



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

14 There are four Student Members on the General Faculties Council.

14.1 Two Student Member seats are filled by the President and the Vice President Academic

Role and Responsibilities

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

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

16.1 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

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

17.1 See Appendix A for the application process.



18 The General Faculties Council Student Representatives is appointed for a term of August to July.

19 In the event that no individuals put their names forward prior to the appointment deadline, the Executive Committee will continue to solicit candidates until the positions are filled.

20 Automatic removal from office occurs if the General Faculties Council Student Representatives miss two consecutive GFC Meetings.

20.1 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 remove the General Faculties Council Representative.

Recognition

21 The General Faculties Council Student Representatives are provided a honorarium of \$60 per meeting attended of the General Faculties Council, and \$30 per preparation meeting attended.

21.1 Meeting attendance is remunerated to a maximum of \$300 per academic term.

21.2 The honorarium is given at the end of the term.

21.3 The Vice President Academic and the President are not entitled to any recognition for General Faculties Council work.

Appendix A: General Faculties Council Student Representatives Application Process**Timeline**

- 1 The Executive Committee will actively work to secure a GFC Representative during the period of May 1st to July 15th.
 - 1.1. If one or neither of the GFC Student Representative positions are appointed by July 15th the Executive Committee will keep searching for the Representative(s)

Application Details

- 2 The application package will contain all of the tentative dates of General Faculties Council Meetings
- 3 The Application package will contain the honorarium provided to students at the end of their tenure on GFC.
- 4 The application package will contain a list of questions that students will complete.

Process

- 5 The Governance Office will collect all applications.
- 6 The Executive Committee will review all applications and vote at the Executive Committee Meeting prior to or on July 15th.
 - 6.1. If vacancies are present after July 15th the Executive Committee will review applications when they are received



Fact Sheet

Approvals:

First Approval – February 7, 2023

Last Approval – March 6, 2024

Date of Last Review: March 6, 2024

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.