



## **Board of Governors and General Faculties Council Representation Procedure**

### **Rationale**

The Board of Governors is the highest governing body within MacEwan University and the General Faculties Council is the highest academic governing body. 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 **Board of Governors Student Representative** is the student who is filling the second seat on MacEwan's Board of Governors.

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.

#### **Board of Governors**

**2** There are two Student Member on the MacEwan Board of Governors.

**2.1** One student member seat is filled by the President.

#### **Role and Responsibilities**

**3** The Board Governors Student Representative is required to attend all Board of Governors Board Meetings, all Committee Meetings, and all Preparation Meetings scheduled.

**4** The Board of Governors Student Representative must work with the President to provide an up-to-date written report to the Executive Committee and to Students' Council after any Board meeting.

**4.1** 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**

**5** The Board of Governors Student Representative is appointed by Executive Committee prior to April 15<sup>th</sup>.



**5.1** See Appendix A for the application process.

**6** The Board of Governors Student Representative is appointed for a term of May to April.

**7** In the event that no individual puts their name forward for appointment to the Board of Governors Student Representative position, the Vice President Operations & Finance will serve as the Board of Governors Student Representative.

**8** Automatic removal from office occurs if the Board of Governors Student Representative ceases to meet the requirements for office.

**9** If the Board of Governors Student Representative is found not to be upholding these expectations or otherwise acting against the interests of SAMU, the Executive Committee may remove the Board of Governors Student Representative.

**9.1** In the event the Board of Governors Student Representative is removed, the Vice President Operations & Finance will serve as the Board of Governors Student Representative.

### **Recognition**

**10** The Board of Governors Student Representative provided a base honorarium of \$60 per meeting attended of the Board of Governors, and \$30 per preparation meeting attended.

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

**11** The Board of Governors Student Representative is provided an honorarium for sitting on Board of Governor Committees at a rate of \$60 per committee per academic term.

**11.1** Committee service is remunerated to a maximum of \$120 per academic term.

**12** The honorarium is provided at the end of the term.

**13** The President is not entitled to any Recognition for Board of Governors work.

### **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 1<sup>st</sup>.

**17.1** See Appendix B 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: Board of Governors Student Representative Application Process**

### **Timeline**

- 1** The Executive Committee will work to secure a Board of Governors Representative during the period of March 1<sup>st</sup> to April 10<sup>th</sup>.
  - 1.1** If no Board Representative is appointed by April 10<sup>th</sup> the Vice President Operations and Finance will serve as a board member for the year.

### **Application Details**

- 2** The application package will be available and marketed to students from March 1<sup>st</sup> to April 1<sup>st</sup>
- 3** The application package will contain all of the tentative dates of Board Meetings
- 4** The Application package will contain the honorarium provided to students at the end of their tenure on the board.
- 5** The application package will contain a list of questions that students will complete.

### **Process**

- 6** The Governance Office will collect all applications.
- 7** The Executive Committee will review all applications and vote at the Executive Committee Meeting prior to or on April 10<sup>th</sup>.



## **Appendix B: 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 1<sup>st</sup> to July 15<sup>th</sup>.
  - 1.1.** If one or neither of the GFC Student Representative positions are appointed by July 15<sup>th</sup> 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 15<sup>th</sup>.
  - 6.1.** If vacancies are present after July 15<sup>th</sup> the Executive Committee will review applications when they are received



**Fact Sheet**

**Approvals:**

First Approval – February 7, 2023

Last Approval –

**Date of Last Review:** February 7, 2023

**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*.