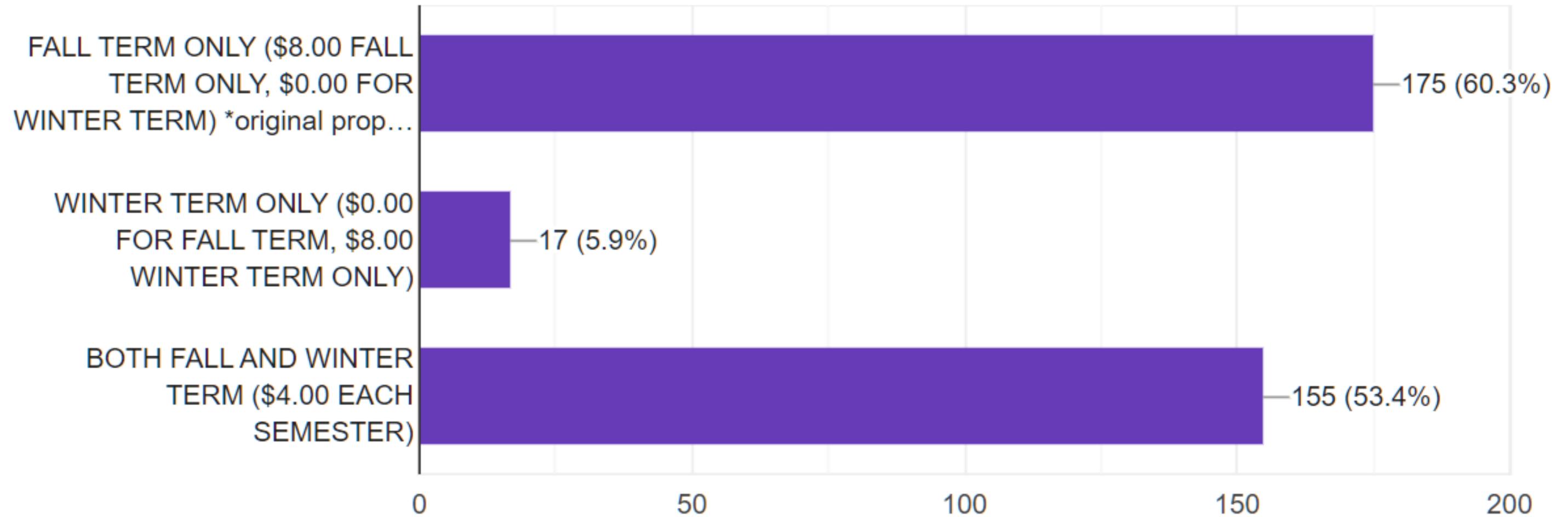
Do you have any concerns about paying the \$8.00 fee?

RESULTS

The most common response was no. Some respondents did indicate feeling as though they could not afford the fee. Some indicated they are grateful we are keeping the fee fixed despite rising tuition.

When do you want this fee to be taken, if approved? Pick/check some, all, or none of the options below.

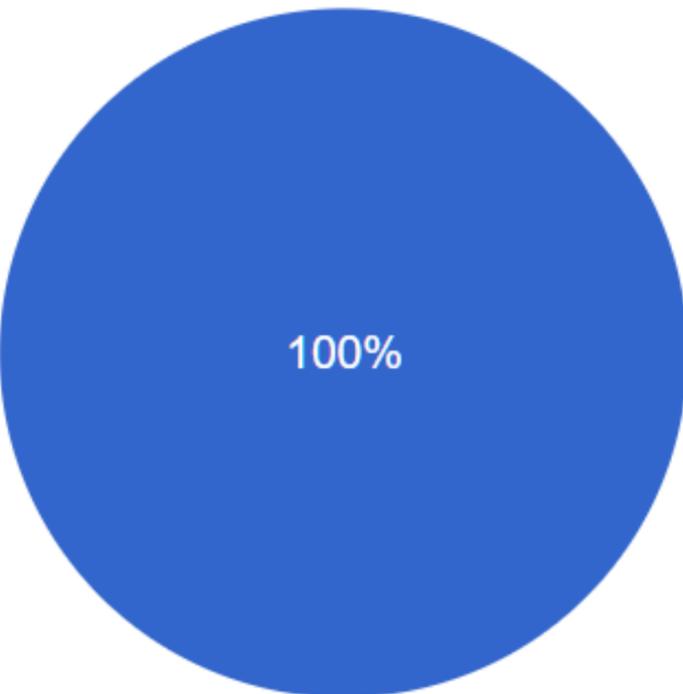
290 responses



Opting Out of FAMF

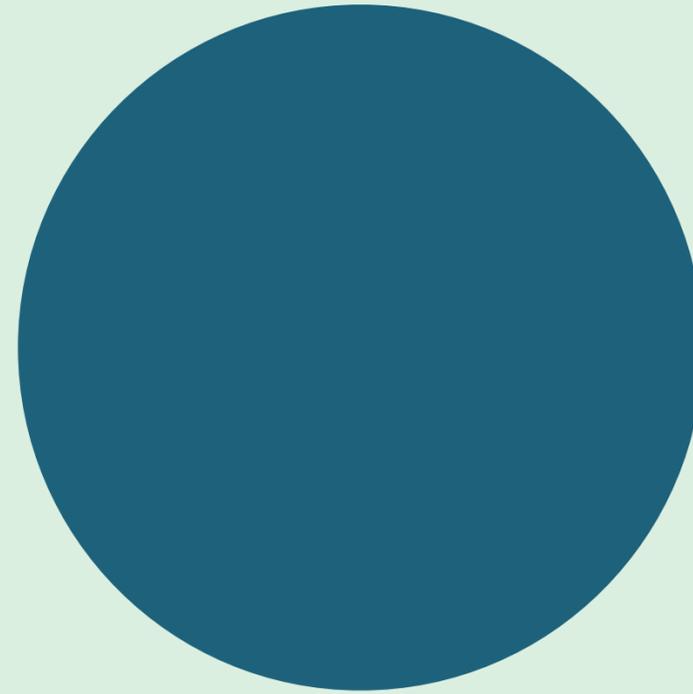
Do you understand that you are able to opt out of FAMF and get refunded by contacting the ESA before October 31st of the year it is charged?

296 responses

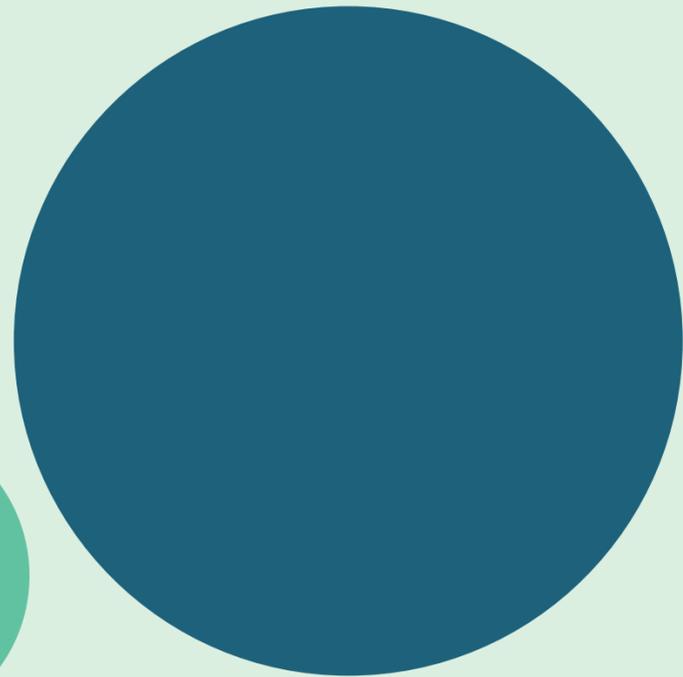


● Yes

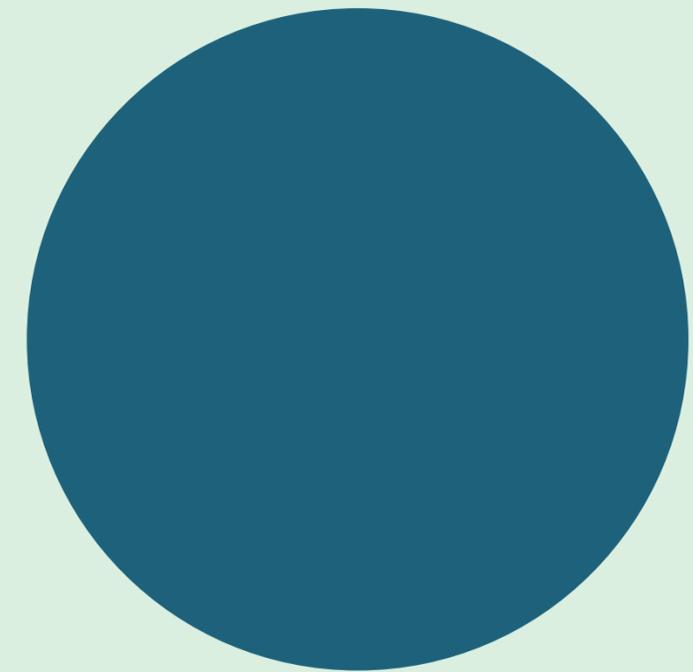
OPT-OUT REPAYMENT METHODS



Cheque



E-transfer



Cash

CONCLUSION

- \$8.00 per year to be renewed in 2025
- Charged to all students once, in the fall semester
- Opt-out available before October 31st of each year
- Transparency will be proactive from now on
- Services will still be available for individuals who opt-out
- External funding will continue to be explored

The background features several abstract, rounded rectangular shapes in shades of teal and dark blue. A large, light teal shape is on the left side, partially overlapping a darker teal shape. In the top right corner, there are two overlapping rounded shapes, one in a medium teal and one in a dark blue. In the bottom right corner, there are two overlapping rounded shapes, one in a medium teal and one in a dark blue.

Questions?

Thank you.

Education Students' Association – Vice President Finance

Edward Tiet

esafin@ualberta.ca

+

Education Students' Association – Vice President External

Rowan Morris

esaext@ualberta.ca



ISSS FAMF Referendum Presentation



Presentation Outline

Introduction to the ISSS

The SCI5 Fee

ISSS Proposal

Overview of Consultation

ISSS Financial Breakdown

Concluding Remarks and Future Actions

1

Introduction to the ISSS

Goals, Purpose, and Overview

Scholarships

Handbooks

Free Tutoring Services (MSGs)

CCIS Tabling Access

PD Grants

6,500+

Science Students

Orientation

Mentorship Program

Free Grad Photo Sitting & Banquet

Used Book Sales

Locker Rentals

ISSS Mandate



- Representation
- Advocacy
- Service
- Community

Represent 32 different science groups (COSSA), including Departmental and Program Associations.

2

The SCI5 Fee

Overview of the SCI5 Fee



What is the SCI5 Fee?

- A \$5.00 student fee applied to all full-time on-campus and part-time on-campus undergraduate science students
- \$5.00 fee active since March 2013 (most recent renewal: 2017)



What is the SCI5 Fee?

- Accounts for ~78% of our annual revenue
- No science student opted out of the fee the current term (Fall 2021)
- Historically opt-outs have been rare (2013–2021)

3

ISSS Proposal

Proposed Question, and
Technicalities

Do you support the renewal of the Sci5 Faculty Association Membership Fee (\$5.00 per semester) that the Interdepartmental Science Students' Society (ISSS) collects to support science student groups, science-specific initiatives, and advocacy efforts within the Faculty of Science? Initiatives and services include locker rentals, scholarships, handbooks, free tutoring (MSGs), professional development events, orientation, graduation banquet, Science Week and much more.



Technicalities of the Fee: Scope and Duration

- Each full-time on-campus/online student and part-time on-campus/online student enrolled in the Faculty of Science shall pay \$5.00 per semester.
- Students in a work term as part of the Faculty of Science's Industrial Internship Program, off-campus students, Visiting Students and Special Students are exempt from the SCI 5.
- The SCI 5 shall only be levied in the Fall Term and Winter Term.
- The SCI 5 will be collected starting in Fall Term 2022 and will cease after collection in Winter Term 2026.



Technicalities of the Fee: Opt Out Option

- Students may opt-out of the SCI5 fee by submitting a reimbursement form available at issc.ca or the ISSS office
- Refunds will be provided for the semester that the student is currently enrolled in and will not be made after the withdrawal (Grade of W) deadline, as defined by the University of Alberta Academic Schedule
- Opt-out mechanism: students must fill out an opt-out form available at issc.ca or at the ISSS office. Refunds will be provided within 15 business days in their preferred method of reimbursement.

4

Consultation



CONSULTATION

As per Students Union Bylaw 8200 Section 7(1)

Semi-Annual General Meeting and COSSA

Unanimous support

Faculty Wide Survey

Town Hall

*Consultation/Feedback meetings also held with the Dean's Office, Faculty of Science office staff and the ISA

Faculty Wide Survey



423 participants

All from diverse years and academic backgrounds

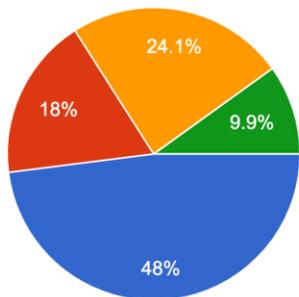


66%

Are supportive of SCI5

If a referendum on SCI5 were held today, what would be your most likely position?

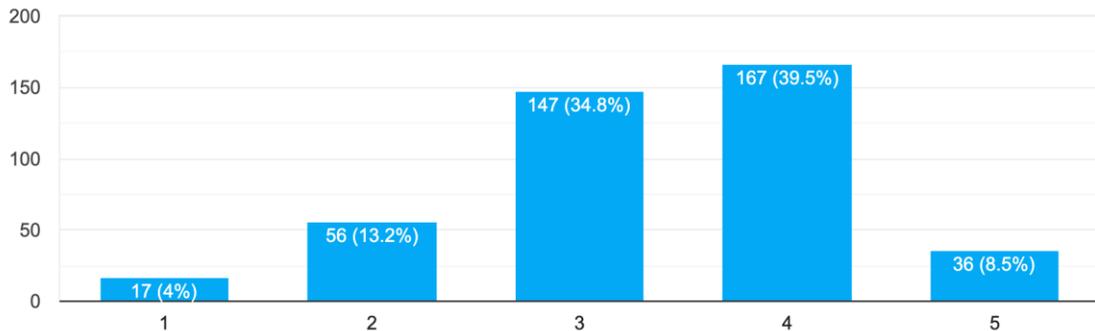
423 responses



- Leave it as opt-out, and I am unlikely to opt-out
- Change it to opt-in, and I am likely to opt-in
- Leave it as opt-out, and I am likely to opt-out
- Change it to opt-in, and I am unlikely to opt-in

How much do you agree with the GENERAL distribution of SCI5 funds?

423 responses



1= Strongly Disagree
5= Strongly Agree

48% agree or strongly agree
34.8% neutral
17.2% disagree or strongly disagree

See Appendix A for further details

"What are some improvements we can make to the budget?"

- More PD events, career related support and advocacy
- More scholarships and wellness initiatives
- Less spending on athletics and Instructor Appreciation Night

Town Hall

Initiative	Before	After
Instructor Appreciation Night	\$8 000	\$6 000
Athletics	Ball Week (\$6 000)	Wellness Week (\$6 000)
Science Week	\$10 000	\$5 500
Professional Development Events	\$0 (excluding Eureka)	Workshops, Job Fairs, Industry Speakers (\$4 000)
Scholarships and PD Grants	\$10 000	\$20 000
Wellness Initiatives	\$0	\$1 500



CONSULTATION

As per Students Union Bylaw 8200 Section 7(1)



*Consultation/Feedback meetings also held with the Dean's Office, Faculty of Science office staff and the ISA

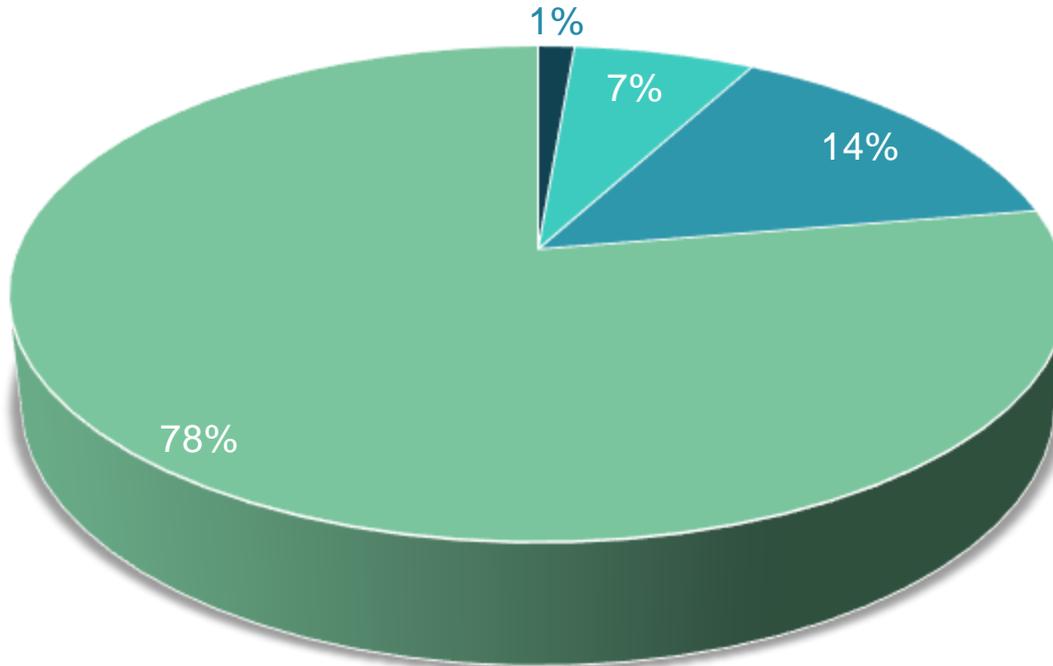
5

Proposed Allocation of Funds



2021-22 Expected Revenue

Sponsorships	\$1,000
Grants	\$5,000
Lockers	\$11,000
SCI5 Fee	\$59,000



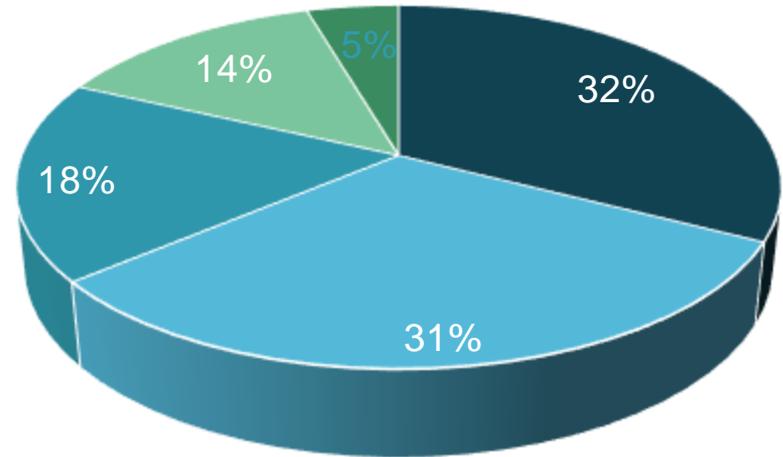
- Sponsorships
- Grants
- Lockers
- SCI5 Fee



2019-2020 Spending

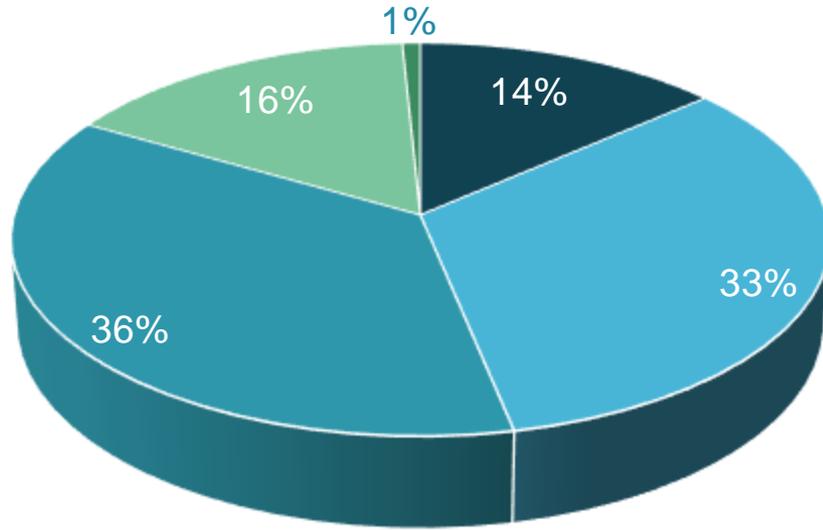
COSSA	\$17,496.83
Events	\$16,951.36
Academics and Advocacy	\$9,624.60
Services	\$7,312.12
Internal Maintenance	\$2,469.73

- COSSA
- Events
- Academics and Advocacy
- Services
- Internal Maintenance





2021-22 Proposed Spending



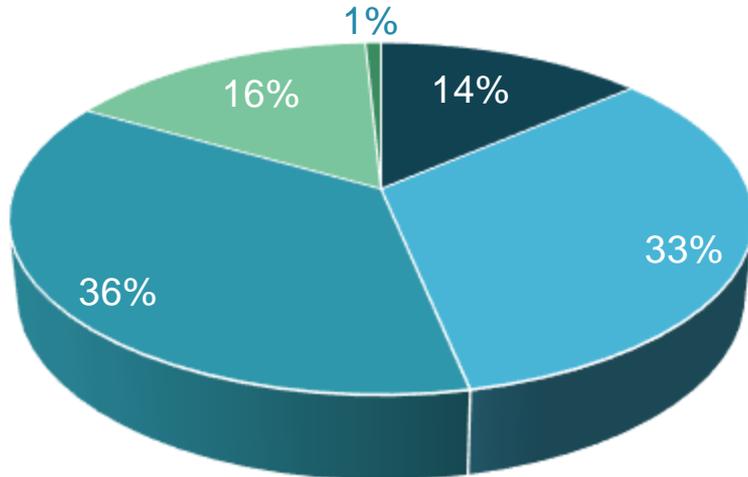
- COSSA
- Events
- Academic and Advocacy
- Services
- Internal Maintenance

COSSA	\$12,000
Events	\$29,000
Academic and Advocacy	\$32,000
Services	\$14,000
Internal Maintenance	\$700

*Check Appendix B for a detailed breakdown of spending

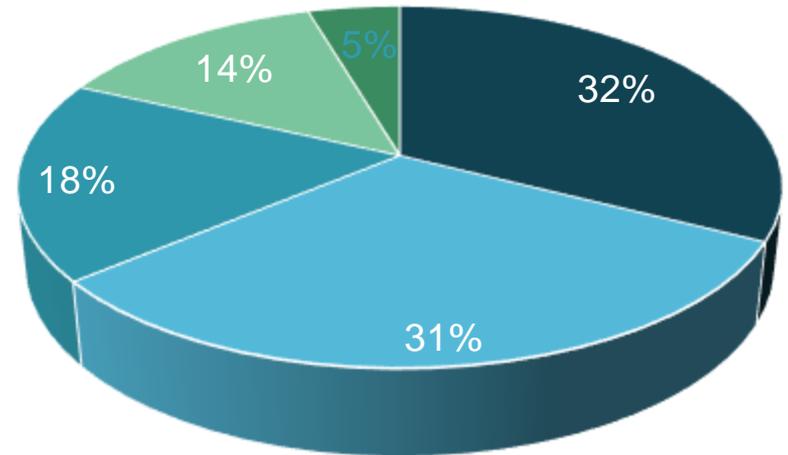
Proposed Budget

- COSSA
- Events
- Academic and Advocacy
- Services
- Internal Maintenance



2019/2020 Budget

- COSSA
- Events
- Academics and Advocacy
- Services
- Internal Maintenance



2019/2020 spending: ~\$59,000
2021/2022 budget: ~\$87, 000

Comments on the 2019/2020 Spending

- Significantly less than budgeted due to COVID.
- Since this budget, we have included new events/increased the budget for old initiatives in response to the survey:
 - Professional Development (PD) Events
 - Eureka Scientific Journal
 - Graduation
 - Scholarships

Comments on the Surplus

Expected annual revenue (2022-26): \$76 000
Expected annual expenses (2022-26): \$87 000
Current surplus: ~\$85 000

$\$87\,000 - \$76\,000 = \$11\,000$ of current
surplus to be used each year.

$\$11\,000 * 4 \text{ years} = \$44\,000$ used (\$41 000
remaining)

- Accumulated partly due to low expenses after COVID in previous years
- We plan on reducing our surplus to ~\$41,000 by introducing new initiatives and scholarships in the next four years.
- The remaining \$41,000 would serve as emergency funding in case of an unsuccessful FAMF renewal in 2026 or unexpected expenses over the next four years.

6

Future Actions and Consultations



Timeline

- Fee Implementation: Fall 2022
- Fee Renewal: Fall 2026

Create Flyers and
Banners for
Marketing

1

January

SCI5 Tabling to
Secure Votes and
Spread Awareness

3

February

Additional SCI5
Survey and
Consultation

2

SCI5 Quizzes on
Social Media
Plug SCI5 in
COSSA Group
Newsletters, MSG,
Social Media,
Website, etc

4

SCI5 Tabling to
Secure Votes and
Spread Awareness

5

March

Vote!

6

THANKS!

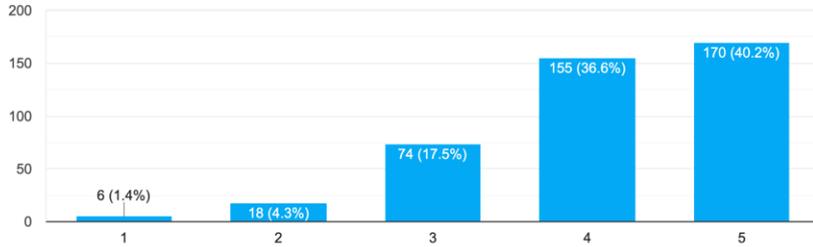
Any questions?

You can email us at iss@ualberta.ca or
president@iss.ca.

Appendices

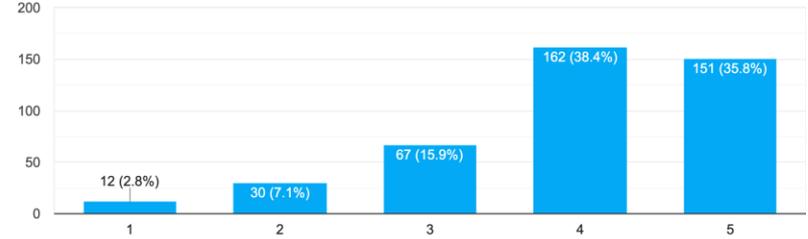
How much do you agree with the SERVICES FOR STUDENTS distribution of SCI5 funds?

423 responses



How much do you agree with the ADVOCACY AND ACADEMIC distribution of SCI5 funds?

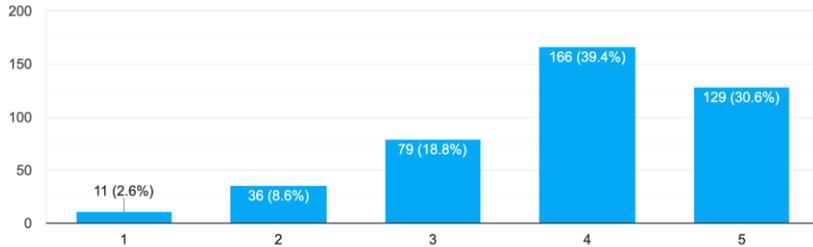
422 responses



1 = strongly disagree
5 = strongly agree

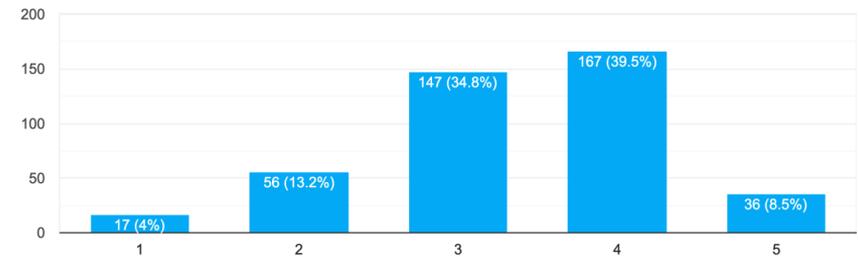
How much do you agree with the EVENTS distribution of SCI5 funds?

421 responses



How much do you agree with the GENERAL distribution of SCI5 funds?

423 responses

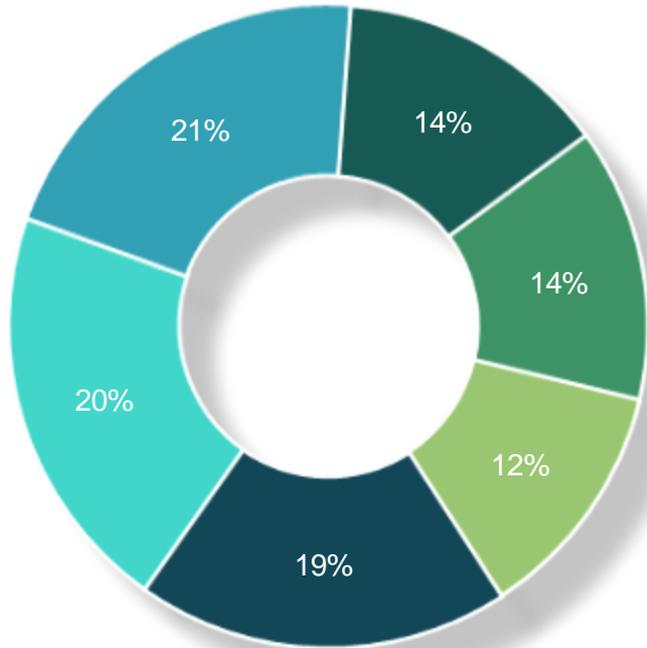


Appendix A: Detailed Survey Results

Appendix B: Detailed Budget Breakdown



Proposed Events Spending



- Science Week
- Orientation
- Graduation
- Wellness Week
- Professional Development Events
- Other Events

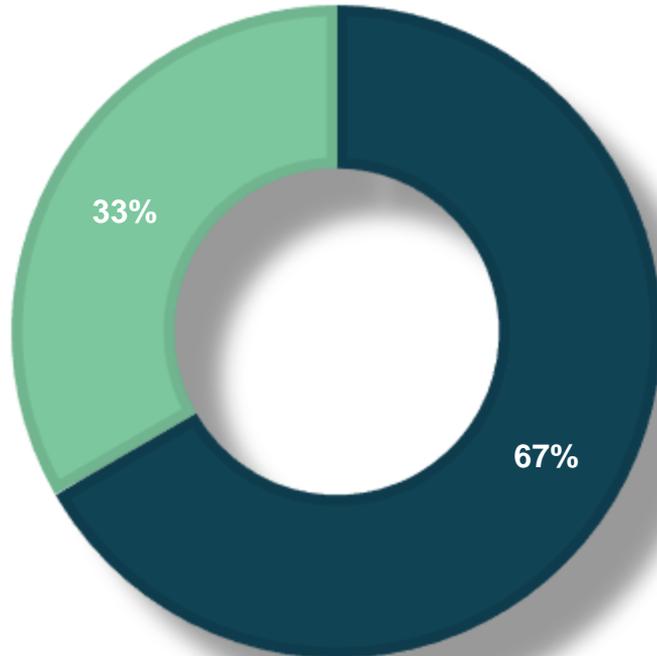
Science Week	\$5,500.00
Orientation	\$6,000.00
Graduation	\$6,000.00
Wellness Week	\$4,000.00
Professional Development Events	\$4,000.00
Other Events	\$3,500.00

Science Week	\$5,500.00	
	Prizes	\$2,700.00
	Advertising	\$300.00
	Speaker Night	\$300.00
	Trivia Night	\$700.00
	Movie Night	\$500.00
	Carnival Events	\$1,000.00
Orientation	\$6,000.00	
	Goodie Bags	\$3,000.00
	Prizes	\$2,000.00
	Food	\$1,000.00
Graduation	\$6,000.00	
	Mementos	\$500.00
	Venue	\$200.00
	Marketing	\$100.00
	Food	\$4,000.00
	Photo Booth	\$500.00
	Decor	\$200.00

Wellness Week	\$4,000.00	
	Venue	\$1,000.00
	Game Rentals	\$1,000.00
	Prizes	\$500.00
	Wellness Nights	\$1,000.00
	Other	\$500.00
	Professional Development Events	\$4,000.00
	Workshops	\$750.00
	Industry Speakers	\$1,250.00
	Job Fair	\$1,000.00
	Other	\$1,000.00
Other Events	\$3,500.00	
	Matchomatics	\$500.00
	Social Meet	\$1,500.00
	Extra Events	\$1,500.00



Proposed COSSA Spending



COSSA Autofunding \$8,000

Resource and Initiative Grants \$4,000

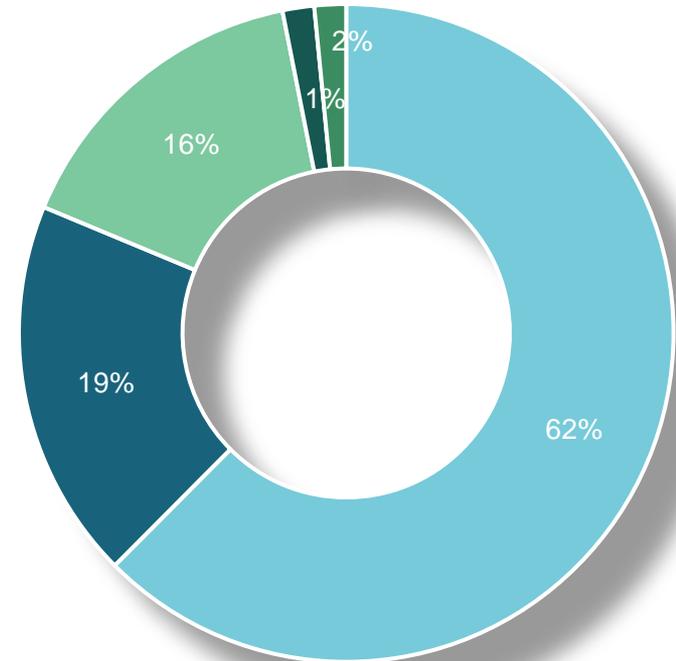
- COSSA Autofunding
- Resource and Initiative Grants



Proposed Academic and Advocacy Spending

Scholarships and Professional Development Grants	\$20,000.00
Instructor Appreciation Night	\$6,000.00
Eureka Research Day and Journal	\$5,000.00
Science Student Consultation Events	\$500.00
Elections	\$500.00

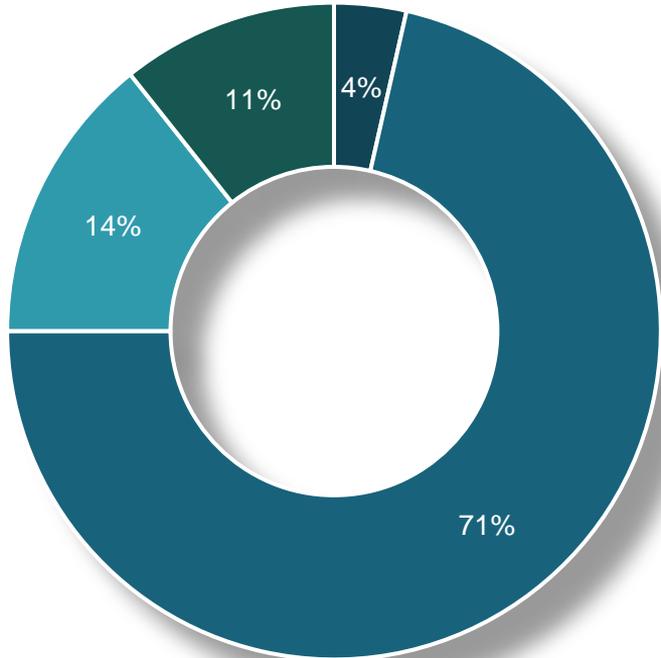
- Scholarships and Professional Development Grants
- Instructor Appreciation Night
- Eureka Research Day and Journal
- Science Student Consultation Events
- Elections



Scholarships and Professional Development Grants	\$20,000.00	
	Academic Scholarships	\$5,000.00
	Involvement Scholarships	\$5,000.00
	Essay Scholarships	\$5,000.00
	Marginalized and Underrepresented Group Scholarships	\$5,000.00
Instructor Appreciation Night	\$6,000.00	
	Venue	\$1,000.00
	Food	\$2,500.00
	Awards	\$1,500.00
	Other	\$1,000.00
Eureka Research Day and Journal	\$5,000.00	
Science Student Consultation Events	\$500.00	
Elections	\$500.00	



Proposed Service Spending



Student Resources	\$500.00
Handbooks	\$10,000.00
Faculty of Science Mentorship Program	\$2,000.00
Exam Wellness Packages	\$1,500.00

- Student Resources
- Handbooks
- Faculty of Science Mentorship Program
- Exam Wellness Packages

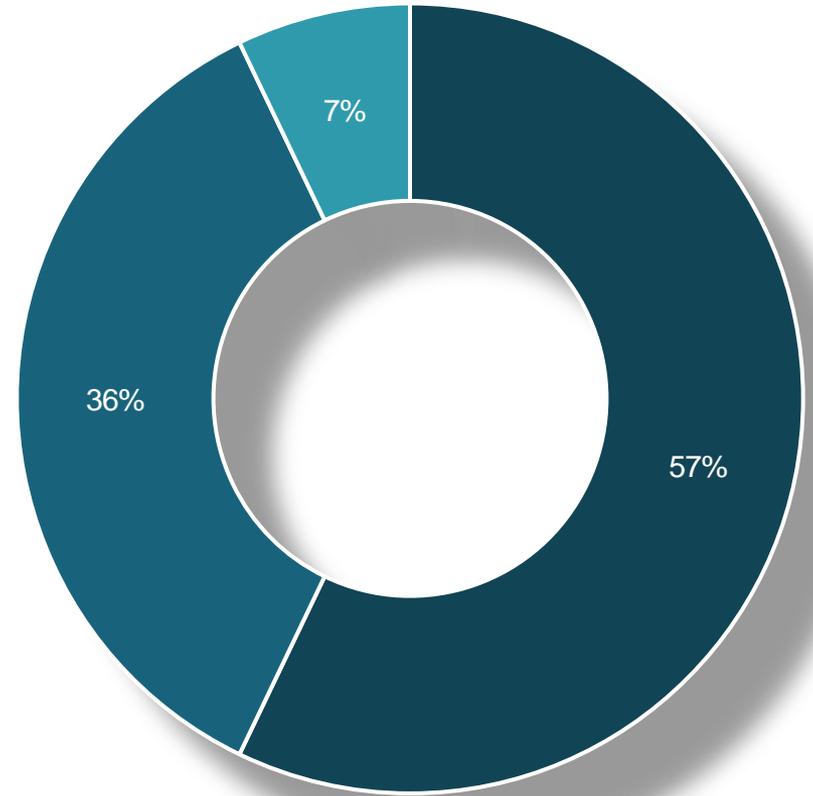
Student Resources	\$500.00	
Handbooks	\$10,000.00	
Faculty of Science Mentorship Program	\$2,000.00	
	T-Shirts	\$1,200.00
	Mentor Event	\$800.00
Exam Wellness Packages	\$1,500.00	
	Fall	\$750.00
	Winter	\$750.00



Proposed Internal Maintenance Spending

Office Maintenance	400.00
Marketing	250.00
Website	50.00

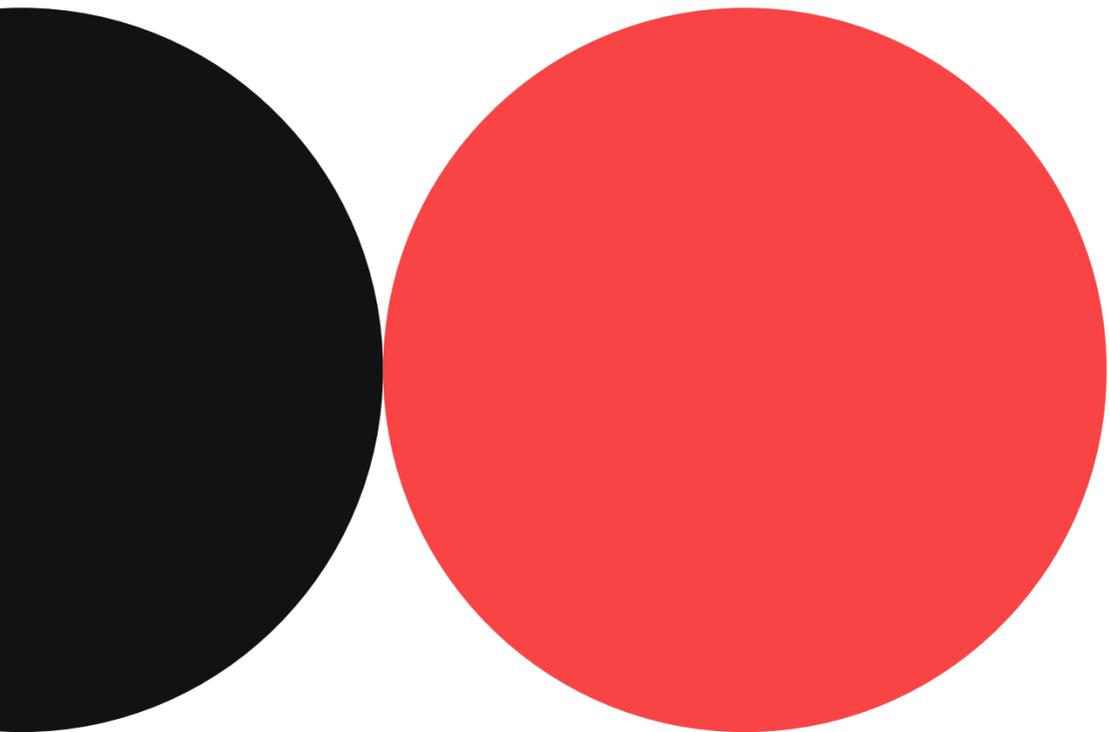
- Office Maintenance
- Marketing
- Website



ASA FAMF

Renewal Presentation

Nov.30,2021



KEY POINTS



- 1) History of the ASA & ASA FAMF
- 2) ASA Proposal
- 3) ASA Financial Overview
- 4) Overview of Consultation

History of the ASA

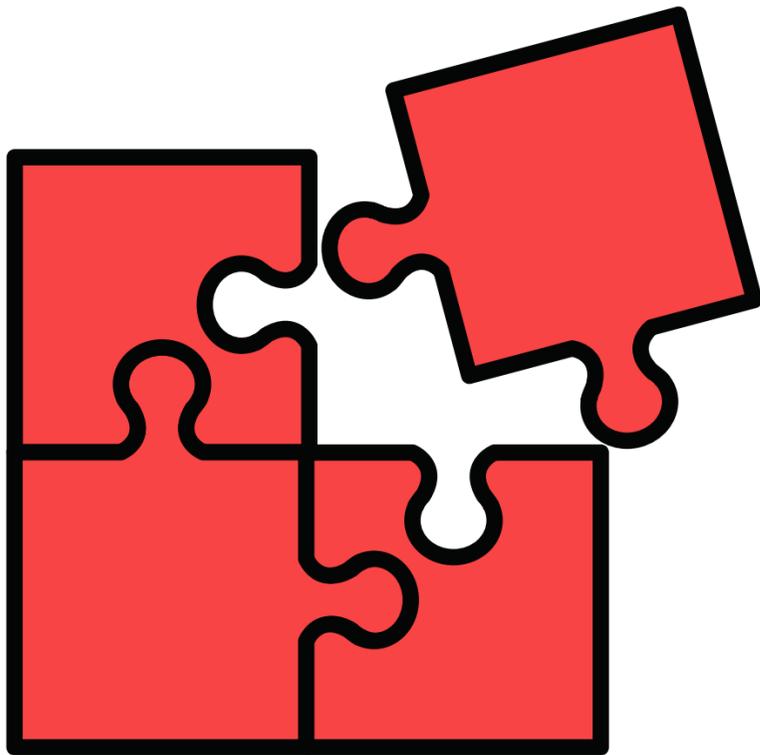


- The Augustana Students' Association is a Campus and Faculty Association of the UASU.
- The ASA and the Augustana Campus are located in the City of Camrose.
- The ASA has been in existence since the 1980's prior to Augustana becoming a campus of the U of A.
- The ASA is the ONLY Student Representative Association located at the Augustana Campus.
- By virtue of being the only SRA on the Augustana Campus, the ASA provides several key offerings for students.

History of ASA FAMF

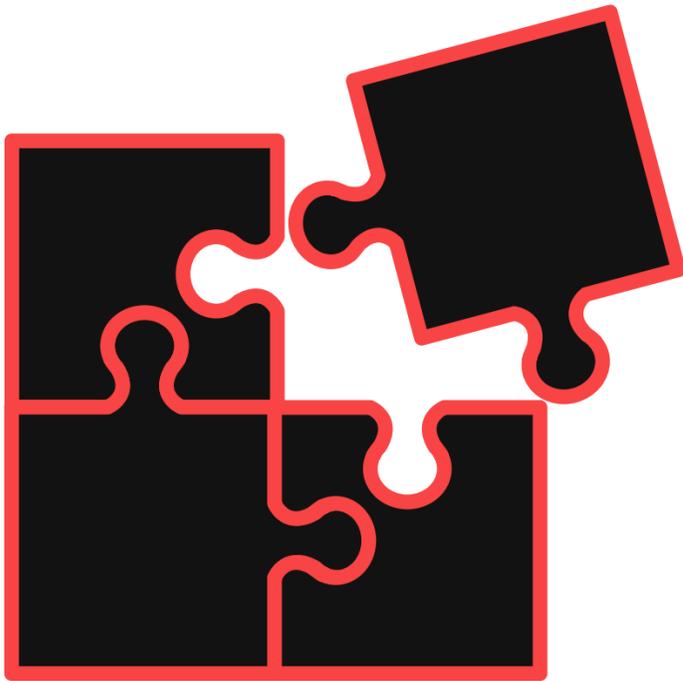
- The ASA has had a membership fee in place since the early '80s.
- During the timeline of our existence, the ASA has only increased its membership fee once, from \$125 to \$130.
- Since becoming a Faculty Association of the UASU, the ASA has successfully renewed the FAMF at least three times.

The ASA FAMF Proposal



- The ASA Executive, Council and Student Review Board support the creation of a \$65.00/semester fee.
- The above-stated fee shall be charged to each undergraduate student at the Augustana Faculty.
- The Fee would be charged during the Fall and Winter semesters, bringing the total per student to \$130.00 per year.
- The period the fee would be in effect for would be 5 years, beginning September 1, 2022, and ending on August 31, 2027.
- The above-stated period was voted on and approved by the ASA Council.

The ASA FAMF Proposal

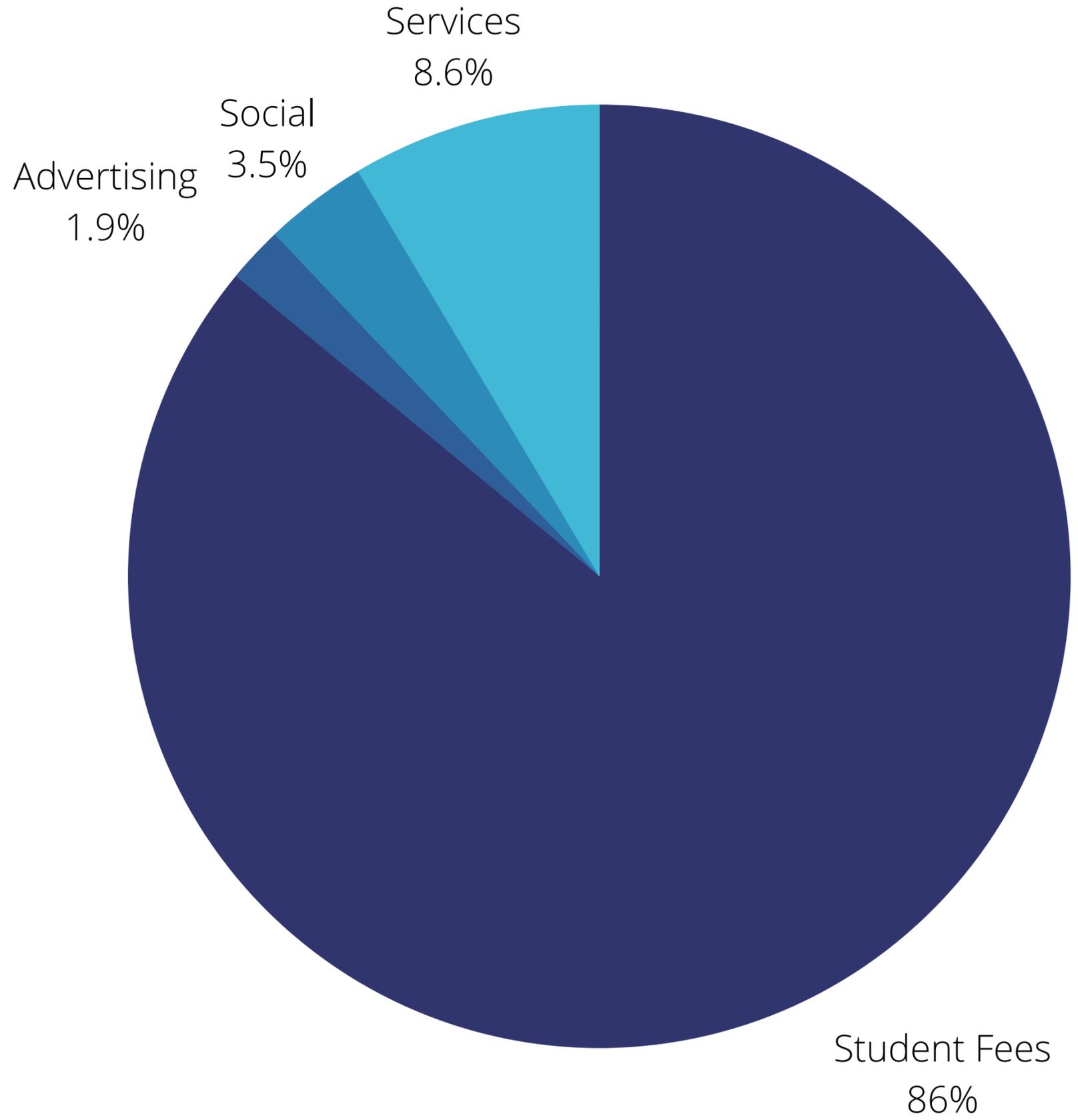


- The period proposed allows for the ASA to have much-needed consistency to operate, cater to students' needs and allow for long-term revenue-generating projects to be undertaken.
- As per ASA Bylaws 3.01 and 3.02, all students who are enrolled full and part-time while attending Augustana Faculty are members of the ASA.
- In accordance with Policy 3.2.5 (Appendix V), refunds will be issued for those students who submit a FAMF Reimbursement Form, and who are philosophically opposed to or unable to pay the fee.
- Students can opt-out for a two-week window from the start of fall courses and the start of winter courses. Upon receipt of the signed opt-out form, refunds will be issued after the fee payment deadline in either semester.

Budget Allocations

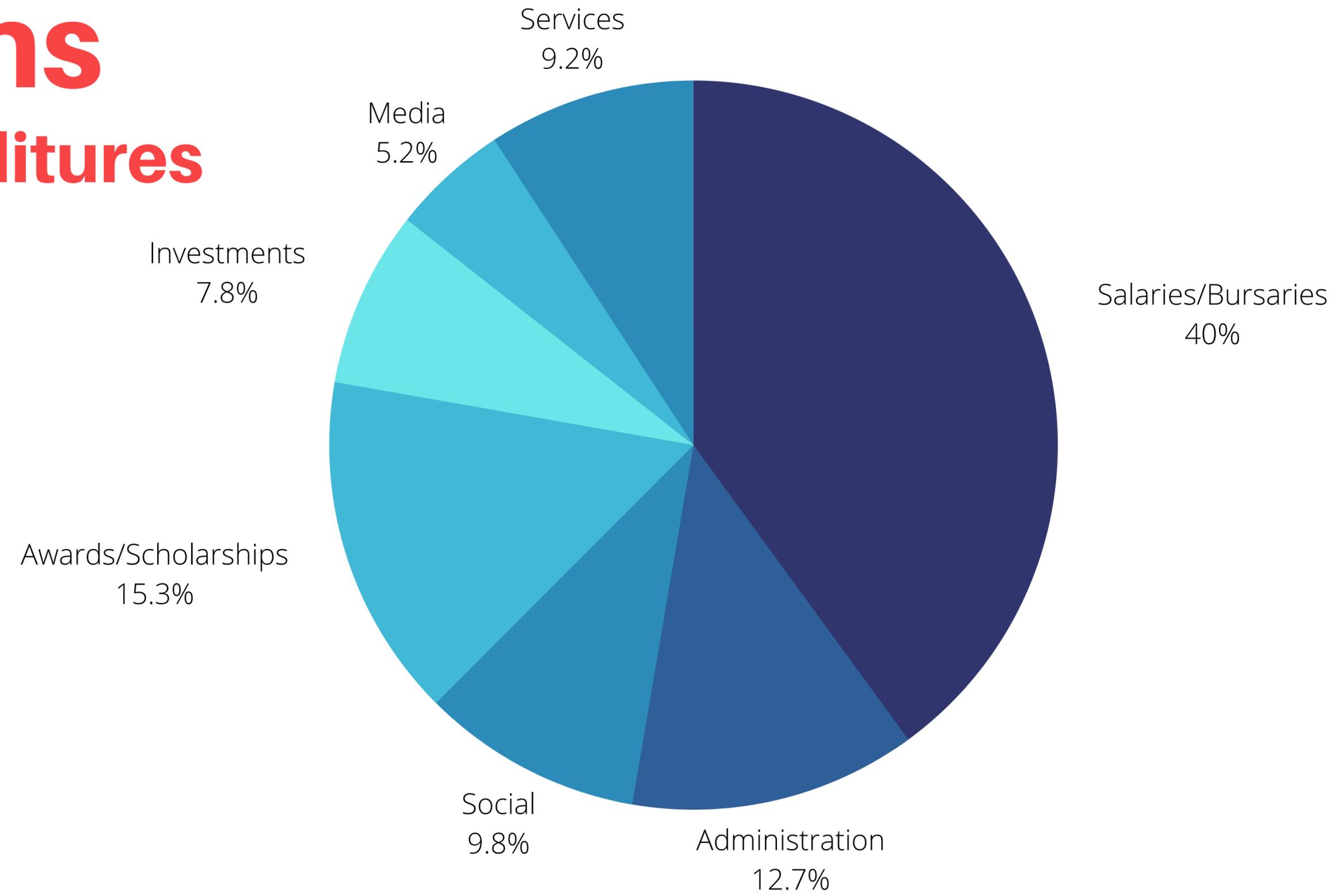
- As the ASA plans to renew the FAMF, we do not propose any re-allocation of funds in our budget structure.
- We shall continue to operate using the same allocation guidelines presented in the budgets attached in our proposal.
- This structure has been tried and tested over the last two decades.

Budget Allocations 2021/22 Revenue



Budget Allocations

2021/22 Expenditures



ASA Events & Services



emergency funds

tutor registry

student newspaper

holiday contests

wellness weeks

bashes

locker rentals

club funding

social media contests

trivia nights

used bookstore

student life advocacy

wellness off campus housing list

school supplies

wednesdays

grants

awards

food pantry

augustana's got talent

academic advocacy

tax clinic

orientation

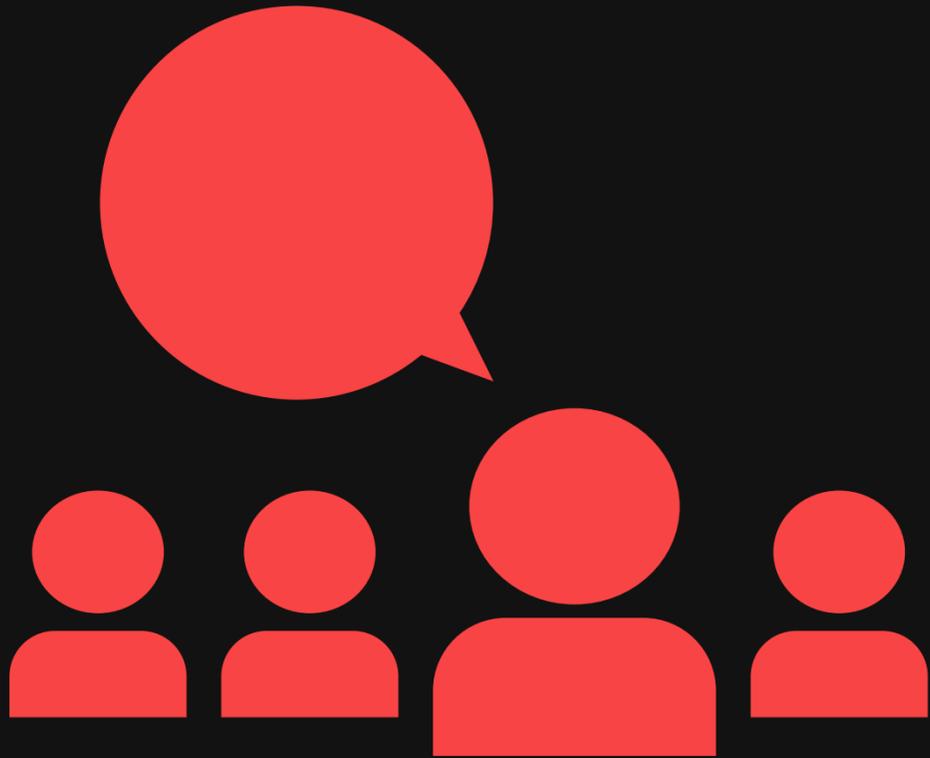
mystery box

welcome bags

movie nights

beer + bands

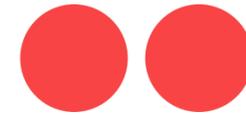
Consultation



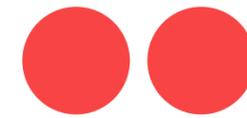
- As of today, the ASA has consulted \approx 15% of the student population at Augustana. *
- As part of our consultation, we have spoken to club leaders, students residing on & off campus, students from different Augustana based disciplines, international students and members of the faculty administration.
- We plan to consult student athletes and host an indigenous student forum as part of the next steps for consultation.
- During all sessions held, students were very supportive of the ASA's pursuit to renew the FAMF.

* \approx due to frequent change in student numbers at our faculty

Questions?



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asapres@ualberta.ca



ASA Email:
augsa@ualberta.ca

