

# STUDENTS' COUNCIL

## Votes and Proceedings

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Tuesday November 16, 2004 – 6:00 p.m.  
Council Chambers 2-1 University Hall

### VOTES AND PROCEEDINGS (SC 2004-16)

2004-16/1

#### CALL TO ORDER

The Speaker called the meeting to order at 6:06 p.m.

2004-16/4

#### APPROVAL OF THE ORDERS OF THE DAY

**SMITH/LETTNER MOVED TO** approve the orders of the day.

**WICENTOWICH MOVED TO** table a report from the Engineering Students' Society.

Please see document VP 04-16.01

**NICOL/LEWIS MOVED TO** amend the orders of the day by adding item 12c from the late additions package to the order paper.

**Amendment: CARRIED**

**SMITH/BAZIN MOVED TO** amend the orders of the day by adding item 12b from the late additions package to the order paper.

**Amendment: CARRIED**

**Main Motion: CARRIED**

2004-16/5

#### PRESENTATIONS

2004-16/5b

Academic Plan Presentation by Carl Amrhein, Provost and Vice-President (Academic).

2004-16/5a

Tuition Presentation by Carl Amrhein, Provost and Vice-President (Academic), and Phyllis Clark, Vice-President (Finance and Administration).

Speaker ordered that items 12a, 12b, and 12c be made special orders.

**2004-16/12a** **MOTION BY TAYLOR (VPSL)/BAZIN, RESOLVED THAT** Students' Council appoint Sean Vigneau, June Ling and Wing Li to Student Life Board for the remainder of the 2004-2005 year.

**Main Motion: CARRIED**

**2004-16/12b** **MOTION BY TAYLOR (VPSL), RESOLVED THAT** Students' Council elect one councillor to sit on the Recreation Action Committee for the remainder of the 2004-2005 year.

**Member Acclaimed**  
Councillor Vandersluis

**2004-16/12c** **MOTION BY NICOL/LEWIS, ORDERED THAT** Students' Council to review the minutes of all in camera meetings of the Executive Committee since September 1, 2004 at the November 23, 2004 meeting of Students' Council.

**Main Motion: DEFEATED**

Adjourned at 9:55 p.m.

**ATTENDANCE (SC 2004-16)**

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

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

Speaker	Gregory Harlow	√
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**GUESTS OF STUDENTS' COUNCIL**

KYLE KOWANAMI

November 15, 2003

Students' Council,

In accordance with Section 12 of Bylaw 8451, the Engineering Students' Society respectfully submits this report on the operations of the Faculty Association Membership Fee. This is the first such report submitted since the fee collection started. The next regular report to Students' Council will be submitted by March 15.

Our Vice President (External Relations) Gary Wicentowich will be available to answer questions during Question Period at the meeting of November 16<sup>th</sup>, or you can submit them to me at [yp.operations@ess.ualberta.ca](mailto:yp.operations@ess.ualberta.ca).

Sincerely,

Justin Pullukatt

Vice President (Finance & Operations)  
Engineering Students' Society

<b>ESS Faculty Association Membership Fee (2003/2004)</b>		
<b>General Description</b>	<b>Amount</b>	<b>Approx. total*</b>
	<b>(per term)</b>	<b>(amount per year )</b>
Discipline clubs	\$ 1.00	\$ 6,260.00
Student projects (ESPF)	\$ 1.00	\$ 6,260.00
Engineering Week	\$ 0.50	\$ 3,130.00
Engineer's Handbook	\$ 0.40	\$ 2,504.00
Conferences and Competitions	\$ 0.35	\$ 2,191.00
First Year Orientation	\$ 0.25	\$ 1,565.00
WESST/CFES Dues	\$ 0.23	\$ 1,439.80
<b>Totals</b>	<b>\$ 3.73</b>	<b>\$ 23,349.80</b>
		*Based on 3050 students

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

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

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

### **Engineering Week:**

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

### **Engineering Handbook:**

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

### **First Year Orientation:**

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

### **Conferences & Competitions:**

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

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

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

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

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

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

**Engineering Week:**

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

**Engineering Handbook:**

The money here was used purely for printing costs.

**First Year Orientation:**

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

**Conferences & Competitions:**

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

**Administration**

The funds collected from students this term are held by the Students' Union and then they send a cheque to the ESS. The ESS then puts the money received into the Engineering Students' Activity Fund (ESAF), which also promotes extracurricular involvement but instead collects money from corporate donations.

**Refund mechanism**

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



# *APPENDIX*

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

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

##### Scope

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

##### Financial Oversight

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

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

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

##### **Definitions:**

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

**Policy:**

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

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

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

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

#### **Policy:**

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

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

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

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

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

##### Refund mechanism

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

#### **Policy:**

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