

**Tuesday, August 27, 2019  
6:00PM  
Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**LATE ADDITIONS (SC-2019-08)**

- 2019-08/1      **SPEAKERS BUSINESS**
- 2019-08/2      **PRESENTATIONS**
- 2019-08/3      **EXECUTIVE COMMITTEE REPORT**
- 2019-08/4      **BOARD AND COMMITTEE REPORT**
- 2019-08/5      **OPEN FORUM**
- 2019-08/6      **QUESTION PERIOD**
- 2019-08/7      **BOARD AND COMMITTEE BUSINESS**
- 2019-08/7a     **TSE MOVES** to appoint three (3) members of Students' Council to Audit Committee.
- 2019-08/7b     **SUNDAY MOVES** to recognize Aboriginal Student Council as a Student Representative Association under Bylaw 8100.
- See SC-2019-08.11.
- 2019-08/8      **GENERAL ORDERS**
- 2019-08/9      **INFORMATION ITEMS**
- 2019-08/9a     Aboriginal Student Council - SRA Application.
- See SC-2019-08.11.
- 2019-08/9b     Student Group Committee - Chair's Report.
- See SC-2019-08.12.

2019-08/9c ARRC - Chair's Report.

See SC-2019-08.13.

2019-08/9d Board of Governor's - Report.

See SC-2019-08.14.





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## **MESSAGE FROM THE PRESIDENT**

Tan'si/Hello,

I would like to thank the members of the UASU Students' Council for reviewing the Aboriginal Student Council (hereinafter, "ASC") application for Student Representative Association status. On behalf of ASC, I invite you to closely and thoroughly review our request for Student Representative Association status. For over twenty-five (25) years the ASC has been a collective that supports, represents, and empowers it's community(membership;) the ASC has acted in the capacity of a Student Representative Association. But without proper and thorough acknowledgement for over twenty-five (25) years the ASC and the Aboriginal students of this campus have faced scrutiny, been overlooked, and disrespected. So in the spirit of reconciliation; to rectify the lack of official Aboriginal representation, of autonomic representative authority for Aboriginal students, and of external legitimacy for Advocacy for the ASC we ask Students' Council to remedy this by delegating its representing authority over Aboriginal undergraduate students to the ASC. Thank you all for your time and consideration in reading this submission. If you have any questions, I would direct you to ask Nathan Sunday, our Vice President Finance, who also acts in a separate capacity as Native Studies Councillor.

Hiy hiy/thank you,

Katherine Belcourt, President



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## **INTRODUCTION**

Originally called the Native Student Club, ASC was established in the 1990s to foster and empower the growing number of Aboriginal students attending the University of Alberta. Since then, ASC has continued to represent and advocate for Aboriginal students. The goal of ASC is to improve the lives and studies of Aboriginal students and foster healthy relationships both inside and outside of the Indigenous community. ASC seeks to create a safe and welcoming space to reaffirm and foster balance in spiritual, mental, physical, and emotional health through the promotion of culture, politics, academics, athletics, and other interpersonal interests.

ASC proudly acts as a facilitator at the University, offering a number of cultural events for both Aboriginal and non-Aboriginal students throughout the year. In addition, ASC plays a strong role in advocating for Aboriginal students to both the University administration and the Students' Union.

As an organization by Aboriginal students, for Aboriginal students, the ASC believes that it is in a position to represent and advocate for Aboriginal students better than the Students' Union. Although strides have been made in terms of Aboriginal inclusion and reconciliation at the Students' Union, the ASC believes that only Aboriginal students can truly understand our community. As it currently stands, the majority of Aboriginal students do not see themselves as reflected in the Students' Union or its leadership.



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This is confirmed in the recently released *2018 Undergraduate Survey Report*, which states that there has yet to be a self-identified Aboriginal Students' Union executive since the organization's founding 111 years ago in 1908.<sup>1</sup> It is for this reason we ask Students' Council to see fit to exclusively delegate its representative authority, as given under the *Post Secondary Learning Act*, over Aboriginal undergraduates to the ASC.

### **REASON FOR SUBMISSION**

Since its inception, the Executive Committee of the ASC has been elected by Aboriginal students at the University of Alberta. As with a majority of political organizations, be they Aboriginal or otherwise, the ASC exercises responsibility and effective governance through the three (3) tenants of modern democracy: popular sovereignty (rule by the people through free and fair elections and other forms of participation), constitutionalism (the use of constitutions to limit government by law), and liberalism (freedom, equality, and dignity of the individual).<sup>2</sup> However, the ASC also maintains elements of traditional governance found within many Aboriginal communities: consensus, culture, the inclusion of Elders, and an emphasis on future generations.

Although not yet recognized as an official representative association, the ASC currently operates on a level unlike that of a student group; the main reason for our request for

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<sup>1</sup> <https://www.su.ualberta.ca/media/uploads/1143/2018UndergradSurveyReport.pdf>

<sup>2</sup> [http://www.civiced.org/pdfs/books/ElementsOfDemocracy/Elements\\_Subsection3.pdf](http://www.civiced.org/pdfs/books/ElementsOfDemocracy/Elements_Subsection3.pdf)



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special status recognition. Recent Supreme Court of Canada and Federal Court of Canada decisions<sup>3</sup> have concluded that urban Aboriginal communities, such as the urban Aboriginal undergraduate community, are political communities akin to Indian reserves. Furthermore, in discussing these court decisions, Dr. Yale D. Belanger states that, “urban Aboriginal political organizations could represent urban Aboriginal interests [...] suggesting further that off-reserve Aboriginal people were a group of self-organized, self-determining, and distinctive communities, analogous to a reserve community.”<sup>4</sup>

Similarly, in its *Truth and Reconciliation Commission Political Policy*, the University of Alberta Students’ Union states that, “The U of A Students’ Union should adopt Calls to Action from the Truth and Reconciliation Commission’s Final Report [sic] that directly relate to the undergraduate experience at the University of Alberta.”<sup>5</sup> Inherent throughout both the Truth and Reconciliation Commission’s Final Report and Calls to Action is an explicit adoption of the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP). Article 3 of UNDRIP further confirms the right of Aboriginal Peoples to collectively exercise their rights through their own governments:

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<sup>3</sup> *Cordiere v. Canada* (Minister of Indian and Northern Affairs), [1999] 2 S.C.R. 203.; *Canada (Attorney General) v. Misquadis* [2002] FCA 370; *Ardoch Algonquin First Nation v. Canada (Attorney General)*, [2003] FCA 473; & *Canada (Attorney General) v. Esquega* [2008] FCA 182

<sup>4</sup> Yale D. Belanger, “The United Nations Declaration on the Rights of Indigenous Peoples and Urban Aboriginal Self-Determination in Canada: A Preliminary Assessment,” *Aboriginal Policy Studies* 1, no. 1 (2011): 142.

<sup>5</sup> *Truth and Reconciliation Commission Political Policy*, fact 3.



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“Indigenous peoples have the right to self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development.”<sup>6</sup> Such a political status is not binary (i.e., either a member of ASC or the SU); rather, it is generally accepted that individuals and groups have a multiplicity of identities which intersect through many systems.

The ASC is not asking to take over complete membership of Aboriginal students; rather, we are asking to be recognized as a Student Representative Organization in order to achieve some semblance of recognition from external actors and organizations.

Although unfortunate, the ability for the ASC to state, concretely, that its power flows through the Students' Union by way of *government legislation* will legitimize us in the minds of colonial powers and systems.

Aboriginal students at the University of Alberta exercise their self-determination by voting and determining the Executive Committee of the ASC. It is through this act, as well as engagement with Aboriginal students, that the ASC exercises its power to represent Aboriginal students. In short, the ASC, by virtue of its membership and purpose, is a distinct organization representing the Aboriginal undergraduate student population.

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<sup>6</sup> [https://www.un.org/esa/socdev/unpfii/documents/DRIPS\\_en.pdf](https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf)





## **BYLAW 8100**

According to Students' Union Bylaw 8100, a Student Representative Association, "refer[s] to any association of undergraduate students that represents a definable and enumerable constituency, to which Students' Council exclusively delegates its representative authority."<sup>7</sup> Furthermore, in contextualizing this definition, Bylaw 8100 states that the 3 critical roles of such an Association are to:<sup>8</sup>

- a) Act as the official representative of its membership on student issues;
- b) Provide services which are beneficial to its membership; and
- c) Foster student engagement and a sense of community within its constituency.

Lastly, Bylaw 8100 provides for a list of criteria which collectively create a recognition test.<sup>9</sup> This recognition test, as seen below, acts as a justification for whether a group can be considered a Student Representative Association or not:<sup>10</sup>

- a) The student association represents a definable and enumerable constituency;
- b) The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Association and

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<sup>7</sup> *Bylaw 8100*, section 3(1)(e).

<sup>8</sup> *Bylaw 8100*, section 4.

<sup>9</sup> The criteria set out in Bylaw 8100 is referred to as the 'recognition test' throughout this submission.

<sup>10</sup> *Bylaw 8100*, section 8(1).



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Student Groups; and

- c) The student association is registered and recognized by the Students' Union as a student group.

The following section will go into more detail about the recognition test and how it applies to ASC.

### **CRITICAL ROLES OF AN SRA**

*Acts as the official representative of its membership on student issues.*

Since its creation, the ASC has acted in a representative capacity for Aboriginal students at the University of Alberta. Through our history, numbers ASC executives have sat on boards, committees, task forces, etc., with the sole aim of representing Aboriginal students. However, under the *Post-Secondary Learning Act*, the Students' Union has the exclusive, legislative authority over the administration of student affairs at the University.

In order to better meet the needs of students, the Students' Union created a framework for the creation of SRAs via bylaw. According to Discover Governance, "they [SRAs] are important because they understand and can advocate for the more specialized needs of



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smaller sections of campus.”<sup>11</sup> In the case of ASC, it only makes sense for the Students’ Union to recognize us as an SRA, as we are currently already filling the role of one.

*Provide services which are beneficial to its membership.*

Currently, the ASC provides programming for our members to meet their physical, mental, emotional, and spiritual needs. With the passing of the Dedicated Fee Unit in March 2019, the ASC plans to roll out new programming, such as cultural events, a childcare subsidy, and awards. As Aboriginal students are almost 4 times more likely to be parents of dependent children than non-Aboriginal students, it is self-evident that programming directed towards parents and the childcare subsidy will be beneficial to our members.<sup>12</sup>

*Foster student engagement and a sense of community within its constituency.*

Through our close association with First Peoples’ House, ASC acts to create a culturally-defined and safe Aboriginal community at the University of Alberta. As many Aboriginal students are forced to move away from their homes and family networks to attend University, it is incredibly important to ASC that they feel represented and engaged.

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<sup>11</sup> <https://www.su.ualberta.ca/media/uploads/580/BecomingaSRA.pdf>

<sup>12</sup> <https://www.su.ualberta.ca/media/uploads/1143/2018UndergradSurveyReport.pdf>



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## **RECOGNITION TEST**

*The student association represents a definable and enumerable constituency.*

Since its inception, ASC has been an organization by Aboriginal students, for Aboriginal students. In terms of the statement above, Aboriginal students make up a definable and enumerable constituency by virtue of our explicit inclusion as a distinct legal status in the *Constitution Act, 1982*. Section 35 of the *Constitution Act, 1982* provides constitutional protection to the Aboriginal and treaty rights of Aboriginal Peoples in Canada. Section 35(2) defines Aboriginal Peoples as including, “the Indian, Inuit and Métis peoples of Canada.” Although never formally adopting a definition of ‘Indigenous,’ the United Nations Secretariat of the Permanent Forum on Indigenous Issues provides the following working definition:

Indigenous communities, peoples and nations are those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories [...] They form at present non-dominant sectors of society and are determined to preserve, develop and transmit to future generations their ancestral territories, and their ethnic identity, as the basis of their continued



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existence as peoples, in accordance with their own cultural patterns, social institutions and legal systems.<sup>13</sup>

That being said, at a macro-level, Indigenous Peoples make up a definable group within Canada's cultural mosaic. In terms of the University of Alberta - by way of the University of Alberta Calendar 2019-2020 - 'Aboriginal' is defined in relation to section 35.

Although Aboriginal students can apply to the University via the regular admission process, Aboriginal Peoples are also differentiated from the general population by way of a unique admission process. Once more, as stated in the University of Alberta calendar:

To assist the University in achieving this overall goal, Faculties are encouraged to set aside places specifically for Aboriginal applicants, the number being consistent with the available pool, student interests, and available teaching and learning support services.

Faculties such as Law and Medicine and Dentistry have specific places reserved for Aboriginal students, thus making the Aboriginal student population administratively unique from the general student population.

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<sup>13</sup> *The Concept of Indigenous Peoples: Background Paper Prepared by the Secretariat of the Permanent Forum on Indigenous Issues*



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Secondly, the University of Alberta keeps track of the number of self-identifying Aboriginal students. Partially, this is done in order to track the progress of commitments made in its institutional strategic plan, “For the Public Good.” One such commitment was the creation and implementation of, “an undergraduate and graduate recruitment and retention strategy to attract Indigenous students from across Alberta and Canada.”

<sup>14</sup> To date, there are over 1,000 self-identifying<sup>15</sup> students studying at the University of Alberta.

For the reasons stated above and more, ASC represents a definable and enumerable constituency: that of Aboriginal students.

*The student association has legislation and procedures that are compliant with Students’ Union bylaw respecting Student Representative Associations and Student Groups*

As set out in Bylaw 8100 and 8200, ASC is in compliance with current regulations.

Attached to this submission is a copy of our Constitution, last amended at our August 5, 2019 Annual General Meeting. Moreover, attached to this submission is a copy of our Bylaws, ratified at our August 5, 2019 Annual General Meeting and adopted via Executive Committee Resolution on August 13, 2019. Together, the Constitution,

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<sup>14</sup> *For the Public Good*, page 8.

<sup>15</sup> This number is likely much higher, as it only accounts for *self-identifying* Aboriginal students. There are a number of reasons and factors as to why an Aboriginal person may not self-identify.



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Bylaws, and Executive Committee Resolution are the mechanisms by which ASC is governed and which constitute its legislation.

*The student association is registered and recognized by the Students' Union as a student group*

ASC is a registered student group with Student Group Services and has re-applied for re-registration. On August 6, 2019 ASC received a registration confirmation e-mail from Student Group Services.

## **CONCLUSION**

The Executive Committee of ASC would like to thank the UASU Students' Council for reviewing our submission. Moreover, we would like to thank the law firm Shores Jardine for their legal council and for the Students' Union's inclusion of lawyers Paula Hale and Aizlynn Regan. It is the result of the legal analysis they provided that ASC was able to strengthen its proposal.

As stated previously, Vice President Sunday will be present at the next UASU Students' Council meeting to provide any further information necessary to ensure the substantiation of this proposal. We look forward to the contingent affirmation of this submission and continuing along the path of our two organization's growing relationship vis-a-vis ARRC and other such engagements.



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Thank you,

ASC Executive Committee





# Aboriginal Student Council Constitution

Ratified on October 5, 2006

Amended on March 4, 2011

Amended on October 16, 2013

Amended on August 16, 2014

Amended on April 22, 2015

Amended on April 25, 2016

Amended on April 13, 2018

Amended on April 3, 2019

**Amended on August 5, 2019**

## 1. Name and Mandate

1. The name of the student group shall be Aboriginal Student Council.
2. Aboriginal Student Council operates as both a registered student group under the Students' Union and under the umbrella of the Dean of Students. As such, Aboriginal Student Council is subject to University of Alberta policies and procedures. Aboriginal Student Council will also comply with all local, provincial, and federal laws and procedures.
3. The Aboriginal Student Council seeks to create a safe and inclusive space for self-identified Indigenous students to re-affirm and foster balance in spiritual, mental, physical, and emotional health through promoting cultural, political, academic, athletic, and interpersonal interests.
4. This document is the general constitution of the Aboriginal Student Council, and as such regulates the transaction of business and affairs of the Aboriginal Student Council.

## 2. Definition and Interpretations of the Constitution

1. In this Constitution, the following terms are defined as:
  - a. **Annual General Meeting** means the annual general meeting described in Section 9(a) of this Constitution..
  - b. **General Meeting** means the Annual General Meetings, Executive meetings, and a Special Meeting.
  - c. **Member** means a member of the Aboriginal Student Council.
  - d. **In Good Standing** refers to a member that has paid all fees by the deadline and has not resigned or been suspended or expelled.
  - e. **Proxy** means a person authorized to act in the place of another.
  - f. **Aboriginal** means to be any person defined as Aboriginal as defined by the University of Alberta's policy, including those self-identified.
  - g. **Quorum** means the minimum number of Aboriginal Members needed to call an Annual General Meeting or Executive Meeting.
  - h. **Legislation** means the rules, procedures, and laws by which the Aboriginal Student Council is governed and include, in order of importance, the following:
    - i. Aboriginal Student Council Constitution;
    - ii. Aboriginal Student Council Bylaws; and
    - iii. Executive Committee Resolutions.

## 3. Objectives

1. The objectives of the Aboriginal Student Council are:
  - a. To create an Aboriginal community within the University of Alberta that supports and maintains continued interest in education;
  - b. To represent the Aboriginal students at the University of Alberta and to promote the significance of education for Aboriginal Peoples;

- c. To provide the support necessary within available resources to enhance the academic potential of Aboriginal Student Council members and to support them in their studies at the University of Alberta;
- d. to create a safe and inclusive space for self-identified Indigenous students to re-affirm and foster balance in spiritual, mental, physical, and emotional health through promoting cultural and interpersonal interests;
- e. to offer extra-curricular activities from time to time to balance academic with social activities for the membership; and
- f. to provide opportunities for political, educational, and/or social engagement on campus (North Campus, South Campus, and Campus St. Jean when possible).

## 4. Membership Categories

1. There are four categories of Members:
  - a. Aboriginal Members;
  - b. Non-Aboriginal Members;
  - c. Executive Members;
  - d. Director; and
  - e. Honorary Members.
2. **Aboriginal Members** are individuals who must:
  - a. Be a registered student (full- or part-time) at the University of Alberta;
  - b. Be a *self-identified* Aboriginal student as per Section 5 of this Constitution; and
  - c. Have not withdrawn from the Aboriginal Student Council.
3. **Non-Aboriginal Members** are individuals who must:
  - a. Be a registered student (full- or part-time) at the University of Alberta;
  - b. Be of non-Aboriginal ancestry; and
  - c. Have requested such membership from the Executive Committee.
4. **Executive Members** are individual who must:
  - a. Be a member of the Executive Committee; and
  - b. Hold a democratically elected position, as outlined in Section 10 of this Constitution.
5. **Directors**
  - a. Be either an Aboriginal Member or Non-Aboriginal Member of the Aboriginal Student Council.
  - b. Granted Director status through a simple majority vote of the Executive Committee.
  - c. Responsible for a singular activity and under the purview of a member of the Executive Committee
6. **Honorary Members** are individuals who:
  - a. Are granted such membership via special resolution passed by the Executive to recognize the contributions of an individual to the Aboriginal Student Council or its objectives; and
  - b. Honorary Members are not required to pay the Aboriginal Student Council membership fees.

7. Any individual may become a member in the appropriate category by meeting the requirements set out in Section 4 of this Constitution as well as helping to support the Council's objectives. However, Aboriginal Student Council must have 2/3 of its membership consist of undergraduate students.

## 5. Proof of Aboriginal Ancestry

1. For the purposes of entrance to the Aboriginal Members category, and to be registered as a candidate in Executive elections pursuant to Section 11 of this Constitution, proof of Aboriginal Ancestry will be accessed in the following ways:
  - a. In accordance with the *Constitution Act, 1982* (Part II, Section 35(2)), an Aboriginal person is an Indian, Inuit, or Métis person of Canada, or a person who is accepted by one of the Aboriginal Peoples of Canada as a member of a community.
  - b. For the purposes of proof of Aboriginal Ancestry, the following will be accepted as evidence:
    - i. Self-declared as Aboriginal with First Peoples' House;
    - ii. Certified status (treaty) card;
    - iii. Certified Métis membership card;
    - iv. Certified copy of a Nunavut Trust Certificate card, roll number or any other proof accepted by Inuit communities;
    - v. Proof that an ancestor's name has been entered:
      1. In the Indian Register according to the Indian Act, or
      2. On the band list of an individual band, or
      3. On the Inuit roll.
    - vi. Evidence of an ancestor who received a land grant or scrip under the Manitoba Act or the Dominion Lands Act;
    - vii. Written confirmation of Aboriginal ancestry from the Department of Indian Affairs;
    - viii. Written confirmation of membership by a band council which has enacted its own band membership code;
    - ix. A Statutory Declaration by an applicant attesting to Aboriginal ancestry, supplemented by letters or documentation supporting the Declaration. Such supplemental documents can include, but are not limited to, the following:
      1. From an official of a recognized native organization, or
      2. From a relative in an Aboriginal community, or
      3. From the applicant describing involvement with Aboriginal issues;
      4. From signing the University of Alberta Statutory Declaration, signed by a Commissioner of Oaths.
  - c. Other forms of proof may be considered, with the adjudication of eligibility as decided by the Elections Officer in consultation with the outgoing Executive Committee.

## **6. Membership and Rights & Privileges of Members**

1. The membership year of the Aboriginal Student Council is September 1 to April 30 of any given year.
2. Members, as defined in legislation, are entitled to all services, programming, and opportunities provided by Aboriginal Student Council.
  - a. Certain key funding arrangements are available to all members of the University of Alberta, pursuant to Aboriginal Student Council Bylaws.

## **7. Membership Termination**

1. All resignations, suspensions, and expulsions are pursuant to Aboriginal Student Council legislation.
2. The process of member resignation should occur in the following manner:
  - a. Any member wishing to withdraw from membership may do so upon notice, in writing, to the Executive Committee via its Vice-President Administration. The individual is considered to have ceased being a Member once the notice is received by the Vice-President Administration.
3. The process of member suspension should occur in the following manner:
  - a. Any member, upon a simple majority vote of the Executive Committee, may have their membership suspended for any cause which the Aboriginal Student Council may deem reasonable. The Member shall thereafter be entitled to no membership privileges or powers in the Aboriginal Student Council until reinstated by simple majority vote of the Executive Committee.
4. The process of member expulsion should occur in the following manner:
  - a. Any member, upon a simple majority vote of the Executive, may be expelled from membership for any cause deemed reasonable by the Aboriginal Student Council.

## **8. Aboriginal Student Council Premises**

1. Premises of the Aboriginal Student Council shall consist of the Aboriginal Student Council lounge and Aboriginal Student Council office. All contents of the Aboriginal Student Council premises shall be the property of the Aboriginal Student Council.
2. The Aboriginal Student Council Lounge shall provide:
  - a. A place for Aboriginal Student Council meetings, events, and general social interactions; and
  - b. Lockers for rent by members. The price for locker rentals shall be set by the Executive Committee via a simple majority vote.
3. The Aboriginal Student Council Office shall:
  - a. Be where the day-to-day business and long-term activities of the Aboriginal Student Council occur;
  - b. Only be occupied by members of the Executive Committee; and
  - c. Have office hours for a minimum of one hour per weekday, held and shared equally by all members of the Executive Committee, except when individual

classes/exams are scheduled. Additional office hours shall be set at the discretion of the Aboriginal Student Council Executives.

4. When the University of Alberta is closed, the Aboriginal Student Council premises will concurrently be closed.

## **9. Aboriginal Student Council Meetings**

### **1. The Annual General Meeting:**

- a. Shall be held on the Friday of the first week of April of any given year; and
- b. The Executive shall sets the location, date, and time of the meetings.
- c. The Vice-President Administration shall inform the membership of the meeting by publicly posting a notice at the Aboriginal Student Council Premises, and contact the membership by e-mail at least fourteen (14) days prior to the Annual General Meeting.
- d. The Annual General Meeting agenda shall consist of matters involving:
  - i. Adopting the agenda;
  - ii. Adopting the minutes of the last Annual General Meeting;
  - iii. Considering the reports of the Executive Committee, both collectively as a body an each Executive's individual report;
  - iv. Reviewing the financial statements setting out the Aboriginal Student Council's income, disbursements, assets, and liabilities;
  - v. Speeches for the Executive elections; and
  - vi. Considering matters specified in the meeting notice.

### **2. Special Meetings:**

- a. Shall be called through the following mechanisms:
  - i. By a resolution of the entire Executive Committee to that effect; or
  - ii. On the written request of at least two (2) Executive Members. The request must state the reason for the Special Meeting and the motion(s) intended to be submitted at this Special Meeting; or
  - iii. On the written request of at least one-third (1/3) of the full membership. The request must state the reason for the Special Meeting and the motion(s) intended to be submitted at such Special Meeting.
- b. The Vice-President Administration shall inform the membership of the meeting by publicly posting a notice at the Aboriginal Student Council Premises at least fourteen (14) days before the Special Meeting. This notice must state the location, date, time, and agenda of the Special Meeting.
- c. Only the matter(s) set out in the notice for the Special Meeting shall be considered at the Special Meeting.

### **3. Executive Meetings:**

- a. Meetings of the Executive Committee shall be held as often as may be required, but at least twice per month and shall be called by a majority of the Executive.
- b. A special meeting may be called on the instructions of any two Executive members provided they request the Executive in writing to call such meeting and state the business to be brought before the meeting.

- c. Meetings of the Executive Committee shall be called with at least three (3) days notice.
  - d. Two third (2/3) members of the Executive shall constitute quorum.
  - e. Executive Meetings may be held without notice if quorum is reached provided, however, that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Executive; otherwise they shall be null and void.
  - f. Each Executive member has one (1) vote. There are no proxy votes.
  - g. In the event that a tie vote occurs, the motion in question is defeated.
  - h. Meetings of the Executive Committee are open to Members of the Aboriginal Student Council, but only Executive members may vote.
    - i. A majority of Executive members present may ask any other Members, or other persons present, to leave.
    - ii. In camera sessions of the Executive Committee are considered closed meetings.
  - i. All Executive members may agree to and sign a written motion. This resolution is as valid as one passed at any meeting of the Executive Committee. It is not necessary to give notice or to call an Executive Committee meeting. The date of the resolution is the date it is passed.
  - j. Irregularities or errors during meetings committed in good faith do not invalidate acts done by any meeting of the Executive.
4. All Annual General Meetings and Special Meetings are open to the public. A simple majority vote of the Executive Committee may ask any persons who are not members to leave.
  5. The President shall act as Chair during every Annual General Meeting and Special Meeting. In the absence of the President, any other Executive member may act as interim Chair of the meeting as agreed to by the presiding Executive members.
    - a. The President may delegate their authority to any member of the Executive Committee to act as the Chair of any meeting.
  6. Quorum for all Annual General Meetings and Special Meeting is ten (10) Aboriginal Members.
    - a. Should there be a failure to reach quorum, the President shall cancel the Annual General Meeting or Special Meeting if quorum is not reached within thirty (30) minutes after the set time. If cancelled, the meeting shall be rescheduled for one (1) week later at the same location and time. If quorum is not reached within thirty (30) minutes after the set time of the second meeting, the meeting will proceed with the Members in attendance.
  7. Any Member, in good standing, shall have the right to vote at any meeting of the Aboriginal Student Council. Such votes must be made in-person and not by proxy or otherwise.
  8. The President may adjourn the meeting through a simple majority vote of Members present. .

## **10. Governance of the Aboriginal Student Council**

1. The Executive Committee is responsible for the governing and managing of the affairs of the Aboriginal Student Council.
2. The powers and duties of the Executive Committee include:
  - a. Promoting the objectives of the Aboriginal Student Council;
  - b. Maintaining and protecting Aboriginal Student Council's assets and property;
  - c. Approving the allocation of Aboriginal Student Council funds;
  - d. Paying all expenses for operating and managing the Aboriginal Student Council;
  - e. Financing the operations and approving all contracts for the Aboriginal Student Council;
  - f. Maintaining all accounts and financial records of the Aboriginal Student Council; and
  - g. Making policies, rules, and regulations for operating the Aboriginal Student Council and using its facilities and assets.
3. The Executive Committee shall consist of at least 6 members, including:
  - a. One (1) President;
  - b. One (1) Vice-President Finance;
  - c. Two (2) Vice-President Internal/External Relations;
  - d. One (1) Vice President Consultation and Engagement; and
  - e. One (1) Vice-President Administration.
4. In addition to those members mentioned in Section 10(c), the Executive Committee shall include the following ex officio members:
  - a. One (1) member of the Students' Union, as appointed by the Students' Union.
  - b. One (1) member of First Peoples' House, as appointed by First Peoples' House.
  - c. Any member ratified through a simple majority vote of the Executive Committee.
5. The Executive Committee may choose, through a simple majority vote, to grant voting privileges to members outlined in Section 10(d) of this Constitution.
6. To be eligible to serve any Executive position for the Aboriginal Student Council, applicants must be Member, in good standing, that have not opted out of the Dedicated Fee Unit.
7. 100% of the Executive Members must be University of Alberta students and maintain a 3/4 undergraduate student proportion.
8. The Executive Committee must maintain a 100% Aboriginal Member majority.
  - a. This does not include the ex officio members of the Executive Committee.
9. The responsibility for each Executive Member are as follows:
  - a. President**
    - i. Supervises the affairs of the Executive Committee.
    - ii. Chairs all meetings of the Executive Committee and all General Meetings.
    - iii. Acts as the primary spokesperson for the Aboriginal Student Council.
    - iv. Represents the Aboriginal Student Council on at least 1/3 of all committees, boards, etc., outside of the Aboriginal Student Council;
    - v. Shall inform the Executive Committee of any new information known relating to the Aboriginal Student Council.
    - vi. Shall represent Aboriginal Student Council in any business in a respectful manner.



- vii. Shall have signing authority for all cheques made payable by the Aboriginal Student Council and must approve all contracts with the Aboriginal Student Council.
- viii. Shall be responsible for overseeing any directors under their portfolio.
- ix. Shall carry out other duties assigned by the Executive Committee.

**b. Vice-President Finance**

- i. Makes sure all monies paid to the Aboriginal Student Council are deposited in a chartered bank, treasury branch, or trust company chosen by the Executive Committee.
- ii. Has signing authority for any cheques drawn up by the Aboriginal Student Council.
- iii. Makes sure a detailed account of revenues and expenditures is presented to the Executive Committee as requested.
- iv. Shall develop proposal for donations and, as necessary, for other funding purposes for the Aboriginal Student Council.
- v. Ensures that proper documentation are kept for any money transactions.
- vi. Ensures that Aboriginal Student Council's bank account is in good standing.
- vii. Shall be responsible for overseeing any directions under their portfolio.
- viii. Makes sure an final report of the financial position of the Aboriginal Student Council is prepared and presented to the Annual General Meeting.
- ix. Carries out other duties as assigned by the Executive Committee.

**c. Vice-President Consultation and Engagement**

- i. The primary role of the Vice-President Consultation and Engagement is to engage in external advocacy efforts on behalf of the Aboriginal Student Council and its members.
- ii. Shall act as the primary delegate for the Aboriginal Student Council on any policy decisions.
- iii. Will engage with external and internal groups on behalf of Aboriginal Student Council when asked to consult on any relevant issues.
- iv. Will engage with the Aboriginal Student Council membership on issues related to policy and advocacy decisions.
- v. Shall work with the Vice-President Internal/External Relations to engage in partnerships.
- vi. Will advise the Executive Committee on its strategic direction.
- vii. Will act as the main point of contact between the Executive Committee and the Aboriginal Student Council membership on strategic decisions.
- viii. Will ensure consultation and engagement of Aboriginal Student Council membership is completed on any strategic or policy decision of the Executive Committee.
- ix. Will lobby the University of Alberta and other relevant organizations on behalf of the Aboriginal Student Council.

**d. Vice-President Internal/External Relations**

- i. Shall be responsible for initiating and coordinating all Aboriginal Student Council social events and attending these events, as time permits.
- ii. Shall provide a report of all internally-coordinated activities to the Aboriginal Student Council executive meetings.
- iii. Carries out other duties assigned by the Executive.
- iv. Shall be responsible for communicating and initiating relationships with organizations and peoples outside of the Aboriginal Student Council membership.
- v. Shall be the primary contact for members internal to the Aboriginal Student Council and organizations outside the Aboriginal Student Council seeking to co-create or host events in partnership with the Aboriginal Student Council.
- vi. Shall be responsible for overseeing any directors under their portfolio.
- vii. When directed by the Executive Committee, shall attend any external meetings of the Aboriginal Student Council when the Aboriginal Student Council President shall be absent or when two seats are available to the Aboriginal Student Council.
- viii. Shall be the primary delegate for Aboriginal Student Council on its social media accounts.
- ix. Shall forward any reports and new information related to external relations to the Aboriginal Student Council Executive Committee on a regular basis and make these reports to in all biweekly meetings of the Aboriginal Student Council executive meetings.
- x. Shall carry out other duties assigned by the Executive Committee.
- xi. The aforementioned duties will be divided between the two elected Vice-President Internal/External Relations, with such delegation being provided by the Executive Committee.

**e. VP Administration**

- i. Shall assist the Executive Committee with all communications outside the Aboriginal Student Council.
- ii. Shall act as the main administrator of the Aboriginal Student Council e-mail and the Aboriginal Student Council's correspondence.
- iii. Shall monitor incoming e-mails and distribute them to the most relevant Executive member.
- iv. Shall act as minute taker of the Executive Committee.
- v. Responsible for the creation and distribution of the Executive Committee agendas.
- vi. Shall monitor and maintain the Aboriginal Student Council membership roll.

## **11. Elections**

1. The Aboriginal Student Council Executives shall be elected in the following manner:
  - a. An Election Officer, and any Deputy Election Officers, shall be appointed by the outgoing Executive Committee by March 1 of any given year.

- i. The Election Officer, and any Deputy Election Officer, shall be prohibited from running in an Executive election.
- b. The Nomination Period shall commence on the Monday of the third week of March at 8:00AM, and conclude on the Friday of the third week of March at 4:00PM.
  - i. Candidates for Executive positions must be from within the Aboriginal membership category, as outlined in Aboriginal Student Council legislation.
- c. The Nomination Package shall consist of, but is not limited to, the following:
  - i. The signatures of five (5) Aboriginal Members who, collectively, nominate the candidate;
  - ii. Proof of Aboriginal Ancestry, as per Aboriginal Student Council legislation;
  - iii. Personal information, as outlined in Bylaw; and
  - iv. Profile of the Executive Committee.
- d. A mandatory candidate's meeting shall occur following the closing of the Nomination Period and be held on the Monday of the fourth week of March.
  - i. If a candidate is unable to attend this meeting, it is at the discretion of the Election Officer to allow for such an absence or to remove said individual from the list of official candidates.
- e. The Campaign Period shall commence on the Tuesday of the fourth week of March at 8:00AM, and conclude on the Friday of the fourth week of March at 4:00PM.
- f. After the closing of the Campaign Period, the Election Officer shall host a Forum at which each candidate is given an opportunity to present their platform.
  - i. The Forum shall follow the structure set out in Aboriginal Student Council Bylaws.
- g. The Voting Period shall commence following the closing of the Forum and conclude on the Tuesday of the fifth week of March at 4:00PM.
  - i. Where there is only one (1) candidate for an Executive position, or two (2) candidates in the case of the Vice-President Internal/External Relations, balloting will proceed on a yes/no basis. The majority of eligible voters present must vote 'yes' in order for the candidate to be considered elected.
  - ii. The Election Officer shall review the votes cast until the Friday of the first week of April.
- h. The Executive Election results shall be read into the record by the Elections Officer at the Annual General Meeting.
  - i. The Annual General Meeting shall occur on Friday of the first week of April.
  - ii. To be considered elected, a candidate for an Executive Position must receive the highest number of eligible votes for that position. A Tie will result in a secondary election involving only the candidates who are tied. Secondary elections will follow the guidelines and format defined in Aboriginal Student Council legislation.

- iii. The incumbent Executive shall be given five (5) minutes to provide a speech to the general membership.
- i. A mandatory meeting of the outgoing and incoming Executive Committee shall occur on the Monday of the second week of April.
  - i. This meeting is considered a requirement that must be fulfilled in order for the incoming Executive Members to be ratified onto the Executive Committee.
- j. Should an Executive Member resign or be removed from office prematurely, the Executive Committee may appoint an Aboriginal Member, in good standing, to fill that position.
  - i. Such an appointment shall follow the procedure outlined in Bylaw.

## **12. Term of Office**

1. Members of the Executive Committee will serve a term of one year, starting May 1 and ending April 30.
2. Where member of the Executive Committee resigns before the completion of their term of office, a new appointee, in accordance with legislation, is to complete the remaining term of office of the Executive Member who has resigned.
3. Any Executive member, upon a simple majority vote of the Executive Committee, may be removed from office for any cause which the Executive Committee may deem reasonable.
4. If any individual Executive Member, without lawful or sufficient excuse, misses three consecutive meetings, that member shall immediately be subject to removal by the Executive Committee. Upon such a decision, the above will occur unless it is of the opinion of the majority of the Executive Committee, by recorded vote, that said individual should remain in their position.

## **13. Financial Management**

1. The fiscal year of the Aboriginal Student Council is considered to begin on May 1 and conclude on April 30 of any given year.
2. The books, accounts, and records of the Vice-President Finance shall be audited by two other members of the Executive Committee. Should the Executive Committee deem necessary, an external accountant may be hired to provide an audit. The audited records will be submitted at the Annual General Meeting.
3. The books and records of the Aboriginal Student Council may be inspected by any Member of the Aboriginal Student Council at the Annual General Meeting or at any time upon given written notice. Each Executive member shall at all times have access to such books and records.
4. Signing authority over any account of the Aboriginal Student Council will be subject to the following conditions:
  - a. Signing authority over all cheques written by the Aboriginal Student Council is vested in the President and Vice-President Finance positions.

- b. All cheques which drawn upon the monies of the Aboriginal Student Council shall be signed by the two Executive positions which hold signing authority, or one other designated member of the Executive.
5. All contracts of the Aboriginal Student Council must be signed by simple majority vote of the Executive Committee.
6. All monies received by the Aboriginal Student Council must be deposited in a chartered bank account authorized to receive deposits and to be withdrawn by cheque only.
7. All monies distributed by the Aboriginal Student Council must be via cheque, with no other means being accepted.
8. Unless authorized by special resolution of the Executive, no Member of the Aboriginal Student Council shall receive any remuneration for their services.
9. Members may be reimbursed for approved expenses by cheque, as long as their reimbursement requests are made, with original receipts, within two weeks following the transaction.
10. The organization shall carry out its business and dealings void of aspirations of personal monetary gain. Any profits shall be used solely to promote the objectives of the Aboriginal Student Council.

## **14. Constitutional Amendments**

1. Amendments to this Constitution may be proposed by all Aboriginal Student Council Aboriginal Members. Voting thereupon will be open to all Aboriginal Members of the group at a Special Meeting.
2. Such members entitled to vote must be present, in person, at the general meeting in which notice of the Constitutional amendments have been duly given.
3. A special resolution involving Constitutional amendments must be passed by a simple majority vote of Aboriginal members present at the general meeting in which notice of Constitutional amendments were given.
4. The fourteen (14) days notice of the Annual General Meeting or Special Meeting must include details of the proposed resolution to amend the Constitution.
5. Upon a successful vote regarding Constitutional amendments, the amended Constitution will be considered in full force thereafter.

## **15. Dissolution**

1. Dissolution of the Aboriginal Student Council may occur in the following ways:
  - a. The Aboriginal Student Council may be dissolved by a two-thirds (2/3) majority vote at a Special Meeting convened for such a purpose. In this circumstance, ninety (90) days notice must be given, in writing, to all members.
  - b. Membership to the Aboriginal Student Council drops below ten (10) members.
2. Upon dissolution, the Executives will be responsible for ensuring the termination of the bank account and that any remaining financial resources are donated to the Aboriginal Student Services Centre. Any resources or assets will be donated to the Aboriginal Student Services Centre, where appropriate, but will not be distributed to individual members.







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## **BYLAW 100**

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*A bylaw respecting the Aboriginal Student Council Executive Committee*

### **CONTENT**

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1. Definitions
2. Composition of the Executive Committee
3. Resignation
4. Impeachment of Executive Committee members
5. Replenishment
6. Commencement
7. Structure of Meetings
8. Executive Committee Meeting Conduct
9. Proxies
10. Attendance
11. Legislation
12. Conflict of Interest
13. No force or effect

### **1. Definition**

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1. In this bylaw:
  - a. “Aboriginal,” in accordance with the *Constitution Act, 1982* (Part II, Section 35), is an Indian, Inuit, or Metis person of Canada, or a person who is accepted by one of the Aboriginal Peoples of Canada as a member of a particular community.
    - i. “Aboriginal,” “Indigenous,” and “Native” may be used interchangeably.
  - b. “Aboriginal Member” is any member of the Aboriginal Student Council who:
    - i. Is a registered student, regardless of status, at the University of Alberta;
    - ii. Self-identifies as Aboriginal; and



- iii. Have not opted-out of the membership fees.
- c. “Ad Hoc Member” means any member of the Executive Committee except the democratically-elected President and Vice Presidents.
- d. “Director” means any member of the Aboriginal Student Council who, by Executive Committee Resolution, is granted such status by the Executive Committee for the purposes of fulfilling a single, specific activity.
- e. “Executive Committee Resolution” means a record of an Aboriginal Student Council decision made by consensus at a meeting of the Executive Committee duly convened.
- f. “Executive Member” means any member of the Executive Committee expect:
  - i. The Students’ Union Representative,
  - ii. The Assistant Dean, First Nations, Métis, and Inuit Students, and
  - iii. The First Peoples’ House Representative
- g. “First Nation(s)” will be used whenever possible to describe an Indian under the *Indian Act*, except when describing legal status.
  - i. “First Nation(s)” will be used to describe both status and non-status Indians, as well as Indian reserves and urban communities.
- h. “Legislation” means any of the following:
  - i. Aboriginal Student Council Constitution,
  - ii. Aboriginal Student Council Bylaws, and
  - iii. Executive Committee Resolutions.
- i. “Non-Aboriginal Member” is any member of the Aboriginal Student Council who:
  - i. Is of non-Aboriginal ancestry
- j. “Presiding Officer” is an official of the Executive Committee who presides over the Executive Committee and is charged with maintaining order and decorum during meetings and interpreting the Aboriginal Student Council’s rules, practices, and precedents.
  - i. Unless otherwise specified by the Executive Committee, the President shall be the de facto Presiding Officer of the Executive Committee.
- k. “Students’ Union” means the University of Alberta Students’ Union, the official student association of University of Alberta undergraduates; mandated under the *Post-Secondary Learning Act*
- l. “University of Alberta” means the Governors of the University of Alberta and used to describe:
  - i. The General Faculties Council;
  - ii. The university administration; and
  - iii. The Board of Governors.



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## **2. Objectives of the Executive Committee**

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1. The objectives of the Executive Committee are as follows:
  - a. To create a safe and inclusive space for self-identified Aboriginal students to re-affirm and foster balance in spiritual, mental, physical, and emotional health;
  - b. To foster an engaged and respectful community of Aboriginal peoples and allies;
  - c. To create open dialogue between Aboriginal and Non-Aboriginal Peoples; and
  - d. To follow the spirit and intent of the Constitution, as well as honouring our history and the next seven (7) generations.

## **3. Composition of the Executive Committee**

---

1. The Executive Committee of Aboriginal Student Council is composed of:
  - a. President;
  - b. Vice President Finance;
  - c. Vice President Administration;
  - d. Vice President Internal/External Relations;
  - e. Vice President Consultation and Engagement;
  - f. One (1) representative of the University of Alberta Students' Union;
  - g. Executive Director of First Peoples' House; and
  - h. Assistant Dean First Nations, Metis, and Inuit.
2. Elected members of the Executive Committee must self-identify as Aboriginal.
3. Elected members of the Executive Committee, as well as the representative of the Students' Union, must have paid the membership fee.
4. The Executive Committee must maintain a  $\frac{3}{4}$  undergraduate majority amongst its elected members.
5. The Presiding Officer is a secondary title and must be bestowed on a pre-existing member of the Executive Committee.

## **4. Resignation**

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1. A member of the Executive Committee may resign from their position by submission of a letter of resignation to the Executive Committee.
  - a. Unless otherwise specified in the letter of resignation, the resignation will be effective two (2) weeks upon receipt of the letter.
2. Upon resignation from the Executive Committee, the previous member will undertake an exit interview.
3. Upon resignation of a member of the Executive Committee, said member shall continue to be a member of Aboriginal Student Council pursuant to Bylaw 800.
  - a. Should the member seek to resign their general membership to the Aboriginal Student Council, they must undergo the general membership resignation process outlined in Bylaw 800.
4. Upon request, resigned members may request a job reference from the Executive Committee.
  - a. Such a reference must not be influenced by the resignation of the requesting individual.

## **5. Impeachment of Executive Committee Members**

---

1. There shall be two (2) distinct procedures of impeachment. The first is admonition of misconduct but no other action being taken, and the second procedure is impeachment and removal from elected office.
2. Any member, upon resolution of the Executive Committee, may be removed from office for any cause which the Executive Committee may deem reasonable.
  - a. In such a case, a motion to impeach will require two (2) readings at two (2) separate meetings of the Executive Committee.
  - b. Such a motion to impeach shall require a two-thirds (2/3) majority vote to pass.
3. If a member of the Executive Committee fails to fulfill the duties of their position, any general member may petition for their impeachment. The accusing member is responsible for presenting evidence and the petition to the Aboriginal Student Council membership.
  - a. In such a case, a motion to impeach will require one (1) reading at a Special Meeting.
  - b. Such a motion to impeach shall require fifty percent (50%) plus one (1) vote of the Aboriginal Student Council membership to pass.

## **6. Replenishment**

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1. Should a member of the Executive Committee resign or be removed from office during the year, the Executive Committee may fill the vacancy with any Aboriginal Member in good standing who meets the eligibility requirements.
  - a. Whenever possible, vacant elected positions on the Executive Committee will be filled by way of a by-election.
2. In the event of a vacancy in elected positions, the vacancy shall be filled in the following manner:
  - a. Should a vacancy occur during the period of May 1 to September 1, the Executive Committee shall appoint an individual to the position on an interim basis until a by-election can be called.
    - i. Said individual must be an Aboriginal Member in good standing.
  - b. Should a vacancy occur after September 1, the Executive Committee shall appoint an individual to the position for the remainder of the term.
    - i. Said individual must be an Aboriginal Member in good standing.
3. In the event of a vacancy in the Students' Union representative role, the Executive Committee shall inform the Students' Union of said vacancy. It is the role of the Students' Union to select its new representative and forward their name to the Executive Committee for ratification.

## **7. Commencement**

---

1. The Order of Business for the commencement meeting of the Executive Committee shall be:
  - a. Call to Order;
  - b. Introduction;
    - i. Prayer/Smudge, and
    - ii. Member introductions.
  - c. Selection of Presiding Officer;
  - d. Approval of meeting schedule;
  - e. Approval of Bylaws; and
  - f. Adjournment.
2. The first meeting of the Executive Committee shall be held no later than one (1) month after its election, on a day, hour, and place to be stated in a notice given to each member of the Executive Committee, and meetings shall thereafter be held on such days and at times as may be necessary for the business of the Executive Committee or the affairs of Aboriginal Student Council.
  - a. At minimum, the Executive Committee shall meet once per month.



3. At the commencement meeting, the Executive Committee shall select the Presiding Officer.
  - a. By default and unless decided otherwise, the President shall act as the Presiding Officer of the Executive Committee.

## **8. Executive Committee Meetings**

---

1. The Order of Business for the Executive Committee shall be:
  - a. Call to Order;
  - b. Introduction;
    - i. Prayer/Smudge,
    - ii. Approval of Agenda, and
    - iii. Approval of Minutes.
  - c. Presentations;
  - d. Executive Reports;
    - i. President,
    - ii. Vice President Finance,
    - iii. Vice President Administration,
    - iv. Vice President Internal/External Relations, and
    - v. Vice President Consultation & Engagement.
  - e. Old Business;
  - f. New Business;
  - g. Discussion; and
  - h. Adjournment.
2. Quorum for the Executive Committee shall be 2/3 of sitting members.
  - a. Directors appointed under the provisions of the Constitution do not count towards quorum of the Executive Committee.
3. Upon a quorum being present, the Presiding Officer shall take the chair and call the meeting to order.
  - a. If no quorum is present within thirty (30) minutes after the time appointed for the meeting, the Vice President Administration shall call the roll and take the names of the members then present and the Executive Committee shall stand adjourned until the next meeting.
4. For the purposes of voting, each voting member of the Executive Committee shall have one (1) vote.
  - a. Any Aboriginal Student Council Member, in good standing, shall have the right to vote at any Executive Committee meeting.
    - i. Such votes must be made in-person and not by proxy or otherwise.



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5. The following members of the Executive Committee are not entitled to move, second, or vote on motions of the Aboriginal Student Council, unless given voting rights via simple majority vote of the Executive Committee:
  - a. Representative of the University of Alberta Students' Union;
  - b. Executive Director of First Peoples' House; and
  - c. Assistant Dean First Nations, Metis and Inuit.
6. Whenever possible, Executive Committee meetings shall be conducted in accordance with consensus-based decision making
7. Unless not addressing a motion, Executive Committee Resolution, or discussion would be detrimental to the Aboriginal Student Council, time limits on debate shall never be imposed.
8. Any member of the Executive Committee are entitled to motion to move in camera.
  - a. Such a motion is undebatable and must be voted on as soon as made.
9. The following principles govern in camera meetings:
  - a. Only members of the Executive Committee shall be permitted to sit in on an in camera meeting;
  - b. Anything covered in an in camera meeting shall remain confidential;
  - c. Minutes will be taken when in camera, but stored separately from the public minutes; and
  - d. All Executive Committee Resolutions and motions made in camera shall be made public.
10. Executive Committee Resolutions or motions made in camera shall be read into the official record.
  - a. If the Resolution or motion contains confidential information, that portion will not be read into the record until the confidentiality provisions are lifted

## **9. Executive Committee Meeting Conduct**

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1. The Presiding Officer shall maintain decorum at meetings of the Executive Committee.
2. Members of the Executive Committee must be recognized by the Presiding Officer before speaking.
3. Discussion at the Executive Committee shall be conducted in accordance with the circle and in the following manner:
  - a. The member who brought forward the discussion item will introduce said item;



- b. From the introducing member, the discussion shall continue in clockwise fashion until each member present has been given an opportunity to speak;
  - c. After a single rotation, members shall be given the opportunity to ask and answer questions regarding the discussion at hand; and
  - d. This shall continue, in a clockwise fashion, until the discussion item has been resolved.
4. Debate regarding Executive Committee Resolutions and motion shall be conducted in the same manner as set out in section 8(2) of this Bylaw.
  5. A member of the Aboriginal Student Council shall not harass another member either during or outside of an Executive Committee meeting.
    - a. Harassment shall be defined within the context of the University of Alberta Discrimination, Harassment and Duty to Accommodate Policy and include conduct or comment, either one-time or repeated, that:
      - i. Is demeaning, intimidating, threatening, or abusive;
      - ii. Is not trivial or fleeting in nature;
      - iii. Causes offence and should have reasonably been expected to offend;
      - iv. Serve no legitimate purpose;
      - v. Undermines authority or respect; and/or
      - vi. Creates an intimidating, hostile, or offensive environment.
  6. Any conflicts which arise between members of the Executive Committee shall be dealt with in accordance with Bylaw 300.

## **10. Proxies**

---

1. Elected members of the Executive Committee shall not be entitled to send a proxy in their stead to an Executive Committee meeting.
  - a. When an elected member of the Executive Committee sends a proxy in their stead to an Executive Committee meeting, said proxy shall not be entitled to vote on motions or Executive Committee Resolutions.
  - b. Said proxy shall not be admitted into in camera sessions of the Executive Committee.
2. Unelected members of the Executive Committee shall be entitled to send a proxy to Executive Committee meetings in their stead.
  - a. Such a proxy must be a member of, and represent, the organization or constituency of the unelected Executive Committee member.
  - b. Said proxy shall be entitled to vote on motion but not Executive Committee Resolutions.





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- c. Said proxy shall not be admitted into in camera sessions of the Executive Committee.
3. Members of the Executive Committee shall be entitled to submit written feedback on agenda items and have their written submission included in the record.
  - a. Such a written submission must be supplied to either the Presiding Officer or the official Aboriginal Student Council e-mail no later than twenty-four (24) hours before the scheduled start of the meeting.
  - b. In lieu of their absence, any member of the Executive Committee who supplies a written submission shall be considered present for the purposes of attendance and count towards quorum.

## **11. Attendance**

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1. No member of the Executive Committee may be absent for three (3) consecutive meetings without being authorized to do so by the President, with the consent of the majority of the Executive Committee.
  - a. Both the Executive Director of First Peoples' House and the Assistant Dean First Nations, Metis, and Inuit are exempt from this provision.

## **12. Legislation**

---

1. The Aboriginal Student Council Constitution:
  - a. Is the premiere piece of legislation pertaining to the Aboriginal Student Council;
  - b. The body of fundamental principles according to which Aboriginal Student Council is acknowledged to be governed;
  - c. May only be amended by a simple majority vote of Aboriginal Members at an Annual General Meeting; and
  - d. Does not expire.
2. Aboriginal Student Council Bylaws:
  - a. Are directives perpetually requiring and/or prohibiting action on the part of the Aboriginal Student Council;
  - b. Are adopted, amended, or rescinded by simple majority vote of the Executive Committee; and
  - c. Do not expire, but shall be reintroduced at the commencement meeting of the Executive Committee.
3. Executive Committee Resolutions:



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- a. Are required to initiate, authorize, and/or approve important motions and transactions of the Executive Committee; and
- b. Act as a formal, written record of a decision made by a majority of members at an Executive Committee meeting duly convened.

### **13. Conflicts**

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1. In this bylaw, 'conflict of interest,' 'conflict of commitment,' and 'institutional conflict' shall adhere to the definition found in the University of Alberta, "Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict."
  - a. "Conflict of interest" shall be deemed as a situation in which there is or may be perceived to be a divergence between the private financial benefit or financial interest or personal benefit of a person, family member, or an outside party, and that person's obligation to the Aboriginal Student Council, as such that an impartial observer might reasonably question whether related actions to be taken or decisions made by the person would be influenced by consideration of the person's own interests.
  - b. "Conflict of Commitment" shall be a situation whereby the external or personal activities, undertaking or relationships of a person are so demanding or organized in such a manner or are otherwise such that they may interfere with the person's obligations to the Aboriginal Student Council or to others or institutions that are separate from the Aboriginal Student Council but to whom the person owns an obligation because of their relationship with the Aboriginal Student Council.
  - c. "Institutional Conflict" shall be a situation in which the Aboriginal Student Council has an existing relationship with a party with which the Aboriginal Student Council proposes to enter into an activity such as an impartial observer might reasonably whether the existing relationship might reasonably question decisions of the Aboriginal Student Council with respect to the activity.
2. No member shall use their position on the Aboriginal Student Council to further personal or business interests.
3. If a member of the Executive Committee has a conflict of interest and votes on a motion or Executive Committee Resolution:
  - a. They must report that immediately to both the President and Presiding Officer; and
  - b. If unreported, the conflicting member may be subjected to removal from their position on the Executive Committee.



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- c. Is party to any contract or agreement with the Aboriginal Student Council, accepting contracts or ag
4. On any decision, motion, or Executive Committee Resolution of the Executive Committee, a member of the Executive Committee must abstain if there is a real or perceived conflict which may arise from their vote.

## **14. No Force or Effect**

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1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



## **BYLAW 200**

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*A bylaw respecting the parliamentary authority*

### **CONTENT**

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1. Definitions
2. Parliamentary Authority
3. Executive Committee Resolution
4. Executive Committee Motions
5. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Aboriginal,” in accordance with the *Constitution Act, 1982* (Part II, Section 35), is an Indian, Inuit, or Metis person of Canada, or a person who is accepted by one of the Aboriginal Peoples of Canada as a member of a particular community.
    - i. “Aboriginal,” “Indigenous,” and “Native” may be used interchangeably.
  - b. “Aboriginal Member” is any member of the Aboriginal Student Council who:
    - i. Is a registered student, regardless of status, at the University of Alberta;
    - ii. Self-identifies as Aboriginal; and
    - iii. Have not opted-out of the membership fees.
  - c. “Confidence” means that the majority of the general membership continues to have faith in the governing Executive Committee.
  - d. “Democratically-elected” means any member of the Executive Committee that is elected to their position by the general membership of the Aboriginal Student Council.



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- e. “Executive Committee Resolution” means a record of an Aboriginal Student Council decision made by consensus at a meeting of the Executive Committee duly convened.
- f. “Parliamentary authority” means the authority given to the Executive Committee by the Aboriginal Student Council membership through Executive elections.

## **2. Parliamentary Authority**

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1. The powers and authority of the Executive Committee are firmly vested in the general membership of Aboriginal Student Council.
  - a. The legitimacy of the Executive Committee is realized through the holding of elections.
2. The Executive Committee is ultimately accountable to the members of Aboriginal Student Council.
3. The Executive Committee’s ultimate loyalty is to the Aboriginal Student Council and its members. This loyalty supersedes:
  - a. Loyalty to any advocacy or special interest groups, and membership on external boards or committees;
  - b. Loyalty to the University of Alberta or the University of Alberta Students’ Union; and
  - c. The personal interest of any Executive member acting as an individual on Aboriginal Student Council.
4. Except as explicitly set forth in the Constitution, no member shall attempt to exercise authority over Aboriginal Student Council. Therefore:
  - a. The Executive Committee must speak with one voice and one of its primary responsibilities is to govern as one;
  - b. Executive Members have no authority to interact with the media or other entities on behalf of the Aboriginal Student Council without prior discussion and consent of the Executive Committee; and
  - c. The President is considered the first among equals, which means the office of President holds no exclusive decision-making powers, except in emergencies.
    - i. In such cases of emergency, the President will report to the Executive Committee as soon as possible following their decision.
5. The democratically-elected members of the Executive Committee hold the privilege of conducting the day-to-day business of Aboriginal Student Council, including managing its finances, enacting bylaws and policies, and advocating on behalf of the general membership of Aboriginal Student Council.



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- a. Decisions of the Executive Committee shall not supplant decision made by the general membership of Aboriginal Student Council.
- b. In exercising its authority, the Executive Committee must make all decisions in good faith.
6. The powers of the Executive Committee are formally vested in the democratically-elected President and Vice-Presidents; but effectively exercised by the Executive Committee as a whole.
7. The President and Vice-Presidents must enjoy the confidence of the Aboriginal Student Council membership to remain in office.
8. In exercising its authority, major decisions made on behalf of the Aboriginal Student Council shall be made by way of an Executive Committee Resolution.
  - a. Executive Committee Resolutions shall be publically available and remain accessible to the general membership of Aboriginal Student Council.

### **3. Executive Committee Resolution**

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1. In order to be considered valid, an Executive Committee Resolution must include:
  - a. A clear statement indicating that the Resolution was passed at a duly convened meeting of the Executive Committee and the date of said meeting;
  - b. A statement of the number of Executive Committee members constituting a quorum and the signatures of its elected members; and
  - c. A clear indication of whether funds are required, the exact amount requested and a clear statement of the specific purpose(s) of the proposed expenditures.
2. Business of the Executive Committee requiring the completion of an Executive Committee Resolution include:
  - a. Approval of interim and annual budget;
  - b. The allocation of more than \$100.00 for a specific item;
  - c. Permits and contracts;
  - d. Involving external actors or organizations; and
  - e. Any item of business to which the Executive Committee deem to be of increased importance.
3. The procedure for adopting an Executive Committee Resolution at a duly convened meeting is:
  - a. A member(s) of the Executive Committee presents a resolution at a meeting.
  - b. Executive Committee members move and second the resolution.



- c. The Presiding Officer allows for discussion of the resolution, giving equal time to those for and against it.
- d. The Executive Committee passes the resolution by consensus.
  - i. Only in extreme circumstances will the Executive Committee Resolution be considered passed by majority vote.
4. The Executive Committee may amend or rescind an Executive Committee Resolution following the same process for its adoption.
5. Executive Committee Resolutions made by a previous Executive Committee regarding the allocation of funding cannot be changed retroactively by the next Executive Committee.
6. Executive Committee Resolutions regarding the allocation of funds cannot be made outside of the Executive Committee's elected year.

#### **4. Executive Committee Motions**

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1. Motions of the Executive Committee are decisions made at a duly convened meeting that do not require the completion of an Executive Committee Resolution.
2. Motions of the Executive Committee are trivial in nature and are of decreased importance compared to Executive Committee Resolution.
3. Motions of the Executive Committee can include, but are not limited to, the following:
  - a. Internal decisions of the Executive Committee that do not influence Aboriginal Student Council as a whole, such as:
    - i. Approval of agendas and minutes;
    - ii. Approval of a meeting schedule;
    - iii. Calling a meeting to order and adjourning a meeting;
    - iv. Approval of Executive Member vacation; and
    - v. Scheduling and coordination.
  - b. Approving the allocation of less than \$100.00;
  - c. Any item of business to which the Executive Committee deem to be of decreased importance when compared to an Executive Committee Resolution.

#### **5. No Force or Effect**

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2. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.





## **BYLAW 300**

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*A bylaw respecting peacemaking*

### **CONTENT**

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1. Definitions
2. Principles of Peacemaking
3. Peacemaking Framework
4. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Respect” means to show consideration for others; to avoid behaviour that is perceived as harmful, degrading, insulting, or injurious to others and includes:
    - i. Respect for the ASC environment;
    - ii. Respect for others’ personal privacy;
    - iii. Respect for others’ physical space and belongings; and
    - iv. Respect for different viewpoints, philosophies, religion, gender, lifestyle, ethnic origin, physical ability, and beliefs.
  - b. “Peacemaking” means the process by which two or more parties engaged in a disagreement, dispute, or debate and agree to resolving it.
    - i. Unless stated otherwise, this definition includes both Western and Indigenous/traditional forms of peacekeeping.

### **2. Principles of Peacemaking**

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1. Regardless of the method chosen, the following principles must be considered in any peacemaking initiative:
  - a. Address the conflict early, before it becomes more complex;
  - b. Separate the person from the problem;



- c. Use your discretion when deciding who to tell about the conflict. Not everyone needs to know;
  - d. Focus on interests rather than your position;
  - e. Avoid blaming others, each individual is responsible for their own behaviour;
  - f. Listen actively; genuinely try to understand the other person's perspective;
  - g. Validate what the other person is communicating to you;
  - h. Work on letting go of resentment;
  - i. Keep open lines of communication; and
  - j. Focus on the future.
2. This bylaw shall only govern those situations which would not be better investigated by formal University of Alberta processes including, but not limited to, the following:
    - a. Code of Student Behaviour violations;
    - b. Provincial and/or federal statute violations; and
    - c. University of Alberta Students' Union bylaw violations.
  3. Any such mediation under this bylaw must remain consistent with the Constitution and the principles set out in the conflict-of-interest bylaw.

### **3. Peacemaking Framework**

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1. When a conflict arises between members of the Aboriginal Student Council, said members have the right to access and undergo peacemaking.
2. Aside and including this Framework, members of the Aboriginal Student Council shall have the right to request traditional resolution practices.
3. Discussions at any stage of the process are considered confidential and shall not be discussed outside of the peacemaking process.
4. The following individuals are suggested third-parties that, when needed, can act as an independent mediator:
  - a. Elder/Traditional Knowledge Keeper;
  - b. Director, First Peoples' House;
  - c. Assistant Dean, First Nations, Metis and Inuit students; and/or
  - d. Any other mediator to which both involved parties have agreed to.
5. There are three (3) mechanisms which make up the Aboriginal Student Council Peacemaking Framework:
  - a. Informal Mechanism;
  - b. Semi-Formal Mechanisms; and
  - c. Formal Mechanism.



6. The Informal Mechanism is the first step in the peacemaking process and involves the individual(s) meeting with those they are perceived to be in conflict with.
  - a. The informal mechanism includes the individuals coming together without a third part in an attempt to deal with their conflict.
  - b. At this stage, the affected individual may inform the second party that their conduct is unwelcoming and not acceptable.
  - c. A proposed format to address conflict at the informal stage is as follows:
    - i. The behaviour, actions, and/or circumstances to which the conflict has arisen;
    - ii. The date that it happened;
    - iii. How the conflict has made each individual feel; and
    - iv. What can be done to resolve the conflict.
7. If the informal mechanism did not result in a change in behaviour or if the relationship of the individuals involved is predicated on a power imbalance (i.e., Vice President(s) and President), the semi-formal peacemaking mechanism shall be triggered.
  - a. The semi-formal mechanism involves the individuals associated in the dispute, as well as a third-party acting as a mediator.
    - i. Any third-party must be approved of by all members involved in a dispute prior to such a party acting as the mediator.
8. If the semi-formal mechanism did not result in a change in behaviour or an extinguishment of the conflict, the interested individuals may proceed to the formal mechanism.
  - a. At this stage, an approved third-party shall conduct a review and investigation of the situation and produce a report to the Executive Committee.
  - b. Initiating the formal mechanism shall result in control of the situation being governed by the Executive Committee by way of third-party review.
  - c. Such a third-party investigation, and any recommendations therein, shall be considered binding on the Executive Committee.

#### **4. No Force or Effect**

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1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



## **BYLAW 400**

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*A bylaw respecting internal and external communications*

### **CONTENT**

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1. Definitions
2. Internal Communication
3. External Communication
4. Social Media
5. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Internal Communications” means any form of communication within and between members of the Executive Committee, as well as communication within and between members of the Executive Committee and the general membership of Aboriginal Student Council.
  - b. “External Communications” means any form of communication outside of the Executive Committee or general membership.
  - c. “General membership” means Aboriginal Student Council members, pursuant to the Constitution, in one of the following categories:
    - i. Aboriginal Member;
    - ii. Non-Aboriginal Member;
    - iii. Executive Member; or
    - iv. Honorary Member.

### **2. Internal Communication**

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1. The Aboriginal Student Council shall design and implement effective internal communication processes that will enhance the Executive Committee’s productivity and effectiveness through the application of two (2) principles:



- a. Ongoing communication whereby the Executive Committee and the general membership are regularly given opportunities to engage with one another and to contribute to the achievement of the Aboriginal Student Council's mandate, objectives, advocacy, and/or projects; and
- b. Face-to-face communication as a preferred method whereby the Executive Committee communicate with one another.
2. Members of the Executive Committee shall respond to discussion taking place online within twenty-four (24) hours of the discussion commencing.
  - a. If a member of the Executive Committee is unable to respond to online discussions within the twenty-four (24) hour timeline, said member shall report their absence to the Executive Committee prior.
3. Online Motions shall be conducted within a forty-eight (48) hour timeframe and in the following manner:
  - a. The motion shall be moved via an online messenger application. After this, a period of twenty-four (24) hours shall commence in which discussion of the motion will occur.
  - b. After the twenty-four (24) hour discussion phase, the mover shall email members of the Executive Committee with the motion. After the e-mailed motion is sent, members of the Executive Committee have twenty-four (24) hours to reply with their vote.
  - c. After the twenty-four (24) hour voting phase, the Vice President Administration shall tally the e-mail votes and report the result to the Executive Committee.
    - i. If the result of the motion is made unanimously, the Vice President Administration shall add the motion to the record.
    - ii. If the result of the motion is not made unanimously and is not of an urgent nature, the motion shall be added to the next Executive Committee agenda for discussion.
4. The Vice President Administration shall share external communications with members of the Executive Committee in whatever manner it sees fit.
  - a. By default and unless otherwise decided by the Executive Committee, the Vice President Administration shall share information via an online group messenger application or e-mail.
5. The Executive Committee shall send out, at minimum, a newsletter in any format it sees fit to the general membership once a trimester.

### **3. External Communication**

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1. Communications sent to the official Aboriginal Student Council e-mail shall be read and replied to within forty-eight (48) hours of their receipt.
2. Any communication made on behalf of the Executive Committee shall be done with the full acknowledgement of the Executive Committee and made with one voice.
3. The President is the main focal point for media communications and is the main spokesperson of the Aboriginal Student Council.
  - a. In any discussions with media, the President must enjoy the confidence of the Executive Committee to engage with outside media.

## **4. Social Media**

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1. The principal overseer and administrator of official Aboriginal Student Council social media shall be the Vice President(s) Internal/External Engagement.
  - a. Each elected member of the Executive Committee shall be made administrators to the ASC Facebook Page.
2. Comments made to posts on any official Aboriginal Student Council social media account shall be posted without permission from the Executive Committee.
  - a. In the event that a comment(s) is overtly inappropriate or offensive, the Executive Committee may exercise its discretion and remove said comment(s).
3. Posts made to any official Aboriginal Student Council social media account shall be made by members of the Executive Committee or approved third parties.
  - a. Posts made on any official Aboriginal Student Council social media account shall be reviewed weekly by the Executive Committee.
  - b. If any post(s) made to an official Aboriginal Student Council social media account contravenes the guidelines set forth herein, the Executive Committee shall contact the poster to ensure compliance with said guidelines.
4. Posts made on any official Aboriginal Student Council social media account shall adhere to the following guidelines:
  - a. Must not violate the terms of service or any other rules set out by the relevant social media platform;
  - b. Not include the promotion of anti-Aboriginal content; and
  - c. Not include any content with goes against the stated purpose of the Aboriginal Student Council.
5. Posts made on any official Aboriginal Student Council social media account must not contain:



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- a. Personal attacks or vulgar, abusive, offensive, oppressive, threatening, or harassing images and/or language;
- b. Comments, language, or sentiments that encourage, stimulate, or perpetuate discrimination based on race, creed, age, religion, Aboriginality, gender identity, sexual orientation, marital status, national origin, socioeconomic status, and/or physical and mental disability;
- c. Material that infringes on individual or communal intellectual property rights; and
- d. Information that infringes on an individual or collectives' reasonable expectation of privacy, as set out in the Freedom of Information and Protection of Privacy Act (FOIP).

## **5. No Force or Effect**

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1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



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## **BYLAW 500**

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*A bylaw respecting finances of the Aboriginal Student Council*

### **CONTENT**

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1. Definitions
2. Fiscal Year
3. Financial Management
4. Reserves
5. Budget
6. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Award Reserve” is money kept purely for the purpose of providing Aboriginal Student Council awards.
  - b. “Childcare Subsidy Reserve” is money kept purely for the purpose of subsidizing the costs of childcare of members of the Aboriginal Student Council.
  - c. “Community Reserve” is money kept purely for the purpose of providing individual and groups with grants.
  - d. “Cultural Reserve” is money kept purely for the purpose of providing members of the Aboriginal Student Council and the community at large with cultural supports, events, and programming.
  - e. “Education Reserve” is money kept purely for the purpose of educating the community at large on Aboriginal historic and contemporary realities, cultures, and nations.
  - f. “Financial records” means any of the following financial documents of the Aboriginal Student Council:
    - i. Projected budget;
    - ii. Up to date comparison budget;
    - iii. Bookkeeping journal(s);





- iv. Bank statements;
- v. Cheque stubs;
- vi. Receipts;  
Completed cheque request and honorarium forms; and
- vii. Special contracts or agreements.
- g. “General Reserve” is money set aside not for a particular purpose, but for the general financial strengthening of the Aboriginal Student Council.
- h. “Operational Reserve” is money kept purely for the purpose of enhancing the facilities managed and maintained by the Aboriginal Student Council, as well as the costs associated with the Executive Committee.
- i. “Quarterly” means the heraldic quarters by which the Executive Committee is organized and is divided as follows:
  - i. Quarter One (1) - April 1 to June 30;
  - ii. Quarter Two (2) - July 1 to September 30;
  - iii. Quarter Three (3) - October 1 to December 31; and
  - iv. Quarter Four (4) - January 1 to March 31.

## **2. Fiscal Year**

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1. The fiscal year of the Aboriginal Student Council is considered to begin on May 1 and conclude on April 30 of any given year.

## **3. Financial Management**

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1. The President and Vice President Finance are the chief signing authorities on all Aboriginal Student Council bank accounts.
2. The financial records of the Vice-President Finance shall be audited by two (2) other members of the Executive Committee annually.
  - a. Should the Executive Committee deem necessary, an external professional accountant may be hired to provide an audit.
  - b. The result of any such audit shall be submitted at an Annual General Meeting.
3. The Vice President Finance shall present financial statements to the Executive Committee monthly.
  - a. Financial statements made to the Executive Committee shall also be readily available to the general membership of Aboriginal Student Council.



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4. The financial records of the Aboriginal Student Council may be inspected by any Member upon written notice to the Executive Committee.
5. Each member of the Executive Committee shall have access to Aboriginal Student Council financial records.
6. Financial records shall be kept in a secure location for six (6) years before being shredded.
7. All monies received by the Aboriginal Student Council must be deposited in a chartered bank account authorized to receive deposits and to be withdrawn by cheque only.
8. All monies distributed by the Aboriginal Student Council shall only be made via cheque.
9. The Vice President Finance shall make deposits regularly or when an amount greater than \$500.00 has accumulated in the cash box.
10. Unless otherwise specified in writing from the Executive Committee, no individual shall receive any remuneration for their services.
11. Members of the Aboriginal Student Council may be reimbursed for approved expenses by cheque, so long as their reimbursement request is made, with original receipts, within two (2) weeks following the transaction.
12. The Aboriginal Student Council shall carry out its business and dealings void of aspirations of personal monetary gain.

## **4. Budget**

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1. The budget of the Aboriginal Student Council shall be organized quarterly
2. It is the role of the Vice President Finance to produce and disseminate quarterly financial reports to the Aboriginal Student Council.

## **5. Reserves**

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1. Aboriginal Student Council reserves include:
  - a. Award Reserve;
  - b. Childcare Subsidy Reserve;
  - c. Cultural Reserve;
  - d. Education Reserve;
  - e. **General Reserve;**
  - f. Operational Reserve; and
  - g. Community Reserve.



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2. A budgeted reserve not spent in its entirety shall have its budgeted monies available in future year(s) for related purchases as originally deemed.
  - a. Reserve funds carried over shall be accurately and openly presented to the general membership of the Aboriginal Student Council.
3. With the exception of the General Reserve, transferring monies between reserves is prohibited.
4. At the discretion of the Vice President Finance, up to five (5) per cent of funds from other reserves may be re-distributed into the General Reserve.
  - a. The Awards Reserve and Childcare Subsidy Reserve shall remain unmolested and monies from either reserve shall not be re-allocated to the General Reserve.

## **6. No Force or Effect**

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1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



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## **BYLAW 600**

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*A bylaw respecting Aboriginal Student Council Buildings and Spaces*

### **CONTENT**

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1. Definitions
2. Current Property
3. Building and Space Standards
4. Maintenance
5. Accessibility
6. Keys
7. Locker Protocol
8. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Exterior and interior accessibility elements” could include, but is not limited to, the following: ground and floor surfaces, ramps, stairs, guards and handrails, overhanging and protruding objects, rest areas, tactile walking surface indicators, drinking fountains, public telephone, seating, work surfaces, and accessibility during construction.
  - b. “Key holder” means any individual entrusted with a key to any Aboriginal Student Council property.
  - c. “Property” means any physical location owned, in whole or in part, or operated by the Aboriginal Student Council.



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- d. “Quarterly” means the heraldic quarters by which the Executive Committee is organized and is divided as follows:
  - i. Quarter One (1) - April 1 to June 30;
  - ii. Quarter Two (2) - July 1 to September 30;
  - iii. Quarter Three (3) - October 1 to December 31; and
  - iv. Quarter Four (4) - January 1 to March 31.

## **2. Current Property**

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1. Currently, property owned and/or operated by the Aboriginal Student Council include:
  - a. ASC Lounge; and
  - b. ASC lockers.

## **3. Building and Space Standards**

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1. Aboriginal Student Council buildings and spaces shall fulfil the following functions:
  - a. Act as safe spaces where people at the University of Alberta can connect;
  - b. Provide shelter during weather events or while waiting for transportation;
  - c. Act as a study space;
  - d. Provide a place for people to eat; and
  - e. Act as a hub for Aboriginal Peoples at the University of Alberta to converse and connect to their culture.
2. Any individual, regardless of membership, who contravenes section 3(1) of this Bylaw or the stated purpose of the Aboriginal Student Council may be banished from the premises at the discretion of the Executive Committee.
3. Alcohol and illicit substances of any kind within any spaces of the Aboriginal Student Council are not permitted.

## **4. Maintenance**

---

1. Aboriginal Student Council shall ensure that the following property standards are followed:
  - a. Cleanliness of space comparable to other locations at the University of Alberta;



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- b. Pest control;
  - c. Access to washroom/water facilities;
  - d. Doors, passageways, and exit maintenance so as to be free from hazardous conditions and obstructions; and
  - e. Locker maintenance so as to ensure ease of access.
2. In order to adhere to the property standards outlined in section 2(1) of this Bylaw, the Aboriginal Student Council shall maintain a quarterly cleaning schedule.

## **5. Accessibility**

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1. The public operating hours of the ASC Lounge shall be weekdays between 9:00 AM to 5:00 PM.
  - a. Hours of operation during the spring/summer trimester shall be determined by the Executive Committee.
2. The Executive Committee shall ensure that the current standards of accessibility to Aboriginal Student Council property be maintained.
3. The Executive Committee shall ensure that access is maintained to exterior and interior accessibility elements at all Aboriginal Student Council Property.
4. In the event that exterior or interior accessibility elements become unavailable, for any reason, the Executive Committee shall strive to ensure that such elements become available for use as soon as possible.

## **6. Keys**

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1. All members of the Executive Committee shall be entitled and issued one (1) set of keys for the ASC Lounge.
2. All key holders shall adhere to and complete a signed and dated Key Holder Agreement.
3. Any lost, stolen, or compromised keys must be immediately reported to the Executive Committee.
4. In the case of keys being lost, stolen, compromised, or not being returned at the end of term, and wherein this loss constitutes a security problem:
  - a. The area corresponding to the key shall be re-keyed; and
  - b. The individual responsible for the safety of the key shall be charged for the re-keying.

## **7. Locker Protocol**



1. Aboriginal Members shall be given priority in renting a locker from the Aboriginal Student Council.
2. All locker rentals shall adhere to the signed and dated Locker Rental Agreement made between the Executive Committee and the renter.
3. Lockers maintained by Aboriginal Student Council shall not store any of the following:
  - a. Combustible, flammable, or hazardous materials or substances;
  - b. Food or any other items that may have an objectionable odour due to degradation;
  - c. Items that would result in a violation of any municipal, provincial, or federal law or regulations applicable to the Landlord and the Building by the University of Alberta; and/or
  - d. Item that the Executive Committee has determined to be unsuitable for storage.
4. Any Locker Rental Agreement may be terminated by the Executive Committee upon any of the following events:
  - a. The failure of the renter to pay the Executive Committee any rental charge due for the Locker;
  - b. The failure of the renter to pay the Executive Committee any other charge billed to the renter;
  - c. A decision by the Executive to use the space occupied by the storage units for another purpose;
  - d. The revocation of membership to the renter; and/or
  - e. Before the end of an Annual Rental Period, if the Executive Committee gives written notice to the renter at least thirty (30) days before the end of the Annual Rental Period that it is terminating the renter's Locker Rental Agreement.

## **8. No Force or Effect**

---

1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



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## **BYLAW 700**

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*A bylaw respecting access to information*

### **CONTENT**

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1. Definitions
2. Classification
3. Contracts and Agreements
4. Access to Information
5. Request for Information
6. No Force or Effect

### **1. Definition**

---

1. In this bylaw:
  - a. “Internal Communications” means any form of communication within and between members of the Executive Committee.

### **2. Classification**

---

1. Although not designated as such, every Aboriginal Student Council document or record is confidential if:
  - a. It includes personal information;
  - b. Includes the minutes or otherwise reveals the proceedings of any in camera portion of a meeting of the Aboriginal Student Council and/or Executive Committee; and/or





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- c. If divulged, has the possibility of compromising the legal position of the Aboriginal Student Council.

### **3. Contracts and Agreements**

---

1. Any strictly confidential contract or agreement shall be approved by the Executive Committee in advance of being signed by the President.
2. Any such agreement designated as strictly confidential shall be made on a balance of probability as to whether or not such information contained therein is of such a nature as to warrant the limitation of Aboriginal Student Council members' right to access information.

### **4. Access to Information**

---

1. Any information made confidential shall be available to any member of the Executive Committee or any member of the Aboriginal Student Council upon approval of the Executive Committee.
  - a. The elected members of the Executive Committee have the right to restrict the access of ex officio members to confidential information.

### **5. Requests for Information**

---

1. Any member of the Aboriginal Student Council wanting to gain access to information shall submit, in writing, a request to the Executive Committee.
2. Upon receipt of a request for information, the Executive Committee shall respond to the member's request within five (5) business days.
  - a. In citing this bylaw, the Executive Committee may deny any request for information.
3. Upon the approval for a request for information, the requesting member shall be given the opportunity to review said information within twenty-four (24) hours.
  - a. Such a review shall be undertaken via a hard copy provided by the Executive Committee and within the ASC Lounge.

### **6. No Force or Effect**

---



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1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.

## **BYLAW 800**

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*A bylaw respecting membership*

### **CONTENT**

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1. Definitions
2. Membership Rights and Responsibilities
3. Meeting Attendance
4. Resignation
5. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. "Membership" refers collectively to Aboriginal Members and Non-Aboriginal Members.
    - i. Should any delineation be made between the two membership types, such delineation will be made apparent by using 'Aboriginal Member(s)' and 'Non-Aboriginal Member(s)', respectively.

### **2. Membership Rights & Responsibilities**

---

1. Members have the right to the following:
  - a. Access to Aboriginal Student Council property, including the ASC Lounge;
  - b. Receive notice of, attend, speak at, and vote at public meetings of the Aboriginal Student Council;



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- c. Access programs, services, and programming of general application provided by Aboriginal Student Council;
  - d. Make a proposal to make, amend, or repeal a bylaw to the Executive Committee
  - e. Make a proposal to amend the Constitution at an Annual General Meeting;
  - f. Access to information regarding Executive Committee meeting agendas and minutes; and
  - g. Meet with members of the Executive Committee.
2. Members have the following responsibilities;
    - a. Ensure that Aboriginal Student Council property, including the ASC Lounge, is clean after use;
    - b. To follow the terms and conditions of any programs and/or services offered by the Aboriginal Student Council to which they are receiving; and
    - c. To remove members of the Executive Committee if their conduct is unbecoming of the general goals and objectives of the Aboriginal Student Council.
  3. In addition to the stated rights, Aboriginal Members shall have the right to run in a duly convened executive election of the Aboriginal Student Council.
  4. The Executive Committee has the right to restrict any offerings of the Aboriginal Student Council to a specific membership category.
    - a. Such restrictions cannot contradict the Constitution; and
    - b. Any such restriction shall be made via Executive Committee Resolution.

### **3. Meeting Attendance**

---

1. Members of the Aboriginal Student Council are entitled to attend any meetings of the Executive Committee, with the exception of any portions that occur in camera.
2. The Executive Committee may allow any person access to the in camera portions of any meetings via motion.
3. No person having access to confidential or strictly confidential documents or records, or to in camera sessions of the Executive Committee shall disclose the content of any such document, record, or session to any person not otherwise privy to that information.
4. No member of the Aboriginal Student Council shall have access to confidential information until a non-disclosure agreement is entered into with the Executive Committee.



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## **4. Resignation**

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5. Unless otherwise stated in the Constitution or Bylaws, a member will cease to be a member of the Aboriginal Student Council if:
  - a. The member dies;
  - b. The member resigned;
  - c. The member is expelled or their membership is terminated in accordance with the Constitution and Bylaws;
  - d. The member's term of membership expires;
  - e. In terms of Aboriginal membership, the member has lied about their Aboriginal status; and/or
  - f. The member's conduct flagrantly contradicts the stated mission and values of the Aboriginal Student Council.
6. A member of the Aboriginal Student Council may resign by submission of a letter of resignation to the Executive Committee.
  - a. Unless otherwise specified, the resignation from the Aboriginal Student Council membership shall be considered immediate upon submission and receipt of the letter of resignation.
7. Upon resignation, said past member shall be removed from any Aboriginal Student Council distribution list.
8. Previous members shall have the opportunity to apply for readmission to the Aboriginal Student Council membership.

## **5. No Force or Effect**

---

1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



## **BYLAW 900**

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*A bylaw respecting Aboriginal Student Council elections*

### **CONTENT**

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1. Definitions
2. Executive Committee Election Dates
3. Election Officer
4. Election Process
5. No Force or Effect

### **1. Definition**

---

1. In this bylaw:
  - a. “Internal Communications” means any form of communication within and between members of the Executive Committee.

### **2. Executive Committee Election Dates**

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1. The election shall be held annually and before May 1 of any given year.

### **3. Election Officer**

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1. An Election Officer shall be appointed by the outgoing Executive Committee at least two (2) weeks prior to the calling of an election.
  - a. Executive members running for re-election shall not take part in the appointing of the Election Officer.
2. The Election Officer is prohibited from running for an elected position on the Executive Committee.
3. The Election Officer is responsible for the following:



- a. Ensuring a fair and transparent election process;
  - b. Receiving and confirm nominations;
  - c. Ensuring nominees are Aboriginal Members of the Aboriginal Student Council;
  - d. Moderating any election debates;
  - e. Overseeing voting procedures and regulations are followed; and
  - f. Any other duties assigned to them by the Executive Committee that pertain to the running of an election.
4. Upon the successful completion of an election, the Executive Committee may provide an honorarium to the Election Officer of no more than \$100.00.

## **4. Election Process**

---

1. The elected members of the Executive Committee shall be democratically-elected in the following manner:
  - a. After the calling of an election, Aboriginal Members of the Aboriginal Student Council interested in running shall be nominated, in writing, by five (5) Aboriginal Student Council members.
  - b. The Election Officer shall confirm that the person nominated accepts the nomination and verify that the nomination is supported by five (5) members.
  - c. The Election Officer shall confirm that all individuals who have been nominated or self-nominated are Aboriginal Members.
  - d. Nominations to the Executive Committee shall close twenty-four (24) hours before the posted start time of the Annual General Meeting. The Election Officer shall submit an official list of candidates to the Aboriginal Student Council membership thereafter.
  - e. All candidates for elected positions on the Executive Committee shall be given five (5) minutes to speak at the Annual General Meeting.
  - f. After speeches, balloting for the election shall occur at the Annual General Meeting.
  - g. Upon completion of the voting, the Election Officer shall tally the votes and announce the successful candidates.
2. To be considered elected, a candidate must receive the highest number of votes for that position.
  - a. A tie vote shall result in a secondary election involving only the candidates who are tied.



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## **5. No Force or Effect**

---

1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



## **BYLAW 1000**

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*A bylaw respecting the Aboriginal Student Council Strategic Plan*

### **CONTENT**

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1. Definitions
2. Purpose
3. Obligations
4. Strategic Plan
5. Executive Plan
6. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Executive Plan” means the plan outlining the specific objectives and supporting actions meant to be achieved by the Executive Committee over the course of its term.
  - b. “Quarterly” means the heraldic quarters by which the Executive Committee is organized and is divided as follows:
    - i. Quarter One (1) - April 1 to June 30;
    - ii. Quarter Two (2) - July 1 to September 30;
    - iii. Quarter Three (3) - October 1 to December 31; and
    - iv. Quarter Four (4) - January 1 to March 31.
  - c. “Strategic plan” means the master plan for the Aboriginal Student Council addressing the overall organizational objectives of the Executive Committee and Aboriginal Student Council as a whole”
  - d.

### **2. Purpose**

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1. The purpose of the Strategic Plan is to:





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- a. Provide a framework under which the Aboriginal Student Council may pursue its long, medium, and short-term objectives;
- b. Establish the Aboriginal Student Council as a credible and legitimate organization, both within the Western and Indigenous sense;
- c. Harmonize the Aboriginal and non-Aboriginal ways-of-knowing and being to create a successful environment as establish the Aboriginal Student Council as a safe space; and
- d. Provide a framework by which the Aboriginal Student Council membership can evaluate the Executive Committee.

### **3. Obligations**

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1. The Executive Committee has the following obligations in relation to the strategic plan:
  - a. To engage and include Aboriginal Members throughout the entire strategic plan creation process;
  - b. To ground the strategic plan in Aboriginal values and ways-of-knowing and being; and
  - c. Work with Elders and traditional knowledge keepers to help steer the direction of the strategic plan.
2. The Executive Committee has the following obligations in relation to its executive plan:
  - a. To ensure that the executive plan aligns with the promises made during an election;
  - b. To ensure the executive plan aligns with the strategic plan; and
  - c. To publicly disseminate the executive plan after its completion.

### **4. Strategic Plan**

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1. The Strategic Plan shall be comprised of:
  - a. A territory acknowledgement
  - b. A mission statement
  - c. A vision statement;
  - d. A statement of values by which the Aboriginal Student Council shall conduct itself;
  - e. Indicators of success which support the achievement of the vision statement; and



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- f. Goals that align and work to support the vision statement.

## **4. Executive Plan**

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1. Each Executive Plan shall be comprised of:
  - a. A territory acknowledgement;
  - b. A mission statement which supports the Strategic Plan;
  - c. Executive objectives which support the success indicators and goals of the Strategic Plan;
  - d. An action plan by which the Executive Committee proposes to meet its objectives; and
  - e. Indicators of success.
2. Each Executive Plan shall be in harmony with the Strategic Plan and cannot contravene it in any way.
3. The Executive Committee shall produce its Executive Plan to the Aboriginal Student Council membership prior to the start of the Fall Term of any given year.
4. The Aboriginal Student Council membership shall be updated on the Executive Committee's progress, as it relates to the Executive Plan, quarterly.

## **5. No Force or Effect**

---

1. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



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## **BYLAW 1100**

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*A bylaw respecting Aboriginal Student Council dissolution*

### **CONTENT**

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1. Definitions
2. Process
3. Dissolution
4. No Force or Effect

### **1. Definition**

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1. In this bylaw:
  - a. “Dissolution” means the process by which Aboriginal Student Council ceases to exist as an organization.

### **2. Process**

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1. Dissolution of the Aboriginal Student Council shall occur in the following ways:
  - a. The Aboriginal Student Council may be dissolved by a two-thirds ( $\frac{2}{3}$ ) majority vote at a Special Meeting duly convened for such a purpose
    - i. In this circumstance, ninety (90 days) notice must be given to all members.
  - b. Membership to the Aboriginal Student Council drops below ten (10).
2. Dissolution of the Aboriginal Student Council shall not occur in circumstances where the member requesting dissolution will personally benefit.

### **3. Dissolution**

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1. Upon dissolution, the Executive Committee is responsible for ensuring the termination of any Aboriginal Student Council bank account and that the remaining financial resources are donated to First Peoples' House.
2. Any resources or assets shall be donated to First Peoples' House.
3. Resources or assets shall not be distributed to individual members of the Aboriginal Student Council.
4. Any contracts or agreement, if all parties are agreeable, shall replace Aboriginal Student Council with First Peoples' House.

#### **4. No Force or Effect**

---

2. Any decision of the Aboriginal Student Council that is in conflict with federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.



26 August 2019

Students' Council  
University of Alberta Students Union  
Students' Union Building, University of Alberta  
8900 114 Street NW  
Edmonton AB, T6G 2J

RE: Student Group Committee Chair's Report

I am writing this report on behalf of the Aboriginal Relations and Reconciliation Committee, a committee of Students' Council given the delegated authority over undergraduate student group discipline and oversight.

In accordance with section 16(1) of Bylaw 100, the following report has been submitted, on time, to the University of Alberta Students' Union. However, this report does not fulfil the requirements set out in section 9 of Student Group Committee Standing Orders. As per section 9(2)(d) of the Committee's Standing Orders, any items reported erroneously shall be corrected and resubmitted to Students' Council.

As this is my first Chair's Report of the year, I would like to introduce myself to those who I have yet the pleasure of meeting. My name is Nathan Sunday and I have had the honour of serving as Native Studies Councillor for four (4) terms. This year, it is my distinct pleasure to serve as the first Chair of the Student Group Committee. I would like to thank Vice President Larsen for his nomination, as well as the rest of the Committee.

In closing, I would like to thank you for your time in reading my written submission. Should you have any questions, please feel free to ask me during Question Period or via e-mail.

## **1 Committee Membership**

As stated in section 12(9) of Bylaw 100, the Student Group Committee consists of:

1. Two (2) voting members of the Students' Council;
2. The Vice President Student Life;
3. The Vice President Academic;
4. Four (4) students-at-large, two (2) of whom must be executives of a student group;
5. Two (2) staff members of Student Group Services recommended by Student Group Services will have non-voting seats; and



6. Two (2) staff members of the University recommended by the Dean of Students, one (1) of whom must be from the office of the Dean of Students, will have non-voting seats.

Although the Student Group Committee started the term with a fifty (50) per cent vacancy, the majority of those seats have been filled. Currently, the only vacant seats are the two (2) University staff members. This year, the University has elected to not nominate anyone to the Committee.

Presently, the Student Group Committee consists of the following members:

- Councillor Amber Sayed;
- Councillor Nathan Sunday;
- Vice President Agarwal;
- Vice President Larsen;
- Ms. Jie Chen;
- Ms. Isha Godara;
- Mr. Duke Nguyen;
- Ms. Kristin Lagrange; and
- Ms. Michaela Mann.

## 2 Committee Activities

A series of unfortunate events has led to the Student Group Committee only meeting once (in person) this term. Ergo, the Committee has not undertaken too much work this term. As this is a new Standing Committee of Students' Council, as well as a new student group discipline process for the Students' Union, I do not anticipate much work in the immediate future.

Nevertheless, the Committee has completed two (2) tasks thus far, each in fulfilment of its mandate:

1. **Standing Order Changes:** Changes to Student Group Committee Standing Orders have been made to better reflect the mandate and stated purpose of the Committee. Such changes have been attached to this report.
2. **Student Group Awards Adjudication:** Upon receiving a request from Student Group Services, the Committee provided feedback on Student Group Award applications. The Students' Union intends to eventually vest the role of Student Group Awards adjudication to the Committee.

## 3 Committee Schedule



Currently, the Committee is in the process of finalizing its schedule. In terms of a preliminary schedule for the next trimester, the Student Group Committee will meet on off-Council Tuesday at 5:00 PM.

## 4 Summary of Motions

<i>Meeting Number</i>	<i>Motion</i>	<i>Result</i>
2019-00	<b>SUNDAY</b> is appointed the Chair of Student Group Committee at 5:21PM	CARRIED
2019-00	<b>LARSEN/SUNDAY MOVED</b> to approve the Standing Orders	CARRIED
2019-04	<b>SUNDAY/LARSEN MOVED</b> to amend and approve the SGC Standing Orders according to his SUSC Standing Orders Google Document dated August 7, 2019.	CARRIED

# Student Group Committee

## Standing Orders

### 1 Mandate

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1. In accordance with Bylaw 100, the Student Group Committee:
  - a. Shall receive reports on all student group investigations carried out by SU staff;
  - b. Shall make determinations on matters of student group discipline;
  - c. Shall make determinations on matters of registration and, where appropriate, event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group;
  - d. Shall assist Student Group Services in the adjudication of Student Group Awards;
  - e. Review and make recommendations on policy and procedures to Student Group Services and on bylaw to Student Council; and
  - f. Provide general advice and oversight on student group affairs to Student Group Services and Students' Council.

### 2 Meetings

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1. Quorum of the Student Group Committee shall be five (5) voting members.
2. Start-Up Meeting Logistics
  - a. The Administrative Assistant shall will arrange a start-up meeting of the Student Group Committee after the start-up meeting of Students' Council and prior to the installation ceremony at the first meeting of Students' Council.
3. The Order of Business for the start-up meeting of the incoming Student Group Committee shall will be:
  - a. Election of a Chair (see appendix 1)
  - b. Approval of Meeting Schedule, and
  - c. Approval of Standing Orders.
4. The Order of Business for the last meeting of the year shall will include the review and revision of Standing Orders have the following orders of the day added to the Chair's Business:
  - a. ~~Review and Revision of Standing Orders.~~
5. Within the limitations of Bylaw 100, additional meetings of the Student Group Committee may be called by the:
  - a. Chair, or
  - b. Student Group Committee.
6. Meetings of the Student Group Committee may be cancelled by the Chair or Student Group Committee.



## 3 Membership

---

1. Membership shall consist of the following:
  - a. Two (2) voting members of the Students' Council;
  - b. Four (4) students-at-large, two (2) of whom must be executives of a student group;
  - c. Two (2) staff members of Student Group Services recommended by Student Group Services;
    - i. These representatives shall have non-voting seats.
  - d. Two (2) staff members of the University of Alberta recommended by the Dean of Students, one (1) of whom must be from the Office of the Dean of Students;
    - i. These representatives shall have non-voting seats.
  - e. The UASU Vice President Student Life; and
  - f. The UASU Vice President Academic.
2. The Administrative Assistant to Council shall request nominations of **students-at-large** ~~non-Councillor~~ committee members from Student Group Services prior to the Start-Up meeting.
3. Should a vacancy on the Student Group Committee occur, then the Committee shall recommend the nomination of additional member(s) to the appropriate nomination body as soon as possible.
4. Should the Chair of the Student Group Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

## 4 Attendance

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1. The Chair **shall** ~~will~~ take attendance orally twice each meeting, once during the Chair's Business and once immediately prior to adjournment.
2. In accordance with Bylaw 100:
  - a. Members are expected to attend, send another member as proxy, or in the cast of Councillors, their Councillor-Designate, to meetings of the Student Group Committee as a minimum expectation of holding a seat on the Committee.
  - b. Where a member of the Committee meets the following criteria for three (3) regularly scheduled meetings, they shall be automatically removed from the Committee:
    - i. Fails to attend; and
    - ii. Fails to provide a formal document to the Chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
  - c. Members removed from the Committee shall be able to be re-nominated and re-appointed.

## 5 Chair's Responsibilities and Duties

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1. Presiding over debate at meetings of the Student Group Committee,
2. Submitting the "Report to Students' Council" to the Administrative assistant, after each Student Group Committee Meeting and prior to the deadline for Submissions to the next Students' Council meeting as set out in the Students' Council Standing Orders.
3. Working with the Speaker and Administrative Assistant to ensure the logistical needs of Student Group Committee are met, Recommending to Students' Council the removal of any member who in the opinion of the Chair is not fulfilling their responsibilities to the Student Group Committee, and
4. Designating an alternative chair for any meeting of the Student Group Committee they are unable to attend.

## 6 Member Responsibilities and Duties

---

1. All members of the Student Group Committee are responsible for:
  - a. Ensuring the mandate of the Student Group Committee is being fulfilled;
  - b. Recommending to the Student Group Committee the removal of any chair who in the opinion of the members of the Student Group committee is not fulfilling their responsibilities as Chair to the Student Group Committee;
  - c. Recommending to Students' Council the removal of any member who in the opinion of the Student Group Committee is not fulfilling their responsibilities to the Student Group Committee; **and**
  - d. **Carefully reviewing all appeal, disciplinary, and advisory materials without bias prior to the meeting.**
  - e. ~~Make appeal and disciplinary decisions with full consideration for the principles of natural justice.~~

## 7 Proxies/Guests

---

1. Any person may become a Guest of the Student Group Committee upon being recognised as such by the Chair.
2. The Chair may grant speaking privileges to Guests of the Student Group Committee as deemed appropriate by the Chair.
3. To appoint a proxy to the Student Group Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
  - a. Stating the name and e-mail address of the eligible member of **the constituency they represent** Students' Council who **shall** ~~will~~ serve as proxy;
  - b. Indicating the duration of the appointment; and

- c. That is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

## 98 Administrative Assistant Duties

---

1. The Administrative Assistant of the Students' Council ~~shall~~ **will**:
  - a. Book meeting rooms for meetings of the Committee;
  - b. Book an Administrative Clerk for each meeting of the Committee;
  - c. Structure Agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council;
  - d. Notify the Committee of meetings through the Agenda;
  - e. Distribute the Agenda and Minutes to members of the Committee in accordance with Standing Orders; and
  - f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting upon request.

## 409 Records

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1. If an Administrative Clerk is not present at the meeting, the Chair ~~shall~~ **will** assign the task of recording proceedings to a member of the Committee.
2. Student Group Committee "Report to Students' Council"
  - a. Student Group Committee proceedings ~~shall~~ **will** be recorded in a document styled "Report to Students' Council".
  - b. The "Report to Students' Council" will be circulated to members of the committee via email for feedback regarding accuracy prior to submission to the Speaker.
  - c. The "Report to Students' Council" is considered approved as submitted by the Chair to the Speaker for Students' Council and ultimately as received by Students' Council.
  - d. Whenever in the opinion of Student Group Committee an error is made in the "Report to Students' Council" submitted by the Chair to the Speaker for Students' Council, such error ~~shall~~ **will** be noted in the next "Report to Students' Council".
  - e. The Report to Students' Council ~~shall~~ **will** consist of:
    - i. A document styled "Summary of Proceedings" which ~~shall~~ **will** be a brief written summary of the Student Group Committee's activities at the relevant meeting;
    - ii. A document containing a list of all motions voted on by the committee that the committee intends to be a force and effect in accordance with Bylaw 100; and
    - iii. An appendix of all documents voted upon by the Student Group Committee for the purpose of providing an audit trail and accurate record of actions taken.

## 4110 Rules of Order

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1. Robert's Rules of Order ~~shall~~ will be observed at all meetings of Student Group Committee except where they are inconsistent with the Bylaw or Standing Orders of the Student Group Committee.
  - a. The Chair may relax the rules prescribed in Robert's Rules of Order at their discretion
2. Any member of the Student Group Committee may request the Chair to strictly employ any part or all of Rober's Rules of Order by rising on a point of order to that effect.
3. Where the Bylaws, Standing Orders and Robert's Rules of Order fail to provide direction with respect to procedure, the Chair ~~shall~~ will decide.
- ~~4. The Chair may relax the rules prescribed in Robert's Rules of Order at their discretion.~~
- ~~5. Any member of the Student Group Committee may require the Chair to strictly employ any part or all of Robert's Rules of Order by rising on a point of order to that effect.~~

## 4211 Orders of the Day

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1. Any voting member of the Student Group Committee may submit Orders of the Day to be considered by the Student Group Committee.
2. The following SU Staff may submit Orders of the Day regarding recognition, derecognition, event approval, or investigation of Student Groups to be considered by the Student Group Committee:
  - a. The Director of Student Life;
  - b. The SGS Program Lead;
  - c. The SGS Assistant Program Lead; and
  - d. The Discover Governance Manager.
3. Order of Business
  - a. Chair's Business
  - b. Question/Discussion Period
  - c. Committee Business
    - i. Consideration of items submitted from members of the committee;
    - ii. Consideration of items submitted from SU Staff;
    - iii. Other matters referred to the Student Group Committee;
    - iv. Miscellaneous recommendations to the Student Group Committee.
  - d. Information Items
4. 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.

- b. Orders of the Day must be submitted to both the Chair and Students' Council Administrative Assistant by noon two business days prior to a Student Group Committee meeting.
  - c. Late Orders may be added to the Agenda, at the discretion of Student Group Committee at the meeting, if the items of business cannot be postponed to a future meeting of Student Group Committee for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.
5. The Agenda package ~~will~~ **shall** be published in the following manner:
  - a. Paper copies will be created and made available in the Students' Council Office upon request, and
  - b. An electronic version will be placed on the Students' Union web page.
  - c. The Agenda package will be published no later than 4.30p.m. on the business day prior to a Student Group Committee meeting.
  - d. For additional unscheduled meetings called by the Chair or the Student Group Committee, there will be no submission or publishing deadline.
6. Special Orders
  - a. A motion to make a specific Order of the Day a Special Order is a privileged motion.
  - b. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.
  - c. The Order of Business notwithstanding, the Student Group Committee may designate any Order of the Day a Special Order.
7. Chair's Business
  - a. During Chair's Business, the Chair will address all day-to day regulatory concerns of the Student Group Committee, including but not limited to:
    - i. Attendance;
    - ii. Approval of the "Report to Students' Council" required in accordance with Bylaw 100;
    - iii. Resignations/recommendations to Council to nominate new members;
    - iv. Any process by which a member is recommended for removal from the Student Group Committee;
    - v. Reports;
    - vi. Announcements; and
    - vii. Motions making Orders of the Day Special Orders

## ~~43~~**12** Standing Orders

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1. The Standing Orders of the Student Group 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 the Student Group Committee do not expire, but shall be reintroduced and approved at the Committee's first meeting.

## 4413 Confidentiality

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1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Student Group Committee.

## 4914 Miscellaneous

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1. Public Meetings
  - a. Meetings of the Student Group Committee are open to the public, unless the Student Group Committee moves in camera.

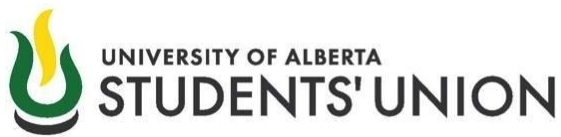
## 2015 Appendix 1: Procedure for Electing a Chair

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1. Electing a Chair at the start-up meeting of the Student Group Committee:
  - a. The Speaker of Students' Council ~~will~~ **shall** serve as interim chair for the duration of the start up meeting of the Student Group Committee, and preside over the election of a Chair of the Student Group Committee as per this Appendix.
  - b. Any voting member of the **Students' Council** ~~Student Group Committee~~ may nominate themselves for the role of Chair.
  - c. Each candidate may give a brief speech not to exceed two minutes.
  - d. The presiding officer will allow questions to be put to the candidates from the members of the Student Group Committee.
  - e. The vote will be by secret ballot
  - f. The Student Group Committee will recess while the presiding officer counts the vote.
  - g. The presiding officer will announce the results of the election to the Student Group Committee.
2. Electing a Chair after a vacancy:
  - a. Should the position of chair become vacant, election of a new chair will take place at the next meeting of the Student Group Committee as a special order of business to be dispensed with immediately.
  - b. Election of a new Chair shall be held in accordance with this appendix with the exception that a voting member of the Student Group Committee who is not running for election or re-election to the position of chair will preside over elections procedure until the election of a new chair.
  - c. This member will be the outgoing Chair unless the outgoing Chair is running for re-election or is no longer a voting member of the Student Group Committee, in which case the presiding member will be determined by vote cast by all members

of the Student Group Committee not running for election or re-election to the position of chair.

- d. In the case that all voting members of the Student Group Committee are running for election or re-election to the position of Chair, the speaker of Students' Council will serve as presiding officer.



# ABORIGINAL RELATIONS AND RECONCILIATION COMMITTEE

Report #3

27 August 2019

Students' Council  
University of Alberta Students Union  
Students' Union Building, University of Alberta  
8900 114 Street NW  
Edmonton AB, T6G 2J7

RE: ARRC Chair's Report #3

Dear Students' Council:

I am writing this report on behalf of the Aboriginal Relations and Reconciliation Committee (hereafter, "ARRC"), a committee of Students' Council given the delegated authority to advance and promote reconciliation within the Students' Union.

In accordance with section 16(1) of Bylaw 100 and section 10(4) of the ARRC Standing Orders, the following report has been submitted to the University of Alberta Students' Union. Furthermore, this report remains consistent with the ARRC Recommendations and the following five pillars of our mandate:

- **Pillar I:** We cultivate relationships.
- **Pillar II:** We empower students to take action.
- **Pillar III:** We create space for discussion, understanding, and vulnerability.
- **Pillar IV:** We actualize change.
- **Pillar V:** We educate our community.



# ABORIGINAL RELATIONS AND RECONCILIATION COMMITTEE

## 1. Introduction

As another semester comes to a close, I am again tasked with providing a written update about the Committee to Students' Council. This summer, much of our time has been spent on planning for the official recommendations launch event. I am happy to announce that this event will most likely take place on September 23, coinciding with the equinox. As some of you may know, celestial events such as the equinox and solstice hold special meaning with Aboriginal communities; a time for reflection, giving thanks, and spirituality.

Lastly, word about ARRC has, thankfully, spread within the U of A community. Starting in September, in addition to having more Aboriginal student groups present, the Committee is welcoming two (2) new student-at-large members.

In closing, I would like to thank you for your time in reading my written submission. Should you have any questions, please feel free to ask me during Question Period or via e-mail.

## 2. Committee Activities

Currently, the Committee is focused on the launch event, as aforementioned. Councillor Vargas-Alba is heading a working group on this, which includes members of the Students' Union and Aboriginal Student Council. In addition, the Committee has discussed the following items:

1. CAUS's further postponement of the Indigenous Pilot Program.
2. Indigenizing Students' Union political policy.
3. Status on the implementation of the ARRC recommendations.

Much of the Committee's work will pick up in the fall, during which time we are mandated to do a number of tasks, including reporting on the Executive Committee's advocacy as it relates to Aboriginal students. Moreover, as Aboriginal students and student groups become more active during the Fall and Winter semesters, it is expected that there will be more engagement at the Committee. I hope that Students' Council too mirrors this and that Councillors, as voting members of the Committee, come to one of our meetings.

### 3. Summary of Motions

Since my last Chair's Report, here are the important motions which have occurred:

<i>Meeting Number</i>	<i>Motion</i>	<i>Result</i>
2019-06	<b>SUNDAY/BROWN MOVED</b> to amend Standing Orders 2(1) to read that read "Quorum of the Aboriginal Relations and Reconciliation Committee shall be five (5) permanent voting members."	CARRIED
2019-00	<b>LARSEN/SUNDAY MOVED</b> to approve the Standing Orders	CARRIED

Thank you,

Nathan Sunday, Chair  
(submitted electronically)

Report to Students' Council

Undergraduate Board of Governors Representative

27 August 2019

Hello Council,

I hope you are all enjoying the last days of summer and feeling ready for the new academic year. It has been a fairly eventful last week on the Board of Governors, and in public agencies, boards, and committees in general in Alberta. The government has replaced four public members of the Board and Michael Phair, the Chair. While the replacement of the chair was not a complete surprise, I was not expecting the termination of the four public members and rather expected that they would be allowed to serve out their terms. The members of the board being replaced are Zahra Somani, Kirk MacLeod, Owen Tobert, and Sheri Somerville. With their departure, the Board now has no Indigenous representation and no representation from the arts community. Michael Phair was an Edmonton City Councillor and a pioneer for LGBTQ+ rights in Alberta. These members were the ones that I had cultivated the best relationships with, so in a sense I will be starting from square one.

The new Chair of the Board is Kathryn Chisholm, who I think it is fair to call one of the most prominent women in Edmonton. She is a lawyer and the chief legal and sustainability officer for Capital Power, Edmonton's power generation utility. She is a Queen's Counsel, the highest honour for lawyers in Canada, has immense experience in corporate governance, and has been highly active in the community her whole life with a particular focus on helping women in business and municipal issues like LRT development and poverty reduction. I think it is safe to say that there is nobody better qualified for the position, and I look forward to working with her.

The new public members appointed are Daniel Eggert, an Edmonton property development executive, Larry Kaumeyer, the CEO of a business consulting firm, Rakesh Saraf, a finance and investment consultant, Tom Ross, a prominent conservative activist and donor who has been involved in free speech advocacy with the Justice Centre for Constitutional Freedoms and represents companies in labour disputes with workers, and James Rajotte, a former Edmonton-area Conservative MP. All of these new members with the exception of Saraf are significant donors to either conservative PACS (Political Action Committees) or the United Conservative Party and the Premier's leadership campaign.

Fahed Elian (the GSA President), Akanksha, and I will be meeting with as many of the new members as possible as soon as we can get their contact information to discuss student priorities and find shared goals. I will be attending a new mixer with the new members and Chair on the afternoon of the 3<sup>rd</sup>, and I expect to be able to get their information and start that work then.

I am also going to be meeting with a number of student groups, residence associations, and faculty associations in the next couple weeks as their members arrive back in Edmonton for the new semester. In my next report there will be more detail about who I meet with and when, the schedule is still a bit fluid. I will also be volunteering for Week of Welcome, so if you are going to be in the beer gardens come say hi!

Sincerely,

Rowan Ley

Undergraduate Board of Governors Representative