
Business Students Association Levy Package Proposal



Kimberley Menard
President

Clint Peter
VP Events/Acting VP Finance

FAMF Renewal Statement



January 15, 2011

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

Purpose: The membership fee is proposed based on the following rationale:

The BSA has progressed as a Faculty Association to the point where the organization is currently offering significant academic support and growth opportunities for its members therefore, the fee will be used for two purposes. Firstly, the BSA sees the importance of the other business clubs and their ability to provide students with learning opportunities outside of the classroom. Our clubs provide a wide variety of topics for business students to focus on and as a result a large portion of the fee is used to support these clubs. Secondly, the BSA strives to help the School of Business be represented in positive light to other business schools. As a result, the remainder of the fee is set up in the form of a conference fund that allows students to access financial support to go on conferences and represent our school.

Amount and Timeline: The amount of the Fee shall remain unchanged at \$7.50 per student per semester for all Business Students starting in Fall 2011 and continuing until the maximum of 4 years have elapsed.

Scope: A Business student is anyone enrolled in the School of Business and is a member of the BSA as per the BSA Bylaws. The Fee shall apply to all undergraduate students, both full-time and part-time, in the School of Business. This does not include any semester for which the student is placed in a work term as part of the School's Cooperative Education Program.

Allocation: The money received from the Fee will be prioritized for disbursement based on several criteria, ranked as followed:

1. Academic benefit
2. Maximizing benefit for the greatest number of individuals
3. Proven financial need
4. Promotion of the School of Business and its Departments

Once the fee is collected it is placed in an account that is separate from the BSA's operating account and will only be used for these two purposes.

Eligibility: Any member of the BSA, as dictated by its Bylaws, is eligible to receive moneys from the fund. Business clubs, including departmental and non-departmental, as well as Faculty sponsored conferences and events are also eligible to receive funding.

Refund mechanism: The Fee, or any individual's portion of it, may be refunded upon student request. Refunds will only be provided for the semester in which they are currently enrolled. The student will be required to complete a form by stating that they have received a refund and all refunds will be tracked in order to ensure that double refunds are not granted. All forms will be



Business Students' Association
Alberta School of Business
2-06 Business Building
University of Alberta
Edmonton, AB T6G 2R6

maintained in a locked filing cabinet for a period of at least one year. Refunds may only be granted with signed approval of the Fund Administrator and the BSA President.

Management: All funds are to be managed by the Fund Administrator, known as the Student Activity Fund Director, will be responsible for tracking all disbursements, refunds and requests for funds. The Fund Administrator, the BSA President and the VP Finance will serve as the sole signatories on the fund's bank account. The Fund Administrator will be selected by the same process the other directors of the BSA are selected which is through an application process with the final decision coming from the BSA Executive. Requests for funds will be handled by the Fund Administrator and all disbursements will require approval of the BSA Executive Committee as outlined under the Association's bylaws.

The BSA thanks you for your time and commitment regarding the BSA Fee. If you require any additional information with regards to the BSA Faculty Association Membership Fee, please contact the writer, Clint Peter, at (780) 281-0217 or cpeter@ualberta.ca.

DISBURSEMENTS



Business Students' Association FAMF Dispersal

FAMF cheque from SU (2010)

\$ 27,547.50

Payments from FAMF Account (2010/2011)

Conference Fund

\$ 20,956.89

42 students

Club Payments

\$ 9,000.00

\$500/club

Total Dispersement

\$ 29,956.89

Cheques in from SU (2011)

\$ 25,122.41

\$ 2,716.15

\$ 27,838.56

Anticipated Payments from FAMF Account (2011/2012)

Conference Fund

\$ 16,000.00

40 students

Club Payments

\$ 9,500.00

\$500/club

Total Dispersement

\$ 25,500.00

TOWN HALL MEETING

BUSINESS STUDENT LEVY

QUESTIONS, COMMENTS OR SUGGESTIONS?



**Invite to Levy Town Hall
Sent to All Undergraduate
Business Students**

From: Business Undergrad <ugradbus@business.ualberta.ca>
Subject: Business Student Levy Town Hall - December 5th
Date: November29, 2011 11:18:59 AM MST
To: Undisclosed recipients.;

Business Student Levy Town Hall

Monday December 5th

4:00pm

BUS 1-9

As some of you may be aware, the Business Faculty has in place a small student levy that comes through from your tuition. It is \$7.50/semester per business student and it is up for renewal this year.

This town hall will give you a chance to show your support or voice any questions you may have in regards to the levy.

What is the levy used for?

- The levy is used to send business students to conferences.
- The levy is used as allocated funding for all business clubs with the exception of the BSA

Does the BSA use the levy in their budget?

- The student levy is not used in the BSA Operating budget. The funds are kept separate to be used for the conference fund and student clubs.

Why we need you!

We need your support to renew the levy. This levy is imperative for student clubs to be able to provide the amazing services they do to our faculty and allows students to go to world-class business conferences, they might otherwise not be able to.

We look forward to seeing everyone on Monday!

Kim Menard, BSA President

**Presentation Used at
Levy Town Hall**

TOWN HALL MEETING BUSINESS STUDENT LEVY

MONDAY DECEMBER 5, 2011
4PM, BUS 1-9

PLEASE ENSURE YOU HAVE SIGNED AN ATTENDANCE SHEET



PROCESS OF COLLECTION



Fall Term 2011

Undergraduate
Faculty of Business, Bachelor of Commerce
Business Economics & Law-Maj, StrategicMgmt&Organization-Mln

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

Instruction		
SMO 404	LEC A1 INTERPERSONAL COMM & TEAM MGMT	\$519.48
BUEC 342	LEC A2 INTRO TO INT'L BUSINESS	\$519.48
SMO 432	LEC A1 MANAGING - QUALITY	\$519.48
SMO 311	LEC A2 WORKFORCE/CANADA	\$519.48
	Tuition Waiver	\$-819.04
	Instruction Total	\$2,077.92
	COSSS	
	Regn & Transcript Fee	\$72.84
	<i>Student Condores</i>	
	SU Membership Fees	\$36.04
	SU Dedicated Fees	\$38.84
	<i>CC Condores</i>	
	SU Dental Plan Waiver	\$-107.34
	SU Health Plan	\$105.99
	SU Health Plan Waiver	\$-105.99
	Athletics & Rec	\$62.66
	Health Services	\$25.86
	U-Pass	\$104.17
	Term Total	\$2,618.99

PROCESS OF COLLECTION



- ✧ September/January
 - ✧ \$7.50 per semester collected through your SU fees
- ✧ April
 - ✧ The BSA provides financials for the past year's disbursement and SU releases the cheque upon verification
- ✧ SU Cheque is determined by:
 - # of eligible students as per registrar ± any adjustments from previous year

FAMF AND BSA



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

DISBURSEMENT BREAKDOWN



Business Club Funding

Conference Fund

BUSINESS CLUB FUNDING



Clubs must be recognized by SU and SoB



\$250 initial payment



Supplementary form required for additional \$250



Supplementary forms reviewed by Kim, Derrick and Elaine Geddes

BUSINESS CLUB FUNDING



- ❖ How does your club keep track of members? How many members does your club currently have?
- ❖ Please explain how the first \$250 has helped your club engage with students.
- ❖ What other sources of funding does your club receive?
- ❖ Please explain how your club will use the additional funds to benefit students.
- ❖ Does your club demonstrate financial need?

CONFERENCE FUND



- ✧ Students can access the CF once a school year
- ✧ The following expenses are approved for reimbursement up to \$400:
 - ✧ Delegate fee 100%
 - ✧ Travel expenses up to 50%
 - ✧ Accommodation up to 50%
- ✧ Not available for U of A hosted conferences (eg. RMBS, EDGE)

CONFERENCE FUND



Research a business conference you would like to attend or check out the Conference Database

Print “BSA CF Reimbursement Package”
Submit to BSA ATTN: Anna Leyva

Receive confirmation email stating approval

Attend conference!

Fill out Post-Conference Application form and submit

DISBURSEMENTS



Business Students' Association FAMF Dispersal

FAMF cheque from SU (2010)

\$ 27,547.50

Payments from FAMF Account (2010/2011)

Conference Fund

\$ 20,956.89

42 students

Club Payments

\$ 9,000.00

\$500/club

Total Dispersement

\$ 29,956.89

Cheques in from SU (2011)

\$ 25,122.41

\$ 2,716.15

\$ 27,838.56

Anticipated Payments from FAMF Account (2011/2012)

Conference Fund

\$ 16,000.00

40 students

Club Payments

\$ 9,500.00

\$500/club

Total Dispersement

\$ 25,500.00

TOWN HALL MEETING BUSINESS STUDENT LEVY

QUESTIONS, COMMENTS OR SUGGESTIONS?



**Sign In Sheets from
Levy Town Hall**


**BUSINESS LEVY TOWN HALL MEETING
 MONDAY DECEMBER 5, 2011 - 4:00PM - BUS 1-9
 ATTENDANCE**

NAME (FIRST AND LAST)	FACULTY
Kimberley Menard	Business
Derrick Stielow	Business
Giselle Genera ¹	Business
Ami Price-Gagnon	Business
Mark Mowbray	Business
Carly Bauer	Business
Taryn Klymyk	Business
Hanif Faza	Bus
Joel Wegner	Bus
Brett Miller	B,2
Lance Chung	BUS
Enshad Chagan	Bus
Alex Sin	Bus
Reetika Prasad	Bus
Victor vs Jenkausk	BUS
Brad Klaus	BUS
Franca Brodett	BUS
Rayna Larson	BUS
Stephany Chai	BUS
Cindy Lee	BUS

BUSINESS LEVY TOWN HALL MEETING
MONDAY DECEMBER 5, 2011 - 4:00PM - BUS 1-9
ATTENDANCE

NAME (FIRST AND LAST)	FACULTY
Nisha Patel	Business
Aidan McColl	Business
Paul Kan	Business
Henry Huth	Business
Josh Le	Business
Birkley Doll	Business
Mehak Malhotra	Business
Avery Dangel	Bus
Raige Gouette	Bus
KURT BURAN	BUS
Kara Davis	Bus
Edward Gots	Business
Sasha Velizopoulos	Bus
Annie Nguyen	Bus
Mike Newton	Bus
Sam Turner	Bus
Katie O'Shea	Bus
Scott Joke	Bus
Anne Leyre	Bus
Michelle Chin	Bus

**BUSINESS LEVY TOWN HALL MEETING
 MONDAY DECEMBER 5, 2011 - 4:00PM - BUS 1-9
 ATTENDANCE**

NAME (FIRST AND LAST)	FACULTY	
Julian Ng	BUS	
Erin Iverson	BUSINESS	
Aaron Marchadour	Business	
Casey Fillatre	BUS	
Jeremy Lam	Bus	
Yiling Miao	Bus.	
Adam Dangleyku	BUS	
Kyle Parrotta	Business	
Daniel Heberstet	Business	
Jessa Au	Bus	
Caleng Chang	Bus	
Nathan Petersen	"	

BUSINESS LEVY TOWN HALL MEETING
MONDAY DECEMBER 5, 2011 - 4:00PM - BUS 1-9
ATTENDANCE

NAME (FIRST AND LAST)	FACULTY	
Paige Helwig	Business	
Jessica Ireland	Business	
ANDREW ROGAN	Business	
Menard Tran	Business	
Kristiann McCool	Business	
Pablo Orszco	"	
Matthew Alexander	"	
Stephanie Stiles	"	
Jennifer Nguyen	Business	
Sumeet Gupta	Business	
Joachim Chan	"	
Michael Fok	"	

Conference Fund Application Package



BSA Conference Fund 2011-2012 Reimbursement Rules Waiver

I understand that...

1. The BSA Conference Fund can only be used to reimburse conference related expenses.
2. Students can access the BSA Conference Fund once a school year and that only the following expenses will be approved (to a maximum of **\$400** per University of Alberta business student, per school year):
 - Delegate Fee – 100 %
 - Travel Expenses (if **not** included in Delegate Fee)
 - Flight/Bus Tickets - Up to 50%
 - Accommodation (if **not** included in Delegate Fee)
 - Hotel/Motel/Hostel – Up to 50%
3. Conferences hosted by the University of Alberta will not be eligible for reimbursement (i.e.: RMBS).
4. The maximum number of students that will be reimbursed per conference is five. Funds are limited so students are encouraged to apply early.
5. Inappropriate or unprofessional delegate behaviour gives the BSA the right to revoke reimbursement (refer to Pledge and Code of Conduct, page 2).
6. Approved expenses will only be reimbursed if accompanied by respective receipts that clearly list student name and expense amount.
7. In order to receive reimbursement, students must submit the post-conference form along with approved expense receipts to the BSA office (2nd floor, Business Building), within 14 days of conference return date.

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

Name:	Date:
-------	-------



BSA Conference Fund 2010/2011 Pledge and Code of Conduct

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

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

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

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

Please read all of the following pages and initial every page. You will be held responsible for knowing the expectations and terms of the following pages. These are all excerpts from the General Faculties Council (GFC) Policy Manual – section 30. Code of Student Behaviour combined with the expectations set forth by the BSA 2010-2011 Executive.

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

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

Date: _____

Date: _____

Print Name: _____

Print Name: _____

Signature: _____

Witness Signature: _____

***** THE FOLLOWING 4 PAGES MUST BE INITIALED IN BOTTOM RIGHT CORNER *****



These excerpts are chosen based on their relevance and are provided to simplify the Code, not abolish parts of it. Students that agree to the BSA Code of Conduct are agreeing to all parts of the Code and the disciplinary measures as outlined below.

Editorial changes that have been made to the Code in the following excerpts are there only to provide direct application to the BSA Approved Event. Students are bound by BOTH the discipline outlined in the Code of Student Behaviour AND by the discipline outlined in this document.

30.3.4 Inappropriate Behaviour towards Members of the BSA Conference Community

30.3.4(1) Disruption

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

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

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

30.3.4(2) Discrimination

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

30.3.4(2) b “‘Discrimination’ is any act or omission based on race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation or political belief when that act or omission results in loss of or limit on opportunities to work or to fully participate in campus life or which offends the dignity of the person. Discrimination draws distinctions between individuals based on irrelevant personal characteristics that result in disadvantage to some individuals that are not imposed on others. Discrimination may be one incident or a series of incidents. It may affect individuals or groups. It may take the form of denying an individual or group rights or privileges to which they are entitled.” See also the University of Alberta Discrimination and Harassment Policy § 44 GFC Policy Manual.

30.3.4(3) Dissemination of Malicious Material

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

30.3.4(4) Retaliation

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

30.3.4(5) Unfounded Allegations

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

30.3.4(6) Violations of Safety or Dignity

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

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



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

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

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

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

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

30.3.5 Inappropriate Use of University Property and Resources

30.3.5(1) Damage to Property

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

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

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

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

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

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

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

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

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

30.3.6 Other Offences

30.3.6(1) Alcohol Provision and Consumption

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



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

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

30.3.6(2) Illegal Use of Drugs

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

30.3.6(3) Identification

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

30.3.6(4) Misrepresentation of Facts

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

30.3.6(5) Participation in an Offence

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

30.8.1 Responsibilities and Benefits

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

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

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

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

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

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

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

1. in the event the breach takes place prior to the actual conference – the delegation member will:
(1) be brought before the Executive Committee, (2) be evaluated on the breach and the extent of damage the breach caused. Damage includes, but is not limited to: reputation of a person, place or thing, physical damage of a person, place or thing, mental anguish suffered. (3) the damage will dictate the consequences. Consequences include but are not limited to: expulsion from the conference, writing a letter of apology to all parties affected, monetary reimbursement for damage, or any other disciplinary measure that the Executive Committee sees fit.
2. in the event the breach takes place at the conference – the delegation member will: (1) be immediately removed from the completion, (2) be brought before the Executive Committee to plead for reinstatement (3) be evaluated on the breach and the extent of the damage the breach caused. Damage includes, but is not limited to: reputation of a person, place or thing, physical damage of a person, place or thing, mental anguish suffered. (4) the damage will dictate the consequences. Consequences include, but are not limited to: removal from entire conference, where delegation member is responsible for their own transportation and accommodations. They



2-06 Business Building | U of A | Edmonton, AB T6G 2R6 | 780.492.2454 | hello@bsaonline.ca | www.bsaonline.ca will not be permitted on any form of transportation and accommodations. They will not be permitted on any form of transportation originally arranged by the BSA delegation. Furthermore, they will not be permitted to attend any BSA Approved Event. They will be considered out of the conference completely and will be removed from any venue should they arrive. Additional possible consequences include: ban from all social activities for remainder of conference, formal apology letters, monetary reimbursement for damage, or any other disciplinary measure that the Executive Committee sees fit.

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



2-06 Business Building | U of A | Edmonton, AB T6G 2R6 | 780.492.2454 | hello@bsaonline.ca | www.bsaonline.ca

BSA Pre-Conference Application Form 2011-2012

PERSONAL INFORMATION

Name (Last, First):

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email:

Year of Program:

Declared Major:

GPA from last completed semester as a full-time student:

CONFERENCE INFORMATION

Conference Name:

Location:

Start Date:

End Date:

Where did you hear about it?:

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

FUNDING INFORMATION

Delegate Fee:

Does Delegate Fee include accommodations?

Other Expense Description: Amount: \$

Other Expense Description: Amount: \$

Other Expense Description: Amount: \$

Total Expense: \$

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



2-06 Business Building | U of A | Edmonton, AB T6G 2R6 | 780.492.2454 | hello@bsaonline.ca | www.bsaonline.ca

GENERAL INTEREST INFORMATION (MAX. 200 WORDS FOR EACH QUESTION):

1. In the space provided below, please explain in detail what you will learn from this event, why you would like to attend this event, how it relates to your major, and how this experience will add to your personal development.

2. What makes you a good ambassador for the BSA / University of Alberta School of Business? Why do you think you should be chosen to receive the conference fund and how do you plan to contribute back to the BSA?

3. Please describe the leadership roles you have taken and/or the contributions you have made to the university/greater community. If applicable, what other conferences or conferences have you attended?

This application must be signed. Please print and hand in completed application package to the BSA office with the following, ATTN ANNA LEYVA.

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

Questions? Contact Anna Leyva, SAF Director, at wheresmymoney@bsaonline.ca or Andrew Purschke, VP Finance.

Signature:	Date:
------------	-------



2-06 Business Building | U of A | Edmonton, AB T6G 2R6 | 780.492.2454 | hello@bsaonline.ca | www.bsaonline.ca

BSA Post-Conference Application Form 2010/2011

PERSONAL INFORMATION

Name (Last, First):

Year of Program:

Declared Major:

CONFERENCE INFORMATION

Conference Name:

Location:

Start Date:

End Date:

FUNDING INFORMATION

Delegate Fee:

Does this fee include accommodations?

Other Expense Description: Amount: \$

Other Expense Description: Amount: \$

Other Expense Description: Amount: \$

Total Expense: \$

CONFERENCE COMMENTS

1. What did you like best about the conference?

2. What aspect of the conference could be improved?



2-06 Business Building | U of A | Edmonton, AB T6G 2R6 | 780.492.2454 | hello@bsaonline.ca | www.bsaonline.ca

3. What did you learn from the conference? Did any aspects tie into your coursework or work experience?

4. Would you recommend this conference to future Business students? Why or why not?

To receive reimbursement, please attach all receipts that you wish to be reimbursed for and submit to Anna Leyva, BSA Conference Director, via the BSA Office (2nd floor, Business Building).

**Business Club Application
Form for Additional Funding**



Business Students' Association
2-06 Business Building
University of Alberta

Club Name:

President/Chair Name(s):

Date of Application:

How does your club keep track of members? How many members does your club currently have?

In September, each club was given \$250 from the BSA. Please explain how this funding helped your club engage with students?

What other sources of funding does your club receive?

To receive the additional \$250 in funding, please explain how your club will use these funds to benefit students. (i.e. enhance an existing event, develop a new event). Please be specific with expenses, expected attendees, etc. Attach additional page if necessary.

Does your club demonstrate financial need? Without these funds, will your club be unable to run the previously described event?

FAMF Disbursements

Business Students' Association FAMF Dispersal

FAMF cheque from SU (2010)

\$ 27,547.50

Payments from FAMF Account (2010/2011)

Conference Fund	\$ 20,956.89	<i>42 students</i>
Club Payments	<u>\$ 9,000.00</u>	<i>\$500/club</i>
Total Dispersement	<u>\$ 29,956.89</u>	

Cheques in from SU (2011)

\$ 25,122.41

\$ 2,716.15

\$ 27,838.56

Anticipated Payments from FAMF Account (2011/2012)

Conference Fund	\$ 16,000.00	<i>40 students</i>
Club Payments	<u>\$ 9,500.00</u>	<i>\$500/club</i>
Total Dispersement	<u>\$ 25,500.00</u>	

Faculty Letter of Support

January 9, 2012

OFFICE OF THE ASSOCIATE DEAN
(UNDERGRADUATE PROGRAMS)

To Whom it may Concern

Re: Business Students' Association Renewal of Faculty Association Membership Fee

I have been advised by the Business Students' Association that they are seeking a renewal of their Faculty Association Membership Fee. I have been shown the documentation in support of this proposal that outlines the purpose of the fee, the uses to which it will be put and the process for allocating the funds. I am confident that the Business Students' Association has put together a good proposal for renewal that addresses the major areas of concern with any such fee.

The Business Students' Association is recognized by the Alberta School of Business as the representative of Business students and one of our major assets. The BSA works to keep Business students involved with the School both academically and socially by sponsoring major events and providing financial support for students to attend events in other universities. We are pleased to support their application for a renewal of the Faculty Association Membership Fee as this will help them continue the excellent work they have been doing until now.

Please let me know if there is any further information I can provide.

Yours truly,



Elaine F. Geddes, Associate Dean, Undergraduate Programs

Alberta School of Business

BSA FAMF Bylaws

Please note that the BSA is working on reorganizing our constitution therefore the numbering of these bylaws will be updated in the upcoming months; however, the content will remain unchanged. If Students' Union or the Audit Committee wishes a copy of the finalized constitution including these bylaws, we would be happy to include it with our financial submission at the end of this academic school year.

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

1.0 Definitions

- 1.1 The Business Student Activities Fund, hereby referred to as BSAF, is a fund set apart from the Business Students' Associations, hereby referred to as BSA, normal operating accounts
- 1.2 The BSAF account is used to distribute Faculty Association Membership Fee, FAMF, funds back to Business students and Business Clubs
- 1.3 The BSAF director is chosen to administer the funds of this account and this is to be their sole task on the BSA
- 1.4 The Student Levy or FAMF is collected on the Business faculties behalf by the Students Union in September and January
- 1.5 The Conference Fund is a source of funding to send Business Students to approved Business conferences not hosted by the Alberta School of Business and is governed by the BSAF director
- 1.6 These bylaws govern the BSAF account and BSAF director

2.0 Amount

- 2.1 The amount of the Fee shall be \$7.50 per student per semester for all Business students
- 2.2 The levy or FAMF will be collected on behalf of the BSA by Students Union

3.0 Lifetime

- 3.1 The term of the FAMF is four years, barring any event that would dictate otherwise. Such events include an opposing referendum that adheres to Students Union guideline, the ceasing of the BSA as a Faculty Association, or a clear misuse of funds as determined by Students Union or the School of Business.
- 3.2 Any increases to the amount shall be enacted only upon a referendum that adheres to Students' Union bylaws. To prevent successive increases and referendums, no referendum shall be held within three years of the current referendum passing.

4.0 Scope

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

5.0 Allocation

- 5.1 The moneys received from the fee will be placed in a separate account from the BSA's normal operating expenses.
- 5.2 The BSAF director will review all applications for funding requests from this account and the VP Finance or President will approve decisions.
- 5.3 The funds in this account will be disbursed in the following order:
 1. An initial, equal amount payable to all Students' Union and School of Business approved Business Clubs to support their club's initiatives. The amount is to be determined by the governing year's Executive and BSAF director.

2. A second installment of funding set aside to be available for all Students' Union and School of Business approved Business Clubs to support their club's initiatives upon the successful review of a supplementary funding application. This application is to be approved by the BSAF director, VP Finance and President and may be submitted at any point during the academic school year. The amount available is to be equal for all clubs and is to be determined by the governing year's Executive and BSAF director.
3. The remaining funds shall become available for the Conference Fund through an appropriate application process and review by the BSAF director.

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

6.0 Eligibility

- 6.1 Any member of the Business Students' Association, as dictated by its Bylaws, is eligible to receive money from the Conference Fund excluding members of the governing BSA Executive.
- 6.2 All Students Union and School of Business approved Business Clubs are eligible for an initial amount of funding and, upon successful submission and approval of supplementary form, additional funding.

7.0 Refund Mechanism

- 7.1 The Fee is available for individual opt-out. The Fee, or any individual's portion of it, may be refunded upon student request. Refunds will only be provided for the semester in which they are currently enrolled. The student will be required to give the BSA confirmation, in writing, that they have received a refund and all refunds will be tracked by the VP Finance to ensure double refunds are not granted. All forms will be retained for a minimum of one year. Refunds must be approved by the BSAF director and President.

8.0 Management

- 8.1 The funds are to be managed by the BSAF director, who will be responsible for tracking all disbursements, refunds and requests for funds. The BSAF director and BSA President will serve as the sole signatories on the fund's bank account. The BSAF director will be selected through the interview process by the BSA Executive and their sole task will be to manage the BSAF account. All decisions made by the BSAF director must be approved by the BSA Executive before disbursements are given.
- 8.2 The BSAF director is responsible for overlooking applications from Business Clubs for the second installment of funding and all applications made by students for the Conference Fund.

9.0 Financial Oversight

- 9.1 The BSAF director will compile a statement of disbursements at year-end for the BSAF account. The BSA Executive will approve these statements and compile a report for Students Union indicating how moneys have

been spent in accordance with the requirements of Students' Union bylaws.