



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University July 20, 2022 at 6:00pm in The Lookout

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Ruan Bouwer, Vice President Academic
Freja Cartujano, Councillor
Thomas Cross-Trush, Vice President Student Life
Jayden Depeel, Councillor
Myles Dykes, President
Jordan Gable, Councillor
Alex Hominiuk, Councillor
Lisa Kotelniski, Councillor
Joseph A. La Torre, Councillor
Nhi Phan, Councillor
Kendell Semotiuk, Councillor
Rayyah Sempala, Councillor

Asif Siddiqui, Councillor
Alem Tesfay, Councillor
vacant, Councillor
Larissa Williams, Vice President Operations
and Finance
Matt Yanish, Vice President External

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
, 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 JULY 20, 2022

MOTION

TO EXTEND THE TIME LIMIT FOR THE PRESENTATION FROM 30 MINUTES TO 60 MINUTES

2.2 MOTION

TO APPROVE THE MINUTES OF JUNE 15, 2022

3. Presentations

3.1. Governance Review Implementation Plan presentation

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 Operations & Finance

4.1.5. Vice President Student Life

4.1.6. Appointments Advisory Committee

4.1.7. Budget and Finance Committee

4.1.8. Bylaws and Policy Committee

4.1.9. Executive Committee

4.1.10. Governance Remuneration Advisory Committee

4.1.11. Leadership and Review Committee

4.1.12. Executive Committee Position Descriptions

4.1.13. Students' Councillor Position Descriptions

4.1.14. Students' Council Handbook

4.2. Executive Committee Minutes

Minutes of June 1, 16, and 28, 2022 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. Bylaw Interpretation

MOTION TO INTERPRET BYLAW CLAUSE 64 TO READ THAT A CONSULTATION AT A TOWN HALL MEETING MUST OCCUR BEFORE THE TWO READINGS AT STUDENTS' COUNCIL OCCUR

VPO/

7.2. Elected Representatives Code of Conduct policy

MOTION TO RESCIND THE CONDUCT POLICY AND APPROVE THE ELECTED REPRESENTATIVES CODE OF CONDUCT POLICY ALONG WITH THE

**SUPPORTING DOCUMENTS ON THE RECOMMENDATION OF THE EXECUTIVE
COMMITTEE**

VPO/

7.3. Official Reporting Mechanisms to SAMU Membership policy

**MOTION TO APPROVE THE OFFICIAL REPORTING MECHANISMS TO SAMU MEMBERSHIP
POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY
COMMITTEE**

VPO/

7.4.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the Students' Association of MacEwan University June 15, 2022 at 6:00pm in The Lookout

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Freja Cartujano, Councillor
Jayden Depeel, Councillor
Myles Dykes, President
Jordan Gable, Councillor
Alex Hominiuk, Councillor
Lisa Kotelniski, Councillor
Joseph A. La Torre, Councillor
Nhi Phan, Councillor
Kendell Semotiuk, Councillor
Rayyah Sempala, Councillor
Asif Siddiqui, Councillor

Alem Tesfay, Councillor
Elaine Tran, Vice President Student Life
Stephan Vasquez, Vice President Academic
Larissa Williams, Vice President Operations
and Finance
vacant, Councillor

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor (Recording Secretary)
Ismaael El-Hakim, Gov Assistant

Absent:

Matt Yanish, Vice President External

Meeting called to order at 6:00pm.

<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 JUNE 15, 2022

VPA/CARTUJANO

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF MAY 18, 2022

PHAN/SEMOTIUK

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

CASA conference update.

4.1.2.Vice President Academic

As presented.

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

As presented.

4.1.5. Vice President Student Life

As presented.

4.1.6. Year End Allocation

4.1.7. Appoint Advisory Committee (In Camera item)

4.2. Executive Committee Minutes

Minutes of May 11 and 18, 2022 provided.

5. Question Period

5.1. Written Questions

Sempala - For VP Academic: On the committee on teaching and learning - A lot of students work while in school it have life circumstances that may make it difficult to attend school in person synchronous or in hybrid. Will there also be a discussion on possibly having courses that are online(synchronous or asynchronous)?

Vpa - We still retain a number of courses that are delivered fully online each semester (approx. 20%). The Committee on Teaching and Learning focused on defining what would be the range of online/in-person delivery for *hybrid courses only*. However, your concerns are warranted and heard. During the pandemic, online delivery demonstrated several advantages over in-person classes (such as note-taking, recorded classes etc.). These advantages show that there are gaps in access to learning which we hope to address via our universal design for learning project. Our UDL project aims to allow multiple means of accessing classes, notes, assignments, and tests. This project will take time but we have already made steps to promote and integrate UDL concepts through our 2022 EC priorities planning sessions.

Sempala - For VP Academic: On Paskwâwi-Mostos Mêskanâs Governance Committee - I have used this platform this spring and I can say that it is a very good and easy to use platform. A question I have is how students will be orientated in using this system for the fall?, My concern is if enough time will be given for students to adapt to this system.

Vpa - Paskwâwi-Mostos Mêskanâs will overtake Blackboard this fall as our online platform (As well as black board collaborate being replaced with Kaltura). As we're still using blackboard in addition to Mêskanâs several online resources have been posted to onboard the student body to this new system. Through the MacEwan website you can access Mêskanâs support and resources via the Center for Teaching and Learning webpage. These resources include training sessions, email support, workshops, and online guides to understand the new modalities offered. As you have seen firsthand the system is pretty intuitive so I have confidence that Mêskanâs' uptake will be smooth. If you are having issues finding any resources feel free to email me for the links!

Sempala - For VP Operations: On the Year End Allocation Report - Thank for the transparency you have shown and offered. A possible solution for the problem you presented was using Contingency Reserve Fund, what is this fund usually used for? and if it is not used will there be an issue in the allocation of funds or another financial issue?

Vpo - As per the way our Finance Policy currently stands the Contingency Reserve Fund is used for operational deficits, this was not explicitly defined but in practice in the past the fund has been used

for situations like this where we have been short cash-wise in certain months due to the transfer of our fees collected from MacEwan.

The contingency fund could also be used for instances where our budgeting forecasting predicts a much larger influx of money than what we actually receive. For example, if we budgeted around 15,000 students being enrolled as revenue in, but something happened and only 10,000 students enrolled we would have a difference in revenue of 5000 students. At that point it would come to council for either approval of using the contingency fund to supplement the difference or the organization would have to figure out which budgeted items would get cut due to the lowered funds available.

If we decide not to dip into the contingency fund, we might run into a shortfall in our operating account which means that we may not be able to pay for some or all of our operating costs including salaries, and our day-to-day expenses. There will be no impact on the allocation of our previous year's operating surplus as that is allocated into its respective funds once we receive the transfer of cash from MacEwan in October.

Tesfay - Question for VP Academic - I'll start by saying I'm happy you're feeling more comfortable in your new position as a VP. The one question I have from your report is regarding the agreement on a definition for upper/lower limits of hybrid courses. My question is, after the decision is voted on, will the decision affect classes this coming fall and winter semester, or is it for semesters further down the line?

Vpa - For clarity, we already have hybrid classes that can operate within this range. The purpose of the committee is to define more sharply what is a hybrid synchronous class, what is a hybrid asynchronous class as well as defining the borderline between a hybrid class and an online class. After the decision is agreed on, voted in, and formalized "Hybrid at MacEwan" should be implemented on the next academic calendar year. However, due to the COVID-19 pandemic or other unforeseen economic or social impacts this framework may be implemented on a shorter or longer timeframe. If such an unlikely thing is to pass SC will be promptly informed.

5.2. Oral Questions

Topics Include: Edmonton Student Alliance; conference attendance(Vpo/Vpsl); EC workplan; MyStudentSystem & EDI data; university funding model & performance metrics; Fall Fest and other fall events;

6. In Camera Period

MOTION TO GO IN CAMERA

SEMOTIUK/VPO

CARRIED

6.1 SAMU Chief Returning Officer

MOTION TO GO OUT OF CAMERA

PHAN/SIDDIQUI

CARRIED

7. Motions & Business Orders of the Day

7.1. Finance Policy (*Special Resolution required)

***MOTION TO APPROVE THE FINANCE POLICY ON THE RECOMMENDATION OF THE
BUDGET AND FINANCE COMMITTEE***

VPO/PHAN

Favour: Ambutong, Beka, Cartujano, Depeel, Pres, Gable, Hominiuk, Kotelniski, La Torre, Phan, Semotiuk, Sempala, Siddiqui, Tesfay, Vpsl, Vpa, Vpo

CARRIED

7.2. Chief Returning Officer

***MOTION TO APPOINT JOSH STOCK AS SAMU CHIEF RETURNING OFFICER FOR A TERM
ENDING APRIL 30, 2023***

BEKA/SEMOTIUK

Favour: Ambutong, Beka, Cartujano, Depeel, Pres, Gable, Hominiuk, Kotelniski, La Torre, Phan, Semotiuk, Sempala, Siddiqui, Tesfay, Vpsl, Vpa, Vpo

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

SEMOTIUK

CARRIED

Next Meeting Date: July 20, 2022

Meeting adjourned at 6:51pm.

Students' Council Report

President

July 2022

Dear Council,

Please see below for my report between June 9 and July 14, 2022.

Executive Summary

- VP One-on-One Meetings: met with Executive Committee members to discuss personal development, knowledge base, team dynamics, and our working relationships. A primary role of the President is supporting the work of the Vice Presidents.
- Alberta Students Associations Presidents' Caucus: worked to establish a caucus with my Albertan counterparts to share information and provide support for one another.

Important Meetings Attended

CAUS Board Meeting

Decision(s) Made: Approval of short-form Priorities Document

In the past month, I've attended two CAUS Board meetings to represent SAMU. It's been a pleasure so far working with the new board, as well as the Executive Director and two summer students. The past two meetings have had substantial discussion on the CAUS Priorities 2022/23. The priorities have emerged as follows: increasing affordability of post-secondary education, ending gender and domestic violence on campus, developing digital infrastructure, supporting campus mental health, and funding Indigenous centers and funding reconciliation. Student executives from all CAUS member student associations will be coming together for the first CAUS counterparts conference of the year. We will be hosted by the University of Lethbridge from August 27-29, 2022.

Projects/Initiatives

Spring Convocation 2022/23

Strategic Alignment: Student Voice

Over the course of three days, I attended convocation as a student t Board member and presented the student invocation. It was so incredible seeing the joy on the faces of the graduates as they crossed the stage, knowing that the past two years have been filled with

President's Report to Students' Council

Submitted July 14, 2022

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adversity and perseverance. Over 2000 graduates crossed the stage, including our VP External and VP Student Life! Our VP Student Life was also the awarded the President's Medal and gave the student speech to all graduating classes. Congratulations to you both, as well as our very own Councillor Semotiuk!

Celebration of Donna-Mae Winqvist

Strategic Alignment: Student Voice

Administration, faculty and staff came together to celebrate Donna-Mae Winqvist for her 20 years of service to the MacEwan Staff Association (MSA) as its President. She has led the staff association through numerous collective agreement negotiations and has made an immeasurable impact on our campus. For many years, Easter Monday was called Donna-Mae Day because she had negotiated the day off for staff in a collective agreement in the mid 2000's. Administration came to realize our campus couldn't function without staff, and gave the day off the faculty and students as well. Another aspect of her role has been guiding MacEwan staff through labour relations issues and workplace advocacy.

Vice President One-on-One Meetings

Strategic Alignment: Strengthening SAMU Operations

Over the past month, I've have meetings with all members of EC to discuss the areas of personal development, their knowledge base, overall team dynamics, and our working Relationships. Per [Roles and Responsibilities of Elected Representatives Policy](#), "the President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee."

Edmonton Student Alliance Transition & Planning

Strategic Alignment: Student Voice

Wanekia Cook, the Kings University Students' Association President and new Vice-chair of the ESA, and I met with Christian Fotang, the past Chair of the ESA, for our transition training that including information about the role, what member relations with the 7 other students' association members looks like, as well as key stakeholders to engage with. Afterwards, I engaged in planning sessions with the Advocacy Coordinator to begin drafting an initial work plan and initial task lists.



Alberta Students' Associations' Presidents Caucus

Strategic Alignment: Student Voice

At the May CAUS Changeover conference, the Presidents at the conference spoke of establishing a group to share information and provide support to one another. In political organizing and advocacy, this kind of connection is integral to sustaining momentum and engaging with passionate student leaders is an amazing perk of this role. Since then, the Advocacy Coordinator and I have worked on a Terms of Reference and coordinated the first meeting of our group. As most of the conversations will be privileged, I will not report on the group unless any actions come out of it.

Closing Remarks

Going forward, our Executive Committee is trying to ensure timely reports to Council to ensure that Councillors feel as prepared as possible for meetings. Information management and ensuring Council receives said information ahead of time is crucial to good governance. That being said, I look forward to the discussion we'll be having at this upcoming Council meeting that will ensure and sustain good governance in our organization for years to come.

With every report, there's often a theme of time just flying by. It's just as true now as it's been over this past year. I'm looking forward to the beginning of the school year, and to see our campus community come together for the first time in over years.

Regards,

Myles Dykes (he/him),
SAMU President 2022-2023
sapresident@macewan.ca

Students' Council Report

VP Academic

July 20th, 2022

Dear Council,

I hope you all are having a nice summer as the weather heats up and the sun keeps shining. The summer lull has given us time to finalize our priorities plan as well as research, collaborate, and begin working on our projects.

Please see below for my June-July report.

Executive Summary

- General Faculties Council
- Gallivan Conference
- Mêskanâs & Moodle Implementation
- Student Refugee program
- Textbook Cost Indicator Program

Important Meetings Attended

General Faculties Council

Decision Made: Approved... Leave of Absence Procedure, revised Academic Standing Policy, Rescinded Continuing Education Policy. Terminated Disabilities Studies.

GFC in June passed several new and modified policies. The International Leave of Absence policy adds a safety net for international students who need to leave (for up to 150 days) to attend to medical illness/injury, pregnancy, family emergency, a death in their family, a change in program of study, or extenuating circumstances regarding Immigration, Refugees, and Citizenship Canada (IRCC). A revised Academic Standing Policy was passed which codifies how faculties can deal with exceptional academic difficulties (Such as students with 20-50 withdrawals). I'm aware this policy could cause difficulty with some students but after consultations with the RO, Provost, and other faculty, we were assured this policy was for exceptional cases instead of an average student

VP Academic Report to Students' Council

July 20th, 2022

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encountering some difficulty. The continuing education policy was rescinded because after several years parts of the policy were applied separately to other policies where they were needed, thus negating the need for a standalone policy. Lastly, the Disabilities Studies program was terminated after a long period of lack of student interest.

Gallivan Conference

Decision Made: Consider alternative options for various health plans

The VPO and I attended a conference hosted by our health provider, Gallivan, in Ontario in late June. At the conference we learned about and discussed various additions to the plans offered to our students. After considering the options offered by Gallivan we decided to keep our options open and consider other opportunities as they present themselves

Moodle and Mêskanâs implementation

Decision Made: Collaborate and interview with additional stakeholders

As Moodle and Mêskanâs looms over the summer, our Monthly Steering Committee and Mêskanâs project planning members have been collaborating with student, faculty, and administrative stakeholders. Our focus has been how to best educate students in the use of our new software by directing their attention to our Mêskanâs help page. Several points of contact with the student body have been brought up and further collaboration with faculty and admins is scheduled before the fall.

Student Refugee Program, Local Working Group

Decision Made: Onboarding of the VPSL and VPA into the SRP LCG

The Vice President Student Life and I have both signed onto a working group to assist a refugee student with her transition to university life in Canada. This program is related to the World University Services Canada network and aims to help dozens of refugees a year over 95 campuses. Assistance includes housing and tuition costs for a period of 3 years as to ease possible culture shock and their new responsibilities as a student. Our next steps are monthly meetings, a to do packet, training resources, and other supports.

Projects/Initiatives

Textbook Cost Indicator Program Research and information sharing

Strategic Alignment: Student Supports

I've begun work on my Textbook Cost indicator program by interviewing other universities that have successfully implemented the program and saved students a great deal of money. Recently, I've discussed the program with Abner Monteiro, President of UASU, to form a road map of what worked for them and what roadblocks they encountered at the U of A. As both our institutions use the same software to register for classes, we've already been given a leg up to reaching this goal. I feel confident that with support from various keystone figures in the faculty and administration we could make serious headway to adding these OERs to our students.

Closing Remarks

It's exciting to begin project planning so early into our term. I'm glad that this summer affords us the time to organize and carefully design our objectives with an eye for detail. While the fall feels so far away today, the more I look into my calendar the more it stares back. Either way, I'm looking forward to being busy enough to avoid feeling guilty for turning my cell to "do not disturb".

I hope you all are having a wonderful summer!

Cheers,

Stephan Vasquez

VP Academic, SAMU 2022/2023

savpacademic@macewan.ca



Students' Council Report

VP External

July 20th, 2022

Hello Council, attached is my report since our last meeting.

Important Meetings Attended

- The Kings University Students' Association (TKUSA) meeting:
 - The VPSL and I met a couple times with Magdalena Beukes and Wanekia Cook, some of our counterparts at The Kings University, to discuss restorative justice practices at our campuses. MacEwan has a phenomenal approach for restorative justice in cases of academic misconduct, and we are getting the ball rolling on a similar process for campus sexual violence. See the VPSL's report for more info!
- Council of Alberta University Students (CAUS) Committees:
 - Organizational and Public Engagement Committee (OPEC): I was voted in as the chair of OPEC this last month. As one of the three committees of CAUS, OPEC essentially figures out how CAUS is going to engage with the public, as well as with the government. Considering we are leading up to an election year, this committee is going to be crucial as to how the Alberta government (as well as the public) view the role of university students in the present and future prosperity of Alberta. I am very excited to work with the team this year at CAUS to get students out to the polls, and ensure that Albertans are considering the needs of post-secondary students when they go to cast their ballots.
- Canadian Alliance of Student Associations (CASA) Committees:



- Member Relations Committee (MRC): MRC is very similar to Leadership and Review Committee (LRC) at SAMU. I was elected the vice-chair of this committee, and I am so happy to get to work on social events, professional development, and community building activities at CASA. Last year, as Director of Membership, I was the chair of this committee, and there were so many ideas I was not able to implement due to the online nature of CASA last year. However, now that we are *tentatively* back in person, I am looking forward to the in-person events. This includes soccer games, game show nights, board game nights, and getting various speakers to come talk to CASA members about PSE field-related experiences.
- National Advocacy Committee (NAC): This is the other CASA committee I was elected to earlier this year, and since my last update, I have been elected secretary of this committee. In short, this is exactly what it sounds like – this committee determines the “how” (but not the “what”) we are going to do to engage the government in the coming year. As secretary, my role is to record decisions and disseminate this information to members prior to meetings.

Projects/Initiatives

- CAUS Summer Students:
 - CAUS now has two summer students – one to focus on research, and one to help us with communications. I am really happy with the work of both of them so far, especially the work of Chris Beasley. I am happy that CAUS is making best use of the Canada Summer Jobs program (essentially where the Government of Canada picks up half of the bill for these students) and that we are able to get such valuable help in the engagement work we are doing. Check out CAUS’s social media, as it has recently been revived and is looking better than ever.



- Get Out The Vote (GOTV) 2023:
 - As chair of OPEC, this will become a huge and primary conduit for my personal election platform that focused on centering the student voice ahead of this next coming election. Stay tuned for updates, but many of the CAUS GOTV efforts this year will technically have me and SAMU's Advocacy Coordinator behind them! Do expect to see a lot more CAUS-related content in the coming year.
- LRC and AAC:
 - Technically, if I did not win the CASA chair role this year, I was going to take the chair role of LRC and AAC from the VPSL and President, respectively. As I was unsuccessful in my bid for the chair role, I have taken the reigns of AAC, but I have decided that it was best for me to leave the VPSL as the chair of LRC. Many of their platform goals can be achieved by being the chair of LRC, and she is happy to have me still come to meetings to be involved, so I feel we have the best of both worlds.
- Wrapping Up 2021/2022:
 - CASA: Since my last update, I have had my final meetings (and sent off my transition documents) with the new Member Relations Officer, and Director of Membership. I am very confident in their abilities in their roles this year, and I am happy to remain as a resource for either of them given my involvement at CASA at MRC.
 - CAUS: I have also *almost* completely finished all of my obligations leftover from my time as the vice-chair of CAUS. We passed and presented the budget for CAUS, as well as I have went through the gauntlet of Scotiabank to get all of the new people added to the accounts, and given access. Here's hoping I can finally take my focus fully to this years goals!

Closing Remarks:

Since we last talked, WestJet had given me what I now understand was false hope as to the whereabouts of my luggage. They indeed have not found it, it is still missing, and in spite of a 2500 word email, I have gotten no updates. Do not check a bag friends! Get creative with your carry-ons. However, things have not all been misinterpretations and disappointments. I was fortunate enough to add myself to the growing list of nearly 100 thousand MacEwan alumni, alongside our lovely VPSL. Graduating feels weird, but I am so happy I chose MacEwan, and equally happy I chose to get involved with SAMU. In case you were wondering, no, I will not be stepping down as a result of this! The VPSL and I are going to do what is called a “pro gamer move” where we enroll in open studies to maintain our status as MacEwan students – following a tradition of SAMU executives such as Sean Waddingham who made use of this strategy.

Our office has also been turned up-side-down, as we are undergoing some renovations. Well, less up-side-down and more up-side-added – for those who may not have known, the SAMU EC offices did not have roofs, and as a result, somewhat detracted from the purpose of having an office in the first place. While I am super blessed to have an office to work in, I am really looking forward to us getting the roofs actually added to the offices so I can return to my old space! Come pay us a visit in early September if you want to catch the new shiny roofs on our offices!

Lastly, on a more serious note, I am so honored to take on all of these different roles this year as VPE. Between OPEC, MRC, LRC, and NAC (holy that is a lot of acronyms), I am so pumped to have a year that should look very different from last year. There will be many ways you can get involved in my work too, so if you are looking for more extra curriculars, please reach out to me! While I did have my heart set on being the CASA chair, this year is looking to be the year of me being, among other things, a game show host for SAMU, CASA,



and CAUS events! One could argue there is little difference between being a game show host and a CASA chair anyhow.

All the best, and I hope you don't have the misfortune of having to fly these days,

Matthew Yanish
VP External, SAMU 2022/2023
savpoperations@macewan.ca

Students' Council Report

VP Operations and Finance

July 20, 2022

Good day Council! I hope you all are enjoying the summer weather, as we are already in July! Without further ado, please see below for my report detailing the events that occurred from June 3rd to July 13th.

Executive Summary

- Governance Project Implementation
- Committee Meetings
- Meetings with Gallivan

Important Meetings Attended

Bylaws and Policy Committee Meeting

Decision Made: To Recommend the Reporting Mechanisms to SAMU Membership Policy to Council for Approval

BPC met over this past month to discuss the Reporting Mechanisms to SAMU Membership Policy and ultimately after a fruitful discussion on wording and logistics regarding the timelines of the events BPC recommended the policy be approved by Council.

Health and Dental Sub-Committee Meeting

Decision Made: N/A

The Health and Dental Sub-Committee met for the first time since committee changeover. At this meeting the committee met with members from the Gallivan team

who provided an overview of SAMU's health and dental plan and reviewed some of the numbers from the previous year regarding usage.

SAMU x Gallivan Meeting

Decision Made: Gather more information from Gallivan and bring information to H&D Sub-Committee for recommendation

After the Client Advisory Council Conference, Gallivan made the trip out west and came to meet with SAMU. Our General Manager and I met with 2 members from the Gallivan team to discuss our plan, where we currently stand financially and some of the service enhancements that they put forward at the conference.

Projects/Initiatives

Governance Project Implementation

Strengthening SAMU Operations

As the governance review was completed, a team was put together to focus on the implementation of the governance review. The team consists of myself, the President, our General Manager, Darryl, and our Director of Programs and Services Jaime. This team began meeting in May and has since been working through phase 1 of the Governance Review Implementation. I realize this may not make sense to you at this time but there will be a presentation at this SC Meeting that I hope will help clarify some of your questions regarding the work that I have been doing. There are three key components to phase one that I have been working on and will illustrate to you below.

EC / SC Position Descriptions

As a recommendation coming out of the Governance Review was to have position descriptions for all the Executive Committee positions, I have collaborated with EC members both current and previous on their roles and have drafted position descriptions that are being provided to you all for information. We



have since decided to take it a step further and draft position descriptions for Councillors as well, so your roles are slightly more defined and time commitments are outlined. This position description is coming forward for consultation as we would like to hear your input on the role description.

Elected Representatives Code of Conduct Policy

The next part of this process was developing an updated Conduct Policy. I was tasked with revamping this and spent many hours researching what other Student Unions/Associations have in place for their elected representatives and taking what I could and applying it in the SAMU Context. Ultimately this policy is coming forward tonight on the recommendation of the Executive Committee and is the first of multiple policy changes that may be coming down the pipes in the next while.

Councillor Handbook

The final part of this was updating the Councillor Handbook, as this was originally quite a lengthy document (coming in at 60 pages). I have worked to draft this and reduce the amount of content in the document without losing any of the important information. We were successful in getting this document down to 16 pages. This is coming forward for information but if you have any questions or feedback on it I would be happy to meet with anyone to discuss the handbook at a later time.

Other Items

Gender Equality Summit (June 7-8, 2022)

I had touched on this at the previous SC Meeting, but the VPSL and I had travelled to Ottawa to attend a Gender Equality Summit, where we gained lots of valuable information and insights on intersectionality, gender in politics, indigenous solidarity and



keynotes from the Minister for Women, Gender Equality and Youth and the Minister of International Development.

Gallivan Client Advisory Council Conference (June 20-23, 2022)

This year Gallivan had their Client Advisory Council (CAC) conference in person for the first time since pre-pandemic. The conference was attended by myself and the VPA. The conference was filled with information sessions about new Gallivan services, a one-on-one session with the Gallivan Executive team and lots of opportunities to interact with student leaders across the nation from various institutions. There was lots of positive things that came out of this conference and in terms of building the relationship between SAMU and Gallivan the conference provided an excellent avenue to do so.

Closing Remarks

I can't believe how quickly time is flying by, the fact that we are in July already is baffling. I am honored to serve students in this role and am really looking forward to the upcoming year!

As always, if you have any questions, please do not hesitate to reach out and ask, I would love to chat! You can reach me by email at savpoperations@macewan.ca

Cheers,

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023
savpoperations@macewan.ca

Students' Council Report

VP Student Life

July 20, 2022

Can you believe we are already halfway through summer? This past month has been especially busy, but it has absolutely me excited and preparing for the bustle of the return to campus. Below is an account of my activities from June 11th to July 14th, 2022.

Executive Summary

- Gender-Based Violence (GBV) Provincial Climate Survey Meeting
- Meeting with Associate Dean, Students, Chandelle Rimmer
- Local Committee Group of the Student Refugee Program (LCGSRP) Meeting
- MacEwan University Student Experience Discord Meeting
- Meeting with Students' Association of Mount Royal University (SAMRU) VP Student Affairs, Pamela Malec
- Healthy Campus Alberta (HCA) Virtual Summit
- Education and Prevention Framework Presentation with Courage to Act

Important Meetings Attended

Gender-Based Violence (GBV) Provincial Climate Survey Meeting

Decision Made: Focus Group with Students' Council (SC) on Wednesday, August 17 at 4:30-5:30 PM before the monthly scheduled SC meeting

Meagan Simon from the Office of Sexual Violence Prevention, Education, and Response (OSVPER) is a lead on the forthcoming GBV Provincial Climate Survey. We met to discuss how to engage students in the development of the survey. I provided my own personal feedback and suggested consultation with Students' Council, which is planned for the August SC meeting. I strongly encourage everyone to attend; please email or message me if you are interested!

Meeting with Associate Dean, Students, Chandelle Rimmer

Strategic Alignment: Student Voice, Student Supports

The President and I met with the new Associate Dean, Students, Chandelle Rimmer, to welcome her into her new role. In our meeting, we provided her with a tour of the SAMU Building and discussed collaboration with SAMU; her vision as Associate Dean, Students; and the return to campus.

Local Committee Group (LCG) of the Student Refugee Program (SRP) Meeting

Strategic Alignment: Student Supports

The VPA and I met with Macey Edem Nortey, Programs Manager at SAMU, to receive an introduction on our roles and responsibilities with the LCG SRP. She provided an overview of the program, the current student refugee, and our engagement and involvement in the future.

MacEwan University Student Experience Discord Meeting

Decision Made: SAMU will resume and revive our presence in the MacEwan University

Student Experience Discord

A Students' Councillor emailed me to propose the creation of a SAMU Discord.

Unfortunately, at the moment, SAMU does not have the capacity to maintain and operate our own Discord. As a result, I reached out to Denise King from MacEwan University Student Experience, who created and maintains their own Discord to resume and revive our presence. Moving forward, SAMU executives will have our own accounts for students to reach us, so stay tuned!

Meeting with Students' Association of Mount Royal University (SAMRU) VP Student Affairs (VPSA), Pamela Malec

Strategic Alignment: Student Supports

The SAMRU VPSA, Pamela Malec, reached out to me to connect and introduce herself. As SAMRU and SAMU will both be attending the Council of Alberta University Students (CAUS)

Counterparts Summit in August, it was a great opportunity to connect with her in advance. We chatted about the co-curricular record, our goals and priorities for the upcoming year, networking opportunities, and student engagement and experience, in general.

Projects/Initiatives

Healthy Campus Alberta (HCA) Virtual Summit

Healthy Campus Alberta (HCA) is a community of practice from the Canadian Mental Health Association (CMHA) aimed at advocacy and engagement on post-secondary mental health. I attended their summit, gained new knowledge, and networked with some other student leaders across Alberta. In particular, I found their resources to be incredibly helpful and valuable. If you are interested, [here is the link](#).

Education and Prevention Framework Presentation with Courage to Act

Roxanne Runyon from OSVPER and I presented to Courage to Act's All-Star Summer School on the Sexual Violence Prevention and Education Committee's (SVPEC) Education and Prevention Framework, created in 2020 when I was a Student-at-Large. Our presentation consisted of our post-secondary context, our process, strategic goals and actions, timeline of framework development, framework structure, and framework implementation.

Closing Remarks

It has been a busy month for me, and I thank you for reading through my entire report. The student experience is informed by the student voice, and I always welcome yours! Please do not hesitate to contact me via email at savpstudentlife@macewan.ca or schedule an appointment.

Cheers,

Elaine Tran
VP Student Life, SAMU 2022/2023
savpstudentlife@macewan.ca



Students' Council Report Appointments Advisory Committee

July 2022

Dear Council,

Below is the quarterly report on the work of the Appointments Advisory Council (AAC) between April 1st and June 30th.

Membership:

Myles Dykes, President (Chair)
Abby Beka, Councillor
Alan Honey, Governance Advisor

Chief Returning Officer Appointment

As AAC recommends appointments to Students' Council, our Committee began the work of searching for a Chief Returning Officer. The position was posted online in April with a May 2nd deadline. There were four individuals invited to interviews, with three being able to attend. After conducting interviews, AAC put forward a recommendation of Josh Stock to Students' Council to appoint as Chief Returning Officer for the 2022/23 year. AAC's recommendation was ultimately successful at Students' Council, and Josh was informed of his appointment.

Committee Operations & Council Vacancy

For the remainder of our executive terms, this committee will now be chaired by our VP External. After reevaluating workloads, it was determined that we could best support the work of Council by appointing the VP External as chair.

As for Council vacancies, there is currently one vacancy from when our VP Student Life took office on May 1. Our committee has not moved forward on looking for a recommendation given conversations at the SC refresher, but the committee will re-evaluate at a later date.

Regards,

Myles Dykes,
SAMU President 2021/22
sapresident@macewan.ca

Students' Council Report

Quarterly Report: Budget and Finance Committee "BFC"

July 20th, 2022

Committee Members:

<u>April 1st 2022 to April 30th 2022</u>	<u>May 1st 2022 to June 30th 2022</u>
Larissa Williams, VP Operations & Finance	Larissa Williams, VP Operations & Finance
Thomas Cross-Trush, VP Student Life	Elaine Tran, VP Student Life
Myles Dykes, President	Myles Dykes, President
Nhi Phan, Councillor	Nhi Phan, Councillor
Apurwa Sharma, Student-at-Large	Apurwa Sharma, Student-at-Large
Ben Shifrin, Student-at-Large	Ben Shifrin, Student-at-Large
Asif Siddiqui, Councillor	Asif Siddiqui, Councillor

Greetings Council,

This is the report from the Budget & Finance Committee for the reporting period of April 1st 2022 to June 30th 2022 (Quarter 4)

BFC met once during this reporting period. The first item on the agenda was the Finance policy updates which was passed by Council last month. Changes to this policy included the addition of all SAMU accounts that hold funds, the clarification in the contingency fund usage, defining who has authority to do what in regards to financial accounts and the re-allocation of the operating surplus to remove allocation to the SAMU Cares Fund. The other topic on the table was the year end allocation report, that was provided to Council for information last meeting. Essentially the VPO informed the committee about the missed allocations before the report went to Council. The action that came out of this



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

process was for the PO to add "Confirmation of surplus transfers" to the next BFC Workplan.

If you have any questions about this report please feel free to reach out.

Cheers,

A handwritten signature in black ink, which appears to read 'L. Williams', is positioned below the 'Cheers,' text.

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023
savpopoperations@macewan.ca



Students' Council Report

Quarterly Report: Bylaws and Policy Committee "BPC"

July 20th, 2022

Committee Members:

<u>April 1st 2022 to April 30th 2022</u>	<u>May 1st 2022 to June 30th 2022</u>
Larissa Williams, VP Operations & Finance	Larissa Williams, VP Operations & Finance
Joseph A. La Torre, Councillor	Joseph A. La Torre, Councillor
Lisa Kotelniski, Councillor	Lisa Kotelniski, Councillor
Richard Kim, Student-At-Large	Vacant, Student-At-Large
Vacant, Student-At-Large	Vacant, Student-At-Large

Greetings Council,

This is the report from the Bylaws and Policy Committee for the reporting period of April 1st 2022 to June 30th 2022 (Quarter 4.)

BPC met once during this quarter. BPC met to discuss the Official Report Mechanisms to SAMU Membership Policy. This policy is coming forward to the Council meeting this month and changes to it include a more comprehensive outline for the protocols for receiving and audited financial statements and concluding the audit, as well as including recommendations made by the Senior Leadership Team in regards to the annual report timelines.

If you have any questions please feel free to reach out to me!

Cheers,

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023



Students' Council Report

Executive Committee

July 2022

Dear Council,

Below is a report highlighting the work of the Executive Committee (EC) between the period of April 1st and June 30th.

Membership

<i>Until April 30, 2022</i>	<i>After May 1, 2022</i>
Myles Dykes, President (Chair)	Myles Dykes, President (Chair)
Ruan Bouwer, interim VP Academic	Stephan Vasquez, VP Academic
Matthew Yanish, VP External	Matthew Yanish, VP External
Larissa Williams, VP Operations & Finance	Larissa Williams, VP Operations & Finance
Thomas Cross-Trush, VP Student Life	Elaine Tran, VP Student Life

Highlights

- SAMU Cares Bursary: after the recent cashflow analysis from the Finance Department, our EC committed to dedicating \$960,000 to the SAMU Cares Bursary. Currently, the SAMU Cares Bursary only disperses \$25,000 a year to students, but this investment into SAMU Cares will yield \$40,000 in financial support per academic year. This is sustainable in the long-term and will impact students hopefully for decades to come.
- IDEA Sub-committee: engaging in the governance review, discussions of committee and subcommittees' mandates have occurred. Our EC feels that going forward, an Inclusivity, Diversity, Equity Advisory Sub-committee best fit the representational needs of students. This



- subcommittee is still in formation, and want to ensure a holistic approach to student wellbeing.
- EC Transition: following our Executive Committee Elections for 2022/23, we began transition with our new team members. Transition and role training primarily occurred through one-on-ones, with our retreat acting as the capstone.
 - External Organization Leadership: both our President and VP External sought external organizational leadership in CASA, CAUS, and ESA. The VP External is now the Vice-chair of the Membership Relations Committee and Secretary of the National Advocacy Committee at CASA as well as the Chair of the Organizing and Public Engagement Committee (OPEC) at CAUS. In addition, our President is now the Chair of the Edmonton Student Alliance.
 - SCE Ukrainian Student Support: with the Russian Invasion of Ukraine, MacEwan's School of Continuing Education has sponsored Ukrainian students to attend the International program.

Procedures Approval

- *University Governance Representation Procedure* on the recommendation of the VP Operations & Finance
 - Updates include adding a maximum dollar amount to recognition per year and updating the appendix of MacEwan standing committees

Miscellaneous Approvals

- Approving the Missing Credit Card Receipt Form for Matthew Yanish dated February 22, 2022 in the amount of \$13.11
- Approving the Missing Credit Card Receipt Form for Myles Dykes dated January 25, 2022 in the amount of \$18.90
- Approving the Missing Credit Card Receipt Form for Myles Dykes dated March 7, 2022 in the amount of \$26.25
- Approving the Missing Credit Card Receipt Form for Myles Dykes dated February 9, 2022 in the amount of \$69.99
- Waiving SAMU Secondary Fees, SAMU Building Levy, Global Education Fee, and U-Pass for two Ukrainian students in the School of Continuing Education for the Spring/Summer term
- Approving the Missing Credit Card Receipt Form for Matthew Yanish dated May 9, 2022 in the amount of \$75.07
- Approving the Missing Credit Card Receipt Form for Myles Dykes dated April 23, 2022 in the amount of \$66.71



Expense Approvals

- \$4,000 from the Maintenance Fund for upgrading SAMU Building signage
- \$178,000 from the Maintenance Fund for SAMU Office renovations

NOTE: Maintenance Fund expenditures are approved by Executive Committee per the SAMU Finance Policy updated on June 15, 2022. Prior, Executive Committee made expense approvals acting faithfully on behalf of Students' Council and ensuring that they were reported accurately to Council.

Student Groups

- Approving the Enactus Student Group
- Approving the Ukrainian Students Organization

Appointments

Student Appointments

- *Elaine Tran* to the Associate Dean of Student Affairs Hiring Committee, MacEwan United Way Committee, Book of the Year Committee, Indigenous Advisory Committee, Student Community Engagement Grant Committee, Black History Month Committee, Social Innovation Institute Committee, SVPEC, Sexual and Gender Minority Advisory Group, Carnegie Group, Sexual Violence Awareness Week, Student Tech Fee Committee, Leadership & Review Committee, Grant Allocation Sub-committee, Student Voice on Violence Elimination, and IDEA Sub-Committee
- *Stephan Vasquez* to General Faculties Council, GFC Executive Committee, GFC Council on Student Affairs, GFC Academic Planning and Quality Assurance Committee, GFC Committee on Teaching and Learning, GFC Committee on Scholarly Activity, Information & Technology Management Committee, Distinguished Teaching Award, Distinguished Researcher Award, Presidents Medal Award Committee, Student Systems Joint Operations Committee, and Awards Sub-committee
- *Myles Dykes* to the General Faculties Council, GFC Council on Student Affairs, Convocation Planning Committee, and Procedure Sub-committee
- *Larissa Williams* to the Information & Technology Management Committee, Student Systems Joint Operations Committee, Facilities Advisory Committee, Food Advisory Committee, Bylaws and Policy Committee, Governance Remuneration Advisory Committee, Health and Dental Sub-committee, and Procedure Sub-committee
- *Matthew Yanish* to the Appointments Advisory Committee



Staff Appointments

- *Alan Honey* to the Awards Sub-committee and Grand Allocation Sub-committee
- *Marcel Severy* to the Procedure Sub-committee
- *Maria Shin* to the Procedure Sub-committee
- *Darryl Kostash* to the Grant Allocation Sub-committee
- *Parvin Sedighi* to the Grand Allocation Sub-committee
- *Tyler Lockyer* to the Awards Sub-committee
- *Tosheena Thompson* to the Awards Sub-committee

If you have any questions regarding this report, don't hesitate to reach out.

Regards,

Myles Dykes,
SAMU President 2021/22
sapresident@macewan.ca

Executive Committee Work Plan 2022-2023 For Information to Students Council	
Chaired By:	Myles Dykes, President
Members:	Stephan Vasquez, Vice President Academic Matt Yanish, Vice President External Larissa Williams, Vice President Operations and Finance Elaine Tran, Vice President Student Life
Mandate:	The 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.
Approved by Committee:	
Received by Council:	July 20th, 2022

Theme: Inclusion and Accessibility		
Initiative	Universal Design for Learning Event	
EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.2 Evaluate and assess student supports to remain relevant and accountable to students.

Objective	To gather individuals who support UDL to discuss various ways to implement it in the classroom, and discuss how we at MacEwan can adopt more UDL frameworks and	
Key Details	More details to come Projected Event Date: January 12, 2023	
Status	INITIAL STAGES	
Initiative	Indigenous Leaders Circle	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Supports	3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs
Objective	Create a welcoming space for Indigenous students to share their experiences in post-secondary	
Key Details	Work with community partners to establish a circle. Space would be facilitated by and for Indigenous students. SAMU would provide funds to compensate individuals and pay for lunch to encourage participation Projected Event Date: TBD	
Status	INITIAL STAGES	
Initiative	Supports for Students with Dependants / Family Friendly Spaces	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Supports	3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students

Objective	Increase family-friendly spaces for students with dependents.
Key Details	In preliminary conversations with Early Learning MacEwan (ELM)
Status	INITIAL STAGES

Theme: Financial and Wellness Supports		
Initiative	Affordable Housing Symposium	
EC Lead(s)	Vice President External	
Strat Plan Alignment	Student Supports	3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.
Objective	For SAMU to host an event for policy experts, politicians, students, and members of the downtown community to come together and discuss ways that we can better support Edmonton’s students now, and future-proof our student housing.	
Key Details	The housing market is becoming less and less accessible across Canada, and this is an opportunity to work with the municipal gov to discuss ways we can stop the same thing from happening in edmonton. This could be more broad depending on who we might partner with. Projected Event Date: October 20, 2022	
Status	INITIAL STAGES	
Initiative	Textbook Cost Indicator Program	

EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students 2.4 Foster positive relationships with MacEwan University to better serve students.
Objective	Lower textbook costs by market pressures. Give students more flexibility.	
Key Details	The Cost Indicator program would have professors list a range for textbook costs for their class. This would allow students to 'shop around' between classes for a lower cost and avoid surprises that could impact their student loan budget. Additionally, listing open educational resources could be included. These additions would create market pressures to lower textbook costs.	
Status	INITIAL STAGES	
Initiative	Period Products in SAMU/MacEwan Bathrooms	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Supports	3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs
Objective	Provide access to period products to students who menstruate in bathrooms	
Key Details	The Office of Human Rights, Diversity and Equity (OHRDE) in collaboration with MacEwan has provided period products in some bathrooms across MacEwan since December 2021 but we are looking to get period products in more bathrooms, including SAMU ones, across campus	
Status	INITIAL STAGES	

Theme: Opportunities for Students		
Initiative	Holiday Market	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Experience & Engagement	1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.
Objective	Continue to build momentum from last year's Holiday Market to showcase alumni and student small businesses.	
Key Details	More details to come Projected Event Date: December 6-9th 2022	
Status	INITIAL STAGES	
Initiative	Anti-Racism Week	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Experience & Engagement	1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.
Objective	Continue to build momentum from last year's Anti-Racism Week, with an aim to amplify BIPOC perspectives and voices (e.g., BIPOC art showcase, BIPOC music, anti-racist research, etc.).	
Key Details	More details to come Projected Event Date: November 14-16th 2022	
Status	INITIAL STAGES	
Initiative	Student Leadership Week	
EC Lead(s)	Vice President Student Life, Vice President External, Vice President Operations & Finance	

Strat Plan Alignment	Student Voice	2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation 1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.
Objective	Dedicate a week to empower and encourage students to become more active and engaged on campus (within SAMU and MacEwan).	
Key Details	More details to come Projected Event Date: February 6-10th 2023	
Status	INITIAL STAGES	

Theme: Student Governance and Accountability		
Initiative	GovWeek	
EC Lead(s)	Vice President Operations and Finance, Vice President Student Life	
Strat Plan Alignment	Student Voice	2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation
Objective	Reduce Barriers and the misconceptions of Student Governance and hopefully have more individuals run for Students' Council.	
Key Details	A three day event in which students engage with governance and learn how to run for students council, what governance is and how these opportunities will sharpen and grow their skill sets and may shape their future careers. Projected Event Dates: September 20-22 2022	
Status	IN PROGRESS	

Initiative	Governance Review Implementation	
EC Lead(s)	Vice President Operations & Finance, President	
Strat Plan Alignment	Strengthening SAMU Operations	4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.
Objective	Implement the Governance Review Recommendations	
Key Details	SAMU underwent a governance review where we were provided recommendations to improve our governance processes. Currently a team is in place to do the work behind the implementation of the review and bring the forward the proposed changes to Council.	
Status	IN PROGRESS	
Initiative	General Manager Hiring	
EC Lead(s)	President, Vice President Operations & Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.
Objective	Get a GM in office before EC changeover	
Key Details	Review GM contract, Go through the hiring process, Get a GM, Orientation for GM, Evaluation, Performance Review.	
Status	IN PROGRESS	
Initiative	Executive Transition	
EC Lead(s)	President, Vice President Operations & Finance	

Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Onboard and ensure the success of the new Executive Committee and prepare for the next year	
Key Details	Onboarding and supporting the new EC from May to Nov, ends with mid-year retreat. Begin EC transition planning in February and commence in late March after EC elections are official.	
Status	ONGOING	
Initiative	Students Council Training	
EC Lead(s)	President, Vice President Operations and Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Ensure that members of our governing board are knowledgeable about governance and SAMU	
Key Details	Planning for the official Students Council Training will begin in September and continue until execution in late October	
Status	INITIAL STAGES	
Initiative	SAMU 2023/24 Budget	
EC Lead(s)	Vice President Operations & Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.4 Act as financial and environmental stewards and implement effective practices to enhance

		sustainability.
Objective	Prepare the department 12 budget for the next fiscal year and oversee the whole budget process for the annual budget submission to Council for Approval	
Key Details	The budgeting process for the next fiscal year will begin around November/December of 2022	
Status	INITIAL STAGES	

Update from 2021/22 Executive Committee Work Plan	
Initiative	Governance Review
EC Lead(s)	President, Vice President Operations & Finance
Key Details	An external review will be conducted on our current governance structures and provide recommendations for improvement, as the last full review was done in 2012
Previous Status	IN PROGRESS
Current Status	COMPLETED
Initiative	Consultation Framework

EC Lead(s)	President
Key Details	Creation of clear and mutually understood rules of engagement between SAMU and MacEwan when being consulted on things like tuition and fees, as well as make an effort to solidify communication norms for operational staff (such as email or gallery debacle)
Previous Status	INITIAL STAGES
Current Status	IN PROGRESS
Initiative	Charter of Student Rights
EC Lead(s)	Vice President Academic
Key Details	<p>Comprehensive and easily accessible document that concisely summarizes the student rights that are in MacEwan's policies and procedures.</p> <p>This has been delegated to the SAMU staff in the Student Advocacy Centre as they were already working on this document for students.</p>
Previous Status	INITIAL STAGES
Current Status	DELEGATED
Initiative	Student Art Merchandising Undertaking
EC Lead(s)	Vice President External
Key Details	Provide an outlet for student artists to get art out for publicity. This has been delegated to SAMU staff within the artworks programming.

Previous Status	ON HOLD
Current Status	DELEGATED
Initiative	SAMU Official Positions
EC Lead(s)	Vice President Operations & Finance, President
Key Details	Determine specifically & practically what an official position process, threshold & outcomes would look like for SAMU. This will continue to be evaluated as we look at the implementation of the Governance Review
Previous Status	ON HOLD
Current Status	ON HOLD
Initiative	How to Adult 101
EC Lead(s)	Vice President Student Life
Key Details	<p>To provide educational sessions on job preparedness and things not taught in the classroom. May include interview skills, workplace norms, other tips and tricks.</p> <p>This initiative has been canceled due to the changeover in the portfolio</p>
Previous Status	ON HOLD
Current Status	CANCELED



Students' Council Report

Quarterly Report: Governance Remuneration Advisory Committee "GRAC"
July 20th, 2022

Committee Members:

<u>April 1st 2022 to April 30th 2022</u>	<u>May 1st 2022 to June 30th 2022</u>
Thomas Cross-Trush, VP Student Life	Larissa Williams, VP Operations & Finance
Asif Siddiqui, Councillor	Asif Siddiqui, Councillor
Allan Wesley, Public Member	Allan Wesley, Public Member
Vacant, Student-at-Large	Vacant, Student-at-Large

Greetings Council,

This is the report from the Governance Remuneration Advisory Committee (GRAC) for the reporting period of April 1st 2022 to June 30th 2022 (Quarter 4)

The Committee did not meet during this quarter as there is no work for the committee to do.

Cheers,

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023
savpopoperations@macewan.ca



Students' Council Report

Quarterly Report: Leadership and Review Committee (LRC)

July 14, 2022

Committee Members:

<u>April 1st to June 30th</u>
Elaine Tran, VP Student Life
Nhi Phan, Councillor
Alem Tesfay, Councillor

Greetings Council,

This is the report from the Leadership and Review Committee for the reporting period of April 1st to June 30th (Quarter 4, 2021-2022).

LRC met three times over the quarter. In total, we reviewed four Students' Council evaluations, four Students' Council minutes, and made recommendations based on feedback. In addition, we discussed various agenda items, summarized below.

Students' Council Professional Development

Professional development was identified as an area for growth and interest for Students' Council (SC). LRC decided that the Executive Committee (EC) will organize and plan professional development opportunities for Students' Council in consultation with LRC. The goal is to host one professional development opportunity per semester as a baseline before a Students' Council meeting.

Students' Council Social Activities

In addition to advocacy and governance, it is important for all members of SC to engage in cooperation and foster teambuilding. LRC determined that the



Committee will discuss and plan future social activities for Students' Council. Since the beginning of my term, one social activity has been confirmed. Like the professional development opportunities, the goal is to host at least one formal (i.e., a larger, planned event) social activity per semester, in addition to informal social activities that can occur before/after Students' Council meetings.

In reading the report, if you have any questions, please feel free to reach out to me!

Cheers,

Elaine Tran
VP Student Life, SAMU 2022/2023
savpstudentlife@macewan.ca



Position Description

Position Title: President

PURPOSE

The purpose of the President is to provide oversight to SAMU's role in community and university administration relations. The President is the direct contact for the MacEwan Board of Governors, and faculty and staff associations. The President acts as the official spokesperson of the organization, while supporting the Vice Presidents in their roles.

The President reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The President is knowledgeable on and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

RESPONSIBILITIES

Position Specific 60%

Student Representation

- Be the official spokesperson of the organization
- Represent Students at the MacEwan Board of Governors table
- Liaise with the faculty, staff and alumni associations
- Work to develop the MacEwan board advocacy strategy alongside the Advocacy and Governance Office
- Be a delegate in the municipal, provincial and federal advocacy organizations, supporting the VP External

Organizational Oversight

- Oversee the General Manager on a day-to-day basis on behalf of the Executive Committee
- Serve as the principal contact for SAMU Legal affairs

Executive Committee Operations

- Chair the Executive Committee
- Support the direction, initiatives, and advocacy efforts of all other members of the Executive Committee
- Serve as the principal contact for Executive Committee HR affairs
- Coordinate Executive Committee's advocacy efforts to MacEwan Administration



Position Description

- Coordinate Students Council Orientation, Executive Committee retreats and transition events alongside the VP Operations & Finance and the Advocacy and Governance Office

Executive Committee Duties 30%

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 10%

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).



Position Description

Student Orientation – The ability and willingness to find out what the student wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Public Speaking
- Teambuilding
- Effective Governance
- Strategic Oversight

Position Specific Knowledge, Skills and Abilities



Position Description

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required
- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting



Position Description

Position Title: Vice President Academic

PURPOSE

The purpose of the Vice President Academic (VPA) is to provide oversight to SAMU's role in academic affairs. The Vice President Academic is the direct contact for academic relations including university committees and academic initiatives. The VPA acts as the academic liaison to department chairs, Deans, and the Provost.

The VPA reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPA is knowledgeable on and advises Students' Council and SAMU membership of MacEwan's academic affairs.

RESPONSIBILITIES

Position Specific 70%

Student Representation

- Primary Student Representative on General Faculties Council (GFC) and its committees, including but not limited to: GFC Executive Committee, GFC Council on Student Affairs, GFC Academic Standards, Calendar & Curriculum, GFC Academic Planning & Quality Assurance, GFC Committee on Teaching & Learning and GFC Committee on Scholarly Activity
- Represent MacEwan students on other MacEwan Committees as delegated by the Executive Committee
- Liaising with the S.O.S office to effectively coordinate SAMU's academic advocacy efforts
- Work to develop the academic advocacy strategy alongside the Advocacy and Governance Office

MacEwan Committee Administration

- Ensure the SAMU website is up to date with vacancies on MacEwan Committees
- Orient New Student-At-Larges who sit on MacEwan Committees
- Connect with Recording Secretaries of the various MacEwan Committees to remunerate students-at-large attending committee meetings in representative roles
- Ensure the collection of student feedback from the various Faculty Student Advisory Committees



Position Description

Executive Committee Duties 15%

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 15%

- Collaborate with various academic offices within MacEwan such as the Academic Integrity Office
- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).



Position Description

Student Orientation – The ability and willingness to find out what the students' wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Academic Governance
- Representing Students
- Interacting with Students

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)



Position Description

- Ability to understand financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required
- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting



Position Description

Position Title: Vice President External

PURPOSE

The purpose of the Vice President External (VPE) is to provide oversight to SAMU's role in government relations. The Vice President External is responsible for overseeing the development of the external advocacy priorities for SAMU, while engaging with relevant external stakeholders, including government officials, on matters concerning SAMU and its membership. The VPE also serves as the SAMU representative for all external advocacy organizations SAMU is a member of and works to champion SAMU's priorities through these organizations.

The VPE reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. 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.

RESPONSIBILITIES

Position Specific 60%

Student Representation and Advocacy

- Represent SAMU as the primary delegate in our Federal Advocacy Organization the Canadian Alliance of Student Associations (CASA)
- Lobby the federal government on issues important to MacEwan Students
- Be the Executive lead and oversee the Advocacy Plan in its entirety
- Work to develop the external advocacy strategy alongside the Advocacy and Governance Office
- Represent SAMU as the primary delegate in our Provincial Advocacy Organization the Council of Alberta University Students (CAUS)
- Strengthen relationships with other Student Associations through joint advocacy efforts
- Run for a leadership position in one of our external advocacy associations
- Represent SAMU as the primary delegate at our Municipal Advocacy Group the Edmonton Student Alliance (ESA)
- In the case the VPE holds a leadership position in one of the external advocacy organizations they may not be the primary delegate of that organization

Executive Committee Duties 30%



Position Description

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 10%

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the student wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.



Position Description

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Networking
- Public Speaking
- Political Acumen
- Government Relations
- Stakeholder Relations

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required



Position Description

- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting



Position Description

Position Title: Vice President Governance and Finance

PURPOSE

The purpose of the Vice President Governance and Finance (VPGF) is to provide oversight to the internal financial and governance affairs of SAMU. The Vice President Governance and Finance is the direct contact for internal affairs of SAMU, including MacEwan Student Agreements, financial planning and governance.

The VPGF reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPOF is knowledgeable on and advises Students' Council and SAMU membership of SAMU finances and internal governance operations.

RESPONSIBILITIES

Position Specific 55%

Financial Management Oversight

- Oversee all necessary financial planning and reporting functions are completed, adhering to the financial policies, procedures and controls in place
- Oversee and provide student input into the student health and dental plans
- Oversee the negotiation and interpretation of SAMU Membership agreements that go through referendum with third party organizations (e.g., UPASS, Health & Dental)

Governance and Policy

- Oversee governance processes such as Elections and Policy/Procedure development
- Coordinate Students Council Orientation, Executive Committee retreats and transition events alongside the President and the Governance Office

Council and Executive Committee Operations

- Develop and report on the Department 12 budget and priorities
- Develop internal processes to increase the effectiveness and efficiency of the Executive Committee
- Liaise with SAMU Senior Leadership Team to support EC Operations



Position Description

Executive Committee Duties 30%

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 15%

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the student wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.



Position Description

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Networking - The ability to develop and maintain relations, alliances, and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Social Awareness - Being aware of relevant social, political, and professional trends and developments and using this information for the organization's benefit.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Financial Management
- Effective Governance
- Policy Development
- Internal Operations

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand and present financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required



Position Description

- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting



Position Description

Position Title: Vice President Student Life

PURPOSE

The purpose of the Vice President Student Life (VPSL) is to provide oversight to SAMU's programs and services and SAMU's role in the non-academic affairs at MacEwan. The Vice President Student Life is the direct contact for non-academic affairs of SAMU including SAMU's programs, services, student groups and events. The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs including student affairs, campus activities, and acts as the liaison regarding the student experience.

The VPSL reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. 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.

RESPONSIBILITIES

Position Specific 40%

Student Representation

- Primary student representative on the non-academic MacEwan Committees that relate to social topics such as but not limited to: Sexual Violence Prevention Advocacy, 2SLGBTQ+ advocacy, Black History Month, anti-racism advocacy
- Executive Committee contact for New Student Orientation
- Represent MacEwan students on other MacEwan Committees as delegated by the Executive Committee

Social Advocacy

- Gather feedback from SAMU Membership on relevant social issues and work to develop advocacy priorities from these issues that positively affect our student body
- Represent SAMU and its membership both internally and externally on matters relating to social issues
- Work to develop the social advocacy strategy alongside the Advocacy and Governance Office

Student Experience



Position Description

- Represent SAMU and its membership both internally and externally on matters relating to campus life and the student experience
- Liaise with SAMU's programs, services, and student groups to ensure they are remaining relevant and responding to the student needs
- Host relevant events and initiatives based off Executive Special Projects and the Executive Committee work plan

Executive Committee Duties 40%

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 20%

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.



Position Description

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the students' wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Networking
- Speaking with Students
- knowledge on current societal issues



Position Description

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand and present financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required
- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting



Position Description

Position Title: Students' Councillor

PURPOSE

The purpose of a Students' Councillor is to be one of the nineteen voices that are a part of SAMU's highest decision-making body. Councillors are responsible for ensuring that the voices of their constituents are heard, and their concerns are being addressed.

A Students' Councillor is to advise and provide insight on concerns, issues and motions as presented of relevance to students to ensure organizational accountability

RESPONSIBILITIES

- Attend Monthly Students' Council Meetings (third Wednesday of every Month)
- Attend any Special Meetings of Students' Council called
- Review all material included in agenda packages prior to Students' Council Meetings
- Read, understand, and be familiar with SAMU's Governing Documents (Bylaws, Policies, Procedures)
- Participate in the Annual Town Hall (Winter term)
- Participate in the Mandatory training sessions (October & April)
- Consult and Represent the Student body
- Partake in any committee work assigned by Students' Council

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the student wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.



Position Description

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

Networking - The ability to develop and maintain relations with various stakeholders, primarily students, and use them to further support the organization.

Impactful Questioning – The ability to read reports, formulate and frame questions in relation to the levers (committees, policy, advocacy) at Council's disposal to have a bigger impact on the organization and how it supports students.

EXPERIENCE and INTERESTS

- Effective Governance
- Strategic Oversight
- Interacting with Students
- Professional Development

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to exercise sound judgment and decision making
- Experience and enthusiasm working with a diverse range of Council members, stakeholders and students



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Students' Council Councillor Handbook

2022/23

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1. THE ORGANIZATION

Who is the Students' Association of MacEwan University (SAMU)?

The Students' Association of MacEwan University (SAMU) is a non-profit organization working independently from MacEwan University to support students. Our purpose is to enrich the student experience by focusing on their non-academic needs through an array of student-driven programs and services.

We are governed by elected student representatives who set the strategic vision on behalf of students. With support from over 50 full- and part-time staff, we keep our mandate student-focused to achieve the vision. SAMU is proud to be an organization serving students, inspired by students.

SAMU Vision

Our Vision at SAMU is that all students benefit from a vibrant student life and a culture of empowerment.

SAMU 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

SAMU Values

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

Students First	SAMU is here for the students. As such our decisions and actions need to be in the best interest of current and future students
Inclusiveness	All students belong to SAMU and should feel welcomed and safe. Diversity is embraced, and we continue to learn new ways of being respectful and empathetic to all students and each other.
Accountability	At SAMU, we take responsibility for our actions and decisions. Likewise, we are responsible stewards of the resources entrusted to us by students
Relevance	SAMU continually listens to students, monitors trends, builds partnerships and works to be on point to the changing student population
Adaptability	Underlying all the values is SAMU's ability to adjust and respond quickly to meet

Legislative Framework

SAMU is an organization incorporated under the Post-Secondary Learning Act (PSLA). The PSLA states that Students' Associations are established by the Lieutenant Governor in Council. As per section 93 the PSLA:

(2) Each students' association is a corporation and consists of the students of the public post-secondary institution, other than students enrolled only in non-credit courses and, in the case of a university with a graduate students' association, graduate students.

(3) The students' association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.

(4) If it has the approval of the board to do so, a students' association may acquire real property by purchase, lease or otherwise and may hold and dispose of it.

Being incorporated under the PSLA provides a way to limit liability on individual members as the organization is considered a corporation and is legally a separate entity, distinct from its members. The organization can be sued or sue in its own name. SAMU can only do what it is allowed to do according to its governing documents and the PSLA.

2. GOVERNANCE

What is Governance?

Governance is how Council exercises its authority, control, and direction over the organization. Governance is carried out through policy. Without clear bylaws or policies, a Council is not effectively governing the organization. In addition to developing and monitoring policies, Council members participate in a variety of tasks to make sure they fulfill the four governance functions.

4 Governance Functions

Framework Governance	Covers the broadest policy areas of the organization The focus of framework governance is on results, not on the methods used to achieve the results.
Self-Governance	Covers how Council will organize itself, how it will govern the organization
Personnel Governance	Covers Council's relationship to its membership, the Executive Committee and General Manager

Advocacy Governance	Covers how Council secures the community's support for the organization's beliefs, vision, mission, and long-term direction. It also establishes the organization's response to matters affecting its relationship to the community and to society
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Only Council can complete the governance function of a student government. In this way, Council is very similar to the board of a not-for-profit. SAMU's Students' Council is a policy board and therefore operates solely through policy.

Principles of Governance

Regardless of size, complexity, or council structure, all governing bodies need to incorporate key governance principles into their operations. Council:

- **Articulates and communicates the organization's vision**, making sure the vision is in line with community needs.
- **Focuses on strategic planning and direction**. Through policy, Council defines the parameters that the organization operates within.
- **Focuses on the whole organization** and not on particular issues of interest to Council or to individual Council members.
- **Is a corporate body and must work together as a whole**. No individual member, including the chair, or group of individuals, such as committees, have the authority to direct the organization and its staff on their own.
- **Speaks with one voice**. Once Council has approved something through a motion, it becomes the organization's official policy. All members are bound by it even if they disagree with it. They do not undermine the General Manager or other Council members.
- **Directs the organization's work by approving policy and monitoring the impact of policy**. Council makes policy in four areas - framework, Council self-governance, personnel, and advocacy.
- **Is responsible for its own management**. This includes Council recruitment, orientation, agenda development, evaluation, and meeting management.
- **Avoids making management and operational decisions** even though individual Council members may have expertise in specific areas.

3. ROLES AND RESPONSIBILITIES

What is Students' Council?

Students' Council is the highest governing body of SAMU. Consisting of fourteen Councillors and five executive committee members, Students' Council is responsible for guiding SAMU, setting its goals and measuring its successes. Students' Council approves an operating budget and approves policy that guides staff and volunteers.

As a group, Council is only bound in its authority by the organization's bylaws and policies, Canadian law and their own codes of ethics, and through the understanding that its powers come in the form of policies

Voting Students' Council members are elected from the MacEwan University student body. The Students' Council meets monthly throughout the year, and its members also participate in various committees and working groups. Councillors are elected each fall and serve a one-year term with the potential of re-election the following academic year. Councillors are paid an honorarium on a per meeting basis. To seek election, candidates must be in good academic standing with the university and SAMU and be a current MacEwan University student.

The Duties & Responsibilities of Students' Council

Governance is the sole responsibility of the Students' Council. It is responsible for directing, influencing, and monitoring the organization's goals and directing long-term activities.

Governing Councils have the ultimate responsibility for:

- Purpose: establishing and ensuring the implementation of the organization's mission and vision.
- Progress: setting the rate of progress the organization takes in reaching its mission and vision.
- Continuity: providing continuity for the managing and implementing of the organization's affairs.
- Identity: securing community support and appreciation for the organization's objects, beliefs, vision, mission, and long-term direction.

Council's Role in Financial Management

Council is involved in the financial management of the organization through the budgeting and audit processes as outlined below.

THE BUDGET

The Budget is the compilation of department estimates and revenue statements which form the SAMU's financial master plan. Without a Council-approved budget, Council and staff do not have the authority to purchase goods and services, to make payments, or to issue cheques. The budget identifies project costs, ongoing program and service costs, and special project costs. Costs need to be identified with a common set of input and expenditure codes. The budget provides a summary of the total expenditures projected for each program and the projected total expenditures of the organization. Council approves the budget as a whole for the upcoming fiscal year on a yearly basis. SAMU's fiscal year is July 1st to June 30th. The budget is typically first presented to Council at the March Students' Council Meeting.

For Council, the most important aspect of budgeting is primarily allocating resources toward desired aims and secondarily making sure that money is not wasted. Council sets the policies that establish the frameworks and high-level regulations for budgeting. Council should look at the big picture, not the small details of finance. It is Operations job to provide financial information that Council uses to determine if revenues and expenditures are on target and to make decisions.

Important Questions to Consider or Ask

Throughout the budget-approval process, Council should focus on the larger question of "What benefit(s) for what people at what cost?"

Some other questions Council may want to consider or ask during the presentation of the budget are:

- Does the budget support the goals of our organization?
- Are we spending money where it matters most?
- Will any new services/programs support a student need?
- Will Revenues cover the expenditures?
- What is the fastest growing expense we have?
- Is there anything we should be concerned about?

THE AUDIT

Annually, Council will receive and review the audited financial statements for the whole organization from the previous fiscal year prepared by an external auditor. A presentation is made to Council and ultimately Council will make a motion to accept the audited financial statements which signifies the formal completion of the audit from the previous fiscal year. The presentation of the audited financial statements typically happens at the September Council meeting.

Financial Oversight Throughout the Year

Throughout the year Council is provided updates about the budget through the Audit Committee. Information is provided on a quarterly basis to the committee and Council. The Audit Committee is responsible for assisting Council in fulfilling its financial oversight responsibilities. The Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly, reviews budget variances quarterly and reviews out-of-budget and exceptional authorizations or expenses.

Important Questions to Consider or Ask

Whether at the end of year audit presentation or at any of the quarterly check-ins some questions Council should consider are:

- Are we ahead or behind budget?
- Is our spending in line with our budget?
- What accounts for any differences or variances from the budget?
- Are we on track for the rest of the year?
- Is there anything we should be concerned about?

What is a Councillor?

As individuals, you make up one member of Students' Council and hold the title of Student Councillor. Each Councillor makes up one nineteenth of the highest decision-making body of SAMU.

In their authority, Council can only speak with a united voice. This means that individual Councillors have no authority outside of council unless they have been granted powers through a motion that has been seconded and passed in a vote or granted powers through bylaw, policy, or procedure.

The Duties & Responsibilities of Councillors

As a Councillor you oversee the organization and therefore hold many duties and responsibilities to your constituents

- ensuring the voices of their constituents are heard and that their concerns are addressed
- Attend monthly Students' Council meetings (third Wednesday of every Month)
- Attend any Special Meetings of Students' Council
- Review all material included in agenda packages prior to Students' Council meetings

- Read, understand, and be familiar with SAMU's Governing Documents (Bylaws, Policies, Procedures)
- Participate in the Annual Town Hall (Winter term)
- Participate in the mandatory training sessions (October & April)
- Consult and represent the student body
- Participation in any committee work as appointed by Students' Council

Legal and Ethical Responsibilities of Councillors

Legal Responsibilities

Being incorporated under the PSLA limits an individual member's liability but does not fully eliminate all liability. Councillors exercise the corporation's power and are responsible for making sure that the corporation does not act outside of its mandate as all Councillors, Executive Committee members, and employees authorized to act for the organization are its agents. As agents, they can bind the corporation to certain commitments. Individuals are only protected from personal liability if they are acting prudently within their authority and are not negligent. Below you can find a list of legal liabilities of Individual Council members, note this is not a definitive, all-encompassing list:

- **Non-management** includes not fulfilling individual Council member responsibilities as well as corporate Council responsibilities. For example, a Council member can incur personal liability by not regularly attending Council meetings.
- **Negligence or willful mismanagement** includes conducting Council duties poorly, improperly, or dishonestly. Poorly discharged duties could include hiring unqualified staff or poorly managing the organization's financial affairs.
- **Conflict of interest and self-dealing** is when a Council member stands to gain personally from a transaction made by the organization. An example might be selling and purchasing property.
- **Trustee or Fiduciary** means that they hold a position of trust and must act honestly, in good faith, and in the best interests of the organization. A trustee has an obligation of loyalty and a duty to uphold the integrity of the organization.
- **Skills and Diligence Required** whereby a Council member must use the amount of skill and diligence that can reasonably be expected from someone with their knowledge and experience. This is a subjective test. Conduct may also be measured against what a reasonable and prudent person would do in managing their affairs.
- **Duty of Care** means that a Council member has a duty to be informed about the state of the business and affairs of the organization. A Council member has a responsibility to

make sure that the organization is properly managed and that property and assets are properly cared for.

- **Confidentiality.** A Council member is not permitted, either during or after the term of office as council member, to use for their own purpose any confidential information obtained in the capacity of a Council member.
- **Conduct Must Not Be Self-Serving.** A Council member must not allow their position as a Council member to serve personal ends even though a Council member honestly believes that their conduct is in the best interests of the organization. Any corporate opportunities that come to a Council member by virtue of the office must not be exploited and the Council member may be liable for any resulting profit.
- **Cannot Contract Vote.** A Council member cannot contract, either with another Council member or with a third party, as to how they will vote at a Council or committee meeting. Fiduciary duty is to the organization and not to any group that has appointed or elected a Council member.
- **Must Declare Interest in Contracts or Arrangements.** A Council member who is in any way interested in a contractor arrangement with the organization must declare their interest at a meeting of Council. Once this interest is declared, the Council member may not vote on the declared issue.
- **Liable for Breach of Fiduciary Duty** means that a Council member is liable for any loss sustained by the organization arising from a breach of fiduciary duty or negligence in the performance of duty. However, a Council member is liable only for their own acts and omissions and is not liable for a breach committed by another Council member unless they concur or go along in a breach committed by the other Council member.

A Councillor may minimize the risks of organizational and personal liability in several ways. The best protection is prevention. Councillors should manage the organization's affairs as they would their own. Each Council member should ask themselves the following questions annually to determine personal risk:

- ☐ Do I know the organization's mission, program goals, and objectives?
- ☐ Do I know the responsibilities and functions of Council and its committees?
- ☐ Am I familiar with Council's governing documents?
- ☐ Do I know who is authorized to sign cheques and for what amounts?
- ☐ Have I participated in approving the annual budget, audit, annual financial report, and periodic financial statements?
- ☐ Do I attend all Council and assigned committee meetings?
- ☐ Do I read pre-meeting material before each meeting?
- ☐ Am I familiar with minutes of Council and committees I am appointed to?

- ☐ Have I monitored the community's response to the organization's programs and services?

Ethical Responsibilities

A Councillor has a moral responsibility *to want to serve a student government* and to see that the entity develops and grows. Councillors should wholeheartedly believe in the importance and value of the organization to the community and to society in general. Councillors should be able to endorse the mission and objectives of the organization without reservation.

A Councillor must meet performance standards that make possible the efficient and effective continuation of Students' Council's work and abide by the Code of Conduct policy that provides a clear understanding of the expected conduct and ethics for all elected representatives.

Councillor 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' councillor. 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.

4. GETTING DOWN TO BUSINESS

Council Meetings

Regularly scheduled Students' Council meetings are held monthly, on the third Wednesday of every month. Students Council meetings are conducted by the Chair of Students Council and follow Roberts Rules of Order. You can find the structure of SAMU's Council meetings in the Students' Council Meetings Policy.

Role of the Chair of Students Council

The Chair is a neutral third-party individual hired by Council to run Council meetings. The Chair presides over Students' Council meetings and ensures that all items on the agenda are within the scope of Students' Council. The Chair is responsible for ensuring that discussions are focused and within the scope of Council. The Chair acts as the conduit between members of Council as conversation happens through the Chair. The Chair is assigned other responsibilities as per the Roles and Responsibilities of the Chair of Students' Council Policy.

Preparing for Students Council Meetings

One of the most important aspects of your position is coming prepared to Students' Council meetings. Council agendas and packages are sent out three business days before each meeting and include the minutes from the previous meeting, reports from the Executive Committee members, any for information reports from members of Council or committees, any submissions for approval or consultation items.

Meeting Preparation Checklist

- ☐ I have read the agenda and all supporting documents included in the package
- ☐ I have reviewed the minutes from the previous Council meeting to ensure they are accurate
- ☐ I have made note of any questions I have regarding the documents in the meeting package
- ☐ I have conducted any necessary background research needed to feel comfortable asking questions or answering concerns
- ☐ I am informed about current issues and am prepared to discuss them

If you are unable to attend the meeting or plan on submitting any reports for information, please notify the Governance Office in advance.

Council's 3 Levers of Impact

As a Councillor the tools you have to make impactful change are limited as you are not a part of the operational team that implements the decisions that are made at Council. The best way to make the biggest impact is to ask questions and frame your perspectives in relation to the three levers that are at your disposal as a Councillor. The three levers you have at your disposal are: Committees, Policy, and Advocacy.

COMMITTEES

Council organizes its work through committees. Council committees are created by Council to do Council work, by grouping tasks and activities into committees, and establishing relationships between those committees, Council seeks to work towards its purpose or mission. These committees can develop and review policies, conduct research or provide recommendations to Council on governance decisions. Council committees report to Council because they assist Council in carrying out its governance function. Staff may serve in an advisory capacity on committees.

Committees increase the involvement of Councillors as they provide an opportunity for people to work in areas that are of interest to them, they provide a training ground for the

organization's future leaders, they give members the chance to speak freely and fully discuss issues in an informal setting and are excellent problem-solving groups due to their smaller size and informality.

Each committee is responsible for implementing the mandate it receives from Council. The terms of reference, which include the committee's mandate, are approved by Council and given to the Chair of the committee by Council. The committee Chair is typically a member of the Executive Committee.

How to be an Effective Committee Member

An effective committee member:

- Has interest in the committee's scope
- Acts professionally - placing personal integrity above self-serving purposes.
- Has knowledge of and interest in the organization as a whole.
- Has sufficient knowledge, education, and/or training to be able to contribute to the committee's work.
- Has the ability to formulate opinions based on facts.
- Has a willingness to share the workload and to devote time to assignments.
- Has the ability to work as part of a team.

Committee Authority

Committees receive their authority from Council. Council may delegate power in four varying degrees. A committee may be a limited advisor, an active advisor, a limited agent, or an active agent.

- **Limited Advisor:** the committee investigates and reports. Council makes decisions.
- **Active Advisor:** the committee investigates and suggests action. Council will probably take the committee's suggestions.
- **Limited Agent:** the committee can take some action with Council's consent.
- **Active Agent:** the committee takes action. Council can later formally approve the action taken.

POLICY

Policy and Policy Governance is councils most effective tool for creating impactful change.

Policies establish and clarify the organization's mission, rules, regulations, and procedures that govern and direct the work of Council, its committees, and the rest of the organization. Policies direct future actions of Council, committees, and staff to bring about the future reflected in the organization's mission and form the basis for sound decision-making. Council is the only body authorized to approve policies on behalf of the organization. Committees and staff may prepare policy recommendations on council's behalf, but do not have the legal or judicial authority to establish policies. The Executive Committee has authority over a set of governance procedures, though these must conform to the guidelines set forward in Council's policies.

Types of Policies

Governing councils enact four types of policies: framework policies, Council self-governance policies, personnel policies, and advocacy policies.

Framework Policies	Framework policies clarify the organization's philosophy, the mission and vision of Council. Framework policies also include organizational frameworks including but not limited to financial frameworks, asset protection and affiliations.
Council Self-Governance Policies	Council self-governance policies clarify how Council will govern itself and the organization. These policies set out the principles, rules, governing style of the Council.
Personnel Policies	Personnel policies clarify Council's relationship to its membership, the Executive Committee and the General Manager. It also includes areas of policy such as recruitment and disciplinary matters.
Advocacy Policies	Advocacy policies set out the organization's response to matters affecting its relationship to the community and society. Advocacy policies establish how the organization will promote its mission to the public, and how it will respond to controversial issues or sensitive matters.

ADVOCACY

Councillors are not directly involved in the advocacy efforts of the association. Councillors are non-political and therefore should not be directly lobbying. The members of the Executive Committee are registered political lobbyists and therefore conduct the advocacy work on behalf of the organization.

Council can utilize their advocacy lever of impact by informing their Executive Committee on the needs of students and directing their Executive Committee on priorities and matters to advocate for.

Abbreviations Commonly Used at Council Meetings

ab-GPAC	Alberta Graduate Provincial Advocacy Council	IMA	Investment Management Agreement
APQA	Academic Planning & Quality Assurance Committee	LRC	Leadership & Review Committee
ASCC	Academic Standards, Curriculum & the Calendar	MAASC	MacEwan Academic Advising Steering Committee
ASEC	Alberta Students' Executive Council	OER	Open Educational Resources
AUSU	Athabasca University Students' Union	OHRDE	Office of Human Rights, Diversity, and Equity
BFC	Budget & Finance Committee	OSVPER	Office of Sexual Violence, Prevention, Education and Response
BoG	Board of Governors	SAMRU	Students' Association of Mount Royal University
BPC	Bylaws & Policy Committee	SC	Students' Council
CAG	Calendar Advisory Group	SCE	School of Continuing Education
CASA	Canadian Alliance of Student Associations	SCEG	SCEG = Student Community Engagement Grant
CAUS	Council of Alberta University Students	SLT	Senior Leadership Team
CMHA	Canadian Mental Health Association	SoB	School of Business
COPPOA	Council of the Post-secondary Presidents' of Alberta	SSJOC	Student Systems Joint Operations Committee
CSGD	Centre for Sexual and Gender Diversity	SSR	Strategy & Stakeholder Relations Committee
EC	Executive Committee	SVAW	Sexual Violence Awareness Week
ELM	Early Learning at MacEwan	SVPEC	Sexual Violence Prevention & Education Committee
ESA	Edmonton Student Alliance	UASU	University of Alberta Students' Union
FAS	Faculty of Arts and Sciences	UDL	Universal Design for Learning
FFAC	Faculty of Fine Arts & Communications	ULSU	University of Lethbridge Students' Union
FHCS	Faculty of Health & Community Studies	UWC	United Way Committee
FPI	Finance, Property & Investment Committee	VPA	Vice President Academic
GFC	General Faculties Council	VPE	Vice President External
GM/AGM	General Manager / Acting General Manager	VPGF	Vice President Governance & Finance
GRAC	Governance Remuneration Advisory Committee	VPSL	Vice President Student Life
HCA	Healthy Campus Alberta	WPS	Wellness and Psychological Services

5. THE DAY TO DAY

The Role of the Executive Committee

The Executive Committee acts on behalf of Council within the bounds of bylaws and policies. The members of the Executive Committee are full voting members of Students' Council.

Members of the Executive Committee are both elected students and employees of the organization. Members of the Executive Committee work 35 hour weeks as defined in policy and are provided a salary as per policy.

Executive Committee Responsibility Includes:

- overseeing, managing, supervising, and evaluating the General Manager on behalf of Council
- ensuring the implementation of Students' Council's strategies, motions, and other directives
- overseeing the strategic operations of SAMU
- reporting on SAMU projects, programs, and services and other areas as defined in policy and within their portfolios

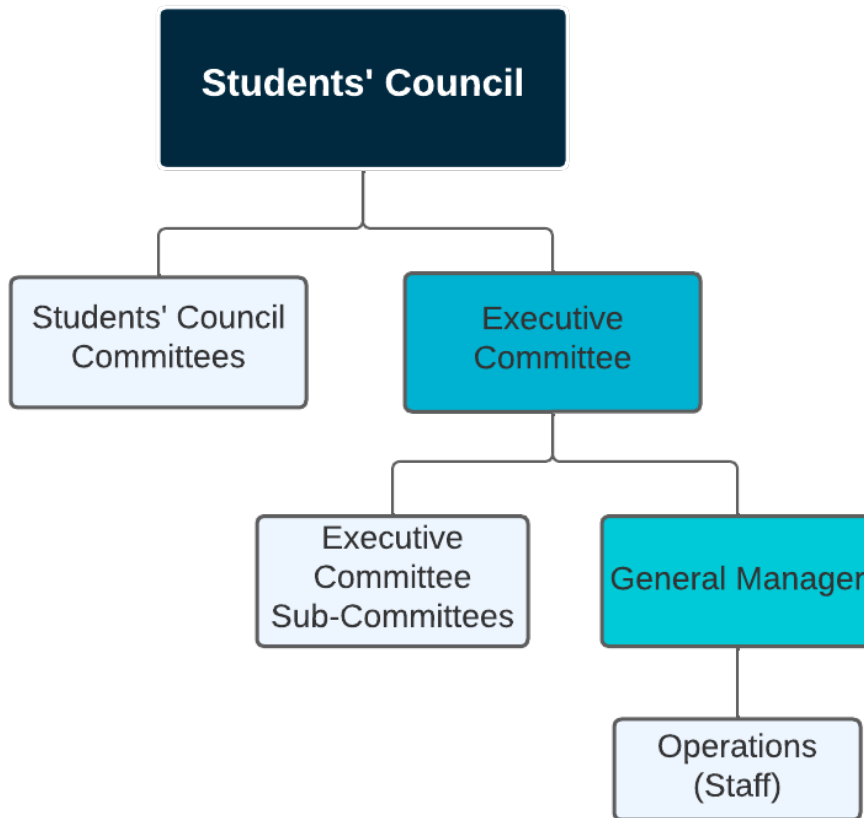
The General Manager and Operations

The General Manager is the operational lead of the Students' Association Council directs the Executive Committee to hire the General Manager, set conditions of work, and give them the authority to replace that person.

Council Expectations of the General Manager

- Serve as a professional advisor to Council on SAMU Operations.
- Works with the Executive Committee to implement all policies adopted by Council.
- Provide accurate, appropriate, and timely information about major issues affecting the organization to the Executive Committee.
- Recruit, supervise, and develop competent staff.
- Assist council in developing and conducting advocacy programs.

SAMU Organizational Chart



Pictured above is a high-level overview of the organizational chart. To see a more detailed one please contact the Vice President Governance and Finance.



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
June 1, 2022 @ 1:00pm**

Voting Members:

Myles Dykes, President
Stephan Vasquez, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Elaine Tran, VP Student Life

Resource Officials:

Darryl Kostash, Acting General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Parvin Sedighi, Advocacy Coordinator

1. Call to Order: 1:05 pm
2. Approval of Agenda:
**VPSL/Pres
Carried**
3. Approval of Minutes for: May 18, 2022
**VPO/VPA
Carried**

TOPIC	DISCUSSION	ACTION/MOTION
1. Janet Brown and MacEwan Collaboration	<p>Vpe - Janet Brown is the leading political pollster in Alberta and has done a historically exceptional job with accuracy of her polls. MacEwan is discussing the potential of splitting a subscription to Janet Brown's polls with SAMU. The full fee for the subscription is \$10,000, and the split would not need to be 50/50. In return for \$3000-5000 per year, we would receive a presentation once a year, four updates throughout the year on the political and polling landscape, and access to all of Janet Brown's polls for the duration of the subscription.</p> <p>Pres – We have access to Janet Brown through CAUS at the moment, so we would need to ensure we aren't paying twice for the same access. Do we have room for this in the present budget?</p> <p>VPO – We would end up going over on the consulting budget line if we pursued this within this fiscal year, but we've underspent in several other areas, so the departmental budget would be on track.</p> <p>VPA – This would be a useful and high value tool to have for the provincial election cycle, especially given that we're interested in making PSE an election issue.</p> <p>Pres- I can see this being beneficial, and the ideal financial split would be a 60-40 or 30-70 split, with the university taking on the bulk of the cost.</p>	<p>ACTION: VPE to touch base with Theresa at MacEwan to determine the cost split and report back to EC at the June 16th EC meeting.</p>

2.	MacEwan's relations to the downtown community	<p>Vpe - The university has been pushing the rhetoric of MacEwan's role in the downtown core, and this is a chance for us to think through the opportunities that might exist for students and for SAMU in the broader downtown community.</p> <p>Pres- I would be interested to see where the university's relationship is at with the Downtown Business Association, this would be a helpful guide for where we can enter the conversation.</p>	
3.	Committee Appointments – SAMU Staff	<p>Vpo – The sub-committees of EC have staff seats on them, and the Governance Advisor put out a call for nominations. We saw some interest from staff which is reflected in the names put forward today. None of the positions are contested, so instead of doing a staff election, EC can make the appointments here today.</p> <p>Pres – How does this interact with changes that are coming out of the Governance Review Implementation? Given that the General Manager and Governance Advisor are both away at the moment, I would be in favour of tabling these motions until we can clarify the process with them.</p>	<p>Motion</p> <p>To appoint Alan Honey to the Awards Sub-Committee effective July 1, 2022</p> <p>Motion</p> <p>To appoint Maria Shin And Marcel Seveny to the Procedure Sub-Committee effective July 1, 2022</p> <p>Motion</p> <p>To appoint Darryl Kostash, Parvin Sedighi, and Alan Honey to the Grant Allocation Sub-Committee effective July 1, 2022</p> <p>Tabled</p>
4.	EC Mid-year retreat	<p>Pres - We have a few quotes for the mid-year retreat, with a couple of options for hotels and catering. There are two questions to answer: first, do we want to change venues? And if we are in favour of a change to the venue, would we be interested in catering some of the meals associated?</p> <p>VPE- the space we have at the Banff Park Lodge has started becoming a barrier to working effectively, given technological limitations, and the Coast Canmore hotel costs \$600 more, but this includes two meals a day for the conference. Banff Park Lodge effectively comes out to the same price but it does NOT include catering, so we would get a better deal with Coast Canmore.</p> <p>VPO – We would save money and time, I'm in favour.</p>	<p>ACTION:</p> <p>Pres to reach out to Coast Canmore by June 3rd to confirm booking for the mid-year retreat.</p>
5.	Student Groups	Ukrainian Student's Organization	MOTION

		Vpsl - I hope everyone had a chance to read the briefing that came with the application. This group has existed in various ways in the past, and given that they have a faculty advisor this time around, the group will have a higher likelihood of staying alive.	TO APPROVE THE UKRAINIAN STUDENT'S ORGANIZATION VPSL/VPA CARRIED
6.	MCCRF Approval	Vpe - I filled up the tank on the rental car when returning from the May CAUS changeover conference and lost the receipt. Please see the MCCRF submission for further details.	MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR MATT YANISH DATED MAY 9, 2022 IN THE AMOUNT OF \$75.07, PRES/VPO CARRIED
7.	Committee on Academic Standards, Curriculum and the Calander Debrief	<p>Vpa - I had shared a brief on this with everyone, and it seems like we have all read it and are familiar. The main issue remains the university's definition of "excessive withdrawal", and we should discuss how we want to move forward and who we need to speak with, as we would be using some of our political capital here. My suggestion is to approach it through Deans and looking at program specific requirements in relation to withdrawals. We've already received pushback on our position with the university leadership, so there is a strategic consideration there.</p> <p>Pres – This makes sense to approach on a faculty based level, as each program will have different needs and different scales of impact on students. We can work with Deans and approach it through amending process, which would require minimal political capital.</p> <p>VPO – The primary concern is that students may be caught off guard by the requirements surrounding excessive withdrawals, so we need to ensure that's something that's illustrated clearly and communicated to them by their program leaders.</p> <p>VPA – It looks like the reasonable path forward would be to mention this at our MacEwan/SAMU Executive meetings and let the university leadership know we are pursuing this, while simultaneously working with Deans and Associate Deans to develop program specific baselines. I can also mention some of our concerns for the next GFC meeting, to ensure the momentum continues.</p>	
8.	Outstanding Action Items		
9.	Brainstorm Session	EC Work Plan	
10.	VP Academic's Report	Moodle implementation planning Academic Integrity Violations volunteering SAMU Rolodex development	ACTION: VPA to present SAMU rolodex at the June 16 EC meeting.
11.	VP External's report	CAUS Vice Chair handoff CASA Chair election prep	

		EC/SC socials and professional development planning	
12.	VP Operations and Finance's Report	BFC meeting Governance Review Implementation Project Student Handbook Update Meeting with MacEwan VPFA	
13.	VP Student Life's Report	Restorative Justice Committee meeting Sexual Violence Awareness Week planning Last SVPEC meeting of the year with the current membership	
14.	President's Report	Board of Governors Update- IMAs and update on the PBF metrics Meeting with Dr. Aimee Skye BoG training for the second student rep on the BoG Alumni and Development work wrapping up CAUS board meeting	
15.	General Manager's Report	Tabled.	
16.	Recognition	GA – Thanks to Parvin for taking minutes during my vacation.	

4. Adjournment

Time: pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
June 16, 2022 @ 2:00pm**

Voting Members:

Myles Dykes, President
Stephan Vasquez, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Elaine Tran, VP Student Life

Resource Officials:

Darryl Kostash, Acting General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:14pm

2. Approval of Agenda:

VPO/VPSL

CARRIED

3. Approval of Minutes for: June 1, 2022

VPO/VPA

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Governance Implementation Team update	*Presentation by Jaime Beagan - where we're at and next steps.	
2.	EC Project Planning Calendar	*Overview and updating of Activity Calendar.	Action: Vpsl to check in with Irfan and report back re. Anti Racism Week at next EC meeting. Vpe to provide brief proposal re. SAV.
3.	Committee Appointments – SAMU Staff	Vpo – as discussed at last meeting.	MOTION TO APPOINT ALAN HONEY, TYLER LOCKYER, AND TOSHEENA THOMPSON TO THE AWARDS SUB-COMMITTEE, TO APPOINT MARIA SHIN AND MARCEL SEVENY TO THE PROCEDURE SUB-COMMITTEE, AND TO APPOINT DARRYL KOSTASH, PARVIN SEDIGHI, AND ALAN HONEY TO THE GRANT ALLOCATION SUB-

			COMMITTEE EFFECTIVE JULY 1, 2022
			VPO/VPE CARRIED
			MOTION
4.	Missing Credit Card Receipt Form		TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FROM MYLES DYKES DATED APRIL 23, 2022 IN THE AMOUNT OF \$66.71 VPE/VPSL CARRIED
5.	ELM & SAMU Support for Vulnerable Student	<p>Pres – want to provide info on this and move forward with next steps consent of EC. Looking for potential funding help based on the current situation. Looking to use SAMU Cares to help out if there's no concerns from anyone here today.</p> <p>*no opposition noted.</p> <p>Gm - most important is to get the immediate support; in future we can try to help navigating within the MacEwan system.</p> <p>Pres - might be good to reach out to Kihew Waciston for help with appropriate supports.</p>	
6.	VP Academic's Report		Action: EC to submit written reports to GA by Monday June 20, 2022.
7.	VP External's report		
8.	VP Operations and Finance's Report		
9.	VP Student Life's Report		
10.	President's Report		
11.	General Manager's Report		
12.	Recognition		

4. Adjournment

Time: 4:20pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
June 28, 2022 @ 2:00pm**

Voting Members:

Myles Dykes, President
Stephan Vasquez, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Elaine Tran, VP Student Life

Resource Officials:

Darryl Kostash, Acting General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Parvin Sedighi, Advocacy Coordinator

1. Call to Order: 2:14 pm
2. Approval of Agenda:
**VPO/VPE
CARRIED**
3. Approval of Minutes for: June 16, 2022
**VPO/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	SAMU Cares Update	Vpo - The funds transfer to SAMU Cares has taken place, and we've been in conversation with MacEwan about a recognition event for SAMU for this contribution. The SAMU Cares TOR will also be reviewed to add the recognition and to add an opportunity for an annual review of the fund.	
2.	Committee Appointments	Pres - We will be rescinding my appointment and appointing the VP External to the committee as Chair. I will be spending time with the VPE on transition and informing committee members of the change in the Chair position.	MOTION TO RESCIND APPOINTMENT OF MYLES DYKES TO THE APPOINTMENTS ADVISORY COMMITTEE VPO/VPE CARRIED TO APPOINT MATTHEW YANISH TO THE APPOINTMENTS ADVISORY COMMITTEE VPO/VPA CARRIED
3.	Gallivan Conference Update	VPO - VPA and I attended the Gallivan conference, and I will be providing a written update to EC about what we saw and learned at this conference. We were pitched some new products for students and we can discuss those in specifics later as well.	

		<p>There was also a MyWellness report that was provided to us, which I will be sharing with the Health and Dental Sub-Committee.</p> <p>VPA- it was an eye-opening experience, and the products pitched might end up being valuable for our students, so it's worth a further conversation. We are also planning on doing a small luncheon with some of the staff and students from local organizations that we met on the trip, to build up the relationship we began developing at the conference itself.</p>	
4.	Transition Update	<p>Pres - We are two months into the 22/23 term, which is already 1/6th of our year. At this stage, I think the focus is project planning and relationship building for us as a team, and we will be looking at opportunities over the next few months that support that.</p>	
5.	GFC Student Appointments	<p>Pres & VPA - There are four student seats on the GFC, two of which are students at large positions. GFC is looking to us to appoint two students to the seats for students at large prior to August 1, and these students will need to attend training in August. My question is, how do we approach the appointments for these seats? What should be our strategy?</p> <p>VPA- We need to ensure whoever takes the seats is able to attend and participate, given the scope and scale of GFC work.</p> <p>GM- Additional training would be useful here, and we can tie remuneration to students' attendance or participation at the committees they have been appointed to.</p> <p>Pres- On the question of appointment, I think we will need to spend July finding two students to fill the students at large seats, so that they can attend the GFC training in time.</p> <p>VPA- A second set of eyes would be helpful here.</p> <p>VPO- I can support the background process and training development.</p> <p>VPE- I would also be able to support recruitment and getting students interested in the two seats.</p>	<p>ACTION: VPA and VPO to discuss GFC appointment process and expectations of student representatives, and report back to EC.</p>
6.	VP Academic's Report	<p>SAMU Rolodex Update</p> <p>Meeting with Edmonton Student Leaders</p> <p>meskanas Implementation Report</p> <p>CAUS Feature for Queer Student Leaders</p> <p>Student Concern on Exam Deferrals</p> <p>GFC Update</p>	<p>ACTION: VPA to do fact-finding on the exam deferrals issue and report back at the next EC meeting.</p>
7.	VP External's report	<p>Meeting With the VPSL and TKUSA Executives</p> <p>22/23 CAUS Budget</p> <p>Finalizing CAUS Banking Transition</p> <p>CAUS Vice Chair Transition</p> <p>Conference Planning Meeting with CAUS ED/Chair</p>	
8.	VP Operations and Finance's Report	<p>Code of Conduct Completion</p> <p>Gallivan Conference</p> <p>SAMU Cares Meeting</p> <p>Marketing Planning Meeting</p> <p>SC Handbook</p>	

		EC Position Descriptions	
9.	VP Student Life's Report	Tabled	ACTION: VPSL to provide a written report to EC on activities of the portfolio since last EC meeting.
10.	President's Report	Spring Convocation MacEwan Venture Pres and VP 1-on-1s	
11.	General Manager's Report	Faculty Show and Tell in August Fall Fest Update U-Pass Audit Attempted Weekend Break-In Office Renovation Update New Marketing Process Project Planning and Calendaring Student Ombud Support Updated to Student Advocacy Center Upcoming COVID Update for the Office Meet SAMU Planning Upcoming Media Training	
12.	Recognition	VPE- I'd like to recognize the President for giving up the AAC Chair position.	

4. Adjournment

Time: 4:06 pm



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
July 20 2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Bylaw Interpretation

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

To Interpret Bylaw Clause 64 to read that a consultation at a town hall meeting must occur before the two readings at Students' Council occur.

**Background
Information**

Bylaw clause 64 reads that

"Amendments to these Bylaws may be made following a consultation at a Town Hall meeting and by two readings at Students' Council with a special resolution required for both readings."

As a part of the Governance Review Implementation, a bylaw change will be required to go forward on a few of the recommendations. In saying this the Governance Project Implementation Team requires the interpretation of Council in determining in what order these three aspects are to occur in.

Does the bylaw read that a Town hall meeting must occur before the readings at Council (Town Hall - Reading - Reading) or does the order in which these occur irrelevant?

**Alternative
Considerations**

To interpret Bylaw Clause 64 to read that as long as a consultation at a town hall meeting occurs and two readings at Council occur, the order in which they happen is inconsequential. By putting forward this motion it provides the Bylaws to be amended in various orders allowig more flexibility in timelines, for example it could be Reading - Town Hall - Reading or Reading - Reading - Town Hall.

**Risk
Management
Considerations**

Precedent-Setting

**Strategic
Alignment**

☒ Attached Strategic Alignment Checklist is complete

Implications	This interpretation can be used in the future when conversations regarding bylaw changes GPIT can use this to work on timelines for an upcoming proposed bylaw change
Related Documents	SAMU Bylaws
Follow Up Action	GPIT to determine timelines for bylaw change
Review History	n/a

Strategic Alignment Checklist

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.

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Bylaws

Name

1 Established under the *Post-Secondary Learning Act* of Alberta, the legal name of this organization is “Students’ Association of Grant MacEwan University”. The operating name of this organization is “Students’ Association of MacEwan University” (SAMU). Hereinafter, this organization is referred to as “SAMU”.

Object

2 The object of SAMU is to exercise its powers and responsibilities in the interest of the students of Grant MacEwan University.

Membership

Classes of Membership

3 Members of SAMU include General Members, Secondary Student Members, and Honourary Members.

General Membership

4 A General Member of SAMU is a student enrolled in a credit course at Grant MacEwan University.

Secondary Student Membership

5 A Secondary Student Member of SAMU is a student enrolled in secondary level courses only at Grant MacEwan University.

Honourary Membership

6 An Honourary Member of SAMU is an individual who is not a General Member or a Secondary Student Member, and who has been granted Member status by special resolution of Students’ Council. Honourary Membership may also be revoked by special resolution of Students' Council.

Fees

7 SAMU fees are assessed to General Members and Secondary Student Members only.



Rights

General Members

8 General Members have the right to access SAMU programming and services, sign referenda petitions, vote in SAMU elections and referenda, and serve as Councillors and Executives.

Secondary Student Members

9 Secondary Student Members have the right to access SAMU programming and services, sign referenda petitions, and vote in SAMU referenda.

Honourary Members

10 Honourary Members may not access SAMU programming or services, sign referenda petitions, vote in SAMU elections or referenda, or serve as Councillors or Executives.

End of Membership

11 General Membership and Secondary Student Membership in SAMU end when the Member ceases to be enrolled in a course at Grant MacEwan University.

Students' Council

Highest Authority

12 As established within the Post-Secondary Learning Act, all of the powers and responsibilities of SAMU not otherwise assigned in these Bylaws are vested in the Students' Council of SAMU, hereinafter referred to as "Students' Council".

Composition

13 Students' Council consists of fourteen Councillors and five Executives.

Powers

Interpretation of Bylaws

14 Students' Council holds the exclusive authority to interpret the Bylaws in cases of ambiguity.

Policy

15 Students' Council exercises the powers and responsibilities of SAMU by enacting Policies that set expectations for SAMU consistent with these bylaws, and by monitoring adherence to those Policies.

Vision and Mission

16 Students' Council approves the vision and mission of SAMU.

Borrowing Powers

17 Students' Council holds the exclusive authority to authorize the borrowing of funds and the pledging of SAMU assets as security. Such authorization shall be by special resolution.

Budget Approval

18 Students' Council gives final approval to the SAMU budget.

Committees

19 Students' Council may create committees and may delegate to them powers and responsibilities in a way that is consistent with these Bylaws.

Punitive Measures

20 Students' Council has the exclusive power to censure or remove from office Councillors and Executives.

Responsibilities

Annual Report

21 Students' Council provides for the creation of an Annual Report to the Members of SAMU, outlining the activities and status of SAMU.

Consultation

22 Students' Council ensures that it consults with students in the performance of its duties.

Meetings

Regular Meetings

23 Regular meetings of Students' Council are held at least once a month.

Special Meetings

24 Special meetings may be called by any two members of Students' Council with advance written notice of at least one week.

Town Hall Meetings

25 Town Hall meetings are held at least once per year.



Quorum

26 Quorum for any Students' Council meeting is a simple majority of all current voting members.

Special Resolutions

27 A Special Resolution of Students' Council requires two weeks notice of the motion, and at least 75% voting in favour.

Open Meetings

28 Meetings of Students' Council are open to the public.

Councillors

Qualifications for Office

29 Councillors must be General Members at the time of election or appointment, and in good academic standing with Grant MacEwan University throughout their elected term.

Elections

30 Elections for Councillors are held every year.

Terms

Term Beginning

31 The term of a Councillor starts on November 1 following their election, or on the date of appointment by Students' Council.

Term Ending

32 The term of a Councillor ends on October 31, upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councilor, or upon the Councillor's ceasing to meet the qualifications for office.

Vacancies

33 In the case of a Councillor vacancy, Students' Council will solicit a qualified Member for appointment.

Remuneration

34 Councillors are remunerated for their service.



Executive Committee

Authority

35 The Executive Committee of SAMU, hereinafter referred to as “Executive Committee”, holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws.

Composition

36 Executive Committee consists of five Executives, including a President and four Vice Presidents.

Powers

General Manager

37 Executive Committee has the exclusive authority to select, negotiate the employment contract of, provide direction to, review the performance of, and release the General Manager.

Legal

38 Executive Committee has the exclusive authority to conduct legal proceedings on behalf of SAMU.

Contracts and Signing Authority

39 Executive Committee has the authority to negotiate, terminate, and sign contracts and documents on behalf of SAMU. Unbudgeted contracts over \$10,000.00 and contracts which exceed a one-year commitment must be approved by Students' Council. Employment contracts are exempt.

Procedures

40 Executive Committee may approve Procedures that set expectations for SAMU consistent with these bylaws and with Students' Council Policies, and monitor adherence to those Procedures.

Responsibilities

Reporting

41 Executive Committee reports to Students' Council.

Meetings

Calling Meetings

42 Meetings of Executive Committee are held on the call of any Executive.

Frequency

43 Meetings of Executive Committee will occur no less than twice per month.

Quorum

44 Quorum for any Executive Committee meeting is a simple majority of all current voting members.

Executives

Qualification for Office

45 Executives must be General Members at the time of their election or appointment, and in good academic standing with Grant MacEwan University throughout their elected term.

Elections

46 Elections for Executives are held every year.

Terms

Term Beginning

47 The term of an Executive starts on May 1st following their election, or on the date of appointment by Students' Council.

Term Ending

48 The term of an Executive ends on April 30, upon receipt by SAMU of a letter of resignation, upon removal from office by the Students' Council, or upon the Executive's ceasing to meet the qualifications for office, whichever occurs first.

Term Limits

49 An individual may hold Executive positions for no more than three cumulative terms. An Executive may hold no more than one Executive position per term.

Responsibilities

Reporting

50 Executives report to Students' Council.



Executive Portfolios

President

51 The President is responsible for community and university relations, excluding academic affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President Academic

52 The Vice President Academic is responsible for academic affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President External

53 The Vice-President External is responsible for government relations, as well as such other responsibilities as are given in SAMU Policies.

Vice President Operations and Finance

54 The Vice President Operations and Finance is responsible for internal affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President Student Life

55 The Vice President Student Life is responsible for programming and services, as well as such other responsibilities as are given in SAMU Policies.

Vacancies

56 In the case of an Executive vacancy, Students' Council will solicit a qualified Member for appointment.

Remuneration

57 The Executives are remunerated for their service.

General Manager

Authority

58 The General Manager of SAMU holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws, and as otherwise assigned in Policies and Procedures.



Powers

Staffing

59 The General Manager holds authority to hire, negotiate terms of employment with, manage, review the performance of, and release the staff of SAMU.

Responsibilities

Consultation

60 The General Manager is responsible for consulting with Executives in the performance of their duties.

Reporting

61 The General Manager reports to Executive Committee.

Ensure Compliance

62 The General Manager acts in good faith to ensure compliance with SAMU Bylaws, Policies, and Procedures.

Referenda

63 SAMU will hold a referendum on a question given to it for that purpose by Students' Council, or by a petition stating the question and bearing the signatures, names, and student identification numbers of 10% of Members. Voting in a referendum is restricted to Members who would be affected by the outcome of the referendum.

Amendment

64 Amendments to these Bylaws may be made following a consultation at a Town Hall meeting and by two readings at Students' Council with a special resolution required for both readings.

Interpretation

65 Numbering, headers, and the capitalization of frequently used terms in this document are provided for convenience only, and do not affect the meaning of these bylaws. Where appropriate to the context, words implying the singular or plural shall be interpreted to imply the other. Where appropriate to the context, words in the present tense shall be interpreted to include the past and future tenses. In all circumstances, these Bylaws are subject to applicable law.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
July 20, 2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Elected Representatives Code of Conduct Policy

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

Motion to rescind the Conduct Policy and approve the Elected Representatives Code of Conduct Policy along with supporting documents on the recommendation of the Executive Committee

**Background
Information**

As a part of the Governance Review Implementation a key piece of that was updating SAMU's Conduct policy. As a way to go about this SAMU has decided to create a Code of Conduct for Elected Representatives that is more in-depth in regards to the standards of conduct members of SAMU's governing board and Executive Committee are required to follow. This new policy provides further clarification on what is expected of Council and the processes to take in regards to making a complaint.

SAMU is currently working on a disciplinary policy that will be related to this policy that will outline the ramifications of a breach in the Code of Conduct.

**Alternative
Considerations**

- SAMU go back to the drawing board and revamp the Conduct policy in a different way
- SAMU decide to not follow through with fulfilling this recommendation of the Governance Review and keep the Conduct Policy as written

**Risk
Management
Considerations**

Council does not approve this and the current policy is not adequate to cover issues of Conduct, legal risk to the organization is a potential

The policy is comprehensive but doesn't cover everything and some issues fall into a grey area within the conduct policy

**Strategic
Alignment**

☒ Attached Strategic Alignment Checklist is complete

Implications

Students' Council is bound by a new more thoroughly defined expectation of Conduct

Related Documents	SAMU Elected Representatives Code of Conduct Acknowledgement Form SAMU Formal Conduct Complaint Form Current SAMU Conduct Policy *to be created Disciplinary Policy* Governance Investigations Committee Terms of Reference
Follow Up Action	have Members of Council Sign the Code of Conduct
Review History	SAMU Governance Project Implementation Team (GPIT) SAMU Executive Committee Committee Members of BPC

Strategic Alignment Checklist

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.

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Conduct

Rationale

The character of SAMU is determined, in a large part, by the ethical conduct of its representatives.

At the governance level, ethical conduct is regulated by established governance principles.

Breaches of ethical conduct are serious matters, as they negatively impact the character of SAMU as a whole.

Representatives must maintain a high level of personal integrity and exercise the highest degree of ethical conduct.

Definitions

A **conflict of interest** is a situation in which a person has a personal or financial interest sufficient to appear to influence the objective exercise of their official duties as an elected official, an employee, or a professional."

Representatives are SAMU employees, and its Councillors and Executives, together with the Chair of Students' Council, appointed SAMU committee members, and the Chief Returning Officer.

Expectations

Ethical Conduct

1 Acting within the law, SAMU representatives:

1.1 are aware of and comply with all applicable laws, rules, and regulations for all levels of government, as well as any applicable regulatory agencies;

1.2 meet all legal obligations assumed under contract or through the operation of the law;

1.3 cooperate fully with investigations, audits, or reviews by external government, regulatory, and law enforcement agencies, refraining from making false or misleading statements and from attempting to withhold or falsify relevant documentation;



1.4 adhere to the bylaws, policies, and procedures of SAMU;

1.5 protect information critical to the interests of SAMU and its representatives;

1.5.1 Representatives ensure that when dealing with information, they strictly follow the *Personal Information Protection Act* and the *Freedom of Information and Privacy Act*.

1.5.2 Representatives sign a confidentiality agreement at the time of their election, appointment, or hire.

1.6 protect SAMU assets.

2 Representatives make every effort to avoid situations where conflicts of interest may occur.

3 Representatives make every effort to act with integrity.

Reporting

4 When a representative is in violation of the requirements of this policy that representative is required to report the violation immediately.

4.1 If a Students' Council member or committee member reports a conflict of interest, that member must recuse themselves from discussion or voting on the item for which they indicated a conflict.

4.2 Committee members who recuse themselves from voting may be replaced if Students' Council feels the work of the committee will be hindered.

5 Representatives aware of any violation of the requirements of this policy by any other representative are required to report the violation immediately.

6 Violations of this policy by an elected or appointed representative are reported to Governance Investigations Committee.

7 Violations of this policy by a staff member are reported to that staff member's immediate supervisor or General Manager.

Discipline

8 Representatives are held responsible for unethical conduct determined to be in breach of these expectations.

Fact Sheet

Approvals:

First Approval – July 16, 2014

Last Approval – April 18, 2018

Source and Updates:

July 16, 2014: *Conduct* approved by Students' Council motion 2014-07-16-6.2. Source material drawn from *Policy 3 - Discipline*, *Policy 13 - Code of Conduct & Ethics*, and *Policy 39 - Conflicts of Interest*.

February 12, 2015: Appendix A: Investigation Committee Terms of Reference approved by Students' Council motion 2015-02-12-5.1.

May 18, 2016: *Conduct* approved by Students' Council motion 2016-05-18-6.3 on the recommendation of the Bylaws and Policy Committee. All mentions of an Investigation Committee and Appendix A removed because that information has now been captured in the *Committees* policy.

February 15, 2017: *Conduct* approved by Students' Council motion 2017-02-15-6.2 on the recommendation of the Bylaws and Policy Committee. Line 3 added and Governance Investigation Committee identified as where infractions are reported to.

April 18, 2018: *Conduct* approved by Students' Council motion 2018-04-18-7.3 on the recommendation of the Bylaws and Policy Committee. Update to language to use gender neutral pronouns.



Elected Representatives Code of Conduct Policy

Rationale

The Code of Conduct guides and enhances the performance of Elected Representatives in a positive and productive way. It provides consistent answers to common questions about appropriate decision-making by student representatives.

The Code of Conduct outlines firm standards of behaviour as statements of principle where necessary. It establishes that Elected Representatives are accountable to themselves, to Students' Council, and to the entire SAMU Membership.

Definitions

A **Complaint** is a formal written expression of dissatisfaction regarding the conduct of an Elected Representative in accordance to this policy

The **Complainant(s)** are one or more Active Members of SAMU who have made a formal complaint against an Elected Representative.

A **Conflict of Duty** is a set of circumstances in which an Elected Representative holds a position in another organization, and the duties of that position may reasonably be perceived to bias their judgment in the exercise of an official power, duty, or function.

A **Conflict of Interest** is a set of circumstances in which the Private Interests of an individual, Directly Associated Person or Organization may reasonably be perceived to bias a decision maker's judgment in the exercise of an official power, duty, or function.

A **Directly Associated Person** is any person or entity associated with a member of Students' Council, CRO, Chair of Students' Council or Student-at-Large, including a family member, interdependent adult, close personal friend, business associate or partner, or any corporation, joint venture partnership, or business entity. Members of Students' Council do not fall within the definition of a Directly Associated Person.

An **Elected Representative** is a SAMU Member that is either elected or appointed to Students' Council or the Executive Committee through the election process or a vote of Council.

A **Private Interest or Benefit** is any matter which would be of direct professional or monetary benefit to an Elected Representative or a Directly Associated Person, not including benefits to broader groups of students. Also, any matter involving the appointment of that Representative or a Directly Associated Person to a position or role inside or outside the Students' Association. Also, any gift of greater value than a socially or professionally acceptable token of appreciation.

Professional Misconduct is behaviour by an Elected Representative that may bring the reputation of SAMU into disrepute. Such conduct may include but is not limited to: abusing a person verbally, physically, emotionally, or sexually; breaching municipal, provincial, or federal legislation or regulation; misappropriating the personal property of others or SAMU resources; falsifying records; inappropriately using one's position within the union for personal gain; publishing or causing to be published, information that is false, fraudulent, deceptive, misleading, or in violation of policy.

A **Respondent** is an Elected Representative whom a complaint has been made against.

Expectations

Representing the Students' Association of MacEwan University

1. Elected Representatives represent SAMU when carrying out roles and responsibilities, including:
 - 1.1. meeting formally or informally with University staff, faculty, or government officials;
 - 1.2. attending or officiating at any formal event or meeting of SAMU;
 - 1.3. attending any university committee or governing body, as either a visitor or member;

- 1.4. attending any SAMU committee that makes them privy to confidential information;
- 1.5. making financial decisions within the purview of their official role;
- 1.6. interacting with Active Members in a way required by their official role;
- 1.7. communicating with the media in their role as an Elected Representative;
- 1.8. participating in student group events in their role as an Elected Representative;
- 1.9. attending a social or professional function or meeting by virtue of their position;
- 1.10. when their action or inaction may reasonably be perceived to bring SAMU Membership into disrepute;
- 1.11. when interacting with SAMU Members in a way that could reasonably be perceived as relevant to their official role; or
- 1.12. as determined case-by-case with a special resolution of Students' Council

Ethical Conduct

- 2. Elected Representatives shall not impose any religious or political affiliations onto the Students' Association
- 3. Elected Representatives shall govern the Students' Association by democratic principles and practices, statutes of Provincial and Federal law, SAMU governing documents, and accepted standards for Robert's Rules of Order

4. Elected Representatives shall cooperate fully with investigations, audits, or reviews by external government regulatory, and law enforcement agencies;
 - 4.1. Elected Representatives shall refrain from making false or misleading statements and from attempting to withhold or falsify relevant documentation
5. Elected Representatives shall maintain the highest standards of behavior when they could reasonably be considered to be representing the Students' Association.
6. In the performance of their duties, Elected Representatives shall keep a professional standard of language regarding subject matter, profanity, and respect for parties both present and absent, and shall not engage in harmful gossip or slander.
7. Elected Representatives shall represent the interests of all undergraduate students at MacEwan University, regardless of identity or opinion, and shall behave as such.
8. Elected Representatives shall dress appropriately while attending official meetings and functions of the Students' Association or the university.
9. Elected Representatives shall be aware of and abide by all applicable SAMU Bylaws, Policies, and Procedures.
10. Elected Representatives have a fiduciary duty to act in the best interest of the Students' Association and its Membership.
11. Once decisions are reached, Elected Representatives shall avoid expressing individual perspectives, act collectively and respect the decisions of Council and its committees.

Confidentiality

12. All Elected Representatives sign a confidentiality agreement at the time of their election or appointment and are required to abide by the clauses within the agreement
13. In keeping with the highest standards of integrity, Elected Representatives shall respect the confidentiality of Students' Council by:
 - 13.1. Disclosing only appropriate levels of information at appropriate times;
 - 13.2. Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or accidentally;
 - 13.3. Respecting the privacy of in-camera meetings;
 - 13.4. Refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
 - 13.5. Safeguarding details of decisions, processes, investigations, or policy changes that have not yet been finalized or made public;
 - 13.6. Not using confidential information in ways that may constitute Private Interest or Benefit; and
 - 13.7. Properly disposing of confidential information.
14. Complex questions of confidentiality, such as when personal safety or conflict of duty are involved, should be discussed with the Chair of Students' Council or the Chair of the Committee as appropriate.
15. A breach of confidentiality may constitute Professional Misconduct if it brings SAMU into disrepute or can be proven to be deliberate.

Conflict of Duty

16. An Elected Representative has a Conflict of Duty when their responsibilities conflict with duties to other organizations.

17. An Elected Representative shall disclose any real, potential, or perceived Conflict of Duty to the Chair of Students' Council, or the Chair of their Committee in a prompt and forthcoming manner.
18. Should an Elected Representative disclose a potential Conflict of Duty, Students' Council shall decide by a simple majority vote whether the official has a Conflict of Duty sufficient to prevent participation in a discussion or decision.
19. Elected Representatives may, at their discretion, join and participate in organizations that will help them fulfill their roles and responsibilities.
20. Elected Representatives do not automatically suffer from a Conflict of Duty by serving on MacEwan Committees or Councils, Student Groups, or other organizations
21. A real or perceived Conflict of Duty may constitute Professional Misconduct, particularly if it brings SAMU into disrepute.
22. In the interests of the welfare and reputation of SAMU Members, Elected Representatives should make every effort to serve all positions in or outside SAMU faithfully.

Conflict of Interest

23. An Elected Representative has a Conflict of Interest when they are in a position to influence a Students' Association or university decision, when they reasonably ought to know that the decision may result in a real, potential, or perceived Private Benefit to themselves or a Directly Associated Person, including but not limited to:
 - 23.1. When involved in a selection or hiring process in which they or a Directly Associated Person are a candidate;
 - 23.2. When increasing remuneration for themselves or a Directly Associated Person;

- 23.3. When involved in a decision for a student group in which they are also an executive.
 - 23.4. Having undeclared interests external to SAMU, including other employment or Membership to other organizations which influences decisions of SAMU.
 - 23.5. Engaging in personal activities, political allegiances, and/or external employment that has any influence upon the ability of any SAMU representative or employee to fulfill the responsibilities associated with their position;
24. An Elected Representative generally does not have a Conflict of Interest:
- 24.1. When involved in a decision for a student group in which they are also a non-executive Member;
 - 24.2. When voting to include themselves in a committee or subcommittee, unless the issue is contentious;
 - 24.3. When involved in a decision which would benefit a larger group to which they belong, such as decisions made for the benefit of an entire faculty;
 - 24.4. When voting to amend a meeting agenda to include a matter of Private Benefit;
 - 24.5. When remaining in the room during discussion of a matter of Private Benefit, unless required to depart by:
 - 24.5.1. Relevant policy or procedure;
 - 24.5.2. The discretion of the Chair; or
 - 24.5.3. Consensus of the Council or committee.

25. An Elected Representative shall disclose any real, potential, or perceived Conflict of Interest to Students' Council or to the Chair of the committee in a prompt and forthcoming manner.
26. If an Elected Representative discloses a potential Conflict of Interest to Students Council or a committee, that body shall decide by simple majority vote whether the Elected Representative has a Conflict of Interest sufficient to prevent participation in a decision.
27. An Elected Representative who participates in a selection or hiring process:
 - 27.1. Avoid all appearance of a Conflict of Interest relating to themselves or a Directly Associated Person;
 - 27.2. Abstain from any vote to select or approve an individual submission to which they or a Directly Associated Person have contributed;
 - 27.3. Respect confidentiality in all related matters;
 - 27.4. Apply due diligence and impartiality to evaluation and selection of all other submissions; and
 - 27.5. Vote as normal on the approval of any submission list that includes an individual submission to which they or a Directly Associated Person have contributed.
28. An Elected Representative does not have a Conflict of Interest when voting on their own excusal motion.
29. A real, potential, or perceived Conflict of Interest may constitute Professional Misconduct if it brings the Students' Association into disrepute.

Compliance

- 30. Elected Representatives charged under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - 30.1. The right to be presumed innocent;
 - 30.2. The right to prepare a full and fair defense;
 - 30.3. The right to know the full details of the accusation;
 - 30.4. The right to know their accuser's identity if the complaint requires further action
 - 30.5. The right to a complete, proper, and fair investigation;
 - 30.6. The right to a proportionate penalty.
- 31. Individuals who raise complaints under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - 31.1. The right to know the outcome of their complaint and the reasons for that outcome;
 - 31.2. The right to have their complaint investigated impartially;
 - 31.3. The right to privacy except as required for the fairness of the process;
 - 31.4. The right to be free from retaliation.

Complaint Process

- 32. Any SAMU Member who wishes to bring forward a suspected violation of the Code of Conduct must follow the following process
 - 32.1. Fill out the SAMU Complaint Form (Appendix II) and submit the form to the Governance Office through the channels provided.

- 32.2. Upon receipt of the form the Complainant will be informed that the complaint has been received and be provided with an explanation of the process within five business days.
- 32.3. The Chair of the Governance Investigations Committee with consultation from the Governance Office and the General Manager will evaluate whether the complaint requires further action.
 - 32.3.1. Any frivolous, vexatious, trivial, vindictive or unsubstantiated accusations may require no further action.
 - 32.3.2. If the complaint requires further action, the Chair will notify all affected parties and will initiate an Informal Resolution Process.
 - 32.3.3. If an informal resolution cannot be reached the Governance Investigations Committee will be struck and will review the complaint as per the committee terms of reference.

Informal Resolution Process

- 33. Restorative justice practice will be the default method for resolving a violation under the Code of Conduct. This process will focus on the following principles:
 - 33.1. The people most affected by the violation should be able to participate in its resolution.
 - 33.2. Repair harm caused by the violation and reduce future harm through preventative actions.
 - 33.3. The transgressing party must take responsibility for their actions and the harm they caused.

- 33.4. Remedying or setting right the negative impact of the transgressing party and reintegrate all parties back within the community if this is possible without causing further harm.
- 33.5. A cooperative effort by the complainant, transgressor, and mediator is necessary.
- 33.6. SAMU's responsibility is to maintain order and of student representatives to build peace.
- 34. This process will be mediated by an outside third party
 - 34.1. The outside third party must be a Human Resources or a Legal Consultant

Formal Resolution

- 35. Formal Resolution is decided upon by the Governance Investigations Committee as per the Committee's Terms of Reference
- 36. Elected Representatives may be subject to the following outcomes for failing to respect this Code of Conduct and upholding the principles of restorative justice as outlined in the informal resolution process.
 - 36.1. A Warning
 - 36.2. Suspension or removal of remuneration or benefits
 - 36.3. Temporary or permanent revocation of powers or privileges
 - 36.4. Impeachment

Performance Indicators for Executive Committee Members

- 37. In relation to Appendix I, Performance Indicators for Executive Committee Members, the Executive Committee shall maintain a sufficient level of competence whenever possible and shall strive to reach a level of excellence.

38. Appropriate use of these performance indicators may include, but is not limited to:

38.1. Informal self-evaluation by Executive Committee Members

38.2. Necessary conversations between Executive Committee Members when performance causes significant problems; and

38.3. Official complaints of consistently insufficient performance.

39. Inappropriate use of these performance indicators may include, but is not limited to:

39.1. Personal criticism during Council and Committee meetings;

39.2. Overly critical behavior in any SAMU-related context; and

39.3. Official complaints over trivial matters.

Appendix I: Performance Indicators for Executive Committee Members

Accountability

- Insufficient: Does not follow through with promises or expectations, including meeting attendance. Makes dishonest representation of effort. Does not discuss goals and progress with Executives or provide reports in a timely manner. Neglects core responsibilities. Makes uninformed decisions.
- Competent: Provides accurate and timely reports. Meets with Executives to discuss goals and progress. Attends required meetings whenever possible. Makes informed decisions. Connects with relevant stakeholders, in cooperation with other representatives, if any.
- Excellent: Initiates consultation with relevant stakeholders. Stays current with issues which affect the university. Proactively reaches out to identify issues and opportunities. Helps others hold themselves accountable.

Transparency

- Insufficient: Willingly withholds information that is not confidential. Unable or unwilling to explain how and why decisions were made. Deliberately obscures meaning with acronyms and other jargon.
- Competent: Admits to gaps in knowledge and follows up once an answer is identified. Can clearly explain how and why decisions were made.
- Excellent: Proactively identifies gaps in knowledge. Provides clear, substantive, and appropriate information as promptly as possible. Fully understands how and why decisions were made and focuses on the most pertinent factors.

Confidentiality

- Insufficient: Discusses personal, strategic, or legal information with inappropriate parties or in careless ways. Spreads harmful rumors and gossip. Unfamiliar with Students' Association confidentiality materials.

- Competent: Discusses personal, strategic, or legal information only with appropriate parties and in careful ways. Does not spread harmful rumors or gossip. Familiar with Students' Association materials surrounding confidentiality.
- Excellent: Encourages others to respect confidentiality. Routes sensitive information to the appropriate parties promptly and carefully. Answers queries sensitively and completely within the bounds of confidentiality.

Professionalism

- Insufficient: Does not dress appropriately for meetings and events. Uses strong or disrespectful language in professional environments. Behaves inappropriately online or in person. Allows intoxicants to interfere with workplace demeanor and performance of duty. Willingly disrupts or impedes meetings. Does not attend meetings promptly.
- Competent: Dresses appropriately for meetings. Uses language appropriate to the situation, whether online or in person. Refrains from disrespectful speech, gestures, or body language. Attends meetings on time and participates as necessary. Demonstrates effort in reporting.
- Excellent: Holds to the highest professional standards of dress, grooming, speech, and behavior, as appropriate to the situation. Contributes proactive, informed participation to meetings.

Communication

- Insufficient: Does not participate in formal or informal discussion of professional issues. Does not reply to communications consistently or promptly. Does not provide coworkers or the public with clear channels of communication. Avoids or discourages others' attempts to engage them in substantive discussion.
- Competent: Communicates openly with Council. Coordinates with other Elected Representatives and stakeholders to identify emerging issues. Prepares for and participates in discussions as appropriate. Replies to communications consistently and promptly. Provides clear channels of communication.

- Excellent: Coordinates with other Elected Representatives and stakeholders to identify and address emerging issues. Seeks out relevant information. Develops and adjusts informed opinions through communication with peers and stakeholders. Takes proactive measures to be approachable, welcoming, and sincere.



SAMU Elected Representative Code of Conduct Acknowledgement Form

I, _____, hereby certify that I have been provided a copy of the Students' Association of MacEwan University's, henceforth known as "SAMU", Elected Representatives Code of Conduct Policy. I understand that I should consult with Students' Council for further clarification on any aspect of the Code of Conduct on which I have any questions.

I have read SAMU's Elected Representatives Code of Conduct Policy, and I understand and agree to abide by the Elected Representatives Code of Conduct Policy and all other SAMU Bylaws, policies, procedures, and any other guiding documentation. I will conduct my work on behalf of SAMU with the highest integrity and commitment to the principles stated in the Code of Conduct. I understand that any violations of the Elected Representatives Code of Conduct Policy may lead to disciplinary action, up to and including impeachment, as deemed and determined to be appropriate per the Elected Representatives Disciplinary Policy.

IN WITNESS WHEREOF I have signed my name this _____ day of _____, 20____

SIGNED AT, Edmonton Alberta

Signature

Printed Name

Witness Signature

Printed Name



Formal Conduct Complaint Form

The Code of Conduct complaint process provides a way for students and other members of the campus community to hold SAMU Elected Representatives accountable to SAMU policies. The formal complaint process ensures that complaints are addressed in a way that is fair, impartial and respectful of all parties.

This process is for complaints related to the conduct of SAMU Elected Representatives. If you would like to submit a complaint regarding the SAMU elections, please refer to the Elections Complaint Form.

Instructions:

1. Fill out this form in its entirety. Be concise, provide factual details, and attach any additional supporting evidence.
2. Formal Complaints are accepted in person at the SAMU Offices (SA-301) Monday to Friday 8:30am to 4:30pm. Submit this form in an envelope addressed to the Governance Office, labeled 'private'.
3. Formal Complaints are also accepted online via the SAMU Website

Complainants can expect to receive an initial receipt of the complaint within five business days from a member of the Governance Office. You may be contacted and asked to provide additional information so the complaint can be investigated.

Complainant Information

We are unable to accept anonymous complaints. Please provide your contact information so we can properly investigate and provide a response to your concern.

Name of Complainant(s)	
Phone Number	
Email	

Intended Respondent

We need to know specifically who your complaint is about so we can accurately investigate the complaint and take action to hold the individual accountable. If your complaint involves multiple Elected Representatives, please provide a separate form for each respondent.

Name of Respondent	
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Reason for the Complaint

Tell us what happened. If you know what sections of SAMU Policy that might have been violated, include those here. Make sure to include the names of others who might have been involved, provide a timeline of events, reference any additional supporting documents you might include with your application, including notable correspondence related to what happened and documentation of prior information attempts to resolve the complaint, if applicable.

Explanation

Conduct issues aren't always straightforward. Help us by providing a well-reasoned explanation of why you believe the respondent's actions violated SAMU policy and the resulting potential impact on SAMU.

Signature of Complainant	
Submission Date	



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
July 20, 2022	Larissa Williams, VP Operations and Finance

Agenda Item Title **Official Reporting Mechanisms to SAMU Membership Policy**

Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
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AGENDA ITEM DETAILS

Motion Title	To Approve the Official Reporting Mechanisms to SAMU Membership Policy on the recommendation of the Bylaws and Policy Committee
Background Information	<p>On the request of our operations, this policy was reviewed as the normal timelines for the annual report were very tight and hard to put together a report as it related to policy and the official audited financial statements.</p> <p>When this policy was reviewed another thing that became apparent was that Council never officially accepts the audited financial statements from the auditor. Therefore the significant changes to this policy were made to clarify the process for receiving and accepting the audited financial statements and readjusting the timelines for the annual report.</p>
Alternative Considerations	We continue to run on our current timelines putting our operations in a time crunch based on whenever the audited financials are done.
Risk Management Considerations	Not approving the changes may put us in a violation of policy due to when the audited financial statements are completed, or SAMU will have to leave all references to monetary metrics out of the annual report.
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Timelines will be readjusted, The annual report will be released later than previous years
Related Documents	Annual Report Yearly Audited Financial Statements
Follow Up Action	Implement as it Occurs

Review History

Actng General Manager and Director of Finance
Bylaws and Policy Committee

Strategic Alignment Checklist

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.

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 vision, mission, values, and goals and is the 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 vision, mission, values, and goals for the next 3-5 years.
 - 1.1. 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 reviewed yearly as part of the budget process.
 - 1.3.1. The plan is updated and provided to Students' Council for their approval during the last quarter of the fiscal year of when the plan is set to expire.
 - 1.3.2. Upon approval, the strategic plan will begin implementation at the start of the fiscal year.
2. The Executive Committee reports to Students' Council on the progress of SAMU's Strategic Plan as part of the budget and annual report processes during the year.

Audited Financial Statements

Deleted: second

3. _____

Deleted: SAMU makes its Audited Financial Statements available to its membership upon receipt from the auditor

4. A presentation to Council regarding the Audited Financial Statements is provided upon receipt from the auditor.

5. To formally recognize **the audit has been completed** a Motion to accept the Audited Financial Statements **provided by the auditor** will be put on the table at the same meeting they were presented at.

6. SAMU makes its Audited Financial Statements available to its membership upon the acceptance of the completion of the audit.

Annual Report

7. An Annual Report is compiled yearly, and provided to Students' Council for approval at the regularly scheduled meeting following Council's acceptance of the Audited Financial Statements.

Deleted: approved by

Deleted: within the first two months of the fiscal

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

9. 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 progress on the strategic plan, advocacy, clubs, events, and programs and services.

Approved Budget

10. 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.