

**April 18th, 2023
6:00 P.M.
Council Chambers/Zoom**

The University of Alberta and the University of Alberta Students' Union occupy Indigenous land in amiskwaciwâskahikan (Beaver Hills House), on Treaty 6 territory. From time immemorial, the banks along the river valley have been known as the Pehonan, a meeting place for the nêhiyawak (Cree), the Niitsitapi (Blackfoot), Métis, Dènesųłiné (Dene), Ojibway/Saulteaux/Anishinaabe, Haudenosaunee and others. The University, the Students' Union and much of the city are located on the unlawfully stolen land of the forcibly removed Papaschase Cree.

We acknowledge that sharing this land gives each of us the responsibility to research the historic contexts of Treaty 6, to reflect on our personal relationships to the land, the Nations we've named, and to our roles in upholding justice on this territory. Since they began, the Students' Union and the University have benefited from historic and ongoing dispossession of land and resources from Indigenous Peoples. As a result, it is our responsibility to seek the restitution of this land and its resources. Finally, we seek to do better by working to make our learning, research, and governance align with the histories, languages, teachings, and cultures of First Nations, Métis, and Inuit Peoples in the land presently occupied by the Canadian state.

We encourage critical reflection by asking the following question. In relation to the territory on which you are situated, what role do you play in strengthening the resistance and resurgence of Indigenous students within your communities?

ORDER PAPERS (SC-2022-26)

2022-26/1 SPEAKERS BUSINESS

Join Zoom Meeting

<https://us02web.zoom.us/j/85666007012>

Meeting ID: 856 6600 7012

2022-26/1a The Gateway's Students' Council Awards Presentation

2022-26/1b The Farewell Addresses of the Executive Officers and the Undergraduate Board of Governors Representative

2022-26/1c Council Scholarship Nomination Voting

2022-26/2 CONSENT AGENDA

2022-26/2a Students' Council Votes and Proceedings (SC-2022-25) Tuesday, April 4th, 2023

See SC-2022-26.01

2022-26/2b **WATTAMANIUK/MONTEIRO MOVE TO** approve the Students' Council Standing Orders, as attached, effective May 1st, 2023

See SC-2022-26.07

2022-26/2c KPMG Audit Findings

See SC-2022-26.08

2022-26/3 PRESENTATION

2022-26/4 EXECUTIVE COMMITTEE REPORT

2022-26/5 BOARD AND COMMITTEE REPORT

2022-26/6 OPEN FORUM

2022-26/7 QUESTION PERIOD

- 2022-26/8 BOARD AND COMMITTEE BUSINESS
- 2022-26/8a **MONTEIRO/FLAMAN MOVE TO**, on behalf of the Bylaw Committee, discuss Article I: Governance.

See SC-2022-26.09
- 2022-26/8b **MONTEIRO/FLAMAN MOVE TO** approve the second reading of Bill 5: Governance Reform.

See SC-2022-26.10
- 2022-26/8c **VILLOSO/FOGUE MOVE TO** approve the UASU 2023-24 Capital and Operating Budget.

See SC-2022-26.11
- 2022-26/8d **CARBAJAL/REGMI MOVE THAT** A) the resolutions listed on pages 12-16 of the Report be adopted as General Orders of Students' Council under Bylaw 100; B) that the adopted General Orders not expire until the end of April 2027; and C) to direct the Executive Committee to publish the adopted General Orders on the docs.su.ualberta.ca website.

See SC-2022-26.12
- 2022-26/9 GENERAL ORDERS
- 2022-26/9a **MONTEIRO/MONTEIRO** is moved by movers moving motions.

See SC-2022.26.13
- 2022-26/10 CLOSED SESSIONS
- 2022-26/11 INFORMATION ITEMS
- 2022-26/11a Students' Council Votes and Proceedings (SC-2022-25) April 4th, 2023

See SC-2022-26.01
- 2022-26/11b Executive Reports

See SC-2022-26.02-05
- 2022-26/11c Board of Governors Report

See SC-2022-26.06

2022-26/11d Students' Council Submissions

See SC-2022-26.07-16

2022-26/11e Students' Council - Attendance

See SC-2022-26.17

**April 4th, 2023
6:00 P.M.
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The University of Alberta and the University of Alberta Students' Union occupy Indigenous land in amiskwaćiwâskahikan (Beaver Hills House), on Treaty 6 territory. From time immemorial, the banks along the river valley have been known as the Pehonan, a meeting place for the nêhiyawak (Cree), the Niitsítapi (Blackfoot), Métis, Dênesų́łíné (Dene), Ojibway/Saulteaux/Anishinaabe, Haudenosaunee and others. The University, the Students' Union and much of the city are located on the unlawfully stolen land of the forcibly removed Papaschase Cree.

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SPEAKER CALLED the meeting to order at 6:04 PM.

ORDER PAPERS (SC-2022-25)

2022-25/1 **SPEAKERS BUSINESS**

Join Zoom Meeting
<https://us02web.zoom.us/j/85666007012>

Meeting ID: 856 6600 7012

Councillor SINGH resigns from Council.

SPEAKER SPECIAL ORDERS agenda item 8g onto the Order Papers.

FOTANG/MONTEIRO MOVE TO special order agenda item 8f onto the Order Papers.

CARRIED 20/00/00

DORSCHIED - Board of Governors Representative - Report

2022-25/2 **CONSENT AGENDA**

2022-25/2a Students' Council Votes and Proceedings (SC-2022-24) Tuesday, March 21st, 2023

See SC-2022-25.01

APPROVED

2022-25/3 PRESENTATION

2022-25/4 EXECUTIVE COMMITTEE REPORT

FOGUE - VP Student Life - Report
VILLOSO - VP Operations and Finance - Report
FOTANG - VP External - Report
KAUR - VP Academic - Report
MONTEIRO - President - Report

2022-25/5 BOARD AND COMMITTEE REPORT

ARSLAN - Audit Committee - Report
FLAMAN - Bylaw Committee - Report
WATTAMANIUK - Council Administration Committee - Report
MONTEIRO - Executive Committee - Report
VILLOSO - Finance Committee - Report
STEINBUSCH - Nominating Committee - Written Report
FOTANG - Policy Committee - Report
AKINNEAH - ARRC - Report
VILLOSO - SCFC - Report
REGMI - Sustainability Committee - Report
SOTO - Translation Committee - Report

2022-25/6 OPEN FORUM

2022-25/7 QUESTION PERIOD

MONTEIRO: Finishes his report and talks about the MNIF Joint Oversight Committee. Informs that the University is working with MyCreds and has offered a free paper alternative to MyCreds for students to receive verification documents. However, advocacy will continue to ensure the elimination of the MyCreds payment option for important student documents.

LIU: Questions about immigration process updates in regards to reforming clauses with dual intentions. In the Parliamentary Report, shared last May, it is recommended that the IRCC clarifies dual intentions, but the clause hasn't been modified since 2013.

FOTANG: Informs Council that Dual Intent is a piece of policy which states that a temporary resident can present the intent to stay in Canada while applying for PR. However, in the process to apply for a Study Permit, international students are supposed to state that they will be going back to their home country after their graduation. This could penalize them since there are two contradicting statements

made about students who are applying for visas, residencies and permits.

Adds that he will be meeting with Immigration Officials to discuss the changes since there hasn't been a review on the policy in a long time. There's no decided timeline on when this will be changed, but student leaders have this item as a priority and are actively advocating for changes.

REGMI: Question VPA Kaur about the elimination of 'Specializations' in the B.Sc degree. States that this was voted on in the year 2022 and students are expressing frustration over it. Questions if any actions were taken by the VPA to consult students about this change.

KAUR: Replies that the B.Sc course hasn't been revised in the past 15 years and that the University is trying to make the B.Sc more valuable and consistent for science students. While changes to the B.Sc have been approved, they haven't been implemented yet so students currently in B.Sc programs will not be affected. The change will come into effect in Fall 2024 so it is still in process, with such changes as including more Indigenous aspects into course content still yet to be determined and implemented.

ABBASI: Questions President MONTEIRO if students, who are seeking to utilize the free paper alternative to MyCreds, will have any option to pick the documents from Augustana Campus, or if they will only be available for pick-up at North Campus.

MONTEIRO: Will raise this concern with the registrar and confirm at a later date.

ABBASI: Questions VP FOTANG about the Augustana Political Policy that will expire soon and if that policy will be up for approval at the next Council meeting.

FOTANG: States that they will follow up with the Augustana Political Policy lead, DHILLON, on this item to confirm.

LIU WITHDRAWS their comments from the minutes.

FLAMAN MOVES TO extend Question Period by 10 minutes.
APPROVED

ABBASI: Questions when the Speaker selection will take place.

SPEAKER: States that it is done during the first meeting of the incoming Council, which is usually at the end of April.

2022-25/8

BOARD AND COMMITTEE BUSINESS

2022-25/8a

CARBAJAL VELEZ/REGMI MOVE TO adopt the recommendation section of the ARRC recommendation report on the educational principles outlined by the 2018-2019 ARRC Report

See SC-2022-25.05

CARRIED 17/03/00

ABBASI: Suggests including Indigenous workshops in GovCamp and the SRA Summit.

MONTEIRO: Commends the ARRC committee on this report. Questions recommendation 1, about the Speaker having access to training for the Indigenous Canada Course. States that the complete course costs \$66 but notes that there's also a free version available. However, certification is not provided for the completion of the free course. Questions if the certification is important for the Speaker to obtain.

CARBAJAL VELEZ: Answers that it is not expected from Council to spend money on the course. The important thing is completing the course and getting to know the content.

MONTEIRO/SHETTY MOVE TO go into Committee of the Whole.

CARRIED 18/00/00

LIU: Thinks that these are good recommendations to be followed. Especially for International students who don't necessarily learn about the history of Canada. Thinks that it would be beneficial to have the course as a credit course concept, rather than having to pay for it.

MONTEIRO: Questions what happens if someone doesn't finish the course in the timeline specified in the recommendation.

CARBAJAL VELEZ: Answers that it is best left to the staff members/managers to decide because staff cannot be restricted in making decisions. Adds that the timelines included are very generous and that the course can be completed easily within the timeframe provided.

FOTANG: Thinks that for the recommendation of partnering with schools, it would be best to put the responsibility on the university rather than the UASU, as the university has more resources and connections to reasonably accomplish the recommendation.

CARBAJAL VELEZ: States that there is an underlying issue with indigenous students attending universities and many don't get the opportunity to do so. Having the UASU partner with schools would give Indigenous students a sense of acceptance, which would encourage them to search out more university options.

OJO: Appreciates the attention to detail provided within the recommendations. Questions about recommendation 3, and how it would look so that it could be shared around.

CARBAJAL VELEZ: Answers that more information can be shared once this is implemented.

WATTAMANIUK: For R0, wonders if it is restrictive in terms of funding. Suggests that there could be opportunities to explore university or other granting systems to access funding for something that is targeted towards this.

CARBAJAL VELEZ: States that this is something that can be amended and expanded on as long as it caters towards the main goal.

MONTEIRO: For the recommendation which states that staff must be able to attend indigenous based events during the work day, states that staff already have the capability to attend these events during the work day. Questions if the recommendation is, thus, aiming to be more of a mandate or if it is still leaving room for an individual staff member to manage their own schedule for these events.

CARBAJAL VELEZ: Notes that, for events like BTR, staff were encouraged to attend it and take up shifts during their work hours. However, this same encouragement was not present for the Indigenous Memorial event. There were staff members who couldn't attend the memorial because it occurred during their work day and they were expected to be working during those hours. The recommendation is not about staff getting paid to attend these events; it is about having equal representation for indigenous events and bridging the current disconnect between SU hosted events and indigenous events.

FOTANG: Suggests that some of these recommendations may be too specific, which would result in the SU potentially not being able to achieve them exactly as they have been written. This would reflect poorly on the SU and the SU would be held in a negative light for something that was beyond their control. There are many logistics involved with some of the recommendations and, as such, greater clarity is required before they can be approved in good faith.

Suggests potentially having further talks with the ARRC Committee to fine-tune these recommendations to ensure that the SU can perfectly uphold the proposed recommendations.

LEE: Is curious about the second last R4 recommendation and questions why the Cree language was singled out in contrast to other indigenous languages.

AKINNEAH: States that Treaty 6 is predominantly Cree and this recommendation acknowledges that.

OJO: Questions if these recommendations, due to the lack of proposed timeline,

would be adopted and implemented entirely next year or if the recommendations are meant to be implemented over a multi-year period.

CARBAJAL VELEZ: States that it can vary from year to year and, as such, some of the recommendations have been given a greater flexibility in regards to timing. One year might look different from another and, hence, so would timelines. Timelines, which are not stated in the recommendations themselves, can be developed by staff members.

MONTEIRO: Agrees with **FOTANG**, since the current conversation is about clarifying the recommendations and fine-tuning them to make them more feasible for the SU to implement. Suggests approving the recommendation section of the proposed recommendations and approving the implementation section at a later date.

SHETTY/LEE MOVE TO exit the committee of the Whole.
CARRIED 20/00/00

FLAMAN/LEE MOVE TO lay the current question on the table.
CARRIED 15/04/01

CARBAJAL VELEZ/SHETTY MOVE TO amend the motion by inserting the “the recommendation section of” after adopt.

CARRIED 16/04/00

2022-25/8b **FOTANG/FOGUE MOVE TO** approve 1st Principles of the Residence Policy.

See SC-2022-25.06

CARRIED 18/00/00

2022-25/8c **FOTANG/OJO MOVE TO** approve the recommendations from the Campus Safety and Security Review Report.

See SC-2022-25.07

CARRIED 16/03/00

2022-25/8d **FOTANG/OJO MOVE TO** approve 1st Principles of the Tuition Policy.

See SC-2022-25.08

CARRIED 18/03/00

LIU/SHETTY MOVE TO direct staff to remove Councillor Liu’s second speaking turn in Question Period from public-facing records.

CARRIED 22/00/00

SPEAKER SPECIAL ORDERS agenda item 8g to the top of the remaining Board and Committee Business items

2022-25/8g

WATTAMANIUK/MONTEIRO MOVE TO ratify the results of the 2023 Students' Council & General Faculties' Council elections.

See SC-2022-25.17

CARRIED 15/05/00, ABBASI Abstains.

REGMI: States that Students' Council elections only had a 5.1% voter turnout, but faculty associations require a 15% turnout in order to ratify FAMF fees. Questions what is recommended for the next CRO to do in order to increase voter turnout for Students' Council elections.

KOOHKAN: States that the Elections office doesn't have a minimum voter turnout for Students' Council elections. Adds that he will have a presentation at the next council meeting which will further discuss the election year. Notes that stronger and better communication with Governance Staff would be needed in order to obtain a higher voter turnout.

ABBASI: States that the next CRO should ensure that the Augustana SU and GFC representative elections occur at the same time as the SU Exec Elections, since that is the procedure which is stated in Bylaw.

FLAMAN/MONTEIRO MOVE TO extend the meeting by 30 minutes.

CARRIED 13/06/01

OJO/CARBAJAL VELEZ MOVE TO pick up the ARRC Recommendation Motion from the table.

CARRIED 17/03/00

2022-25/8e

FOTANG/REGMI MOVE TO approve the 2nd Principles of the Public Transit Policy while unstriking section 4 and substituting the word "station" with "stations and tunnels" in point 11.

See SC-2022-25.09

CARRIED 16/04/00

FLAMAN: Wants to amend certain sections of the policy.

SPEAKER: States that 2nd principles don't allow debate so Council will have to suspend the rules in order to make amendments.

FLAMAN/LEE MOVE TO suspend the rules to allow edits to the policy itself.
CARRIED 08/12/00

FLAMAN: Wants to remove the strikethrough on section 4 and replace the word station with tunnels in point 11.

FLAMAN/SHETTY MOVE TO unstrike section 4 and replace the word “stations” with “stations and tunnels” in point 11.

CARRIED 14/06/00

ARSLAN: States that it is not technically easy to install Wi-fi all over the tunnels. Focusing first on improving cell reception in the tunnels seems to be more appropriate than trying to over-extend by improving both the cell reception and implementing Wi-fi in the tunnels.

LIU: Questions why the wording can't be “stations and tunnels” for point 11 since they represent different things.

REGMI: Clarifies that point 4 was struck since there is already a system to tap student ARC cards. Agrees with ARSLAN and LIU about point 11.

ARSLAN: States that UWS already exists within the train stations, so from a student's perspective it's not necessary to have wi-fi implemented in the stations.

SHETTY/LIU MOVE TO amend the amendment to state that it should state transit stations and tunnels.
CARRIED 19/00/00

REGMI/LEE MOVE TO amend the amendment to change the wording in section 4 to “the SU advocates for the integration of using the ARC technology in existing OneCards.”
WITHDRAWN

SHETTY/ARSLAN MOVE TO call to question
CARRIED 13/07/00

FOGUE/MONTEIRO MOVE TO extend the meeting by 10 minutes until 9:40 P.M.
CARRIED 15/00/02

2022-25/8f **FOTANG/FOGUE MOVE TO** approve the 2nd principle for Sexual and Gender Based Violence Policy.

See SC-2022-25.16

CARRIED 17/03/00

2022-25/9a **MONTEIRO/FLAMAN MOVE TO**, on behalf of the Bylaw Committee, discuss Article I: Governance.

See SC-2022-25.10

TABLED

MONTEIRO: States that there is a draft document for everyone to go through and add comments, since this will be finalized in the next Bylaw Committee Meeting. Invites the councillors, who are interested in hearing more about Article I, to attend the next Bylaw Meeting.

2022-25/9 GENERAL ORDERS

2022-25/10 CLOSED SESSIONS

2022-25/11 INFORMATION ITEMS

2022-25/11a Students' Council Votes and Proceedings (SC-2022-24) March 21st, 2023

See SC-2022-25.01

2022-25/11b Executive Reports

See SC-2022-25.02-04

2022-25/11c Students' Council Submissions

See SC-2022-25.05-12

2022-25/11d Students' Council - Attendance

See SC-2022-25.13

2022-25/11e Executive Reports

See SC-2022-25.14-15

2022-25/11f Students' Council Submissions

See SC-2022-25.16-17

SPEAKER adjourns the meeting at 9:40 PM.



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Abner Monteiro

Email Address president@uasu.ca

Type of Item Submission Information Item

Is this a Consent Agenda item? Yes

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title President Report #25

Description of the Information Item

Bi-Weekly President Report to Students' Council

Attachments



Presentations

Written Questions

Is there anything else that you would like to include?

Thanks, Courtney! :)

Date: 04/18/2023

To: Students' Union Council

Re: President 2022/23 Report #25

Dear Council,

As we enter into the final weeks of the term, I have been reflecting on this year and what the executive team has been able to accomplish. Our university has undergone significant change, whether that be new administrators being hired, new academic structures in the university, or fiscal hardships that students have had to shoulder, and at every step of the way, students have been there to make sure our university was acting in the best interest of students. It hasn't been easy to be a student leader during these times, but I am so proud of my team and our ability to deliver on our vision to the Students' Union and UAlberta students.

With everything that happens in the life of a student (and student leader), I know that at times it can be difficult to keep up with everything that is going on in the university and wonder if your UASU has done anything to improve your student experience. I can say with great confidence that the UASU has done a significant amount this year, and I thought I would share **some** of the wins we have achieved this year through our advocacy.

- **\$13.5 million** allocated in the City of Edmonton budget towards **Transit Safety**.
- **\$9.6 million** allocated toward needs-based aid for around 3570 UAlberta undergraduates, as the **Alberta Student Grant for Full-Time Students** rose from \$250/month to \$475/month.
- **Up to \$7.8 million** in savings through courses participating in the **Zero Textbook Cost Program**. Students can also [find courses](#) that have ZTC on Beartracks!
- **\$2 million** over two years in savings for the Student Health and Dental Plan, with the addition of gender-affirming care at no cost.
- **\$1.6 million** allocated by the university to **mental health support**. This includes an expansion of Counselling and Clinical Services to reduce wait times and provide more accessible and culturally competent support.
- **\$1 million** in savings by **removing the \$40 Instalment Fee** for students who pay their tuition over two semesters.
- **\$200,000** in university funding to build a food pantry for the Campus Food Bank. We also expanded the food bank services, including the grocery bus, breakfast program and snack stations to Campus Saint-Jean.
- **\$15,000** donated by internal stakeholders towards improving the infrastructure of the period equity initiative.

Abner Monteiro, President

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- **Elimination of interest on [Federal Student Loans](#)** starting April 1, 2023.
- **[2% cap on tuition increases](#)** beginning in Fall 2024.
- **Implementing new [Sexual and Gender-Based Violence Policies and Procedures](#)** that will be a further step forward in survivor-centred and trauma-informed support for students.
- **Implementing new [Student Conduct Policies and Procedures](#).**
- **Co-Creating the [Student Experience Action Plan](#)** with the university that is set to start implementation in Fall 2023.
- **[Implementing Exploration Credits](#)**, which students can use starting in Fall 2023.
- **[Temporarily lifting work hour limits for international students](#)** to gain more work experience and earn more money as tuition and cost of living rises.
- **[Implementing an all-gender washroom pilot project](#)** to locate and convert washrooms in buildings across campus to all-gender. University Commons will also have 49 all-gender washrooms! The SU is also working to secure money to put all-gender washrooms in Dewey's.
- **Green-lighting the creation of a syllabus tool** that we will use to create a **syllabus bank** for students to access their most up-to-date syllabi in a centralized place.
- **Creating a new student group oversight structure** with the University to be implemented by Fall 2024 so that we can put student life back in the hands of students.
- **Creating an experiential learning resource** for students who may face challenges during their experiential learning term.
- **Creating a Student Financial Aid Working Group** to re-evaluate the University's moderate standard of living threshold and needs-based aid promotion and disbursement processes.
- **Updating the [Days of Significance](#)** at the university to make it comprehensive and representative of the university community.
- **Developing a new [Teaching, Learning and Evaluation Policy](#)** that includes a new [USRI \(now called SPOT\)](#) format. The new framework will translate appropriate student feedback into mechanisms that will improve teaching meaningfully and share past student ratings.
- **Held our first-ever [Student Addiction Awareness Campaign](#)** to help inform the community about addiction and how we can create a community of care.
- **Celebrating International Day (I-Day)** for the first time in the Students' Union Building in partnership with the International Students' Association in French and English.
- Finding the International Students' Association a temporary office space.
- Successfully advocating for an indigenous gathering space at Campus Saint-Jean.

- **Restructuring Students' Council** to ensure that it can be an effective governance body where students can engage on issues important to them.
- **Held the Second Annual Residential School Memorial** in partnership with the Indigenous Students' Union to encourage critical reflection on the history of residential schools and their effects on Indigenous communities.
- **Held a Tuition Protest at the Board of Governors**, which engaged students across the university to rally against the fourth consecutive tuition increase.
- **Held Break the Record Dodgeball 2022**, which brought together thousands of members of the university community.

Among all these wins, we have also fostered stronger relationships with stakeholders in the sector to leave the UASU in a stronger position for the future.

I hope all of you leave this space knowing one thing: Student leadership has tremendous value. Over the past two years, I have seen the landscape of student leadership across the country. I can confidently say that we are given a level of meaningful engagement, participation and responsibility, and respect that seldom exists for other SUs or student leaders. That stems from the strength of our union and the calibre of student leaders we produce. The above list wouldn't be possible without student advocates always being at the table and providing a critical lens.

Thank you all for your engagement this year and for the honour and privilege of serving the undergraduate students at the University of Alberta.



Signing off,
The President

Abner Monteiro, President

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UASU Students' Council Agenda Submission Form

Council Meeting Date Monday, April 17, 2023

[Meeting Schedule](#)

Submitter Fotang

Email Address christian.fotang@su.ualberta.ca

Type of Item Submission Information Item

Is this a Consent Agenda item? No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committtees and Boards](#)

Written Nominations

Information Items

Agenda Title executive report

Description of the Information Item
final exec report

Attachments  Council Meeting Report _20.pdf

Presentations

Written Questions

Date: 2023-04-14

To: Students' Union Council

Re: Vice President External 2022/23 Report #20

Dear Council,

WOW! It is hard to believe that it is already the last meeting of Council. What a year it has been! It has been the honor of a lifetime to serve as your VP External these past two years and I am incredibly grateful for the opportunity students gave me to continue to serve a second term. While this year had its fair share of challenges and setbacks there were also moments of great joy, success, and opportunities to learn from, grow, and improve.

I am thankful for the support of my team; President Monteiro, VP Kaur, VP Viloso, and VP Fogue. I am proud of all we have achieved collectively but also the strides that they have each made in their portfolios. Leadership is a team effort, and without the support, passion, and dedication of the team, I would not be where I am today. I would also like to thank our staff and the hard-working folks in our advocacy and research department, who day in and day out work incredibly hard to support and mold us to bring out the best advocates in ourselves.

I also want to thank my family and friends who have been patient and understanding with me these last two years. These roles require a lot of sacrifices, and while the duties of the role make it difficult to be present for the big moments with your loved ones, they still understand, they still reach out, and they still provide that shoulder to lean on. I am lucky to have amazing people in my corner, who every day are rooting for me and cheering me on.

Our achievements this year are the result of years of previous exec's advocacy, the students who speak up or speak out about injustices, and a campus community working together to improve the student condition. I am humbled and grateful for the role I have played in moving long-awaited advocacy goals past the finish line, moving certain goals forward, and laying the groundwork for others. More specifically I am proud of the things we have been able to accomplish, such as:

- The temporary lifting of the 20hr limit for international students;
- Permanent Elimination of interest on federal student loans;
- \$13 million towards transit safety in the City budget;
- Over an additional \$100 million towards the Canada Summer Jobs Program;
- \$50 million towards IRCC to better process study permit applications;
- Our campaign to fight for the doubling of the Canada Student Grant;
- Our campaign to better fund and support graduate and undergraduate researchers in Canada;
- \$180 million for the Student Work Placement program;
- 2% cap on tuition;
- Tuition protest;
- Elimination of +1% on interest on provincial student loans; and
- Get Out The Vote 2023 Provincial Election Campaign.

While fortune plays a role in the growing list of achievements above, the solidarity, collaboration, and drive of my counterparts and the vast network of student leaders far and wide across this province and also across

Christian Fotang, Vice President External

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Canada make it happen. The work we do is reliant on a student movement that works together, uplifts each other, and advances the shared interests of our student body. Steadfast in our belief that no student should be left behind, I am proud to have worked with the best darn cohort of student leaders across the country.

Lastly, I would like to extend my gratitude to students' council. Thank you for your questions, your support, your feedback, and your engagement. It is your perspective and feedback that fine-tunes our advocacy. Thank you for your work in committees, and for the times you went the extra mile, above and beyond, and were patient with waiting for me to respond to a text or follow up on an answer. I ask you all to never stop being leaders, keep bringing your passion to other places on our campus, and wherever you may be in life.

As I bring this report to a close, I continue to reflect on areas where I may have made errors but I remain optimistic that out of these unintentional errors, are lessons learned. While I leave the VP External role, This is fully goodbye, I have been given the high honor of succeeding as President this upcoming year and I will work every day to make you all and the student body proud.

I want to thank President Monteiro who has been flawless in his transition. His guidance and knowledge have been invaluable and will prove instrumental at the beginning of the new year. I have big shoes to fill, not just because President Monteiro is a tall man with large feet, but because he has made a huge impact on our campus community leaving a legacy to be continued.

Finally, thank you to Julia, Joannie, and Gurleen. You have been the most amazing crew to work with. To be part of the first entirely PoC executive team in our SU history is no small feat. I could not have asked for a better group of people to break that glass ceiling with. You've all led fearlessly and are amazing role models for women in governance and especially to my little sister Malia.

I don't know how else to close except to say once again, thank you. I cannot offer much advice, but all I can ask is to be kind to another, and spread kindness in our often unkind world. Take the time to understand one another and be patient with one another.

Thank you for taking the time to go through this report. I look forward to your questions and comments.

Signing Out,



Christian Fotang

Vice President External

University of Alberta Students' Union



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter

Julia Villosio

Email Address

julia.villosio@su.ualberta.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

VPOF Final Report

Description of the Information Item

This is my last report for Council

Attachments



Council Report SC22_04_13_... .pdf

Presentations

Written Questions

Date: 04/13/2023

To: Students' Union Council

Re: Vice President Operations and Finance 2022/23 Report #22

Dear Council,

I can't believe this is my last report for the year! As a way to end of the year, here's a list of the things I was proud of accomplishing this year:

Savings

- \$2 million over two years in savings for the Student Health and Dental Plan
- \$1 million in savings by removing the \$40 Installment Fee for students who pay their tuition over two semesters
- \$15,000 donated by internal stakeholders towards improving the infrastructure of the period equity initiative.
- Froze the Health and Wellness Fee for on-campus students next year, and prevented a 4% increase.

Policy, Operations, and Businesses

- The Peer Support Centre's budget increased this year to expand our staff capacity!
- Increasing efficiency and transparency of the SU's finances by expanding our consultation efforts, and changing the budget format
- Worked to provide opportunities for student leaders to better understand the internal operations by getting core managers to give presentations to Finance Committee
- Did a majority of the behind-the-scenes work and all of the consultation on Fee Governance Policy Changes
- Perks was used at an AMMICUS conference and we received a lot of positive feedback with multiple schools interested in acquiring it
- Expanded the Health and Dental Plan to include the addition of gender-affirming care at no cost
- Got the University to consult with students on a larger scale for the first time regarding tuition, including coming to Students' Council and ISA Council for consultation

Events

- [Held the Second Annual Residential School Memorial](#) in partnership with the Indigenous Students' Union to encourage critical reflection on the history of Residential Schools and their effects on Indigenous communities

- Held a Tuition Protest at the Board of Governors, which engaged students across the university to rally against the fourth consecutive tuition increase.
- I was able to give a presentation at the first session of Stride: The Campaign School this year! I also got to be a mentor for a Strider, which was an amazing experience being able to encourage other women to get involved in their campus community.
- I also got a chance to be part of the Councillor Mentorship Program once again this year, and got to mentor a student interested in being a part of student governance
- Celebrated Asian student excellence this year, and featured students on the UASU Instagram page for Asian Heritage Month!
- For National Day of Truth and Reconciliation, we sold orange shirts and drinks at SUBMart and donated \$1500 to the Indian Residential School Survivors Society and Orange Shirt Society

Building and Businesses

- Revitalized the Dewey's menu and put new items to establish a better sense of identity for one of our campus bar
- The Daily Grind underwent some renovations this year, and once the theater opens we'll be able to double the amount of customers we serve!
- Got the International Students' Association an office space within SUB and in the process of helping them secure an even larger space
- Opened a new business to get more non-student revenue at South Campus: Balmoral Lounge
- The SUB Living Room got a makeover with new furniture and a new water feature!
- Redecorated the walls in SUB with some new art from the SU's Art Collection in tandem with the Art Committee
- Worked with UofA Design classes to get ideas from UofA design students directly on possible improvements and design changes they would make to the Students' Union Building

Governance

- Helped the Native Studies Students' Association get set up this year
- Worked on Sustainability Committee recommendations to help make the SU more sustainable
- Met with Student Representative Associations monthly for check-ins to provide them the support they need
- Council of Faculty Association: Finance and Administration Working Groups met on a monthly basis, and they received PD sessions from SU staff
- Formed a committee to implement changes to room names within SUB into Cree to reflect the Indigenous and ancestral space of Treaty Six and also get Indigenous art in tandem

- Part of the hiring of the new College of Social Sciences and Humanities Dean

Best,



Julia Villosa

Vice President Operations and Finance
University of Alberta Students' Union



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter FOGUE

Email Address joannie.fogue@su.ualberta.ca

Type of Item Submission Information Item

Is this a Consent Agenda item? No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title FINAL VPSL REPORT

Description of the Information Item

Hey folks! Here is a list of my work and wins over the past year! It was a pleasure serving you as the 22/23 Vice President Student Life.

Attachments



Presentations

Written Questions

Is there anything else that you would like to include?

Thank Courtney for all your support this year :)

Date: 04/18/2023

To: Students' Union Council

Re: Vice President Student Life 2022/23 Final Report #24

Cher Conseil, we're done! To wrap up ...here's a list of the work I've done over the past year.
It has been an honor serving you as the 22-23 Vice President Student Life.

TRUTH AND RECONCILIATION I was able to complete 2 ARRC Recommendations this year, I wouldn't have been able to have done so without the support and mentorship of Indigenous professors, staff, and students.

- **Successfully Advocated for the creation of a Gathering Space at Campus Saint-Jean**
Attended talking circles with indigenous staff and students to talk about what this space could look like.
- **Addition of Indigenous Education during Basecamp and Ascent (Residence Orientation)**
Residence Life worked with First Peoples House, who gave a presentation "Welcome to the Land"
- **Supported the planning and execution of RSM** in partnership with the Indigenous Students' Union to encourage critical reflection on the history of residential schools and their effects on Indigenous communities.

ADVOCACY, POLICY & INITIATIVES

- **\$1.6 million for Mental Health** money was allocated by the university to [mental health support](#). This includes an expansion of Counselling and Clinical Services to reduce wait times and provide more accessible and culturally competent support.
- **Advocated for the new SGBV Policy** Implementation of the Sexual and Gender-Based Violence Policies and Procedures that will be a further step forward in survivor-centred and trauma-informed support for students.
 - A direct win included *explicit mention of the history of colonization with reference to sexual violence and deals explicitly with sexual violence against Indigenous people.*
- **National PSI SV Advocacy** Was invited as a panel expert for a discussion with *Courage to Act: Addressing & Preventing Gender-Based Violence at Post-Secondary Institutions in Canada*. This discussion formed the foundation for a whitepaper to identify strategies and promising practices related to information sharing about campus gender-based violence complaint outcomes between post-secondary institutions.
- **Improved the Residence Assistant training** worked on a more comprehensive training for RA putting a focus on Sexual Violence Response components. This year all RAs had the opportunity to practice 1on1 Disclosures. **All Residents were required to complete a mandatory Move-In Module**, part of which included information developed about consent and how residents responded to disclosures

- **Addition of SV component to JET** Residence Care coordinator delivered a presentation at the Joint Executive Training explaining how to receive a disclosure, where to direct residents, survivor choice, prevention as advocacy, and clarifying scope and expectations.
- **Expansion of the CFB to Campus Saint-Jean** I was so happy to work alongside the CFB and their board to secure funding for in-person services at Campus Saint-Jean. We were able to run free breakfast programs on Wednesdays, snack stations and guaranteed funding to bring back the CSJ grocery bus.
- **Implementing new Student Conduct Policies and Procedures**
- **Working on the [Days of Significance University Page](#)** we went from 3 days to a wide range of events and holidays that are comprehensive and representative of the university community.
- **Designed Family Lounge & Policies** Worked alongside the DoS, Libraries and stakeholders to create a design for the new Family Lounge in Rutherford. Also worked on the Conduct and Missing Child Policy.
- **Students Union SGBV & Residence Policy** Spearheaded consultation and authored the new policies.
- **CFB Advocacy** Worked alongside the president all year with our respective counterparts to ensure food insecurity was a top priority for the University and discussed plans of building a food pantry and future fundraiser campaigns - this recently resulted in funding for CFB with the support of the Undergraduate BoG
- **AFFIRMED NAMES PROJECT** new project initiative to enable University staff and students to self-declare the name by which they would like to be known (affirmed name) across the University systems and records. I also ran the **pronoun campaign** for the 2nd year in a row.
- **Creating a new student group oversight structure** with the University to be implemented by Fall 2024 so that we can put student life back in the hands of students.
- **SV Climate Survey** worked on developing questions for the survey that the GofA launched earlier this year.
- **Residence Improvement Fund** Successfully worked with Residence Services and CORA over the summer to apply for funding that would improve residents' experiences.

SAVING STUDENTS MONEY in collaboration with the President and VPOpFi Portfolios

- **\$2 million** over two years in savings for the Student Health and Dental Plan
- **\$15,000** donated by internal stakeholders towards improving the infrastructure of the period equity initiative.

- **Froze the Health and Wellness Fee** for on-campus students next year, and prevented a 4% increase.

EVENTS

- **Co-Chaired UofA's World Social Justice Day Working Group** Successfully planned and executed the Living Library event focusing on the intersection of Mental Health and Social Justice. We were able to host the sessions both in English and in French.
- **Planned our First Black History Month Event** Worked alongside the Dean of Students Office to host a BHM Panel: *Where is the love? : A Conversation on Racial Trauma and its Impact on Black Bodies*
- **Celebrated I-day for the first time at the Students Union** In Collaboration with the International Students Association planned and hosted *International Day: Celebrating UofA Cultures Together*. We had booths from different regional groups and a Culture showcase in the evening. All marketing and hosting were done in a bilingual format. We were able to get representatives from all campuses around the table to ensure moving forward everyone is included.
- **Helped Host the Tuition Protest** at the Board of Governors, which engaged students across the university to rally against the fourth consecutive tuition increase.
- **Supported the planning and execution of RSM**, project initiated by VPOpFi in partnership with the Indigenous Students' Union to encourage critical reflection on the history of residential schools and their effects on Indigenous communities.

SOCIAL MEDIA + WEBSITE

- **[Student Addiction Awareness Campaign](#)** Held our first-ever SAAC to help inform the community about addiction and how we can create a community of care.
- **Updated the EndCSV Page** Worked alongside the Marketing Team to update our page to include accessible and plain language support and updates on advocacy
- **This is Black Excellence** This year we wanted to highlight black student excellence in all disciplines and campuses. We highlighted students from Augustana to CSJ, from Fine Arts to Science!
- **National Indigenous History Month** Celebrated and highlighted the executives from the Indigenous Students Union on the UASU Instagram page.

Merci,



Joannie Fogue

Vice President Student Life
University of Alberta Students' Union

Joannie Fogue, Vice President Student Life

2-900 SUB | 780 492 4241 | joannie.fogue@su.ualberta.ca



Tuesday, April 4, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 4, 2023

[Meeting Schedule](#)

Submitter

Dorscheid

Email Address

bog@su.ualberta.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

BoG Representative Report #24

Description of the Information Item

BoG Representative Report #24

Attachments



April 4 BoG Update.pdf

Presentations

Written Questions

Date: April 4, 2022

To: Students' Council

Re: Board of Governors Representative Report #24

Dear Council,

This has definitely been the busiest reporting period of my term as you can imagine. Although the tuition increases got approved and passed, I am very proud of the work President Monteiro and I accomplished which I will outline below. Make no mistake it wasn't without me and Abner's relationship building abilities and realistic approach to the board is how we were able to get these wins for students

Campus Food Bank

I am very proud of the work that was done on this front. With the recognition that a 5.5% tuition increase was looming, Abner and I strategized on ways we could fight the increase and determine ways that we could help out students in the most financial need. With this in mind we determined that a reasonable angle we could come at administration with was to help with a one time capital project into the campus foodbank. With this idea in mind I set out to lobby every board member to get them to buy into the capital project for CFB. After tirelessly meeting with almost all of the board members I got enough buy in to make the idea happen. As a result of this I got administration to commit to paying up to \$200,000 in construction costs and donating space in-kind to the campus foodbank. This will be completed for the winter and will go a long way in helping students facing food insecurity. This is binding as an action item was called by me at that board meeting.

Installment Fee

As a result of Abner's efforts we were also able to get the installment fee removed. This will represent savings of over \$1,000,000 for students.

Moderate Standard of Living Assessment

Another commitment that came out of the board meeting was a commitment from administration to review the way the MSOL calculation. I look forward to seeing the work they do on this.



UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Adrian Wattamaniuk

Email Address wattaman@ualberta.ca

Type of Item Submission

Is this a Consent Agenda item?

Approval/Discussion Items

Motion

WATTAMANIUK moves to approve the Students' Council Standing Orders, as attached, effective May 1st, 2023

Mover WATTAMANIUK

Seconder MONTEIRO

Presenter (If Not the Mover) N/A

Does this item require a closed session discussion?

Office/Committee Responsible Council Administration Committee

Purpose

Council has had a long standing discussion on organizational issues affecting the governance processes of the organization. Part of these issues is a lack of clarity in legislative documents, including discrepancies and inconsistencies. These standing order reviews sought to address these, as well as bring into force changes that will improve the functioning of Council.

Executive Summary

Standing Orders are the procedural rules by which Council functions. This package will replace the current Standing Orders for the new Council. It includes changes to reports, council submissions, presentations, open forum/question period, the voting system, attendance, quorum, and a number of smaller procedural items.

NOTE: This package has been created in alignment with Article I and a new package of Committee Standing Orders. Therefore, if you notice articles or appendices missing, they have been addressed in other legislation

Relevant Bylaws/Policies/Standing Orders

Approval Mechanism: Bylaw 100, Section 11, Item 4

"Standing orders of Students' Council

- a. Are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
- b. Are adopted, amended, or rescinded on a simple majority vote of Students' Council; and
- c. Do not expire, but shall be reintroduced by the Chair of the Council Administration Committee at the first meeting of each year's Students' Council."

All standing orders are affected.

Engagement and Routing

A collaborative Google Doc was sent to Council on September 20th, 2022 in which Councillors were able to submit their recommendations and requests for changes. It was open until March 14th, 2023. There were also 3 working group meetings, open to all of Council, to sort through the suggestions and work through them (dates below). Specific recommendations were also mentioned at several meetings of the Council Administration Committee. Finally, several informal consultation events occurred with the Speaker, Bylaw Chair, President, and General Manager.

Working Group Meetings:

November 21st, 2022 - 4-7 PM

January 31st, 2023 - 5-8 PM

March 14th, 2023 - 5-8 PM

Approval Routing

Recommended unanimously to Council for approval at the April 4th, 2023 meeting of the Council Administration Committee.

Strategic Alignment

"Improve access to Students' Union spaces, resources, and expertise"

- Seen throughout the changes, by overarching action to address existing tensions and conflicts caused by our legislation

"Foster a collaborative culture between Students' Union governing bodies and operations"

- Mechanized through better discussion mechanisms and a new voting system. These ensure a smooth flow from Council approval to operational implementation.

"Develop and adhere to an improved student consultation framework"

- Again, better discussion and presentation frameworks facilitate adherence to this principle in Students' Council

"Strengthen our collective voice by engaging students in advocacy"

- Seen through changes to the Open Forum procedure

[Strategic Plan](#)

Attachments



2022_23 Standing Order Revi... .pdf

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions

1. Rules of Order

1. Roberts' Rules of Order will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.
2. Where the Bylaws, Standing Orders and Roberts' Rules of Order fail to provide direction with respect to procedure, the Speaker will decide.

2. Structure of Meetings

1. The Order of Business for Students' Council will be:
 - a. **Call to Order**
 - b. **Land Acknowledgement**
 - c. **Speaker's Business,**
 - i. **Opening Attendance,**
 - ii. **Announcements,**
 - d. Consent Agenda,
 - e. Presentations,
 - f. **Ex-Officio Member Reports:**
 - i. **President**
 - ii. **Vice-President Academic**
 - iii. **Vice-President External**
 - iv. **Vice-President Operations & Finance**
 - v. **Vice-President Student Life**
 - vi. **Undergraduate Board of Governors Representative**
 - g. Open Forum,
 - h. Question Period,
 - i. Unfinished Business,
 - j. Board and Committee Business,
 - k. General Orders, and
 - l. Closed Session.
 - i. Closed session will only be held if items have been submitted to the speaker for discussion in closed session.
 - a. The only items that may be submitted to the closed session are discussion or information items.
 - ii. **A motion to begin Closed Session requires a mover and two seconders.**
 - a. **Council shall then move in-camera immediately,**
 - b. **The mover shall then explain the necessity of the in-camera session,**
 - c. **Then a two-thirds majority of Council shall allow the in-camera session to continue,**
 - iii. Closed sessions shall be held in-camera and shall last until:

- a. A Motion to Conclude Closed Session is passed by majority vote which shall return Council to Committee of the Difference and move Council ex-camera simultaneously, or
 - b. The time outlined in Section 18(2) is reached at which time Closed Session shall conclude immediately and Council shall adjourn with final attendance taken in accordance with Section 18(2).
 - iv. Strictly procedural motions may be made while in-camera, including but not limited to:
 - a. Motions to extend the meeting,
 - b. Motions to move to a Committee of the Whole,
 - c. Motions to adjourn,
 - v. The results of any procedural motions made while in-camera shall be noted in the public Votes and Proceedings record for that meeting.
 - m. Adjournment
2. The Order of Business for the introductory meeting of the incoming Students' Council, which shall occur before May 15th, will be:
 - a. Election of a Speaker,
 - b. Approval of Annual Meeting Schedule, and
 - c. Nominations to:
 - i. Standing Committees, and
 - ii. Operational Committees.
3. The Order of Business for the first meeting of the year will have the following Orders of the Day added to Speaker's Business:
 - a. Installation Ceremony,
 - b. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
 - c. Approval of Standing Orders.
4. The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:
 - a. The Gateway's Students' Council Awards Presentation, and
 - b. Farewell Addresses of Executive Officers and the Undergraduate Board of Governors Representative.
5. At the first regular meeting of each trimester and the first meeting immediately preceding a by-election, the Oath of Office shall be taken by all members of Students' Council.
6. Acknowledgement of Traditional Territory shall be read by the Speaker at the start of every meeting.
 - a. Refer to Aboriginal Relations & Reconciliation Committee Standing Orders for current Acknowledgement of Traditional Territory text.

3. Meetings

1. Regular meetings shall be defined as those approved during the introductory meeting.
2. For the purposes of Robert's Rules, a session shall be defined as a single meeting of Students' Council.

3. Attendance required activities shall be defined as those approved during the introductory meeting.
4. Special Meetings of Students' Council may be called by the:
 - a. Speaker of Students' Council,
 - b. Majority vote of Executive Committee members, or
 - c. Majority vote of Students' Council
5. All members of Students' Council must be notified of Special Meetings of Students' Council immediately upon the meeting being called with no less than 96 hours prior to the meeting time.
6. The officer or body calling a Special Meeting of Students' Council may, by including it in the notification to Students' Council, propose an alternative Order of Business to that in section 2(1).
 - a. Any alternative Order of Business proposed for a Special Meeting must be approved by Students' Council by a simple majority vote at the beginning of that meeting.
7. Regular Meetings of Students' Council may be canceled by:
 - a. The Speaker of Students' Council,
 - b. A majority vote of Students' Council so long as the decision is made more than 96 hours before the start of the intended meeting.
8. Meetings of Students' Council shall be canceled when no submissions beyond information Items and written questions have been received prior to the submission deadline for the main order paper.
9. Meetings of Students' Council shall be canceled if all the items of business have been withdrawn.

4. Orders of the Day

1. Any voting member of Students' Council may submit General Orders to be considered by Students' Council.
2. Any Board/Committee of Students' Council may submit Board and Committee Business to be considered by Students' Council.
3. Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.
4. Orders of the Day shall appear on the Order Paper in the order they were submitted.
5. Any submitted General Orders should provide proper context and information in the council submission form. This includes:
 - a. Filling out all mandatory fields;
 - b. Consulting with the appropriate committee(s);
 - c. Justifying why the motion requires discussion by the entire Council.
6. Should an Order be submitted with insufficient information, the Speaker and/or Governance Team will work with the mover to add the information.
7. Should the mover refuse to provide the necessary information, the Speaker may rule the submission out of order.
 - a. This is subject to appeal to the Council Administration Committee.
8. Information Items shall be prioritized as follows:

- a. Information items pertaining to Board and Committee Business and General Orders except presentation slides,
 - b. Written reports from Executives, Board of Governors Representative, Committee Chairs and members from other Boards and Committees,
 - c. Supplementary information such as Students' Council Attendance, Students' Council Motion Tracker, Executive Committee Motion Tracker, Students' Council Votes & Proceedings, presentation slides, etc.
9. Committees of Council can submit items to the Consent agenda, if those items fall into the following categories:
 - a. If the items are deemed minor, trivial, or editorial where;
 - i. Minor and trivial meaning having no effect on actions taken; and
 - ii. Editorial meaning having to do with syntactic changes;
 - b. If the item consists of the nomination of Student-At-Large positions; or
 - c. If the item is assumed to be uncontentious.
10. Any member of council may request an item to be removed from the Consent Agenda and have it added to Board and Committee Business, appearing there in the order that they were originally submitted to the Order Papers.
 - a. Pulling an item can be done by any voting member of Council before the approval of the consent agenda and does not require a vote.
11. Orders of the Day including items for the Consent Agenda, must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2nd business day prior to a Students' Council meeting.
 - a. Any type of submission must indicate whether an item is for the consent agenda or not.
12. Late additions to the Order Paper must be submitted by 1:00 p.m. on the day of a Students' Council meeting.
13. The agenda package will be published in the following manner:
 - a. A full electronic copy will be e-mailed to all members of Students' Council, proxies and Councillor-designates,
 - b. A full electronic copy will be e-mailed to The Gateway News Editor,
 - c. A full electronic copy will be e-mailed to the Student Representative Associations (S.R.A.s) on an opt-in basis,
 - d. A full electronic copy will be placed on the Students' Union web page,
 - e. A full paper copy will be printed for a Council member only if requested by the late additions submission deadline outlined in Standing Orders 4.6.1.
14. The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students' Council meeting.
15. For meetings called under the authority of Standing Order 3(2), there will be no submission or publishing deadline.

5. Submissions to the Orders of the Day

1. Submissions to the Order Papers prior to the deadline automatically become an Order of the Day.

2. Submissions to the Late Additions prior to the deadline are not automatically considered an Order of the Day.
3. The Speaker may designate any submission from the Late Additions as an Order of the Day should they deem that it meets any of the following criteria:
 - a. the submission cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union, or
 - b. postponing the submission would result in a contravention of Students' Union legislation.

6. Speaker's Business

1. At the start of Speaker's Business, the Speaker will give a reminder of the Oath of Office and the Acknowledgement of Traditional Territory statement in 2(6).
2. During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:
 - a. Resignations,
 - b. Any process by which a member is permanently removed from Students' Council,
 - c. Reports of the Chief Returning Officer,
 - d. Announcements,
 - e. Voting on the Students' Council Scholarship,
 - f. Motions making Orders of the Day Special Orders, and
 - g. Attendance.

7. Presentations

1. Presentations must be sponsored and seconded by voting members of Students' Council and can be submitted to Orders of the Day only if accompanied by the following:
 - a. An abstract of the presentation to be no more than one hundred (100) words.
 - i. Presentations that substantially deviate from the abstract are out of order.
 - b. Presentation slides that are to be used during the presentation must be submitted to the Orders of the Day in either .pptx (preferred) or .pdf format prior to the submission deadline outlined in 5(g).
 - i. Presentation slides not submitted in accordance with 7.1.b may not be used.
 - c. Presentation slides will be posted to the Students' Council Presentations page at the same time as the Order Papers and included in the agenda package.
2. With no opposition, the presentation may proceed. In the case of opposition, the opposer may state their opposition before proceeding to a vote to receive the presentation. The presentation may proceed with a majority vote in favour.
3. Presentations will be limited to four (4) per Council meeting.
 - a. Presentations will be received in the order they were submitted.
4. Presentations shall not exceed twenty (20) minutes in duration, including the presentation and subsequent questions or discussion.

- a. After **twenty (20) minutes**, a presentation may be extended for ten (10) minutes **at a time** with a two-thirds (2/3) majority.
5. **Presentations relating to a motion** may not occur less than seven (7) days from the date of the presentation.

8. Nominations

1. A motion to nominate will be posted in the Committee Business section of the agenda;
 - a. Nominations require a list of current members, meeting schedule, and abstract for the committee's mandate, if available.
2. Nominees for Students' Council Standing Committees **and seats to which Council appoints** may submit a written nomination of no more than 250 words to be added to the Late Additions;
 - a. Nominees added to the Late Additions may self-nominate;
 - b. In the event that there is no contest for a nomination following submissions to the Late Additions, such seats shall be automatically filled unless a member follows the procedure as outlined in section **8.3**; and,
 - c. In the event that there is a contest for a position, the nominees shall be given one (1) minute speaking terms in order of their submission.
3. Nominations from the floor shall be considered privileged motions, with the following limitations;
 - a. They shall be non-debatable;
 - b. Nominations from the floor shall not self-nominate;
 - c. The Nominee shall be given one (1) minute to introduce their nomination; and
 - d. Shall require a simple majority to be considered as a nomination by the assembly.
4. Following Nominees introductions, before a selection takes place, members of Students' Council may ask one thirty (30) second question to candidates to be answered in order of nomination submission.
5. Nominations of all Students-at-Large shall follow the procedure as outlined in Bylaw 12.11.
6. Votes on contested nominations shall take place in a confidential manner.

9. Reports

1. Written Reports will be listed in the main agenda package under Information Items:
 - a. The Executive Committee will provide a written report at a minimum of **one (1)** meeting of Students' Council per month,
 - b. Chairs of Standing Committee's will provide a written report at the end of each trimester to Students' Council, as per Bylaw 100,
 - c. **The Speaker of Student's Council will provide a written report at the end of each trimester to Students' Council,**
 - i. **They may also provide additional written reports as needed.**

- d. The Undergraduate Board of Governors Representative will provide, at minimum, a report following each Board and Board committee meetings,
 - e. Additional written reports may be submitted at any time.
2. Oral Reports will not exceed two (2) minutes and **can** be provided at every Students' Council meeting, as per the Order Papers. They will be provided, **on a voluntary opt-in basis**, by:
 - a. Members of the Executive Committee or designate(s),
 - b. All standing Committee (including the Executive Committee) or designate(s),
 - c. By any Councillor on a Dedicated Fee Unit or designate(s),
 3. Any other member of Students' Council may make an oral report, not to exceed two (2) minutes, or a written report on business or information related to Students' Council.

10. Open Forum/Question Period

1. Open Forum provides an opportunity for registered guests of Council to ask questions or make comments to members of Students' Council.
2. Question Period provides an opportunity for members of Students' Council to ask questions or make comments to other members.
3. A 'participant' refers to a guest during open forum, or a member of Council during Question Period.
4. Open Forum and Question Period shall be fifteen (15) minutes in duration each.
5. Open Forum or Question Period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.
6. Written questions or comments may be submitted for inclusion with the Orders of the Day.
 - a. Written questions should be directed to a member of council for response.
 - b. Written questions shall only be submitted to the Order Papers.
 - c. Written questions may be responded to in writing or orally.
 - d. Written responses shall be submitted to the Late Additions.
 - e. Written questions will have priority over questions posed orally.
 - f. There is no limit to the number of written questions submitted.
 - g. Participants may be allowed one (1) follow-up question germane to the response given to a written question without exhausting a speaking turn, with the question and answer subject to the time limits in 6(c) and 6(d).
7. Participants shall have three (3) speaking turns for oral questions or comments during Open Forum or Question Period.
 - a. Upon being recognized by the speaker, the participant will indicate whether they wish to make a comment or ask a question.
 - b. Should the participant be asking a question, the participant shall indicate who their question is directed to.
 - c. The time to make a comment shall be limited to two (2) minutes.
 - d. The time to ask a question shall be limited to thirty (30) seconds.
 - e. The time to answer a question shall be limited to two (2) minutes.
8. The Speaker shall rule any comment or question out of order that they deem inappropriate.

11. Modified Rule of Debate

1. Members having obtained the floor to speak to a motion can speak no longer than four (4) minutes.
2. The Speaker may limit debate at any time on any Order of the Day.
3. A member of Students' Council may not move the previous question at the same time as they speak to the motion.
4. The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.
5. Subsidiary motions are not permitted to be applied to the main motion until the motion **has had the opportunity** to be spoken to at least two times, one in favour and one opposed.
6. Where a member rises on a Point of Order, citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.
7. **The member who has the floor may yield a portion of their speaking turn to another member for the purpose of permitting a question and response. Any time used by the other member counts against the time of the member who has the floor.**

12. Guests of Students' Council

1. Any person may become a Guest of Students' Council by **making themselves known to the Speaker at the beginning of each** meeting of Students' Council.
2. The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends their speaking privileges to a guest.

13. Voting

1. **The following procedures shall be used to conduct voting:**
 - a. **In the case of main motions during Unfinished Business, Board and Committee Business, and General Orders, an electronic balloting system shall be used;**
 - b. **In the case of motions where 3 or more options are possible, a method of balloting capable of this consideration shall be chosen by the Speaker;**
 - c. **In all other cases, voting shall take place in a manner in which votes for/against/abstain are recorded in the minutes;**
 - d. **Notwithstanding the above, Council may, by a simple majority vote, determine to use electronic voting for any motion.**
2. **Voting using electronic balloting shall abide by the following standards:**
 - a. **Voting shall remain open for 2 minutes, but may be extended at the discretion of the Speaker;**
 - b. **The Speaker may, at their discretion, accept votes submitted through other mediums by members experiencing technical difficulties;**

- c. The votes of individual members shall not be disclosed unless by means of a properly requested roll call vote;
3. Roll call voting shall be ordered at the request of any voting member until the close of voting.
 - a. The order for roll call voting shall bring the current method of voting to a close and immediately begin roll call voting.
 - b. The results of roll call voting shall be recorded in the minutes.
 - c. Notwithstanding the above, the Speaker, on their own accord or at the request of a voting member, may rule a request for roll call voting out of order if the matter being voted on is of a potentially sensitive nature.

14. Recess & Adjournment

1. Students' Council will recess for fifteen (15) minutes at approximately 7:30 p.m.
 - a. Any business in progress must be concluded prior to the recess being called.
 - b. Attendance must be taken prior to the recess.
 - c. The recess shall begin after attendance has been taken.
2. Students' Council shall adjourn at approximately 9:00 p.m.
 - a. Any business in progress must be concluded prior to adjournment being called.
 - b. Final attendance must be taken prior to adjournment being called.
 - c. Any business left unresolved due to 18(2) shall be automatically added to Unfinished Business at the next scheduled meeting.

15. Attendance Requirements

1. The Speaker will take attendance orally two or three times each meeting:
 - a. Once immediately after the meeting being called to order,
 - b. Once prior to the recess if necessary, and
 - c. Once immediately prior to adjournment.
2. Attendance will be recorded on the Students' Council Attendance Spreadsheet in the following manner:
 - a. The number denoting the amount of roll calls present (0, 1, 2, 3),
 - b. A suffix of (P) denoting present by proxy or councillor-designate and (T) denoting present by teleconference either via the Students' Council livestream, Skype, telephone, etc.
 - c. Members of Council or their proxy are required to indicate in the affirmative if they are in attendance, either in person or on the livestream, to be recorded as present.
 - i. The Speaker will call the member's name only once with a short pause before moving on and
 - ii. At the Speaker's discretion, they may accept an attendance in extenuating circumstances that violate 2.c.i.

3. Members of Students' Council may attend Council meetings via audio/video conference services upon providing the Speaker with appropriate notification. Members attending via audio/video conference services may continue doing so during in-camera sessions.
4. Formal attendance regulations and penalties for Students' Council and its Standing Committees are outlined in Bylaw 100.

16. Quorum

1. Quorum shall be checked each time a motion is voted upon.
2. Should Students' Council lose quorum, the remaining members may choose to adjourn or continue the meeting.
 - a. In the event of a decision to continue a meeting without quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

17. Discipline

3. The Speaker may discipline a member of Students' Council for breaches of Standing Orders.
4. The Speaker may rule any action out of order if it violates the Student Governance Code of Conduct.
5. Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.
6. Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

18. Proxies

1. To appoint a Proxy, a Councillor must provide a notice to that effect, including:
 - a. The name and faculty of the Councillor appointing the proxy,
 - b. The full name, legal or preferred, of the proxy being appointed, and
 - c. The date of the meeting in which the proxy shall be appointed.
2. Any notice to appoint a proxy must be in writing at least twenty-four (24) hours in advance to the Speaker. Extenuating circumstances may be accommodated at the discretion of the Speaker.

19. Records of Students' Council

1. When feasible, an audio record of Students' Council proceedings will be recorded.
2. The audio record is considered approved as recorded.

3. Anyone wishing to record or stream video, with the exception of the official Students' Council Livestream, at a meeting of Students' Council must either provide written notice to the Speaker by noon on the business day prior to the meeting date or have the sponsorship of a voting member of Students Council prior to the commencement of the meeting.
4. The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.
5. When an audio record is not possible, minutes of Students' Council proceedings will be recorded.
6. The minutes are considered approved as transcribed.
7. Members may Clarify Comments in Minutes: Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes.
8. Record of Votes and Proceedings - A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:
 - a. All motions moved except joke motions,
 - b. All written questions and answers provided during Open Forum and Question Period,
 - c. Any comments provided during Open Forum,
 - d. Any event having legal consequences extending beyond the adjournment of that meeting,
 - e. A record of all regulations and decisions approved by Students' council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' council, and
 - f. A record of attendance.

20. Live Streaming

1. Where possible, meetings of Students' Council shall be live streamed through **an appropriate teleconferencing platform.**
2. The only official Students' Council Live Stream shall be organized and set up by the Speaker of Students' Council.
3. **Online attendees may ask questions via live stream as they would in person during Open Forum or Question Period accordingly.**

21. Miscellaneous

1. A motion that the Speaker vacate the chair:
 - a. is always in order,
 - b. takes precedence over any other motion,
 - c. is not debatable **or amendable, and**
 - d. **shall include a finite time period at which the Speaker shall regain the chair.**
2. Meetings of Students' Council are open to the public, unless Students' Council moves in camera.

3. Only official Students' Council documents may be distributed to members within the chamber.
4. A summer retreat for Students' Council members will be held before July 31st of each year.
5. A fall retreat for Students' Council members will be held before October 31 of each year.
6. The Council Administration Committee, with the assistance of Discover Governance, shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.
7. If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students' Union.
8. At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

Appendix 1: Oath of Office

I am not here for me.

I am here for the people that lent me their power in exchange for a promise.

I will keep that promise to make decisions with their interest in mind.

I will vote after knowing the facts, not before.

I will use Robert's Rules for their purpose, not my own.

I will oppose ideas, not people.

I will think before I speak, not speak just to think.

I will take the job seriously or not take the job at all.

I will represent my fellow students' interests, not my own.

I am not here for me.

Appendix 2: Acknowledgement of Traditional Territory

1. The University of Alberta and the University of Alberta Students' Union occupy Indigenous land in amiskwacîswâskahikan (Beaver Hills House), on Treaty 6 territory. From time immemorial, the banks along the river valley have been known as the Pehonan, a meeting place for the nêhiyawak (Cree), the Niitsítapi (Blackfoot), Métis, Dënesųliné (Dene), Ojibway/Saulteaux/Anishinaabe, Haudenosaunee and others. The University, the Students' Union and much of the city are located on the unlawfully stolen land of the forcibly removed Papaschase Cree.

We acknowledge that sharing this land gives each of us the responsibility to research the historic contexts of Treaty 6, to reflect on our personal relationships to the land, the Nations we've named, and to our roles in upholding justice on this territory. Since they began, the Students' Union and the University have benefited from historic and ongoing dispossession of land and resources from Indigenous Peoples. As a result, it is our responsibility to seek the restitution of this land and its resources. Finally, we seek to do better by working to make

our learning, research, and governance align with the histories, languages, teachings, and cultures of First Nations, Métis, and Inuit Peoples in the land presently occupied by the Canadian state.

We encourage critical reflection by asking the following question. In relation to the territory on which you are situated, what role do you play in strengthening the resistance and resurgence of Indigenous students within your communities?

2. The Acknowledgement of Traditional Territory will be included in writing at the beginning of every agenda package, including the agendas of all Standing Committees of Students' Council.



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter

Marc Dumouchel

Email Address

marc.dumouchel@su.ualberta.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

Yes

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

Report on Discussion with Auditors

Description of the Information Item

As requested by Council, management followed up with KPMG regarding the audit findings. Enclosed is a report summarizing those discussions.

Attachments



Audit Findings Summary.pdf

Presentations

Written Questions

Audit Findings: Summary of Follow-up Discussions with KPMG

*Summary prepared by Marc Dumouchel, General Manager
12 April 2023*

General Approach in Reviewing the Audit Findings

For each recommendation of the auditors, management either:

- a. Made the adjustment recommended;
- b. Discussed with the auditors the rationale for our practice;
- c. (Mostly for the most complex issues) discussed with our auditors how to improve our compliance with their recommendations within our particular operating environment; or
- d. Discussed our plans for adjusting policy over the coming year to address KPMG's comments.

For the meeting with the Auditors, the VP Operations and Finance, the General Manager, the Director of Finance, and the chair of Audit Committee were in attendance.

The following notes outline three elements for each finding: the **original auditor comment**, the **response** we initially made to KPMG, and a **summary of the discussion** we had with KPMG following our response.

SIEF Bank Account

Auditor Observation and Recommendation

In 2020, we noted that the SU maintains a bank account that was to be used for the purposes of SIEF, but the account is in the name of the SU.

In the 2021, we recommended a change to the SIEF financial statements to reflect the cash balance as cash held in trust by the SU. In the current year, we noted that the cash balance was not used.

We recommend that management use the cash held in trust to pay the net amounts due to / from the SU and assess whether to move more cash to investments or leave as cash in the bank to continue to make payments on the amounts due to / from the SU.

Further, we recommend the SU formally rename the bank account to be in SIEF's name.

Management Response

Management improved diligence regarding recording the transferring of funds over prior to year-end, and are in agreement about clarifying what is in trust on the SIEF statements.

A large basis for the amount owed to SIEF or, often, the amount SIEF owes towards the Students' Union, has to do with change in fair value of the SIEF's investments. One year it could be a large increase in unrealized value, and thus technically the Students' Union would owe SIEF. The next year after, those same investments could drop in overall value, and those same funds would be owed back to the Students' Union. It has been an administrative convenience and cost saving to manage SIEF funds within SU accounts.

Renaming the bank account would require a separate bank account to be created, causing more administrative work and fees to be incurred. It also opens up questions of whether SIEF should have its own set of cheques and accounting system to maintain, further taxing the administrative set-up we currently have for no significant improvement in performance.

We believe the current administrative arrangement works, but will bring the issue forward to the SIEF Board for discussion. Management does see the utility of a written agreement outlining how SIEF accounts will be

managed - including shifts in fair value of investments held on behalf of SIEF - within the Students' Union, and will discuss this with the SIEF Board.

Discussion with Auditors

The auditors agreed that our strategy moving forward was reasonable. They did not take a firm stance on creating a separate bank account, but did acknowledge that our rationale was understandable.

Renting Spaces bank account

Observation and Recommendation

We noted the Renting Spaces bank account is owned by 977709 Alberta Ltd. O/A Renting Spaces. The SU does not own the numbered company, just the assets as it pertains to Renting Spaces (the website and intellectual property), which were sold and transferred to the SU effective May 1, 2017.

We recommend that the SU close out the bank account and formally transfer the cash to the SU's bank account. It is our understanding that management plans to close the bank account in 2023.

Management Response

The bank account has now been formally closed as originally scheduled.

Discussion with Auditors

Auditors consider the matter resolved.

Outstanding cheques and deposits

Observation and Recommendation

During our audit, we noted multiple stale-dated cheques (older than 3 months) totalling \$161,084 at year end.

We recommend that management regularly review the bank reconciliation and outstanding transactions reports for stale-dated cheques and deposits and ensure they are cleared on a timely basis.

Management Response

Management does typically review the cheques and deposits every year in April, but ended up being busier than usual and didn't have time to review them prior to the audit cycle.

Most of the large value stale-dated cheques belonged to Student Associations that either still haven't endorsed the cheques, or are held upon approval of release from the Audit Committee.

Review and removal of these stale-dated cheques will be done in April 2023.

Discussion with Auditors

Auditors recommended ensuring that outstanding balances are reported annually. Management also noted its hope that upcoming governance and process changes would help ensure that Audit and Finance Committees would be better able to meet required timelines.

Investment policy and process updates

Observation and Recommendation

During our testing of the SU and SIEF's investments processes, we noted that an investment policy has never been formally adopted.

We recommend that an investment policy be created and formally adopted to accurately reflect the entity's processes and purposes for investing, and that management ensure the policies and processes are followed.

Management Response

An investment policy has been in place since prior to 2011. This policy was approved at the Vice-Presidential/Executive level, to the best of our understanding.

Approximately 5+ years ago, Student Council wanted to open it up and discuss changes to it, looking to put language into ensuring funds are invested ethically, but no determinate action was taken.

No recommended/official changes have been brought forth from Student Council since, and management believes the policy from 2011 remains in place.

Management has no objections to governance reviews or revisions to the investment policy, and agrees that the policy should be updated and modernized.

Discussion with Auditors

The auditors noted that modernizing investment policy to reflect best standards around ESG investing would be prudent, and that regular reviews of this policy are also recommended. Management concurs and will raise the issue in the next fiscal year with the Finance Committee.

Capital asset additions

Auditor Observation and Recommendation

During our testing, we noted progress draws on the Myer Horowitz Theatre Additions and Renovations project were recorded net of the holdbacks, however they should be recorded gross and there should be a holdback liability recorded. In addition, as part of our search for unrecorded liabilities, we noted the progress draw for April 2022 was not accrued at year end.

We recommend management review its processes to ensure all accruals are recorded at year end.

Management Response

Management acknowledges the April error, which arose because the April 2022 progress invoice came in much later than the year-end deadline, but before the audit cycle. It was corrected when the auditors flagged the issue.

The issue of holdback liability has also been addressed. Due to timing, this issue had not arisen on the last major project. It has been noted that, for any capital project accounting, holdback liabilities will be recorded at year end.

Discussion with Auditors

Management concurs with the Auditor comments and accepts responsibility for the error. Auditor recommendations were implemented.

Amortization of capital assets and deferred capital contributions

Auditor Observation and Recommendation

During our testing, we noted the capital assets purchased in the current year and prior year for the Myer Horowitz Theatre Additions and Renovations project are not in service yet and therefore should not be amortized. As such, amortization of capital assets and deferred capital contributions were overstated, and capital assets and deferred capital contributions were understated.

We recommend management review its processes with respect to capital assets under construction to determine when they are available for use and only begin amortizing them at that time.

Management Response

We have made changes as per KPMG's recommendations.

For context, management followed the same process as in our past two renovations (KPMG was the auditor), and in other renovations we had in the 80s and 90s (different auditing firm). However, the Theatre renovation has taken longer than anticipated due to scope added at the request of the University (the electrical vault civil construction) and due to delays related to unexpected asbestos and lead abatement. This delay was a factor in the error.

Discussion with Auditors

Management has made changes in accordance with auditor recommendations.

Capital assets sub-ledger

Auditor Observation and Recommendation

During our audit, KPMG noted that the SU does not maintain a fully updated sub-ledger of all its capital assets.

KPMG recommends management do an inventory of all capital assets, specifically furniture and office equipment and computer equipment, and remove all fully depreciated assets and any assets that no longer exist. Management should conclude on what is no longer in service and do a final write-off.

Management Response

We accept this recommendation, and we will be updating the capital asset sub-ledger by the end of 2023.

Discussion with Auditors

There was some discussion about the form that updating the sub-ledger would take. Specifically, all fully-depreciated assets will be removed from the ledger regardless of whether they are still in service or not.

Accrued interest on outstanding loans from the University of Alberta

Auditor Observation and Recommendation

During our audit, we noted interest that was originally accrued on the UofA loans were never subsequently adjusted (reversed and accrued at the correct amount year over year). Instead, interest expense was tracked by the actual amount paid year over year.

Additionally, no interest was accrued on the Horowitz loan as at April 30, 2022.

We recommend management review its processes to ensure accrued interest is calculated and appropriately accrued at year end.

Management Response

The year-over-year interest amount difference on prior loans was deemed insignificant overall by management. However, we will investigate whether further adjustments are necessary, in consultation with KPMG.

The accrued interest for the Horowitz loan was an oversight by Management and has since been corrected.

Discussion with Auditors

Auditors agreed that if the amounts are insignificant, we agree not worth the journal entry.

CEWS and CRHP

Auditor Observation and Recommendation

In 2021, we noted differences as it related to eligible declines in revenue, however we concluded these uncertainties were appropriately disclosed in Note 11 to the consolidated financial statements. Amounts received or receivable under CEWS are subject to external verification and any adjustments will be reflected in the year in which the adjustment is made.

In the current year, we noted that management did not appropriately accrue its entitlement under the CRHP estimated at \$107,989 at year end.

We recommend management review its processes to ensure that appropriate accruals for all government subsidy programs are recorded and that any uncertainties over eligibility and collection are assessed.

Management Response

This was a timing issue.

CRHP was applied for in May 2022 (~\$70k) during the preparation of the financial statements. Management did not hear from CRA, did not receive regular payments like we received for CEWS, and assumed we were not approved for it.

In mid-September when the financial statements were just about to be finalized, we finally heard from CRA that the reports have been approved, and that we could file for some additional periods, to receive ~\$108k in total (up to April 2022)

Discussion with Auditors

The Auditors thanked management for the additional information, and noted that this was a reasonable explanation for the initial omission.

Grants from the University of Alberta

Auditor Observation and Recommendation

During our audit, we noted the SU did not follow the terms of the grant agreement with the University of Alberta, specifically their annual report was not submitted by the April 30th deadline as set out in the agreement.

Further, the grant agreement expired in the prior year, which would require an extension in the current year, however no formal extension has been signed.

We recommend management obtain a formal extension and regularly review the terms of the agreement to ensure the SU does not breach the contract.

Management Response

The Annual Report was not completed as we began negotiations for a new agreement, which would impact the form of that report. The University agreed to this.

Management is currently in the process of establishing a new agreement with the University of Alberta. This process has taken longer than expected, first to resolve insurance issues, and more recently to determine the amount of the grant (the University wanted to establish the grant at the prior baseline values, while the Students' Union has sought an increase). This discussion is nearing resolution and we are expecting the grant

agreement will be renewed after another round of review. The delay has proven very beneficial to securing University agreement to increase and index the grant.

Discussion with Auditors

Management noted to the auditors that conclusion of a revised agreement is expected in the next fiscal year, and that the University has committed to maintaining payment of the grant in the interim.

Goods and Services Tax (GST) receivable

Auditor Observation and Recommendation

During our audit, we noted credits (amounts owed to the SU) from CRA have been held because of unfiled corporate returns that have not been addressed by management.

We recommend management address the incomplete filings since the balance is getting larger and is expected to grow as renovations on the Myer Horowitz Theatre continue.

Management Response

With every major renovation project, we do accrue a large amount of GST credits. These credits are eventually used up after the renovations are done.

The issue of unfiled corporate returns stems from nearly 20 years ago or more. We are unsure about why they were not being filed; we believe that at the time, the auditors (not KPMG) did not think it was required, but are unsure.

Approximately 10 years ago, we were told by CRA that the credits were ours and approved but they would not be able to issue us a cheque for it as we had unfiled returns from previous years.

When we learned of this, management was unable to make the corrections, as we did not have confidence in the completeness of our documentation from the period in question (for a variety of reasons, including standard record removal after a period of time and a major change to accounting systems during the two-decade period). The credits on file are eventually going to be used on future GST owed by the SU to the CRA, in any case, so there should be no real effect on the Students' Union except that the (unrealized) credit is not part of the financial statements. (This is how it has worked out with previous projects).

With KPMG's assistance, we have been filing the corporate returns for more than 10 years straight, and we hope to now be back in compliance.

Management has been holding off inquiring with CRA to update the status on our account, due to the inevitable GST audit we would face due to claims made for this renovation. The GST audit was just passed a couple of weeks ago, and thus Management will inquire with CRA about receiving a cheque for the GST credits (timing to be dependent on MHT project completion).

Discussion with Auditors

The Auditors noted that with a notice on the CRA account, it is possible that funds would be withheld, despite this not having occurred as yet. It was also noted that holding GST refunds has a 10 year limitation. KPMG also noted that if we continue to have issues with the CRA resolving our account status, they may be able to help us in those discussions with the CRA.

Charitable Distributions

Auditor Observation and Recommendation

We noted that SIEF was not in compliance with the charitable distribution quota and has fallen short by 0.29%, 0.30%, 0.36% and 0.31% in 2018, 2019, 2021 and 2022 respectively. The consequences of having such a shortfall could lead to the revocation of the charity's registration. CRA permits that if an excess of the quota is incurred in a year, this could be carried back to the prior year to cover its shortfall.

We recommend that on an annual basis, when preparing the budget, attention is put towards how much charitable distributions are necessary to meet the quota.

Management Response

Management is working on a process to allocate more funds from SIEF to the benefit of the student population, subject to approval from the SIEF board, and expects to resolve this issue in the next fiscal year.

Discussion with Auditors

Management noted that it is exploring creating a needs-based bursary for SU volunteers funded by the gap between the charitable distribution quota and actual expenses for SIEF. KPMG noted that, given changes to regulations and comments from the SU that it believed it was in compliance, that it would be prudent for KPMG to double-check how the quota is calculated.

Evidence of journal entry review

Auditor Observation and Recommendation

During our audit, we noted no evidence of review or approval of journal entries, except for reconciling entries.

We recommend management retain records of their review of all manual journal entries.

Management Response

Management is not sure what the concern is here.

All journal entries are signed off by the party reviewing their co-worker's journal entry.

Relevant edit lists for JEs were attached, with backups (except for reconciling entries, but that is because the information is all in the accounting server/trial balance report, which is problematic to print off).

Discussion with Auditors

This appeared to be a misunderstanding of internal controls on KPMG's part, and a misunderstanding of KPMG's needs on management's part. Management committed to ensure that KPMG gets the support in our accounting system that shows evidence that journal entries are reviewed. Processes for manually-posted journal entries will be reviewed with KPMG in the next audit cycle.

Internal reporting

Auditor Observation and Recommendation

During our audit, we noted the SU's internal reporting and budgeting does not match its external reporting. We recommend management align its internal reporting and budgeting with its external reporting.

Management Response - rework this

Management is currently working on merging the budgeting, variance, and financial statement reports so they are better aligned for users. We do require more clarification on the internal versus external reporting concern. If it is related to the form of the budget approved by Council vs. the financial statements, we will be addressing that in the coming months; however, the format for Council is determined by governing documents, which will need to be revised.

Discussion with Auditors

Auditors noted a significant difference between how the budget and the financial statements are presented. Management concurred and wanted to bring them closer together, but also noted that it would not be a perfect match - the budget reformat would be structured to help Council make better decisions and have better insight as its key priority, with congruence with financial statements a secondary issue. Management noted that the statements include elements that cannot be accurately represented in advance (i.e., during the budget process).

Management noted that, since the format of budget is set in our standing orders, the current plan is to supplement the legislated budget format in advance of updating it.

Reserve balances**Auditor Observation and Recommendation**

We noted internal reserves are approved by management. Internal reserves and all interfund transfers should be approved by the Students' Council.

We recommended the Students' Council approve all net asset transfers, either at the time of the transfer, or when the audited financial statements are approved, explicitly stating that the Council approves the fund balances and interfund transfers for the year.

Management Response

Management sought more clarification from the auditors. Does this issue relate to the "zeroing-out" of the Friends of the Myer Horowitz Theatre Reserve, and the Sponsorship Reserve, which were reserves established by management as a tracking tool, or does it refer to other reserves?

Management proposes evaluating the uses of its various reserve funds and propose an appropriate management protocol for each 'type'. Some reserves are purely managerial tools, and always have been. Some reserves are tied to agreements with other entities, and some are tied to referendums. Management agrees that improving clarity on this, and the associated management protocols, is prudent. We do not agree that Council must approve all interfund transfers at the time of transfer, and work under the assumption that approval of the financial statements is a de facto approval of fund management.

For referenda-based fees, management and governance have always exercised clear due diligence on reserve management, most recently indicated by the explicit Council approval of the Horowitz renovation funding strategy.

Discussion with Auditors

Auditors agreed that formalizing reserve categories and policies would be a good exercise. When including reserve management policy in a future Operating Policy, it would be helpful to make a distinction between internally managed reserves and funds held in trust on behalf of others.

Generally, it was felt that for reserves held in trust - referendum-based reserves, primarily - approval on changes beyond a certain materiality should require prior approval by Finance Committee and Council. For purely-internal reserves, there could be much more flexibility in management. These categories require

discussion and refinement, which management has indicated it intends to pursue in the 2023-24 fiscal year. (For example: How should the Health and Dental Plan be managed? Who decides whether that reserve is to be tapped in a particular year, and for what purpose?)

SIEF, as a separate entity, is managed by the board of SIEF.

From a best-practices perspective, the auditors recommended identifying inter-fund transfers and, when approving financial statements, including in the motion a statement approving those transfers.



Friday, March 31, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 4, 2023

[Meeting Schedule](#)

Submitter Abner Monteiro

Email Address president@uasu.ca

Type of Item Submission Discussion

Is this a Consent Agenda item? No

Approval/Discussion Items

Motion

MONTEIRO/FLAMAN MOVE TO, on behalf of the Bylaw Committee, discuss Article I: Governance.

Mover Abner Monteiro

Second Levi Flaman

Presenter (If Not the Mover) Abner Monteiro

Does this item require a closed session discussion? No

Office/Committee Responsible Bylaw Committee

Purpose

Discuss with the Students' Council changes passed in the first reading of Article I: Governance before this document package comes to the Students' Council for final approval on April 18, 2023.

Executive Summary

Article I: Governance is a whole suite of changes to our current bylaw structure for governance. Bylaw has been working over the past months to work toward better organizing our legislation to be more coherent, understandable, and less redundant. We are bringing this item to the Students' Council for early review before final approval because the document package is fairly large and we want everyone to have more time to review it.

Relevant Bylaws/Policies/Standing Orders

Bylaw 100 - Students' Council
Bylaw 100 Schedule A
Bylaw 100 Schedule B
Bylaw 100 Schedule C

Bylaw 1100 - Executive Committee
Bylaw 1500 - Judiciary
Bylaw 8100 - Student Representative Associations
Students' Council Standing Orders
All Standing Committee Standing Orders

Engagement and Routing

Bylaw Committee
Executive Committee
Department of Research and Advocacy

Approval Routing

Bylaw Committee
Executive Committee

Strategic Alignment

EMPOWER OUR STUDENTS
Improve access to Students' Union spaces, resources, and expertise.

SERVING ALL STUDENTS
Remove barriers to community involvement and participation in
Students' Union programming.

[Strategic Plan](#)

Attachments



Article I_ Governance - Link.pdf

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions

An initial draft of Bylaw Article I: Governance can be found using the link below:

<https://docs.google.com/document/d/1Ltt8UsDSetztDxs24czLFLY78FrX5NE4mkgDJO0mVY0/edit?usp=sharing>



UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Abner Monteiro

Email Address president@uasu.ca

Type of Item Submission

Is this a Consent Agenda item?

Approval/Discussion Items

Motion

MONTEIRO/FLAMAN MOVE TO approve the second reading of Bill 5: Governance Reform.

Mover Monteiro

Second Flaman

Presenter (If Not the Mover) Monteiro

Does this item require a closed session discussion?

Office/Committee Responsible Bylaw Committee

Purpose

Approve the second reading of Bill 5: Governance Reform, keeping in line with appropriately interpreting the principles passed by Students' Council in the first reading of Bill 5.

Executive Summary

Article I: Governance is a whole suite of changes to our current bylaw structure for governance reform. Bylaw has been working over the past months to work toward better organizing our legislation to be more coherent, understandable, and less redundant. This new change is in line with the changes approved by Council for Article III: Elections, which included a new structure with bylaws and regulations. We are bringing this item to the Students' Council for final approval.

Relevant Bylaws/Policies/Standing Orders

- Bylaw 100 - Students' Council
- Bylaw 100 Schedule A
- Bylaw 100 Schedule B
- Bylaw 100 Schedule C

Bylaw 1100 - Executive Committee
Bylaw 1500 - Judiciary
Bylaw 8100 - Student Representative Associations

Engagement and Routing

Bylaw Committee
Department of Research and Advocacy
Executive Committee
Students' Council

Approval Routing

Bylaw Committee

Strategic Alignment

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[Strategic Plan](#)

Attachments



Bill 5 Second Reading - Articl... .pdf

Calls for Nominations

[Council Committttees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions

Is there anything else that you would like to include?

Thanks, Courtney! :)

Bylaw Committee

Article I: Governance

Bill 5: Governance Reform

Second Reading

Overview

UASU Article I (Governance) contains the Bylaws and Regulations that govern the Students' Council, Student Judiciary, and Student Representative Associations of the University of Alberta Students' Union. Article I contains the following Bylaws and Regulations:

- 1. Bylaw 100: Governance**
 - a. Regulation 100.01 - Legislative Process
 - b. Regulation 100.02 - Student Governance Code of Conduct
 - c. Regulation 100.07 - Students' Council Acknowledgement of Traditional Territory
 - d. Regulation 100.08 - Definitions
- 2. Bylaw 110: Students Council**
 - a. Regulation 110.01 - Students' Council Seat Distribution
 - b. Regulation 110.05 - Executive and Board of Governor Replenishment
 - c. Regulation 110.07 - Oath of Office
 - d. Regulation 110.09 - Speaker Selection
 - e. Regulation 110.12 - Attendance
 - f. Regulation 110.13 - Council Scholarship
 - g. Regulation 110.14 - Council Mentorship Program
 - h. Regulation 110.15 - Students' Council Social Media
 - i. Regulation 110.16 - KAIROS Blanket Exercise
- 3. Bylaw 120: Committees of Students' Council**
 - a. Regulation 120.02 - Standing Committee Student-at-Large Replenishment
 - b. Regulation 120.05 - Standing Committee Chair Selection
- 4. Bylaw 130: Executive Committee**
- 5. Bylaw 140: Student Judiciary**
- 6. Bylaw 150: Student Representative Associations**
 - a. Regulation 150.02 - Deviation from Political Policy
 - b. Regulation 150.03 - Council of Faculty Associations Senior Board Terms of Reference
 - c. Regulation 150.04 - Council of Residence Associations Terms of Reference
 - d. Regulation 150.07 - Student Representative Association List
 - e. Regulation 150.08 - Student Representative Association Probation

Bylaw 100: Governance

01. Legislation

1. **Students' Union Legislation:**
 - a. Shall be enacted, amended or repealed following the legislative process outlined in **Regulation 100.01 - Legislative Process;** and
 - b. Has different levels of authority and follows the following hierarchy:
 - i. Articles
 - ii. Bylaws
 - iii. Regulation
 - iv. Standing Orders
 - v. Political Policies
 - vi. Budgets
 - vii. General Orders
2. **Students' Union Articles:**
 - a. Shall be a means to group Students' Union Bylaws and Regulations based on common themes important to the Students' Union; and
 - b. Shall include a high-level statement regarding the underlying principles behind the Bylaws and Regulations in the Articles.
 - c. Shall be adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart.
3. **Students' Union Bylaws:**
 - a. Shall be directives requiring and/or prohibiting action from the Students' Union; and
 - b. Shall be adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart.
4. **Students' Union Regulations:**
 - a. Shall be directives requiring and/or prohibiting action from the Students' Union;
 - b. Shall be adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart; and
 - c. Shall be suspended on one (1) simple majority vote or reading of Students' Council under extenuating circumstances.
5. **Students' Union Political Policies:**
 - a. Shall direct the Executive Committee regarding Students' Union advocacy efforts;
 - b. Shall prohibit members of Students' Council and Student Representative Associations from representing any opinion divergent from Students' Union Political Policy as the opinion of the Students' Union;
 - c. **Shall have a process for Student Representative Associations to deviate from them;**
 - d. Shall be adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart; and
 - e. Shall expire every **five (5)** years, but may be renewed by a simple majority vote of Students' Council.
6. **Students Union Budgets:**
 - a. Shall be adopted by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and

- b. Shall be recommended by Finance Committee for first and second reading before being approved by Students' Council.
 - c. Shall be created annually. Should a budget not be created per annum, the preceding year's budget shall be applied.
7. Standing Orders of Students' Council:
- a. Shall be ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
 - b. Shall be adopted, amended, or rescinded on a simple majority vote of Students' Council; and
 - c. Shall not expire, but shall be reintroduced **for ratification** by the Speaker of Students' Council at the first meeting of each year's Students' Council.
8. **General Orders of Students' Council:**
- a. **Shall be any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and**
 - b. **Shall expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.**

02. Student Representative Conduct

- 1. All elected Students' Union representatives shall be required to abide by the student Governance Code of Conduct, as outlined in **Regulation 100.02 - Student Governance Code of Conduct.**

03. Conflict of Interest

- 1. No person shall use a Students' Union position they hold to further personal **and/or** business interests for themselves or a Direct Associate.
- 2. No person may hold a Students' Union position who:
 - a. is a party to any contract or agreement with the Students' Union, **except** contracts or agreements directly relating to that person's employment by the Students' Union; or
 - b. has any interest in a contract or agreement with the Students' Union, except contracts or agreements directly relating to that person's employment by the Students' Union.
- 3. The preceding section does not apply to any person by reason only:
 - a. Of the receipt of any properly-approved honorarium, commission, **grant, bursary**, or allowance from the Students' Union;
 - b. Of being a **member** of any registered student group with any contract or agreement with the Students' Union; or
 - c. Of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures **as outlined in Students' Union Operating Policy.**
- 4. No member of Students' Council shall vote on a motion relating to a student group or organization of which they are a member unless that organization is a Faculty Association.
 - a. Membership in an organization shall be defined as
 - i. Regular attendance, voting and/or speaking privileges at meetings; or
 - ii. Holding office within that organization.

5. If any **voting member of Students' Council** has a conflict of interest and votes on a motion in Students' Council or any one of its committees
 - a. they shall report that immediately to the **Speaker of Students' Council**.
 - b. if unreported, any member of Students' Council may send a petition to the DIE Board within four (4) months or before the conclusion of the session of Students' Council, whichever is longer. Petitions made are subject to **Bylaw 140**.
6. In extraordinary circumstances a member of Students' Council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council shall have the option to petition the DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.
8. Violation of this Bylaw's conflict of interest provisions constitutes Professional Misconduct under **Regulation 100.02 - Student Governance Code of Conduct**.

04. Nomination to University Bodies

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

05. No Force or Effect

1. Any decision **or legislation** of Students' Council or its committees that conflicts **with federal or provincial statutes, with Common Law, or a pre-existing legal agreement of the Students' Union is of no force or effect**.

06. Petition for Impeachment

1. Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.

2. A petition is required for impeachment proceedings to occur and requires the signatures of at least one-third of the voting members of Students' Council. **The necessary steps for a petition for impeachment are outlined in Bylaw 100.06.3-5.**
3. Preamble - The petition shall contain the following filled out as applicable to the circumstances:
 - a. This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current [insert position name] of the [insert year] Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:
 - i. The individual has committed a significant breach or **multiple lesser breaches** of Students' Union Bylaw or Political Policy.
 - ii. There are charges levied against the individual for violating the University of Alberta Code of Student Behaviour, provincial or federal law.
 - iii. The individual performs without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Additional Documentation: The submitted petition shall include a document agreed to by all signatories indicating why they, as representatives, feel that the Executive or Board of Governors Representative in question violates one or more of the principles of **Bylaw 100, Section 05.3.**
5. Addition to the Agenda
 - a. Once an impeachment petition is submitted and deemed by the Speaker to be valid, the following motion shall be added to the agenda of the next meeting of Students' Council and filled out accordingly:
 - i. [MOVER/SECONDER] MOVE THAT the current [insert position name] of the [insert year] Students' Union Executive be impeached from the position of [insert position name] and their post as an officer in the first reading.

07. Acknowledgement of Traditional Territory

1. The Acknowledgement of Traditional Territory shall be included in writing at the beginning of every agenda package, including the agendas of all Standing Committees of Students' Council.
2. The Acknowledgement of Traditional Territory shall be read as outlined in **Regulation 100.07 - Students' Council Acknowledgement of Traditional Territory.**

08. Definitions

1. All definitions throughout Students' Union Legislation Articles I - IV can be found in **Regulation 100.08 - Definitions.**

Bylaw 100: Governance

Regulation 100.01 - Legislative Process

01. Legislative Process for Bylaws

1. First Reading of Bylaws:
 - a. The motion is placed on the Order Paper;
 - b. The motion is presented in the following format:
 - i. The principle and/or objectives are listed, and
 - ii. Specific wording of legislation is not permitted;
 - c. Debate is limited to general principles and objectives; and
 - d. If approved, the motion is referred to the Bylaw Committee.
2. Committee Stage for Bylaws:
 - a. The Bylaw Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading.
 - b. The Bylaw Committee shall not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.
 - c. As part of its report, the Bylaw Committee may recommend that Students' Council reconsider the motion and **request that bill "be amended and resubmitted for First Reading,"** if there are principles relevant to the bill that were not considered on first reading that:
 - i. If omitted, would defeat or impair the purpose of the bill, and/or
 - ii. shall detrimentally impact the Students' Union.
3. Second Reading of Bylaws:
 - a. The motion shall be presented in the following format:
 - i. The entire bylaw(s) shall be presented (may be waived by the Speaker),
 - ii. Deletions to the existing bylaw(s) shall be shown by using a strikethrough font,
 - iii. Additions to the existing bylaw(s) shall be shown by using an underline font and red colouration, and
 - iv. A recommendation, if made by the Committee, to reconsider the motion that **"be amended and resubmitted for First Reading"** with the principles considered to make the reconsideration necessary;
 - b. Debate is confined to the technical merits of whether the Bylaw Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that **"be amended and resubmitted for First Reading,"** where debate shall be limited to the suggested principles put forward by the Bylaw Committee to support a return to first reading and the propriety of adopting such a motion.
 - c. **Typographical or grammatical errors shall also be considered.**
4. Coming Into Force: Unless otherwise specified, the new or revised bylaw shall take effect upon adjournment **of the meeting at which it was approved in Second Reading.**

02. Legislative Process for Regulations

1. Creation or Amendment of Regulations:
 - a. Creation and Amendment of Regulations shall be done via a single motion at one meeting of Students' Council.
 - b. The motion is placed on the Order Paper;
 - c. The motion is presented in the following format:
 - i. The principle and/or objectives of the new or amended regulation are listed, and
 - ii. The specific wording of the Regulation is provided. In the case of the Amendment of an existing Regulation, the Amendment shall be formatted such that deletions to the existing Regulation shall be shown by using a strikethrough font and additions to the existing Regulation shall be shown by using an underlined red font.
 - d. The new or amended Regulation shall take effect upon adjournment of the meeting in which it was approved.
2. Suspension of a Regulation
 - a. Any Regulation may be suspended temporarily by a motion of Students' Council.
 - b. Suspension of any regulation requires a two-thirds majority vote of Students' Council.
 - c. A motion to suspend a Regulation must:
 - i. Include a limitation to the suspension, either temporal or circumstantial;
 - ii. Provide the reason for the suspension of the Regulation; and
 - iii. Neither contradict the Bylaws of the Students' Union nor cause harm to the Students' Union.

03. Legislative Process for Political Policies

1. First Reading of Political Policy: The procedural requirements for passage of Political Policy on first reading are the same as those for the passage of Bylaw on first reading, except that the Political Policy shall then be referred to the Policy Committee.
2. Committee Stage for Political Policy
 - a. The Policy Committee selects and assigns a principal author to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
 - b. The Committee shall not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.
3. Second Reading of Political Policy
 - a. The motion shall be presented in the following format:
 - i. The entire Political Policy shall be shown,
 - ii. Deletions to existing Political Policy shall be indicated using a strike-through, and
 - iii. Additions to existing Political Policy shall be indicated using underlined red font.
 - b. Debate is confined to the technical merits of whether the Policy Committee properly interpreted the principles passed in first reading.
 - c. **Typographical or grammatical errors shall also be considered.**
4. Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

04. Legislative Process for Budget

1. The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Finance Committee no later than January 15.
2. The Finance Committee shall recommend a set of Budget Principles to Students' Council no later than February 15.
3. Students' Council shall approve a set of Budget Principles no later than March 15.
4. The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students' Council, to the Finance Committee no later than March 31.
5. The Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.
6. Second Reading of Budget in Council
 - a. Students' Council shall approve a final Operating and Capital Budget;
 - b. The Budget shall be presented in a three-part document consisting of:
 - i. The Budget Principles passed on first reading,
 - ii. An estimated numerical breakdown of the budget, and
 - iii. Additional written instruction providing further direction on how money within budget categories is to be spent.
 - c. Debate is confined to the technical merits of whether the Finance Committee properly interpreted the principles passed in first reading.
 - d. **Typographical or grammatical errors shall also be considered.**

05. Legislative Process for Standing Orders

1. Creation or Amendment of a Standing Order:
 - a. The proposed change to standing orders is added to the Council Administration Committee agenda.
 - b. The motion is presented in the following format:
 - i. The principle and/or objectives of the new or amended standing order is listed, and
 - ii. The specific wording of the standing order is provided. In the case of the Amendment of an existing standing order, the Amendment shall be formatted such that deletions to the existing Regulation shall be shown by using a strikethrough font and additions to the existing Regulation shall be shown by using an underlined red font.
 - c. The Council Administration Committee can choose whether or not to recommend the proposed change to Council.
 - d. Should the change be recommended, it is added to the next Order Paper of Council.
 - e. Upon passing by Council, the new/amended Standing Order takes effect immediately.
2. Suspension of Standing Orders
 - a. Any Councillor may at any point during a Council meeting make a motion to suspend standing orders.

- b. They shall explain to the speaker what they intend to accomplish through the suspension of standing orders.
- c. A simple majority of Council is required to suspend the relevant standing orders.

06. Legislative Process for Minor Amendments

1. Grammatical and typographical amendments shall be permitted by UASU Governance Staff to ensure ongoing coherence of legislation without legislative approval.
2. The UASU Governance Team, once identifying errors as outlined in Section 06.1, shall make the necessary corrections and get approval from Bylaw Committee.
3. A copy of the grammatical and typographical amendments shall be given to Students' Council as an information item.

Bylaw 100: Governance

Regulation 100.02 - Student Governance Code of Conduct

01. Overview

1. The Student Governance Code of Conduct (hereafter referred to as the “Code of Conduct”) is a regulatory document for all actions and proceedings related to student representatives of the University of Alberta Students’ Union (hereafter referred to as “the UASU”).
2. Student representative(s) shall refer to members of Students’ Council and Student Representative Associations and outline the roles and responsibilities of student representatives at different levels of governance.
3. This code of conduct exists to create, enforce and protect equitable practices and spaces in UASU governance.

02. Purpose

1. This Code of Conduct is meant to guide and enhance the performance of student representatives in a positive and productive way. It provides consistent answers to common questions about appropriate decision-making by student representatives.
2. The Code of Conduct outlines firm standards of behaviour as statements of principle where necessary. It establishes that student representatives are accountable to themselves, the Students’ Council, any constituency that elected them, any other officials representing their constituency, and the entire UASU membership.

03. Roles & Responsibilities of Student Representatives

1. Students’ Council
 - a. Advocate for the interests of your faculty and also the entire student body.
 - b. Attend bi-weekly council meetings and be prepared to contribute to the discussion.
 - c. Have Respectful Conduct in UASU governance spaces.
 - d. Consult regularly with your constituents, Faculty Association and other Student Representative Association(s) when necessary, on matters affecting them.
 - e. Stay informed of issues affecting your constituents.
 - f. Disclose any Conflict of Interest and Conflict of Duty to the Speaker of Students’ Council.
 - g. Uphold the Confidentiality of in-camera meetings.
 - h. Hold the UASU executives accountable to the student body.
 - i. Collaborate with councillors and executives to work towards the UASU Strategic Plan.
 - j. Work with Council to ensure a Students’ Council presence at student and University events.
 - k. Familiarize yourself with the committees of the Students’ Council and the work that they do.
 - l. Actively participate in the Students’ Council and on its standing committees.
 - m. Manage your council workload and ask for support when needed.
2. Student Representative Associations
 - a. Advocate for the interests of your constituents.

- b. Adhere to all UASU Bylaws and Political Policies.
- c. Hold the UASU executives and Students' Council accountable to the student body.
- d. Have Respectful Conduct in UASU governance spaces.
- e. Consult regularly with constituents on matters affecting them.
- f. Responsibly deliver programs and services to your constituents.
- g. Consult regularly with Student Representative Associations of overlapping constituencies on how to collaboratively advocate for issues affecting these students.
- h. Hold the Student Representative Association and their fellow elected representatives accountable for their actions.

04. Representing the University of Alberta Students' Union

1. Student representatives represent the UASU when carrying out roles and responsibilities, including:
 - a. Meeting formally or informally with University staff, faculty, or government officials;
 - b. Attending or officiating at any formal event or meeting of the UASU;
 - c. Attending any university committee or governing body, as either a visitor or member;
 - d. Attending any UASU committee that makes them privy to confidential information;
 - e. Making financial decisions within the purview of their official role;
 - f. Interacting with Active Members in a way required by their official role;
 - g. Communicating with the media in their role as a student representative;
 - h. Participating in student club events in their role as a student representative;
 - i. Attending a social or professional function or meeting by virtue of their position;
 - j. When their action or inaction may reasonably be perceived to bring UASU membership into disrepute;
 - k. When interacting with UASU members in a way that could reasonably be perceived as relevant to their official role; or
 - l. As determined case-by-case with a two-thirds majority vote of the Students' Council.

05. Conflict of Interest

1. A student representative has a Conflict of Interest (as defined in Bylaw 100, Section 03) when they are in a position to influence a UASU or University decision that may result in real or perceived private benefit to themselves or a Direct Associate.

06. Conflict of Duty

1. A student representative has a Conflict of Duty when their responsibilities conflict with duties to other organizations.
2. A member of Students' Council shall disclose any real or perceived Conflict of Duty to the Speaker or Chair of their Standing Committee and the other organization(s) in question in a prompt and forthcoming manner.
3. Should a Students' Council representative disclose a potential Conflict of Duty, Students' Council shall decide by a two-thirds majority vote whether the official has a Conflict of Duty sufficient to prevent participation in a discussion or decision.

- a. Representatives may, at their discretion, join and participate in organizations that help them fulfill their core roles and responsibilities.
 - b. Representatives do not automatically suffer from a Conflict of Duty by serving in General Faculties Council, student groups, or Student Representative Associations.
 - c. A real or perceived Conflict of Duty may constitute Professional Misconduct, particularly if it brings the UASU into disrepute.
4. In the interests of the welfare and reputation of UASU members, representatives should make every effort to serve all positions in or outside the UASU faithfully. Nevertheless, if a representative holds multiple representative positions, the responsibilities held as a Student Councillor take the highest priority.

07. Respectful Conduct

1. Student representatives shall maintain the highest standards of behaviour when they could reasonably be considered to represent the UASU. Within their roles and responsibilities, student representatives shall:
 - a. keep an appropriate standard of language regarding subject matter, profanity, and respect for all parties, and shall not engage in harmful gossip or slander;
 - b. represent the diverse needs of their constituents;
 - c. not unreasonably delay or impede official meetings and functions of the UASU or the University, such as by nuisance motions; and
 - d. be aware of and abide by all applicable UASU Bylaws and Political Policies.
2. Engaging in discrimination, harassment, or retaliation as defined in the University's Code of Student Behaviour constitutes Professional Misconduct under the Code of Conduct

08. Confidentiality

1. In keeping with the highest standards of integrity, student representatives shall respect the confidentiality of Students' Council or a Student Representative Association by:
 - a. Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or accidentally;
 - b. Respecting the privacy of in-camera meetings;
 - c. Protecting information that affects the well-being of the UASU members;
 - d. Refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
 - e. Safeguarding details of decisions, processes, investigations, or policy changes that have not yet been finalized or made public;
 - f. Not using confidential information in ways that may constitute Private Interest or Benefit; and
 - g. Properly disposing of confidential information.
2. Students' Council is the highest governing body of the Students' Union and acts in the best interests of the entire organization and the UASU membership. Therefore, if a student representative holds positions as a Student Councillor and an SRA Executive, **the confidentiality of Student Council business supersedes any requirements imposed by a Councillor's role with any other student organization, including SRAs.**

3. Complex questions of confidentiality, such as when personal safety or Conflict of Duty are involved, should be discussed with the Speaker of the Students' Council or the Chair of the Student Group Committee as appropriate.
4. A breach of confidentiality may constitute Professional Misconduct if it brings the UASU into disrepute or can be proven to be deliberate.

09. Compliance

1. General Principles
 - a. Student representatives charged under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - i. The right to be presumed innocent;
 - ii. The right to prepare a full and fair defence;
 - iii. The right to know the full details of the accusation;
 - iv. The right to know their accuser's identity if the complaint requires further action under section 09.2.1;
 - v. The right to a complete, proper, and fair investigation; and
 - vi. The right to a proportionate penalty.
 - b. Individuals who raise complaints under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - i. The right to know the outcome of their complaint and the reasons for that outcome;
 - ii. The right to have their complaint investigated impartially;
 - iii. The right to privacy except as required for the fairness of the process;
 - iv. The right to appeal decisions through mechanisms outlined in this Code of Conduct and UASU Bylaws; and
 - v. The right to be free from retaliation, e.g. through exaggerated or baseless complaints.
2. Complaint Process
 - a. Any student representative who wishes to bring forward a suspected violation of the Code of Conduct must follow the following process:
 - i. Fill out the UASU Complaint Procedure Form (Appendix I), and submit the form to the Speaker.
 - ii. Complaints against the Speaker shall be sent to the Chair of the Council Administration Committee, who shall follow the same procedures, acting in place of the Speaker in the process.
 - b. Upon receipt of the form, the Speaker shall evaluate whether the complaint requires further action. Any frivolous, vexatious, trivial, or vindictive accusations may require no further action at the discretion of the Speaker. Unprovable complaints do not constitute frivolous accusations.
 - c. The decision of the Speaker is appealable to Students' Council within ten (10) business days of the decision.
 - i. If a decision is appealed, the complainant **or respondent** shall respond to the Speaker via email requesting an appeal.

- ii. The Speaker shall then forward the complaint to the Council Administration Committee Chair to be added to the Students' Council agenda for review.
- d. The Speaker shall refer the Complaint to the Student Group Committee if it solely involves a Student Representative Association.
 - i. It is recommended that the Student Group Committee refer the situation to the SRA Specialist or SGS Staff member to conduct an Informal Resolution process (Section 10).
 - ii. If an Informal Resolution cannot be reached, the matter shall be referred back to the Student Group Committee to start a Formal Resolution (Section 11) or alternative solution.
- e. If the complaint requires further action, the Speaker shall notify all affected parties and initiate an Informal Resolution process (Section 10). This process shall be mediated by the Speaker or a delegated staff member.
- f. If an Informal Resolution cannot be reached that all parties agree to, then the Speaker shall deal with the matter in the following way:
 - i. If the transgressing party accused of violation is a Student Councillor, the Speaker shall refer the matter to Students' Council. After a discussion at Students' Council, Students' Council must determine a course of action that aligns with Section 11 (11.1).
 - ii. If the transgressing party accused of violation is a UASU Executive, the process shall align with Bylaw 100, Section 5.
 - iii. If the transgressing party accused of violation is a Student Representative Association member, the matter shall be referred to the Student Group Committee and the process shall align with Bylaw 5100, Sections 6 and 8 and Section 11 (11.2).

10. Timeline

1. All parties shall adhere to the following timeline:
2. The Speaker shall acknowledge receipt of a complaint within three (3) business days by responding to the complainant who submitted the UASU Complaint Procedure Form.
3. If the Speaker decides that a complaint requires further action, the Speaker shall notify all affected parties within two (2) weeks of receiving the complaint and coordinate a meeting for Informal Resolution (Section 10).
4. If all parties are in agreement, then the two (2) week timeline can be extended to meet the needs of all parties.
5. If further measures are required, the Speaker shall proceed to Formal Resolution (Section 12).

11. Informal Resolution

1. Restorative justice practice shall be the default method for resolving a violation under the code of conduct. This process shall focus on the following principles:
 - a. The people most affected by the violation should be able to participate in its resolution.
 - b. Repair harm caused by the violation and reduce future harm through preventative actions.

- c. The transgressing party must take responsibility for their actions and the harm they caused.
- d. We must remedy or set right the negative impact of the transgressing party and reintegrate all parties back within the community, if this is possible without causing further harm.
- e. A cooperative effort by the complainant, transgressor, and mediator is necessary.
- f. The UASU has a responsibility to maintain order and of student representatives to build peace.

12. Formal Resolution

1. Student representatives may be subject to the following processes for failing to respect this Code of Conduct and upholding the principles of restorative justice as outlined in the informal resolution process.
2. Students' Council
 - a. Students' Union Councillors who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
 - b. Temporary or permanent revocation of an individual's powers or privileges.
3. Student Representative Associations
 - a. Student Representative Associations and their respective members who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
 - i. A non-binding recommendation that the Student Representative Association reprimand the individual;
 - ii. Disassociation between the UASU and the individual;
 - iii. Probation under Bylaw 8100, Section 7; or
 - iv. Derecognition under Bylaw 8100, Section 7.
4. Without restricting Students' Council right to consider probation or derecognition under Bylaw 8100, in the context of the Code of Conduct Students' Council would consider probation or derecognition in serious circumstances that undermine the principles of the Code of Conduct, including but not limited to:
 - a. If multiple leaders of the Student Representative Association, separately or jointly, break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);
 - b. If individual leaders of the Student Representative Association repeatedly break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);
 - c. If, after receiving a formal recommendation under section 11.3.1 (1), the Student Representative Association neglects to consider the recommendation and to inform Students' Council of its decision.

13. Review and Appeals

- 1) As per Bylaw 140, all formal resolutions under the code of conduct may be appealed to the DIE Board.
- 2) Student representatives shall not conceal or interfere with any party's right to appeal to the DIE Board on any justiciable issue of the UASU.

- 3) Unless otherwise specified in UASU Bylaw, a student representative may not attempt to influence a UASU or University decision regarding the consequences of their action, including but not limited to:
 - a) When that action or inaction is material to an investigation under the UASU Complaint Procedure; or
 - b) When that action is material to a case before the DIE Board.
- 4) Student representatives shall cooperate fully with any UASU or University process which involves the consequences of their actions.
- 5) Any attempt to influence the process or decisions of the DIE Board constitutes Professional Misconduct under the Code of Conduct.

Bylaw 100: Governance

Regulation 100.07 - Students' Council Acknowledgement of Traditional Territory

The University of Alberta and the University of Alberta Students' Union occupy Indigenous land in Amiskwacīswāskahikan (Beaver Hills House), on Treaty 6 territory. From time immemorial, the banks along the river valley have been known as the Pehonan, a meeting place for the nēhiyawak (Cree), the Niitsítapi (Blackfoot), Métis, Dēnesułīnē (Dene), Ojibway/Saulteaux/Anishinaabe, Haudenosaunee and others. The University, the Students' Union and much of the city are located on the unlawfully stolen land of the forcibly removed Papaschase Cree.

We acknowledge that sharing this land gives each of us the responsibility to research the historic contexts of Treaty 6, to reflect on our personal relationships to the land, the Nations we've named, and to our roles in upholding justice on this territory. Since they began, the Students' Union and the University have benefited from historic and ongoing dispossession of land and resources from Indigenous Peoples. As a result, it is our responsibility to seek the restitution of this land and its resources. Finally, we seek to do better by working to make our learning, research, and governance align with the histories, languages, teachings, and cultures of First Nations, Métis, and Inuit Peoples in the land presently occupied by the Canadian state.

We encourage critical reflection by asking the following question. In relation to the territory on which you are situated, what role do you play in strengthening the resistance and resurgence of Indigenous students within your communities?

Bylaw 100: Governance

Regulation 100.08 - Definitions

"Academic Year" shall be from May 1st to the following April 31st;

"Banner" shall be any Campaign Material composed of paper, cloth, or similar material of a total area greater than four (4) square feet;

"Business Day(s)" shall be any and all hours occurring between 09:00 and 17:00 between Monday to Friday local Edmonton time;

"By-Election" shall refer to any election called by the Chief Returning Officer in addition to the Winter General, Winter Council or Fall Council Elections;

"CAC" shall be the Council Administration Committee;

"Campaign" shall be the period of time during which Campaign activities are permitted;

"Campaign Activity" shall be any act, planned or organized by or on behalf of any Candidate that is calculated to convince Members to vote in a given way;

"Campaign Expense" shall be any and all expenditures incurred in engaging in Campaign activities;

"Campaign Materials" shall be any physical or electronic media produced or distributed as part of Campaign activities;

"Campaign Period" shall refer to the length of time between the conclusion of the Pre-Campaign Period and the conclusion of voting;

"Candidate" shall be any Member whose nomination is accepted under this bylaw;

"Commencement Meeting" or "Candidates Meeting" shall refer to the initial mandatory meeting held to review elections rules or regulations and answer Candidate questions;

"Conclusionary Meeting" shall be the final mandatory meeting held to address last-minute issues and delegate campus cleanup assignments;

"Council" shall be either be Students' Council or General Faculties Council (GFC) as the context requires;

"Councillor" shall be a student representing a specific faculty and the student body as a whole, on Students' Council or General Faculties Council (GFC) as the context requires;

"Council Member" shall refer to all members of Students' Council;

"CRO" shall be the Chief Returning Officer of the Students' Union;

“DIE Board” shall be the Discipline, Interpretation, and Enforcement Board of the Students’ Union;

“Direct Associate” shall be a person or entity whose interests are closely connected with a Councillor's personal interests, including but not limited to: a partner or family member; a business partially or wholly owned by the Councillor; an employer or employee; or a business partner;

“DRO(s)” shall be the Deputy Returning Officer(s) of the Students’ Union;

“Election Period” shall refer to the length of time between the nomination deadline and the announcement of unofficial results;

“Elections Staff” or “Elections Office” shall refer to the CRO and DRO(s);

“Faculty” shall be any entity defined by the University of Alberta General Faculties Council as either a faculty or a school and in which Members are registered and shall include Open Studies;

“Fall Election” shall refer to all elections occurring in the fall term;

“Fiduciary Responsibility” shall refer to a Councillor's or Executive's duty to safeguard the welfare and long-term sustainability of the UASU.

“Forum” shall be any event organized by an entity other than the Students’ Union, a Candidate, side, or a Volunteer acting on behalf of a Candidate or side at which Campaign activities are facilitated;

“General Election” shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;

“Introductory Meeting” shall refer to the first meeting in April in which Members-Elect dispose of any procedural matters for the upcoming year, but prior to the Installation Ceremony and term of office beginning.

“Joke Candidate” shall be any Candidate who chooses to use a name of their choice and discloses that they are a joke Candidate, with the knowledge that they cannot hold office;

“Member” shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;

“Plebiscite” shall be a vote, open to all Members, held on a given question but whose result is not legally binding upon the Students’ Union;

“Poster” shall be any Campaign Material composed of paper, cloth, or similar material, of a total area of under four (4) square feet that is designed to be posted on a wall or similar place;

“Pre-Campaign Period” shall refer to the length of time between the declaration of a nominee as a Candidate and the commencement of the Campaign Period where Campaign activities are prohibited;

“Preferred Name” shall be the name which an individual consistently uses to identify themselves in their day to day life in place of their given name;

“Primary Volunteer” shall be a person registered as part of a Candidate’s Campaign who that Candidate has selected to serve as a primary Volunteer for the purposes of this bylaw;

“Professional Misconduct” shall be action or inaction that violates a Councillor's or Executive's fiduciary responsibilities or fundamental ethical standards;

“Referendum” shall be a vote, open to all Members, held on a given question and whose result is legally binding upon the Students’ Union;

“Satisfactory attendance” is defined as being present for at least 50% of roll calls per trimester.

“Side” shall be any person or group of people who have their registration as a plebiscite or referendum side accepted under this bylaw;

“Side Manager” shall be a person registered as part of a plebiscite or referendum side who those Members of that side have selected to serve as side manager;

“Uncontested Election” shall refer to any race where the number of nominees is equal to or less than the number of seats available;

“Update Meeting” shall be any meeting called by the Chief Returning Officer during the election period to address issues of importance that arise during the election;

“University” shall be the University of Alberta;

“Unsatisfactory attendance” shall be defined as being present for less than 50% of roll calls per trimester.

“Volunteer” shall be any individual who assists in Campaign activities;

“Voter” shall be any Member who exercises their entitlement to vote;

“Voting Period” shall refer to the length of time when ballots may be submitted by electors;

“Winter Council Election” shall refer to the University of Alberta Students’ Union Students’ Council and University of Alberta General Faculties Council elections occurring in the winter term; and

“Winter General Election” shall refer to the University of Alberta Students’ Union Executive Committee and University of Alberta Undergraduate Board of Governors Representative elections occurring in the winter term;

Bylaw 110: Students Council

01. Composition of Students' Council

1. Students' Council is composed of;
 - a. Six (6) voting ex-officio seats consisting of;
 - i. The President of the Students' Union,
 - ii. The four (4) Vice-Presidents of the Students' Union, and
 - iii. The Undergraduate Board of Governors Representative elected under **Bylaw 320**
 - b. Councillors, as voting members, elected under **Bylaw 320** with;
 - i. The distribution of seats being determined using the following formula:
 1. $\frac{\text{Faculty Undergraduate Enrolment}}{\text{Total Undergraduate Enrolment}} \times \text{ten (10)}$
 2. The formula above shall be rounded up to the nearest whole number.
 3. Each faculty shall hold at least one (1) seat.
 4. See **Regulation 110.01 - Students' Council Seat Distribution** for the seat distribution schedule.
 - c. **Three** non-voting seats consisting of;
 - i. The Speaker of Students' Council;
 - ii. **The Chief Returning Officer; and**
 - iii. The General Manager of the Students' Union.
2. Each Councillor shall represent one and only one faculty at a time.
3. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before January 1st and shall immediately table, with Students' Council, a report detailing the allocation of Councillors and the statistics used to reach that allocation. The current **seat distribution formula (01.1.b)** shall be included as reference. This finalized report **shall be reflected in Regulation 110.01 - Students' Council Seat Distribution**.
4. Students' Council shall review the report in (3) and the allotment brackets in (01.1.b) annually.

02. Term of Office

1. Members of Students' Council elected in the spring elections shall serve from May 1st following the spring elections to April 30th of the following year.
 - a. The Installation Ceremony shall take place at the first scheduled meeting of the term.
 - b. Power shall be officially transferred from one year's Students' Council to the members-elect on May 1st.
2. Members of Students' Council elected in the fall by-election shall serve beginning immediately upon the ratification of the unofficial fall by-election results by Students' Council.
3. Members of Students' Council appointed via Vacancy Petition shall serve beginning immediately upon the accepted Vacancy Petition being tabled by the Speaker.
4. Any member of Students' Council wishing to resign must do so in writing to the Speaker with the Speaker tabling in Council any letters of resignation they receive during Speakers' Business.
5. **A resignation takes effect immediately after being tabled in Students' Council by the Speaker.**

6. Students' Council does not have the authority to remove any Councillor, except those Councillors in contravention of the Attendance requirements set out in [Section 10](#) and the Eligibility requirements set out in [Section 03](#).
 - a. Students' Council may impose suspensions on Councillors under [Regulation 100.02 - Student Governance Code of Conduct](#);
 - b. These suspensions shall not count against the attendance of a Councillor.
7. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is held as result of their position on Students' Council or of which their position on Students' Council is the result.
8. The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in any external organization that results from their position on Students' Council, or from any position from which they are removed as a consequence of (6) or (7).

03. Eligibility

1. For the duration of the term of office outlined in [Section 02](#), every Councillor is required to be enrolled in the faculty they were nominated for and elected to.
2. All voting members of Students' Council are required to be members of the Students' Union during the Fall and Winter semesters.
3. Should a Councillor change faculties during their term of office, they are required to inform the Speaker of Students' Council forthwith and resign their council seat.
4. No person shall simultaneously hold more than one position on Students' Council.

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

1. Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
2. A motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:
 - a. A significant breach or multiple breaches of Students' Union legislation, Students' Union Bylaw, or Political Policy. It is required that such contraventions be supported by DIE Board rulings;
 - b. Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law;
 - c. Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
4. A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
5. The second reading may not occur at the same Students' Council meeting as the first reading.

6. The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
7. The first reading shall include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present their case for impeachment.
8. All debate on a motion to impeach shall only occur in camera.
9. Once a motion to impeach has passed in first reading:
 - a. The President, or a Vice President is placed on a paid suspension. They shall be relieved of the responsibilities of their office as set out in Bylaw 1100, and cannot act in any official capacity on behalf of the Students' Union.
 - b. Notwithstanding Section 9(a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.
 - c. The Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
10. Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall immediately be declared vacant.
11. Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:
 - a. Immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
 - b. Request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

05. Replenishment

1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in accordance with **Regulation 110.05 - Executive and Board of Governors Replenishment.**

06. Introductory Meeting

1. The Order of Business for the Introductory Meeting of the incoming Students' Council will be:
 - a. **Introduction to Students' Council;**
 - b. Election of a Speaker; and
 - c. Approval of the Annual Meeting Schedule.
2. The Speaker shall convene and Chair the introductory meeting for members-elect on the first or second Tuesday in April in which;
 - a. The ensuing year's Speaker of Students' Council is selected;
 - b. The composition of the ensuing year's committees have been established; and
 - c. The meeting schedule for the following year's Students' Council has been approved; with
 - i. The first meeting to occur on the first or second Tuesday in May,

- ii. And at least one meeting each scheduled on location at Augustana Campus and Campus Saint-Jean.
3. Where the outgoing Speaker of Students' Council has re-applied, the President shall preside.

07. First Scheduled Meeting

1. The Order of Business for the First Scheduled Meeting of Students' Council will have the following Orders of the Day added to Speaker's Business:
 - a. Installation Ceremony;
 - b. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative;
 - c. Approval of Standing Orders;
 - d. **Nominations to:**
 - i. **Standing Committees;**
 - ii. **Ad Hoc Committees; and**
 - iii. **Operational Committees.**
 - e. **Students' Council Headshot and Group Photo**
2. At the first regular meeting of each trimester and the first meeting immediately preceding a by-election, the Oath of Office outlined in **Regulation 110.07 - Oath of Office** shall be taken by all members of Students' Council.
3. At the first scheduled meeting of any year's Students' Council, all voting members of Students' Council shall be installed in a ceremony to be presided over by, in order of preference based on availability;
 - a. The outgoing Students' Union President;
 - b. The outgoing Speaker of Students' Council; or
 - c. The incoming Speaker of Students' Council.

08. Last Scheduled Meeting

1. The Order of Business for the Last Scheduled Meeting of Students' Council will have the following orders of the day added to Speaker's Business:
 - a. The Gateway's Students' Council Awards Presentation, and
 - b. Farewell Addresses of Executive Officers and the Undergraduate Board of Governors Representative.

09. Speaker of Students' Council

1. The Speaker shall be responsible for:
 - a. Chairing all meetings of Students' Council;
 - b. Budgetary and logistical needs of Students' Council;
 - c. Representing Students' Council before the **DIE Board**;
 - d. Reporting to Students' Council;
 - e. **Reporting formal attendance requirements, as per Section 10 - Attendance Regulations.**
 - f. **Requesting an Eligibility Report from the Office of the Registrar via Executive Committee.**

- i. In April to confirm that members-elect elected in the spring elections are eligible to assume office as of May 1st,
 - ii. In **September, after the fall add/drop deadline**, to confirm that Councillors remain eligible to continue serving into the Fall semester, and
 - iii. In **January, after the winter add/drop deadline**, to confirm that Councillors remain eligible to continue serving into the Winter semester; plus
 - g. **Overseeing complaints filed under the Student Governance Code of Conduct;**
 - h. Any other duties as required by Students' Council.
2. The Students' Union President reports to the Speaker for all Students' Council business.
3. The Speaker may be dismissed with a two-thirds (2/3) vote of Students' Council.
4. The Chair of the Council Administration Committee shall be the Deputy Speaker and shall carry out the duties of the Speaker in their absence.
5. The Speaker shall be selected in accordance with **Regulation 110.09 - Speaker Selection.**

10. Proxies

1. **Councillors may, in extenuating circumstances to be approved by the Speaker, appoint a Students' Union member from the same faculty as the Councillor as a proxy to attend a Students' Council in their place provided a Notice of Appointment of a Proxy is sent to and accepted by the Speaker prior to the commencement of the meeting.**
2. Notice of Appointment of a Proxy must consist of;
 - a. The name and faculty of the Councillor appointing the proxy,
 - b. The full name, legal or preferred, of the proxy being appointed, and
 - c. **The date of the meeting in which the proxy shall be appointed.**
3. **Extenuating circumstances include but are not limited to sudden or unforeseen illness/serious injury to self or immediate family member.**

11. Conduct of Meetings

1. **Students' Council shall follow the Standing Orders set out in legislation.**
2. Quorum of Students' Council is a majority of its current voting membership.
3. Where **Students' Union legislation** does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

12. Attendance

1. Councillors are expected to attend, **or in extenuating circumstances, send a Proxy** to meetings of Students' Council as a minimum expectation of holding office.
2. Councillors must maintain satisfactory attendance each trimester to remain a Councillor for the following term.
3. The process regarding attendance requirements is outlined in **Regulation 110.12 - Attendance.**

13. Students' Council Scholarship

1. Students' Council Scholarships are outlined in **Regulation 110.13 - Council Scholarship.**

14. Students Council Mentorship Program

1. The participation in, administration of, and responsibilities for the Students' Council Mentorship Program and outlined in **Regulation 110.14 - Council Mentorship Program.**

15. Students Council Social Media

1. Students' Council shall have a dedicated social media instagram account.
2. The goals of, administration of, and posting to a Students' Council social media instagram account are outlined in **Regulation 110.15 - Students' Council Social Media.**

16. KAIROS Blanket Exercise

1. The Students' Union shall organize a KAIROS Blanket Exercise for all newly elected members of Students' Council.
2. The overview of, procedure for, and exemption from the KAIROS Blanket Exercise are outlined in **Regulation 110.16 - KAIROS Blanket Exercise.**

Bylaw 110: Students Council

Regulation 110.01 - Students' Council Seat Distribution

Schedule Last Updated: Winter 2023

	Faculty Enrolment 22/23	Enrolment Fraction 22/23	Number of Seats 22/23
Agricultural, Life and Environmental Sciences	1,643	0.47	1
Arts	6,735	1.95	2
Augustana	945	0.27	1
Business	3,028	0.87	1
Education	2,984	0.86	1
Engineering	4,722	1.36	2
Faculté Saint-Jean	1,310	0.38	1
Faculty of Native Studies	569	0.16	1
Kinesiology, Sport & Recreation	1,060	0.31	1
Law	186	0.50	1
Medicine and Dentistry	1,429	0.41	1
Nursing	1,292	0.37	1
Open Studies	596	0.17	1
Pharmacy & Pharmaceutical Sciences	613	0.18	1
Science	7,496	2.17	3
Total	34,608	-	19

Total Undergraduate Students: 34,608

Students' Council Seats Available: 19

Sample Calculation for ALES

22/23 Faculty of ALES Enrollment: 1643

22/23 Total Undergraduate Enrollment: 34608

$$\text{Enrollment Fraction} = \frac{1643}{34608} = 0.047 = 4.7\%$$

$$\text{Enrollment Fraction} \times 10 = 0.047 \times 10 = 0.47$$

We then round this value up to the next whole number, resulting in **1 seat** for ALES.

Bylaw 110: Students' Council

Regulation 110.05 - Executive and Board of Governors Representative Replenishment

01. Replenishment Process

1. **Executive and Board of Governors Representative seats** shall be filled in the following manner:
 - a. If the vacancy occurs during the period on or after May 1 and on or prior to September 1, Council shall appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with **Bylaw 320**.
 - b. If the vacancy occurs in the period on or after September 1st, but on or before April 30th, Council shall appoint an individual to the position for the remainder of the position's elected term.
2. During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members of Students' Council.
 - a. This committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10).
3. The business day immediately following the Students' Council meeting when the vacancy occurred, the CRO shall make applications for the vacant position available to the Students' Union membership.
 - a. The CRO shall produce nomination packages which shall contain, at minimum
 - i. Complete and current copies of **Bylaw 140 and Bylaw 320**; and
 - ii. Nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators.
 - iii. Valid nomination packages shall contain:
 1. A signed acceptance of the nomination by the proposed nominee;
 2. A signed letter from the proposed nominee's faculty confirming that the nominee is in good academic standing under University regulations; and
 3. Papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.
 - b. Nominations shall be closed seven (7) days prior to the next Council meeting.
4. Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.
5. The appointment shall be made with respect to a vote by Council using a preferential ballot.
6. In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected, had another Councillor been allocated to the resigning Councillor's faculty, during the last election before which nominations were open for that faculty.
7. Notwithstanding (2), no person shall be offered a Councillor position who:

- a. Has already vacated a Councillor position since the last election before which nominations were open for the faculty in question; or
 - b. Has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question; or
 - c. Is a member of Students' Council.
8. The process for replenishment of Councillor positions shall continue until:
 - a. No vacancies remain for the faculty in question,
 - b. The list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or
 - c. The position would be offered to None of the Above.
9. In the event that vacancies exist after the **Winter Council Election**, the process outlined in **Bylaw 320 shall be used**.
10. Students' Council does not have the authority to appoint any Councillor.
11. In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.

Bylaw 110: Students Council

Regulation 110.07 - Oath of Office

I am not here for me.

I am here for the people that lent me their power in exchange for a promise.

I will keep that promise to make decisions with their interest in mind.

I will vote after knowing the facts, not before.

I will use Robert's Rules for their purpose, not my own.

I will oppose ideas, not people.

I will think before I speak, not speak just to think.

I will take the job seriously or not take the job at all.

I will represent my fellow students' interests, not my own.

I am not here for me.

Bylaw 110: Students Council

Regulation 110.09 - Speaker Selection

01. Process for Speaker Selection

1. Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.
2. The entirety of the interview process should be held in Closed Session.
3. The President of the Students' Union shall be the presiding member when the outgoing Speaker is running for re-election.
4. The presiding member shall ask each candidate to give a brief speech not to exceed two minutes.
5. The presiding member shall allow questions to be put to the candidates from the members of Students' Council.
6. The vote shall be by secret ballot and will be in the style of the Executive and Board of Governors Elections.
7. Students' Council shall recess while the presiding member counts the vote.
8. The presiding member shall announce the results of the election to Students' Council.
9. The outgoing Speaker shall remain acting for the duration of the meeting while the incoming Speaker observes for the remainder of the meeting.

Bylaw 110: Students' Council
Regulation 110.12 - Attendance

01. Attendance Percentage

1. Formal attendance percentages shall be calculated for each Councillor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.
 - a. A leave of absence for elections shall not be accounted into the attendance percentage.
 - b. The Introductory Meeting of Students' Council, occurring prior to a Councillor's official term begins, shall not be included in attendance regulations.

02. Unsatisfactory Attendance

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

Bylaw 110: Students Council

Regulation 110.13 - Council Scholarship

01. Overview

1. Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. Each award shall consist of:
 - a. A certificate signed by the Speaker of Students' Council and the President of the University of Alberta Students' Union, and
 - b. A monetary award which shall be equal to the University of Alberta fee index value multiplied by nine (9) as denoted in the Calendar for that academic year.

02. Criteria

1. Members of Students' Council nominated for a Council Scholarship are expected to
 - a. represent their constituents' opinions and concerns in Students' Council matters;
 - c. serve as an ambassador of Students' Council in the campus community and attempt to further empower students;
 - d. have excellent attendance; and
 - e. be active on committees.

03. Nominations

1. Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing three to five additional supporting signatures from other voting members of Students' Council. Self-nominations are not allowed.
2. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.
3. Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.
4. Eligibility: All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.
5. All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee. There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

04. Selection

1. The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.
2. Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

Bylaw 110: Students Council

Regulation 110.14 - Council Mentorship Program

01. Participation

1. Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.
2. Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

02. Administration

1. The Council Administration Committee shall be responsible for the implementation of this program.
2. A call for mentors shall be held in the summer.
3. The mentors shall be provided with a training session and materials before the commencement of the program in the Fall.
4. This program shall be advertised in the Fall and Winter term, and the recruitment of mentees shall begin at the beginning of the semesters.
5. Mentors and mentees shall be given questionnaires regarding their knowledge of expertise and interests with the program.
6. Pairings: Mentees shall be paired with mentors with similar corresponding answers to the questionnaire.
7. A mixer shall be organized by the Council Administration Committee, or delegated to another party.

03. Mentor Responsibilities

1. After being paired with a mentee, the mentor shall be responsible for:
 - a. Establishing contact with the mentee and setting expectations for the mentorship
 - b. Informing the program leads if unable to carry out the responsibilities to the mentee,
 - c. Attending scheduled meetings of Students' Council and chosen committees with the mentee,
 - d. Familiarizing the mentee with the role and proceedings of Students' Council, and
 - e. Meet with the mentee on a regular scheduled basis
2. Monthly check-ins shall be conducted by program leads.
3. Replenishment recruitment shall occur in the Winter semester.

Bylaw 110: Students Council

Regulation 110.15 - Students' Council Social Media

01. Goals

1. To increase undergraduate student awareness of Students' Council, in addition to increasing Councillor participation.
2. To facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
3. To increase undergraduate student awareness of Students' Council by providing students with quick updates on Students' Council.

02. Administration

1. Students' Council social media accounts shall be administered by the Social Media Sub-Committee.

03. Posting

1. Guidelines regarding the posting of any content on any Students' Council social media account can be found on the Social Media Sub-Committee Terms of References.

Bylaw 110: Students Council

Regulation 110.16 - KAIROS Blanket Exercise

01. Overview

1. Students' Council's Council Administration Committee (CAC) shall schedule a Kairos Blanket exercise for all newly elected members of Students' Council after the General Election.
 - a. This exercise, outside of extenuating circumstances inhibiting the ability to host events in person, shall take place before the end of the spring summer trimester.
 - b. Should a Councillor be unable to attend, they will be subject to Section 03 - Exemption from the Kairos Blanket Exercise.

02. Procedure

1. The procedure for hosting a Kairos Blanket Exercise after the Fall By-election is as follows:
 - a. At the second CAC meeting after the By-Election a discussion shall be held to determine if the number of new members is large enough to warrant an additional blanket exercise.
 - i. If the number of new members is deemed too small to warrant an additional exercise they shall be subject to Section 03 - Exemption from the Kairos Blanket Exercise.
 - ii. Should the number of new members be deemed large enough to warrant an additional exercise then an exercise must take place prior to the add/drop deadline of the winter semester.

03. Exemption from the Kairos Blanket Exercise

1. Due to an inability to attend the scheduled exercise
 - a. Members of council unable to attend will then count towards the total number of new members when the decision is made to schedule a Blanket Exercise after the fall By-Election.
2. Due to an amount of new members deemed too small to warrant an additional exercise
 - a. New members of council will be provided with the online gov camp module on Indigenous history and culture.
3. Due having attended an exercise in a previous term
 - a. The UASU Students' Council firmly believes in lifelong learning and encourages all Councillors to actively participate in educational opportunities as provided in their role.
4. As a self identified Indigenous student.
 - a. The UASU Students' Council understands the additional labour required of Indigenous students and due to that, all exercises of settler education on Indigenous issues for Councillors is optional for Indigenous students.

Bylaw 120: Committees of Students' Council

01. Standing Committee Mandates

1. The Aboriginal Relations and Reconciliation Committee
 - a. Shall make recommendations to Students' Council on the implementation on the Truth and Reconciliation Commission's Calls to Action;
 - b. Shall assist, after discussion, Students' Council in identifying Indigenous student priorities;
 - c. Shall write a yearly report to Students' Council detailing **Indigenous** student priorities;
 - d. Shall ensure adequate discussion, as defined by this committee, is completed by the Students' Union in identifying **Indigenous** student priorities;
 - e. Shall develop strategies for the respectful implementation of **Indigenous** knowledges and teachings;
 - f. Shall foster collaboration between the Students' Union and **Indigenous** students;
 - g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with **Indigenous** students;
 - h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with **Indigenous** students;
 - i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth and Reconciliation Commission Political Policy, the **Indigenous** student priorities defined by this committee, and its overall advocacy and representation of **Indigenous** students;
 - j. Shall compile a public report on the representation of and collaboration with **Indigenous** students, as well as all relevant advocacy work, done by Students' Council;
 - k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is **Indigenous** students;
 - l. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
 - m. Shall ensure that cultural sensitivity training is provided to Students' Council;
 - n. Holds the authority to recommend changes to the Acknowledgement of Traditional Territories of Students' Council Standing Orders;
 - o. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political Policy; and
 - p. Shall ensure the Students' Union collaborates with **Indigenous** elders on all relevant matters; with relevant being defined by this committee.
2. The Audit Committee
 - a. Shall review any **Student Representative Association** for compliance with any funding agreements and contracts held with the Students' Union;
 - b. Shall investigate breaches of contract with the Students' Union;
 - c. Shall monitor the use of all **Student Representative Association** Membership Fees;
 - d. Shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean and **Augustana Students' Association**;

- e. Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
 - f. Shall annually select the Students' Union auditor
 - g. Shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
 - h. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - i. Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;
3. The Bylaw Committee
- a. Shall draft **articles**, bylaws **and regulations** as required by Students' Council;
 - b. Shall draft referendum and plebiscite questions as required by Students' Council;
 - c. Shall make recommendations to Students' Council on Students' Union **articles, bylaws and regulations** where such recommendations are not the purview of any other standing committee;
 - d. Has the power to make alterations to Students' Union bylaws that do not alter the meaning of the bylaws in question.
 - e. Shall review recommendations of the Discipline, Interpretation and Enforcement (DIE) Board by the end of the first August following the ruling's release.
4. The Council Administration Committee
- a. Has authority to recommend changes to Standing Orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
 - b. Shall make recommendations to Students' Council on the structure of Students' Council and committees;
 - c. Shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
 - d. Shall oversee the progress of Students' Council's legislative agenda;
 - e. **Shall determine the criteria and application process for student-at-large positions appointed by Students' Council when the selection process is done by CAC.**
 - f. **Shall solicit and review applications, and recommend appointments of Students' Union members for student-at-large representative positions on General Faculties Council, University Advisory/Search Committees, and the University of Alberta Senate;**
 - i. **Where there is not sufficient time for CAC to select student-at-large positions, the Executive Committee shall undertake 4e-4f to ensure full student representation.**
 - ii. **Where the Executive Committee selects a member, they shall notify Students' Council through an information item to Students' Council.**
 - g. **Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after an election;**
 - h. **All adjudication of student-at-large and General Faculties Council seats shall only be done by the Class A member of CAC as outlined in Bylaw 120 Section 02.**
5. The Finance Committee
- a. Shall recommend budgets to Students' Council as required by Students' Union legislation;
 - b. **Shall review and approve changes to the Students' Union budget that are outside any administrative limits prescribed in Operating Policy and that are not dependent on**

external factors (for example, higher or lower cost of goods reflecting higher or lower sales), and make recommendations to Students' Council on alterations to the operating budget that would cause a deviation from Budget Principles or put the Students' Union in a deficit position.

- c. Shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation;
 - d. Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
 - e. Shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
 - f. Shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
 - g. Shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
 - h. Shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;
 - i. Has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
 - j. May delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
 - k. May establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, as outlined in Finance Committee Standing Orders;
 - l. Shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
 - m. May establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
 - n. The Finance Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.
6. The Policy Committee
- a. Shall make recommendations to Students' Council on Students' Union political policy;
 - b. Shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
 - c. Can make editorial changes to all political policy.
7. The Executive Committee
- a. Mandate and membership of the Executive Committee is outlined in Bylaw 130.
8. Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
9. Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.

02. Standing Committee Membership

1. First principles regarding changes to this bylaw, in regards to standing committee membership, require a recommendation from the standing committee in question.
2. Membership on standing committees shall follow the following classifications:
 - a. Class A - voting + permanent members of Students' Council;
 - b. Class B - voting + non-permanent members of Students' Council;
 - c. Class C - voting + permanent member who is a student-at-large
3. Every member of Students' Council shall be a non-voting non-permanent member of each standing committee.
 - a. Notwithstanding the above, a standing committee may mandate a member of Students' Council leave a meeting if the business relates to the standing committee's oversight over that member.
4. Audit Committee (5)
 - a. Five (5) Class A members.
5. Bylaw Committee (5)
 - a. Five (5) Class A members; and
 - b. The General Manager (or designate), as a non-voting member.
6. Council Administration Committee (26)
 - a. Five (5) Class A members; and
 - b. All members of Students' Council, as Class B members.
7. Finance Committee (7)
 - a. The Vice President (Operations and Finance);
 - b. One (1) member of the Executive Committee, chosen by the Executive Committee, as a voting member;
 - c. Three (3) Class A members;
 - d. Two (2) Class C members; and
 - e. The General Manager (or designate), as a non-voting member.
8. Policy Committee (9)
 - a. The Vice President (Academic);
 - b. The Vice President (External);
 - c. The Vice President (Student Life);
 - d. Four (4) Class A members; and
 - e. Two (2) Class C members.
9. Aboriginal Relations and Reconciliation Committee
 - a. Two (2) voting members of the Executive Committee, chosen by the Executive Committee;
 - b. Two (2) voting members from the Indigenous Students' Union, as appointed by the Indigenous Students' Union;
 - c. Three (3) Indigenous students-at-Large as voting members, as appointed by the Indigenous Students' Union;
 - d. Three (3) Class A members;
 - e. One (1) elder as a voting member, chosen by the Committee, as an ex-officio member;
 - f. Up to twenty (20) additional Class B members of Students' Council; and

7. Voting members may be permitted to teleconference/video conference into standing committee meetings, at the discretion of the Chair, except under conditions in which the committee is in camera.

05. Chairs of Standing Committees

1. Each standing committee, unless otherwise specified in the committee's Standing Orders, shall be chaired by a member of that standing committee elected by the voting members of that standing committee using the procedure outlined in **Regulation 120.05 - Standing Committee Chair Selection**.
2. The Chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.
3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent member of the Aboriginal Relations and Reconciliation Committee.

06. Standing Committee Attendance Regulations

1. Attendance of standing committees is defined as attending for at least one (1) roll call of attendance.
2. Members are expected to attend, send another member as proxy, or in the case of Councillors, their Councillor-Designate, to standing committee meetings as a minimum expectation of holding a seat on a given standing committee.
3. Where a **member** meets the following criteria for **four (4)** scheduled meetings **in a trimester**, they shall be automatically removed from that standing committee if they:
 - a. Fail to attend;
 - b. **Fail to send a proxy; and**
 - c. Fail to provide a formal document to the committee's chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
4. The committee minute template shall include a criteria in the attendance portion indicating whether the formal document listed in 3(b) was sent by any member.
5. In the event that an individual meets the aforementioned criteria the Chair, or any other member, shall contact the Speaker indicating:
 - a. The name of the Committee; and
 - b. The name of the **member**; and
 - c. The minute documents showing the members' absence and failure to provide a written statement.
6. Following verification of the information provided, the Speaker shall declare the seat vacant.
7. Any **member** removed from a committee shall be able to be re-nominated and re-appointed.
8. The Speaker shall inform all members of Students' Council of these regulations at the start of each Students' Council year and at the time of appointment of vacant seats.

07. Written Reports

1. Chairs of standing committees shall draft and submit written reports to Students' Council, outlining the activity of their committee, before the last meeting of each trimester.

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

Bylaw 120: Committees of Students' Council

Regulation 120.02 - Standing Committee Student-at-Large Replenishment

01. Process for Student-at-Large Replenishment

1. When the Chair of a committee or the governance team determines that a student-at-large position on their committee is vacant, they shall notify the CAC Chair.
2. The CAC Chair shall have access to appropriate administrative support to ensure that job listings are posted for an appropriate period.
3. Once the job posting has closed, the CAC Chair shall provide CAC with all applicants' resumes and cover letters (if any).
4. All application materials are to be kept confidential.
5. The Class A members CAC shall determine which candidates to interview.
6. Two members of CAC, selected by CAC, shall form an interview panel, schedule interviews, and interview the shortlisted candidates for student-at-large positions in the committee in question.
7. If multiple committees require students-at-large, CAC may designate multiple interview panels.
8. A member of CAC may sit on multiple interview panels.
9. If the CAC Chair determines that a member is unable or unavailable to fulfill their role on an interview panel or panels, the CAC Chair may designate another CAC member to replace them, and shall report any such replacement to CAC.
10. When the interview panel recommends a candidate or candidates, CAC may ratify or reject the recommendation with a two-thirds majority vote, in which interview panel members are allowed to participate.
11. Once CAC has ratified a recommendation, the CAC Chair will provide the Chair of the committee in question with the contact information for the successful applicant or applicants.
12. The Chair of the committee in question is responsible for greeting and onboarding the new member(s) of their committee.
13. The CAC Chair is responsible for notifying Council and Governance staff of the appointment.

Bylaw 120: Committees of Students' Council

Regulation 120.05 - Standing Committee Chair Selection

01. Selection Process

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

Bylaw 130: Executive Committee

01. Composition

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

02. Mandate

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

03. Conduct of Meetings

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

04. Members

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

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

05. Subcommittees of the Executive Committee

- 1. Student Group Committee
 - a. Shall be an ad-hoc committee;
 - b. Shall receive reports on all student group investigations carried out by SU staff;
 - c. Shall make determinations on matters of student group discipline;
 - d. Shall make determinations on matters of registration and event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.
 - e. Shall review and make recommendations on policy and procedures to Student Group Services and on bylaw to Students' Council.
 - f. The chair of Student Group Committee shall be a member of Students' Council.
 - g. Shall consist of the following voting members:
 - i. Two (2) voting members of the Students' Council;
 - ii. The Vice President Student Life; and
 - iii. The Vice President Academic.
 - iv. Four students-at-large, two of whom must be executives of a student group; and
 - h. Shall consist of the following non-voting members:
 - i. Two staff members of Student Group Services recommended by Student Group Services; and
 - ii. Two staff members of the University recommended by the Dean of Students, one of whom must be from the office of the Dean of Students.

2. Sustainability Committee

- a. Shall be an ad-hoc committee;
- b. Shall perform annual evaluations of the Students' Union's sustainability practices in the areas of governance, operations, services, advocacy, and events;
- c. Shall note opportunities for improvement, following an evaluation, and provide practical recommendations for change;
- d. Shall ensure that the Students' Union adheres to current sustainability standards and follows best practices whenever possible;
- e. Shall act as a fund management committee for the Sustainability and Capital Fund;
- f. Shall provide up to \$10,000 of funding for each approved student sustainability project that shall positively impact the campus community (referred to in Standing Orders as "Student Green Fund projects");
- g. Shall effectively administer the Sustainability and Capital Fund, in accordance with the referendum passed in March 2020. As per that referendum, the Sustainability and Capital Fund is intended to provide funding that allows for the renovation and improvement of Students' Union-controlled spaces on campus like SUB. The Sustainability and Capital Fund shall:
 - i. Provide funding for projects that improve the environmental, economic, and/or social sustainability of Students' Union spaces (referred to in these Standing Orders as "sustainability and capital projects");
 - ii. Shall ensure that all Fund projects demonstrate a clear contribution to environmental, economic, and/or social sustainability; and
 - iii. In fulfilling [section 2e-2g](#), the committee shall:
 1. Operate in accordance with Bylaw 100 of the University of Alberta Students' Union
 2. Oversee the distribution of the Student Project Green Fund;
 3. Support the Students' Union in its efforts to implement approved projects;
 4. Review and refer major Sustainability and Capital Fund projects deemed appropriate to Students' Council for approval, by a two-thirds majority of Students' Council; and
 5. Report the current distribution of the total annual fund each trimester.
- h. Shall consist of the following voting members:
 - i. One (1) member of the Students' Union's Executive Committee;
 - ii. Three (3) members of Students' Council;
 - iii. Four (4) Students-at-Large;
 - iv. One (1) member from Indigenous Students' Union (ISU), as appointed by the Indigenous Students' Union; and
- i. Shall consist of the following non-voting members:
 - i. One (1) staff member of SustainSU recommended by SustainSU.

3. SUB Planning Committee

- a. Shall be an ad-hoc committee;
- b. Shall review student needs in the context of the facilities and services provided by the Students' Union Building (SUB);

- c. Shall develop a building master plan (or, where one exists, propose amendments to plan), covering areas such as:
 - i. The mission, vision, and program of SUB;
 - ii. Space assessments and allocations;
 - iii. Proposed renovations and upgrades to SUB;
 - iv. Initial financing strategies for renovations and upgrades managed by the Students' Union;
 - v. Developing design guidelines in areas such as wayfinding, accessibility and inclusion, decor, and other matters as appropriate.
 - d. Shall consult with students and other stakeholders as required regarding items within this mandate;
 - e. Shall make recommendations on matters pertinent to its mandate to the Executive Committee;
 - f. The Executive Committee may, at its discretion, forward those recommendations, along with any feedback, to the appropriate Students' Union and University governance bodies;
 - g. Shall consist of the following voting members:
 - i. President of the Students' Union;
 - ii. Vice President (Operations & Finance) or designate, who shall act as chair;
 - iii. Vice President (Student Life) or designate;
 - iv. Two (2) Students' Councillors;
 - v. A member of the Sustainability and Capital Fund Committee; and,
 - vi. A minimum of two and a maximum of three undergraduate students-at-large, one of whom shall be an Indigenous student; and
 - h. Shall consist of the following non-voting members:
 - i. General Manager;
 - ii. Assistant General Manager;
 - iii. SUB Planner;
 - iv. Director, Conferencing and Events (acting as interim Facilities Manager); and
 - v. Up to four representatives of the University's Facilities and Operations department, to act as resources in areas such as space planning, architecture and design, and building programs.
4. SUB Art Committee
- a. Shall be an ad-hoc committee;
 - b. Shall work to create a collection of artwork (the Collection) for display throughout the Students' Union Building;
 - c. Shall identify and evaluate potential sources for new artwork to add to the Collection;
 - d. Shall prioritize the recruitment of and consult with members of marginalized groups on campus;
 - e. Shall give preference to artwork created by University of Alberta students and alumni
 - f. Shall elect artworks to be added to the Collection and recommend their acquisition to the Executive Committee; and
 - g. Shall consist of the following voting members:
 - i. Vice President (Operations & Finance) or designate;
 - ii. Vice President (Student Life) or designate;

- iii. Senior Manager (Marketing & Communications); other UASU employees as deemed necessary; and
- iv. Three undergraduate students-at-large.

5. Health and Dental Plan Committee

- a. Shall be an ad-hoc committee;
- b. Shall create policy and set direction for the structure and delivery of the SU Health & Dental Plan;
- c. Shall provide feedback to health and dental plan administrator on communications, coverage, service, and all components related to the plan;
- d. Shall review and recommend any benefits or premium changes to Students' Council;
- e. Shall act as the approval and review body for any appeals, claims, exemptions, or special requests made by students;
- f. Shall choose the health and dental plan administrator and renew the contract and conditions on a set timeframe;
- g. Shall consist of the following voting members:
 - i. The Vice President (Student Life) or Designee, as chair;
 - ii. The Vice President (Operations & Finance) or Designee;
 - iii. Two (2) members of Students' Council;
 - iv. Three (3) Undergraduate Students-at-Large.
- h. Shall consist of the following non-voting members:
 - i. Representative(s) from health plan administrator;
 - ii. The Students' Union Controller.

06. Term of Office

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

Bylaw 140: Student Judiciary

01. Mandate

1. The Board is the organ of the Students' Union responsible for the interpretation and enforcement of Students' Union legislation.

02. Scope of Cases

1. The scope of the Board shall be limited to actions and appeals brought before it that:
 - a. initiate a complaint about a contravention of Students' Union legislation;
 - b. request an interpretation of Students' Union legislation or;
 - c. appeal rulings made by the Chief Returning Officer during the Students' Union's general elections.
2. A reference question allows the DIE Board the ability to provide opinions on the scope of Students' Union policies, actions, decisions and events without the need for a dispute to be brought to the Board.

03. Standing

1. The following have standing to initiate a complaint before the Board about the contravention of Students' Union legislation:
 - a. Members of the Students' Union, except Tribunes;
 - b. Any Students' Union constituted body, except the Board or Council.
2. The following have standing to request an interpretation of Students' Union legislation from the Board:
 - a. **Students' Council,**
 - b. **Members of Students' Council,**
 - c. **Student Representative Associations,**
 - d. the Chief Returning Officer of the Students' Union.

04. Constitution of Board

1. The Board consists of:
 - a. Chief Tribune;
 - b. two Associate Chief Tribunes; and,
 - c. five to eleven additional tribunes.

05. Nomination and Ratification of Chief Tribune and Associate Chief Tribunes

1. The Chief Tribune and Associate Chief Tribunes shall be nominated by a two-thirds majority vote of the committee and ratified by a two-thirds majority vote of Council.

06. Nomination and Ratification of Tribunes

1. The tribunes shall be nominated by a two-thirds majority vote of the Committee and ratified by a two-thirds majority vote of Council.

07. Time of Nomination and Ratification

1. When possible, appointments to the Board shall be made between January and April of each year.

08. Composition of the Committee

1. The Committee consists of:
 - a. two voting members of the Executive selected by the Executive;
 - b. two voting members of Council selected by Council;
 - c. two tribunes selected by the Board.

09. Quorum for Committee

1. Any five of the members of the Committee shall constitute a quorum.

10. Chair of Committee

1. The Chair of the Committee shall be elected by and from the Committee.

11. Notice to be Given of Committee Decisions

1. Notice of all appointments made to and chairs elected by the Committee shall be reported to Council, the Executive, and the Board.

12. Who May be Appointed Tribunes

1. No tribune may be:
 - a. a voting member of Council,
 - b. a voting member of a committee of Council, or
 - c. A **paid** employee of the Students' Union.

13. Tenure of Office

1. Tribunes hold office as long as they continue to be members of the Students' Union, unless they resign or are removed by a two-thirds majority vote of the Committee and ratified by a two-thirds majority vote of Council.

14. Registrar

1. The Executive shall make a paid employee available to the Board to act as Registrar.

15. Duties of Registrar and Filing of Appeals

1. Under the supervision of the Chief Tribune, the Registrar shall:

- a. receive and forward to all tribunes all applications to launch actions, and
- b. where a ruling is delivered by the Board, report to Council and the parties the ruling of the Board.

16. Applications in Writing

1. An application to launch an action or appeal shall be made to the Registrar in writing.

17. Actions Limited Those Founded in Rule of Law

1. The Board shall grant applications for actions within the Board's scope and order a hearing.

18. Time Limit on Scheduling a Hearing

1. The Board shall order a hearing no later than seven days after the Registrar has received a valid application, unless all parties to the application agree to an extension.

19. Time Limit on Appeal

1. Applications appealing a ruling of the Panel of First Instance must be submitted to the Registrar within seven days of the ruling.

20. Panel of First Instance

1. Actions shall be heard by a Panel of First Instance consisting of three tribunes, one of whom must be either the Chief Tribune or an Associate Chief Tribune.

21. Panel of Appeal

1. Appeals of rulings of the Panel of First Instance shall be heard by a Panel of Appeal consisting of five tribunes, at least one of whom must be either the Chief Tribune or an Associate Chief Tribune.

22. No Crossover Between the Panel of Appeal and Panel of First Instance on Any Given Application

1. No tribune who took part in the decision of the Panel of First Instance on an action may sit on the Panel of Appeal or take part in the hearing or adjudication of the application for appeal.

23. Replacement of the Chief Tribune or Associate Chief Tribune

1. If neither the Chief Tribune nor any Associate Chief Tribune can hear an action or appeal, they shall be replaced for the duration of that action or appeal by other tribunes selected by the Board.

24. Exclusive Ultimate Appellate Jurisdiction

1. The Panel of Appeal shall have and exercise exclusive ultimate appellate jurisdiction within the Students' Union, and the ruling of the Panel of Appeal is, in all cases, final and conclusive.

25. Administrative Support to be Provided

1. The Chief Tribune shall have access to sufficient administrative support to carry out the logistical requirements of the Board.

26. Duties of Chief Tribune

1. The Chief Tribune is responsible for appointing tribunes to panels and scheduling hearings.

27. Duties of Associate Chief Tribune

1. The Associate Chief Tribunes are responsible for fulfilling the duties of the Chief Tribune in their absence.

28. General Powers of Enforcement

1. If the Board finds that an application for action or application for appeal requires action, the Board may make any order proscribing or prescribing any remedy it considers appropriate and just in the circumstances.

29. Effective Date of Rulings

1. Rulings of the Board shall be effective once registered with the Registrar.

30. Tribunes May Make Rules and Orders

1. The Board may make general rules and orders:
 - a. for regulating the procedure of and in the Board and the bringing of cases before it, and for the effectual execution and working of this bylaw;
 - b. for empowering the Registrar to do anything and transact any business as is necessary to fulfill the mandate of the Board.
2. Rules and orders made by the Board shall hold the force of regulation, but may not be amended by Council.

31. Extent of Rules and Orders

1. The rules and orders may extend to any matter of procedure or otherwise not provided for by this bylaw, but for which it is found necessary to provide, in order to ensure the proper working of this bylaw and the better attainment of the mandate of the Board.

32. Copies to be Reported

1. Copies of all rules and orders made under this bylaw shall be provided to the Registrar who shall report the same to Council and the Council Administration Committee.

33. Elections

1. Where a member is guilty of a serious contravention, the CRO may recommend to the DIE Board that further penalties be brought under Bylaws 320 and/or 330.
2. Any member shall be entitled to appeal a ruling of the CRO to the DIE Board.
3. All appeals of the CRO's rulings, with the exception of those arising out of voting and Election results, shall be heard and ruled upon by the DIE Board prior to the announcement and release of the results of the election.
4. No appeal shall be considered by the DIE Board unless it is received within twelve (12) working hours of the CRO's ruling being posted.
5. Where a complete appeal is received, the DIE Board shall convene a hearing within twelve (12) working hours of the appeal being submitted.
6. The DIE Board shall, at the meetings set out in Section 33, either
 - a. rule on all appeals; or
 - b. order a delay to the Election, Referenda or Plebiscite.
7. No appeal shall exist from a ruling of the DIE Board on an appeal of a ruling by the CRO.

Bylaw 150: Student Representative Associations

01. Amendments

1. Any amendments to this Bylaw must be reported to each Student Representative Association.

02. Mandate

1. The Students' Union shall be responsible for the development and management of any Student Committees or Associations it wishes to delegate its representative authority to, as outlined in the Post Secondary Learning Act.
2. Every Faculty shall be represented by only one (1) Faculty Association, every Campus shall be represented by only one (1) Campus Association, every Residence shall be represented by only one (1) Residence Association and every Department shall be represented by only one (1) Departmental Association.
3. Every Faculty Association, Campus Association, and Residence Association and Departmental Association is a Student Representative Association (SRA).
4. The mandate of a **SRA** is to act on behalf of and for its constituency. The **SRA** is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent.
5. The role of an SRA is to:
 - a. Act as the official representative of its membership to the Students' Union and to the University of Alberta on student issues;
 - b. Provide services which are beneficial to its membership; and
 - c. Foster student engagement and a sense of community within its constituency.
6. An Association shall not advocate on issues in contradiction to Students' Union Political Policy, unless they have first presented to and received approval from Students' Council.
7. SRAs shall utilize the process outlined in **Regulation 150.02 - Deviation from Political Policy** if they are to advocate on issues in contradiction to Students' Union Political Policy.
8. The Students' Union shall be responsible for developing Memorandums of Understanding, while prioritizing consultation with the SRA, to outline relationship expectations between the SRA and SU.

03. Council of Faculty Associations

9. The Council of Faculty Associations shall be an advisory body to the Students' Union on student issues and shall:
 - a. Foster communication and collaboration between Associations; and
 - b. Provide a channel of communication with the Students' Union.
10. The voting composition of the Council of Faculty Associations Senior Board shall be in accordance with **Regulation 150.03 - Council of Faculty Associations Senior Board Terms of Reference**.
 - a. The Council of Faculty Associations Finance Board shall include the chair of the Students' Council Audit Committee as a non-voting ex-officio member.

04. Council of Residence Associations

11. The Council of Residence Associations shall be an advisory body to the Students' Union on student issues and shall:
 - a. Foster communication and collaboration between Residence Associations; and
 - b. Provide a channel of communication with the Students' Union.
12. The voting composition of the Council of Residence Associations shall be in accordance with **Regulation 150.04 - Council of Residence Associations Terms of Reference.**

05. Membership

1. The base membership:
 - a. Of a Faculty Association shall be defined as all undergraduate students enrolled in the faculty represented by the Faculty Association;
 - b. Of a Campus Association shall be defined as all undergraduate students enrolled in a faculty located on the campus represented by the Campus Association;
 - c. Of a Residence Association shall be defined as all undergraduate students living in the residence represented by the Residence Association;
 - d. Of a Departmental Association shall be defined as any undergraduate student enrolled in a major, minor, or program of study in that department or program.
 - e. Of any other Student Representative Association shall be agreed upon by the Association and Students' Council upon the formation of the Association.
2. The membership of an Association may be defined by criteria agreed upon by the Association and Students' Council. Where no such agreement is in place the membership of an Association shall be equal to the base membership of the Association.
3. An Association may create membership categories based on reasonable criteria such as program of study, year of study, or level of fees paid.
4. The members of an Association have the following rights:
 - a. To resign one's membership by notifying the Association;
 - b. To reinstate one's membership by notifying the Association;
 - c. For one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its officers;
 - d. For one to be afforded the same voting power as any other member of a membership category of the Association in an election for a representative of that membership category; and
 - e. For one to be afforded the same access to services and events as any other member in the same membership category of the Association.
 - f. Membership of an SRA that is officially represented under delegated authority from the Students' Council, only extends to current undergraduate students at the University of Alberta.
5. Any disagreement around the authority of any two Student Representative Associations in the context of overlapping constituencies shall be resolved by the Student Group Committee.
 - a. Decisions made by Student Group Committee shall be guided by the following principles:
 - i. Additional collaboration between SRAs is a positive outcome
 - ii. Organizations whose mandate more closely aligns with an issue should have more authority on said issue

06. Delegation

1. Departmental Associations may be delegated authority by the Students' Union, through their Faculty Associations, to be official representatives for students in their department or program, as well as provide advocacy and community building roles.
2. A Faculty Association shall be responsible for the oversight of all Departmental Associations, or other sub-groups within its constituency that it recognizes as being representative in nature. The Faculty Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Faculty Associations, specifically:
 - a. The Faculty Association shall have the authority to recognize or derecognize the aforementioned groups;
 - b. The Faculty Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively;
 - c. **The Faculty Association shall follow the principles of acting in fairly and in good faith;**
 - d. The Faculty Association's decisions pertaining to the aforementioned groups may be appealed to the Student Group Committee; and
 - e. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
3. A Faculty Association shall maintain a schedule of its Departmental Associations, and other sub-groups, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

07. Recognition

1. Students' Council may choose to delegate its representative authority to any student association that wishes to advocate for its membership to the University or Students' Union, provided that:
 - a. The student association represents a definable and enumerable constituency.
 - b. The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations and Student Groups;
 - c. The student association is registered and recognized by the Students' Union as a student group; and
 - d. The authority delegated to the association is clearly defined at the time of delegation.
2. At the time of Delegation, the Students' Union and the relevant association shall sign a Memorandum of Understanding which outlines the rights and responsibilities of the association. This includes but is not limited to the reporting requirements outlined in Bylaw.
3. Official student group status with the University of Alberta is not a necessary prerequisite for being recognized as a Student Representative Association.
4. In order to be recognized as a Departmental Association, said Association shall comply with Student's' Union Bylaw 8100 where it refers to Departmental Associations, Students' Union Bylaws regarding Student Groups, and their Faculty Association's legislation.
5. A list of recognized SRAs is outlined in **Regulation 150.07 - Student Representative Association List.**

08. Probation

1. Probationary Status for a SRA can be designated by a vote at Students' Council for up to 12 months or for a period no longer than 12 months when the issue is deemed solved by Student Group Committee.
 - a. An extension of probationary status may only be granted once. This extension may not exceed an 12 months from the date of the vote to extend
2. Terms of a probationary status are as follows:
 - a. The SRA on probation shall meet with a Staff Designate of the Students' Union on a monthly basis
 - b. A Staff Designate of the Students' Union is tasked with aiding in resolving the issues which caused probation and helping the SRA draft mechanisms to prevent further issues from arising.
 - c. The SRA shall have a representative of the Students' Union attend their council and executive meetings.
 - d. On a case by case basis the Student Group Committee shall determine the terms of probation as required in addition to the items outlined above.
 - e. Additional terms of probation may limit an association's ability to run a plebiscite or referendum
 - f. The process for initiating probationary status is outlined in **Regulation 150.08 - Student Representative Association Probation.**
3. Terms of reinstatement of SRA status are as follows:
 - a. The Student Group Committee shall make a recommendation to Students' Council for the reinstatement of the SRA including a recommendation that at the meeting prior to a vote on their reinstatement, the SRA shall present to the Students' Council on the steps taken to resolve the identified issues.

09. Derecognition

1. An Association shall be automatically derecognized as a Student Representative Association if it loses its status as a Students' Union recognized Student Group.
2. The Student Group Committee may also derecognize an Association, thus leaving an unrepresented constituency, if:
 - a. The Association applies for derecognition;
 - b. A majority of the students which the Association represents petition for derecognition; or
 - c. An Association is found to be in gross negligence of its fiduciary responsibility.
3. During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency.
 - a. Gross negligence can include but is not limited to:
 - i. Failing to report any income or expenditures during the Students' Union Auditing process
 - ii. Gross incompetence in financial management
 - iii. Failure to adhere to financial requirements outlined in Student Group Services regulations, UASU Bylaw, and the bylaws of the Association.
4. Upon the derecognition of an association that retains SRA status:

- a. The Students' Union shall recognize a new Association after two calendar weeks and before the end of two calendar months;
 - i. Derecognition of Departmental Association falls under the authority of their relevant Faculty Association.
 - b. Financial Assets shall be assumed by the Students' Union and held in trust for the next recognized Association for that Faculty, Campus, or Residence.
5. As such the Students' Union reserves the right to derecognize any SRA or put them on probationary status should it be deemed necessary by Students' Council.
- a. Derecognition does not extend to student group status, only their delegated authority and designation as an SRA.

10. Legislation

1. An Association shall have legislation, consistent with the requirements of Students' Union bylaws, specifying, at minimum:
 - a. The official name of the Association;
 - b. The mandate of the Association;
 - c. The membership, membership categories, and rights of members of the Association;
 - d. The procedure for adoption, amendment, and rescission of its legislation;
 - e. The procedure for adoption, amendment, and rescission of its policies and/or procedures;
 - f. The mechanism for calling a General Meeting;
 - g. The powers and responsibilities of each of its officers;
 - h. The powers and responsibilities of each of its boards, committees and/or councils;
 - i. The rights, privileges and responsibilities, individually and collectively, of its Departmental Associations and Affiliated Associations;
 - j. The manner of selection of its officers and the manner of removal of its officers;
 - k. The manner in which elections, if applicable, are to be conducted;
 - l. The manner in which finances and property are managed including the budgeting and auditing processes;
 - m. Procedures outlining the annual transition of its executive and board officers.

11. Procedure Manual

1. An Association may adopt procedures, consistent with the requirements of Students' Union bylaws and the Associations' legislation, which serve to operationalize their legislation.

12. Governance Structure

1. An Association shall adopt a governance structure which satisfies the following:
 - a. Legislation is adopted, amended, or rescinded by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term; or
 - ii. A **governing body** which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
 - b. Policy and Procedure is adopted, amended, or rescinded by:
 - i. A **governing body** which meets at least twice per Fall Term and Winter Term; or

- ii. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a **governing body** may overturn the adoption, amendment, or rescission.
- c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term;
 - ii. A **governing body** which meets at least twice per Fall Term and Winter Term; or
 - iii. Another mechanism agreed to by the Students' Union.
- d. Minutes from the **governing body**, Executive Committee or Board Meetings, and General Meetings are publicly available;
- e. Financial statements are available to members;
- f. Elections, plebiscites and referenda are conducted by an Association Deputy Returning Officer who acts at arms length from the other bodies of the Association.
 - i. An Association shall have the right to use the Students' Union Executive or Councilor Election electronic ballot for base members to vote for the purpose of the election of such positions and voting on such plebiscites and/or referenda as may be required by that Association.

Bylaw 150: Student Representative Associations

Regulation 150.02 - Deviation from Political Policy

01. Process for Deviation

1. Deviation from political policy for a **Student Representative Association (SRA)** shall include the following stepwise process:
 - a. An approved motion by the SRAs highest governing body initiating the formal process;
 - b. A formal meeting with a delegate of the Students' Union Executive Committee, and other relevant executives, to discuss the specific political policy in question; and
 - c. A presentation to Students' Council outlining, at a minimum:
 - i. Evidence of a successful motion in 1.a;
 - ii. An outline of the perceived need to deviate from political policy;
 - iii. An outline of the resolutions the SRA shall be advocating for in contradiction to the political policy; and
 - iv. A proposal for a plebiscite of the SRA members.
 - d. Students' Council shall consider the presentation and proposal outlined in 1.c, at the meeting it is presented, and either:
 - i. Approve the proposed plebiscite process;
 - ii. Request subsequent information and presentation; or
 - iii. Reject the proposal.
 - e. Should the proposal be approved by Students' Council, the draft plebiscite question shall be sent to Bylaw Committee to have the finalized wording approved within 30 days.
 - f. The plebiscite shall be put to the SRA membership, at timing preferred by the SRA, during one of the three Students' Union election periods.
 - i. Should the SRA deem the plebiscite urgent, special exception to (f) shall be permitted and the Chief Returning Officer and SRA shall decide on an appropriate timeline.
 - ii. The cost of such an additional plebiscite shall be shared equally by the Students' Union and Faculty Association.
 - g. The plebiscite shall be run by the Students' Union Elections Office and shall adhere to the rules for plebiscites as outlined in **Bylaw 320**, as applicable. The framework for plebiscites as laid out in **Bylaw 320** shall also be applied to the fall by-election or Students' Council election, for this purpose only.
 - h. The plebiscite shall only be declared valid and successful where the following conditions are met:
 - i. All base members of the association are eligible to vote; and
 - ii. A minimum 15% voter turnout is achieved; and
 - iii. A majority of the votes are cast in favour of the deviation from political policy.
 - i. Following a valid and successful plebiscite, the SRA shall provide Students' Council with a presentation of these results.
 - j. Students' Council shall consider the presentation, including the plebiscite results, and:
 - i. Approve the deviation from political policy; or
 - ii. Reject the deviation from political policy.

- k. Should the deviation from political policy be approved by Students' Council, the Student Representative Association shall be able to advocate on issues in contradiction to the political policy in question based on the resolutions in Section 1.c.iii.
- l. The approved motion shall be in effect for one (1) calendar year and Students' Council shall be allowed to extend the approval for up to one (1) additional calendar year without repeating the process outlined in Section 6.
- m. Following approval of the deviation, the SRA representatives shall meet with a Staff Delegate of the Students' Union and relevant Students' Union Executives to discuss messaging.
- n. With respect to this process, the SRA shall not be punished or otherwise reprimanded by the Students' Union, so long as this process and its results are adhered to.

Bylaw 150: Student Representative Associations

Regulation 150.03 - Council of Faculty Associations Senior Board Terms of Reference

01. Mandate

1. The COFA Senior Board shall act as the Council of Faculty Associations as defined in Students' Union Bylaw 8100. In support of its responsibilities as laid out in the bylaw, the Senior Board will also be responsible for supporting, coordinating and overseeing the work of the Advocacy, Finance and Administration, and the Member Services Working Groups.

02. Powers and Duties

1. The Senior Board shall oversee the business of the Advocacy, Finance and Administration, and the Member Services Working Groups by
 - a. Receiving reports
 - b. Approving recommendations
 - c. Issuing directives to the Working Groups as needed
 - d. Approving the terms of reference of the Working Group and approving subsequent amendments by a simple majority
2. Provide advice to the Students' Union with respect to
 - a. Adopting recommendations from the Working Groups
 - b. Changing Students' Union bylaws respecting Faculty Associations
 - c. The annual Faculty Association Changeover Retreat run by the Students' Union.
 - d. Supporting Faculty Associations
 - e. Advocacy issues and initiatives of the Students' Union.
 - f. Issues and initiatives of the University.
 - g. Matters of interest to the members of the Senior Board and their constituents.

03. Membership

1. Each Faculty Association will have voting membership as defined in Students' Union Bylaw 150.
2. The President or designate of each Faculty Association shall be the voting representative to the Senior Board.
3. The President or designate of the International Students' Union and Indigenous Students' Union shall be non-voting representatives of the Senior Board.
4. The Students' Union Vice President (Academic) is Chair and a voting member.
5. The Students' Union President is a non-voting member.
6. The Students' Union Vice President (Student Life) is a non-voting member.
7. The Students' Union Vice President (Operations and Finance) is a non-voting member.
8. The Students' Union Student Governance Team is a non-voting member.
9. Members wishing to appoint a designate must do so in writing at least 24 hours before the meeting(s) that the designate will attend.
10. The Senior Board may appoint other non-voting members to the Senior Board or Working Groups as it sees fit.
 - a. Non-voting members appointed under (7) will expire on April 30.

04. Meetings

1. Regular meetings of the Senior Board will be held at least once in the Fall term and once in the Winter term.
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7) calendar days is given to all members.
3. The quorum of the Senior Board will be seven (7) voting members, one of whom must be the Chair.

05. Structure of Sessions

1. Any voting member of the Senior Board may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours before the meeting.
2. The Working Groups may add an item to the agenda of the Senior Board, provided the item is recommended in accordance with the terms of reference of the Working Group.
3. The Senior Board may hear presentations from the University Community, provided that
 - a. The presentation is pertinent to the mandate of the Senior Board.
 - b. The presentation was submitted for consideration at least two (2) business days before the meeting.
 - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the Senior Board and the presenters.
 - d. The presentation does not exceed twenty (20) minutes in length, excluding time for questions and discussion.
4. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.

Bylaw 150: Student Representative Associations

Regulation 150.04 - Council of Residence Associations Terms of Reference

01. Mandate

1. The purpose of the Council of Residence Associations, hereby referred to as CORA, is to act as a forum for collaboration and sharing of best practices among residence associations, and to be an advisory body to the Students' Union on all residence issues.

02. Powers and Duties

1. Receive an annual report from each Residence Association that includes, at minimum:
 - a. Challenges, successes, and failures during the year;
 - b. Advice on what advocacy strategies work best for the respective residence;
 - c. Information or advice on the Students' Union's advocacy for residences that year;
 - d. These reports will be compiled by the Chair into a larger CORA transition
 - i. document that will be used to inform and direct CORA's work in the future.
2. Provide advice to the Students' Union with respect to:
 - a. Changes to Students' Union bylaws respecting Residence Associations;
 - b. Professional development sessions or retreats organized by the Students' Union;
 - c. Support provided to Residence Associations;
 - d. d. Advocacy issues and initiatives of the Students' Union;
 - e. Issues and initiatives of the University; and
 - f. Matters of interest to the members of the CORA and/or their constituents.
3. Organize or suggest collaborative programs, initiatives, and events for the benefit of residence associations or students in Residence;

03. Membership

1. Each Residence Association will have one voting seat on the CORA;
2. The President, equivalent, or designate of each residence association recognized under Students' Union Bylaw 8100 will be the voting representative to the CORA;
 - a. Members wishing to appoint a designate must do so in writing at least 24 hours prior to the meeting(s) that the designate will attend.
3. The Students' Union Vice President (Student Life) is the Chair and a voting member of the CORA;
4. The CORA may appoint other non-voting members as it sees fit.
 - a. a. The term of non-voting members appointed under (6) will expire on April 30 of the year they are appointed.

04. Meetings

1. Regular meetings of the CORA will be held on a monthly basis,
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7)

- calendar days is given to all members.
3. Quorum of the CORA will be four, one of whom must be the Chair.

05. Structure of Sessions

1. Any voting member of the CORA may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours in advance of the meeting.
2. The CORA may hear presentations from the University Community provided that
 - a. The presentation is germane to the mandate of the CORA;
 - b. The presentation was submitted for consideration at least two (2) business days prior to the meeting;
 - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the CORA and the presenters; and
 - d. The presentation does not exceed twenty (20) minutes in length excluding time for questions and discussion.
3. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.

Bylaw 150: Student Representative Associations
Regulation 150.07 - Student Representative Association List

Schedule Last Updated: Winter 2023

Student Representative Association Name	Designation(s)	Affiliation
Faculty of ALES Undergraduate Association (FAUnA)	Faculty	ALES
Organization for Arts Students and Interdisciplinary Studies (OASIS)	Faculty	Arts
Augustana Students' Association (ASA)	Faculty, Campus	Augustana
Business Students' Association (BSA)	Faculty	Business
Education Students' Association (ESA)	Faculty	Education
Engineering Students' Society (ESS)	Faculty	Engineering
Kinesiology, Sport, and Recreation Student Society (KSRSS)	Faculty	KSR
Law Students' Association (LSA)	Faculty	Law
Medical Students' Association (MSA)	Faculty	Medicine and Dentistry
Native Studies Students' Association (NSSA)	Faculty	Native Studies
Nursing Undergraduate Association (NUA)	Faculty	Nursing
Alberta Pharmacy Students' Association (APSA)	Faculty	Pharmacy
Association des Universitaires de la Faculté Saint-Jean (AUFJSJ)	Faculty, Campus	Saint-Jean
Interdepartmental Science Students' Society (ISSS)	Faculty	Science
East Campus Students' Association (ECSA)	Residence	East Campus Village
HUB Community Association (HCA)	Residence	HUB Residence
International House Community Council (IHCC)	Residence	International House
Lister Hall Students' Association (LHSA)	Residence	Lister Hall
Association des Résidents de la Faculté Saint-Jean (ARFSJ)	Residence	Résidence Saint-Jean
Indigenous Students' Union (ISU)	-	-
International Students' Association (ISA)	-	-

Designations

Faculty - Faculty Association representing undergraduate students in a faculty

Campus - Campus Association representing undergraduate students on a campus

Residence - Residence Association representing undergraduate students living in a residence

Bylaw 150: Student Representative Associations

Regulation 150.08 - Student Representative Association Probation

01. Process for Probationary Status

1. There are two pathways an SRA may be put on probationary status
 - a. A vote at Students Council is initiated to put an organization on probationary status
 - i. A probationary warning shall be sent to an association one calendar week prior to a vote on probation
 - ii. This vote can be initiated by a member of council or via recommendation from Student Groups Committee
 - iii. This vote shall be closed ballot, any representatives from the organization being voted on shall abstain from the vote
 - iv. This vote requires 2/3rds majority of Students' Council to pass
 - b. An SRA may request to be put on probationary status in order to facilitate additional support.



UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Julia Villosio

Email Address julia.villosio@su.ualberta.ca

Type of Item Submission

Is this a Consent Agenda item?

Approval/Discussion Items

Motion

VILLOSO/FOGUE MOVES TO approve the UASU 2023-24 Capital and Operating Budget

Mover Villosio

Second Fogue

Presenter (If Not the Mover) Villosio

Does this item require a closed session discussion?

Office/Committee Responsible Office of the Vice-President Operations and Finance/Finance Committee

Purpose

This item is seeking approval of the Final Operating and Capital Budget approved by both Executive Committee and Finance Committee to be in accordance to Finance Committee Standing Orders: Finance Committee shall recommend a final Operating and Capital Budget to Students' Council prior to the final meeting of Students' Council.

Executive Summary

The Final Operating and Capital Budget outlines the expected income and expenditures of the University of Alberta Students' Union for the fiscal year beginning May 1, 2023 and ending April 30, 2024. This document is legislated under Students' Council Standing Orders, and is mandated as a responsibility of the Vice-President (Operations and Finance) under Bylaw 1100.

We made major adjustments to the final budget, including a more thorough and expanded version of the budget. Four documents are attached: Summary Budget, Expanded Summary Budget, Capital Expenditures, and the Budget Principles Explanation.

Under Students' Council Standing Orders, this will be the second reading of the budget and we sought

approval of the final Operating and Capital Budget, and thus debate is confined to the technical merits of whether the Finance Committee properly interpreted the principles passed in first reading.

Relevant Bylaws/Policies/Standing Orders

Bylaw 100
Bylaw 1100
Bylaw 3000
Students' Council Standing Orders

Engagement and Routing

Finance Committee - Jan. 13, 2023, Jan. 20, 2023, Jan. 27, 2023, Mar. 31, 2023, Apr. 13, 2023
General Student Body - Jan. 18, 2023 - Feb. 1, 2023
Core Managers of the SU - Jan. 25, 2023 - Feb. 1, 2023
Students' Council - Feb. 7, 2023, Feb. 21, 2023

Approval Routing

VP Operations and Finance - Jan. 13, 2023
Finance Committee - Feb. 2, 2023
Students' Council - Feb. 21, 2023
Executive Committee - Apr. 13, 2023
Finance Committee - Apr. 13, 2023

Strategic Alignment

Foster a collaborative culture between Students' Union governing bodies and operations.
Encourage collaborative efforts between departments.
Explore and pursue more revenue-generating opportunities.

[Strategic Plan](#)

Attachments



2023-24 Summary Budget.pdf



2023-24 Budget Principles Ex... .pdf



2023-24 Capital Expenditures.pdf



2023-24 Expanded Summarypdf

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions

Date: 04/13/2023

To: Students' Union Council

Re: Budget Principles - Explanations 2023/24

Dear Council,

The budget principles are intended to serve as an outline of the fiscal priorities of the University of Alberta Students' Union for the fiscal year beginning May 1, 2023 and ending April 30, 2024. They are legislated under Students' Council Standing Orders, and are mandated as a responsibility of the Vice-President (Operations and Finance) under Bylaw 1100. This document serves to fulfill the function of explaining how each principle has been interpreted and thus reflected in the operating budget.

Principles - Explanations

1. *In the event that a section of this document conflicts with any other section, the Finance Committee shall identify such a conflict and propose any necessary changes in the presentation of the final budget.*

Not applicable.

2. *Total operating and capital expenditures will not exceed the amount of total operating and fee revenues. The only exception to this would be Council approval on a budget that includes multi-year projections to resolve any deficits.*

Expenditures are less than expected revenues. In order to address potential revenue shortfalls, an underperformance reserve has been created.

3. *Capital budgeting shall be apportioned at the discretion of the Financial Controller and Vice President (Operations and Finance) after the operating budget has been created. Using the set amount of capital funds allocated, decisions for use of capital funds shall be made by the Core Manager responsible for each unit.*

A draft of expected capital spending on minor projects, such as equipment and minor renovations, is included in the budget documents.

4. *Growth in a department shall be offset by a variety of strengthened revenue streams in that department, where possible.*

This budget anticipates greater grant revenue and sales revenue, as operations continue to return to the pre-pandemic baseline.

5. *All departments must work within the mandate of the Students' Union; activities or operations deemed to be beyond its scope shall be eliminated. The 2024-28 Strategic Plan shall be used as a guide to assess the relevance and value prior to such decisions.*

This principle is more forward-looking and cannot yet be assessed, as the next strategic plan is not yet completed.

6. *External entities such as dedicated fee units and operating grants shall be managed as per existing Students' Union Bylaws and applicable contracts.*

Operating policies and governance rules are under review to ensure that fees and grants continue to be managed effectively.

7. *Unless otherwise noted, operating and fixed costs increase at a rate relative to the previous fiscal year no higher than inflation for the province of Alberta; the activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.*

Operating cost, net of volume-based changes, meet this criteria, with the exception of general insurance and staff benefits costs, which have seen a significant increase over the past year.

8. *The Students' Union shall implement all necessary financial restraints and audits as required by the Post Secondary Learning Act and its own Bylaws and Standing Orders.*

The Students' Union continues to abide by the rules it operates under.

9. *Unionized staff costs shall change as specified in the collective agreement with CUPE (Canadian Union of Public Employees) Local 1368. Out-of-scope staff are entitled to a Cost of Living Increase and a merit increase in accordance with their respective employment agreements and appraisal outcomes.*

Salary scales have been adjusted to reflect the collective agreement cost of living increase and expected merit/seniority changes. Staff benefit costs have increased dramatically this year, about 25% over the two years.

10. *Dedicated fees shall increase in accordance with the Students' Union Regulation 410, as set out in the 1992 referendum approving increases based on the Alberta Consumer Price Index (ACPI). Based on estimates, ACPI for 2023-24 will be approximately 6.0%.*

Fee increases on CPI-indexed fees have been held to 5.5%. SRA fees are not indexed, and the APIRG fee has been reduced following their referendum.

11. *Every effort shall be made to keep the operating fee increase less than ACPI. (new)*

This budget includes a 5.5% increase to the core membership fee of the Students' Union.

12. *Funds will be allocated to develop non-fee reliant revenue sources and fundraising capabilities.*

This budget includes funding for staff positions in sponsorship/advertising and in IT that focus on revenue-generating products such as SUTV, Perks, and Backstage.

13. *Resources shall be made available for recurring projects of the Executive Committee, provided they can show the need for such resources and consistency of such projects.*

This budget includes a Project Allocation line of \$50,000, specifically made for the purpose of supporting projects of the Executive Committee.

14. *Resources will be made available for the Executive Committee to build positive relationships with important stakeholders. (edited)*

To facilitate the Executive Committee's efforts to cultivate positive relationships with key stakeholders, this budget allocates resources for both internal and external public relations lines.

15. *Resources shall be allocated to ensuring that Students' Council members have sufficient opportunities for training and engagement to make informed decisions. (edited)*

Staff time and financial resources have been allocated to support improved on-boarding for Councilors and to support Council-led engagement activities.

16. *Resources shall be allocated to ensure the effective operation of student governance structures during and after governance restructuring. (edited)*

Additional resources for the governance system are available in the budget, including additional staff funding and resources for on-boarding staff. Additional resources for Councilor compensation or scholarships are also available.

17. *The Students' Union business units shall strive to avoid budget deficits prior to cost apportionment allocations. All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made.*

All business units are budgeted for cash-positive outcomes.

18. *The Students' Union shall allocate resources toward branding and engagement improvements.*

The Students' Union continues to fund significant marketing (brand), service and event activities (engagement), and digital platform and loyalty program development (brand and engagement).

19. *The Students' Union shall continue to allocate resources toward enhancing the content on digital platforms and digital and media assets. (edited)*

This budget includes resources allocated to digital platforms, such as SUtv and Perks, to continuously work on the improvement of the Students' Union digital media assets.

20. *The Students' Union should continue to invest in its volunteers, student and professional staff through professional development options and enhanced training.*

Funding levels for volunteer and staff appreciation, and professional development (e.g.: retreats, conferences, and training) have been maintained.

21. *The Students' Union will continue to invest in taking steps towards reconciliation including the continued allocation of funds for work on and completion of the 2019 Aboriginal Relations and Reconciliation recommendations and other projects with a focus on reconciliation. (edited)*

The budget includes allocated funds specifically towards the completion of the Aboriginal Relations and Reconciliation Committee Recommendations, including an additional \$10,000 budget for Indigenous Celebration Week.

22. *Resources will be allocated to support the Students' Union's efforts to make its operations, building, and services environmentally, socially, and fiscally sustainable.*

The Sustainability and Capital Fund will continue to fund sustainability improvements in operations, through supporting capital projects that do so. Where feasible, the Students' Union continues to source sustainable supplies and products in accordance with our operating policies.

23. *The Students' Union shall allocate resources to prioritize equity, diversity, and inclusivity to ensure that it represents the diversity in its membership.*

The Students' Union continues its internal EDI committee to evaluate internal processes and continues to allocate resources through its programming that support equity, diversity, and inclusivity (e.g. STRIDE, Indigenous Celebration Week, Indigenous Leadership Program, Residential School Memorial).

24. *The Students' Union shall allocate resources towards initiatives that promote student health and wellness.*

The Students' Union continues to dedicate funding for a range of programs and services that promote student physical and mental well-being, such as Peer Support Centre and UASUEvents.

25. *Funds shall be allocated for the Students' Union Building Master Plan and the evolution of the building to better accommodate students.*

Funds will be sought through the Sustainability and Capital Fund to continue master planning. The primary operating budget also continues to include funding for a part-time building planner.

26. *The Students' Union shall allocate 20% of the SCF Green Fund to Indigenous-led and focused projects. (new)*

This guidance will be adopted by the new Sustainability Committee.

27. *The Students' Council budget shall include \$10,000 of unallocated funds to use for projects selected by the next Students' Council. (new)*

This budget includes an additional \$10,000 allocated to the Students' Council budget, with its use to be determined by the incoming Students' Council.

28. *The Students' Union shall allocate resources towards exploring possible student discount programs to ameliorate the cost of living for students. (new)*

The Students' Union has allocated resources to continue the development of Perks, including the addition of a discount and partnership programs.

29. *The Students' Union shall allocate additional funding to further support student groups. (new)*

An additional \$40,000 in grants have been allocated to Student Groups, and increased staff funding from last year has been continued.

30. *The Students' Union shall make room for allowances for potential Councillor compensation, to be passed only in tandem with a comprehensive governance reform and accountability measures. (new)*

Depending on the reform and compensation structure that Students' Council undergoes, the budget has included an additional \$30,000 to the Governance budget in order to make room for Councillor compensation.

31. *The Students' Union shall explore the possibility of creating a volunteer bursary program. (new)*

This budget includes resources allocated to exploring a program that supports our volunteers, and helps to further promote a culture of volunteerism and community engagement within the student body.

32. *Resources will be made available to improve the safety and security of SUB. (new)*

New door access controls have been put in place to limit late-night access to SUB already, with further expansion planned for the upcoming year.

33. *Resources will be made available to conduct a Performance Audit and a Compliance Audit in conjunction with the annual Financial Statements Audit (2023-24 only). (new)*

An additional \$15,000 has been added to the audit budget for the upcoming year.

34. *The Students' Union shall allocate resources towards displaying art in SUB, including Indigenous and student art. (new)*

To work towards the goal of creating a vibrant and engaging building that reflects the diversity and creativity of the student body, these funds will be sought through the Sustainability and Capital Fund.

35. *The Students' Union shall allocate resources to exploring ways to expand mental health services available to students. (new)*

This budget recommends approaching the Sustainability and Capital Fund for changes to the Peer Support Centre Space, and staffing levels have been increased.

Grouping

		OVERALL		BUSINESS ACTIVITIES		PROGRAMMING & EVENT ACTIVITIES		STUDENT SERVICE ACTIVITIES		
		2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)	
NET PROFIT (LOSS) + AMORT		(16)	6	405,903	475,902	(549,119)	(680,140)	(1,070,560)	(1,333,813)	
1	SU MEMBERSHIP STUDENT FEES	4,159,457	4,525,253					94,185	94,185	
2	Interest	214,736	221,500							
REVENUE										
3	Sales Revenue	3,961,793	4,947,111	3,864,809	4,822,111	59,000	95,000			
4	Registrations & Admissions	134,157	107,000			130,750	106,500	3,407	500	
5	Advertising Revenue	133,317	137,213							
6	Services Revenue	270,406	400,705	228,410	353,309			400	400	
7	Rental Income	1,369,199	1,727,368	204,916	304,772				6,000	
8	Donations & Fundraising	1,064,141	1,101,803			154,000	165,000	253,400	294,900	
9	Grants									
10	Commissions	46,439	66,743	46,439	66,063					
11	Miscellaneous Revenue	257,103	282,520	141,921	51,020	500	500	1,000	1,000	
TOTAL REVENUES		11,610,748	13,517,216	4,486,495	5,597,275	344,250	367,000	352,392	396,985	
12	Cost of goods sold - sales	(1,487,617)	(1,754,345)	(1,438,589)	(1,703,195)	(25,000)	(33,150)			
GROSS MARGIN		10,123,131	11,762,871	3,047,906	3,894,080	319,250	333,850	352,392	396,985	
EXPENSES										
13	Wage Expenses	5,758,877	6,450,126	1,544,171	2,012,297	237,505	302,459	962,784	1,127,826	
14	Other Staff Costs	1,249,835	1,564,198	329,684	428,282	48,158	46,450	156,541	239,367	
15	Retreat & Conferences	111,011	145,917	4,205	8,295	15,100	23,825	26,900	53,190	
16	Maintenance & Supplies	380,151	494,744	278,447	338,384	34,950	65,350	9,800	10,480	
17	Advertising & Printing	235,938	232,775	38,722	44,029	48,750	47,950	57,187	56,381	
18	Fundraising & Commissions	20,804	21,054	20,804	21,054					
19	Grants & Sponsorships	283,889	292,461	1,043	3,000			80,000	100,000	
20	Scholarships	117,450	114,000							
21	Production & Program costs	682,096	784,333	59,636	22,846	460,350	503,850	85,192	93,527	
22	Professional Fees	63,200	75,700							
23	Subscription costs	128,216	163,166	34,318	48,646	9,394	8,571	20,952	24,207	
24	Association costs	119,295	134,508	250	250			750	780	
25	Rent	92,940	197,746	90,444	195,246			2,496	2,500	
26	Utilities	74,345	102,184	54,989	77,384					
27	Cleaning costs	82,285	87,615	51,285	56,615			3,000	3,000	
28	Office Expenses	77,293	75,550	20,528	15,891	4,408	4,501	13,350	14,250	
29	Travel	21,670	28,540	2,640	4,600	2,700	4,280	3,850	5,140	
30	Other Overhead	252,530	313,913	110,837	141,359	7,054	6,754	150	150	
TOTAL EXPENSES		9,751,825	11,278,530	2,642,003	3,418,178	868,369	1,013,990	1,422,952	1,730,798	
NET PROFIT (LOSS)		371,306	484,341	405,903	475,902	(549,119)	(680,140)	(1,070,560)	(1,333,813)	
Contingency Reserves		(30,000)	(220,024)							
33	Capital Expenses	(188,000)	(161,161)							
32	Restricted STUDENT FEES for Capital	3,018,528	3,192,358							
31	Capital costs (Loans and Amort.)	(3,171,850)	(3,295,508)							

Grouping	DIGITAL PLATFORMS & SPONSORSHIP		CENTRAL SUPPORT & SPACE ACTIVITIES		REPRESENTATION & ADVOCACY ACTIVITIES		CAPITAL & INTERNALLY RESTRICTED	
	2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)	2022-23 (Budget)	2023-24 (Budget)
	NET PROFIT (LOSS) + AMORT		2,312,271	2,684,838	(712,581)	(872,258)	(385,930)	(364,448)
1	SU MEMBERSHIP STUDENT FEES		4,065,272	4,431,068			-	-
2	Interest		120,000	120,000			94,736	101,500
REVENUE								
3	Sales Revenue		37,984	30,000				
4	Registrations & Admissions							
5	Advertising Revenue		133,317	137,213				
6	Services Revenue		5,400	41,596	41,596			
7	Rental Income		41,000	1,164,283	1,375,596			
8	Donations & Fundraising		185,388	141,000	319,339	319,339	110,000	135,000
9	Grants							
10	Commissions			680				
11	Miscellaneous Revenue			113,682	230,000			
	TOTAL REVENUES		356,689	354,613	5,824,172	6,518,279	110,000	135,000
12	Cost of goods sold - sales		(24,028)	(18,000)				
	GROSS MARGIN		332,661	336,613	5,824,172	6,518,279	110,000	135,000
EXPENSES								
13	Wage Expenses		69,564	95,660	2,398,944	2,346,245	494,033	565,639
14	Other Staff Costs		20,285	27,780	622,193	733,436	69,178	88,883
15	Retreat & Conferences		3,850	3,575	39,000	5,376	21,956	51,656
16	Maintenance & Supplies		600	720	56,354	79,810		
17	Advertising & Printing		16,500	29,318	28,646	29,980	43,733	23,117
18	Fundraising & Commissions							
19	Grants & Sponsorships		135,582		11,064	16,560	56,200	56,200
20	Scholarships					3,000		
21	Production & Program costs		53,340	50,240	20,628	23,120	1,750	82,750
22	Professional Fees				45,200	68,200	11,000	
23	Subscription costs		360	4,236	62,952	76,466	240	1,040
24	Association costs				3,250	2,525	115,045	130,953
25	Rent							
26	Utilities				19,356	24,800		
27	Cleaning costs				28,000	28,000		
28	Office Expenses		12,480	14,459	22,235	22,459	3,656	3,990
29	Travel		9,000	9,000	2,940	4,740	540	780
30	Other Overhead		11,100	11,700	121,139	151,700	2,250	2,250
	TOTAL EXPENSES		332,661	246,688	3,481,901	3,613,417	822,581	1,007,258
	NET PROFIT (LOSS)		0	89,925	2,342,271	2,904,862	(712,581)	(872,258)
	Contingency Reserves				(30,000)	(220,024)		
33	Capital Expenses						(188,000)	(161,161)
32	Restricted STUDENT FEES for Capital						3,018,528	3,192,358
31	Capital costs (Loans and Amort.)						(3,171,850)	(3,295,508)

**UNIVERSITY OF ALBERTA STUDENTS' UNION
2023-24 OPERATING, CAPITAL & NON-DEDICATED RESERVES BUDGET**

Dept	Department Name	Total Revenue		COGS	Expenses	Total Expenses		Net
GENERAL REVENUES								
400	Student Fees - General Membership Fee	4,431,068	33.1%	0	0			4,431,068
400	Interest & Dividends	120,000	0.9%	0	0			120,000
	Total, General Revenues	4,551,068	34.0%			0	0.0%	4,551,068
BUSINESS ACTIVITIES								
800	SUBmart	803,714	6.0%	490,030	278,796	768,826	5.9%	34,888
815	Print Centre	1,009,410	7.6%	228,344	483,671	712,015	5.5%	297,395
832	RATT	62,486	0.5%	19,971	42,195	62,166	0.5%	320
837	Daily Grind	793,825	5.9%	272,157	443,273	715,430	5.5%	78,395
841	Powerplant (Deweys)	719,150	5.4%	211,444	500,674	712,118	5.5%	7,032
850	Conferencing & Events	1,586,270	11.9%	270,400	1,282,348	1,552,748	11.9%	33,522
890	Balmoral Lounge	622,419	4.7%	210,850	387,224	598,074	4.6%	24,345
	Total, Business Activities	5,597,274	41.9%			5,121,377	39.4%	475,897
PROGRAMMING & EVENT ACTIVITIES								
713	Alternative Programming/SUKCP	176,500	1.3%	0	451,099	451,099	3.5%	(274,599)
714	WOW	110,500	0.8%	33,150	358,598	391,748	3.0%	(281,248)
715	Orientation / Programming	80,000	0.6%	0	204,293	204,293	1.6%	(124,293)
	Total, Programming Activities	367,000	2.7%			1,047,140	8.1%	(680,140)
STUDENT SERVICE ACTIVITIES								
600	Student Life Manager			0	172,289	172,289	1.3%	(172,289)
612	Student Life - Peer Support Centre			0	197,092	197,092	1.5%	(197,092)
615	Student Life - Student Groups (SU)			0	0			
616	Student Life - Renting Spaces			0	0			
624	Student Life - Leadership Education & Development	3,000	0.0%	0	297,895	297,895	2.3%	(294,895)
646	Student Life - Safewalk	400	0.0%	0	41,569	41,569	0.3%	(41,169)
655	Student Life - Sustain SU	3,500	0.0%	0	144,644	144,644	1.1%	(141,144)
691	Student Life - Student Groups (University)	224,500	1.7%	0	460,658	460,658	3.5%	(236,158)
692	Student Life - InfoLink (SU Locations)	71,400	0.5%	0	253,343	253,343	1.9%	(181,943)
953	First Nations, Metis and Inuit Initiatives			0	64,116	64,116	0.5%	(64,116)
950	The Landing (DFU)	94,185	0.7%	0	99,193	99,193	0.8%	(5,008)
	Total, Student Service Activities	396,985	3.0%			1,730,799	13.3%	(1,333,814)
DIGITAL PLATFORMS & SPONSORSHIPS								
642	Digital Platforms	102,113	0.8%	0	139,270	139,270	1.1%	(37,157)
644	Handbook	40,500	0.3%	0	42,937	42,937	0.3%	(2,437)
900	Sponsorship Fund	212,000	1.6%	18,000	64,480	82,480	0.6%	129,520
	Total, Digital Platforms and Sponsorships	354,613	2.7%			264,687	2.0%	89,926
CENTRAL SUPPORT & SPACE								
400	General Administration (Shared General Costs, e.g. Insurance)	25,000	0.2%	0	141,996	141,996	1.1%	(116,996)
402	Office Administration (Accounting, HR, Administration)			0	1,030,052	1,030,052	7.9%	(1,030,052)
410	Technical Support	5,000	0.0%	0	508,649	508,649	3.9%	(503,649)
411	Facilities & Operations (Retail Rent Only)	1,407,841	10.5%					1,407,841
411	Facilities & Operations	524,604	3.9%	0	1,442,051	1,442,051	11.1%	(917,447)
640	Marketing	4,765	0.0%	0	490,667	490,667	3.8%	(485,902)
	Total, SUB and Central Support	1,967,210	14.7%			3,613,415	27.8%	(1,646,205)
REPRESENTATION ACTIVITIES								
500	President			0	55,933	55,933	0.4%	(55,933)
501	Executive Support	60,000	0.4%	0	107,570	107,570	0.8%	(47,570)
502	Governance / Student Council	25,000	0.2%	0	166,735	166,735	1.3%	(141,735)
509	Elections & Referenda			0	31,680	31,680	0.2%	(31,680)
519	Academic Affairs			0	55,933	55,933	0.4%	(55,933)
520	Operations & Finance			0	55,933	55,933	0.4%	(55,933)
521	External Affairs			0	55,933	55,933	0.4%	(55,933)
523	Student Life			0	55,933	55,933	0.4%	(55,933)
912	Project Reserve	50,000	0.4%	0	50,000	50,000	0.4%	
528	CASA			0	81,082	81,082	0.6%	(81,082)
530	CAUS			0	73,871	73,871	0.6%	(73,871)
425	Research/Advocacy			0	216,657	216,657	1.7%	(216,657)
	Total, Representation Activities	135,000	1.0%			1,007,260	7.7%	(872,260)
OPERATING CONTINGENCY FUNDS								
911	Contingency Reserve			0	30,000	30,000	0.2%	(30,000)
913	Underperformance Reserve			0	190,020	190,024	1.5%	(190,024)
	Total, Contingency Funds	0	0.0%			220,024	1.7%	(220,024)
	Base Operating Budget	13,369,150		1,754,346	11,250,352	13,004,702		364,448
CAPITAL RESERVE ACTIVITIES								
910	Capital Reserve			0	293,661	293,661		(293,661)
920	Building Expansion Reserve	858,340		0	624,954	624,954		233,386
920	Building Expansion Reserve (Interest Portion)			0	294,357	294,357		(294,357)
921	Tenant Reserve	16,564		0	0			16,564
925	Sustainability & Capital Fund	2,334,018		0	2,334,018	2,334,018		
9X	Capital Fund Repayment & Medium Term Financing			0	26,380	26,380		(26,380)
	Total, Capital Reserves	3,208,922				3,573,370		(364,448)
	Total, Operating and Capital Budget	16,578,071		1,754,346	14,823,722	16,578,072		0
INTERNALLY RESTRICTED RESERVE ACTIVITIES								
945	Student Involvement Endowment Fund	131,500		0	131,500	131,500		0
976	Studentcare			0	0			0
	Total, Internally Restricted Funds	131,500			131,500	131,500		0
	Total, Operating, Capital, & Internally Restricted Budget	16,709,571		1,754,346	14,955,222	16,709,572		0
EXTERNALLY RESTRICTED RESERVE ACTIVITIES								
975	Access Fund	1,099,857		0	1,099,857	1,099,857		0
941	Campus Recreation	394,209		0	394,209	394,209		0
940	Golden Bear & Legacy Fund			0	0			0
960	WUSC	111,400		0	70,820	70,820		40,580
	Total, Externally Restricted Funds	1,605,466			1,564,886	1,564,886		40,580
	Total Op., Capital & Reserves	18,315,037		1,754,346	16,520,108	18,274,458		40,580



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Daniela

Email Address dcarbaja@ualberta.ca

Type of Item Submission

Is this a Consent Agenda item?

Approval/Discussion Items

Motion

Carbajal/Regmi move that A) the resolutions listed on pages 12-16 of the Report be adopted as General Orders of Students' Council under Bylaw 100; B) that the adopted General Orders not expire until the end of April 2027; and C) to direct the Executive Committee to publish the adopted General Orders on the docs.su.ualberta.ca website.

Mover Carbajal

Seconder Regmi

Presenter (If Not the Mover) Carbajal/Akinneah

Does this item require a closed session discussion?

Office/Committee Responsible ARRC

Purpose

The report has been created through consultation with the Indigenous community as well as with UASU service staff. This is meant to provide an educational basis on reconciliation and Indigenization for the UASU, as well as giving timelines and dates to ensure that there is consistency and accountability. This report will also ensure that all staff, executives, and councillors are given education opportunities regardless of the year.

Executive Summary

The report outlines an expanded list of the recommendations the 2018-19 ARRC team initially created.

Relevant Bylaws/Policies/Standing Orders

N/A

Engagement and Routing

Consulting was officially conducted late Fall 2022 and Winter 2023, however, consultation and engagement has expanded beyond these dates as based on lived experiences and conversations with the larger community.

Approval Routing

ARRC on March 30, 2023

Strategic Alignment

This plan aligns with the recommendations adopted by the UASU back in the 2018-19 and follows the commitment the UASU has set out to while updating the recommendations and action items with what is needed as the UASU moves forward in its reconciliation journey.

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions



ARRC Report

**April 13,
2023**

prepared by

Daniela Carbajal for the
**UASU Aboriginal
Relations and
Reconciliation
Committee**

Introduction

For many students and staff, issues faced by Indigenous Peoples have only made their way into their lives in recent years; however, for Indigenous students, including myself, these issues have always been a part of our lives. I recognize that I am not Indigenous to this land and recognize my role as a settler, but as a mixed Indigenous person from Turtle Island, I stand in solidarity with my Indigenous kin of this land and commit my time, energy, and resources to reconciliation. While nothing can fully explain the experience that Indigenous Peoples have been subjected to and continue to be subjected to, educating ourselves and each other is the best we can do to stand in solidarity with Indigenous Peoples.

Preamble

Uncomfortableness is Okay; Resistance is Not

Embracing the uncomfortableness is part of decolonization, accepting that we are open to change despite what we have been told to believe and how to operate. It is okay to be uncomfortable with these changes initially; it is only natural after existing under colonial processes for your entire life and studies. However, the difference between choosing to or not to embrace this uncomfortableness differentiates true allies from performative ones. Colonialism teaches us that titles and rules are the most important thing, rather than our relationships with people. Many face an uncomfot in relinquishing their titles. But, to do the work that reconciliation requires, one must be willing to move beyond the titles associated with oneself and be open to hearing the ugliness of the society we actively exist in and contribute to.

Preamble

Cognitive Dissonance and Prejudice

It is sometimes difficult to explain the notion of existing within a colonial structure because it can seem like such an abstract concept. So I have made my best effort as a psychology student to explain this with more concrete (Western) theory. We have semantic regularities and characteristics associated with activities every day in different types of scenes; we are breaking those semantic regularities, which is cognitively uncomfortable, reasonably so.

Decolonization is the breaking of these colonial semantic regularities. Discomfort is expected. But rather than shy away from discomfort, embrace it as an opportunity for growth. This discomfort is a source of cognitive dissonance because we go against what we have been taught to believe and do. Having cognitive dissonance does not mean you are a bad person; it is another way colonialism has impacted all of us and our way of being.

Furthermore, prejudices are taught from birth, and we develop these biases, whether it is consciously or not. To address these biases, education is needed. With this in mind, how many of you were aware of the many issues Indigenous peoples faced before you entered university?

Preamble

Cognitive Dissonance and Prejudice cont.

For some of us, these issues have affected us our entire lives, and it is okay that this space may be your first encounter with the issue, but the first step is to recognize the limitations of your education. How many of you have interacted with Indigenous peoples outside these spaces in meaningful ways? This is not just the pretty cultural aspects media has often portrayed, but everything it means to be an Indigenous person in this society. With this, I ask everyone to open themselves to education and ensure this opportunity is given to future councillors, executives, and staff so we can move toward more sincere reconciliation based on truth, awareness and humility.

I ask you to read this report not with the idea that these action items will be dictated to you by a higher authority figure. Instead, this is being presented from the perspective of respect and responsibility for each other. I write this report not to tell any of you what to do but with love and thought to help the UASU staff and elected students in their education and reconciliation journey.

There is no Reconciliation without Decolonization and Indigenization

From Pulling Together: A Guide for Researchers, Hiłkala by Dianne Biin; Deborah Canada; John Chenoweth; and Lou-ann Neel:

“Indigenization occurs in phases, best described by David Newhouse, an Onondaga scholar, at a 2015 SFU-UBC Graduate Student Symposium as follows:

1. Being physically represented (e.g., artwork, signage, culturally relevant spaces)
2. Bringing Indigenous culture into institutions and ensuring representation (e.g., welcoming and graduation ceremonies, cultural events, advisories, strategic plans, educational partnerships)
3. Building a space for Indigenous knowledge to be part of the institution (e.g., territorial acknowledgements, educational plans, culturally relevant curricula and pedagogical practice, co-delivery of programs and services in First Nations communities and urban Indigenous organizations)”

There has been progress in the first two phases of Indigenization within the UASU. However, there has yet to be work done on the third phase. As expected, this is the most challenging step for colonial institutions to integrate.

There is no Reconciliation without Decolonization and Indigenization cont.

The third phase challenges the pedagogy and ways of existing of the UASU and everyone within it. These recommendations have been crafted to bring the UASU into the third phase, as described by David Newhouse, and while much work remains to be done, these are created to introduce the union to the phase.

Recommendations

Why are these recommendations here?

“As interest in decolonization slowly grows, though still at the margins of the field, I suggest that non-Indigenous scholars and practitioners need to enter into these conversations with intellectual humility, a commitment to address how comprehensively colonization shapes our institutions and our collective “field-imaginary”, and a deep recognition that decolonization is not a single event or prescribed blueprint but a complex and contested process of unlearning and undoing centuries of colonial ideas, desires, and infrastructures, and of (re)learning how to be together in the world differently.” - Sharon Stein

Why are these recommendations here? cont.

“States and governments have long made decisions hostile to the interests of indigenous communities but justified by a paternalistic view that indigenous peoples were like children who needed others to protect them and decide what was in their best interests.” - Linda Tuhiwai Smith

Legend



Council



Speaker



Staff



**Executive
committee**

Recommendation 1: The speaker should have access to training that facilitates safer spaces for Indigenous individuals in the council



Rationale: This recommendation is more straightforward. Due to the history of unsafe spaces that have been created in council, for all parties involved but in particular for those who are Indigenous, the speaker must be adequately trained so that they are equipped to handle these situations.

Recommendation 2: Council should have access to training that facilitates a safer space for the council and colleagues.



Rationale: Much like the first recommendation, one cannot expect everyone to be equipped with the tools to make the council a safe space, so this recommendation comes from the perspective of educating from the beginning so that we can best ensure student representatives are equipped with anti-oppressive strategies.

Recommendation 3: Education on how to respectfully engage with Indigenous peoples.



Rationale: Although it was done with good intentions, there have been multiple instances where protocols have not been followed, which can be harmful. There has also been a constant trend over the years, including this year, of the tokenization of Indigenous students and Peoples. An example is that “The “Aboriginal as expert” assumption presumes that any Aboriginal person has knowledge of, and is willing to speak to, issues and information regarding Aboriginal peoples and history,” ([UBC](#)) which is far from the truth, yet in the UASU we continue to see Indigenous students and Peoples asked to take on roles and create spaces purely based on their identity rather than through thorough conversations and relationship



building. Therefore, this recommendation comes from the need to educate non-Indigenous people on how to interact with Indigenous Peoples for their well-being of Indigenous Peoples.

“It has been expressed that the burden is heavy for Indigenous peoples to be educating, explaining, and defending their cultures in environments that should already be culturally aware...By tokenizing Indigenous peoples and talent, it is not only dehumanizing, but it also removes the responsibility from managers and government to be aware of the issues and of the harm created by tokenism.” - Meagan Commonda.

Recommendation 4: Reflection and education should be ongoing rather than singular instances; these opportunities should be created for all staff

Rationale: reconciliation is not a checklist item; it is not an event; it is not a destination or a certificate.

Reconciliation is a lifelong long process that spans generations, and as such, the educational component of it should also be lifelong.



Recommendation 5: Blanket exercises should be carried out to educate staff, executives, and councillors on the history and ongoing realities Indigenous Peoples face.

Rationale: From KAIROS, the developers of the blanket exercise, “The Blanket Exercise is based on Indigenous methodologies, and the goal is to build understanding about our shared history as Indigenous and non-Indigenous peoples in Canada by walking through pre-contact, treaty-making, colonization and resistance. Everyone is actively involved as they step onto blankets representing the land and into the role of First Nations, Inuit and later Métis peoples. By engaging emotionally and intellectually, the Blanket Exercise effectively educates and increases empathy.”

Recommendation 6: The UASU should undertake and integrate more programming that caters to Indigenous students and the larger Indigenous community in Amiskwaciwâskahikan.

Rationale: beyond education about colonization, the UASU should also focus on highlighting all of the successes, culture, language, and beauty of Indigenous Peoples and their diverse cultures. The UASU should aim to serve both Indigenous UofA students and non-students.



Recommendations to Actionable Motions

The following motions will be put forward to the council to implement these as protocol. Why actionable motions? While there have been training and other educational opportunities, such as blanket exercises, consistency must be maintained throughout the years. These actionable recommendations passed through the council will act as a guide for consistency.

R1: The Speaker of Students' Council shall complete the University of Alberta Indigenous Canada MOOC within the first two (2) months of their employment by Students' Council. The UASU shall accept the credit or non-credit version of the MOOC. The Speaker shall be exempt from taking the MOOC if they have taken NS 201 or at least three (3) courses in the Faculty of Native Studies.

R1+2: Students' Council and the Speaker of Students' Council shall have an anti-oppression training/workshop within the first three (3) months of their term.

R2: Governance staff shall arrange a sharing circle for councillors (including executives) at least twice during the council's term for continued reflection on reconciliation, decolonization, and Indigenization.

R3: The executive committee and all senior staff shall receive training on how to respectfully and adequately work with Indigenous individuals and communities every year.

R4A: GovCamp shall include a workshop where Students' Council shall compose their treaty acknowledgement for the year. A Councilor shall read out the acknowledgement at the start of each Council meeting. Each Councilor shall read the acknowledgement at least once during the year.

R4B: The executives shall complete the University of Alberta Indigenous Canada MOOC within the first four (4) months of their term beginning. The UASU shall accept the credit or non-credit version of the MOOC, and shall allow executives to take replace the MOOC with NS 201 if they intend to take the course for credit in the upcoming academic year, so long as the course is completed and proof of completion is given to Students' Council as an information item. Executives shall be exempt from taking the MOOC if they have taken NS 201 or at least three (3) courses in the Faculty of Native Studies.

R4C: The General Manager shall complete the University of Alberta Indigenous Canada MOOC within the first three (3) months that these recommendations being passed in Students' Council and provide proof to the Council as an information item. The UASU shall accept the credit or non-credit version of the MOOC.

R4D: The General Manager shall attend Students' Council's treaty acknowledgement workshop during GovCamp. The General Manager shall read out the acknowledgement during the first council meeting of September and January each year.

R4E: The Executive Committee and Core Managers shall volunteer at least once a semester with an organization that serves the Indigenous population in Amiskwaciwâskahikan. The FNMI Specialist will engage with these organizations to find appropriate volunteer opportunities, and these opportunities will also be made available to all staff. Sufficient staff resources will be made available to coordinate volunteering, and accommodations will be made to allow staff to volunteer. The FNMI Specialist will coordinate these opportunities towards the end of the Winter Semester to be undertaken during the Spring/Summer Semesters and the following academic year. The FNMI Specialist will choose whether or not to attend the programmed times.

R4F: The UASU shall coordinate opportunities for staff (including the council speaker) to correctly pronounce the Cree language to respect our presence on Cree territory and Papaschase Cree land. If possible, Michif shall also be included.

R4G: The UASU staff shall be allowed to attend Indigenous programming and events, including non-UASU-led programming and events. For instance, Round Dances, Indigenous Celebration Week, Indigenous Leadership Program, Residential School Memorial, etc.

R5: A blanket exercise shall be conducted to educate all staff every two years, and every year for the council, the executive committee and the council's speaker.

R6: The UASU shall integrate more Indigenous culture, art, and communities in regular programming, such as during Week of Welcome.

R6: The UASU shall partner with schools in Amiskwaciwâskahikan and arrange programming for students to attend the UofA at least once per semester. Such programming can be shadowing in classes, lunches with student leaders, personalized tours of the UofA by students/UASU staff, talks, etc. Collaboration with other groups on campus is encouraged, such as First People's House.

R0: The UASU shall give Indigenous programming and initiatives the same attention, effort, and resources as non-Indigenous UASU programming.

R00: For all initiatives undertaken by the UASU regarding reconciliation, decolonization, and Indigenous programming in general, the UASU shall take on all financial responsibility, including any costs and honorariums associated with the events, programming, initiatives, etc. The UASU cannot ask Indigenous organizations or student groups to take on the financial responsibility (costs) for these initiatives. While these initiatives may be included within the FNMI Initiatives budget line, they would be additive rather than subtracting from the resources available to the FNMI Initiatives Specialist.

R000: Recommend to the executive that they should amend future job postings to say that it will be considered an asset in hiring if applicants have completed the University of Alberta Indigenous Canada MOOC, NS 201, or have comparable training or lived experience.

Per consultation, some additional funding will be required for some of these action calls. In collaboration with the UASU VPOF, these additional allocations shall be arranged.

Parallels to the Calls to Action

BUSINESS AND RECONCILIATION

92. We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism. (Also listed as Call to Action 57).

Feedback

While I respect the input of non-Indigenous Peoples on this report, for too long, reconciliation efforts in institutions have been led by non-Indigenous individuals with little to no effort made to center the voices of Indigenous Peoples and communities. So with this preliminary report, I am consciously and carefully wishing to center the voices and perspectives of Indigenous students, staff, and community members, and respectfully ask that if you are a non-Indigenous student, staff, or community member, you stay within the guidelines of feedback about the implementation, but not the content of the report or recommendations as they have been crafted through consultation with Indigenous peers and staff. Reconciliation is two-sided, but we must recognize that non-Indigenous individuals cannot dictate what is to be included as part of reconciliation but rather help implement it.

Consultation

- Michelle Kim
- Kelsey Zaruk
- Kaycee Sepnio
- Josh - preliminary
- General interest verbal survey with Dewey's staff
- Indigenous community on and off campus

Attempted to consult with more staff but did not hear back



UASU Students' Council Agenda Submission Form

Council Meeting Date Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter Abner Monteiro

Email Address president@uasu.ca

Type of Item Submission Discussion

Is this a Consent Agenda item? No

Approval/Discussion Items

Motion

MONTEIRO is moved by movers moving motions

Mover Monteiro

Second Monteiro

Presenter (If Not the Mover) Monteiro

Does this item require a closed session discussion? No

Office/Committee Responsible Office of the President

Purpose

I'm moved by motions moving.

Executive Summary

<https://www.youtube.com/watch?v=hdcTmvpD00I>

Relevant Bylaws/Policies/Standing Orders

N/A

Engagement and Routing

Me

Approval Routing

Me

Strategic Alignment

N/A

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Presentations

Written Questions



Friday, April 14, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter

Julia Villosio

Email Address

julia.villosio@su.ualberta.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

Finance Committee Winter Chair Report/Transition 2023

Description of the Information Item

This is the report from the Finance Chair!

Attachments



Finance Committee Winter Ch....pdf

Presentations

Written Questions

Date: 04/13/20223

To: Students' Union Council

Re: Finance Committee Winter Chair Report/Transition 2022/2023

Dear Council,

Finance Committee had an incredibly busy 4 months! Here is what we've been up to:

Committee Activities

- Discussed budget principles
- Underwent robust consultation for the budget principles
- Received Core Managers Reports
- Made changes to the budget formatting
- Approved a DFU Report
- Discussed issues with the Indigenous Students' Union DFU Report
 - They still haven't been professionally audited, so they will not be receiving their funds this year.

Committee Schedule

- Had weekly meetings on Friday 5-6pm

Summary of Motions

Meeting Number	Motion	Result
17	MILAN/FOGUE MOVE TO go in-camera.	CARRIED
17	FOGUE/REGMI MOVE TO go ex-camera.	CARRIED
19	REGMI/FLAMAN MOVE TO go in-camera.	CARRIED
19	FOGUE/MONTEIRO MOVE TO go ex-camera.	CARRIED
E-Vote	VILLOSO/FOGUE MOVE TO approve the 2022/2023 Campus Food Bank DFU Report	CARRIED
E-Vote	VILLOSO/FLAMAN MOVES TO approve the 2023/2024 budget principles	CARRIED
E-Vote	VILLOSO/FOGUE MOVES TO recommend the approval of the 2023/2024 Final Operating and Capital Budget	CARRIED

Transition

Manual + Responsibilities

- Go over the Finance Committee [Standing Orders](#) thoroughly!
- The Finance Committee [Manual](#) is a great resource to use to see the responsibilities of Finance outlined. I would go over it in detail to look at all the deadlines you have.

First few meetings:

Julia Villosa, Vice President Operations and Finance, Finance Committee Chair

2-900 SUB | 780 492 4241 | yp.finance@uasu.ca

- I recommend giving a presentation to each committee you chair with all of the background information you think each committee member needs.
 - [Here's](#) the one I made this year!
 - I always assume no one knows anything about the SU when I give these presentations
- Introduce the year plan
 - Create a year plan for all the committees your chair
 - [Here's](#) the one I made for Finance this year
 - It outlines expectations for you and your committee and ensures your get all of your work done
- Get people to sit on all of the designated committees and other boards that needs Finance Committee members:
 - Appoint one (1) member to the Campus Recreation Enhancement Fund Committee
 - Appoint two (2) members to the Golden Bear & Panda Legacy Fund Committee
 - Appoint two (2) members to the World University Service of Canada Refugee Student Sponsorship Committee
 - Appoint two (2) members to sit on the Student Group Granting Committee.
 - Someone will reach out to you eventually asking for the names of people who sit on these committees!
 - The first four are pretty small commitments and typically meet a handful of times in a year if not once, though the Student Group Granting Committee is a BIG time commitment as they're adjudicating a bunch of applications and members need to be aware of that.

Projects

- **Working on Fee Governance changes - Bill 4: Financial Reform**
 - A project that's been worked on for two years
 - All consultation has been done (Finance Committee, all DFUs and SRAs)
 - I have a lot of [documents](#) going over all of the proposed changes
 - [First principles](#) already passed, it literally just needs to be written and organized
 - Second principles be brought to Students' Council
- **Core Manager Reports**
 - A practice we started this year to give Finance more context and knowledge on the whole organization, which is super important especially during budget season
 - Talk to the VP Operations and Finance as to how this can be arranged for next year
- **DFU Reports**
 - In order for DFUs to receive their money, they need to get their DFU report approved by Finance Committee
 - Email them yourselves around August-September to remind them that Finance will be expecting the reports soon and to get rid of the communication gap, invite them to a Finance meeting to answer any questions committee members may have about their report.
 - As soon as they are approved, email Peter Ta the meeting minutes so he can issue them a cheque!
 - All of the reports for this year have been passed except for the Indigenous Students' Union, so they will not be receiving their money. They haven't been professionally audited for the past three years, so I recommend reaching out to them to get updates on that professional audit that they said they are working on. Every other DFU has been audited by professional auditors, given that all of the DFUs are required under

bylaw to be a registered society. The government also requires all registered societies to be audited professionally. In addition to that, they are also having issues with their society status, and haven't renewed it for a couple of years, so this will be an issue that arises.

- **Memorandums of Understanding (MOUs)**

- MOUs are something that has been proposed to all of our fee-collecting bodies
- It helps bridge the communication gap between the SU and X party when it comes to fees
- Each organization is different, but is governed the same. MOUs enable us to keep both sides accountable to things we agreed to.
- They already made a [list of things](#) that the MOU should include for SRAs. DFUs are probably going to be similar

- **Other things to note**

- Finance Committee is also responsible for approving the upcoming CREF Allocations. They have already been adjudicated by last year's CREF committee with members of Finance committee, just with their timelines it typically gets approved later on
- Finance also ratifies the SU Awards recipients
- According to standing orders, Finance also receives the minutes of the Student Group Granting Committee. You don't need to do anything other than put it as an information item.

Best,



Julia Villosa

Vice President Operations and Finance
Finance Committee Chair
University of Alberta Students' Union



Wednesday, April 5, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter

Christian Zukowski

Email Address

speaker@uasu.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

Council Scholarship Nominations: Milan Regmi, Simran Dhillon, David Lee

Description of the Information Item

Per section 8 of Appendix 3 of Council Standing Orders, please find attached the nomination packages for Milan Regmi, Simran Dhillon, David Lee.

Attachments



WINTER TRIMESTER 2023 C... .pdf

Presentations

Written Questions

Is there anything else that you would like to include?

Congrats to the nominees!

Council Scholarship Nomination Form

GENERAL INFO:

- Two awards of \$500 each are given each trimester of Students' Council.
- All voting members of Council other than members of the Executive may be nominated.

SCHOLARSHIP CRITERIA:

- representative of his/her constituents' opinions and concerns in Students' Council matters;
- serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
- excellent attendance; and
- activity on committees.

NOMINATION REQUIREMENTS:

- Self-nominations are NOT allowed.
- Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing three to five additional supporting signatures from other voting members of Students' Council.
- Nominators must include a brief (ie no more than one page) justification for why the member is being nominated.

What is the full name of the person you wish to nominate for the Council Scholarship? *

Milan Regmi

What is your full name? *

Aaryan Shetty

What are the names of the three to five other voting members that support this nomination? *

Lionel Liu, David Lee, Pien Steinbusch

Please provide a justification for why this person should be nominated for the Council Scholarship: *

Milan Regmi has been an integral member of this Students' Council. When I joined at the beginning of the year with nothing but some prior knowledge and a handbook, Milan was more than willing to give me the low down on what I needed to know to be an effective councillor, even before my first day. Milan is easy to connect with, a great listener and incredibly reliable. His work on SU Policy this year has been just as remarkable. His care for his constituents, with his regular reports on social media all contribute to why I believe he should be awarded this council scholarship. The undersigned supporting council members of this nomination reflect the same confidence.

This form was created inside of University of Alberta Students' Union.

Google Forms

Council Scholarship Nomination Form

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- Nominators must include a brief (ie no more than one page) justification for why the member is being nominated.

What is the full name of the person you wish to nominate for the Council Scholarship? *

Simran Dhillon

What is your full name? *

Adrian Wattamaniuk

What are the names of the three to five other voting members that support this nomination? *

Milan Regmi, Fateh Arslan, Madina Ussebayeva, Abner Monteiro

Please provide a justification for why this person should be nominated for the Council Scholarship: *

Simran's been on Council for several years, and has been dedicated to a number of committees. This year, her work on Audit has been instrumental in the passing of an unusually large number of FAMF's, while also maintaining diligent financial oversight of the UASU.

This form was created inside of University of Alberta Students' Union.

Google Forms

Council Scholarship Nomination Form

GENERAL INFO:

- Two awards of \$500 each are given each trimester of Students' Council.
- All voting members of Council other than members of the Executive may be nominated.

SCHOLARSHIP CRITERIA:

- representative of his/her constituents' opinions and concerns in Students' Council matters;
- serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
- excellent attendance; and
- activity on committees.

NOMINATION REQUIREMENTS:

- Self-nominations are NOT allowed.
- Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing three to five additional supporting signatures from other voting members of Students' Council.
- Nominators must include a brief (ie no more than one page) justification for why the member is being nominated.

What is the full name of the person you wish to nominate for the Council Scholarship? *

David Lee

What is your full name? *

Levi Flaman

What are the names of the three to five other voting members that support this nomination? *

Daniela Carbajal Velez, Ibukun Ojo, Abner Monteiro, Julia Villosio, Adrian Wattamaniuk

Please provide a justification for why this person should be nominated for the Council Scholarship: *

The criteria for the Students' Council Scholarship is that a councillor is representative of his/her constituents' opinions and concerns in Students' Council matters, serves as an ambassador of Students' Council in the campus community and attempts to further empower students, excellent attendance and their activity on committees.

As is typical from a first-year councillor, David spent the Spring/Summer trimester mostly listening and learning, but not exercising his speaking turns. Through the fall term, he slowly began asking questions and providing feedback on the work we have done both in committees and in council. In recent months, he's really stretched his legs and has been far more vocal than I've seen him throughout the rest of the year. Now that he's had most of the year to develop a deeper familiarity and understanding of the role and responsibilities, I wholeheartedly support the nomination of Councillor Lee for the winter term Council Scholarship and I thank the co-sponsors for supporting as well.

This form was created inside of University of Alberta Students' Union.

Google Forms



Thursday, April 13, 2023

UASU Students' Council Agenda Submission Form

Council Meeting Date

Tuesday, April 18, 2023

[Meeting Schedule](#)

Submitter

Adrian Wattamaniuk

Email Address

wattaman@ualberta.ca

Type of Item Submission

Information Item

Is this a Consent Agenda item?

No

Approval/Discussion Items

[Strategic Plan](#)

Calls for Nominations

[Council Committees and Boards](#)

Written Nominations

Information Items

Agenda Title

Adrian's Wrap-Up Compliments

Description of the Information Item

As promised, for those who filled out the form in time, here are your compliments. I hope you enjoy.

Attachments



Adrian's Mandated Complime... .pdf

Presentations

Written Questions

Is there anything else that you would like to include?

I think this is my last submission ever. Thank you so much for everything Courtney!!!! Keep in touch, I'll miss you :'(



University of Alberta Students' Union

Chair of the Council Administration Committee

As promised, please find below my most sincere compliments for those who took the time out of their busy days to fill out the Council Wrap-Up Party form:

Abdul:

A true star of the Augustana Campus. Abdul's hype job only made me sadder to not be able to go visit, but we'll have to have a coffee together when I eventually make it down.

Lionel:

Mr. Messi himself (sorry Fateh). One of the most engaged councillors I've ever seen, who, fun fact, has never been to an Oilers game (as mentioned in the wrap-up party form). While I don't think I can justify the cost of a group endeavour to Rogers' Place, I am always down to go to a game if you're interested.

Gabriela:

I don't know what it is about le Fac, but every governance person I've met from there is a damn superstar, Gabriela included. A translation wizard and overall excellent person in council, who unfortunately can't make it to our wrap-up. We'll miss you Gabriela!

Laurel:

Laurel is a kind and enthusiastic councillor who brings fresh perspective to every discussion. Her dedication and determination makes her a favourite council rookie, and our only councillor ~~brave enough~~ set to return next year!

Matin:

Mr. Elections! Through many an urgent whatsapp message, Matin was there through it all. A truly dramatic CRO, giving us a 3 hour presidential forum and a day's delay on the results announcement. Really raised the stakes of an already electric elections season.

David:

As per the form, a fellow person of lacking artistic talent. However, that hasn't stopped David from being an incredible councillor. Thoughtful and thorough, it's been a pleasure to work with David on Council and Bylaw (I'm telling y'all, the Bylaw squad was unmatched).

Madina:

Despite being in the same faculty, it somehow took until elections night for Madina and I to properly meet in person. Feels like a truly missed opportunity (thanks co-op 😞), but an excellent fellow councillor nonetheless.

Vedant:

A GFC (Governance Football Club) MVP, and a great person to work with, both on and off the pitch.

Julia:

My CAC chair role model! Though I may never live up to the standard you set last year, I hope I made you proud. Also belated apologies for all of my random annoying questions throughout the year.

Polina:

Polinaaaaaaaaaaaaaaaaa! We rode the ESS -> Council pipeline together, for better or for worse, vibing and complaining the whole time. She also gives really good advice (would highly recommend y'all reach out).

Fateh:

Despite the intensity (and sometimes frightening energy) of his managerial career of GFC, a big softie when you get to know him (in the best way). I'd like to think I dragged him deeper into the belly of the governance beast, and the SU is certainly better for it.

Alex:

Fun fact: our one and only varsity athlete (and one of like two that I've ever met), refers to his sport as "Cleat & Ball". While descriptive, I get the sense that the Europeans wouldn't be too fond of this name. Nonetheless, a business genius who spent quite a busy year on the board on behalf of all of us (I can never go back, so thank you for biting that bullet for us).

Aaryan:

Another victim of my remote absence this semester, but possibly the fastest I've ever seen anyone settle into a new governance body. Had such thoughtful contributions on everything, and a true governance superstar in the making.

Pien:

Possibly more on top of things than anyone I've seen. Pien stepped in to a whole bunch of random roles that were left vacant and absolutely killed it. As someone who eventually started auto-declining nominations in Council, this was so impressive to watch.

Jayden:

Has swam upstream in the SU -> ESS pipeline. As my future overlord, I couldn't have asked for anyone better (also a quality presenter I have to say, the stand-up incorporation is unique). Please enjoy this Jayden Approves emoji for your personal use:

**Courtney:**

If Council could canonise saints, Courtney would have to be first. I don't need to convince you all how helpful, absurdly patient, and overall wonderful she is. From sitting in 9 hours of standing orders to making fun of Abner, Courtney's been there every step of the way.

Leviathan Q. Flaman Esq.

King Bylaw! Our most senior, experienced, and pedantic member, what would the 2022-23 Council be without Leviathan. Always dedicated to the details, and with new insight on each and every item for discussion, we truly couldn't have gotten done what we got done without Mr. Flaman Esq.

Ibukun

In a Council of chaos, I think Ibukun was the most level headed of us all (and given some the discussions, that's a hard row to hoe). She had some excellent contributions to a number of discussions, and did some incredible work on Policy Committee.

