

Finance Committee **Handbook**

Table of Contents

| | |
|-----------|---|
| 3 | What is the Finance Committee? |
| 4 | Finance Committee Annual Timeline |
| 5 | SU Budget Process |
| 8 | Awards and Granting |
| 9 | Dedicated Fee Units |
| 10 | Tips for the Chair |
| 13 | Roberts' Rules of Order |
| 15 | In-Camera FAQ |
| 18 | Appendices |
| | Appendix A: Finance Committee Standing Orders |
| | Appendix B: 2018/19 Transition Report |

Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Finance Committee?

The Finance Committee is relatively new, having been created in 2014 by combining the duties of the Budget and Finance Committee and the Grant Allocation Committee. Its duties include budgeting for the SU and allocating its grant and bursary funds.

Finance Committee's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

Oversee grant and bursary allocation disbursement.

This includes the disbursement of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, student group grants, and Access Fund Bursaries (with an appeals mechanism). Finance Committee also makes recommendations on the legislation and budget of the Access Fund.

Each group has its own operating and granting rules specified in the Finance Committee Standing Orders, so be sure to read those carefully before proceeding with any grant and bursary allocation activities.

Oversee SU Awards.

This includes student involvement awards, undergraduate teaching awards, and externally-funded awards delegated to it by the SU Executives. Much of this work is delegated to other committees set up specifically for the task, which Finance Committee oversees and receives reports from.

Oversee Dedicated Fee Units.

Dedicated Fee Units are groups external to the SU that the SU collects funds for with its membership fees. They can only be set up or changed by successful referendum, and must renew their fee through a plebiscite every five years. Finance Committee is responsible for their oversight and approving the disbursement of funds to them.

Recommend a budget for the SU.

The full process for the creation of the SU's budget can be found in the Students' Council Standing Orders and SU Bylaw 3000. For Finance Committee, the process begins in January with the approval of preliminary budget principles and ends in April with Council's approval of the final Operating and Capital Budget.

Finance Committee Annual Timeline

Spring/Summer

| May | August |
|--|---|
| <ul style="list-style-type: none">• Create a strategic plan for Finance Committee. | <ul style="list-style-type: none">• Must approve all DFU fund disbursements by August 31. |

Fall

| October | November |
|--|---|
| <ul style="list-style-type: none">• Disburse approved funding allocations by October 31. | <ul style="list-style-type: none">• Deadline to update Finance Committee Standing Orders if those updates would affect the Golden Bear and Panda Legacy Fund Committee. |

Winter

| January | February |
|--|---|
| <ul style="list-style-type: none">• VP Ops/Fi submits a proposed set of Budget Principles. | <ul style="list-style-type: none">• Recommend budget principles to Council. |

| March | April |
|---|---|
| <ul style="list-style-type: none">• Granting DFU funding allocation recommendations due.• Council approves Budget Principles.• Executive Committee Operating and Capital Budget due | <ul style="list-style-type: none">• Submit final Operating and Capital Budget to Council for approval.• Ratify proposed funding allocations from granting DFUs.• Prepare transition for next Finance Committee Chair. |

SU Budget Process

The details of the SU budget can be found in Bylaw 3000, and the legislative process for the SU Operating and Capital budgets is outlined in Council Standing Orders, Section 13.

Budget Principles

The first step in the budget process is drafting and approving the budget principles. Budget principles are a verbal outline of the SU's priorities for the next year. They give direction to the staff of the SU in planning out each department's budget, as well as in how to allocate the available funds amongst the different departments.

Because of their close ties to the managers of the SU, and their knowledge on the SU's budget, the VP Operations and Finance is responsible for drafting the first set of budget principles. They will bring that draft to the Finance Committee in early January, where the committee can debate and make changes if necessary.

Once Finance Committee has approved the budget principles, they are sent to Council for ratification, usually in early February.

Example

Principles

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.
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. (Edited)
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.

Operating Budget

Each department has its own budget with every detail of their expected revenues and expenses. It shows everything from salaries to printing costs. Once the principles are approved, each manager drafts their detailed budget. Then they all get added together to create the operating budget.

The operating budget shows the overall expected expenses and revenues from the departments at a very high level, without getting into small details like printing costs or expected revenues from food sales. This is what Finance Committee and Council will see, debate, and approve.

There are two reasons for doing it this way. First, the staff who run each department know best what can be expected in terms of their costs and revenues. If Council were to debate these details, there's a high chance that the budget won't be projected accurately. The second reason is that it's easier for Council to discuss and debate. With almost 40 separate unit budgets and hundreds of budget lines to look at, it could take Council months to fully look through and debate the entire budget with all its details. By looking at the budget from a high level, Council can ensure that it has followed their budget principles without meddling too much in the details of each department.

Example

| Dept # | Department Name | Revenue | Expenditures | Net |
|---|---|---------------------|---------------------|------------------|
| 400 | General Administration | \$2,630,728 | \$122,021 | \$2,508,707 |
| 402 | Office Administration | \$1,200 | \$848,684 | (\$847,484) |
| 411 | Facilities & Operations | \$1,929,534 | \$1,496,126 | \$433,408 |
| 425 | Research/Advocacy | | \$230,058 | (\$230,058) |
| 500 | President | | \$43,001 | (\$43,001) |
| 501 | Executive Support | \$60,000 | \$93,517 | (\$33,517) |
| 502 | Governance | | \$111,738 | (\$111,738) |
| 509 | Elections & Referenda | \$1,000 | \$42,002 | (\$41,002) |
| 519 | Academic Affairs | | \$43,792 | (\$43,792) |
| 520 | Operations & Finance | | \$41,632 | (\$41,632) |
| 521 | External Affairs | | \$42,142 | (\$42,142) |
| 523 | Student Life | | \$43,102 | (\$43,102) |
| 528 | CASA | | \$62,325 | (\$62,325) |
| 530 | CAUS | | \$54,450 | (\$54,450) |
| 600 | Student Life Manager | \$61,190 | \$234,772 | (\$173,582) |
| 612 | Student Life - Involvement / Engagement | \$27,551 | \$227,257 | (\$199,706) |
| 616 | Student Life - Operations | \$173,643 | \$415,551 | (\$241,908) |
| 624 | Student Life - Leadership & Recognition | \$122,000 | \$303,013 | (\$181,013) |
| 640 | Marketing | | \$288,414 | (\$288,414) |
| 642 | SUtv | \$50,000 | \$28,149 | \$21,851 |
| 644 | Handbook | \$85,000 | \$45,096 | \$39,904 |
| 700 | Orientation / Programming | \$82,000 | \$205,909 | (\$123,909) |
| 712 | SUB Programming | 17,800 | 13,616 | \$4,184 |
| 713 | Alternative Programming/SUKCP | 106,900 | 245,803 | (\$138,903) |
| 714 | WOW | 122,500 | 243,482 | (\$120,982) |
| 765 | Antifreeze | | | \$0 |
| 750 | Dinwoodie Lounge | 128,301 | 115,991 | \$12,310 |
| 755 | Myer Horowitz | 473,781 | 387,560 | \$86,221 |
| 800 | SUBmart | 577,102 | 557,485 | \$19,617 |
| 815 | Print Centre | 859,330 | 605,893 | \$253,437 |
| 825 | Post Office | 373,029 | 356,984 | \$16,045 |
| 832 | RATT | 596,111 | 591,853 | \$4,258 |
| 833 | Under Grind | 88,000 | 86,939 | \$1,061 |
| 835 | L'Express | 760,250 | 731,246 | \$29,004 |
| 836 | Catering | 397,150 | 394,597 | \$2,553 |
| 837 | Daily Grind | 626,450 | 470,255 | \$156,195 |
| 841 | Powerplant (Deweys) | 506,558 | 505,770 | \$788 |
| Operating Before Capital and Sponsorship | | \$10,857,108 | \$10,350,225 | \$526,883 |

Awards and Granting

The SU provides a number of grants and awards to students and student groups. Finance Committee oversees this process, though most of the actual decisions are made by adjudication committees.

Awards Adjudication Committee

There are a variety of awards given out by the SU each year, and they are allocated by the Awards Adjudication Committee. Three voting members of Finance Committee sit on this committee, and all members of Finance Committee cannot apply for these awards.

Student Group Granting Committee

Student groups that are registered with the Students' Union can apply for grants to support their operations or their events. This process is overseen and awards adjudicated by the Student Group Granting Committee, which includes two voting members of Finance Committee. This committee provides all of its minutes to the Finance Committee.

Access Fund

Finance Committee works with Student Financial Services to oversee the allocation of these funds. Members of Finance Committee cannot apply for the access fund.

Dedicated Fee Units

Finance Committee is the primary oversight body for dedicated fee units. These are groups that collect fees through the Students' Union to support awards, bursaries, or the operational costs of the group. Finance Committee is responsible for conducting an annual review of these units, as well as ratifying and tracking the allocation of the various awards or bursary funds. Details can be found in the Finance Committee Standing Orders.

DFU Overview

Campus Recreation Enhancement Fund

This fund exists to provide funding for facilities and programs offered by the U of A Campus Recreation. It is allocated on an annual basis by a committee set up specifically to distribute the funds. The VP Ops/Fi and one voting member of Finance Committee have seats on this committee. They must recommend their funding allocation for the next year before March 31, which the Committee then ratifies. Fund recipients must provide proof of how the granting money was used.

Golden Bear and Panda Legacy Fund

This fund exists to support varsity teams. It is allocated on an annual basis by a committee set up specifically to distribute the funds. The VP Ops/Fi, VP Student Life, and two voting members of Finance Committee have seats on this committee. They must recommend their funding allocation for the next year before March 31, which the Committee then ratifies. Fund recipients must provide proof of how the granting money was used.

Refugee Student Fund

This fund exists to support undergraduate refugee students. It is distributed to four students each year by a committee set up to determine who it will be allocated to. This committee is called the World University Service of Canada (WUSC) Refugee Student Sponsorship Committee. Finance Committee has the ability to amend the payment schedule set out in Finance Committee Standing Orders, but otherwise this fund is controlled by the committee.

Other Groups

There are a few organizations on campus that get funding for their operations from student fees collected by the SU. These groups are semi-autonomous organizations responsible for their own operations, but they must report annually to the Finance Committee. They are:

1. Student Legal Services Fund
2. APIRG Fund
3. Gateway Student Journalism Fund
4. The Landing Fund

DFU Reporting Requirements

There are two types of DFUs: Operational and Granting. They have slightly different reporting requirements under the Bylaw 6000 series. They are responsible for upholding their reporting requirements, but if they haven't reported on time then it's probably a good idea for the Chair to reach out to them.

Operational Dedicated Fee Units

Must submit a report within 6 months of the end of their fiscal year, as per Bylaw 6200. However, because Finance Committee must approve the disbursement of their funds by August 31, it's a good idea to encourage them to report as early in the summer as possible. The report should contain:

1. A budget
2. Audited financial statements
3. Evidence of compliance with contracts with the SU
4. Evidence they are fulfilling their mandate (meeting minutes and AGM minutes, if applicable, are a good way to meet this requirement)
5. Any other information requested from Finance Committee.

Disbursement of funds must be approved by August 31 every year, so if they haven't reported by August 1 the Chair should reach out to encourage them to send their reports in. Finance Committee is allowed to withhold their approval beyond August 31 if there are any issues with the group's reports or the way the group is functioning.

Once approved, the Chair should contact the Accounting department or Discover Governance (whichever is easier) to request that cheques be printed. The cheques can then be picked up from Discover Governance.

Granting Dedicated Fee Units

Under Bylaw 6300, these only have to submit financial reports as requested by Finance Committee. They do, however, have to submit their lists of grant recipients for ratification by Finance Committee. Finance Committee may approve or deny a list in its entirety, and may not single out individual recipients for approval or denial. These recommendations must be submitted to Finance Committee by March 31, so if they haven't been in contact by the end of March the Chair should reach out to them for their funding allocations.

Each fund has its own guidelines for disbursement in Finance Committee Standing Orders, so be sure to read those carefully before voting on whether or not to approve a list of recipients. If a list of recipients is denied by Finance Committee, the DFU must start their process over and submit a new list, or risk not receiving their funding for that year. Money not distributed is kept in the reserve for later years.

Tips For The Chair

Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of Finance Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at Finance Committee first.

In addition to making sure Finance Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Finance Committee.
2. Submit trimesterly reports to Students' Council.
3. Submit reports to Audit Committee regarding the disbursement of DFU funds following such disbursements.
4. Ensure DFU reporting requirements are being fulfilled.
5. Work with Speaker and SU staff to ensure the logistical needs of Finance Committee are met.
6. Delegate tasks to other Finance Committee members as necessary.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become Finance Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Finance Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Finance Committee stuff. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Finance Committee have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair.
2. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
3. Has Finance Committee missed any important deadlines, and have all time-sensitive duties of Finance Committee been fulfilled up to the current date? Check the timeline for important dates and deadlines.
4. What projects has Finance Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Other Tips

Ensure your agenda is strategic.

Know areas that need to have more discussion, and which are contentious. Usually you want to deal with the less important items first.

Put tentative times by each item.

That way every one knows how much time they have to formulate their ideas.

Always go into the meeting with an outcome or goal in mind.

Have a plan to ensure that the committee will have resolved X, formed a group to discuss Y, etc. Having a focused approach keeps every one working. You do not need to share this with the group.

After each agenda item, summarize what was said.

It keeps members involved. It also helps keep people organized and following along with the agenda.

At the end of the meeting, summarize the key points.

This means you need to jot down notes so you can do the high level summary at the end.

Try to have action items and delegate work.

People like ownership of items and having a tangible way to contribute to the committee. Ensure they can report back their accomplishments and that the group will respect their contributions.

If there is conflict, welcome it.

This means you will get better discussion, ideas, and energy. The Chair's job is to get the best thinking out of the group.

Some members like to dominate. You have to let them have the floor, but then you have to move them off their soapbox.

You may have to interrupt or they will take over the meeting. It's okay if you're doing it with a view to moving the committee in a positive direction. Thank them, then ask if others have an opinion.

As Chair, do not take sides. Your job is to facilitate.

Make sure all sides of an issue have equal speaking time at the meeting, and do your best to keep your role as the chair and your role as a voting committee member separate.

If there is a hot issue, have a pre-meeting or post-meeting.

Your goal is to try to get more information. It's important for you to get clarity on why something is contentious and also to support members.

Roberts' Rules Of Order

Simplified Glossary

MOTION: the 'unit of business' debated by an assembly

Main Motions: must be seconded and are debatable, amendable, and reconsiderable. They are the motions to which all other motions react.

All Other Motions: There are 86 kinds of motion that can be made under Roberts' Rules of Order. They act on the business of the assembly in different ways. See the summary chart examples.

DEBATE: a structured discussion about a motion

A member must be recognized by the chair as "having the floor". They have a limited time to speak, and must stay on topic and respect decorum. Debate proceeds until the motion is put to a vote.

AMENDMENT: a formal process used to propose changes to motions

Only certain types of motions can be amended. See the summary chart for more information.

VOTE: how an assembly decides whether to support a proposed motion

When put to a vote, motions pass or fail. A motion that passes has a majority (as defined in the organization's bylaws) in favour, and is carried or adopted. A motion that fails does not have a majority in favour, and is not acted upon.

CHAIR: the person responsible for ensuring that the rules are observed

A chair may be voting or nonvoting. It is their primary responsibility to facilitate the meeting by enforcing the rules, so they must be impartial.

DECORUM: debating in a respectable and orderly manner

Debate is confined to the merits of the motion before the assembly. Members refer to one another respectfully, do not attack motives, do not interrupt, and do not speak against their own motions.

POINTS: allows a member to ask a question or interrupt debate

Point of information: a member asks a question of another member. Cannot interrupt a speaker.

Point of order: a member believes procedure is not being followed and brings it to the chair's attention. Cannot interrupt a speaker, but must be raised as soon as possible.

Point of parliamentary inquiry: a member asks a question related to procedure. Cannot interrupt a speaker.

Point of privilege: something is preventing a member from participating. Can interrupt a speaker.

Summary Chart of Important Terms

| | Undebatable | Opens main question to debate | Cannot be amended | Cannot be reconsidered | Requires a 2/3 majority vote | Must be Seconded | Can interrupt a speaker |
|---|-------------|-------------------------------|-------------------|------------------------|------------------------------|------------------|-------------------------|
| Adjourn | ✓ | - | ✓ | ✓ | - | ✓ | - |
| Adjourn, Fix the Time to which to | ✓ | - | - | - | - | ✓ | - |
| Amend | - | - | - | - | - | ✓ | - |
| Amend an Amendment | - | - | ✓ | - | - | ✓ | - |
| Amend the Rules | - | - | - | - | ✓ | ✓ | - |
| Appeal, relating to indecorum | ✓ | - | ✓ | - | - | ✓ | ✓ |
| Appeal, in all other areas | - | - | ✓ | - | - | ✓ | ✓ |
| Call to Order | ✓ | - | ✓ | - | - | - | ✓ |
| Close Debate, motion to | ✓ | - | - | - | ✓ | ✓ | - |
| Commit to Refer | - | ✓ | - | - | - | ✓ | - |
| Extend the Limits of Debate, motion to | ✓ | - | - | - | ✓ | ✓ | - |
| Fix the Time of which to Adjourn | ✓ | - | - | - | - | ✓ | - |
| Continue Speaking after indecorum | ✓ | - | ✓ | - | - | ✓ | - |
| Lay on the Table | ✓ | - | ✓ | ✓ | - | ✓ | - |
| Limit Debate, motion to | ✓ | - | - | - | ✓ | ✓ | - |
| Objection to Consideration of a Question | ✓ | - | ✓ | - | ✓ | - | ✓ |
| Orders of the Day, motion for the | ✓ | - | ✓ | - | - | - | ✓ |
| Postpone to a Certain Time | ✓ | - | - | - | - | ✓ | - |
| Postpone Indefinitely | - | ✓ | ✓ | - | - | ✓ | - |
| Previous Question | ✓ | - | ✓ | - | ✓ | ✓ | - |
| Priority of Business, questions relating to | ✓ | - | - | - | - | ✓ | - |
| Privilege, Question of | - | - | - | - | - | ✓ | - |
| Reading Papers | ✓ | - | ✓ | - | - | ✓ | - |
| Reconsider a Debatable Questions | - | ✓ | ✓ | ✓ | - | ✓ | ✓ |
| Reconsider an Undebatable Question | ✓ | - | ✓ | ✓ | - | ✓ | - |
| Refer (same as commit) | - | ✓ | - | - | - | ✓ | - |
| Rescind | - | ✓ | - | - | - | ✓ | - |
| Rise (in Committee equals Adjourn) | ✓ | - | ✓ | ✓ | - | ✓ | - |
| Special Order, to make a | - | - | - | - | ✓ | ✓ | - |
| Substitute (same as Amend) | - | - | - | - | - | ✓ | - |
| Suspend the Rules | ✓ | - | ✓ | ✓ | ✓ | - | - |
| Take from the Table | ✓ | - | ✓ | - | ✓ | ✓ | - |
| Take up a Question out of its Proper Order | ✓ | - | ✓ | - | ✓ | - | - |
| Withdrawal of a Motion | ✓ | - | ✓ | - | - | ✓ | - |

In Camera FAQ

This FAQ is meant to help student representatives get a sense of the basics of navigating in-camera proceedings on elected bodies that use Roberts' Rules of Order.

What does it mean to 'go in camera?'

'In camera' is Latin for "in chambers," and it means to go into a confidential or secret session. Whatever is discussed cannot leave the room.

How do you make a meeting go in camera?

A motion to go in camera is undebatable, is in order as long as you don't interrupt someone who already has the floor, and requires a simple majority to pass. To go out of camera is the same motion except that you move out of camera instead of into it.

What, exactly, is covered by the confidentiality of in camera proceedings?

Every single thing that happened in the meeting after you moved in camera is confidential. This often includes the topic of the discussion itself, and always includes every thing that every person in the room said. For groups that don't automatically make motions public, it also includes the text of motions and the results of votes.

What in camera doesn't cover:

- Things that were already public.
For example, if you discussed the results of the 1967 World Series while in camera, the fact that the Red Sox lost doesn't suddenly become confidential. What you can't discuss outside the room is the fact that you talked about the 1967 World Series while in camera, or what anyone in the room said about it.
- Your opinion.
If you think that The Empire Strikes Back is the best of the Star Wars films and say so in camera, the fact that you believe that doesn't become a secret. However, you can't disclose that you shared this opinion while in camera. Opinions that you hold that are directly and obviously related to, or informed by, the business of your group should be kept to yourself.
- The behavior of people who aren't in the room.
- If your group is in camera discussing negotiations with a third party organization and that organization discloses things about your in camera proceedings, that doesn't automatically mean they did anything wrong. Most importantly with this point, if someone else spills your group's secrets, that does not necessarily mean that you are now free to discuss in camera proceedings publicly as well. You will need to consult your organization's rules.

Should we take minutes when we're in camera?

Yes. In camera minutes should be stored separately from your public minutes and should only be accessible to members who were privy to the in camera session.

Can a body move motions in camera?

Only if the motion will only affect people who are privy to the secret proceedings.

Exception: all motions made by the Students' Council of the University of Alberta Students' Union are public. Although a motion may be made in camera at one of these meetings, the motion itself will be published with the minutes. This is due to the fact that the organization's rules stipulate that all motions are automatically public.

Can I discuss in camera proceedings with people outside of the meeting?

Only if they're a member or they were specifically authorized to hear about the in camera proceedings. In other words, you can talk to people who were present during the in camera discussion or had the right to be present either because they're a member of the group or because the group explicitly authorized them to be there. You cannot talk to anyone else about what was discussed.

Is it bad for a democratic body to do things in secret?

No. All organizations will occasionally need to have private discussions. Certain issues, such as intra-group conflicts, member discipline, private personal information related to group business (e.g. executive health, academic, or family issues), discussions about ongoing legal proceedings, or other kinds of sensitive negotiations require more candid, confidential conversations. Robert's Rules places no limits on the content of in camera discussion except suggesting that some things must always be handled in executive session (e.g. member discipline).

However, in camera session, like any tool, is open to abuse. The decision to move your group in camera should always be made carefully. In camera should not be the default setting for your group's discussions.

Can in camera proceedings be retroactively made public?

Yes. For either minutes or motions, the easiest way to make things retroactively public is to move a new motion specifying which motion or which part of the in-camera proceedings you would like to see made public. That motion is handled the same as any other main motion. However, making proceedings that are not recorded in the minutes public may not be possible. You should consult with your own organizational rules before trying to retroactively publicize proceedings.

What happens if I disclose in camera proceedings?

You can face disciplinary action. Depending on the severity of the breach that could include anything from censure to fines to expulsion. You may even be sued or charged with a criminal offence. You also breach the trust of your organization and the other members of your group, which almost always severely damages its ability to operate effectively. You may also cause other kinds of damage, such as opening your organization to being sued or causing resignations of other members who feel like they've been professionally compromised by your actions.

Don't breach confidentiality. It's a bad idea.

APPENDICES

APPENDIX A

Finance Committee Standing Orders

https://www.su.ualberta.ca/legislation/wiki/Finance_Committee:Standing_Orders

-

APPENDIX B

2018/19 Transition Report

Finance Committee Standing Orders

Contents

- 1_Mandate
- 2_Standing Orders
- 3_Membership
- 4_Chair
- 5_Meetings
- 6_Member Responsibilities
- 7_Proxies & Guests
- 8_Committee Administration & Record
- 9_Orders of the Day
- 10_Budget Process
- 11_Campus Recreation Enhancement Fund
- 12_Golden Bear & Panda Legacy Fund
- 13_Refugee Student Fund
- 14_Student Group Granting
- 15_Access Fund
- 16_Students' Union Awards
- 17_Operational Dedicated Fees
- 18_Loans
- 19_Tenant Contracts

1 Mandate

1. A committee known as Finance Committee shall exist in order to:
 - a. Recommend the operating and capital budget to Students' Council as outlined in Students' Council Standing Orders;
 - b. Make further recommendations to Students' Council on alterations to the Students' Union operating and capital budget;
 - c. Make recommendations to Students' Council on legislation dealing with Students' Union finances;

- d. Oversee the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear & Panda Legacy Fund, and the Refugee Student Fund;
- e. Oversee and approve the processes for Student Group granting;
- f. Oversee the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
- g. Establish, amend, eliminate, and bestow awards recognizing student involvement;
- h. 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;
- i. Conduct an annual financial review of each Operational Dedicated Fee Unit as outlined in Bylaw 6200;
- j. Grant loans to student groups in amounts not exceeding \$2,000 per student group; and
- k. Approve tenant contracts in the Students' Union Building as needed.

2 Standing Orders

1. The Standing Orders of Finance Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of Finance Committee do not expire, but shall be reintroduced at the Committee's first meeting.

3 Membership

1. Students' Council shall define the voting membership of Finance Committee.
2. Finance Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent without appointing a proxy for three consecutive meetings.
 - a. Finance Committee may also recommend a member be dismissed from the committee if a voting member is failing to perform their duties as stipulated in these Standing Orders.
3. The following staff of the Students' Union shall be considered non-voting members of Finance Committee:
 - a. Director of Student Life or designate; and

- b. Financial Controller or designate.

4 Chair

1. The Chair of Finance Committee shall be elected from and by the voting membership of Finance Committee.
2. The Chair may be dismissed at any meeting of Finance Committee by a majority vote; whereupon Finance Committee shall immediately elect a new Chair.
 - a. In the event that the Chair resigns from Finance Committee, they shall also vacate their position as Chair.
3. In the event that the Chair is absent at a meeting of Finance Committee, the Chair shall appoint at their discretion another member of the committee to serve as interim Chair for the duration of the meeting.
4. The Chair's responsibilities shall include, but are not limited to:
 - a. Facilitating each meeting according to the approved agenda;
 - b. Moderating debate and conversation at each meeting of Finance Committee;
 - c. Responding to questions from members of Finance Committee in a timely fashion and providing the appropriate information;
 - d. Assigning duties to members of Finance Committee in order for the committee to fulfill its mandate; and
 - e. In conjunction with the Speaker and Council Administrative Assistant:
 - i. Providing a location for each meeting;
 - ii. Preparing and distributing agenda packages at least one day prior to the meeting; and
 - iii. Ensuring other logistical needs of Finance Committee are met.
5. The Chair of Finance Committee shall use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the committee.

5 Meetings

1. Quorum for a meeting of Finance Committee shall be five voting members.
2. The first meeting of Finance Committee shall be coordinated through the Speaker of Students' Council prior to the first meeting of Students' Council.
 - a. The agenda for the first meeting shall include, but is not limited to:

- i. Election of a Chair;
 - ii. Approval of Finance Committee Standing Orders; and
 - iii. Approval of a spring/summer meeting schedule.
3. All meetings of Finance Committee after the first meeting shall be coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice of a meeting.
 - a. Five voting members of Finance Committee may call a meeting, provided that members are given at least 72 hours' notice.
 - b. Finance Committee may call a meeting without notice, provided that there is unanimous consent from all voting members of Finance Committee.

6 Member Responsibilities

1. Members are required to attend all meetings of Finance Committee or appoint a proxy in their place.
2. The following external seats are required to be filled by members of Finance Committee:
 - a. One seat on the Campus Recreation Enhancement Fund Committee;
 - i. The Vice President (Operations & Finance) is also an ex-officio seat on this committee.
 - b. Two seats on the Golden Bear & Panda Legacy Fund Committee;
 - i. The Vice President (Operations & Finance) and Vice President (Student Life) are also ex-officio seats on this committee.
 - c. Two seats on the World University Service of Canada Refugee Student Sponsorship Committee;
 - d. Two seats on the Student Group Granting Committee; and
 - e. Three seats on the Students' Union Awards Adjudication Committee.
3. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on Finance Committee.

7 Proxies & Guests

1. Voting members of Finance Committee may delegate a proxy to any meeting of Finance Committee by providing written notice of such to the Chair at least one hour prior to the meeting.

- a. Proxies must be a voting member of Students' Council or a long-term proxy of a voting member of Students' Council.
2. No person shall proxy for more than one member at any meeting.
3. Voting members of Finance Committee cannot proxy for other members.
4. All members of Students' Council that are not members of Finance Committee are permitted to attend Finance Committee meetings as non-voting members, and shall be granted all speaking turns a member of Finance Committee would have.
 - a. These members are permitted to be present for in-camera sessions.
5. Members of the Students' Union (guests) are permitted to attend Finance Committee meetings as non-voting members, and shall be granted speaking turns at the discretion of the Finance Committee Chair.
 - a. These members are not permitted to be present for in-camera sessions, unless allowed by a two thirds majority vote of Finance Committee.

8 Committee Administration & Record

1. The Council Administrative Assistant shall:
 - a. Book meeting rooms for each meeting of Finance Committee;
 - b. Schedule Minute Takers for each meeting of Finance Committee;
 - c. Create agendas for each meeting of Finance Committee in conjunction with Section 9 of Standing Orders;
 - i. Any member of Finance Committee may send items for the agenda to the Council Administrative Assistant.
 - ii. Referrals and requests for agenda items from external bodies shall be added to the agenda by the Finance Committee Chair.
 - d. Notify the committee of each meeting through a schedule sent out each term;
 - e. Distribute the agenda and minutes to members of Finance Committee; and
 - f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting, if the committee requests paper copies.
2. Finance Committee shall have a written record of its votes and proceedings from each meeting available publicly.
 - a. All motions must be made ex-camera.
 - b. Members of the committee may amend their comments in the minutes when the minutes are being approved by the committee.

3. If a Minute Taker is not present at a meeting of Finance Committee, the Chair shall assign the task of recording minutes to a member of the committee.
4. The Chair shall periodically report to Students' Council on the following:
 - a. Attendance of members and guests;
 - b. Any decisions made by Finance Committee;
 - c. Any recommendations made by Finance Committee to Students' Council; and
 - d. Any changes to Standing Orders adopted by Finance Committee.

9 Orders of the Day

1. Order of Agenda Business
 - a. Introduction
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Chair's Business
 - b. Question & Discussion Period
 - c. Committee Business
 - d. Information Items
 - e. Adjournment
2. Order of Orders of the Day
 - a. Orders of the Day shall appear on the agenda in the order submitted or as otherwise designated by the Chair of Finance Committee.
 - i. Addition or removal of items on or from the agenda can only be done with the consent of the majority of Finance Committee.
 - ii. The Chair reserves the option to re-order items on the agenda without approval from the committee.
3. Submission of Items
 - a. Members shall send items for each agenda to the Council Administrative Assistant by 8am the business day preceding the meeting.
 - b. Late additions to the agenda may be added to the agenda at the discretion of Finance Committee during Approval of Agenda on the Orders of the Day.
4. Deadline for Publishing
 - a. The agenda package shall be published in the following manner:

- i. Paper copies shall be created upon the request of Finance Committee and made available in a location accessible to the Chair;
 - ii. An electronic version shall be placed on the Students' Union website; and
 - iii. The agenda package shall be published no later than 4:30pm the business day preceding the meeting.
- b. If necessary, the Chair and/or Council Administrative Assistant will create two versions of the agenda, one for public distribution and one with confidential information only for members of Finance Committee.

10 Budget Process

1. The legislative process for the Students' Union Budget shall be outlined in Students' Council Standing Orders.
2. Finance Committee shall recommend a final Operating and Capital Budget to Students' Council prior to the final meeting of Students' Council.

11 Campus Recreation Enhancement Fund

1. Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:
 - a. Be distributed to undergraduate students, student groups, and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students;
 - b. Be allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting;
 - c. Not be used for:
 - i. Funding projects that are receiving other Students' Union funding;
 - ii. Transportation;
 - iii. Supplementing University of Alberta staff wages;
 - iv. Awards; and
 - v. Volunteer appreciation; and
 - d. Not be allocated in such a way that more than one quarter of the funds available in the Campus Recreation Enhancement Fund is allocated to any one project or recipient.

2. Fund recipients must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
3. The following members of the Students' Union shall serve as voting members on the Campus Recreation Enhancement Fund Committee:
 - a. The Vice President (Operations & Finance); and
 - b. One voting member of Finance Committee.
4. The Campus Recreation Enhancement Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
 - a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
 - b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.

12 Golden Bear & Panda Legacy Fund

1. Funds from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit shall be distributed to University of Alberta varsity athletic teams and the Athletics Department for the purposes of saving and stabilizing varsity athletic teams and promotion of varsity athletics.
2. Fund recipients shall provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
3. The Golden Bear & Panda Legacy Fund Committee shall be responsible for administering the advertisement of the grants and receipt, review, and recommendation of grant amounts.
4. The Golden Bear & Panda Legacy Fund Committee shall consist of seven voting members, including:
 - a. Two University Athletic Board members;
 - b. One University Athletic Board student executive member;
 - c. The Students' Union Vice President (Operations & Finance);
 - d. The Students' Union Vice President Student Life;
 - e. Two members of the Students' Union Finance Committee; and
 - f. One staff member or designate from the Department of Athletics as a non-voting member and Chair of the committee.

5. Quorum of the Golden Bear & Panda Legacy Fund Committee shall be four voting members, and must include at least one Students' Union representative and one University Athletic Board member.
6. The Chair shall call the first meeting of the Golden Bear & Panda Legacy Fund Committee.
 - a. This meeting shall take place between May 1 and September 30 of each year.
7. The Golden Bear & Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
 - a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
 - b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.
8. The fund shall be distributed such that:
 - a. Approximately 50% of the fund shall be used as a corporate sponsorship of the Department of Athletics;
 - b. Approximately 30% of the fund shall be allocated to projects and special events; and
 - c. Approximately 20% of the fund shall be kept in a reserve fund.
 - i. The reserve fund shall not exceed \$200,000 at any time.
9. The criteria for the evaluation of funding applications shall include:
 - a. A requirement for applicants to match the amount of a grant for any given project;
 - b. Disclosure of all other sources of revenue for any given project, including funding from the University of Alberta, the Green & Gold Athletics Society, support groups, and funds raised by teams or student groups applying for funding;
 - c. Serious consideration with regards to the degree in which a project benefits the student population, which may be in the form of an opportunity to participate in the event as a spectator, volunteer, official, or participants;
 - d. Priority given to applications relating to the hosting of events;
 - e. Priority given to applications with a long-range plan or vision for the development of a project;
 - f. Applications complete with all information requested by the Golden Bear & Panda Legacy Fund Committee;
 - g. Consideration with regards to the degree of support and opportunities for development that funding will provide, including evidence that teams are working

cooperatively with support groups and with the Green & Gold athletic Society;
and

- h. That funding for travel by teams to the same event in consecutive years is not permitted.
- 10. Critical information, such as the addition or cancellation of varsity teams or programs, will be disclosed along with funding recommendations to Finance Committee.
- 11. Funding from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit that cannot be distributed by Finance Committee will be kept in the Golden Bear & Panda Legacy Fund reserve.

13 Refugee Student Fund

- 1. The Refugee Student Fund Dedicated Fee Unit shall be used for the support of four undergraduate refugee students at the University of Alberta.
- 2. Administration of the Dedicated Fee Unit and selection of the students shall be administered by the World University Service of Canada Refugee Student Sponsorship Committee.
- 3. The students chosen by the committee shall consist of:
 - a. One refugee student in their first year of study;
 - b. One refugee student in their second year of study;
 - c. One refugee student in their third year of study; and
 - d. One refugee student in their fourth year of study.
- 4. The committee, with assistance from the Students' Union's Financial Controller, shall allocate the following from the collected Dedicated Fee Unit:
 - a. The total annual application cost required by the national WUSC office; and
 - b. An amount equivalent to the current HUB four-bedroom residence rate, to be distributed to the student in their first year of study for the cost of housing for the first 12 months of their stay.
- 5. After allocating funds as instructed in 13.4, the following shall be allocated:
 - a. 3% of the remaining amount to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to Finance Committee upon request;
 - b. 2% of the remaining amount to the WUSC Student Refugee Program Contingency Fund;

- c. 39% of the remaining amount to the refugee student in the first six months of their studies;
 - d. 27% of the remaining amount to the refugee student in the next six months of their studies;
 - e. 16% of the remaining amount to the refugee student in their second year;
 - f. 7% of the remaining amount to the refugee student in their third year; and
 - g. 6% of the remaining amount to the refugee student in their fourth year.
6. Finance Committee reserves the option to amend the payment schedule set out in 13.5 on a case-by-case basis, with recommendation from the World University Service of Canada Refugee Student Sponsorship Committee.

14 Student Group Granting

1. Student group granting processes shall strive to:
 - a. Provide funding for groups and events that shall strive to benefit the wider campus community;
 - b. Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
 - c. Target funding for student groups for unmet student group needs;
 - d. Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
 - e. Complement existing University of Alberta student group grant programs; and
 - f. Target funding for student groups and activities that account for social, environmental, and economic sustainability.
2. Student group granting shall be overseen by the Student Group Granting Committee.
3. The Student Group Granting Committee shall
 - a. Adjudicate applications to, and disburse funds from the Students' Union Student Group Granting Program;
 - b. Assist Student Group Services in consultation about changes to any part of the Student Group Granting Program, including but not limited to policy changes, updates to scoring rubrics, applications, or report requirements.
4. The voting membership of the Student Group Granting Committee shall be:
 - a. No fewer than four current executive members of student groups recognized by the Students' Union;

- b. Two members of the Students' Union Finance Committee;
5. The non-voting membership of the Student Group Granting Committee shall be:
 - a. The Program Lead - Student Group Services.
 - b. The Assistant Program Lead - Student Group Services.
 - c. The Team Lead - Operations.
6. A voting member may appoint a proxy representative in the event that they cannot themselves attend a Committee meeting.
 - a. Voting proxy representatives must be current undergraduate students with current or past experience as a Student Group executive officer.
7. The Team Lead of Operations shall serve as Chair of the Student Group Granting Committee. The Program Lead of Student Group Services shall serve as Secretary of the Student Group Granting Committee.
8. Quorum of the Student Group Granting Committee shall consist of the Chair, and four other members.
 - a. In the event the Chair is unable to attend the meeting, the meeting shall be rescheduled to a later date when quorum can be reached.
9. All grant applications will be adjudicated by assessing their quality against an approved scoring rubric.
 - a. Decision-making rubrics will be reviewed every two fiscal years by the Student Group Granting Committee.
10. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
 - a. Be recognized by the Students' Union, through the process of registration as mandated and managed by Student Group Services;
 - b. Possess a group or community bank account with dual signing authority;
 - c. Complete the Student Group Services grant application form in full prior to the application deadline;
 - i. Late applications shall not be accepted.
 - d. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
 - e. Demonstrate a need for funding only for projects in the future;
 - i. Retroactive granting is not in the scope of this committee.
 - f. Not have any outstanding financial issues with the University of Alberta or the Students' Union;

- iii. Outcomes for the event are determined to be beneficial to the student group as a whole, as well as contributing to the betterment of the University of Alberta campus community;
 - iv. The event must take place in the trimester following the application deadline.
 - v. Complete event risk management approval with the Office of the Dean of Students.
13. A student group is eligible to receive a maximum of \$2,000 per academic year (May 1 through April 30).
14. Any grant application request that is for \$200 or less will be considered on a pass/fail basis, and will receive either their full request if they receive a passing score, or no funding if they do not receive a passing score.
15. A student group may apply any number of times and for any combination of granting categories in each granting session until their annual maximum limit is reached.
16. A group may apply only for the amount of funds remaining in their annual limit.
- a. Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
17. A student group must apply for event funding in the application period before the semester in which their event will take place.
18. A student group shall not make purchases from organizations closely connected or related to the student group or the student group's individual members unless prior arrangements have been made with Student Group Services.
19. A student group shall not apply for or use Student Group Granting funds to:
- a. Obtain alcohol and related items;
 - b. Obtain illegal substances;
 - c. Obtain prizes;
 - d. Distribute or sponsor scholarships or bursaries;
 - e. Pay wages, staff expenses or honoraria.
20. Student Group Grant funds must be used towards event costs, and cannot be directly added to a donation total when an event is a fundraiser for a charitable organization or external agency.
21. A student group shall pick up their grant cheques within fifteen business day of being notified that they have received funding, unless the group make alternate arrangements.

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

Committee. The Granting Committee will determine whether the funds have been misused and should be requested for return to the Program.

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

15 Access Fund

1. Finance Committee shall ensure the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy.
 - a. Finance Committee shall review this policy as needed and propose change to the policy if necessary to ensure the Access Fund is being operated in the best interests of students.
 - b. Finance Committee shall ensure the Decision Review process outlined in the policy is a fair appeal process to students in extraordinary situations.
2. The funds available each year shall be divided between the projected number of granting sessions proportionally based on previous years' allocations.
 - a. Student Financial Services may recommend alternative methods of dividing funds to Finance Committee.
3. Restrictions on the Access Fund:
 - a. The maximum bursary allowed per student is \$3,000 per academic year (September 1 through August 31).
 - b. The maximum lifetime limit allowed per student is \$9,000.
 - c. Cost of living assessments shall be calculated at \$1,400 per month.
 - d. Students who opt out of the Access Fund will be ineligible to apply for the Access Fund in the Academic Year (September 1 - August 31) they opted out of.
 - e. Students who received funding through the Access Fund are forever ineligible to opt out of the Access Fund.

4. Unless otherwise noted in Standing Orders, administration and regulation of the Access Fund shall be guided by a signed agreement between Finance Committee and Student Financial Services.
5. The Access Fund shall accept donations from external sources through donations made to the Students' Union or the University of Alberta.
6. Any allocated funds not granted in a given disbursement period shall be carried over to the next disbursement period.
 - a. On August 31, any funds not granted shall be placed in an internal reserve.
7. Access Fund awards not claimed within 30 days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.
8. Finance Committee members are ineligible to receive Access Fund bursaries during their term.

16 Students' Union Awards

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

- g. No person receives more than one award in a single year;
 - h. No award is awarded to a student with outstanding Students' Union membership fees; and
 - i. No award is awarded to a student who does not meet the minimum GPA requirement of 1.8 over the previous Fall and/or Winter terms of the academic calendar.
4. Financial need shall be considered when selecting award recipients, using the following criteria:
 - a. Allowable expenses shall equal the Canada Student Loans limits plus 25%;
 - b. Students are not expected to contribute a minimum level of savings from part- or full-time work over the Spring and Summer terms;
 - c. Students registered in full-time studies are not expected to work; and
 - i. No exemption shall be given to any part-time work earnings students make.
 - d. Assessment of financial need is at the discretion of the Awards Adjudication Committee.
 5. Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.
 6. The Awards Adjudication Committee shall be composed of:
 - a. The Team Lead - Leadership of the Students' Union Services, as Chair;
 - b. A member of the SU Services staff, as Secretary;
 - c. A staff member of Student Group Services as a non-voting member;
 - d. Three members of Finance Committee; and
 - e. Two undergraduate students-at-large.
 7. The Secretary of the Awards Adjudication Committee shall be a non-voting member, except in the case of a tie, where they shall cast the deciding vote.
 8. The Chair of the Awards Adjudication Committee and the Student Group Services staff member shall be non-voting members.
 9. Management of the membership of the Awards Adjudication Committee shall be the responsibility of the Chair.
 - a. The committee membership shall be recommended to Finance Committee for ratification annually.
 10. Quorum of any meeting of the Awards Adjudication Committee shall be four voting members, and both the Chair and Secretary.

11. Operation of the Awards Adjudication Committee:

- a. Finance Committee has the power to create, amend, or eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
- b. Recommendations on changes to awards for the following year from the Awards Adjudication Committee shall be made to Finance Committee prior to April 1 of each year.
- c. Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
 - i. The Chair of the Awards Adjudication Committee shall advise the Chair of Finance Committee of the date the awards advertisement shall be made public, at least 30 days before advertising commences.
 - ii. Awards shall be advertised for at least 60 days prior to the close of applications.
 - iii. Applications shall close no later than August 15 of each year.
- d. A policy shall be jointly developed and maintained by the Chair of the Awards Adjudication Committee and the Chair of Finance Committee regarding name change requests to awards.

12. Procedure of Application for Awards:

- a. The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources.
- b. Student applications shall adhere to the following format for the selection of awards:
 - i. A personal essay no more than one page in length;
 - ii. A resume no more than two pages in length; and
 - iii. At least one and no more than two letters of reference.
 - a. Member of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for any applicant.
- c. A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package.
 - i. A student shall only submit one application package each year.
- d. The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements.

- i. In case of a disagreement between the Award Adjudication Committee's internal listing of awards and the advertised descriptions of awards and the description on the application, the description on the application shall take precedence.
- e. A student shall be entitled to receive only one Students' Union Award for the year in which they have applied. A student is ineligible to receive an award they have previously received, unless otherwise stipulated in the award description.

13. Procedure for Selection of Awards:

- a. The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b. The Awards Adjudication Committee shall keep a written record of all names, criteria, and value of awards it disburses, as well as application procedures for disbursement.
- c. Selection shall be completed no less than six weeks prior to award disbursement each year.
- d. Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.
 - i. It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).
- e. Selection shall occur in accordance with a system agreed upon by the Awards Adjudication Committee.
 - i. The system shall be recorded for posterity and transparency, and shall be reported to the Chair of Finance Committee annually.
- f. To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process.
- g. Award applicants may be considered for awards they did not apply for if they meet the criteria.
 - i. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.
- h. The Awards Adjudication Committee shall recommend successful applicants from the list of applicants and submit their names to Finance Committee for ratification prior to October 1 of each year.
- i. The entirety of deliberation meetings shall be considered de facto in-camera sessions.

- j. Only members of the Awards Adjudication Committee shall be present during selection deliberations.

14. Coca-Cola Student Achievement Awards

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

17 Operational Dedicated Fees

1. Dedicated Fee Units shall be outlined in the Bylaw 6000 schedule.
2. The primary points of contact for communication between the Students' Union and each Dedicated Fee Unit shall be:
 - a. For the Students' Union, the Chair of Finance Committee; and
 - b. For the Dedicated Fee Unit, the Board Chair or Executive Director.
3. Finance Committee shall annually review Operational Dedicated Fee Units.
 - a. The process for these reviews shall be governed by Bylaw 6200.
 - b. Operational Dedicated Fee Units include:
 - i. CJSR-FM Fund;
 - ii. Student Legal Services of Edmonton Fund;
 - iii. Alberta Public Interest Research Group Fund;
 - iv. Gateway Student Journalism Fund; and
 - v. The Landing Fund.

18 Loans

1. Finance Committee shall approve loans to student groups.
 - a. These loans shall not exceed \$2,000 per student group.
 - b. All loans shall be repayable within 12 months.
2. Student groups wishing to apply for a loan shall submit a brief write-up outlining the purpose for their request to the Chair of Finance Committee.
 - a. The Chair shall submit all requests to Finance Committee.
3. Finance Committee shall rule on loans within one month of the Chair receiving the application.

19 Tenant Contracts

1. Contracts related to tenants in the Students' Union Building shall be drafted and negotiated by the Vice President (Operations & Finance) and presented to Finance Committee for ratification.
 - a. Contracts covered under Bylaw 3000, Section 9 are exempt.
 - b. Contracts not covered under Bylaw 3000, Section 9 and not related to tenancy in the Students' Union Building shall remain under the discretion of the Vice President (Operations & Finance).
2. Tenant contracts shall not exceed five years in length without the approval of Students' Council.

Finance Committee Transition Report

Special thanks to the previous Chair of Finance, Emma Ripka, for her hard work on this committee and her contributions to this transition report.

To contact the previous Chair, please request their contact information from Discover Governance.

Advice

Top things the previous committee spent time on

1. Dedicated Fee Unit reporting.

Don't forget these committee duties

Being involved with the DFUs that need to have their fee renewed.

The most difficult things about the committee...

Lack of details on the scope of the committee and how each duty must be performed.

Three pieces of advice:

1. Learn Roberts' Rules of Order.
2. Plan for the year by noting all dates in Bylaw and Standing Orders.
3. Talk to the General Manager to get ideas about what Finance Committee should be doing.

2018/19 Overview

Committee Failures/Difficulties

Lack of a clear plan and an understanding of the committee's duties.

Unfinished Business

Bylaw changes to DFU oversight. They are outlined but the first principles need to be sent to Bylaw Committee.

There is room for greater connection between the SU staff and Council by having managers periodically attend Finance Committee to explain what they're doing and answer questions. This is something that could be implemented in the 2019/20 year.

Final Word of Advice

Plan the year holistically then try to stay with it. DFUs take a lot to coordinate with.