

STUDENTS' COUNCIL

Tuesday April 9, 2013
Telus 134

ORDER PAPER (SC 2013-00)

- 2013-00/1 **ELECTION OF A SPEAKER**
- 2013-00/1a Applicant Information to be distributed at meeting
- 2013-00/1b Announcements – The next meeting of Students' Council will take place on Tuesday, May 7th, 2013
- 2013-00/2 **ANNUAL MEETING SCHEDULE**
- Please see document SC 13-00.01
- 2013-00/3 **NOMINATIONS TO COUNCIL COMMITTEES**
- Audit Committee (7)
 Budget and Finance Committee (7)
 Bylaw Committee (7)
 Council Administration Committee (5)
 Policy Committee (9)
 Grant Allocation Committee (7)
 Elections Review Committee (5)
- Please see document SC 13-00.02

April 9 (Introductory Meeting)
May 7
May 21
June 4
June 18
July 2
July 16
July 30
August 13
August 27
September 10
September 24
October 8
October 22
November 5
November 19
December 3
January 7
January 21
February 4
February 18
March 4
March 18
April 1

STUDENTS' COUNCIL **BOARDS AND COMMITTEES**

This section provides a brief overview of Council's Board and Committee structure. Please consult with Bylaw 100 for more information.

Audit Committee:

The Audit Committee contains seven voting members of Students' Council. They are in charge of reviewing all SU financial statements, credit card expenditures, any alterations to the SU budget and they investigate any inappropriate transactions.

- shall review any Dedicated Fee Unit or Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
- shall investigate breaches of contract with the Students' Union;
- shall monitor the use of all Faculty Association Membership Fess and Faculty Membership;
- shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
- shall monitor the Grant Allocation Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund and the Refugee Student Fund;
- shall review the proposed uses and make a decision on the disbursement of the CJSR FM88 Fund, the Student Legal Services of Edmonton Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- has the authority to approve disbursement of the CJSR FM88 Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- shall annually select the Students' Union auditor
- shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
- shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
- shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
- shall review all expenditures made on Students' Union credit cards;
- shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
- has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive

Budget and Finance Committee:

The Budget and Finance Committee is made up of seven voting members of Students' Council. They recommend the budget to Students' Council as required by Students' Union legislation. They also make recommendations to the budget and any expenditures of Project Allocation.

- shall recommend budgets to Students' Council as may be required by Students' Union legislation;
- shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
- shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
- shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council.

Bylaw Committee:

The Bylaw Committee contains seven voting members of Students' Council. They are in charge of drafting bylaws and referendum/plebiscite questions as required by Council. They also make recommendations on bylaws to Students' Council.

- shall draft bylaws as required by Students' Council;
- shall draft referendum and plebiscite questions as required by Students' Council;
- shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
- has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.

Council Administration Committee:

The Council Administration Committee contains five voting members of Students' Council. They have to power to amend/adopt/rescind Standing Orders of Council. They make recommendations to Council on structure and its committees. They also oversee the Speaker, CRO and the progress of the Council legislative agenda.

- has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
- shall make recommendations to Students' Council on the structure of Students' Council and standing committees;
- shall oversee the Speaker and the Chief Returning Officer of the Students' Union;

- shall oversee the progress of Students' Council's legislative agenda;
- shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year;
- shall recommend to Students' Council a composition for the Awards Committee on or before April 15 of each year;
- shall, in conjunction with the Vice President (External), recommend to Students' Council on such nominations to the University of Alberta Senate as may be required of the Students' Union.

Policy Committee :

Policy Committee is made up of nine voting members of Students' Council. They make recommendations to Council on political policy on business entities and undergrad tuitions. They also receive reports from the Executive Committee regarding tuition related advocacy activities. The Committee makes recommendations to Students' Council on Students' Union political policy respecting the business of entities based at the University of Alberta, both in the academic and non-academic spheres, excluding undergraduate tuition. The Committee also receives reports from the Students' Union Executive Committee on its on-campus non-tuition-related activities and evaluates their effectiveness.

- shall make recommendations to Students' Council on Students' Union political policy respecting the business of entities not based on the University of Alberta;
- shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta; and
- shall receive reports from the Students' Union Executive Committee on its off-campus and tuition-related advocacy activities and evaluate their effectiveness.
- shall make recommendations to Students' Council on Students' Union political policy respecting:
 - the business of entities based at the University of Alberta;
 - shall not make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;
 - shall receive reports from the Students' Union Executive Committee on its on-campus non-tuition-related advocacy activities and evaluate their effectiveness.

Grant Allocation Committee:

Composition: Seven voting members of Students' Council selected by Students' Council, three individuals appointed by the University of Alberta Recreation Action Committee as non-voting members (they will only attend meetings at which grants are being made from the Campus Recreation Enhancement Fund), three individuals appointed by the

University of Alberta University Athletics Board as non-voting members (they will only attend meetings at which grants are being made from the Golden Bear and Panda Legacy Fund).

- shall make grants and has the authority to set an implement policy regarding the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
- has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
- may delegate the granting of funds where the Grant Allocation Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting.
- has authority to set and implement policy regarding the disbursement of the Access Fund;
- shall provide for the existence of an appeals mechanism;
- shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year; and
- shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council.

Chairs of Standing Committees

- Each standing committee shall be chaired by a member elected from that committee.
- The chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

Functioning of Standing Committees

- Standing committees shall establish meeting schedules on a trimester basis, in advance, with the trimesters being
 - May to August,
 - September to December, and
 - January to April.
- No meeting of a standing committee shall occur unless
 - every member of the standing committee has received at least seventy-two hours notice of the meeting, or
 - every member of the standing committee consents to the meeting taking place.
- Standing committees may adopt such standing orders as do not conflict with legislation.

- The Speaker, and through him/her chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of standing committees, including but not limited to
 - the creation and publication of agendas for committee meetings,
 - the creation and publication of minutes for committee meetings,
 - the booking of meeting rooms,
 - the duplication of required documents, and
 - access to Students' Union archives.

- Any member of a standing committee may designate any member of Council as his/her proxy for any portion of his/her term, provided that the member of Council so-designated fulfills the eligibility requirements to serve on the standing committee in question.

- Every standing committee named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
 - elect a chair,
 - set initial standing orders, and
 - set a meeting schedule for its first trimester.

- Meetings of standing committees shall occur in person.

12. Standing Committee Membership

- (1) The Bylaw Committee consists of seven (7) members of Students' Council.
- (2) The Grant Allocation Committee consists of
 - (a) five (5) members of Students' Council;
 - (b) the Vice President (Operations and Finance); and
 - (c) the Vice President (Student Life).
- (3) The Budget and Finance Committee consists of
 - (a) six (6) members of Students' Council; and
 - (b) the Vice President (Operations and Finance).
- (4) The Policy Committee consists of
 - (a) six (6) members of Students' Council;
 - (b) the Vice President (Academic);
 - (c) the Vice President (External); and
 - (d) the Vice President (Student Life).
- (5) The Audit Committee consists of seven members of Students' Council who are not also members of the Executive Committee.
- (6) The Council Administration Committee consists of
 - (a) five (5) permanent members of Students' Council, and
 - (b) all members of Students' Council except the Speaker and the General Manager.
- (7) The Elections Review Committee consists of
 - (a) five (5) members of Students' Council including up to one (1) member from the Executive Committee; and
 - (c) the Chief Returning Officer as non-voting member.
- (8) Notwithstanding any provision in this bylaw, standing committees may appoint nonvoting members to themselves by passing regulations to this effect as part of their standing orders.
- (9) Non-voting members of standing committees
 - (a) are not entitled to move, second, or vote on motions of standing committees,
 - (b) are not entitled to chair standing committees, and
 - (c) do not count towards quorum of standing committees.