



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University April 21, 2021 at 6:00pm via Zoom

Voting Members:

Abby Abboud, Councillor
Ruan Bouwer, Vice President External
Thomas Cross-Trush, Councillor
Cassey Fallis, Councillor
Christine Landberg-Llave, Councillor
Stephanie Ouellette, Vice President Operations
and Finance
Kendell Semotiuk, Councillor
Trisha Singh, Councillor
Aubrianna Snow, Vice President Student Life
Alycia Stewart, Vice President Academic
Alem Tesfay, Councillor
Elaine Tran, Councillor
Sean Waddingham, President
Larissa Williams, Councillor

Matthew Yanish, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor

Resource Official:

Myles Dykes, Board of Governors Student Representative

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Callaghan, Administrative Coordinator

Meeting called to order at.

<Intros>

1. Treaty 6 Land Recognition

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR APRIL 21, 2021

2.2 MOTION

TO APPROVE THE MINUTES OF MARCH 17, 2021

3. Presentations

3.1. Level Up (presented by Careers & Experience)

Pres -

3.2.

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Student Life

4.1.5. Board of Governors Student Representative

4.1.6. Chief Returning Officer

4.1.7. Appointment Advisory Committee (Chair: Vpsl)

4.1.8. Appointment Advisory Committee (In Camera) (Chair: Vpsl)

4.1.9. Audit Committee (Chair: Councillor Fallis)

4.1.10. Governance Remuneration Advisory Committee (Chair: Pres)

4.1.11. Budget and Finance Committee (Chair: Pres)

4.1.12. Executive Committee (Chair: Pres)

4.1.13.

4.2. Executive Committee Minutes

Minutes of March 3, 18, 30, and April 1, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

MOTION TO GO IN CAMERA

6.1. Councillor vacancies

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Councillor vacancies

MOTION TO APPOINT _____ AS A COUNCILLOR EFFECTIVE APRIL 22, 2021 FOR A TERM ENDING OCTOBER 31, 2021

VPSL/

Favour:

Oppose:

7.2. Roles and Responsibilities of Elected Representatives policy

MOTION TO APPROVE THE ROLES AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

WILLIAMS/

Favour:

Oppose:

7.3. Committees policy

MOTION TO APPROVE THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

WILLIAMS/

Favour:

Oppose:

7.4. Official Reporting Mechanisms to SAMU Membership policy

MOTION TO APPROVE THE OFFICIAL REPORTING MECHANISMS TO SAMU MEMBERSHIP POLICY

PRES/

Favour:

Oppose:

7.5. Appointment Advisory Committee

MOTION TO APPOINT COUNCILLOR _____ TO THE APPOINTMENT ADVISORY COMMITTEE EFFECTIVE MAY 1, 2021

VPSL/

Favour:

Oppose:

7.6. Audit Committee

**MOTION TO APPOINT COUNCILLORS _____ AND _____ TO THE AUDIT COMMITTEE
EFFECTIVE MAY 1, 2021**

FALLIS/

Favour:

Oppose:

7.7. Budget and Finance Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE BUDGET AND FINANCE COMMITTEE
EFFECTIVE MAY 1, 2021**

PRES/

Favour:

Oppose:

7.8. Bylaws and Policy Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE BYLAWS AND POLICY COMMITTEE
EFFECTIVE MAY 1, 2021**

VPE/

Favour:

Oppose:

7.9. Leadership and Review Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE LEADERSHIP AND REVIEW
COMMITTEE EFFECTIVE MAY 1, 2021**

VPE/

Favour:

Oppose:

7.10.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: May 19, 2021

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University March 17, 2021 at 6:00pm via Zoom

Voting Members:

Abby Abboud, Councillor
Ruan Bouwer, Vice President External
Thomas Cross-Trush, Councillor
Cassey Fallis, Councillor
Christine Landberg-Llave, Councillor
Kendell Semotiuk, Councillor
Trisha Singh, Councillor
Aubrianna Snow, Vice President Student Life
Alycia Stewart, Vice President Academic
Elaine Tran, Councillor
Sean Waddingham, President
Larissa Williams, Councillor
Matthew Yanish, Councillor
vacant, Councillor

vacant, Councillor
vacant, Councillor
vacant, Councillor

Resource Official:

Myles Dykes, Board of Governors Student Representative

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Callaghan, Administrative Coordinator

Absent:

Alem Tesfay, Councillor
Stephanie Ouellette, Vice President Operations
and Finance

Meeting called to order at 6:01pm.

<Intros>

1. Treaty 6 Land Recognition

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 17, 2021

VPA/VPE

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 17, 2021

TRAN/FALLIS

CARRIED

3. **Presentations**
 - 3.1. **2021-2022 SAMU Budget**
4. **For Information**
 - 4.1. **Reports**
 - 4.1.1. **President**

Strat plan update.
 - 4.1.2. **Vice President Academic**

Emailed report to everyone.
 - 4.1.3. **Vice President External**
 - 4.1.4. **Vice President Student Life**

As presented.
 - 4.1.5. **Board of Governors Student Representative**
 - 4.1.6. **Appointment Advisory Committee (In Camera)**
 - 4.2. **Executive Committee Minutes**

Minutes of February 10 & 18, 2021 provided.
5. **Question Period**
 - 5.1. **Written Questions**
 - 5.2. **Oral Questions**
6. **In Camera Period**

MOTION TO GO IN CAMERA
VPE/WILLIAMS
CARRIED

- 6.1. **Councillor vacancies**
- 6.2. **Chair of Students' Council appointment**

MOTION TO GO OUT OF CAMERA
ABBOUD/SEMOTIUK
CARRIED

7. **Motions & Business Orders of the Day**
 - 7.1. **Councillor vacancies**

***MOTION TO APPOINT ZACHARE ZANON AS A COUNCILLOR EFFECTIVE MARCH 18, 2021
FOR A TERM ENDING OCTOBER 31, 2021***

SEMOTIUK/ABBOUD

Favour: Abboud, Landberg-Llave

Oppose: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk

DEFEATED

7.2. 2021-2022 SAMU Budget

MOTION TO APPROVE THE 2021-2022 SAMU BUDGET ON THE RECOMMENDATION OF THE BUDGET & FINANCE COMMITTEE

PRES/VPSL

Favour: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk, Abboud, Landberg-Llave

CARRIED

7.3. Policies policy

MOTION TO APPROVE THE POLICIES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

WILLIAMS/VPE

Favour: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk, Abboud, Landberg-Llave

CARRIED

7.4. Chair of Students' Council appointment

MOTION TO APPOINT TIM JOBS AS CHAIR OF STUDENTS' COUNCIL FOR A TERM OF MAY 1, 2021 – APRIL 30, 2022

VPSL/WILLIAMS

*Chair declares conflict of interest.

Favour: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk, Abboud, Landberg-Llave

CARRIED

7.5. Student Voice on Sexual Violence Elimination Sub-Committee

MOTION TO APPOINT COUNCILLOR ABOUD AND COUNCILLOR SEMOTIUK TO THE STUDENT VOICE ON SEXUAL VIOLENCE ELIMINATION SUB-COMMITTEE

VPSL/VPE

Nominees: Abboud, Semotiuk

Favour: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk, Abboud, Landberg-Llave

CARRIED

7.6. Remuneration of Elected Representatives policy

MOTION TO APPROVE THE REMUNERATION OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE

PRES/VPA

Favour: Vpsl, Pres, Vpe, Fallis, Yanish, Vpa, Williams, Tran, Cross-Trush, Singh, Semotiuk, Abboud, Landberg-Llave

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: April 21, 2021

Meeting adjourned at 7:58pm.



Students' Council Report

President

April 2021

Greetings councilors,

Below is my report on my work as President between March 17th, 2021 and April 15th, 2021.

Dedicated Advocacy

Ministry of Advanced Education Student Leaders Conference

Along with SAMU's Vice President External Ruan Bouwer, as well as SAMU's incoming President and VP External, I attended the Ministry's final student leader conference of this academic year. We heard from both outgoing and incoming student leaders while the Ministry staff led conversations on topics central to advanced education in Alberta. These include performance-based funding, Alberta 2030, and exceptional tuition increases, among other topics.

Edmonton City Council Executive Committee

I commented in favor of the decision to continue the alternative bus pass options in lieu of the U-Pass, which is still suspended. This allows students access to transit options that are cheaper while U-Pass remains unavailable.

Donation to the Council of Alberta University Students (CAUS)

I arranged a donation from SAMU to CAUS in order to contribute to CAUS' advertising campaign.

Canadian Alliance of Students' Associations Annual General Meeting

SAMU's VP External Ruan and I attended the CASA AGM to learn of CASA's work and vote on decisions of the organization.

Commitment to Sustainability

Executive Committee Transition Planning, Coordination, and Delivery

I have been focusing most of my efforts recently on transitioning the incoming SAMU executive team. We are iterating on last year's transition process to improve it, by adding joint training sessions which involve two or more incoming executives, and by ensuring as much job-shadowing as possible occurs throughout April.

Students' Council Refresher Planning

SAMU VP External Ruan and I have been working on the Students' Council Refresher to create a day of training that builds upon what our councilors already know, rather than reiterating the basics.



SAMU Strategic Plan Sessions

SAMU's strategic planning process is well underway and will soon be complete. I am excited about implementing our new SAMU Strategic Plan as it is an elegant expression of how we plan to move forward into SAMU's next phase.

SAMU Advocacy Plan Sessions

SAMU VP External Ruan, Advocacy Coordinator Parvin, and I have begun to work on the SAMU Advocacy Plan which will act as a resource to provide stability and continuity to our advocacy.

SAMU Municipal Priorities Sessions

SAMU VP External Ruan, Advocacy Coordinator Parvin, and I have begun to work on the SAMU Municipal Priorities which will inform our 2021 Edmonton Election advocacy strategy.

Relations with our Community

Monthly Meeting with MacEwan President & Quarterly Meeting with MacEwan Executive Council

I met with Dr. Trimbee, and then met with the entire Executive Council, each for my last time as SAMU President. Topics included return-to-campus, Alberta 2030, and SAMU's future trajectory.

United Way Committee Meeting

MacEwan's United Way Committee met and discussed a compelling event idea for Fall 2021 among other items.

MacEwan Chancellor Selection

I have been participating in meetings of the Chancellor Selection Committee to help find MacEwan's first chancellor.

Stewardship of Resources

Budget and Finance Committee (BFC)

BFC met to discuss fees for part-time students with full-time status, and the potential of adjusting Ponoka Campus fees or services.

Connect to Students

Alberta Student Congress

The first ever Alberta Student Congress took place, and it was a great success. I am happy to see that so many students were engaged at a critical time for our province as post-secondary education is threatened by gov't policy. Several breakout rooms each highlighted different topics, and then a voting session afterward established several resolutions.

Restorative Resolution Review and Revamp

SAMU VP Academic Alycia Stewart and I have worked with Dr. Paul Sopcak of the Academic Integrity Office to review the restorative resolution process, and to try to develop a student volunteer roster for future restorative resolutions.



MacEwan Strategic Visioning – Student Session

I attended one final MacEwan Strategic Visioning session, this time geared towards students. Thank you to members of SAMU's Students' Council who were able to join us for this.

Enhance Student Experience

Student Tech Fee Proposals

Members of SAMU's senior leadership team helped us by putting together project funding proposals for the Student Tech Fee Committee. I'm glad to report that all of these proposals were approved by the committee.

Closing Remarks

It has been quite the wild ride over the last 12 months. It is not an overstatement to say that this is the most unusual year SAMU has faced yet, and I am pleased to have been able to provide some leadership during this tumultuous period. It was not easy, and indeed was one of the most difficult things I've ever done, but I know I will miss the role nonetheless.

My time at SAMU is up in just two weeks, and I am grateful that I've been able to spend the last two years representing students in this capacity. I am most grateful to the SAMU staff, former SAMU executives, and MacEwan faculty & staff from which I have learned a great deal over the last two years. I also deeply appreciate the help of my current executive team for their work over our strange and difficult term, during what continues to be a strange and difficult time for the whole world.

It has been an honor to represent students on matters that I care so deeply about. I hope we all will remember just how many students depend on SAMU's advocacy, services, and other operations, and therefore reflect on the stakes of our decisions. Some of our decisions at SAMU have the potential to impact thousands of lives, and while this is a heavy responsibility, I'm honored to have been able to be a part of that.

In the future, I hope I will hear from executives, councilors, staff, faculty, and other friends I made along the way, and I wish SAMU's next executive team the utmost success in their terms ahead.

Regards,

Sean Waddingham, SAMU President 2020/21



Students' Council Report

Vice President Student Life April 21, 2021

Greetings, Councilors!

I hope this report finds you well and that you're coping well as we wrap up another semester! Please see below for my report detailing events that occurred between March 11th and April 14th, 2021.

Relations with Our Community

Alberta Student Congress Chairing

I had a couple meetings over the reporting period related to chairing the first annual Alberta Student Congress, which I did on the weekend of March 20th. It was a bit of a challenge and a learning curve, but I was grateful for the opportunity to brush up on my Robert's Rules.

Edmonton Regional Post-Secondary Mental Health Committee (ERPSMHC)

I attended one meeting of this committee during the reporting period, the topic of which was a presentation on domestic violence.

Dedicated Advocacy

Student Voice on Violence Elimination Appointments

All the seats on SVOVE are now filled, save for the Residence representative, which will be filled towards the end of the summer. Once the final SAL is made aware of their appointment, we will be booking training - likely for some time in mid-May.

SVPEC – Restorative Justice Subcommittee

The SVPEC Restorative Justice Subcommittee was also busy during this reporting period. We had a table exercise of the Dalhousie incident, where we discussed what such a course of events might look like in a MacEwan context. This was a super useful and interesting activity, that my successor was also invited to.

MacEwan Counterparts Meeting

We had one portfolio meeting with our MacEwan counterparts this month. Topics of discussion included planning for the return to campus and transition.

MacEwan External Evaluation Meeting

Current EC and the incomings attended a meeting for an external evaluation of MacEwan. This meeting was pretty heavily academic-facing, but I enjoyed the opportunity to listen to the conversation.

MacEwan Tech Fee Advisory Committee

I attended the annual meeting of the Tech Fee Advisory Committee with the rest of EC and the incomings. We had a really great win, with staff members of the committee desiring to provide more funding for some projects than we had asked for. Thanks so much to the great folks on this committee!

Commitment to Sustainability

Staff Mental Health Workshop

On March 12th, we participated in a SAMU effort intended to engage staff in a discussion around mental health. I am very grateful to Collin and SLT for putting this together, and look forward to seeing how SAMU can continue to prioritize wellbeing for staff during these times.



Transition Meetings

Over the course of the reporting period, I had several meetings with the incoming VPSL related to transition. We've had some amazing conversations about the work I've done over the last couple years and what Tom hopes to accomplish during his term in this role. I look forward to officially welcoming Tom into this role and seeing all that he will accomplish.

Pride Week Debrief

I met with the Director of the Centre for Sexual and Gender Diversity, Jessica Scalzo, on March 31st to debrief Pride Week and discuss opportunities for collaboration between SAMU and CSGD in the coming year.

MacEwan Assistant Vice President Students Hiring

Myself and the other EC's attended several of the relevant meetings and presentations for the top candidates for the AVP Students role. All of the candidates I saw seemed incredibly qualified, and I'm sure it was a very difficult decision for the committee. Congratulations to Tim Tang on his appointment to this role!

MacEwan Assistant Vice President Infrastructure and Facilities Search

I spent quite a bit of time this month working on the AVP Infrastructure hiring committee in the VPO's stead. This was a great opportunity to get more acquainted with some folks on MacEwan's operational side. I haven't had an update since the completion of the first round of interviews, so I imagine that some of this work will likely push into May.

Appointment Advisory Committee (AAC)

AAC was busy this month with both councilor appointments and student-at-large appointments to committees. We're feeling quite good about the recommendations that have been made, and are excited to see students filling some of these roles.

MacEwan Strategic Vision Workshop

Myself, along with the rest of EC and some Councilors, attended MacEwan's strategic vision workshop. This was super fun, and a nice complement to our own strategic planning work happening right now.

Procedures Subcommittee (PSC)

I attended one meeting of PSC over the reporting period.

Stewardship of Resources

Health and Dental Committee

I chaired multiple meetings of the Health and Dental Committee over the reporting period. Topics of discussion included the extension of MyWellness, and the MyLegalPlan referendum.

Budget and Finance Committee (BFC)

I attended two meetings of BFC over the reporting period.

Grants Allocation Subcommittee (GASC)

GASC met a couple of times this month to discuss event grants, as well as the first couple of conference grants that we've seen in a while. That was exciting!

Grants Allocation Subcommittee

There were two meetings of the Grants Allocation Subcommittee over the reporting period. We approved the annual Tax Clinic put on by the Accounting Club, as well as a digital conference for the Design Students' Organization.

Closing Remarks

I took out my headphones so that I could think more cohesively about how I might close out this last report to Students' Council, and I'm still drawing a blank. The past two years have been such

VPSL Report to Students' Council

Submitted April 15, 2021

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**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

an incredible journey and learning experience that have changed me forever. It has been both an honor and a pleasure to work with all of you, and I know that there is so much good coming in the future for SAMU. I want to express my gratitude to all the wonderful folks who dedicate themselves to student wellbeing every day, including Councilors. The work you do matters and its impact is substantial, even if it may not always feel that way.

While I am sad to be moving on from this chapter in my life, I feel so blessed to have been given the opportunity to serve as your VPSL for two terms and so optimistic about what's to come. I can't wait to see what Thomas will accomplish in his new role!

If you'd ever like to connect, feel free to reach out to me at my student email:
broughtona2@mymacewan.ca

Wela'lioq (thank you), and all the best,

Aubrianna Snow (she/her)
Vice President Student Life
Students' Association of MacEwan University



Students' Council Report

Board of Governors Student Representative April 21, 2021

Dear Council,

Below is my report from March 15th to April 15th.

MacEwan Board of Governors Meeting

The Board met on April 18 for our regularly scheduled meeting. Items of note in the open session are the Board schedule for next fiscal year and the Board correspondence. Having the Board schedule and a year of experience on the Board will hopefully bolster our advocacy efforts to the Board, as we likely know when prominent Board items such as tuition increases will occur. In the Board correspondence, a letter from the Board was sent to the widow of former member Janice Saarich, sending our condolences and informing him of the decision to dedicate the COVID-19 Relief Bursaries in her honour. Though not included in the meeting, something noteworthy to mention is the regulations recently put in place limiting the salaries and benefits of agency, board and commission executives. While some may welcome this, I'm of the opinion it will be devastating to our university. Many administrators will receive a \$30K cut, and I expect that we'll lose some talented administrators due to this.

Chancellor Selection Committee

As of midday April 15, the Chancellor Search Committee has completed two of three scheduled discussions with candidates. Unfortunately this is all confidential, but I can say that the quality of the candidates is exceptional. Next week the Committee will be making its recommendation for Chancellor to the Board's Governance and HR Committee. At the next quarterly Board meeting, we'll likely be appointing our inaugural chancellor.

Closing

Serving as the inaugural Board Representative has been an honour, and I hope I've been able to set a precedent for future Board Representatives. It's been an amazing and unexpected year, working with you all as I explore this new role. I'm also incredibly excited to be taking on the role of President May 1st, and I look forward to working and collaborating with you all. If you have any questions, don't hesitate to reach out.

Sincerely,

Myles Dykes
Board of Governors' Student Representative
saboardrep@macewan.ca



Students' Council Report

Chief Returning Officer April 21, 2021

2021 SAMU Executive Committee Election
March 9-11, 2021

Introduction

The Spring 2021 Executive Committee elections for the Students' Association of MacEwan University (SAMU) took place over three days, March 9-11, 2021. The election was free of major controversy and was successful in electing five (5) executive members and returning results for two (2) referendum questions. The one (1) board of governors representative position was not filled during this election cycle due to no candidates registering. Over almost two weeks of campaigning, six (6) candidates vied for positions on the executive committee, resulting in 1,134 members out of 14,887 eligible voters casting ballots – a 7.62% turnout.

A Facebook AMA (ask me anything) was hosted by SAMU for all candidates to participate on March 8, 2021. An Online Candidate Forum was also held for candidates and hosted by SAMU on March 2, 2021.

On March 15, 2021, after the period for election appeals passed, the results below became official and are now considered final:

President

Candidate	'Yes' Votes	'No' Votes	
Myles Dykes	741	120	Successful Candidate

Vice President Academic

Candidate	'Yes' Votes	'No' Votes	
Cassey Fallis	775	96	Successful Candidate

Vice President External

Candidate	'Yes' Votes	'No' Votes	
Matt Yanish	758	99	Successful Candidate

Vice President Operations and Finance

Candidate	'Yes' Votes	'No' Votes	
Larissa Williams	734	100	Successful Candidate

Vice President Student Life

Candidate	Total Votes	
Steph Vasquez	324	
Thomas Cross-Trush	528	Successful Candidate



Board of Governors Representative

Candidate	'Yes' Votes	'No' Votes
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NO CANDIDATE

U-PASS Referendum

Results	'Yes' Votes	'No' Votes
	794	257

Approved / Passed

MyLegalPlan Referendum

Results	'Yes' Votes	'No' Votes
	784	237

Approved / Passed

Election Turnout

This election saw voter turnout decrease from 14.64% turnout in last year's executive committee election to 7.62% this year. There may be several contributing factors to this decrease from the previous year, these factors could include:

- Less competitive races for Executive positions with fewer candidates running overall;
- No candidate running for the Board of Governors Representative position; and,
- The prolonged impacts of the current COVID-19 pandemic and varying public health restrictions in place at the time of the election.

Voter turnout of the last nine elections, for both Councillors and Executives, is provided below for context on current turnout:

Year	Election	Turnout
2021	Executive Committee Election [#]	7.62%
2020	Councillor Election	5.69%
2020	Executive Committee Election ⁼	14.64%
2019	Councillor Election	10.63%
2019	Executive Committee Election	11.63%
2018	Councillor Election	9.13%
2018	Executive Committee Election	11.17%
2017	Councillor Election [*]	12.23%
2017	Executive Committee Election	32.66%

- Denotes two referendum questions included on ballot (UPASS and MyLegalPlan)

= - Denotes first executive election that included board of governors representative position on ballot

* - Denotes part-time health and dental referendum question included on ballot

Note: On March 11, 2020 The World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic and this declaration was still in place during this current election cycle.

Online Election Analytics

SAMU's marketing department provided the following data on online engagement during the current election cycle for SAMU's Facebook page, election webpages (samu.ca/scelection), Twitter, Instagram and other online avenues.



Twitter

Total tweets: 32	Impressions: 11,493
Engagement: 156	Engagement rate: 1.2%
Retweets: 21	Likes: 32
URL clicks: 34	

Instagram

71 Stories	20,966 Impressions
20,784 Reach	Average Impressions per story: 300
Average reach per story: 297	

Facebook

Total posts: 34	Total post reach: 12,783
Total post impressions: 27,420	Total likes: 84
Total shares: 15	Total comments: 9

Facebook AMA

16 members	4 posts
17 comments	

SAMU Digital Newsletter

Referendum links clicks: 83	Election link clicks: 30
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Online Zoom Forums

17 peak viewers	Average watch time: 0:48
Estimated reach: 1700	8 likes
22 comments/questions	

Referendum Online Zoom Discussion

7 peak viewers	Average watch time: 0.29
Estimated Reach: 600	3 likes

Webpages

<i>Elections Webpage</i>	<i>Referendums Webpage</i>
Page views: 3428	Page views: 2017
Unique page views: 1429	Unique page views: 990
Average time on page: 0:53	Average time on page: 0:43

CRO Decisions and Interpretations

There were no CRO decisions or interpretations of significance issued during the course of this election cycle.

Campaigning during a Pandemic and Virtually

During the course of the election period it became apparent that the use of a diverse set of social media platforms, the use of differing types of virtual materials that may or may not be classified as "campaign materials", virtual meet-ups, and other approaches have begun to proliferate during this election cycle. This is likely due to campaigns having to innovate in an election environment impacted by pandemic-related restrictions on in-person gathering. A review of SAMU's election



policy and procedure is recommended in order to bring it in line with these new innovations, with specific reference needed on virtual campaign events, approval of virtual campaign materials that are not posters and banners, and other online activities.

Wrap-Up

I wish to thank DRO Alan Honey, Dave Kimmel, Karen Schermerhorn, SAMU's General Manager, the MacEwan University IT staff, and all those involved in this important democratic exercise for helping put on this election during these challenging times – your efforts are appreciated wholeheartedly! Thank you again for your efforts and continued support for SAMU and its student membership.

kinanâskomitin,

Jed Johns
Chief Returning Officer, 2020-21



Students' Council Report

Appointment Advisory Committee April 21, 2021

This report contains information pertaining to two quarters of AAC work.

During the third quarter of the 2020 year, the Appointment Advisory Committee met several times to discuss the appointments of Students' Council members, as well as committee appointments. Four councilors were appointed at the December meeting of Students' Council.

In the months following, AAC worked diligently to fill the remaining Council vacancies, managing to appoint a new councilor at almost every meeting since January. Several students were appointed to committees during this time as well.

Following the Executive Committee transition period, AAC will begin the substantial work of filling the seats of those councilors who will be assuming EC positions.

Closing Remarks

While AAC has been incredibly busy over the last two quarters, almost all the work has surrounded the filling of Students' Council vacancies. The work of this committee will continue to look quite similar in the coming months, but the workload is likely to increase as we work to fill new vacant seats on an already under-filled SC. Feel free to reach out with any questions.

Regards,

Aubrianna Snow



Students' Council Report

Audit Committee April 21, 2021

Audit Committee Members:

Thomas Cross-Trush (Councillor)
Cassey Fallis (Chair, Councillor)
Anthony Mah (Student-At-Large)
Alem Tesfay (Councillor)

Committee Resource Officials:
Gregory Springate
Justin Wong, Director of Finance

Greetings Council,

This is the report from the Audit Committee for the reporting period of January through April 2020.

January

Upon reaching the number of members required to have quorum for AC, in late January the Committee met and identified inclusionary items for the workplan. Councillor Fallis was appointed AC Chair.

March

We reviewed Q2 Variances and Exec reports with support from the Committee's Resource Officials as a training opportunity and refresher for members. No significant concerns were noted.

Closing Remarks

As Audit Committee is uniquely the only SAMU Committee where SAMU Execs do not sit upon, and as both myself and Councillor Cross-Trush will be moving to our respected EC roles as of May, I am curious to see where AC goes moving forward, despite a fairly sparse report thus far. The irony of having just got the necessary number of Councillors on AC to meet as of recently will hopefully not be a repeat issue in the near future.

Cheers,

Cassey Fallis, Audit Committee Chair



Governance Remuneration Advisory Committee Quarterly Report

Submitted by: Sean Waddingham, SAMU President

Date submitted: April 15th, 2021

For Quarters ending: December 31st, 2020, and March 31st, 2021

Update

GRAC has accomplished three tasks in its work during these two quarters. We have reviewed, altered, and approved Appendix A of the Remuneration of Elected Officials Policy, we have reviewed Appendix B, and we have added Appendix C.

Appendix A:

Appendix A has the greatest amount of change. Executive salaries were increased by inflation as measured by the CPI. Aspects of the Savings Plan were altered to better ensure that the funds would be deposited into an RSP or TFSA. Vacation and Personal Days was reviewed and altered to ensure that any time taken off is from sick or vacation time, to avoid the use of banked overtime.

Appendix B:

Appendix B was reviewed and no changes were recommended.

Appendix C:

Appendix C was added, after its approval at Students' Council. It mimics Appendix B but provides remuneration per meeting for the student Board of Governors (BoG) representative. We hope that this makes the BoG representative position more accessible. This committee may wish to add remuneration for SC meetings for the BoG representative in the future, as we realized we missed this afterwards.

GRAC Work Plan 2020-2021

Committee Priority	Deadline and Activity	Stakeholders
Executive Committee remuneration - COMPLETE	<p><u>December 14th-18th 2020:</u></p> <ul style="list-style-type: none"> • Discuss CPI inflation of EC salary, health and dental benefits and paid vacation. • Discuss salary comparisons of EC. • Discuss remuneration policy with respect to EC. <p><u>January 2021</u></p> <ul style="list-style-type: none"> • Decide on 2020/2021 EC remuneration recommendation. 	<p>Governance Remuneration Advisory Committee</p> <p>Executive Committee</p> <p>Students' Council</p>
Students' Council remuneration - COMPLETE	<p><u>December 14th-18th 2020:</u></p> <ul style="list-style-type: none"> • Obtain remuneration comparison (with respect to similar institutions). <p><u>January 2021:</u></p> <ul style="list-style-type: none"> • Discuss SC remuneration in comparison to other SC's. • Decide SC and Committee remuneration recommendation. 	<p>Governance Remuneration Advisory Committee</p> <p>Executive Committee</p> <p>Students' Council</p>
Student Board of Governors Representative remuneration - COMPLETE	<p><u>January 2021</u></p> <ul style="list-style-type: none"> • Discuss Student Board of Governors Rep remuneration in comparison to other institutions • Decide on Student Board of Governors Rep Remuneration 	<p>Governance Remuneration Advisory Committee</p> <p>Executive Committee</p> <p>Students' Council</p>

Note: the entire process was shifted back by one month, so we began in January and ended in February.



Budget and Finance Committee Quarterly Report

Submitted by: Sean Waddingham, SAMU President

Date submitted: April 15th, 2021

For Quarters ending: December 31st, 2020, and March 31st, 2021

Update

I assumed the role of Chair of BFC in February. Since I became chair, BFC has met to discuss three topics: the SAMU Budget 2021/22, Ponoka Campus Fee & Service Adjustment, and Fees for Part-Time Student with Full-Time Status.

SAMU Budget 2021/22:

The SAMU Budget was approved with no changes recommended by the committee. The budget represents, in part, a focus on some new priorities in certain areas. The powerpoint document on the budget, which was presented to Students' Council, gives a good overview of what these changes are.

Ponoka Campus Fee & Service Adjustment:

The BFC examined this issue several times over the months and at one point it went to Students' Council for consultation. The committee wanted to remove the portion of the fee that was attributable to building operations. After careful analysis, it was found that only 8-9% of the SAMU Membership Fee could be attributed to building operations. The committee therefore decided it would be better to focus on improving services at Ponoka (e.g. Pantry and Foodbank delivery, awareness of online services) rather than cutting the fee by a nominal amount. It is worth noting that Ponoka Campus students are not assessed U-Pass or building levy fees which amount to over \$200/semester.

Fees for Part-Time Student with Full-Time Status:

Part-time students with full-time status used to be assessed at 15 credits per term for their SAMU Membership Fees. BFC passed a motion to assess students at 9 credits per term for these fees. This is because all perks of full-time status now kick in at 9 credits.



Executive Committee Quarterly Report

Submitted by: Sean Waddingham, SAMU President

Date submitted: April 15th, 2021

For Quarters ending: December 31st, 2020, and March 31st, 2021

Procedure & Miscellaneous Approvals

- In March, EC approved an increase to the cost of the SAMU Student Health Plan to \$99.78 per term and the SAMU Student Dental Plan to \$81.19 per term for the 2021/22 academic year on the recommendation of the Health and Dental Sub-Committee; EC approved an annual 10% increase to the cost of the SAMU Student Health and Dental Plan Beginning in the 2022/23 Academic Year on the recommendation of the Health and Dental Sub-Committee; and approved the Continuation of the MyWellnessPlan in its current form, effective for the 2021/22 and 2022/23 academic years, on the recommendation of the Health and Dental Sub-Committee.

Terms of Reference Approvals

- In November, EC approved the Sexual Violence Student Advisory Sub-Committee TOR.
- In January, EC approved the Student Voice on Violence Elimination Sub-Committee TOR.
- In March, EC approved the VPE Shadowing Sub-Committee TOR.

Extraordinary Event Declarations

- In January, EC declared an Extraordinary Event, due to COVID-19, for the Winter 2021 EC Elections.

Expense Approvals

- In October, EC approved \$100 from GL line 524500 for the VPA's Academic Integrity Awareness Webinar Prizing, and approved \$625 from GL line 523000 to purchase giftcards to provide to online participants taking part in website consultation.
- In December, EC approved the missing credit card receipt form for Sean Waddingham in the amount of \$23.17 for an expense incurred on November 9, 2020.
- In January, EC approved an additional \$20.00 from GL line 523000 to pay for the fee on the giftcards purchased to provide to online participants taking part in website consultation.
- In February, EC approved \$750 from GL line 524500 for the VPSL's Pride Week Webinar.

Student Group Approvals

- In January, EC approved the MCAT & DAT Club.

Appointments

- In October, EC appointed **Aubrianna Snow** to the Faculty of Fine Arts and Communications Dean Reappointment Committee; **Sean Waddingham** and **Myles Dykes** to the 2020/21 Chancellor Selection Committee; **Mohammad Mardan** and **Tirth Parikh** to the Leadership and Review Committee, **Brianna Manning** to the Health and Dental Sub-Committee, **Curtis Ward** and **Raymarck Unera** to the Bylaws and Policy Committee; **Alycia Stewart** to the GFC



Committee on Academic Planning and Quality Assurance, the GFC Committee on Teaching and Learning, the GFC Committee on Academic Standards, Curriculum, and Calendar, and the GFC Committee on Scholarly Activity.

- In November, EC appointed **Allan Wesley** to the Governance Remuneration Advisory committee, **Greg Springate** to the Audit Committee; **Annette Kelm** to the Awards Sub-Committee, and **Jason Miller** to the Grant Allocation Sub-Committee.
- In December, EC appointed **Reggie Gino** to the Budget and Finance Committee; and **Ruan Bouwer** to the Faculty of Arts and Science Associate Dean Reappointment Committee.
- In January, EC appointed **Anthony Mah** to the Audit Committee; **Alycia Stewart** to the MacEwan Carnegie Committee; **Stephanie Ouellette** to the AVP Facilities Search Committee; and **Aubrianna Snow** to the Centre for Sexual & Gender Diversity Advisory Council.
- In February, EC appointed **Sean Waddingham** as Chair of Budget and Finance Committee, **Ruan Bouwer** as Chair of Bylaws and Policy Committee and as a voting member of the Health and Dental Sub-Committee, **Aubrianna Snow** as Chair of the Health and Dental Sub-Committee and as a voting member of the Procedure Sub-Committee, **Alycia Stewart** as Chair of the Procedure Sub-Committee; **Aubrianna Snow** to the VP Facilities Hiring Committee; **Ruan Bouwer** to Student Systems Joint Operating Committee; **Alycia Stewart** to the GFC Honourary Doctorates Committee; and **Natalie Clark** to the Faculty of Fine Arts and Communications Council.
- In March, EC appointed **Bethlehem Gebeyehu** to the United Way Committee; **Alycia Stewart** to the Academic Calendar Advisory Group; and **Connor Corsaro** to the Procedure Sub-Committee.

SC Presentations

- In December, EC approved a Council of Alberta University Students (CAUS) presentation for the December 2020 Students' Council meeting.
- In March, EC approved the Budget Presentation at the March 2021 Students' Council Meeting, and a Riipen/Level Up presentation at the April 2021 Students' Council Meeting.

EC Committee Highlights

- For highlights, please see Executive Committee member reports to Students' Council from October 2020 to March 2021.

2020-2021 Work Plan Executive Committee

Approved by Committee:	
Reviewed by Council:	
Work Plan Mandate:	Committee's Policy, point 10 & 10.1.

Legend of "Status" Indicators

INITIAL STAGES → IN PROGRESS → NEAR COMPLETION → COMPLETE	For items with a definitive end date
ONGOING or RECURRING	For items with no definitive end date; ongoing is for 1-time items, whereas recurring is for items that occur every year
ON HOLD	For items that have been delayed and have halted progress, usually because something else must occur first
CANCELLED	For items that have been cancelled, whether due to our own decision or external factors. If an item is cancelled, we will leave it on the EC work plan for one (1) work plan update to SC, then remove after that

Committee Tasks & Outcomes

Committee Tasks	Details/Deadlines	Stakeholders	Status
Student Council and Executive Committee Elections - Live Candidate Forum	<u>October 2020 and February 2021</u> -Expanding beyond the facebook comment thread style of candidate forum for SC and EC -Hosting a video-call forum, and when possible, arranging for an in-person live forum	President	COMPLETE
Alberta Budget Demonstration	<u>February 2021</u> -Though the pandemic will complicate the means by which we do this, the goal is to organize students to show their opposition to the provincial budget in the event that it once again cuts post-secondary education dramatically	President VP External	COMPLETE
MacEwan Tuition Demonstration	<u>December 2020</u> -MacEwan's Board of Governors will approve a tuition increase in December 2020. As exemplified by other student associations last year, a student demonstration that day could put pressure on BoG members to consider their votes on this issue carefully	President VP External	CANCELLED

CAUS Advocacy Work	<u>September 2020 - March 2021</u> SAMU will contribute to: -Alberta 2030 response -Fall campaign -Winter campaign	President VP External	COMPLETE
ESA Work	<u>September 2020</u> ESA Priorities document created <u>September - December 2020</u> ESA Strategic Plan created <u>October 2020</u> Edmonton City Councillor Forum will take place	President	COMPLETE
Identify Multi-Year Projects	<u>March 2020 – April 2020</u> - Create a list of all student advocacy projects that will extend into the next EC's term - Ensure these are communicated in transition - Ensure context and awareness is provided for next EC member regarding the past conversations and positions taken by various stakeholders on the listed issues - Examples include:	President Executive Committee SAMU as a whole Students At Large	COMPLETE
Charter of Rights for Student	Respond to MacEwan's Code of Conduct document including student responsibilities, consolidate student rights from policies and priorities into document <u>May 2020- Dec 2020</u> begin consultation and research into other docs <ul style="list-style-type: none"> - talk to uofa - look over related material - contact macewan employee manual responsibilities to students if any and avp students on related policies - student consultation 	VP Academic President Students at Large Student Conduct Officer AVP Students and Teaching	IN PROGRESS
Committee Feedback	Work with Marketing to create a survey to access students experiences on committees	VP Academic President	COMPLETE RECURRING
Student Advocacy Office Feedback	Get metrics and feedback on interactions with students in our supportive roles <u>May 2020- July 2020</u> <ul style="list-style-type: none"> - Create feedback survey with marketing <u>Mid semester</u> <ul style="list-style-type: none"> - Release feedback survey to students from previous end of semester 	VP Academic President Advocacy Coordinator	ON HOLD RECURRING

Student Advocacy Office Awareness	<u>July-October 2020</u> <ul style="list-style-type: none"> - work on website page update - create visuals to spread awareness about our services <u>October-February 2021</u> <ul style="list-style-type: none"> - look at webinar or presentation potential on appeals process <u>December- April 2021</u> <ul style="list-style-type: none"> - Advo office change! - new email contact, and hiring of support coordinator 	VP Academic Advocacy Coordinator	IN PROGRESS
Academic Integrity Awareness	<p>Work with Dr. Paul Sopcak in the Academic Integrity Office to raise awareness around academic integrity at MacEwan</p> <u>July- November 2020</u> <ul style="list-style-type: none"> - Complete resource for students taking online exams - Work on an AIO working group - Start awareness campaign for IDoA against Contract cheating Oct 21st - Organize an aio webinar <u>November- April 2020</u> <ul style="list-style-type: none"> - look for aio webinar potential and awareness- cancelled 	VP Academic Academic Integrity Office Advocacy Coordinator	IN PROGRESS ONGOING
Be Book Smart	<u>September 2020</u> <ul style="list-style-type: none"> - Revamp be booksmart materials including weeping wallet syndrome blog - Create a Library-Use Flowchart to make it easier for students to find the cheapest option for their textbook needs <u>January 2021</u> <ul style="list-style-type: none"> - Online campaign/newsletter - Use tabling and canvassing to distribute BBS materials-cancelled 	VP Academic President Library	COMPLETE RECURRING
OER Awareness	<u>May 2020 - May 2021</u> <ul style="list-style-type: none"> - work on a strategy for OER's at MacEwan - promote awareness at implementation in the spring - support future development and/or usage of materials - organize info session/webinar - engage online on topic and stay up to date - Look at having OER or Zero cost tags on courses in mystudentssystem 	VP Academic President Library VPA Counterparts SSJOC	INITIAL STAGES ONGOING
Look into past Tutoring project	<u>January- May 2021</u> <ul style="list-style-type: none"> - look into past VPA notes on peer tutoring options 	VP Academic Writing Center	ONGOING

	<ul style="list-style-type: none"> - contact writing center about other possibilities/gaps for student success 		
Virtual Office Hours	<u>August 2020- October 2020</u> <ul style="list-style-type: none"> - create availability document for EC - submit marketing request for image and collateral - booking system organization 	VP Academic Executive Committee	COMPLETE
SC Engagement	<u>May 2020 - October 2020</u> <ul style="list-style-type: none"> - Create a substantial communication platform - Have a Shared calendar option for SC to access committee meeting info - Mental health awareness and schedule presentation for SC 	VP Academic Governance advisor Executive Committee Students' Council	COMPLETE
New DLE Advocacy	<u>April 2020 - September 2020</u> <ul style="list-style-type: none"> - Take part in lmsworking group and share students perspectives on new system <u>September 2020- May 2021</u> <ul style="list-style-type: none"> - Make sure students voices are considered in shaping Moodle and that they can be part of the pilot in spring implement a new Learning Management system - ensure it s part of SAMU's advocacy plan moving forward - Continue to monitor the progress of it for 2022 implementation 	VP Academic President SSJOC ITMC Students	ONGOING
Ombudsperson Transition	<u>May 2020- May 2021</u> <ul style="list-style-type: none"> - Work with AVP Students and Teaching and Student Affairs on more substantial ombuds transition document - Ongoing conversations and updates on managing that work and developing clear lines of communication between MacEwan and SAMU offices 	VP Academic Advocacy Coordinator AVP Students and Teaching MacEwan Life Manager Student Affairs Executive Committee	ONGOING
Student Research Day Promotional Event	<u>March 2020</u> <ul style="list-style-type: none"> - Plan an event to promote student participation in research and ultimately in Student Research Day, by: <ol style="list-style-type: none"> 1) Meeting with Dr. Craig Kuziemyky to hear his position on what this event should include 2) Establishing a location (in the SAMU Building) and establishing a single day on which to hold the event 3) Creating an agenda of topics that can help undergrads better understand research 	VP Academic Office of Research Services Students At Large	CANCELLED

	<p>4) Inviting speakers, whether they are faculty, research staff, or student researchers</p> <p>5) Featuring past student research projects, either with the student there in person, or with poster boards</p> <p><u>January 2021</u></p> <ul style="list-style-type: none"> - look at potential to revive the event fitting new regulations and considerations (was in initial stages but got cancelled) 		
GFC Presentation	<p><u>January 2020 – March 2020</u></p> <ul style="list-style-type: none"> - Compile info on Student financial situation and student advocacy office for presentation - Submit as an agenda item for GFC <p><u>April 2021</u></p> <ul style="list-style-type: none"> - reach out to GFC, waiting on support office updates so postponed 	<p>VP Academic</p> <p>President</p>	ON HOLD
Academic Advisement – AKA “Degree Audit”	<p><u>May 2019 – May 2020</u></p> <ul style="list-style-type: none"> - Continue to monitor the progress of AA and give feedback - Ensure that AA performs according to students’ degree-planning needs 	VP Academic	COMPLETE
External Committee Reform & Recruitment Plan	<p><u>August- November 2020</u></p> <ul style="list-style-type: none"> - Reach out to SAC contacts on the experiences they encounter and feedback they have for training and value of them <p><u>January- March 2021</u></p> <ul style="list-style-type: none"> - work with FFAC and look at potential for greater student advisory opportunities <p><u>February 2020 – April 2021</u></p> <ul style="list-style-type: none"> - Finalize reform project by compiling contacts and TOR’s of committees, creating a centralized committee info sheet, and formalizing faculty involvement - Request that promo squad distribute committee recruitment handbills in the winter term to fill student seats for 2020/21 - VPA assists with distribution of handbills 	<p>VP Academic</p> <p>President</p> <p>MacEwan Committee Contacts</p>	ONGOING
Work with MacEwan on Student Conduct/Grading Policies	<p><u>May 2020 – May 2021</u></p> <ul style="list-style-type: none"> - Ensure that students right to appeal is not accidentally diminished in the process of new conduct policy creation - Engage in consultation meetings when requested by the policy-maker(s) 	<p>VP Academic</p> <p>President</p>	ONGOING
U-Pass Negotiations	<p><u>August 2020 - January 2021</u></p> <ul style="list-style-type: none"> -Negotiating the terms of the upcoming U-Pass agreement 	<p>VP External</p> <p>VP Operations & Finance</p>	COMPLETE

SAMU-MacEwan Consultation Framework	<u>August 2020 - November 2020</u> -Creating a framework that outlines which kinds of topics and decisions SAMU should consult MacEwan on throughout the year	VP External President	ON HOLD
Strategic Planning	<u>October 2020 - April 2021</u> -Creating a new SAMU Strategic Plan to replace the 2018-2021 Strategic Plan	VP Operations & Finance Executive Committee GM	COMPLETE
Health and Dental Info Session	<u>September 2020 & January 2021</u> - H + D Drop deadline (what's covered, how to make claims, flex, etc.) - Due Sept 30, 2020	VP Operations & Finance Executive Committee	COMPLETE
Campaigning 101 - SC	<u>September 2020</u> - Host a virtual workshop for candidates to learn how to campaign	VP Operations & Finance	RECURRING
Campaigning 101 - EC	<u>February 2021</u> - Host a virtual workshop for candidates to learn how to campaign	VP Operations & Finance	RECURRING
KOFE promotion	<u>September 2020 - December 2020</u> - Use social media and other methods to advertise the KOFE program offered by Gallivan	VP Operations & Finance Executive Committee Marketing & Communications	ONGOING
Smartfare	<u>May 2020 - March2021</u> - Working on with ETS, SAMU and MacEwan on the process of implementing the SmartFare for Winter 2021	VP Operations & Finance Retail Manager Director of Building Operations IT Head Architect	ONGOING
Governance/Bylaws and Policy	<u>May 2020 - May 2021</u> - Finish making the necessary amendments/changes to policies, keeping them current and up to date with the new building and SAMU evolution	VP Operations & Finance Students' Council Executive Committee	RECURRING
SAMU Budget 2020-2021	<u>November 2019 - March 2020</u> - Begin planning, preparing, and putting together the budget - Bring budget to BFC, then SC, for approval	VP Operations & Finance Budget & Finance Committee SAMU Staff & Departments Executive Committee Students' Council	COMPLETE

Fall Term Webinars	<u>July 2020 - December 2020</u> <ul style="list-style-type: none"> - Consult with marketing - Create webinars on relevant topics for release throughout September 	Executive Committee Marketing Interested MacEwan departments SAMU General Membership	ONGOING
EC Transition Binders	<u>November 2020 – January 2021</u> <ul style="list-style-type: none"> -Preparing and completing hard copies/digital copies of transition binders. -General info for all portfolios -Specific knowledge to know for each EC -Charts of who's who for SAMU & MacEwan 	Executive Committee Candidates/Elects SAMU	ONGOING
Harassment and Whistle-Blower Procedure	<u>May 2020 - May 2021</u> <ul style="list-style-type: none"> -Developing a harassment/conduct procedure and potentially a whistle-blower procedure 	Executive Committee GM, GA, & BPC	INITIAL STAGES



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 3, 2021 @ 10:00am

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager
Alan Honey, Governance Advisor

1. Call to Order: 10:09am

2. Approval of Agenda:

**VPSL/VPE
CARRIED**

3. Approval of Minutes for: February 10 & 18, 2021

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	
1.	Riipen presentation	<p>Presented by Connor Corsaro.</p> <p>Vpsl – sounds like something called Venture for Canada.</p>	<p>MOTION</p> <p>TO APPROVE BUDGET PRESENTATION AT THE MARCH 2021 SC MEETING AND A LEVEL UP PRESENTATION AT THE APRIL 2021 STUDENTS' COUNCIL MEETING</p> <p>VPA/VPA CARRIED</p>
2.	Appointments	<p>GA – Connor submitted his name for appointment to PSC. (see attached doc)</p>	<p>MOTION</p> <p>TO APPOINT BETHLEHEM GEBEYEHU TO THE UNITED WAY COMMITTEE FOR A TERM ENDING AUGUST 2022</p> <p>VPSL/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT ALYCIA STEWART TO THE ACADEMIC CALENDAR ADVISORY GROUP FOR A TERM ENDING AUGUST 2021</p>

			VPSL/VPE CARRIED Action: Vpa to make M&C request to update the website to add this committee. MOTION TO APPOINT CONNOR CORSARO TO THE PROCEDURE SUB-COMMITTEE FOR A TERM ENDING JUNE 31, 2021 VPA/VPSL CARRIED
3.	BOG Rep Remuneration	Vpa – we have discretionary spending in our budget & we give remuneration to other committee members. Should we give something to the current BOG student rep as they currently get nothing? Could match the amount we give to other students sitting on committees. Pres – Believe we should give something. GRAC suggested that they are remunerated at the same rate as our council members. Can we bring this back next meeting after we get a record of how many meetings they attended.	Action: Vpa to bring this item to next meeting with an identified \$ amount.
4.	EC Chats	Pres – do we bring these back? How often? Vpa – I like the morning EC chats. They help keep us up to date on what is going on with each other. It's a connection piece. Would like to start some kind of connection again. Vpsl – like not having morning chats scheduled but miss team bonding. Would like to do something. Vpe – prior to SC meetings? I think a weekly chat would be valuable. Agree that mornings aren't ideal timing. Pres – once a week EC social session would be great. Let's do prior to SC meetings. Vpa – would be good to do something for councillors too. Maybe start at 5:30 prior to SC meeting, or afterward? Vpsl – think the councillor idea is good to leave with our successors. Vpe – LRC has been discussing some ideas. A lot depends on the restrictions being lifted.	
5.	VPE Shadowing Sub-Committee	Vpe – discussed this previously – incorporated some recommended changes. This will be a pilot project that I'll trial this year.	MOTION TO APPROVE THE VPE SHADOWING SUB-COMMITTEE TOR VPE/VPA CARRIED
6.	SC Refresher	Pres/Vpe – have been working on format for refresher – looking for feedback on what we currently have.	
7.	President's Report	Work with Parvin. CAUS/UASU meetings.	

		Rotary presentation. Budget. GRAC update. EC election stuff.	
8.	VP Academic's Report	OTLS update. Committee meetings. SAC update. Met with Cassey. AASC meeting. LMS meeting. ITM meeting. Appeals meeting. SSJOC meeting. DTA meeting. AVP student hiring committee.	
9.	VP External's Report	Budget. Rotary presentation. CAUS update. Committee meetings. Work with Parvin.	
10.	VP Student Life's Report	SC Budget Met with Myles GASC Hiring committee Candidates meeting SL AVP meet NSO planning Parvin meeting BPC H&D RJ mothering they them Support QT survivors of SV SV training Transition	
11.	GM's Report	HR/recruitment update. Budget update. Strat plan update. Rotary presentation. Met with John Gallivan. Staff mental health survey. COVID committee update. SAMU building operations committee update. SLT meeting update. AB GM Roundtable. SAMU metrics & reporting. MacEwan Alumni meeting. Student housing. City councillor candidate – potential meeting being planned. Grey Gallery update.	

4. Adjournment

Time: 12:30pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 18, 2021 @ 3:00pm**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager
Alan Honey, Governance Advisor

1. Call to Order: 3:07pm

2. Approval of Agenda:

**VPE/VPSL
CARRIED**

3. Approval of Minutes for: March 3, 2021

**VPE/VPSL
CARRIED**

TOPIC		DISCUSSION	
1.	VP Academic's Report	ASC update. AVP Student meeting/interviews. Strat plan meetings. Met with Parvin re. survey results(student rep on committees). Student meetings. Restorative conference attendance. Staff mental health day. Student appeal meeting. ITM meeting.	
2.	VP External's Report	Mental health day. SC Chair review/SC refresher meeting. CAUS meeting. ESA meeting. U-Pass update. Assoc Dean reappointment committee meeting. CASA update. Met with SAMRU Vpe.	
3.	VP Student Life's Report	AVP infrastructure and planning management hiring committee Healthy campus Alberta webinar. Mental health day. Met with Tom re. transition. Sexual Valence Advo group update. CAUS Congress planning meeting. Transition. SVOVE.	
4.	GM's Report	Alumni Council meeting. Update on better staff reporting(bi-annual update). Onboarding update. Strat plan work & update. Advo Coord meeting update.	

		Prep for budget presentation. Mental health day update. AB GM roundtable update. Municipal priorities meeting. SLT meeting update. SAMU is 50 years old this year. Election turnout discussion. Staff survey debrief. Employee award meeting. EC transition update. Donation update. U-Pass agreement work.	
5.	President's Report	Muni advo planning. Strat plan. Policy Advisory Committee. Referendum livestream. Employee award. Housing survey update. CAUS update. Chancellor selection committee update.	
6.	Recognition		

4. Adjournment

Time: 4:00pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 30, 2021 @ 8:30am**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager
Alan Honey, Governance Advisor

TOPIC		DISCUSSION	
			MOTION TO APPROVE AN INCREASE TO THE COST OF THE SAMU STUDENT HEALTH PLAN TO \$99.78 PER TERM AND THE SAMU STUDENT DENTAL PLAN TO \$81.19 PER TERM FOR THE 2021-2022 ACADEMIC YEAR ON THE RECOMMENDATION OF THE HEALTH AND DENTAL SUB-COMMITTEE PRES/VPA CARRIED MOTION TO APPROVE AN ANNUAL 10% INCREASE TO THE COST OF THE SAMU STUDENT HEALTH AND DENTAL PLAN BEGINNING IN THE 2022-2023 ACADEMIC YEAR ON THE RECOMMENDATION OF THE HEALTH AND DENTAL COMMITTEE PRES/VPA CARRIED
1.	Student Health & Dental Plan		MOTION TO APPROVE THE CONTINUATION OF THE MYWELLNESS PLAN IN IT'S CURRENT FORM, EFFECTIVE

			<p>FOR THE 2021-2022 AND 2022-2023 ACADEMIC YEARS, ON THE RECOMMENDATION OF THE HEALTH AND DENTAL SUB- COMMITTEE</p> <p>PRES/VPA CARRIED</p>
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Adjournment Time: 8:42am



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
April 1, 2021 @ 2:00pm**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager
Alan Honey, Governance Advisor

1. Call to Order: 2:05pm

2. Approval of Agenda:

**VPE/VPSL
CARRIED**

3. Approval of Minutes for: March 18 & 30, 2021

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	
1.	EC Transition	Pres provides overview of transition – will provide an agenda soon.	
2.	Exec Projects	<p>Pres – would like to use these funds for a CAUS advertising campaign about funding/cuts from the province. Parvin is working on this with John (CAUS).</p> <p>Vpe – we will receive info about how the money is being spent directly.</p> <p>Vpa – Pres & Vpa met with the rest of EC to discuss this previously.</p> <p>Pres – CAUS fees increasing next year – should make it so that spending like this isn't needed in the future.</p>	<p>MOTION</p> <p>TO APPROVE UP TO \$5000.00 FROM THE PRES & VPE EXEC PROJECTS BUDGET LINE FOR CAUS DONATION (ADVERTISEMENTS)</p> <p>VPE/VPA CARRIED</p>
3.	ELEV Letter of Intent	GM - asking EC to approve SAMU's signing the letter of intent with ELEV. Had a look at the presentation – this letter of intent will allow us to move forward with creating an agreement. We would market & promote this app in exchange for a share of revenue. We wouldn't pay anything to them.	<p>MOTION</p> <p>TO APPROVE SAMU'S SIGNING THE THE ELEV LETTER OF INTENT</p> <p>VPE/VPSL CARRIED</p>
4.	Appointments		<p>MOTION</p> <p>TO APPOINT PARVEEN BRAR AND CARLY BRUCE TO THE STUDENT VOICE ON VIOLENCE ELIMINATION SUB-COMMITTEE FOR A TERM ENDING APRIL 30, 2022</p>

			VPSL/VPA CARRIED MOTION TO APPOINT TULSA ODDY TO THE HEALTH & DENTAL SUB-COMMITTEE FOR A TERM ENDING OCTOBER 31, 2021 VPSL/VPA CARRIED
5.	Student MFA Funding	<p>Vpa – shared this with everyone a while back. Duo MFA was rolled out last year for faculty & staff; were going to roll this out to students, but believe the uptake wouldn't be great or if it was important for security – laid out some other options for students. Looking for feedback from us. I think the options provided make sense.</p> <p>Pres – think that they're on the right track with student accounts. Curious if it'll be an option for students who do want to use it.</p> <p>Vpa – probably not, but I'd have to confirm with MacEwan. We could meet with them to discuss security controls for students if we need to.</p>	
6.	GM Matter	GM – In Camera item.	MOTION TO GO IN CAMERA VPE/VPSL CARRIED
7.	VP External's Report	<p>Met with SAMRU delegate(s) re. CAUS audit.</p> <p>CAUS audit work.</p> <p>Strat planning session.</p> <p>CAUS updates.</p> <p>Advo plan work.</p> <p>Committee meetings.</p> <p>Assoc Dean reappointment committee wrapped up.</p> <p>Alberta student congress update.</p> <p>CASA AGM.</p>	
8.	VP Student Life's Report	<p>NSO planning committee.</p> <p>AVP Student candidate meeting.</p> <p>Strat plan session with MacEwan.</p> <p>AVP infrastructure hiring committee meetings.</p> <p>CAUS donation meeting.</p> <p>AAC meeting.</p> <p>Chaired Alberta student congress.</p> <p>Brainstorming session.</p> <p>SAMU Strat plan meeting.</p> <p>PSC</p> <p>GASC</p> <p>Pride week meeting – catchup.</p>	
9.	GM's Report	<p>CAUS internal review discussions.</p> <p>Strat plan work.</p> <p>Onboarding process update.</p>	

		<p>Student support position update. Alberta GM roundtable update. MacEwan Alumni discussions update. Tech fee proposals update. Gray Gallery proposal update. EC transition planning. Met with advertising/marketing firm – initial discussions. One on ones. COVID discussions. SLT update. Gallivan update. Employee satisfaction results.</p>	
10.	President's Report	<p>BOG update. Convocation planning committee update. Strat planning. SC refresher update. Met with Dr. Trimbey. Tech fee proposal. Gray Gallery proposal. MyLegalPlan update. H&D fee update. Lobbying registrar submission.</p>	
11.	VP Academic's Report	<p>AVP Students hiring meetings. Dealing with student concerns. GFC meeting update. CAUS donation meeting. Provost meeting update. Restorative conference. DLE meeting. (digital learning environment) Strat planning sessions. Alberta Congress. MASC meeting. Assoc Dean of Teaching & Learning Hiring Committee meeting.</p>	
12.	Recognition		

4. Adjournment

Time: 4:00pm

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Councillor vacancies

Motion to appoint _____ as a Councillor effective April 22, 2021 for a term ending October 31, 2021

Background Information:

Students' Council currently has four vacancies; so, it's imperative that we continue the process of filling those seats. The Appointment Advisory Committee has continued the process of recruiting for these vacancies. We have received one more application. The Committee interviewed the applicant, and a report will be provided during the in-camera period of the April 21, 2021 meeting for Council to review.

Implications:

Students' Council will be closer to having full membership which provides better representation for our membership.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Larissa Williams, Councillor

Submission Title (As it will appear on agenda):

Roles and Responsibilities of Elected Representatives policy

Motion to approve the Roles and Responsibilities of Elected Representatives policy on the recommendation of the Bylaws and Policy Committee

Background Information:

The Bylaws and Policy Committee (BPC) is recommending an update to this policy to identify that councillor reappointment requests will go through a vetting and recommendation process by the Students' Council Reappointment Committee, assuming the Committees policy is approved at tonight's meeting.

Implications:

A clear process for reappointment requests is provided.

Roles and Responsibilities of Elected Representatives

Rationale

Clear responsibilities for all those in governance roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Clear responsibilities for the members of Students' Council ensure that Students' Council meetings are effective and that the decisions made by its members are well informed.

Clear responsibilities for the Executives ensure the effective fulfillment of duties relevant to their portfolios and hold the Executives accountable to the SAMU membership.

Definitions

Good Governance provides strategic direction for SAMU that aligns with its vision as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan.

Official Position is a formal stance on a particular issue that has been approved by Students' Council.

Expectations

Roles and Responsibilities of Members of Students' Council

- 1** Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2** Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3** Members of Students' Council consult and represent the student body.
- 4** Members of Students' Council participate in Town Hall meetings, Students' Council meetings, committees, and related SAMU business.
- 5** Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.
- 6** Members of Students' Council participate in mandatory training sessions.
 - 6.1** A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
 - 6.2** In the event that a member of Students' Council fails to be present for a mandatory training session that member will be automatically removed from office.



6.2.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.

7 Members of Students' Council participate in Town Hall meetings.

7.1 A member of Students' Council must attend at least 80% of a regularly scheduled Town Hall meeting in order to be counted as present for that meeting.

7.1.1 A member of Students' Council who is absent from a Town Hall because they are attending to official SAMU business is excluded from this requirement.

7.2 In the event that a member of Students' Council fails to be present for a regularly scheduled Town Hall meeting that member will be automatically removed from office.

8 Members of Students' Council participate in Students' Council meetings.

8.1 A member of Students' Council must attend at least 80% of a regularly scheduled Students' Council meeting in order to be counted as present for the meeting.

8.1.1 A member of Students' Council who is absent from a Students' Council meeting because they are attending to official SAMU business is excluded from this requirement.

8.2 In the event that a member of Students' Council fails to be present for at least 80% of the regularly scheduled Students' Council meetings that member will be automatically removed from office.

9 Members of Students' Council participate in additional tasks as assigned by Students' Council.

10 In the event a member of Students' Council is automatically removed from office they may apply to Students' Council for reinstatement.

10.1 A written application for reinstatement must be submitted to the Students' Council Reinstatement Committee (SCRC) through the Governance Office within 7 business days of their removal from Students' Council to be considered.

Deleted: Appointment Advisory

10.2 An application for reinstatement must include all pertinent information, including opportunities to make up for lost engagement, that will help the SCRC render a recommendation to Students' Council.

Deleted: Students' Council

Deleted: decision

10.3 Students' Council will consider an application for reinstatement at their next regularly scheduled Students' Council meeting and will decide by formal motion based on the recommendation from SCRC. This motion requires at least 2/3 voting in favour to pass.

10.4 Applicants for reinstatement must attend the Students' Council meeting where their application is being considered.

10.5 Reinstated members of council will retain their previous committee appointments if the vacancies created by their removal have not yet been filled.

Roles and Responsibilities of Members of Executive Committee

- 11** Members of Executive Committee represent SAMU by acting in accordance with all official positions.
- 12** Members of Executive Committee maintain regular office hours.
- 13** Members of Executive Committee provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.
- 14** Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.
- 15** Members of Executive Committee participate in the orientation of their successors.
- 16** Members of Executive Committee serve on the university committee on tuition and fees.
- 17** Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

Roles and Responsibilities of the President

- 18** The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.
- 19** The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.
- 20** The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

Roles and Responsibilities of the Vice President Academic

- 21** The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.
- 22** The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.

23 The VPA is knowledgeable on, and advises Students' Council and SAMU membership of MacEwan's academic affairs. The VPA is the main contact for students who sit on university committees, and assists students who are pursuing academic grievances and appeals.

Roles and Responsibilities of the Vice President External

24 The Vice President External (VPE) is responsible for developing the external advocacy priorities for SAMU, and engages with relevant external stakeholders (including elected government officials) on matters concerning SAMU and its members.

25 The VPE serves as the official SAMU representative for all external advocacy organizations of which SAMU is a member.

26 The VPE is knowledgeable on, and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

Roles and Responsibilities of the Vice President Operations and Finance

27 The Vice President Operations and Finance (VPOF) is the direct contact for the internal affairs of SAMU, including SAMU Building operations, financial planning, governance, and administration.

28 The VPOF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. In the event of a vacant Board of Governors Student Representative position, the VPOF will fill the position.

29 The VPOF is knowledgeable on, and advises Students' Council and SAMU membership of SAMU finances and internal operations.

Roles and Responsibilities of the Vice President Student Life

30 The Vice President Student Life (VPSL) is the direct contact for the non-academic affairs of SAMU, including SAMU's programs, services, clubs, and events.

31 The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs, including student services, campus activities, and acts as the liaison regarding the student experience.

32 The VPSL is knowledgeable on, and advises Students' Council and SAMU membership of SAMU programs, services, student groups, events, and MacEwan's non-academic affairs.



Policy

Appendix A

Students' Council Oath

I hereby affirm that I will faithfully serve the students of MacEwan University, act in accordance with the bylaws, and fulfill all duties and responsibilities required of a students' councilor. I will strive to achieve the high level of expectation that accompanies the Students' Association of MacEwan University. I am responsible for promoting excellence through accountability. My decisions will be informed and well researched, and I will represent my fellow students' interests, not my own. My opposition will be to ideas not people. I recognize that I am a part of a team with one voice. I am here to enrich the student experience.

Fact Sheet**Approvals:**

First Approval – February 19, 2014

Last Approval – April 15, 2020

Review Date: April 15, 2021

Source and Updates:

February 19, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-02-19-6.2 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Students' Council Policy 5 – President Responsibilities*, *Students' Council Policy 6 – Vice President Operations and Finance Responsibilities*, *Students' Council 7 – Vice President Academic Responsibilities*, *Students' Council Policy 8 – Vice President Student Life Responsibilities*, and *Students' Council Policy 9 – Responsibilities of Council Members*.

August 20, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-08-20-6.3 upon recommendation of the Bylaws and Policy Committee.

May 1, 2015: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-10-15-6.4 upon the recommendation of the Bylaws and Policy Committee. Policy update to add the VP External position and redistribute some of the executive roles and responsibilities evenly among the executive team.

May 18, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-05-18-6.5 on the recommendation of the Bylaws and Policy Committee. Responsibility of taking and adhering to the Students' Council Oath added for members of Students' Council as well as Appendix A: Students' Council Oath being added.

July 20, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath wording standardized across policies.

February 20, 2019: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2019-02-20-7.5 on the recommendation of the Bylaws and Policy Committee. Individual executive role descriptions standardized.

April 15, 2020: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2020-04-15-7.6 on the recommendation of the Bylaws and Policy Committee. Updates include clarification of attendance requirements and addition of a reinstatement process.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Larissa Williams, Councillor

Submission Title (As it will appear on agenda):

Committees policy

Motion to approve the Committees policy on the recommendation of the Bylaws and Policy Committee

Background Information:

The Bylaws and Policy Committee (BPC) is recommending the addition of two new committees to this policy.

The first, the Students' Council Reappointment Committee, will be tasked with reviewing applications when received from a councillor who has been removed from office, and then providing a recommendation to Students' Council about potential reappointment. The voting members of the committee will be three students-at-large.

The second, the Student Voice on Violence Elimination Sub-Committee, reports to Executive Committee and provides feedback and advice related to campus sexual violence prevention advocacy efforts. Executive Committee has already approved this sub-committee TOR, based on recommendation of the VP Student Life, and this now captures it in our policy.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Implications:

Officially capturing the SVOVE sub-committee in our policy will allow Students' Council to easily access and review the TOR.

The Students' Council Reappointment Committee (SCRC) was created as an alternative to our current reappointment structure, with reappointments being moderated through AAC. This committee ensures the neutrality and unbiased nature of reappointment while avoiding a conflict of interest amongst potential colleagues.

Committees

Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **public member** on a committee is any committee member who is not otherwise involved with SAMU, either as a SAMU member, an elected or appointed representative or official, or SAMU staff.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

Expectations

Students' Council Committee Types

1 There are three types of committees that operate under the authority of Students' Council:

1.1 Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;

1.2 Sub-committees, which are committees created by and reporting to Standing Committees; and

1.3 Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.

2 Standing Committees may establish Sub-committees in order to carry out specific tasks.

3 Students' Council and Executive Committee may establish Ad-hoc Committees as needed.

3.1 Ad-hoc Committees may also be entrenched in policies that specify their establishment in reaction to an event or occurrence.

4 The following committees are Standing Committees of Students' Council:

- 4.1** Executive Committee
- 4.2** Bylaws and Policy Committee
- 4.3** Audit Committee
- 4.4** Budget and Finance Committee
- 4.5** Governance Remuneration Advisory Committee
- 4.6** Leadership and Review Committee
- 4.7** Appointment Advisory Committee

5 The following committees are Ad-hoc Committees of Students' Council:

5.1 Governance Investigations Committee

5.2 Students' Council Reappointment Committee

6 The following committees are Sub-committees of the Executive Committee:

- 6.1** Health and Dental Sub-committee
- 6.2** Grant Allocation Sub-committee
- 6.3** Awards Sub-committee
- 6.4** Procedure Sub-committee
- 6.5 Student Voice on Violence Elimination Sub-Committee**

Committee Responsibilities

7 All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

7.1 Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

8 TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, TORs of Ad-hoc Committees of Students' Council are set in "Appendix C" of this policy, and TORs for Executive Committee Sub-committees are set in "Appendix D" of this policy.

9 Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

10 All Standing Committees create annual work plans.

10.1 These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

10.2 Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

11 All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

12 Unless otherwise required within a TOR, all Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

Committee Operations

13 Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.

14 A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

15 Quorum for all official committee meetings is a simple majority of all voting members

16 All committee members and resource officials sign a non-disclosure agreement.

17 Committee members who miss two consecutive meetings are automatically removed from the committee.

Committee Chairs

18 Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

19 The Chair of a committee serves as the committee spokesperson.

20 Chairs of committees:

20.1 oversee the construction of their committee's agenda;

20.2 ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

20.3 ensure that adequate minutes are taken at committee meetings;



20.4 ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

20.5 conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

20.6 submit their committee's workplan(s) and report(s) to the body it reports to.

Committee Support

21 The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

22 The Governance Office retains, files, and organizes all committee documents.

Committee Members

Appointments

23 Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.

23.1 Committee appointments are facilitated through secret ballot vote followed by an official motion.

23.2 Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

24 Executives, SAMU staff, student-at-large, and public members are appointed to committees by Executive Committee.

Terms

25 Elected representatives serve until their elected terms of office are concluded.

26 SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

27 Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

Recognition of Committee Members

28 Recognition, in the form of gift cards, SAMU promotional items, or a gift, for student-at-large and public committee members is provided within 30 days of the end of their term.

28.1 Committee recognition is contingent on a committee member attending at least 80% of the meetings called during their term of appointment.

28.2 Committee recognition is limited to a value of \$50 per member per year.



29 Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

30 Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

30.1 Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

31 Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.

Appendix A: Terms of Reference

Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

1.1 Committee Mandate, which states the purpose of the committee;

1.2 Roles of the Committee, which lists the roles, expectations, and powers of the committee;

1.3 Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;

1.4 Committee Operations, which lists who chairs the committee and any requirements specific to the committee.

Appendix B: Standing Committees

Executive Committee

Mandate

1 Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.

Roles of Committee

2 Executive Committee oversees the strategic operations of SAMU;

3 Executive Committee ensures the implementation of Students' Council's strategies, motions, and other directives;

4 Executive Committee consults with the General Manager on SAMU's organizational structure;

5 Executive Committee reports on SAMU projects, programs, and services;

6 Executive Committee oversees, manages, supervises, and evaluates the General Manager;

7 Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.

8 Executive Committee appoints SAMU members to internal or external committees and councils.

8.1 Executive Committee may not appoint members to Students' Council or to the Executive Committee.

9 Executive Committee provides guidance, leadership, and direction for SAMU.

Composition

10 The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President Operations and Finance, and the Vice President Student Life.

11 The resource officials of Executive Committee are the General Manager and the Governance Advisor.

11.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

12 The President serves as Chair of Executive Committee.



13 Meetings of Executive Committee are held at least on a biweekly basis.

14 Additional meetings may be called by any Executive member of the committee.

Bylaws and Policy Committee

Mandate

1 Bylaws and Policy Committee ensures the relevance and consistency of SAMU Bylaws and Policy.

Roles of Committee

2 Bylaws and Policy Committee ensures the proper and timely review of SAMU Bylaws and Policy.

2.1 Bylaws and Policy Committee utilizes the policy review regulations set in *Policies*

3 Bylaws and Policy Committee may create or recommend amendments to a particular bylaw or policy.

4 Bylaws and Policy Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.

5 Bylaws and Policy Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.

Composition

6 The voting members of Bylaws and Policy Committee are one Executive, two Councillors, and two students-at-large.

7 The resource officials of Bylaws and Policy Committee are the Governance Advisor and the Chair of Students' Council.

7.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Regular quarterly meetings of the Bylaws and Policy Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

8.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

9 The Committee Chair may call additional committee meetings as required.

Audit Committee

Mandate

1 Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

Roles of Committee

2 Audit Committee monitors, evaluates, advises, and makes recommendations on:

2.1 matters affecting external, internal, or special audits;

2.2 policies and practices related to internal controls; and

2.3 compliance with legal, statutory, and regulatory requirements.

Authority

3 Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

Composition

4 The voting members of Audit Committee are three Councillors and two students-at-large.

4.1 If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.

4.2 Preference will be given to students-at-large with financial experience.

5 The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

6 No SAMU official with signing authority may serve on Audit Committee.

7 Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Audit Committee selects a Chair from among the Councillors on the committee.

9 Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

9.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

10 The Committee Chair may call additional meetings as required.

11 SAMU's auditors may advise and present to Audit Committee when required and as part of the audit process.

Standing Orders

12 Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.

13 Audit Committee reviews budget variances quarterly.

14 Audit Committee reviews out-of-budget and exceptional authorizations or expenses.

15 Audit Committee reviews compliance with recommendations made by SAMU's auditors.

16 Audit Committee reviews the performance of the auditors and may, at its discretion, recommend to Students' Council a change in auditors.

17 Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.

17.1 The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.

Budget and Finance Committee

Mandate

1 Budget and Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements.

Roles of Committee

2 Budget and Finance Committee compiles, creates, and submits the annual SAMU operating budget to Students' Council for approval.

3 Budget and Finance Committee monitors and recommends adjustments to the SAMU Membership Fee.

4 Budget and Finance Committee monitors the financial well-being of SAMU.

5 Budget and Finance Committee provides recommendations regarding new or current SAMU fees.

6 Budget and Finance Committee monitors SAMU's investment accounts.

Composition

7 The voting members of Budget and Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors, and two students-at-large.

7.1 Preference will be given to students-at-large with financial experience.

8 The resource officials of Budget and Finance Committee are the General Manager and a full-time staff member of the Finance department.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 The Vice President Operations and Finance serves as Chair of Budget and Finance Committee.

10 Meetings of Budget and Finance Committee are held at least quarterly.

11 The Committee Chair may call additional meetings as required.

Governance Remuneration Advisory Committee

Mandate

1 Governance Remuneration Advisory Committee annually reviews the remuneration and compensation provided to Councillors, Executives, and other committee members performing governance roles at SAMU.

Roles of Committee

2 Governance Remuneration Advisory Committee provides recommendations to Students' Council on remuneration and compensation adjustments of Councillors, Executives, and committee members.

3 Governance Remuneration Advisory Committee seeks relevant internal and external data related to remuneration and compensation, including:

3.1 the current and future financial capacity of SAMU to support new levels of remuneration;

3.2 remuneration and compensation offered at other comparable Alberta-based students' associations/unions;

3.3 the effectiveness of the current level of remuneration in securing representatives; and

3.4 the fairness of remuneration based on factors such as workload, time commitment, etc.

4 Governance Remuneration Advisory Committee reviews Executive wages as per *Remuneration of Elected Representatives*.

Composition

5 The voting members of Governance Remuneration Advisory Committee are one Executive, one Councillor, two student-at-large members, and one public member.

6 The resource official of Governance Remuneration Advisory Committee is a full-time staff member of the Finance department.

Committee Operations

7 Meetings of Governance Remuneration Advisory Committee are held at least once per year.

8 The Committee Chair may call additional meetings as required.

Leadership and Review Committee

Mandate

1 Leadership and Review Committee is a semi-judicial body which advises and reviews Students' Council, and strives to maximize student engagement.

Roles of Committee

2 Leadership and Review Committee reviews the performance of the Chair of Students' Council.

3 Leadership and Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Leadership and Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Leadership and Review Committee within 10 days of the disputed decision.

3.2.2 Leadership and Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Leadership and Review Committee creates opportunities for members of Students' Council to develop leadership skills by:

4.1 researching and implementing applicable professional development opportunities for members of council; and

4.2 developing team building opportunities for Students' Council.

5 Leadership and Review Committee develops a plan for Student Council to engage with SAMU members.

6 Leadership and Review Committee reports on the effectiveness and progress of Students' Council.

Composition

7 The voting members of Leadership and Review Committee are one Executive, two Councillors, and two students-at-large.

8 The resource official of Students' Council Review Committee is the Governance Advisor.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.



Committee Operations

9 Meetings of Leadership and Review Committee are held at least twice per quarter.

10 The Committee Chair may call additional meetings as required.

Appointment Advisory Committee

Mandate

1 The responsibility of the Appointment Advisory Committee is to interview and vet candidates for appointments made by Students' Council, and to vet and recommend student-at-large candidates for appointments by Executive Committee.

Roles of Committee

2 The committee reviews all applications for appointments made by Students' Council and Executive Committee, and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.

4 The committee interviews all appropriate candidates for positions appointed by Students' Council.

5 The committee provides candidates with further information regarding the position upon request.

6 The committee provides written recommendations on all vacancies.

7 The committee communicates to all candidates regarding the outcome of Students' Council appointments.

8 The committee works to create relationships with MacEwan faculty and the University community to fill student-at-large vacancies.

Composition

9 Voting members of the committee are one Executive, one Councillor, and the Governance Advisor.

Committee Operations

10 The committee deliberations and recommendations are confidential.

11 Meetings of Appointment Advisory Committee are held at the call of the committee chair.



Appendix C: Ad-Hoc Committees of Students' Council

Governance Investigations Committee

Mandate

The Governance Investigations Committee (GIC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results.

Roles of Committee

Formal Complaints Against Elected Representatives

- 1** A complainant initiates a meeting of the GIC by submitting a written complaint to the Governance Office.
- 2** The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.
- 3** GIC will meet to review a complaint, and create a workplan, within fourteen days of receiving the complaint.
- 4** The Chair compiles the committee's results and recommendation(s) in a written report to Students' Council.
- 5** Reports will be made public, via official motion, at the discretion of Students' Council.
 - 5.1** Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

Election Appeals

- 6** Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
 - 6.1** The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
- 7** GIC will review all supporting documents pertaining to the appeal.
- 8** The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
- 9** GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.
- 10** GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.



10.1 In event the successful candidate is disqualified the runner up will be declared the winner.

11 If GIC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

Composition

12 Voting members of the committee are a Lawyer from the community at large, a Student at large, and a MacEwan staff member.

12.1 Members are only appointed when a complaint or appeal is made.

12.2 Members are appointed by the Chair upon the recommendation of the Governance Office.

Committee Operations

13 The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

14 A Governance Office representative serves as the recording secretary for the committee.

15 Meetings of the committee are held when a formal complaint or appeal has been submitted.

16 The deliberations and minutes are confidential and kept with the Governance Office representative.

17 Quorum for the committee is all voting members.

18 Decisions of GIC are final and binding on SAMU.



Students' Council Reinstatement Committee

Mandate

1 The responsibility of the Students' Council Reinstatement Committee is to interview and vet candidates for reinstatement to Students' Council.

Roles of Committee

2 The committee reviews all applications for reinstatements made by Students' Council, and ensures candidates considered for reinstatement meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee may develop additional criteria that enables them to make a recommendation on reinstatement.

4 The committee reviews any evidence provided and may interview applicants when deemed necessary.

5 The committee provides written recommendations to Students' Council on all applications for reinstatement.

Composition

6 Voting members of the committee are three Students-at-Large.

6.1 Voting members must act impartially.

6.2 Members are only appointed when an application for reinstatement is submitted.

6.3 Members are appointed by the Chair upon the recommendation of the Governance Office.

6.4 Preference is given to current Students-at-Large sitting on other SAMU committees.

Committee Operations

7 The Chair of Students' Council serves as the Chair (non-voting) of the Councillor Reinstatement Committee.

8 Meetings of the committee are held when an application for reinstatement has been submitted and at the call of the Chair.

9 Quorum for the committee is all voting members.



Appendix D: Executive Committee Sub-committees

Health and Dental Sub-committee

Mandate

1 Health and Dental Sub-committee monitors and evaluates the Health and Dental Program administered by SAMU, provides a forum for Health and Dental contract renewals, and advises Executive Committee regarding decisions related to the Health and Dental Program.

Roles of Committee

2 Health and Dental Sub-committee reviews the Health and Dental program and its financial matters, including the cost of the program and fees charged to students.

3 Health and Dental Sub-committee oversees the “Request For Proposal” process for a new Health and Dental broker or provider.

4 Health and Dental Sub-committee reviews the contract and facilitates the negotiation process with the current Health and Dental broker and provider.

5 Health and Dental Sub-committee monitors, evaluates, and makes recommendations to Executive Committee on policies and strategic matters related to the management of the Health and Dental program.

Composition

6 The voting members of Health and Dental Sub-committee are two Executives, one Councillor, and two students-at-large currently enrolled in the SAMU Health and Dental Plan.

7 The resource officials of Health and Dental Sub-committee are the General Manager, and one full-time staff member of the finance department.

7.1 Any Executive is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Meetings of Health and Dental Sub-committee are held at least once every three months

9 The Committee Chair may call additional meetings as required.

Grant Allocation Sub-committee

Mandate

- 1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

- 2 Grant Allocation Sub-committee reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.
- 3 Grant Allocation Sub-committee may approve grant applications.
- 4 Grant Allocation Sub-committee monitors budgeted amounts for grants.
- 5 Grant Allocation Sub-committee recommends alterations to the *Grants* procedure to the Executive Committee.
- 6 Grant Allocation Sub-committee provides a monthly report to Executive Committee on grant disbursement.

Composition

- 7 The voting members of Grant Allocation Sub-committee are one Executive and four full-time staff members.

7.1 No more than two SAMU Directors may serve on Grant Allocation Sub-Committee at a time.

Committee Operations

- 8 Meetings of Grant Allocation Sub-committee are held at least once a month.
- 9 The Committee Chair may call additional meetings as required.

Awards Sub-committee**Mandate**

1 Awards Sub-committee selects recipients for SAMU awards and honours and recommends the processes for creating and granting awards and honours.

Roles of Committee

2 Awards Sub-committee reviews all nomination applications for SAMU awards and honours.

3 Awards Sub-committee ensures each SAMU award has a Terms of Reference (TOR).

4 Awards Sub-committee recommends alteration to the *Awards* procedure to Executive Committee for approval.

5 Awards Sub-committee selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.

6 Awards Sub-committee ensures that the selection process for award recipients is fair, unbiased, and transparent.

7 Awards Sub-committee recommends types of awards to be established or terminated at SAMU.

8 Awards Sub-committee submits reports to Executive Committee in January and April.

Composition

9 The voting members of Awards Sub-committee are one Executive, two Councillors, one student-at-large, and three full-time staff members.

9.1 No more than one SAMU Director may serve on Awards Sub-Committee at a time.

Committee Operations

10 Meetings of Awards Sub-committee are held at the call of the committee chair.

11 Awards Sub-committee deliberations and minutes are confidential.

Procedure Sub-committee

Mandate

1 Procedure Sub-committee reviews the procedures of SAMU and provides comments and recommendations for approval, amendment, or repeal of procedures to the Executive Committee.

Roles of the Committee

2 Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:

2.1 appropriate and current content;

2.2 alignment of procedures with the SAMU bylaws, policies, and the strategic plan;

2.3 use of best practices and general accountability standards;

2.4 recommendations for repeal of procedures if applicable;

2.5 format and organization of procedures;

2.6 clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and

2.7 other areas assigned by the Executive Committee.

3 Procedure Sub-committee consults with SAMU staff in the course of its deliberations where the creation and revision of procedures affects operations.

4 Procedure Sub-committee reviews procedures at the request of SAMU staff.

5 Procedure Sub-committee reviews all procedures annually.

6 Procedure Sub-committee provides Executive Committee with updates and recommendations to procedures.

Composition

7 The voting members of Procedure Sub-committee are two Executives, the General Manager, and two full-time staff members.

7.1 The resource official of the Procedure Sub-Committee is the Governance Advisor.

7.2 Any Executive or staff member is entitled to attend a committee meeting in a non-voting capacity.

7.3 No more than one SAMU Director may serve on the Procedure Sub-Committee at a time.



Committee Operations

- 8** Meetings of Procedure Sub-committee are held at least once per month.
- 9** The committee Chair may call additional meetings as required.



Student Voice on Violence Elimination Sub-Committee

Mandate

1 The Student Voice on Violence Elimination Sub-Committee identifies, discusses, and provides feedback on topics surrounding campus sexual violence and the effectiveness of SAMU sexual violence prevention advocacy efforts. It reports to SAMU's Executive Committee and advises MacEwan's Sexual Violence Prevention and Education Committee (SVPEC) on issues of campus sexual violence.

Roles of Committee

2 The Student Voice on Violence Elimination Sub-Committee reviews data and material relevant to student experiences of campus sexual violence at MacEwan University and related topics (ex. Campus Climate Survey, NCHA data).

3 The Student Voice on Violence Elimination Sub-Committee collects information on and consults students on campus norms around consent education and sexual violence prevention.

4 The Student Voice on Violence Elimination Sub-Committee inventories and suggests enhancements to services, initiatives, and educational programming around campus sexual violence put on by SAMU and/or MacEwan through reporting.

Composition

5 Voting members of the Student Voice on Violence Elimination Sub-Committee are one Executive, two Councillors, one Residence representative (to be selected by Residence), and three students at large.

6 Members will serve one-year terms (April-March).

7 MacEwan's Sexual Violence Prevention & Education Coordinator and VP General Counsel serve as resource officials.

8 Any Executive is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 Meetings of the Student Voice on Violence Elimination Sub-Committee are held at least once every three months.

10 The committee Chair may call additional meetings as required.

11 The committee submits reports quarterly.



Fact Sheet

Approvals:

First Approval – October 29, 2014

Last Approval – May 20, 2021

Source and Updates:

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

May 20, 2020: *Committees* approved by Students' Council motion 2020-05-20-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include: updates to sub-committee composition, identifying that councillors are appointed to committees/sub-committees by official motion, and delegating the responsibility for all non-Students' Council member appointments to Executive Committee.

October 21, 2020: *Committees* approved by Students' Council motion 2020-10-21-7.1 on the recommendation of the Bylaws and Policy Committee. Changes to the Governance Investigations Committee TOR – identified that Students' Council can make reports public by passing a motion and that access to these reports will be provided once a written request is submitted to the Governance Office by SAMU members or staff.



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Sean Waddingham, President

Submission Title (As it will appear on agenda):

Official Reporting Mechanisms to SAMU Membership and the 2021-2024 Strategic Plan

Motion to approve the Official Reporting Mechanisms to SAMU Membership policy

Background Information:

SAMU's Strategic Plan is included as part of the Official Reporting Mechanisms to SAMU Membership policy. As the current strategic plan is set to expire, we revisited the policy as well as the Strategic Plan. Some recommendations regarding updates to the policy will be provided to the Bylaws and Policy Committee.

A Strategic Plan is the highest order of planning document as it sets priorities and guides the organization. SAMU's General Manager hired a contract employee to review the strategic plan in March 2021, with the intention of the current Students' Council having the opportunity to approve the plan.

Process:

Phase One – Gathering Strategic Planning Inputs

Contract employee conducted interviews with all Executive Committee and Senior Leadership Team members to discuss strengths and opportunities for SAMU. A survey was also sent out to Students' Council members in March.



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Contract employee also reviewed strategic plans from 10 other Student Associations as well as developed an environmental scan about trends and issues facing Student Associations.

Previous SAMU student survey data was analyzed and results were incorporated into strategic planning session background materials

A survey was sent out to SAMU staff and Executive Committee members about the organizational values and definitions

All the information gathered was analyzed and formed the basis of the discussions at the strategic planning sessions (Strengths, Weaknesses, Opportunities, Threats quadrants)

Phase Two – Strategic Planning Sessions

Two strategic planning sessions were held on March 19 and 24 to discuss the SAMU vision, mission, values, goals and strategies. At the end of the second session, a new vision and mission were drafted that was sent out the staff and Students' Council to vote on. The organizational values were chosen, based on survey feedback and the goals and strategies were agreed to in principle.

Phase Three – Confirmation of Priorities / Student Council Consultation

The drafted vision and mission were sent to Students' Council and staff to vote on, with the previous vision and mission. The overall format and goals were confirmed by Executive Committee.

Phase Four – Writing of Strategic Plan

The contract employee drafted the Strategic Plan, gathering feedback from Staff and Executive Committee. The final vision and mission statement was inserted, based on the feedback received from the survey.

Phase Five –Approval of Strategic Plan

Strategic Plan, via policy update, is submitted to Students' Council for approval

Phase 6 - Roll out of Strategic Plan - Fall 2021

The plan is to have the official roll out of the Strategic Plan to staff and students when the next school year commences. This will coincide with the onboarding of the new Student Council

Implications:

Once approved the new strategic plan will be used as a guiding document in the 2022-



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2023 budget cycle, and also be used to shape other planning processes including capital and advocacy planning.

Official Reporting Mechanisms to SAMU Membership

Rationale

Official communications ensure transparency of operations and accountability to our membership.

Definitions

An **Annual Report** is reflective summary of the past year.

The **Strategic Plan** is a guiding document outlining SAMU's goals and acting as a foundation for future initiatives.

A **Summarized Budget** is an information document that outlines SAMU's approved revenues and expenses and is meant to provide an overview of SAMU's spending priorities but excludes line by line budget general ledger information and codes.

Expectations

Strategic Plan

1 SAMU maintains a Strategic Plan, which includes organizational goals for the next 3-5 years.

1.1 SAMU's Strategic Plan is developed in consultation with students and SAMU staff.

1.2 SAMU's Strategic Plan is contained in Appendix A of this policy.

1.3 SAMU's Strategic Plan is updated yearly, and approved by Students' Council during the first quarter of the fiscal year.

2 The Executive Committee reports to Students' Council on the progress of SAMU's Strategic Plan during the last quarter of the fiscal year.

Audited Financial Statements

3 SAMU makes its Audited Financial Statements available to its membership upon receipt from the auditor.

Annual Report

4 An Annual Report is compiled yearly, and approved by Students' Council within the first two months of the fiscal year.

5 SAMU makes its Annual Report available to its membership upon its approval by Students' Council.



Policy

6 The Annual Report will contain a letter from the President, election and referenda results, and informative details and metrics of the activities of SAMU, including advocacy, clubs, events, and programs and services.

Approved Budget

7 Once the SAMU budget has been approved by Students' Council a summarized budget will be created and published on the SAMU website within sixty days.

Appendix A.

2021-2024 Strategic Plan

Recognizing our past and planning our future

INTRODUCTION

The Students' Association of MacEwan University (SAMU) is a not-for-profit organization working independently from MacEwan University to support students. With over 45 full and part-time staff, SAMU exists to serve students' non-academic needs.

SAMU celebrates its 50th Anniversary in October 2021. That's 50 years of student councils and governance, milestones, learnings, growth and most importantly service to MacEwan students. The latest milestone has been the completion of the SAMU building, which provides a wide variety of opportunities for the organization.

Elected student representatives govern SAMU. Part of good governance is to have a strategic plan, providing visionary direction for the organization. Past strategic plans focused on the need of SAMU to construct its own building to enhance service to students. Completion of the SAMU Building in 2020 was a significant accomplishment for our Association. As the building project is now complete, this plan outlines the next steps in SAMU's future.

The strategic planning process began by updating SAMU's Vision, Mission and Values. Next, Students' Council and staff were surveyed to gather feedback. Overwhelmingly, it was reinforced that SAMU's primary **focus must continue to be our students**. As such, students are intentionally front and centre throughout the plan.

Next, the SAMU Executive Committee (EC) and Senior Leadership Team (SLT) looked at internal and external trends, issues, data, as well as future aspirations for SAMU. This analysis helped to design a strategic framework used to shape the plan. Finally, EC and staff developed goals and strategies to help SAMU maximize opportunities and fulfill its purpose.

As with all good plans, the details will be worked out to determine the scope and speed of implementation. SAMU will need to balance its commitment to delivering quality programs and services, while working on transformational projects to modernize the organization. And in the spirit

SAMU History

1971 – Grant MacEwan Community College Student Union was formed, originally on Scona Campus

1988 – College Receives approval to offer university transfer programs, which increased enrollment

1995 – SAMU's Peer Support program began

1997 – Adopt-a-Family, now SAMU Cares was established

1998 – Health and Dental Benefits Referendum

2006 – The Pantry started providing food hampers to students in need

2007 – First U-Pass Referendum

2009 – College becomes University, and SAMU name is changed

2015 – Referendum on new SAMU Building, and Building Design begins; first VP External elected

April 2017 – Ground-breaking ceremony for new SAMU Building

January 2020 – SAMU Grand Opening Ceremony

March 2020 – 2021 – SAMU's operations were

of SAMU's value of accountability, the organization will recognize the confines of resources and the need to be transparent with students.

SAMU has a talented team of staff and volunteers that are at the heart of the organization. This plan is the call to action for everyone to embark on the next chapter of SAMU's journey.

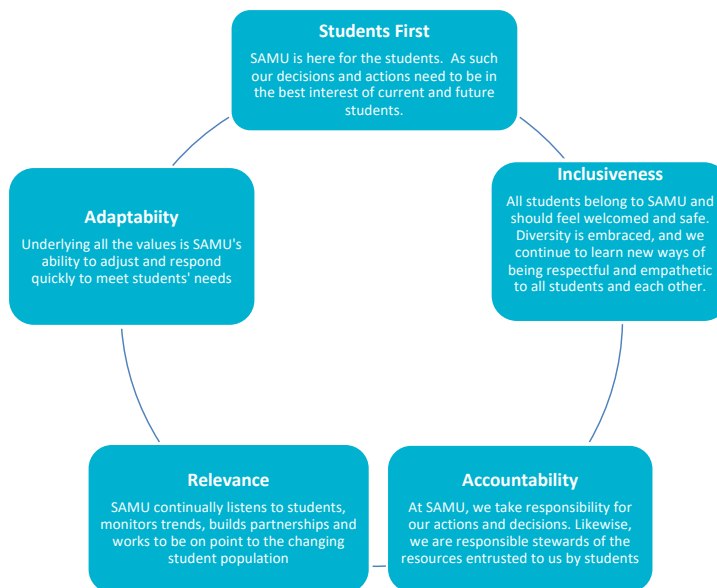
VISION, MISSION AND ORGANIZATIONAL VALUES

Vision: All students benefit from a vibrant student life and a culture of empowerment.

Mission: SAMU builds a positive student experience by creating a place to engage and connect, being a champion for all students, and providing opportunities that allow them to get the most out of their educational journey.

Values:

Our values are the basic tenets of how we as SAMU staff and elected student representatives act and make decisions.



GOALS & STRATEGIES

1: Student Experience & Engagement: The overall student experience is enhanced by the opportunities provided by SAMU.

What it Means: The student experience goes beyond attending classes. SAMU offers people the fun and social side of student life by hosting programs and events and providing students space to connect. SAMU also provides volunteer and employment opportunities while also supporting student groups on campus. All of the above reflects SAMU's commitment to making on-campus life more accessible for all students.

WHAT SUCCESS LOOKS LIKE:

- *SAMU Building is a hub for student activity.*
- *SAMU is identifiable by students as the organization "for the students by the students".*
- *SAMU programs, services and events are well-attended, utilized and enjoyed by students.*
- *Students are gaining experience and developing new skills from the employment and volunteer opportunities offered by SAMU.*
- *Student Groups are thriving and attracting an abundance of members with diverse interests.*

Strategies

1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.

1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and branding.

1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students

1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms.

2. Student Voice: The Student Voice is amplified by SAMU.

What it Means: SAMU is a Students' Association, meaning it provides ways for students to be heard collectively by the University, and at all levels of government. Students also have a voice through its democratic processes, electing Students' Council and Executive Committee members to govern SAMU.

WHAT SUCCESS LOOKS LIKE:

- Advocacy efforts by SAMU result in positive changes for students.
- SAMU election ballots offer choice to students, and students are coming out to vote.
- SAMU is actively involved with other Students' Associations and organizations to have the Student Voice heard at all levels of government.
- SAMU is a valued partner of MacEwan University.

Strategies

2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.

2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation.

2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels.

2.4 Foster positive relationships with MacEwan University to better serve students.

3. Student Supports: Student supports provided by SAMU are responsive to unique and evolving needs.

What it Means: Student life can be difficult. SAMU offers students a variety of programs and services to help with financial, mental, physical, and social stresses. SAMU is an inclusive organization, supporting diversity and participation of all students. As student needs evolve, SAMU watches trends and listens to students to ensure that SAMU offerings are reflective of those needs.

WHAT SUCCESS LOOKS LIKE:

- *Students are accessing SAMU programs, events and services to alleviate the financial, mental, physical and social stresses of being a student.*
- *SAMU is responsive to the feedback received about its programs and services, meeting the needs of all students.*
- *SAMU programs, services and events are inclusive and support all students.*
- *SAMU is working collaboratively with other organizations to benefit students.*
- *SAMU staff are trying new approaches to meet the changing needs of students.*

Strategies

3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.

3.2 Evaluate and assess student supports to remain relevant and accountable to students.

3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.

3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.

4. Strengthening SAMU Operations: SAMU is an innovative and sustainable organization with an engaging work environment

What it Means: SAMU can best serve students with its own house in order. By fostering strong relationships between elected student roles and staff, documenting policies and processes and being responsible stewards of resources, SAMU can be a supportive and sustainable organization for students for years to come.

WHAT SUCCESS LOOKS LIKE:

- Elected student roles and staff roles are well-defined, and decisions are made seamlessly.
- Policies and processes are documented, and best practices are implemented.
- SAMU is in a stable fiscal situation, with multiple revenue sources.
- SAMU's operations are environmentally conscious, reducing ecological impacts where feasible.
- SAMU has a vibrant organizational culture, attracting, onboarding and retaining quality staff, volunteers and elected student representatives.

Strategies

4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.

4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.

4.3 Diversify revenue streams to reduce reliance on student fees.

4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability

4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.

Deleted: Strategic Plan 2018-2021 [\[1\]](#)

Introduction [\[1\]](#)

The Students' Association of MacEwan University (SAMU) is a dynamic, fast growing, and diverse organization. Our needs are growing and our approach to success is changing to meet the needs of students within the university. Through consultation and continual connection with the student body, we have been, and will continue to focus our resources and energy on our students and what matters to them. SAMU is and always will be dedicated and advocate for student issues, regardless of political ideologies or opinions. We exist to enhance student well-being while they attend MacEwan University, and create a positive impact to the student experience. [\[1\]](#)

This strategic plan provides a foundation for SAMU's initiatives for the next three years. It takes the mission, vision, and values of the organization and transforms them into attainable goals. This plan will become the compass that guides our organization's governance and leads SAMU as it works with its staff, students, and partners. We are focused on achieving the goals set out in this strategic plan with dedication to excellence in all we do. [\[1\]](#)

Mission [\[1\]](#)

The Students' Association of MacEwan University exists to enrich the student experience. As the collective student voice and champion for leadership and advocacy, we empower students through our programs and services, and create an engaging environment that maximizes opportunities. [\[1\]](#)

Vision [\[1\]](#)

The Students' Association of MacEwan University will be a strong advocate, exceptional resource, and clear voice for the MacEwan University student. We will have one aim — to create a one of a kind university experience by recognizing the student as our greatest asset and inspiration. [\[1\]](#)

Values [\[1\]](#)

Accountability [\[1\]](#)

The work we do is transparent and available to our members. We ensure that student dollars are respected and used wisely. Students drive our actions and are included in planning, implementing, and measuring our successes. [\[1\]](#)

Advocacy [\[1\]](#)

We advocate at all levels of the university and government to ensure our students are represented and their voices are heard. [\[1\]](#)

Excellence [\[1\]](#)

We maintain a high-level of integrity, quality, respect, and professionalism in everything we do to ensure that our students are supported and receive a quality experience at MacEwan University. [\[1\]](#)

Relevance [\[1\]](#)

Our programs, services, events, marketing, and governance decisions are made based on the needs and wants of our students. [\[1\]](#)

Stewardship [\[1\]](#)

We look beyond the current generation of students and ensure that our future students will be positively impacted by the decisions we make today. [\[1\]](#)

Students First [\[1\]](#)

At the core of our organization are MacEwan University students; all members of the organization respect student needs and uphold students as our greatest assets and focus. [\[1\]](#)

Goals [\[1\]](#)

Dedicated Advocacy [\[1\]](#)

SAMU will support and act as an advocate for all MacEwan University students. It will represent and advocate for students. [\[1\]](#)

Fact Sheet**Approvals:**

First Approval – May 20, 2015

Last Approval – January 20, 2021

Review Date: January 20, 2022

Source and Updates:

May 20, 2015: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2015-05-20-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 22 – Annual Report and Strategic Plan*.

September 20, 2017: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2017-09-20-7.2. Appendix A updated with minor edits to extend Strategic Plan by one year.

March 21, 2018: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2018-03-21-7.9, effective July 1, 2018. Updated Strategic Plan 2018-2021 added to Appendix A.

January 20, 2021: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2021-01-20-7.6 on the recommendation of the Bylaws and Policy Committee. The requirement of publication of a summarized budget is added to the policy.

x



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Appointment Advisory Committee

Motion to appoint Councillor _____ to the Appointment Advisory Committee
effective May 1, 2021

Background Information:

The Appointment Advisory Committee is losing one of its members as Councillor Yanish will be moving to the VP External role. This creates a vacancy on the committee.

Implications:

Filling this vacancy will enable the committee to continue its work.

Appointment Advisory Committee

Mandate

1 The responsibility of the Appointment Advisory Committee is to interview and vet candidates for appointments made by Students' Council, and to vet and recommend student-at-large candidates for appointments by Executive Committee.

Roles of Committee

2 The committee reviews all applications for appointments made by Students' Council and Executive Committee, and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.

4 The committee interviews all appropriate candidates for positions appointed by Students' Council.

5 The committee provides candidates with further information regarding the position upon request.

6 The committee provides written recommendations on all vacancies.

7 The committee communicates to all candidates regarding the outcome of Students' Council appointments.

8 The committee works to create relationships with MacEwan faculty and the University community to fill student-at-large vacancies.

Composition

9 Voting members of the committee are one Executive, one Councillor, and the Governance Advisor.

Committee Operations

10 The committee deliberations and recommendations are confidential.

11 Meetings of Appointment Advisory Committee are held at the call of the committee chair.



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TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Cassey Fallis, Councillor

Submission Title (As it will appear on agenda):

Audit Committee

Motion to appoint Councillors _____ and _____ to the Audit Committee effective May 1, 2021

Background Information:

The Audit Committee is losing two of its members as I will be moving to the VP Academic role and Councillor Cross-Trush will be moving to the VP Student Life role. This creates vacancies on the committee.

Implications:

Filling these vacancies will enable the committee to continue its work.

Audit Committee

Mandate

1 Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

Roles of Committee

2 Audit Committee monitors, evaluates, advises, and makes recommendations on:

- 2.1** matters affecting external, internal, or special audits;
- 2.2** policies and practices related to internal controls; and
- 2.3** compliance with legal, statutory, and regulatory requirements.

Authority

3 Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

Composition

4 The voting members of Audit Committee are three Councilors and two students-at-large.

4.1 If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.

4.2 Preference will be given to students-at-large with financial experience.

5 The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

6 No SAMU official with signing authority may serve on Audit Committee.

7 Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Audit Committee selects a Chair from among the Councillors on the committee.

9 Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

9.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

10 The Committee Chair may call additional meetings as required.

11 SAMU's auditors may advise and present to Audit Committee when required and as part of the audit process.

Standing Orders

12 Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.

13 Audit Committee reviews budget variances quarterly.

14 Audit Committee reviews out-of-budget and exceptional authorizations or expenses.

15 Audit Committee reviews compliance with recommendations made by SAMU's auditors.

16 Audit Committee reviews the performance of the auditors and may, at its discretion, recommend to Students' Council a change in auditors.

17 Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.

17.1 The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.



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STUDENTS' COUNCIL MEETING SUBMISSION

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TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Sean Waddingham, President

Submission Title (As it will appear on agenda):

Budget and Finance Committee

Motion to appoint Councillor _____ to the Budget and Finance Committee effective May 1, 2021

Background Information:

The Budget and Finance Committee is losing one of its members as Councillor Fallis will be moving to the VP Academic role. This creates a vacancy on the committee.

While the majority of this committee's work has been completed it's still important to ensure that the committee membership is as full as possible in the event the committee is required to make further decisions.

Implications:

Filling this vacancy will enable the committee to continue its work if needed.

Budget and Finance Committee

Mandate

1 Budget and Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements.

Roles of Committee

2 Budget and Finance Committee compiles, creates, and submits the annual SAMU operating budget to Students' Council for approval.

3 Budget and Finance Committee monitors and recommends adjustments to the SAMU Membership Fee.

4 Budget and Finance Committee monitors the financial well-being of SAMU.

5 Budget and Finance Committee provides recommendations regarding new or current SAMU fees.

6 Budget and Finance Committee monitors SAMU's investment accounts.

Composition

7 The voting members of Budget and Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors, and two students-at-large.

7.1 Preference will be given to students-at-large with financial experience.

8 The resource officials of Budget and Finance Committee are the General Manager and a full-time staff member of the Finance department.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 The Vice President Operations and Finance serves as Chair of Budget and Finance Committee.

10 Meetings of Budget and Finance Committee are held at least quarterly.

11 The Committee Chair may call additional meetings as required.



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TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Ruan Bouwer, VP External

Submission Title (As it will appear on agenda):

Bylaws and Policy Committee

Motion to appoint Councillor _____ to the Bylaws and Policy Committee effective May 1, 2021

Background Information:

The Bylaws and Policy Committee is losing one of its members as Councillor Williams will be moving to the VP Operations and Finance role. This creates a vacancy on the committee.

Implications:

Filling this vacancy will enable the committee to continue its work if needed.

Bylaws and Policy Committee

Mandate

1 Bylaws and Policy Committee ensures the relevance and consistency of SAMU Bylaws and Policy.

Roles of Committee

2 Bylaws and Policy Committee ensures the proper and timely review of SAMU Bylaws and Policy.

2.1 Bylaws and Policy Committee utilizes the policy review regulations set in *Policies*

3 Bylaws and Policy Committee may create or recommend amendments to a particular bylaw or policy.

4 Bylaws and Policy Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.

5 Bylaws and Policy Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.

Composition

6 The voting members of Bylaws and Policy Committee are one Executive, two Councilors, and two students-at-large.

7 The resource officials of Bylaws and Policy Committee are the Governance Advisor and the Chair of Students' Council.

7.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Regular quarterly meetings of the Bylaws and Policy Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

8.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

9 The Committee Chair may call additional committee meetings as required.



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TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: April 21, 2021

Submitted By: Ruan Bouwer, VP External

Submission Title (As it will appear on agenda):

Leadership and Review Committee

Motion to appoint Councillor _____ to the Leadership and Review Committee effective May 1, 2021

Background Information:

The Leadership and Review Committee is losing one of its members as Councillor Williams is moving to the VP Operations and Finance role. This creates a vacancy on this committee.

Implications:

Filling this vacancy will enable the committee to continue its work.

Leadership and Review Committee

Mandate

1 Leadership and Review Committee is a semi-judicial body which advises and reviews Students' Council, and strives to maximize student engagement.

Roles of Committee

2 Leadership and Review Committee reviews the performance of the Chair of Students' Council.

3 Leadership and Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Leadership and Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Leadership and Review Committee within 10 days of the disputed decision.

3.2.2 Leadership and Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Leadership and Review Committee creates opportunities for members of Students' Council to develop leadership skills by:

4.1 researching and implementing applicable professional development opportunities for members of council; and

4.2 developing team building opportunities for Students' Council.

5 Leadership and Review Committee develops a plan for Student Council to engage with SAMU members.

6 Leadership and Review Committee reports on the effectiveness and progress of Students' Council.

Composition

7 The voting members of Leadership and Review Committee are one Executive, two Councillors, and two students-at-large.

8 The resource official of Students' Council Review Committee is the Governance Advisor.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.



Committee Operations

9 Meetings of Leadership and Review Committee are held at least twice per quarter.

10 The Committee Chair may call additional meetings as required.