

General Faculties Council Representation Procedure

Rationale

The General Faculties Council is the highest academic governing body at MacEwan University. Clear responsibilities for those in governance representation roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Definitions

The **General Faculties Council Student Representatives** are the students who are not SAMU Executives who are filling the seats on MacEwan's General Faculties Council.

Regulations

General Eligibility

1 Applicants for university governance must be current students of MacEwan University in good academic standing.

General Faculties Council

2 There are six Student Members on the General Faculties Council.

2.1 Two Student Member seats are filled by the Vice President Academic and another member of the Executive Committee as appointed by Executive Committee

Council on Student Affairs

3 The Council on Student Affairs is a Committee of the General Faculties Council

4 There are eight Student Members on the Council of Student Affairs

4.1 Six Council on Student Affairs Student Member seats are automatically filled by the General Faculties Council Student Members.

Committee on Teaching & Learning

5 The Committee on Teaching & Learning is a committee of the General Faculties Council

6 There are two Student Members on the Committee on Teaching & Learning

6.1 One Student Member seat is filled by the Vice President Academic

6.2 The other Student Member seat is decided upon during the orientation meeting of GFC Student Members put on by SAMU



Role and Responsibilities

7 General Faculties Council Student Representatives are required to attend all General Faculties Council Meetings, Committee Meetings, and Preparation Meetings scheduled.

8 The General Faculties Council Student Representatives may work with the Vice President Academic to provide an up-to-date written report to the Executive Committee and to Students' Council after meetings.

8.1 These reports include significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

Appointment and Removal

9 The General Faculties Council Student Representatives are appointed by Executive Committee prior to June 1st.

9.1 If there remains a vacancy in the GFC Representative position, the application will remain open and applications will be reviewed on a rolling basis until a qualified candidate is selected and all positions are filled

10 The General Faculties Council Student Representatives are appointed for a one-year term of July to June.

11 Executive Committee initiates the removal process if the General Faculties Council Student Representatives miss two consecutive GFC Meetings.

12 If the General Faculties Council Representative is found not to be upholding these expectations or otherwise acting against the interests of SAMU, the Executive Committee may initiate the removal process of the General Faculties Council Representative.

Recognition

13 The General Faculties Council Student Representatives are provided an honorarium of \$60 per meeting attended of the General Faculties Council, \$30 per General Faculties Council preparation meeting attended, and \$20 per Committee meeting attended

13.1 Meeting attendance is remunerated to a maximum of \$400 per academic term.

13.2 The honorarium is provided at the end of the appointed term.

13.3 Executive Committee members are not entitled to any recognition for General Faculties Council work.



Fact Sheet

Approvals:

First Approval – February 7, 2023

Last Approval – June 10, 2026

Date of Last Review: June 10, 2026

Related Documents and Forms:

Source and Updates:

February 7, 2023: *Board of Governors and General Faculties Council Representation* procedure approved, pending Students' Council's rescission of the *Roles & Responsibilities of the Board of Governors Representative* policy, by Executive Committee motion E2023-02-07-2. Source material drawn from the *Roles and Responsibilities of the Board of Governors Representative policy*.

March 6, 2024: *General Faculties Council Representation* Procedure approved by Executive Committee motion 2024-03-06-3. Board of Governors Representative position removed as the role has been delegated to the VP Governance and Finance by Students' Council.

December 11, 2024: *General Faculties Council Representation* Procedure approved by Executive Committee motion 2024-12-11-6 on the recommendation of the Procedure Sub-Committee. Major update was the addition of Council on Student Affairs section.

June 10, 2026: *General Faculties Council Representation* Procedure approved by Executive Committee motion 2026-06-10-2 on the recommendation of the Procedure Sub-Committee. Updates include updates to the # of student seats from 4 to 6, increasing the per meeting and maximum per year recognition rates, and changing the appointed term to July – June.