

# STUDENTS' COUNCIL

## Votes and Proceedings

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Tuesday March 22, 2005 – 6:00 p.m.  
Council Chambers 2-1 University Hall

### VOTES AND PROCEEDINGS (SC 2004-25)

2004-25/1

#### CALL TO ORDER

Speaker calls the meeting to order at 6:11 p.m.

2004-25/3

#### SPEAKER'S BUSINESS

The Speaker tabled the Engineering Students' Society's Report.

Please see document VP 04-25.01

2004-25/4

#### APPROVAL OF THE ORDERS OF THE DAY

**LEWIS/SAMUEL MOVED TO** approve the orders of the day.

**LETTNER/KEHOE MOVED TO** amend the orders of the day by making item 11f a special order.

**Amendment: CARRIED**

**LAW/LETTNER MOVED TO** amend the orders of the day by adding item 12c from the Late Additions package to the order paper.

**Amendment: CARRIED**

**LAW/DEBENHAM MOVED TO** amend the orders of the day by striking item 10a.

Point of Order: Lewis – Even though this person is already started in their role, is it not required that we still approve the appointment?

Speaker – Point of order well taken. Council must appoint individuals to its various boards prior to them being vested with authority to take any legal action on behalf of the Students' Union.

**Amendment: CARRIED**

**PANAS/SAMUEL MOVED TO** amend the orders of the day by adding item 11g from the Late Additions to the order paper.

**Amendment: CARRIED**

Speaker ordered that item 10e be made a special order after item 11f.

**LAW/LEWIS MOVED TO** amend the orders of the day by adding item 11h from the Late Additions to the order paper.

**Amendment: CARRIED****Main Motion: CARRIED**

2004-25/11f

**Bill #25 – Dedicated Fees Reform (sponsor; LAW)**  
Principles (first reading)

**LAW/DEBENHAM MOVED THAT** Bill #25 be read for a first time.

Previous Speaker's List (mm): Law.

**LAU/SHILLINGTON MOVED TO** reconsider the amendment passed at the previous meeting of Students' Council which read, "LAW/PANAS MOVED TO amend the main motion by adding new point #28, which reads 'that Bylaws 6100 – 6600 be repealed'".

Speaker's List (reconsider): Lau, Mr. Smith.

Point of Order: Lau – I'm actually wondering, is this topical to the propriety of reconsidering a motion?

Speaker: Point of order not well taken.

Speaker's List (reconsider): Lau, Mr. Smith.

**Motion to Reconsider: DEFEATED**

**BERGHOFF/NICOL MOVED TO** amend Bill #25 by striking items 5 and 6.

Speaker's List (am): Mr. Smith, Law, Nicol, Thompson, Samuel, Debenham, Mr. Loomes.

Point of Order: Lewis – You skipped over Councillor Laver.

Speaker: Point of order well taken.

Point of Order: Nicol – Shouldn't we refer to Councillor Eruvs as 'Councillor' just because this has been a tenuous point before?

Speaker: Point of order well taken.

**Amendment: CARRIED****Main Motion: CARRIED**

2004-25/10e

**MOTION BY LEWIS, RESOLVED THAT** Students' Council nominate members of Students' Council to the following positions:

- a. Two (2) members of the Budget Committee;
- b. Two (2) members of the Audit Committee;
- c. One (1) member to sit on the Access Fund Committee;
- d. One (1) member to sit on the External Affairs Board;
- e. One (1) member to sit on the Internal Review Board;
- f. And one (1) member to sit on the Gateway Student Journalism Society Board of Directors.

**Nominations for the Budget Committee:**

BAZIN nominates KIRKHAM: KIRKHAM declines.

PANDYA nominates LAU: LAU accepts.

VANDERSLUIS nominates PANAS: PANAS accepts.

BAZIN nominates BERGHOFF: BERGHOFF accepts – withdrawn.

LEWIS nominates VANDERSLUIS: VANDERSLUIS declines.

**Members Acclaimed:**

Councillor Lau

Councillor Panas

**Nominations for the Audit Committee:**

LEWIS nominates VANDERSLUIS: VANDERSLUIS declines.

BAZIN nominates BERGHOFF: BERGHOFF declines.

TAYLOR(VPSL) nominates KEHOE: KEHOW declines.

PANDYA nominates KOTOVYCH: KOTOVYCH declines.

BAZIN nominates MONTESSER: MONTESSER declines.

LAU nominates PANDYA: PANDYA accepts.

NICOL nominates PANAS: PANAS declines.

TAYLOR(VPSL) nominates COLPITTS: COLPITTS accepts.

**Members Acclaimed:**

Councillor Pandya

Councillor Colpitts

**Nominations for the Access Fund Committee:**

BAZIN nominates KIRKHAM: KIRKHAM declines.

PANDYA nominates BAZIN: BAZIN declines.

VANDERSLUIS nominates VANDERSLUIS: VANDERSLUIS accepts.

**Member Acclaimed:**

Councillor Vandersluis

**Nominations for the External Affairs Board:**

TAYLOR nominates COLPITTS: COLPITTS accepts.

LEWIS nominates LEWIS: LEWIS accepts.

YUSUF nominates MONTESSER: MONTESSER accepts.

LAU nominates PANDYA: PANDYA accepts.

BAZIN nominates KIRKHAM: KIRKHAM declines.

**Member Elected:**

Councillor Colpitts

**Nominations for the Internal Review Board:**

KEHOE nominates LEWIS: LEWIS accepts.

BAZIN nominates PANAS: PANAS declines.

**Member Acclaimed:**  
Councillor Lewis

**Nominations for the Gateway Student Journalism Society Board of Directors:**  
KIRKHAM nominates NICOL: NICOL accepts.

**Member Acclaimed:**  
Councillor Nicol

**KIRKHAM/LEWIS MOVED THAT** Students' Council call another meeting for March 29, 2005.

**Motion to Call New Meeting: CARRIED**

Speaker ordered adjournment for want of quorum – 8:30 p.m.

### ATTENDANCE (SC 2004-25)

Faculty/Position	Name	1 <sup>st</sup> Roll Call	Item 11f Division
President	Jordan Blatz	X	
VP Academic	Lisa McLaughlin	√	
VP External	Alex Abboud	X	
VP Finance	Alvin Law	√	X
VP Student Life	Duncan Taylor	√	√
BoG Undergrad Rep.	Roman Kotovych	X	
Agriculture, Forestry and Home Economics	Leah Bennett	X	
Agriculture, Forestry and Home Economics	Chelsy Shillington	√	X
Arts	Catrin Bergoff	√	√
Arts	John Chandler	X	
Arts	Gabrielle Donnelly	√	√
Arts	Aaron Johnson	X	
Arts	Tamara Larter	X	
Arts	Chris Laver	√	√
Arts	Cameron Lewis	√	X

Business	Chelsea Baron	√	X
Business	Nandini Somayaji	√	X
Education	Sean Clovechok	X	
Education	Trevor Panas	√	√
Education	Lillian Patz	X	
Engineering	Josh Bazin	√	√
Engineering	Graham Lettner	√	√
Engineering	Jamaal Montasser	√	
Engineering	Gary Wicentowich	PROXY	√
Law	Tara Thompson	√	X
Medicine and Oral Health Sciences	Brock Debenham	√	X
Native Studies (School of)	Matthew Wildcat	X	
Pharmacy	Erica Skopac	X	
Faculte Saint-Jean	Sarah Colpitts	√	√
Science	Justin Kehoe	√	√
Science	Stephen Kirkham	√	√
Science	Darren Lau	√	X
Science	Scott Nicol	√	√
Science	Shawna Pandya	X	√
Science	Chris Samuel	√	√
Science	Kelli Taylor	√	
Science	Keith Vandersluis	√	√
Science	Omer Yusuf	√	√
General Manager	Bill Smith	X	
Speaker	Gregory Harlow	√	

March 22, 2005

Students' Council,

In accordance with Section 12 of Bylaw 8451, the Engineering Students' Society respectfully submits this report on the operations of the Faculty Association Membership Fee. This is the second report submitted this year.

Our Vice President (External Relations) Gary Wicentowich will be available to answer questions during Question Period at the meeting of March 22<sup>nd</sup>, or you can submit them to me at [vp.operations@ess.ualberta.ca](mailto:vp.operations@ess.ualberta.ca).

Sincerely,

Justin Pullukatt

Vice President (Finance & Operations)  
Engineering Students' Society

<b>ESS Faculty Association Membership Fee (2004/2005)</b>		
<b>General Description</b>	<b>Amount (per term)</b>	<b>Approx. total* (amount per year )</b>
Discipline clubs	\$ 1.00	\$ 6,100.00
Engineering student groups (not including discipline clubs)	\$ 1.00	\$ 6,100.00
Engineering Week	\$ 0.45	\$ 2,745.00
Engineer's Handbook	\$ 0.65	\$ 3,965.00
Conferences and Competitions	\$ 0.33	\$ 2,013.00
First Year Orientation	\$ 0.30	\$ 1,830.00
<b>Totals</b>	<b>\$ 3.73</b>	<b>\$ 22,753.00</b>
		*Based on 3050 students

### **Financial Accountability of Faculty Association Membership Fee**

*The events that are supported by the Faculty Association Membership Fee*

#### **Engineering Week:**

As most students know, Engineering Week is a proud campus tradition. A number of events are held such as a scavenger hunt, tug of war, battle of the bands, and many more. The week is finished off with a bang at the Engineers' Ball, a formal dinner and dance.

#### **Engineering Handbook:**

The engineering handbook is the agenda used by the majority of engineering students here at the U of A, and a number of non-engineering students who enjoy its content and layout.

#### **First Year Orientation:**

A number of events are held to help orientate the first year engineers. The first and most notable is G.E.E.R. 101, a week of fun games aimed at having the first years meet one another. As well, a very popular motivational mixer is held to help students along with their academic troubles. The First Year Engineering Club (FYEC) exists in an effort to get first years involved. This club represents the first years on many levels and provides a number of services and events. A retreat will be held in order to help make the executive stronger, more efficient and overall better representatives.

### Conferences & Competitions:

The ESS sends a number of students to a number of conferences and competitions:

WESST Retreat: An annual meeting with all the other western engineering schools helps bring a good representation between schools, and allows the people we send to bring back valuable experience and information.

WEC: The Western Engineering Competition is an annual event where students from across Western Canada measure off in a variety of events.

CFES Congress: Like WESST Retreat, but much more substantial. This is a meeting of the best engineering political minds from across Canada, where ideas and strategies are discussed and debated. Many good ideas currently in use here at the U of A are inspired from this conference.

CEC: The Canadian Engineering Competition is where the winners from WECC represent western Canada on a national scale.

*The purpose of the Faculty Association Membership Fee is to create opportunities for engineering student involvement, and support engineering student activities. Describe how this funding has been used to further these goals.*

### Discipline Clubs:

Proposals were received from each department's discipline clubs. They were told to outline how the money was going to be spent.

Club distribution	# of students*	% of total**	Base amount	Differential amount	Total
First Year Engineering Club	744	0.234	\$ 100.00	\$ 521.36	\$ 621.36
Chemical Engineering Club	335	0.105	\$ 100.00	\$ 234.75	\$ 334.75
Civil Engineering Students' Society	457	0.144	\$ 100.00	\$ 320.25	\$ 420.25
Computer Engineering Club	242	0.076	\$ 100.00	\$ 169.58	\$ 269.58
Electrical Engineering Club	477	0.150	\$ 100.00	\$ 334.26	\$ 434.26
Engineering Physics Club	65	0.020	\$ 100.00	\$ 45.55	\$ 145.55
Materials Engineering Students' Society	94	0.030	\$ 100.00	\$ 65.87	\$ 165.87
Mechanical Engineering Club	587	0.185	\$ 100.00	\$ 411.34	\$ 511.34
Mineral Engineering Club	53	0.017	\$ 100.00	\$ 37.14	\$ 137.14
Petroleum Engineering Club	124	0.039	100.000	\$ 86.89	\$ 186.89
<b>Total</b>	<b>3178</b>	<b>0.961</b>	<b>\$ 1,000.00</b>	<b>\$ 2,140.11</b>	<b>\$ 3,227.00</b>

Note 1: Amount of transfer from Students' Union based on Fall 2004 enrolment

\* number of students per discipline based on "Faculty of Engineering Undergraduate Enrolment 2004/2005"

\*\* percentage of all paid students that belong to the specified club

\$

Amount of Money Allocated for Discipline Clubs      3,227



Faculty Association Membership Fee Application

Dayna Urbanowski  
President  
First Year Engineering Club  
E2-040G, ETLC, University of Alberta  
Edmonton, AB T6G 2V4

February 9<sup>th</sup>, 2005

Justin Pullukatt  
Vice-President Finance and Operations  
Engineering Students' Society  
E2-040H, ETLC, University of Alberta  
Edmonton, AB T6G 2V4

Dear Mr. Pullukatt,

The First Year Engineering Club hosted two events during the first semester. The first was a motivational mixer that was held in early November shortly after mid-term exams. The mixer gave the opportunity for current first year students to talk to more experienced engineering students so they could regain confidence after the midterms and encouragement to continue on with their studies. The cost of the pizza and pop at the mixer was supplied partly by our club.

The second event was a First Year pool tournament. The First Year club expenses were in booking of eight pool tables in Cue, and the pizza and pop for all the competitors. This event was beneficial to first year students because it allowed them to meet other first years and learn more about the First Year Engineering Club executive and the services our club provides.

At the start of the second semester, Engineering Week was a major event. It helped build faculty pride and gave the opportunity for many students to contribute and get involved in extra-curricular activities. The expenses for this week consist mainly of scavenger hunt list items, of which most were used in the design competition or other events that followed in the week. The breakdown of the costs for all of these events is as follows, with a grand total of \$810.03.

First Year Motivational Mixer	
Pizza and Pop	\$350.59
First Year Pool Tournament (Fall Semester)	
Pizza	\$93.40
Rental of Cue	\$80.00
Engineering Week	\$286.04

Sincerely,

Dayna Urbanowski  
President, First Year Engineering Club

## FAMF Proposal: Engineering Physics

I wish to request FAMF funds for the Engineering Physics club of the University of Alberta, for the fall 2004 semester. The following are expenses that the Engineering Physics club incurred during the fall 2004 semester which FAMF funding would be used to pay for.

The 2<sup>nd</sup> year Barbeque is a yearly welcome to new Engineering Physics Students. Burgers and pop are provided free to all engineering physics students who attend. We had near 100% attendance from the 2<sup>nd</sup> year class, making this event a huge success.

Our clothing order this year had some unforeseen costs (artwork and missed discounts) associated with it, so the club chose to defray these costs in order to pass on the clothing ordered at the advertised cost.

Engineering week competition involved quite a few costs such as printing for our promotional poster(which will be re-used at future open houses), paint for our large poster, printing for our small poster, and finally purchase of scavenger hunt items.

Event	Date	Cost
2 <sup>nd</sup> year BBQ	September 28 <sup>th</sup> 2004	~\$80.00
Clothing	December 2004	~\$94.00
Engg Week costs	January 2005	~\$244.00

The total for this is approximately \$418, much more than our FAMF allotment.

Nathan Nelson-Fitzpatrick  
President  
Engineering Physics Club

Material Engineering Student Society FAMF Proposal:

Engineering Week:

- Popcorn Machine for Movie Night - \$50
- Other Engineering Week expenses - \$50

Second Year Night:

- Food and beverage expenses - \$93.22

Total: \$193.22

Thanks,

Steven Bott  
MESS President

January 26, 2005

**Faculty Association Membership Fee Proposal  
Chemical Engineering Students' Society**

**RE: Lunch time Pizza Party for ChE undergraduate students.**

The Chemical Engineering Students' Society (ChESS) requests \$330 from the FAMF fund to support a lunch time pizza party for the undergraduate chemical engineering students. ChESS has already held two such events within the past year, both times with excellent results. The first event was held in November in support of AIChE membership drive. The event cost the club \$200 and was attended by 100 students. The second event was held in January in support of Engg Week and as a chance for students to meet the ChESS exec. This event ran for 2 hours and was attended by over 150 students incurring a total cost of \$321. Pizza lunches have proven to be our most successful events; they are the best way for ChESS to include as many students as possible. These events get students up to the club room and give them a chance to meet the exec while learning about upcoming events. We would like to have our next pizza party in March to promote the ChE St Patrick's Day Party, faculty soccer game and industry presentation.

To: Engineering Students Society  
From: Garrett Cochrane – Civil Engineering Students Society President  
Date: January 26, 2005  
Re: FAMF Request

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As President of the Civil Club we have gone through a number of large changes over the past academic year. We have expanded, ran more student events, and moved into our new building (NREF).

With the move, the Civil Club has gained joint control of a new student lounge. The main groups in this student lounge are Civil, Petroleum, and Mining Engineering student clubs. These 3 clubs represent 457, 124, and 53 students for a total of 634 students. Each Club president (myself included) has agreed to use our FAMF allocation to cooperatively furnish our new student room.

The room we are receiving is only allotted 3 round tables and a shelving unit. The room is designed to hold much more so we intend to use the funds for the purchase of a number of items. These items are as follows but do not indicate an order (we will try to get as much as possible with the cash available)

1. Couch (will probably use all of FAMF allocation and some of our own funds)
2. Room stereo (if any funds left over, we will allocate to the purchase of a stereo system)

As we receive and use the money, the Civil Club would be happy to provide receipts for the items purchased. The Club alone represents 457 students and the student lounge is a great place for all students to relax and mingle together. The addition of the couch would furnish our empty room and provide a comfortable space for any student wishing to come to the lounge.

January 24<sup>th</sup>, 2005  
Mechanical Engineering Club  
Room 1-3B, MecE  
Bldg. University of Alberta  
Edmonton, AB T6G 2V4

Justin Pullukatt  
Vice-President (Finances and Operations)  
Engineering Students' Society  
E2-040H ETLC  
University of Alberta  
Edmonton, AB T6G 2V4

**Re: Faculty Association Mandatory Fee Application**

Dear Mr. Pullukatt,

The following proposal is on behalf of the MecE Club in application for funding from the Faculty Association Mandatory Fee (FAMF).

This funding, which is expected to be slightly larger than one thousand dollars (\$1000), is to be spent on something that benefits all Mechanical Engineering students. As a result, the club held a Student/Professor Mixer in November to help students meet their professors outside of the classroom. In this way we hope the students and professors feel more comfortable on campus and develop contacts that benefit both parties. Because of the increasing formality of Universities as class sizes continue to increase, we feel this was a very worthwhile endeavor.

The following is a breakdown of spending:

Alumni Room Booking	\$	0
Pizza from Pizza 73	\$	386
Subs from Subway	\$	186
Beer from RATT (Two Kegs)	\$	450
<b>Total</b>	<b>\$</b>	<b>1022</b>

As you may note, the money is spent on food and beer. The addition of beer allows a very social setting and guarantees that both students and professors will be in attendance. This year was no exception as we had to keep some students waiting outside because we had reached our capacity of 100 students. In total, we believe total attendance was in the neighborhood of 150 students. Also, the two different types of food are required by campus liquor regulations explaining the pizza and subs.

I hope this letter gives adequate representation of our activities for our FAMF application. Please let me know if you have any feedback or questions.

Sincerely,

Cole Nychka  
VP Finance, MecE Club

## FAMF Proposal

To the Selection Committee:

The Mining Engineering Club, as well as the Civils and Petroleums, have recently moved in the new NREF building. This building now has a common area for all students to use and is to be partially kept up and furnished by each of the clubs. The money from FAMF is \$137.14 which could easily be put into the new student lounge. Currently, all of the club presidents, including myself, have agreed to pitch in and purchase new furniture like a couch and possibly a game table. The cost of a couch (approx \$400-\$600) far exceeds the FAMF amount being offered, but it would surely be appreciated in helping to create a fun and relaxing student lounge.

Todd Eggerman  
Mining Club President

**Engineering Week:**

All of this year's funding will be put into paying for the Engineers' Ball. Costs for us have gone up due to catering and room booking costs increasing. A decent sound system is being rented as well.

Engineering Ball	
Cost	Amount
Food	\$4,122.98
Ticket Printing	\$ 25.68
Music Equipment	\$ 121.48
Liquor License	\$ 31.27
Room Booking	\$ 299.60
<b>Total</b>	<b>\$4,601.01</b>

**Engineering Handbook:**

The money here was used purely for printing costs.

Engineering Handbook	
Cost	Amount
Printing	\$8,988.00
<b>Total</b>	<b>\$8,988.00</b>

**First Year Orientation:**

The money goes to two events, GEER 101 and the First Year Motivational Mixer. An executive retreat may be planned.

GEER 101	
Cost	Amount
Pancake Breakfast	\$ 479.90
Ultimate Frisbee	\$ 53.19
Design Competition	\$ 30.02
Promotion	\$ 29.23
Barbecue	\$ 668.25
First Year Mixer	\$ 700.43
<b>TOTAL</b>	<b>\$1,961.02</b>



### **Conferences & Competitions:**

Thanks to the FAMF money, the ESS is hoping to be able to send more people to conferences and competitions. FAMF covers traveling costs and delegate fees for teams participating.

<b>Conferences and Competitions</b>	<b>Cost</b>	<b>Amount</b>
	WESST Retreat	\$
CFES Congress		\$8,419.49
UAEC	\$	332.45
WEC		\$7,089.18
<b>TOTAL</b>		<b>\$16,073.71</b>

### **Refund mechanism**

For students that are opposed to the Faculty Association Membership Fee, for whatever reason, they are allowed an opportunity to refund their payment. The rules governing this refund mechanism are outlined in the ESS Policy B.2.7 located in the Appendix. In accordance with this policy, a deadline for students to apply for a refund was set for 4:00pm on Monday, December 6<sup>th</sup>. Students are going to be made aware of this deadline two weeks in advance through the EnggLink e-mail list, the Engineers' Handbook and the ESS website. Their payment will be refunded within one month of the ESS receiving the funds from the Students' Union, as per the policy.

There were no refunds given this year.

# ***APPENDIX***

### ***B.2.5 Distribution of Faculty Association Membership Fee***

#### **Relevant section of proposal to Students' Council regarding FAMF:**

##### Scope

The Engineering Faculty Association Membership Fee is intended to replace the current Engineering Students' Society membership fee structure in order to create opportunities for student involvement and support engineering student activities.

##### Financial Oversight

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

The ESS will also require annual reports indicating how funds received from the fee have been spent from each of the recipients (excluding the ESS and ESAF) by February 15 of each year, and compile a report for Students' Council by March 15 of each year indicating how the monies have been spent. The ESS will report to Students' Council as required by Bylaw 8451 and fully comply with any other legislation adopted by Students' Council with respect to financial oversight. The ESS will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

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

##### **Definitions:**

- FAMF/ESAF Account – account held with the Faculty of Engineering to be used for the Faculty Association Membership Fee (FAMF) and the Engineering Students' Activity Fund (ESAF)
- ESPF Account – account held with the Faculty of Engineering, called the Engineering Student Projects Fund, to be used for the Student Projects
- ESPF Committee – committee for the distribution of funds in the ESPF Account, governed by the ESPF Bylaws

**Policy:**

1. Distribution of any funds allocated by a General Meeting to student projects recognized by the ESPF Committee will be conducted as follows:
  - a. Projects submit proposals to ESPF Committee, outlining the project's budget for the upcoming year including the amounts and items to be purchased with FAMF funding
  - b. ESPF Committee approves an allocation of the funds available from that term, based on the submitted proposals
  - c. Projects must document how FAMF funds are spent, and submit this information to the ESS as outlined in section 4, below
  
2. Distribution of any funds allocated by a General Meeting to discipline clubs recognized by the ESS will be conducted as follows:
  - a. Clubs submit proposals to the Board of Directors, outlining the club's budget for the upcoming year including the amounts and items to be purchased with FAMF funding
  - b. Board of Directors approves release of funds available from that term, based on the submitted proposals
  - c. Clubs must document how FAMF funds are spent, and submit this information to the ESS as outlined in section 4, below
  
3. Distribution of any funds allocated by a General Meeting to the ESS for specific purposes will be immediately upon receipt of the funds from the Students' Union.
  
4. Recipients who are not the ESS must provide the following information to the ESS no later than February 15
  - a. Detailed receipts for items spent in accordance with submitted proposals
  - b. Summary of how students have benefited from FAMF funding being allocated to that club or project
  
5. Recipients who are not the ESS that fail to submit the information outlined in section 4, above, may have additional allocated funding withheld, at the discretion of the Board of Directors.

### ***B.2.6 Faculty Association Membership Fee Administrator***

#### **Relevant section of Students' Union Bylaw 8451:**

12. The Faculty Association shall submit a report detailing the operations and administration of its funds to date, including the refund provision, to Students' Council by November 15 and March 15. Additional reports may be requested by Students' Council, but must allow a reasonable time period for submission

#### **Policy:**

1. The Faculty Association Membership Fee Administrator will be appointed annually by the Comptroller.
2. The Faculty Association Membership Fee Administrator will report to the Board of Directors.
3. The Faculty Association Membership Fee Administrator will perform those tasks associated with administering the Faculty Association Membership Fee.

### ***B.2.7 Refund Mechanism for Faculty Association Membership Fee***

#### **Relevant section of Bylaw 8451:**

10. A Faculty Association Membership Fee shall have an option for those who are philosophically opposed or unable to pay the fee to be reimbursed. The Faculty Association will provide for this refund, within the scope of the proposal approved by Students' Council per section 7 (c).

#### **Relevant section of proposal to Students' Council:**

##### Refund mechanism

The Engineering Students' Society will be responsible for administering the refund mechanism. Engineering students must provide written notification of their intent to opt-out of the Faculty Association Membership Fee during the term that they have been paid. The Engineering Students' Society shall reimburse these students within one month of receiving the funds from the Registrar's Office.

#### **Policy:**

1. Members who have paid the Faculty Association Membership Fee will have the opportunity to have their contribution refunded, if they are philosophically opposed or otherwise unable to contribute to the fund.
2. The deadline for requesting a refund is decided by the Faculty Association Membership Fee Administrator, and must be at least one week in advance of the funds being distributed as per *B.2.5 Distribution of Faculty Association Membership Fee*.
3. The opportunity to refund a FAMF contribution, and the date of the deadline to request this refund, must be well advertised to members through several media formats at least two weeks before the deadline.
4. Members must complete the form available through the ESS, and submit it in hardcopy to the ESS office by the deadline mentioned in section 2, above.
5. The ESS will, upon verification of the members' payment of the FAMF, refund this contribution by whatever means available no later than one month after the ESS has received these funds.