



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
October 19, 2022 at 6:00pm in Council Chamber**

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Jayden Depeel, Councillor
Freja Cartujano, Councillor
Myles Dykes, President
Alex Hominiuk, Councillor
Jordan Gable, 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
Matt Yanish, Vice President External
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Alan Honey, Governance Advisor

Absent:

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 OCTOBER 19, 2022

2.2 MOTION

TO APPROVE THE MINUTES OF SEPTEMBER 21, 2022

3. Presentations

3.1.

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. Audit Committee (Councillor Depeel)

4.1.7. Budget and Finance Committee (Vpo)

4.1.8. Bylaws and Policy Committee (Vpo)

4.1.9. Governance Remuneration Advisory Committee (Vpo)

4.1.10.

4.2. Executive Committee Minutes

Minutes of September 13, 20, and 27, 2022 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include:

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2021-2022 SAMU Annual Report

MOTION TO APPROVE THE 2021-2022 SAMU ANNUAL REPORT

VPO/

Favour:

Oppose:

7.2. Elected Representatives Code of Conduct policy

***MOTION TO APPROVE THE ELECTED REPRESENTATIVES CODE OF CONDUCT POLICY
ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

VPO/

Favour:

Oppose:

7.3. Elected Representatives Disciplinary Action policy

***MOTION TO APPROVE THE ELECTED REPRESENTATIVES DISCIPLINARY ACTION POLICY
ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

VPO/

Favour:

Opposed:

7.4. Governance Investigations Committee Terms of Reference (Committee policy)

MOTION TO APPROVE THE GOVERNANCE INVESTIGATIONS COMMITTEE TERMS OF REFERENCE IN THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

Favour:

Oppose:

7.5. Conduct policy

MOTION TO RESCIND THE CONDUCT POLICY

VPO/

Favour:

Oppose:

7.6. 2021-2022 Councillor of the Year Award

Vpa - congratulations to the 2021-2022 Councillor of the Year: _____

7.7.

8. Consultation

9. Evaluation

9.1

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: November 16, 2022

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the Students' Association of MacEwan University September 21, 2022 at 6:00pm in The Lookout

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Jayden Depeel, Councillor
Freja Cartujano, Councillor
Myles Dykes, President
Alex Hominiuk, Councillor
Jordan Gable, Councillor
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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR SEPTEMBER 21, 2022

PHAN/BEKA

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF AUGUST 17, 2022

SEMOTIUK/CARTUJANO

CARRIED

3. Presentations

3.1. Audit – MNP

4. For Information

4.1. Reports

4.1.1. President

As presented

4.1.2. Vice President Academic

As presented

4.1.3. Vice President External

Affordable housing;

4.1.4. Vice President Operations & Finance

As presented.

4.1.5. Vice President Student Life

Student Community engagement grant opportunity.

4.1.6. Audited Financials

4.1.7. Student Union Development Summit (SUDS)

4.1.8.

4.2. Executive Committee Minutes

Minutes of August 8, 9, 17, 24, 31, and September 7, 2022 provided.

5. Question Period

5.1. Written Questions

Cartujano - These questions are primarily audit-based, and I feel they'll all be directed to the VPO. Although, any of the executives can have a say in it; it's up to them!

1. Page 4 of audit report in the Health and Dental significant risk area. Could you clarify the IBNR claims? Why are the claims not reported? What are the general claim types for those that were not reported? Is this an error with the external organization for Health and Dental or within the confines of SAMU?

Vpo - IBNR stands for Incurred But Not Reported. These IBNR claims refer to the estimate of the liability from claims that have taken place but have not yet been reported to an insurer. Some claims take more time to process and if they were submitted near the end of the fiscal year there may not be data on the claims yet as it may take some time to process claims. IBNR claims are always a risk when dealing with insurance as you can never be exact with claims being submitted all the time and the potential time it takes to process a claim and if the claim is more complex it might take more time. As SAMU is on a self-funded model for our insurance we mitigate this risk by having not only our ASO fund which is on track to being in good standings financially, we have our own personal SAMU Health and Dental fund that acts as a contingency reserve if for some reason claims are exponentially high and we need to drain our ASO fund and dip into our reserve fund.

If you need further clarification, please ask the auditor!

2. Page 5 of the audit report in the other information area. It signifies a "material misstatement." what is the material of this "other information"? Is it anything significant?

Vpo - MNP concluded that there has been no material misstatement, therefore there is nothing significant but what other information materials they could be talking about would be any sort of publications we do, minutes from our committees, essentially the other information section would be relevant to you all if we were reporting false information financially in other public avenues.

3. Page 6 of the significant adjusted differences. What principal account does the "interest payable" tied to?

Vpo - This is the line the auditors use to balance the statements, I would ask this auditor this question as I am unsure how to explain it.

4. From 2021 to now, the capital assets have decreased. To your knowledge, what caused this decline? (I think it's in the financial statements somewhere. Please, direct me there; I got lost.)

Vpo - Amortization is the reason our net assets are decreasing. Page 10 of the audited financial statements breaks down our amortization rates. If you need more clarification please ask the auditors tonight!

5. How is it that mylegalplan increased in revenue? How are they making money?

Vpo - This previous year was the first year that we had mylegalplan implemented, hence the nil dollar amount the year prior, we count it as revenue in and then expense it out when we pay Gallivan. We also have a different year end from Gallivan, so that as well affects the year end date. If you need further clarification please ask the auditors.

6. Schedule 3:

- Isn't sport and wellness MacEwan jurisdiction? How are we receiving their marketing revenue?

Vpo - Sport and Wellness is MacEwan jurisdiction but for them to run their advertisements in our building, in our newsletters and on our tv's they pay us a fee. So, this is not money directly from the MNIF that students pay, this is the Sport and Wellness Centre paying us to advertise their events, leagues and such in our building and in our newsletters.

- What is SAMU Designated?

Vpo - SAMU Designated is our SAMU branding budget line in our Department 2 budget.

- SAMU has expensed more on sports tickets than gained revenue. What are SAMU's plans for this?

Vpo - Essentially we have to pre-purchase some tickets for the upcoming year that aren't sold during that fiscal year but are sold the next fiscal year. A good example of this is the Oilers tickets we sell. We put a deposit down on the tickets for this upcoming season in the spring, which falls in the last fiscal year, but the Oilers don't begin their season until the end of September. It is important to note that budget wise we were still under budget with that budget line. SAMU does not have any further plans besides to keep selling the tickets. We don't make any profit from those tickets, they are sold at face value to keep costs down for students.

Phan - To President:

1. What benefit does The Business Council of Alberta's presentation bring to the population of students? Are those global issues that Alberta has will bring more job opportunities?
2. What are the SAMU's criteria in selecting partnerships to pursue our Strategic Vision? Do we have a nypartnerships in mind?

Pres - The presentation we received based on the report laid out ways in which the public sector and private sector can collaborate together for innovation. To solve any of the global issues highlighted in

the report, cultivating an educated and healthy labour force will be key. If Alberta wants to meet the moment and create opportunities, we need to lean into the province's areas of competitive advantage. The benefit towards students comes from the economic opportunity the report could produce if buy-in is achieved.

For SAMU, partnerships are a strategy that we have identified in our Strategic Plan to work towards our priority of student experience and engagement. Our current process for partnerships is more organic and is led by shared values and principles, though not tested through any rubric or matrix. The focus of recent partnerships has been with MacEwan, other students' associations, and our provincial advocacy groups.

Phan – VPE: Bravo to our new Student Support Navigator! How will students connect with this person? Are there options to be anonymous?

Vpe - Thank you, I am happy as well! Unfortunately as this position is brand new and we were only just told about it, I have very little info on actually how they will operate and how they will connect with students. If I were to wager a guess, being anonymous would be a bit tricky, as their role would be to connect students to the supports available to them and that would be difficult if they cannot even verify if they are helping a student. I am sure that such an office would exercise the utmost discretion and be good stewards of the sensitive information provided to them by students.

Phan - Will the partnering opportunities with Sarah Chan be extended to Student Council's Professional Development as part of LRC's PD plan?

Vpe - I hope so! She is absolutely top of mind for someone who would be a good fit for the type of professional development that we want to bring to SC, and pending us having the time and her having the desire to do so, I would love for her to engage with SC. This will be something we can certainly talk about at the next LRC meeting.

Phan - to Vpo: SUDS conference: Campaigns Session: What are some of the best practices to have an effective campaign in relation to student government at SAMU?

Vpo - What the executive committee learned was that there were 3 basics of building a campaign, which are strategic communications, mobilization and stakeholder relations. The campaigns session was focused more on initiatives and advocacy campaigns instead of individual campaigns re: elections and such. The workshop also provided a good worksheet for executives in regards to project planning, that we can implement if desired.

La Torre - President: In the "Defining the Decade" report by the Alberta Business Council, were there any aspects in that report concerning university students?

Pres - There are no outright concerns to me, as students were engaged in the consultation process for the report through our provincial advocacy group, CAUS. A long term possible concern I see is that to me, we should be focused on the needs of people rather than the needs of the market. The angle the report takes is that through meeting the needs of the economy we can meet the needs for people as a necessary element.

5.2. Oral Questions

Topics Include: Student Community Engagement Grant; Mental Health Navigator; Committee promotion by SAMU; mentorship.

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2021-2022 Audited Financial Statements

***MOTION TO ACCEPT THE 2021-2022 AUDITED FINANCIAL STATEMENTS FROM MNP
VPO/PHAN***

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

CARRIED

7.2. 2021-2022 Councillor of the Year Award

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

SIDDQUI

CARRIED

Next Meeting Date: October 19, 2022

Meeting adjourned at 6:52pm

Students' Council Report

VP Academic

October 13th, 2022

Good day, Council.

I hope that you're all doing well as the spooky season takes root. While I've only worked with you all for a short few months, it has been fantastic to get to know you folks. If you're not running again, I wish the best for you and your academic journey. If you're running again, I'm looking forward to working with you once more.

Please see below for my report.

Executive Summary

- Tuition & Fees Focus Groups
- inResponse Panel Discussion
- Indigenous Learners Circle Consultations
- Griffin "Midterm Tips & Tricks" Interview
- National Indigenous Advisory Committee (NIAC) Conference
- FFAC & FoN Dean Meetings
- Textbook Cost-Indicator Program Consultation

Projects/Initiatives

Tuition & Fees Focus Groups

Strategic Alignment: Student Supports (3.2)

I've been working with the Advocacy Co-Ordinator to gather data on student narratives towards their views on tuition & fees. Currently, we're interviewing slightly over a dozen respondents for their lived experiences from their entry to MacEwan to the present.

inResponse Panel Discussion

Strategic Alignment: Student Supports (3.3)

inResponse is a speaker series dedicated to exploring conversations about current issues. Their first event was titled “Help! I’m Stressed” was held on October 13th at Roundhouse in Allard Hall. I was lucky to meet and discuss pressing issues on mental health with several distinguished community organizers, Scott McKeen, Sydney Bennell, & Blake Loates.

Indigenous Learners Circle Consultation

Strategic Alignment: Student Experience & Engagement (1.4), Student Supports (3.4)

As a part of my project plan, I’ve begun consultations with KW to include culturally sensitive needs into the event, marketing, and how to approach community stakeholders. So far, we were able to find and prepare for gaps as well as tentatively choose a host location and elder to conduct an opening ceremony. The next consultation will be focused on setting dates, preparing questions, and contacting an elder through the culturally appropriate channels.

Griffin “Midterm Tips & Tricks” Interview

Strategic Alignment: Student Supports (3.3)

I participated in an interview with the Griff about best tips and tricks for preparing for midterms, adjusting to uni life post-covid, and other academic needs students may have. Advocating for a healthy balance between self-care and accountability is what I feel contributes to a successful student experience. I’m looking forward to seeing it in the Uni newspaper.

National Indigenous Advisory Committee Conference

Strategic Alignment: Student Voice (2.3)

As a part of federal advocacy for Indigenous students, I've joined NIAC to offer my help with their goals and objectives for 2022-23. I attended a conference in Vancouver to help restructure their organization and policies, learn indigenous cultural arts, meet with an elder to learn the culturally appropriate way to make a request for ceremony, and attended National Day for Truth and Reconciliation on September 30 at the University of British Columbia. I've learned a lot from my counterparts and feel that our team is in a good position to construct our asks for the federal advocacy conference in November.

Faculty of Nursing & Faculty of Fine Arts & Communication Dean meetings

Strategic Alignment: Student Supports (3.1 & 3.4)

To further reinforce our relationships with MacEwan, and find overlap in projects and initiatives, Myself, the SAMU President, and our Student Support Coordinator completed our first round of dean meetings. We've been able to find a lot of common ground with advocating for student financial affordability as well as begin working together on the Textbook Cost-Indicator Program. I'm looking forward to working with them in the future.

Textbook Cost-Indicator Consultation

Strategic Alignment: Student Supports (3.3)

I've begun work with several stakeholders in the library to coordinate and plan our strategy to implement the back end and faculty facing portions of the project. So far, we're looking at how our version of PeopleSoft, library programs, and other systems are either up to par or need work to better support this project. Further consultations are ongoing



Closing Remarks

September came and went by in a flash, but the work to do remains. Now that we've broken ground with our projects and initiatives, I'm excited to see how our projects grow. I hope you all have a great month!

Cheers,

Stephan Vasquez
VP Academic, SAMU 2022/2023
savpacademic@macewan.ca

Students' Council Report

VP External

October 19th, 2022

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

Important Meetings Attended:

- CASA's September E-plenary
 - In mid-late September, CASA had an e-plenary session where we met to discuss some changes and additions to our policies that impact Indigenous learners, as well as some smaller internal changes to our committee and operating bodies. This is a monstrous document, but if you want to read or know specifically what CASA has changed for Indigenous learners, I am happy to send you the 50 page document and/or go through it with you one-on-one.

- Wasiimah and Christian visit SAMU

- The Member Relations Officer, Wasiimah, and the Chair of CASA, Christian Fotang, came and met with SAMU early October. We got a great opportunity to chat about what SAMU is, as well as raise some of our concerns as to what we want to see from CASA, and where CASA could improve. All in all, it was a great day, and I am very happy with the leadership and staff of CASA and their dedication to being the best they can be.



- Various CSGD and SVAW stuff



- The first week of October had some crossover with TRC Day stuff as well as some Sexual Violence Awareness Week events, and the kick off for the Center for Sexual and Gender Diversity. So, myself and EC were at or involved with a lot of these events! A few highlights for me include: The Sisters In Spirit walk, where you may have seen us walk with knowledge keeper Shuel-let-qua Q:olosoet from the spiral staircase to Allard Hall. The art and such that was for sale at the rainbow market (basically a market for 2SLGBTQIA+ people to sell cool stuff), including a cool piece by @treespiritminiatures that is now in my office. The VPA and I also got to meet Ben Scrivens, former NHL and Olympic goalie, and overall cool dude who is a big proponent of the Pride Tape initiative that aims to include 2SLGBTQIA+ people in athletic environments. Lastly, at KW, we attended a very cool Fall Feast where some lovely folks made a thanksgiving-style dinner, and in my opinion, showed how we can take the important bits out of thanksgiving without worrying about it's colonial roots (aka a bunch of people came together over food and appreciated what we are given and what we owe to one another). I did other stuff, but those were the highlights!
- If you want to read more about the Sisters In Spirit initiative and the day at MacEwan, there are a few articles online, including this one
<https://edmonton.ctvnews.ca/spreading-light-and-love-sisters-in-spirit-march-honours-mmiwg-1.6096452>



- More info on Pride Tape, and Edmonton initiative, can be found here:

<https://pridetape.com/>

- MLA Shepherd

- The President and I had a lovely chat with MLA David Shepherd in regards to the priorities SAMU has at the provincial level this year, as well as some of the key issues impacting students at MacEwan. You can read more about the CAUS priorities we talked with him about here:



<https://static1.squarespace.com/static/5b95cd14697a9812941dd36f/t/62f2b72b12f0384f805a450e/1660073776891/CAUS+2022+Priorities.pdf>

- Forward slash

- From their website, in regards to what the conference was about: “Where we can work together to support investment attraction, retention and expansion. What regional initiatives are taking place that will strengthen and diversify our region’s economic capacity. How regional strengths aligned with global trends are positioning the Edmonton Metropolitan Region as an attractive location for business investment”
- I will be including a more in-depth report later, but the TL;DR: is that it was worth it for us to go, and there were a lot of important people that the President and I got to interact with., and some great conversations about how students fit into the future of Alberta.
- <https://www.forwardslashyeg.ca/>



Projects/Initiatives:

- AAC Report (or lack thereof)
 - Some of you governance hawks might have noticed that I, as the chair of Appointment Advisory Committee, have not submitted a report for AAC. That is because there is nothing to report! However, with the recent election of only 13 members of Students' Council, that means that we have one open position to fill. If you know anyone who was or is interested still in SC, please reach out to me and I can connect you/them to the appropriate resources to submit an application (when applications open!).
- Time Capsule!
 - As some of you may know, I have been working to finalize the submission on behalf of EC for the time capsule. This includes some small interviews with members of EC, as well as some musings and topics that we wanted to share our thoughts on vis-à-vis what students would think about them in the future, and how these concepts relate to students now. I have been incredibly honored to work on this thus far, and if you want to see the submission or chat with me about it I encourage you to do so!
- Alberta Mentorship Partner (AMP) Sign Up
 - As a result of the meeting with Sarah Chan last month, she had asked SAMU to sign up as an AMP. Ec chatted about it, and considering it comes at no cost



and may yield external partners looking to get involved with mentoring members of SAMU, we figured it was a win-win! Check us out here:

<https://albertamentors.ca/amp-partners/students-association-of-macewan-university/>

- SAMU GOTV
 - Things have been chugging along nicely with our internal Get Out The Vote efforts! The Advocacy Coordinator and I picked out some cool giveaways for the tabling, and we are currently working with marketing to determine some of the contest, prizes, communications, posters, and more for the upcoming year of getting students to vote! One of the parts I am most excited for is the GOTV shirt design contest! In short, this will involve getting some students to design a cool shirt for us to wear/give away at our GOTV tabling, and this will result in the winner getting \$500 for their design (and the runners-up getting \$50 each)!

- SAMU Dodgeball Team

- The games are going well! Thus far, we have (respectfully) crushed the competition and won both of our games handily. Jokes aside, it is a ton of fun and I am so glad we are able to do this. If you are reading this and having some dodgeball FOMO, fear not, as we are still able to get you to sub in for remaining games! Please reach out to me personally if you want to sub and/or be added to the group chat for the team. This applies to all councilors, old or new!



Closing Remarks:

First and foremost, I want to thank the outgoing 2021/2022 SC for all their hard work and dedication this year. Thanks to those outgoing, and please get involved with more boards and governance structures as your life goes on. I know Tim Jobs will say the same at our meeting in October, but I can tell you from experience that the skills you have learned here are in high demand and are easily applicable to the things you care about. Personally, I have gotten involved in my Slo-Pitch league's board, as well as the board for one of my curling clubs, and both have been incredibly rewarding experiences. The fact that you all can now have board governance experience before being a C-suite exec or a lawyer etc is huge for both your employment prospects, as well as your ability to be a strong and positive force in your communities.

I want to take a quick moment to say that I am happy to be back in the offices now, after temporarily EC had to move our workspaces to the regular offices after getting the roofs installed (mainly so the other members of EC don't have to listen to my booming voice rant about GOTV or something). I really want to stress that I am blessed to have an office and I am happy to have any space to work, but man is it so nice to be back in my own closed off space. In unrelated news, you all should consider a career as a city inspector for renovations in offices, as apparently you can show up more or less whenever you want, create additional appointments, and pretty much work on your own time!

In other not-so-important news, thanks for those who witnessed me eat the super duper hot chip. While I do not really "recommend" it, I am happy to do so, and my eating it should be a good reminder that you might say things that others remember, and then being



a person of your word involves follow through that might have been easier to imagine when it wasn't an option! Or, to put it bluntly, make sure when you say you will do a thing if given the opportunity that you are aware that some people will enable you to indeed do that thing.

Lastly, I usually end these things with a bit of wisdom that someone has given me, or that I stumbled through life to figure out. I kind of did that with the hot chip thing, but I wanted an excuse to show you all this super inspirational video. I realize we are straying from important SAMU-related business at this point, however, if you made it to this part in my blog-post-esque conclusion here, take 5 minutes to watch this really cool video! My grade 12 teacher showed it to us, and I still think about it every once and a while. It is a nice and comforting video/song of sorts that is nice when dealing with new beginnings/endings.

<https://www.youtube.com/watch?v=pVQeP5vRP5E>

All the best, and change your pillows (you're supposed to every year, I just did and I stopped waking up with a headache!)

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

Students' Council Report

Vice President Operations and Finance

October 19, 2022

Well, another Council year has come and gone, it is crazy to think what a wild year it has been, and I want to take the time to acknowledge you all for serving your fellow students and making changes that impact them positively! So, without further ado, please see below for my report detailing the events that occurred from September 15th to October 12th, 2022.

Executive Summary

- Code of Conduct
- SC Training
- GM Hiring

Important Meetings Attended

Tuition and Fees Consultation

Decision Made: none

SAMU met with MacEwan Administration for our first tuition and fees consultation meeting. This meeting was to discuss principles and underlying values that both SAMU and MacEwan are going to be bringing forward throughout the process. Our VPA has been conducting focus groups to gather student input on tuition and fees and we will be using that data to formulate our stance. SC will receive a report in the future once consultation is completed about how the process went and the things that were advocated for.

Procedure Sub-Committee Meeting

Decision Made: Recommend the Student Groups Procedure to EC for Approval

There was a hole in the student groups procedure that could violate a MacEwan policy regarding membership status of non-SAMU member students, therefore the committee met to recommend changes to the procedure that are in line with MacEwan's policy and as well protect SAMU from the liability risk associated with non-SAMU member student groups membership.

Projects/Initiatives

Code of Conduct

Strengthening SAMU Operations

The code of conduct is wrapped up and pending SC approval. Please take the time to read the documents. I have attached to my report the procedure that go along with the Code of Conduct policies so that you can have a holistic view

SC Training

Strengthening SAMU Operations Student Voice

SC Training planning is well underway, we are rolling along preparing for the new Council to come in. With the President on vacation, I have taken on the lead role in planning and preparing for the training.

GovWeek

Student Voice

The VPSL and I ran GovWeek this year during this reporting period. It was full of events that were designed to help Students run in the Students' Council elections. The events were decently attended, and I want to recognize the VPSL for all her hard work during this week!



GM Hiring

Strengthening SAMU Operations

The President and I have been working on the General Manager position description and the General Manager hiring process as we want a General Manager in place, ideally, for the start of the new term. We are looking forward to getting this process underway as we search for SAMU's next General Manager.

Governance Review Implementation

Strengthening SAMU Operations

The next portion of the Governance Review implementation that I have started working on is the new committee structure proposal that I will be bringing to various stakeholders. I have also gathered all the feedback on the bylaws town hall and am working through the next steps, on top of that I have begun some policy development to fill some holes and am working on restructuring of our governing documents that I will be bringing to BPC for discussion hopefully at some point during my term.

Closing Remarks

For those that are returning, I am excited to see you again next month and continue to work with you! For those that are not returning, I wish you the best in your future endeavors!

As always please feel free to reach out to me if you have any questions or ideas.

Cheers,

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



Elected Representatives Code of Conduct Complaint Procedure

Rationale

The Elected Representatives Code of Conduct Complaint Procedure provides clear guidance on the process of filing a complaint, including the various avenues and processes that may occur to reach a resolution.

Definitions

The **Chair** in this procedure refers to the chair of the Governance Investigations Committee

A **Complaint** is a formal written expression of dissatisfaction regarding the conduct of an Elected Representative in accordance with the Elected Representatives Code of Conduct Policy

The **Complainant(s)** are one or more individuals who have made a Complaint against an Elected Representative.

The **Formal Resolution Process** is the part of the resolution of a Complaint where disciplinary action is required, after either the failure of the Informal Resolution Process or at the discretion of the Chair of the Governance Investigations Committee.

The **Informal Resolution Process** is the part of the resolution process where the parties involved in the complaint attempt to work out the complaint through mediation.

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

Expectations

Initiating the Complaint Process

1. Any individual who wishes to bring forward a suspected violation of the Elected Representatives Code of Conduct Policy must follow the following process:
 - 1.1. Fill out the SAMU Complaint Form (Appendix A) and submit the form to the Governance Office through the channels provided.



- 1.2. Upon receipt of the form, the chair of the Governance Investigations Committee (“the Chair”) with consultation from the Governance Office will evaluate whether the complaint requires further action.
 - 1.2.1. Any frivolous, vexatious, trivial, vindictive or unsubstantiated accusations may require no further action.
 - 1.2.2. In the case a complaint requires no further action, the Governance Office, on behalf of the Chair, will notify the Complainant and the Chair will provide a report to Students’ Council that a complaint was filed.
 - 1.2.3. If the Complaint requires further action, the Chair may either initiate the Informal Resolution Process or the Formal Resolution Process dependent on the nature of the Complaint.
 - 1.2.4. The Governance Office on behalf of the Chair will notify the Respondent of the Complaint in its entirety if further action is required.
 - 1.2.5. If an informal resolution cannot be reached, or any decisions reached violated, the Formal Resolution Process will automatically be initiated.

Informal Resolution Process

2. Once the Informal Resolution Process is initiated the Governance Office will procure a third-party individual to mediate the process in a timely manner.
 - 2.1. The individual must be a human resources or legal consultant.



3. After securing the mediator, the Governance Office will inform all parties involved that the Informal Resolution Process will officially begin and facilitate booking meetings between the mediator and all parties involved.
4. The Informal Resolution Process may include a variety of potential methods to reach resolution including but not limited to:
 - 4.1. facilitated discussions led by the mediator.
 - 4.2. one on one discussions with the mediator as a predominantly silent observer.

Informal Resolution Process Principles

5. Restorative justice practice will be the default method for resolving a violation under the Elected Representatives Code of Conduct Policy. This process will focus on the following principles:
 - 5.1. The people most affected by the violation should be able to participate in its resolution.
 - 5.2. Repair harm caused by the violation and reduce future harm through preventative actions.
 - 5.3. The Respondent must take responsibility for their actions and the harm they caused.
 - 5.4. Remedying or setting right the negative impact of the Respondent and reintegrate all parties back within the community if this is possible without causing further harm.
 - 5.5. A cooperative effort by the Complainant, Respondent, and mediator is necessary.

Informal Resolution Process Goals



6. Goals of the Informal Resolution Process include, but are not limited to:

6.1. Stopping offending conduct₁ and₇

6.2. Restoring relationships amongst the parties involved₁

7. The goals can be achieved through a variety of methods including but not limited to:

7.1. An agreement decided upon between the parties involved₁

7.2. Corrective or remedial actions₁

7.3. Additional training₁

Formal Resolution Process

8. The Formal Resolution Process will be initiated if there is a clear violation of the Elected Representatives Code of Conduct Policy or if the Informal Resolution Process was unsuccessful and disciplinary action must be determined.

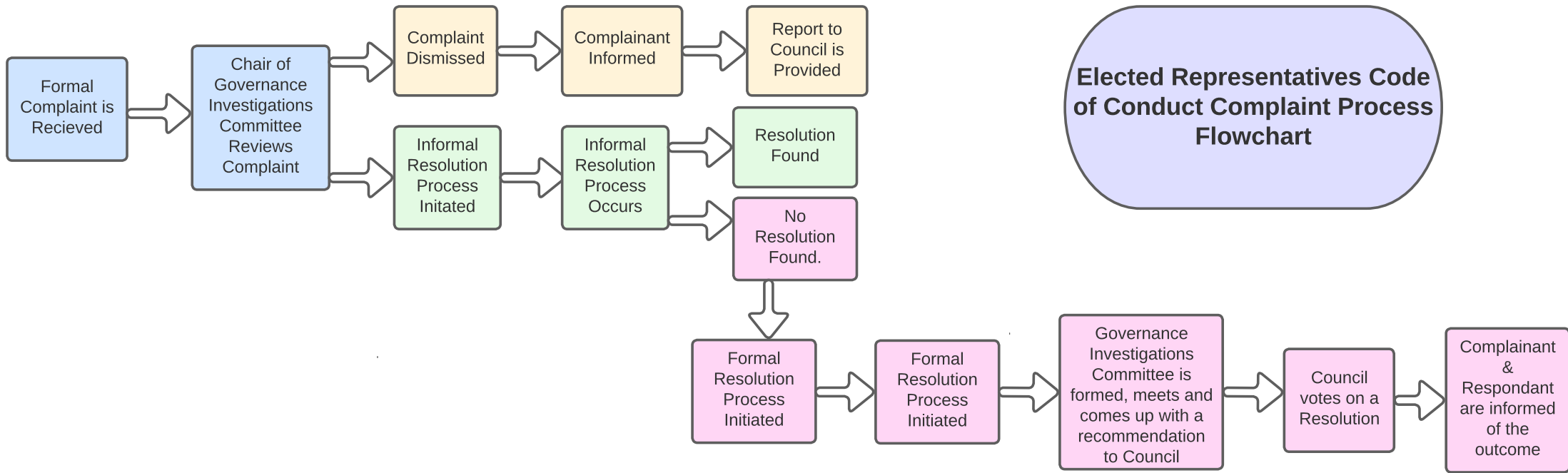
9. Upon initiation, the Governance Office will begin to fill the Governance Investigations Committee and will inform all parties that the Formal Resolution Process has been initiated₁

10. Upon the Formal Resolution Process beginning the Respondent will be provided the opportunity to respond to the Complaint, in a written statement₁

10.1. The Respondent's written statement is due to the Governance Office within 5 business days from the day the official Formal Resolution Process initiation is communicated to the parties involved.



11. The Governance Investigations Committee shall meet, review all evidence and provide a recommendation to Students' Council on any action to be taken
12. The Chair of the Governance Investigations Committee will provide an in-camera report to Students' Council regarding the Complaint along with the committee's recommendation.
13. Students' Council, as the final arbitrator of the Elected Representatives Code of Conduct Policy, will vote on the recommendation out of camera and all parties involved will be informed of Council's verdict.





Elected Representatives 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. The 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 Process.

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. Complaints are also accepted online via the SAMU website

Complainants can expect to receive an initial receipt of the complaint within two 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	
Student ID Number	

Respondent Information

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

Name of Respondent	
--------------------	--

Witness Information

If there are any witnesses to the complaint, please include them here as they may be called upon to provide an account.

Witness name & email	
Witness name & email	

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 attempts to resolve the complaint, if applicable.

	I hereby certify that the information included in this complaint is accurate to the best of my knowledge
--	--

Signature of Complainant	
Submission Date	



Executive Committee Performance Procedure

Rationale

Executive Committee members work closely together on the day-to-day operations of Students' Council, ensuring that policies are implemented, overseeing the General Manager, and acting on behalf of Council.

Due to the day-to-day nature of these roles, these additional performance indicators are in place to establish better team dynamics and ensure the functionality of the Executive Committee is not impeded due to the performance of individuals

Definitions

Expectations

1. In Addition to the Elected Representatives Code of Conduct policy, Executive Committee members are required to work in a team and will be accountable to themselves and their team.
2. In relation to Appendix A, 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.
3. Appropriate use of these performance indicators may include, but is not limited to:
 - 3.1. Informal self-evaluation by Executive Committee members;
 - 3.2. Necessary conversations between Executive Committee members when performance causes significant problems; and
 - 3.3. Official complaints of consistently insufficient performance.



4. Inappropriate use of these performance indicators may include, but is not limited to:
 - 4.1. Personal criticism at Students' Council, or during committee meetings;
 - 4.2. Overly critical behavior in any SAMU-related context; and
 - 4.3. Official complaints over trivial matters.
5. Executive Committee members who fail to meet the minimum acceptable standard of performance as laid out in Appendix A may be subject to sanctions laid out in the Elected Representatives Disciplinary Actions Policy
 - 5.1. The process of filing a complaint based on the indicators in Appendix A follows the Conduct Complaint Process procedure



Appendix A: 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.

Students' Council Report

VP Student Life

October 19, 2022

October reminds me of two things: 1) Spooky season is upon us; and 2) We are officially halfway through the fall semester! Amid midterm season, please ask for help or support if you need and take good care of yourselves. Below is an account of my activities from September 17th to October 13th, 2022.

Executive Summary

- Student Community Engagement Grant (SCEG) Meeting
- Healthy Campus Alberta (HCA) Design Team Meeting
- Student Mental Health Working Group (SMHWG) Meeting
- SAMU x MacEwan Health Promotion Meeting
- Sexual Violence Awareness Week (SVAW)
- SAMU x Social Innovation Institute (SII) Meeting
- Back on Track Presentation
- Students' Council Merch
- Fresh Fridays – Students' Council Forum Q&A Prep
- Anti-Racism Week

Important Meetings Attended

Student Community Engagement Grant (SCEG) Meeting

Strategic Alignment: Student Experience and Engagement, Student Voice, Student Supports

[The Student Community Engagement Grant \(SCEG\)](#) is a funding opportunity for students for community projects and external learning and training. In my meeting with Chandelle Rimmer, Associate Dean, Students, we chatted about how SAMU, and Student Affairs can collaborate to promote the SCEG to students throughout the application cycles. If you are

interested, the next info session is on Thursday, October 27 from 12:00-1:00 PM in 7-112. As a student who previously applied for SCEG, please reach out to me for additional info!

Healthy Campus Alberta (HCA) Design Team Meeting

Strategic Alignment: Student Voice, Student Supports

At my first [Healthy Campus Alberta \(HCA\)](#) Design Team meeting, we discussed HCA's activities, including planning their Summit and [Wellness Webinars](#) – a series of conversations about diverse mental health issues in post-secondary (accessible for everyone); the current landscape of mental health in post-secondary; and upcoming activities on our respective campuses.

Student Mental Health Working Group (SMHWG) Meeting

Strategic Alignment: Student Voice, Student Supports

The Student Mental Health Working Group (SMHWG) is a MacEwan campus community group that will build upon previous work to advance the development of a campus-wide approach to student mental health and wellness. At our meeting, we reflected on MacEwan's commitment to the [Okanagan Charter](#), an international charter for health promoting universities and colleges; and reviewed the current draft of the Student Mental Health Strategy. Being the only student representative on the SMHWG, I am eager to advocate for better mental health outcomes for our students and campus community as a whole.

SAMU x MacEwan Health Promotion Meeting

Strategic Alignment: Student Voice, Student Supports

I met with Sydney Bennell, Health Promotion Specialist, from Wellness and Psychological Services (WPS) to explore SAMU's engagement with WPS, including the Peer Health Education Team (PHET), National Addictions Awareness Week, Mental Health Week, and their Sexual Health Initiative.

Sexual Violence Awareness Week (SVAW)

Strategic Alignment: Student Voice, Student Supports

From October 3-7, Executive Committee (EC) attended numerous events throughout [Sexual Violence Awareness Week \(SVAW\)](#), including Sisters in Spirit: Memorial Walk for Missing and Murdered Indigenous Women, Tipi Teaching, Dismantling Systems of Power: A Conversation on Anti-Racism and Sexual Violence Prevention, and Community Sharing Circle. I am so grateful to have been engaged in the organizing and planning of SVAW, and I send all survivors best wishes for healing and love.

SAMU x Social Innovation Institute (SII) Meeting

Strategic Alignment: Student Experience and Engagement, Student Voice, Student Supports

The Governance Advisor and I met with Leanne Hedberg, the Director of the [Social Innovation Institute \(SII\)](#) in Roundhouse, to explore collaboration opportunities between SAMU and the SII, including events and future grant opportunities.

Projects/Initiatives

Back on Track Presentation

Strategic Alignment: Student Experience and Engagement, Student Voice, Student Supports

I presented to Back on Track, a MacEwan program for international students on academic probation, on SAMU's services, including the Student Advocacy Centre (SAC), Peer Support, The Pantry, Breakfast Club, Safe Walk, and Study Buddies.

Students' Council Merch

Strategic Alignment: Strengthening SAMU Operations

Our Governance Advisor, VP External, and I met with SAMU's Marketing Department to explore the idea of nametags and shirts for Students' Councillors at events and meetings. We aim to have both nametags and shirts for everyone by November 2022, so stay tuned!

Fresh Fridays – Students' Council Forum Q&A Prep

Strategic Alignment: Student Voice, Strengthening SAMU Operations

In preparation for the Students' Council Forum, the Fresh Fridays Team and I chatted with students to collect perspectives and questions. Moving forward, I will continue to chat and engage with students with the Fresh Fridays Team since our collaboration was a success!

Anti-Racism Week

Strategic Alignment: Student Experience and Engagement, Student Voice, Student Supports

I am currently in the process of organizing and planning Anti-Racism Week. This year, I aim to continue our partnership with the Office for Human Rights, Diversity and Equity (OHRDE); expand collaboration and connections with external organizations, MacEwan departments, and student groups; and grow our events and programming for students.

Closing Remarks

With the recent results of the Students' Council election, I bid farewell to the outgoing Students' Councillors and congratulations to everyone who has been elected and re-elected! I look forward to another excellent year of student governance! *insert heart emoji and xoxo*

Cheers,

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



Students' Council Report

Audit Committee October 14, 2022

Audit Committee Members:

Jayden Depeel, Councillor (Chair)
Alex Hominiuk, Councillor
Joseph La Torre, Councillor
Aashrita Sethi, Student-at-Large
Vacant, Student-at-Large

Vacant, Resource Official
Seb Nera, Bookkeeper
Alan Honey, Governance Advisor (Recording Secretary)

Greetings Council,

This is the report from the Audit Committee for the reporting period of July through September 2022.

August

We reviewed the Q4 variance report and discussed 2 noted variances. Due to the nature of the variances, no further action was required. We discussed reimbursements due by stakeholders to SAMU, which have been followed up on. We also discussed sick time variances due to Covid-19 and the new flex hours for executive pay.

Closing Remarks

I am happy with the outcome of the audit, and I believe that it shows SAMU's inflows and outflows stabilizing as students return to campus. As we return to normalcy this will be an exciting time for both the organization and the student body.

Regards,

Jayden Depeel, Audit Committee Chair



Students' Council Report

Quarterly Report: Budget and Finance Committee "BFC"

October 19th, 2022

Committee Members:

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

Greetings Council,

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

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

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

Cheers,

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



Students' Council Report

Quarterly Report: Bylaws and Policy Committee "BPC"

October 19th, 2022

Committee Members:

<u>April 1st 2022 to April 30th 2022</u>	
Larissa Williams, VP Operations & Finance	
Joseph A. La Torre, Councillor	
Lisa Kotelniski, Councillor	
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 July 1st 2022 to September 30th 2022 (Quarter 1.)

BPC met once during this quarter. BPC met to discuss the Code of Conduct package that is coming to the table at this meeting. BPC had lengthy discussion regarding the documents and the implications and the next steps. Ultimately BPC passed the documents and are recommending them for Council approval.

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

Quarterly Report: Governance Remuneration Advisory Committee "GRAC"

October 19th, 2022

Committee Members:

<u>July 1st 2022 to September 30th 2022</u>	
Larissa Williams, VP Operations & Finance	
Asif Siddiqui, Councillor	
Allan Wesley, Public Member	
Vacant, Student-at-Large	

Greetings Council,

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

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



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
September 13, 2022 @ 3:00pm**

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: 3:14pm
2. Approval of Agenda:
**VPO/VPA
CARRIED**
3. Approval of Minutes for: September 7, 2022
**VPSL/VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. SG Expo	Vpsl – How do we want to engage with things like this moving forward? Vpo – things that don't require our presence we can go together informally. Pres – maybe formally booking time in future? Vpsl -	
2. Student Affairs	Vpsl – email from WPS about this & next semester. Offered for SAMU events, etc to be advertised. Also opportunities for us to be involved with their events. Are there any things we should engage with their office about? Vpo – via Darryl, direct them to Annette to promote SAMU services. Pres – Mental Health Week could be a collaboration. Works with our priorities. Vpsl – also Supports for Students. Vpa – advertise about the HPV item? Vpsl – Naloxone training opportunity?	Action: Vpsl to confirm with Annette about info/handouts to provide. Vpsl/Vpo to discuss HPV vaccine coverage for students. Vpsl to follow up with Sydney.
3. GovWeek	Vpo – looking for approval to spend some funds from EC Projects budget line.	MOTION TO APPROVE UP TO \$2000 FROM G/L LINE 524500 FOR VARIOUS GOVWEEK COSTS VPO/VPA CARRIED

			MOTION TO APPROVE AN AUDIT PRESENTATION FROM MNP AT THE SEPTEMBER SC MEETING VPO/VPE CARRIED
4.	Audit	Vpo – do we want presentation online or in-person? Vpo – audit findings and reminders. GA – currently not set up for online presentations in The Lookout so recommend in person.	
5.	SC Meeting	Vpo – December SC is scheduled for December 21, after the exam period ends. Propose that we have this meeting online for accessibility sake. * general agreement from everyone to move online for December 2022 SC meeting.	
6.	Affordable Housing Symposium	Vpe – looking for opinion on Affordable Hours Symposium – met with Theresa today and potential opportunity to work with MacEwan on this topic. How do we feel about shifting from affordable housing to affordability, and working with MacEwan on a collaborative event? Vpa – worried that expanding the scope might make it more difficult to effect change. Pres – like the idea of moving the topic to affordability overall instead of specific to housing. Vpo – more concerned with timelines and capacity versus how specific the topic should be. We have a lot going on in the Winter term. Vpsl – were there other topics discussed? Need to clarify what the goal or outcome is that we want to see from the event. Think that whatever conversation that is had needs to lead somewhere. Don't want to do something that could be seen as performative – need a tangible outcome for students. Pres – should think about this more and revisit it in 2 weeks.	Action: Vpo to book followup meeting on this topic.
7.	National Day for Truth and Reconciliation – September 30	Vpsl – this is recognized federally but we should provide an opportunity for those of us who need to take the day. *Consensus – an exec can take the day using flex if wanted.	
8.	First Week of October Priorities	Tabled.	
9.	VP External's report	Tabled.	
10.	VP Operations and Finance's Report	Tabled.	
11.	VP Student Life's Report	Tabled.	
12.	President's Report	Tabled.	
13.	VP Academic's Report	Tabled.	
14.	General Manager's Report	Fall Fest update. Naloxone update. Front desk reminder. Vendor update.	

		Audit reminders.	
15.	Recognition		

4. Adjournment

Time: 4:37pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
September 20, 2022 @ 3:00pm**

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:
**VPSL/VPE
CARRIED**
3. Approval of Minutes for: September 13, 2022
**VPO/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	First Week of October Priorities	Vpsl – multiple things going on in the university during this time. Would like to discuss how we prioritize everything. Anyone have a preference in what they attend? Vpe – Pres & I have obligations on the Monday already. Pres – I'm in Vancouver Tuesday & Wednesday	Action: Vpsl to create list of events and who's attending each.
2.	Student Groups	Vpsl – received application. Pres – think this is a former group with a broader scope.	MOTION TO APPROVE THE MACEWAN'S FUTURE PROFESSIONALS STUDENT GROUP VPSL/VPE CARRIED
3.	Time Capsule	Vpe – have started draft of letter – if you have anything you'd like me to include please let me know. Will be sending questions to EC. Pres – have been working on a letter to the future president. Vpe – NFT/cryptocurrency – would like to include something like that. *agreement to not include NFT/crypto.	
4.	Ponoka & EC	Vpo – Ponoka students don't feel they get value as members. How do we bring something to these students? EC should schedule a visit to the campus.	Action:

		<p>Vpsl – received email last week – first year coordinator contacted us. I can take the lead on this to see if there's something we can do.</p> <p>Pres – think there's likely something we can do. Perhaps BFC can review it again to discuss their fees.</p> <p>Vpo – those students can access most of the services we provide.</p> <p>Pres – sounds like there's a lack of information problem – build something in to mitigate that in future years?</p> <p>Vpa – can we bolster the services we provide that they require the most?</p> <p>Pres – consultation to find out what their needs are?</p> <p>Vpe – need to identify what our stance is. Not sure we can solve the issue easily.</p> <p>Pres – still feel problem is a lack of information.</p> <p>Vpsl – feel we should try to accommodate their needs. Include a consultation session too. Like the idea of providing shuttles to our event – something MacEwan should be looking at providing so students can access all the programs & services at SAMU & MacEwan.</p> <p>Gm – we're never going to solve all the issues with fee complaints. Focus on how we provide info to them, how they provide feedback to us, etc. Have to consider whether we'll continue with online programs & services.</p>	Vpsl to get info about how UoASU interacts with Augustana.
5.	AMP Partnership	<p>Vpo – received email from Alberta Mentoring Partnership – looking for us to attend an annual summit, and become an AMP partner.</p> <p>Vpsl – would be good if we all went to the summit.</p>	<p>Action:</p> <p>Vpe to sign up execs.</p>
6.	Edmonton Global	<p>Pres – received email from Edmonton Global about an economic summit on September 28. We had some discussion on whether there was value in attending. If we decide there is value we would then decide who to send.</p> <p>Vpa – think we should go, especially if MacEwan is going.</p> <p>Vpo – not sure there is value to send execs. How is it good for our students?</p> <p>Pres – would suggest only sending 2 execs. Works with our partnerships, and getting better pulse. Like to be an active member in the conversations with things that affect students.</p> <p>Vpa – attending would make us a more active member in the Edmonton community.</p> <p>Vpo – other post secondaries are also attending.</p> <p>Gm – could send AC as a resource for whoever attends if needed.</p> <p>Vpsl – concerned that none of the programming for the event has been planned yet and it's only a week away.</p> <p>Pres – value is in being part of conversations being had. Send 2 EC & AC. Mirrors our current advocacy.</p> <p>Vpe – see opportunity as students in the room.</p> <p>Gm – ask Parvin to go if support is needed but think 2 execs should attend.</p>	
7.	Roundhouse	<p>Pres – trying to cultivate a relationship with Roundhouse. Resource fair – would like SAMU presence. Giving away tickets to students. Wonder if SAMU can subsidize 10 students for \$100. October 13 – talking about what we do at SAMU.</p> <p>Vpo – is there a requirement for one of us to be there?</p>	

		Pres – Vpsl, and/or operational support. Vpsl – I can attend, and \$100 to support is reasonable.	
8.	Project Updates		Action: Upload external notes to drive by end of day.
9.	Outstanding Action Items		
10.	VP External's report	Topics include: Affordable housing; Campus Thought Leader Initiative;	
11.	VP Operations and Finance's Report	Topics include: Meet SAMU Week tabling; Fall Fest; Bylaws draft; Gov Week; Annual Report; student fees;	
12.	VP Student Life's Report	Topics include: Healthy Campus Alberta; United Way; Antiracism week; Student Community Engagement Grant;	
13.	President's Report	Topics include: Student leaders orientation; Fall Fest; SC training; SoB dean meeting; GFC meeting; Gov review; ESA; meetings with city councillors; CAUS;	
14.	VP Academic's Report	Topics include: SoB Dean meeting; GFC; Dean meeting; Kihew Waciston; NIAC conference;	
15.	General Manager's Report	Topics include: Pedway; office inspection; HR update;	
16.	Recognition		

4. Adjournment

Time: 3:55pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
September 27, 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: 2:05pm
2. Approval of Agenda:
**VPE/VPA
CARRIED**
3. Approval of Minutes for: September 20, 2022
**VPE/VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Ponoka Campus Visit	Vpsl – put hold in our calendars for a trip down. Want to discuss what we need to do/plan in advance of this. Gm – Jaime will provide a list of what we provide for the Ponoka students.	Action: GA to book rental car for Vpe.
2. Outdoor Student Holiday Event	Vpsl – Residence reached out to me about their event. I think we should attend this year. Vpo – there was a partnership between Events & Residence.	Action: Vpsl to follow up with Jaime for more information on partnership last year.
3. GM Hiring	Pres – discussion of what this looks like ATM and next steps. I'd like the process to begin prior to my time away in October. View google doc draft hiring plan. *Discussion on hiring committee.	Action: Vpo to add timelines to hiring plan.
4. First Week of October Schedule	First Week of October 2022 Priorities document. Vpsl – made spreadsheet because the next weeks are very busy. Want to confirm with everyone that these are what we have going on next week. Sent invites to everyone so I can track who is going to what. Important for us all to attend the SC election events.	Action: Vpsl to schedule due date for EC to respond by.
5. Our Campus, Our Safety: Student Leaders' Action Plan SAMU Endorsement	Vpsl – received email looking for endorsement of this action plan. If approved we would provide SAMU logo to use in promoting the plan.	Action: Vpsl to review document by Thursday and provide recommendation for endorsement. EC to read document.

6.	Healthy Campus Alberta	<p>Vpsl – hosting three regional events this year. First is in Calgary in November – I'd like to attend and there's a cost associated with it (travel/accommodation/per diem). Vpa – good opportunity to make connections. Vpsl – good chance to talk about mental health and what's going on at other schools. Pres – would like to know what the cost would be. Vpe – think it's reasonable to attend.</p>	Action: GA to compile cost estimate for next EC meeting.
7.	Alumni Relations	<p>Pres – Pres role deals with Alumni Relations at MacEwan. I sit on Alumni Advisory Council and attend events. They're working on getting alumni connection back to MacEwan. Create connection between Student Groups and Alumni Relations? They are wondering about getting contact info for student groups. Alumni dept wants to have a yearly event for graduating class. Shared that we're not in a place to provide help with funding this year. Does this proposal fill a need for us and 4th year students? Vpsl – not opposed to providing SG contact info, but do those students actually want their info shared? Vpa – concern with how often they ask alumni for money. Might want to help them with this though. Vpe – good idea to facilitate SG connections through alumni. Vpsl – should each SG have an alumni rep, but would need to know how they will use the info.</p>	
8.	SC focus group on tuition rises status and information	<p>Vpa – want to extend opportunity to SC members to take part. Want to survey them prior to an SC meeting, and train each EC member on facilitating the survey. Sedighi – ideally it would be prior to the October SC meeting. Vpo – recommend 4:30pm-5:30pm. Should be a responsibility of EC to facilitate this. Sedighi – training/sample session on October 7, 9:30am-10am. Can provide a one pager if needed. Vpo – should provide equal remuneration to councillors who take part, and good idea to invite councillor candidates too.</p>	
9.	Committee Appointments		tabled
10.	Advo Committee Discussion	Vpe -	tabled
11.			
12.	Project Updates		
13.	Outstanding Action Items		
14.			
15.	VP External's report	CASA update re First Nations and financial support. Event update.	
16.	VP Operations and Finance's Report	GovWeek. Vacation.	

17.	VP Student Life's Report	MacEwan International presentation. GovWeek. Meeting with students in preparation for elections.	
18.	President's Report	GovWeek. Dean meetings with Vpa. ESA update. E-plenary. CAUS check in. Letter work.	
19.	VP Academic's Report	Liaising with KW re Indigenous Learning Circle. Textbook Cost Indicator program discussions with Deans. Charter discussion. GovWeek. Let's Get Committeed update. Survey work.	
20.	General Manager's Report	MacEwan signage in building. Cash flow update.	
21.	Recognition		

4. Adjournment

Time: 4:09pm



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION		
Meeting Date	Submitted By	
10/19/2022	Larissa Williams, Vice President Operations and Finance	
Agenda Item Title	2021-2022 SAMU Annual Report	
Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
AGENDA ITEM DETAILS		
Motion Title	To Approve the 2021-2022 SAMU Annual Report	
Background Information	As per the Official Reporting Mechanisms to SAMU Membership policy is that Council approves the annual report before it is provided to the public membership	
Alternative Considerations	n/a	
Risk Management Considerations		
Strategic Alignment	<input type="checkbox"/> Attached Strategic Alignment Checklist is complete	
Implications	After approval it will be available on our website for public consumption	
Related Documents	Official Reporting Mechanisms to SAMU Membership policy	
Follow Up Action	post the annual report on the website	
Review History	SAMU Senior Leadership Team, Executive Committee MNP	

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

SAMU

ANNUAL REPORT

2021-2022

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WHO WE ARE

The Students' Association of MacEwan University (SAMU) is a not-for-profit organization working independently from MacEwan University to support students. With over 40 full- and part-time staff, SAMU exists to serve students' non-academic needs. This past year marked the 50th Anniversary for both SAMU and MacEwan University – a milestone that we are very proud of.

We are governed by the elected student representatives who set the strategic vision on behalf of students. In 2021, our student-elected representatives approved a new 3-year strategic plan, which includes a refreshed vision, mission, values, and goals for the organization, beginning July 2021. This annual report represents the first time we report our accomplishments based on the 2021-24 strategic plan and our four new strategic goals.

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.

Vision

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

Values

- Students First
- Inclusiveness
- Adaptability
- Relevance
- Accountability

Good Governance

Good Governance, as practiced by a Students' Council composed of individuals who are well-informed and team-oriented, provides strategic direction for SAMU that aligns with the vision of the Association as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan of the Association.

MESSAGE FROM THE PRESIDENT

Another year has come and gone, and what a time it's been! Being your President for two terms has been the privilege of a lifetime, especially during SAMU's 50th Anniversary this past year. I'm eager to see what lies ahead for our organization as we return in a big way for 2022/23. As the COVID-19 pandemic continued last year, none of us could predict where that journey would take us. From pivoting online in September with the delta variant to the emergence of omicron and a subsequent pivot to in-person after the winter reading break. As an organization, SAMU's values have been tested throughout these years of uncertainty and difficulty, but I'm proud to say we exemplified them and have gone above and beyond our commitment to adaptability.

Both the world around us and our organization has seen change, including the appointment of our Director of Building Operations, Darryl Kostash, to Acting General Manager. He is someone who knows the organization and is dedicated to our mission while having a great pulse on the crucial issues and opportunities that are present for students. In his role as head of our organization's operations, he has been vital in ensuring we deliver on our Strategic Plan on behalf of our students and provide the student experience you deserve.

As for SAMU's Executive Committee, it's been exciting to champion our Strategic Plan that was put forward in April 2021 and see the implementation of this direction. While the way we engaged as your elected representatives changed last year by virtue of COVID-19, we have been actively advocating on your behalf to our university and every level of government. We've heard you loud and clear that affordability and the cost of living are top of mind for students, while ensuring there are wrap-around supports as we navigate our way through the post-secondary experience. These continue to be ongoing concerns that we'll continue to advocate for on behalf of students, and our Executive Committee is eager to bring students more wins.

SAMU is continually improving our programs and services to ensure they meet the needs of our current students. Whether it be the offerings through the Pantry or novel and exciting events, our students' association is filled with big thinkers and innovators. One other way we continually improve is through our processes and systems, like our enhanced 2022/23 budgeting process. For nearly a week, elected student representatives came together to discuss the budget presented by SAMU staff and what it meant for students. Not only were there stronger linkages between budget metrics and the Strategic Plan, but feedback from student leaders was integrated in a meaningful way. Our budget for the 2022/23 year was passed unanimously by the committee and Students' Council, showing how it meets the needs of students. I want to give my sincere thanks to everyone who participated in our budgeting conversations, as our budget is a vital component of how we ensure we're meeting the needs of students.

Lastly, I want to thank the staff and elected representatives of SAMU. Everyone was present in full-force this past year, providing you with the services you know and love. Their dedication to students and the mission of SAMU continue to inspire me, and I can't wait to see how we can create an even more vibrant student life and a culture of empowerment. All the best in the upcoming year and the next 50 years as we start our journey to our 100th Anniversary!
Best,

Myles Dykes
SAMU President 2022-23

A NOTE ABOUT COVID-19

The novelty of a Pandemic, along with all the restrictions, lockdowns, and challenges, started to wear off in 2021. This past fiscal year, July 1, 2021 – June 30, 2022, marked the year we started living with the Pandemic. We accepted that it was here to stay, we had a vaccine to fight back, and we did what was necessary to break through so we might finally find out what our new normal would look like.

Students were getting more comfortable with online classes, with 62% of students preferring online delivery due to COVID risks, as reported in the January 2022 COVID survey conducted by SAMU. There were hopeful indications that the Winter Term would be a normal return to campus, but another COVID wave ultimately ensured classes remained online. A full return to an in-person campus would have to wait until Fall 2022.

Through the starts and stops of the Pandemic and this past year, SAMU continued to monitor and adapt so we could ensure continuous delivery of our programs, services, and events to students and reduce the Pandemic's impact on the student experience as best we could. As our fiscal year started coming to a close, COVID began to finally appear in the world's rearview mirror, and plans were underway for both staff and students to return to in-person.

STRATEGIC GOALS & OUTCOMES

To achieve our vision, focus our priorities, and guide our actions, SAMU is driven by four strategic goals and five values as outlined in the 2021-24 [Strategic Plan](#). The Annual Report provides a summary of SAMU's achievements and progress on each strategic goal:

1. Student Experience & Engagement
2. Student Voice
3. Student Supports
4. Strengthening SAMU Operations

1. STUDENT EXPERIENCE & ENGAGEMENT

The overall student experience is enhanced by the opportunities provided by SAMU.

What It Means

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

Strategies

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

Another year of the Pandemic meant another year of our new SAMU building being vastly underutilized. With a hybrid class model in place, some students chose to take advantage of the quietness of our building to study or do work. As restrictions eased, we started increasing seating capacity back to normal levels.

SAMU was happy to have our first food vendor, Chachi's, open in September, followed by Deville Coffee in the 2022 Winter Term. Student traffic remained relatively slow due to the unexpected COVID lockdown in January and February, which caused classes to stay online. Construction work was underway throughout the Spring/Summer Term for Edo Japan and OPA! of Greece, both scheduled to open at the start of the 2022 Fall Term.

The student Benefits desk opened and closed due to COVID restrictions, much like the year before, so most Health & Dental benefit inquiries were handled off-site. Our event space (The Lookout) sat empty and was not utilized for most of the year. A few events were held when restrictions allowed, such as Executive Committee meetings, SAMU all-staff meetings, Edmonton Mayoral Candidates' Forum and the SAMU Holiday Market. The Spring thaw brought an unexpected leak in the ceiling of The Lookout, which closed the facility for a couple of months. It was hard to pinpoint the cause, but Engineering had some suggestions we will look at next winter to mitigate the risk of another leak.

Preliminary work has started to bring the SAMU brand to life within the building. Watch for some subtle changes as we brighten up the space and add a little more character. SAMU is extremely excited to fill the building with students and share all our incredible space starting in the Fall.

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

Ever since doing our first Spring Student Survey in 2020, it was clear that SAMU needed to focus more effort on raising awareness of not only who we are but all that we do for students – and we needed to get the message to students in their first year. The Pandemic and not having students on campus has lowered our awareness even more than the 11% drop to 23% of students aware of SAMU, we experienced in the previous fiscal. SAMU has

developed a few new initiatives and enhanced others to strengthen our ability to communicate and engage with students.

The first visible sign to students that we were improving our communications was the September 2021 launch of our completely redesigned website. The website is core to our communications strategy, as all communication channels drive traffic to the website. The website is now much more user-friendly and interactive, leading to increased traffic and time spent on the site. SAMU received 297,176 website visits, with 79% returning and 21% new users. We will continue to work hard to ensure our website is a valuable resource for students.

What better way to introduce SAMU to new and returning students than dedicating a whole week of fun and activities to it. Fall 2021 was the first year that we offered Meet SAMU Week, and due to the success, we decided we should also have one at the beginning of Winter Term as well, although due to students not being back on campus, it was a subdued version. The goal of Meet SAMU Week is to create fun ways that students can engage with us and each other. Along the way, they have chances to get some free swag, have fun, enter to win some great prizes and learn about all our events, programs, and services available to them. The whole organization pitches in to make this event successful. We estimate that we engaged with 932 students throughout the Fall week, which is not bad considering the limited number of students on campus.

Our 12 Days of Giving campaign debuted in December 2020 and became another instant hit with students. We decided to rerun it in December 2021. Overall engagement was down significantly from the previous year but still resulted in good engagement numbers. The 12 Days of Giving campaign helps to raise engagement with students, awareness of SAMU and gives students a little boost before the holiday break. As with many of our initiatives, the Pandemic and lack of students on campus hindered our efforts. The 2021 campaign still achieved 4955 entries over the 12 days, with an average of 482 student engagements per day.

SAMU's Executive Committee (EC) also did what it could to help raise awareness. Where they were able to, EC conducted classroom visits across various faculties to talk to students about SAMU and the resources and initiatives we offer.

Our most effective method of communicating with students is our email newsletter. A majority of students told us it is the most preferred way they want us to communicate with them (based on results from the 2021 Spring Student Survey). At first, we had to rely on building our email subscription base, starting from zero in 2020 and reaching over 5,000 in 2021, which represents approximately 1/3 of our SAMU student members. In 2021, we finalized an agreement with MacEwan University, allowing us to reach all SAMU student members by email. We now reach over 15,000 students with each newsletter and maintain a very strong open rate of 66% and a click rate of 15% - 20%.

Social media is another channel we rely on to communicate and engage with our student members. While not as high of a reach as the newsletter, it is another communication channel we use regularly. Gaining an approximately 11% increase in followers over the past

fiscal year, Instagram is the most popular with students, followed by Facebook, which showed a 30% increase in likes and finally Twitter, which decreased by 49 followers. We constantly strive to evolve, enhance, and adapt our social media channels to be relevant to students. Student Groups, EC and *the griff*, run their own social media channels and increased their presence through enhanced content and gaining followers.

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

Providing events, programs, and services is at the core of what SAMU does, but doing so while most students take classes from home remained a significant challenge. Your EC and SAMU staff were up to the challenge and figured out ways to maintain and enhance student engagement.

The largest event that SAMU puts on is the annual Fall Fest. Pandemic conditions made us hold off on planning one for the second year in a row. Winter Fest was scheduled for January 2022. The artists were booked, and the venue was confirmed, but the resurgence of COVID and the Omicron strain caused us to postpone. As the acts were already booked and Fall 2022 was looking hopeful for a return to campus, plans were shifted in anticipation of a complete in-person 2022 Fall Fest.

Other unique events that allowed students to participate from home included Edventure Week (Fall and Winter editions), where students could enter contests and explore free activities to do in the Edmonton area during reading week. Speaker Series Chef Edition had students taking an entertaining three-course cooking lesson from Sorrentino's chef in the comfort of their own home through video.

The Vice President Student Life planned SAMU's Holiday Market, which allowed students to showcase and sell their handmade crafts and products to other students, staff and faculty looking to do some holiday shopping. The three-day event was a big success, with some student merchants saying they sold more at the Holiday Market than at a farmer's market.

Our Oilers ticket program continued as hockey came back for in-person spectators. By purchasing annual season tickets, SAMU can sell the tickets to students at a discount, allowing them to experience the excitement of a hockey game. The Oilers were looking hopeful going into the playoffs, and we had few issues selling out the tickets, which gave students the opportunity to purchase hard to get playoff tickets.

A Mosaic Mural project was initiated in a collaboration between SAMU and MacEwan University to create a lasting legacy and recognize our 50-year anniversaries. Granting students an opportunity to leave their legacy within SAMU, our Programs team created Bob Ross-inspired paint sessions that encouraged students to find a sense of community within the SAMU Building. The overwhelming interest left our students wanting more opportunities to express their creativity through art and find outlets away from academics. Over 400 individual tiles were painted by students, staff, and faculty to make up the beautiful mural currently on display in the SAMU Building on the main floor.

We began displaying our Artworks collection of student-made art throughout our new building. The Gray Gallery was transitioned to an online blog series where students could work with our team to develop a look into the artists' creative process, teaching, and finished works.

Practicing an environmental and sustainable lifestyle can happen whether learning on campus or at home. The ECO Ambassadors and ECO SAMU programs continued to engage and support students by providing opportunities to engage and learn about urban beekeeping, urban farming, hydroponic gardening, environmental research and social justice initiatives.

Our student magazine, *the griff*, returned to print in 2021 after going fully digital the year prior. Pickups from stand were down approximately 36% from before the Pandemic but is to be expected with only a partial return of students to campus. The return of the printed magazine and a continued focus on producing more digital content meant a return to hiring seven students to work part-time at the griff. Between staff and volunteers, 177 articles were published by the griff in the 2021-22 fiscal year.

Another year of COVID may not have been quite what some students expected as they entered their final year, but SAMU was able to help them mark the momentous occasion through the facilitation of grad photos. Over 730 students had their grad photos taken in the SAMU Building.

Our volunteer program is vital to helping students gain real experience while, in turn, helping SAMU to help students. This past year saw a significant increase over the previous year. A total of 138 volunteers put in a combined 5052 hours, making it a 146% and 48% increase, respectively. Students also impressed us with zero issues due to missed shifts or tardiness! Another key to SAMU continuing to offer our services to students is our part-time staff. All part-time staff positions are filled by students. We are proud to provide employment opportunities for students to not only help them financially while attending school but also help them grow their skill set and offer the practical experience they can use to pursue their careers. We have a number of part-time staff who reapply the following year and even have full-time staff who started their journey as a SAMU volunteer, then as a part-time employee and eventually becoming a full-time employee after graduation. During this past fiscal year, SAMU hired 22 part-time staff who worked an accumulative 8,857 hours.

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

Like many areas of our new SAMU building, the Student Groups (SG) area has been vastly underused due to the Pandemic and a continued hybrid approach to classes. While Student Groups activity has been significantly lower than before the Pandemic, work continued behind the scenes to enhance the Student Groups operations and start planning for a full return to campus.

The integration and transition to SG Connect (the new Student Groups online platform) were completed. Other platforms were also integrated into workflows for better and easier access to booking rooms within the SG spaces.

A Student Groups Mingler took place mid-fall semester with approximately 30 attendees. This occurred online through Discord, where participants chatted, got to know each other, and played games. All other planned Minglers were cancelled due to COVID restrictions. The in-person events, including Student Groups Expo, were cancelled due to COVID. As an alternative to this event, a social media version of the Student Groups Expo was developed to highlight active groups.

The SG Operational Grant available to the various Student Groups was drastically underused due to in-person events not being permitted. The suggestion was made to individual groups to apply for the operational grant or event grants to pay for a one-year licensed Zoom account, so groups could meet and have virtual events through Zoom. Student Groups will be ready to serve all groups and students in the Fall.

2. STUDENT VOICE

The Student Voice is amplified by SAMU

What it Means

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

Strategies

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

SAMU introduced a new planning process and timeline for Executive Committee initiatives, which are the core of SAMU's advocacy work on behalf of students. With the new process, we've been able to ensure the alignment of the advocacy goals we pursue with SAMU's strategic priorities, as well as further developing the ability to allocate time and resourcing effectively to these projects.

In January 2022, MacEwan announced plans for a full or partial return to in-person classes on February 28th. We started hearing concerns from students about this announcement and knew we had to take action. A survey was developed, and we had a very high engagement with over 2400 students filling out the survey. The results were clear, 62% of students currently preferred remaining online for course delivery and 65% of students were concerned with the return to in-person classes in February (a time when another wave of COVID was rapidly spreading). The top two concerns were the impact on their mental wellness and the personal health risks associated with in-person classes. The results were shared and discussed with MacEwan, who ultimately decided to remain with online classes for the rest of the term.

Due to students' strong support of mandatory COVID vaccines required to be on campus, SAMU also worked with MacEwan to host a multi-day Vaccine Clinic in our event space.

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

The annual Executive Forum was held to discuss topics of importance to students. Students and EC discussed the proposed return to campus, COVID-19 Advocacy, U-Pass and other supports for students. Of the students who attended, 51% stayed for 2/3 of the forum, showing the importance and interest in the topics discussed.

Another first for EC was the launch of GovWeek, held in both Fall and Winter. The objective of GovWeek is to increase engagement, participation and education with the Students' Council and Executive Committee elections. Fall GovWeek saw a 120% increase of Students' Council candidates from 5 in 2020 to 11 in 2021, and a voter turnout increase of 1.5% (see pages 14 - 15 for election analytics). The annual Food For Thought initiative provides a two-way feedback mechanism for students and their Executive Committee. The online session was held as part of GovWeek in the Winter term.

The fall of 2021 was a heavy election period, with both a municipal and a federal election happening back-to-back. It's important that students understand and exercise their right to vote, whether for SAMU Student Elections, for Edmonton's Mayor and Councillors or for our provincial and federally elected leaders. In collaboration with CASA, SAMU ran two Get Out the Vote campaigns to encourage students to become actively involved with current events as it pertains to elections. SAMU was honoured to have planned and hosted a Mayoral Candidate forum in its building. The event was well attended by students who asked the candidates some engaging questions.

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

SAMU's Executive Committee was busy building connections both internally with MacEwan University as well as externally. The VP External was elected as Vice-Chair of the Council of Alberta University Students (CAUS), our provincial advocacy group. Advocacy wins from CAUS this past year include:

- Province created a \$15 million New Beginnings Bursary for low-income students
- Province invested \$2.5 million to address on-campus sexual violence
- Worked with Province to ensure that every student qualified to get the Alberta Full-Time Student Grant got the grant after the government had announced that the funds had run out

The VP External was also elected Director of Membership of the Canadian Alliance of Student Associations (CASA), our federal advocacy group. Advocacy wins from CASA this past year include:

- Government doubles the Canada Student Grant for the 2021-22 & 2022-23 academic years
- Government provides \$9 billion COVID aid package to post-secondary students & recent graduates

- Government launches the National Standard for Mental Health and Wellbeing for post-secondary students
- Successfully advocated to expand the definition of a 'disability' to improve eligibility in the Canadian Student Financial Aid Program – leading to 40,000 more students being able to receive funding for accessible education

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

SAMU staff and EC take pride in the collaborative relationships we have built with MacEwan University. Whether for a good cause or celebrating a milestone, we know that working together will yield the best results.

The 50th Anniversary celebrations had SAMU and EC working closely together on a couple of initiatives. The Time Capsule presented to MacEwan by the Students Association more than 25 years ago was opened. SAMU's President and MacEwan University President & Vice Chancellor Dr. Annette Trimbee revealed the contents, which were then displayed throughout the campus. Plans are in place, and items are already being gathered to reseal the time capsule, which will be opened in 50 years for the 100th Anniversary of SAMU and MacEwan. SAMU has created a new plaque that will be gifted to MacEwan University and used to seal the time capsule in the Fall of 2022.

The Mosaic Mural was a collaborative effort that created a nice legacy art piece celebrating SAMU's and MacEwan's 50th. Located on the main floor of the SAMU building, this unique art piece will be enjoyed for years to come. The Mosaic Mural and time capsule displays were unveiled at MacEwan's special Anniversary Celebration, which was emceed by SAMU's President, Myles Dykes.

3. STUDENT SUPPORTS

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

What it Means

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

Strategies

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

SAMU is proud of all our support services that help enhance the student experience. Being a student is stressful at any time, but the Pandemic and its effect on the economy have made it even more challenging. Our lineup of support services that we offer include:

Student Ombud Support

This new service opened in Fall 2021 to support students going through academic or non-academic issues with MacEwan University. In Fall 2021 through Winter 2022, we supported

over 100 individual students through direct messages, emails, and bookings. The top three issues that students reported were student-professor conflict, campus service issues, and academic misconduct.

Breakfast Club

In Fall 2021 and Winter 2022, we continued mobile and online versions of Breakfast Club. We gave away over 1,000 gift cards to students from local restaurants, a 30% increase from last year. We also saw over 500 students visit our mobile cart in a year with minimal students on campus. We see this as a sign that Breakfast Club will be very busy in the upcoming Fall term.

Safe Walk

SAMU opened SAFE WALK in Fall 2021 for a short period before having to close it again. It was reopened again later than expected in Winter 2022. Even with disruptions of the service opening and closing, we still received interest from students wanting to volunteer for the service.

The Pantry

The PANTRY (SAMU's very own food bank exclusively for students) launched an "ecommerce" website for students. Students can now conveniently order a hamper online, at no cost to the student. The PANTRY website has seen over 3,000 unique visitors within the first year. Hampers distributed to students increased by 21% from the previous year. New users accounted for 78% in 2021-2022, a 5% increase over the prior year. The Pantry continues to see ever-increasing numbers as the Pandemic and economy continue to impact students. Demand is expected to continue rising through Summer and even more so in the Fall.

Peer Support

In Winter 2022, an inclusivity option was released for MacEwan Students allowing them to request a conversation from a Supporter that belonged to a community they identify with. SAMU maintained regular Peer Support hours for both 2SLGBTQ+ and BIPOC communities.

Study Buddies

Study Buddies moved the service to Zoom video conferencing, which students were more aware of and familiar with. This not only saved money in the long run but also increased the service's usability. More enhancements are planned for Study Buddies in the upcoming year.

SAMU also provided some events that sought to both entertain and educate students. SAMU Cinema Series is an opportunity for students to enjoy a free movie with friends, themed for various times of the year, such as Halloween and Valentine's Day. Sexy Sexual Health Trivia is a fun way to remind students of the importance of safe sex and consent. 2SLGBTQIA+ Speed Dating is an event collaborated with NAITSA to provide a way for people to meet like-minded individuals. Dirty Bingo is always a popular event and is another fun way to educate students on the importance of safe sexual health.

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

The Spring Student Survey conducted in 2022 was the third time we have conducted this survey. We received 1241 responses which is down 57% from the previous year. While

significantly lower, the sample size still gives us a very high accuracy level (99% confidence level and 3.5% margin of error). We believe that the lowered engagement was due to students being mostly online for classes making it harder to reach them and, by that time of year, suffering digital burnout. Questions were slightly altered to focus more on what concerns students had and what issues they were dealing with. The data extracted from the survey provides vital insights that SAMU uses in its planning for the following year and helps ensure that what we offer students is relevant and aligned with their needs and wants.

SAMU Cares applications are now open for the Spring/Summer term, making the bursaries available to students year-round. Over 40 SAMU Cares bursaries were given out during this past fiscal year to provide some financial assistance to students and families. Having the Student Ombud Support being built and run throughout the past year, further gaps in service and need were noticed. Having a more detailed look at what we could do to help students, research was conducted across Canada with other post-secondary institutions, and an updated service will be introduced to our NEW Student Advocacy Centre in Fall 2022, which has more options for students requiring assistance with Academic and Non-Academic issues at MacEwan.

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

SAMU is always keen to help advocate for initiatives that benefit or interest students. SAMU and EC collaborated with MacEwan to help promote several worthy causes to students, including: Pink Shirt Day, Black History Month, Pride Week, Mental Health Week, Sexual Violence Awareness Week and Truth & Reconciliation Day. SAMU also supported MacEwan in the creation of a new mandatory non-instructional fee going towards proactive student mental health supports.

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

The Vice President Student Life led a couple of initiatives in support of students, which required collaborating with partners. Week of Wellness was a week of featured interviews and videos with the various departments and services within both SAMU and MacEwan. It was a way to promote resources available for students to support their personal and mental health, which is a top priority for students, as indicated in the Spring Student Survey.

The second initiative was SAMU's first ever Anti-Racism Week which involved partnering with external professionals to host a week-long event featuring speakers, online information sessions and support for the annual "Understanding Hate" online panel.

Splash and Bash is a collaborative event with UASU, NAITSA and West Edmonton Mall. The event allows students to enjoy an exclusive party at the World Waterpark at a discounted price. Over 350 tickets were sold to students and their friends. The event was initially scheduled for January 8, but was postponed to March due to COVID restrictions.

After going four full terms with no U-Pass, Fall 2021 marked its return, along with the rollout of the new Arc Card and U-Pass process. Students can now activate their U-Pass from

anywhere on their mystudent system. The launch of the Arc Card required significant resources to get the cards in students' hands and the training they needed to activate them.

Fall 2021

12,678 Students Participated in Fall 2021 U-Pass Program

Winter 2022

With COVID restrictions brought back and many classes switched to online, SAMU successfully advocated on behalf of students for a U-Pass Rebate from Transit. All eligible students received a 25% or \$45 rebate.

12,899 Students participated in Winter 2022 U-Pass

Spring/Summer 2022

4096 Assessed

As part of the Student Refugee Program, we welcomed our sponsored student into the MacEwan community. Due to COVID-19, our capacity for public engagement was modified, yet we still found ways to engage and provide social, financial, and well-being support to our students.

4. STRENGTHENING SAMU OPERATIONS

SAMU is an innovative and sustainable organization with an engaging work environment.

What it Means

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

Strategies

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

In 2021, SAMU conducted a search and hired a third-party consultant to do a thorough review of our governance processes and structures. The process involved conducting interviews with staff and current and past EC members. The final report provided recommendations for improvement that will be implemented through a phased approach in the upcoming 2022-23 and 2023-24 fiscal years. SAMU and EC are pleased with the results which will provide more clarity and efficiency to various areas in SAMU's operations, policies and procedures.

SAMU established a new full-time position dedicated to supporting students with navigating through MacEwan's policies and procedures, especially in areas like appeals. Previously, this role was a 50/50 split with external advocacy. SAMU's additional investment into this service

has enabled us to provide expanded support to students through the development of the Student Advocacy Center.

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

COVID waves and restrictions continued to challenge how SAMU operates and delivers its programs, services and events to students. SAMU's Senior Leadership Team monitored and reviewed changes to restrictions and continued to adapt our COVID processes to ensure staff safety and business continuity.

The implementation and transition to SG Connect (the new Student Groups platform) were completed. The platform is the operations base for which Student Groups is run. The new platform allows for more centralization of administration, better efficiencies and enhanced communications to the Student Groups. The focus for the upcoming year will be on ensuring full utilization of SG Connect.

Darryl Kostash, Director, Building Operations, was appointed as Acting General Manager in 2022 to fill the vacant position and ensure continuity in SAMU leadership and operations. SAMU's Senior Leadership Team also made minor changes to reporting structures to create efficiencies and better align to individual department responsibilities.

4.3 Diversify revenue streams to reduce reliance on student fees.

The new SAMU Building offers us new opportunities to generate revenue. The Pandemic has reduced our ability to explore these revenue options fully; however, we have continued to sell advertising through our various owned channels. The advertising was offered at a discount due to reduced student traffic and to help attract advertisers. SAMU generated \$8,000 in revenue through posters, digital screens, tabling, washroom posters, email newsletter, and the griff.

Other revenue is generated through specific projects to offset costs by offering event sponsorship and advertising. Examples include the Student Handbook advertising and Fall Fest and Speaker Series sponsorship. These have been drastically reduced or not offered due to the Pandemic, but with students scheduled to be back on campus in the Fall, generating revenue through these advertising channels and project sponsorship is an opportunity that SAMU will continue to pursue.

Tenant revenue was down due to the Pandemic delaying the food vendors' opening. With all vendors planned to be open for the 2022 Fall Term, full leasing revenue is expected from our vendors for the remainder of the upcoming fiscal year.

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

Applications were submitted and approved to utilize the Information and Technology Fee Fund for a few student-facing projects within the building. These enhancements are underway and planned to be completed within the next fiscal year.

In January 2022, SAMU was pleased to find out that the building had been officially designated as LEED Gold Certified. This is a significant achievement in environmental and sustainability standards and exceeded the original target of LEED Silver during construction.

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

SAMU Awards Night is a chance to celebrate the 47 students and staff nominated for a SAMU Award. The March 31 date allowed us to plan an in-person banquet for this special evening. A total of 69 students and staff enjoyed a buffet dinner at the Matrix Hotel, played a fun and competitive game of trivia and applauded all the nominees and winners. SAMU Awards recognize outstanding individuals who have interacted, supported or assisted with the goals and efforts of the SAMU organization and community.

SAMU conducts a remuneration review approximately every three years as part of best business practices. Ensuring salaries and benefits are comparable and competitive is key to ensuring that we can attract and retain the talent needed to continue to grow as an organization and serve students. A consultant was selected to conduct the review, and a report came back with recommendations on salary bands and adjustments to position levels. Employee turnover is costly and disruptive to any organization, and by implementing the recommendations within the plan in the upcoming year, SAMU hopes to reduce turnover and enhance our organizational culture.

EXECUTIVE COMMITTEE ELECTION RESULTS

Official 2022 Executive Committee Election Results

Number of Students Voting	Eligible Voters	Percentage
1417	14113	10.04%

7 Candidates ran for 5 positions

Previous Year - 2021 Executive Committee Election Results

Number of Students Voting	Eligible Voters	Percentage
1134	14887	7.62%

6 Candidates ran for 5 positions

STUDENTS' COUNCIL ELECTION RESULTS

Official 2021 Students' Council Election Results

Number of Students Voting	Eligible Voters	Percentage
1071	14895	7.19%

11 Candidates ran for 14 positions

Previous Year - 2020 Students' Council Election Results

Number of Students Voting	Eligible Voters	Percentage
875	15,378	5.69%

5 Candidates ran for 14 positions

SPENDING BY GOAL

NOTE: The 2021-22 budget was prepared using the previous Strategic Plan's seven strategic goals. Due to the timing of the implementation of the new Strategic Plan and new strategic goals, reporting on spending per goal is not available for this year. Reporting on spending per goal will commence in the next fiscal year's annual report.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
10/19/2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Elected Representatives Code of Conduct Policy

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

Motion Title Move to Approve the Elected Representatives Code of Conduct policy on the recommendation of the Bylaws and Policy Committee

Background Information

After completing the Governance Review it was recommended that SAMU up its Conduct policy as it does not fully encapsulate the various aspects of conduct. The recommendation was to focus on elected representatives as staff are bound by conduct regulations laid out in their contracts.

What was drafted and what is being presented to you today is the final copy of the code of conduct package, consisting of 7 other documents that are all related to conduct. The splitting of the document into smaller documents instead of having one big package was on the recommendation of legal, hence why there are many documents for you to read. While only the policies and the TOR are going to be approved at Council the procedures will be dealt with at Executive Committee pending the approval of the policies.

Alternative Considerations

Go back to the drawing board, re: code of conduct

Keep our current conduct policy in place

Risk Management Considerations

CRO and Chair will not be bound to any official conduct policy temporarily as we work to expand on some of the conduct expectations of those roles policy-wise

Chair's policy states that: If the Chair is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the Chair.

CROs policy states that: The administration of elections and referenda are fair and impartial.

Gien these two lines in policy the risk level is deemed: low

Strategic Alignment ☒ Attached Strategic Alignment Checklist is complete

Implications	SAMU will have a more robust and clearly defined Code of Conduct policy and related documents for Elected Representatives.
Related Documents	<p>Elected Representatives Code of Conduct Complaint Procedure</p> <p>Elected Representatives Disciplinary Action Policy</p> <p>Elected Representatives Conduct Complaint Form</p> <p>Elected Representatives Code of Conduct Flowchart</p> <p>Elected Representatives Code of Conduct Acknowledgment Form</p> <p>Executive Committee Performance Procedure</p> <p>Governance Investigations Committee TOR</p>
Follow Up Action	<p>create the webpage for online complaints with marketing department</p> <p>Elected Representatives sign Code of Conduct acknowledgement form</p>
Review History	<p>Executive Committee</p> <p>Bylaws and Policy Committee</p> <p>Governance Project Implementation Team</p> <p>Legal (x2)</p>

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"/>



Elected Representatives Code of Conduct Policy

Rationale

The Elected Representatives 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 Elected Representatives.

The Elected Representatives 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 all SAMU Members.

Definitions

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

The **Complainant(s)** are one or more individuals who have made a 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 conflict or 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, or a Directly Associated Person 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, Chief Returning Officer, 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 violations of SAMU policies or behaviour by an Elected Representative which otherwise brings the reputation of SAMU into disrepute.

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

SAMU Member(s) are defined as per SAMU Bylaws as the general membership that are enrolled in a credit course at the University, pay SAMU fees and have access to all SAMU programs and services, including the ability to run for Students' Council.

Students' Council refers to the highest governing body at SAMU. Composed of 19 Students' that make up the Elected Representatives.

The **University** is the short form used in place of MacEwan University.

Expectations

Representing the Students' Association of MacEwan University (SAMU)

1. Elected Representatives represent SAMU when carrying out their roles and responsibilities, including, but not limited to:
 - 1.1. meeting with University staff, faculty, or government officials;
 - 1.2. attending any formal event or meeting of SAMU;



- 1.3. attending any university committee or governing body, as either a visitor or member;
 - 1.3.1. Students' Councillor appointed to MacEwan Committees as a Student-at Large member do not represent SAMU in that capacity.
- 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 SAMU Members in a way required by their official role;
- 1.7. communicating with the media in their role;
- 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 SAMU 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 internal, or 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 SAMU.
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 malicious 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 SAMU 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 SAMU and its Members.
11. Elected Representatives shall respect the decisions of Students' Council and its committees by acting collectively and avoiding expressing individual perspectives contrary to the final decision.



12. Elected Representatives who sit on the Executive Committee have additional ethical responsibilities as laid out in the Executive Committee Performance Procedure.

Confidentiality

13. All Elected Representatives sign a confidentiality agreement at the time of their election or appointment and are required to abide by the spirit and intent of the agreement.
14. In keeping with the highest standards of integrity, Elected Representatives shall respect the confidentiality of Students' Council by:
 - 14.1. Disclosing only appropriate levels of information at appropriate times;
 - 14.2. Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or accidentally;
 - 14.3. Respecting the privacy of in-camera meetings;
 - 14.4. Refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
 - 14.5. Safeguarding details of decisions, processes, investigations, or policy changes that have not yet been finalized or made public;
 - 14.6. Not using confidential information in ways that may constitute Private Interest or Benefit; and
 - 14.7. Properly disposing of confidential information.
15. 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.



16. A breach of confidentiality may constitute Professional Misconduct if it brings SAMU into disrepute or can be proven to be deliberate.

Conflict of Duty

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 so long as their participation does not create or could be perceived to create a Conflict of Duty.
20. Elected Representatives do not automatically suffer from a Conflict of Duty by serving on University Committees or Councils, Student Groups, or other organizations.
21. A real or perceived Conflict of Duty may constitute Professional Misconduct 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 SAMU 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 heavy 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 voting on their own excusal motion;
 - 24.6. When remaining in the room during discussion of a matter of Private Benefit, unless required to depart by:



- 24.6.1. Relevant policy or procedure;
 - 24.6.2. The discretion of the Chair; or
 - 24.6.3. 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 shall:
- 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. A Conflict of Interest may constitute Professional Misconduct.



Professional Misconduct

29. Such conduct may include but is not limited to:
 - 29.1. abusing a person verbally, physically, emotionally, or sexually;
 - 29.2. breaching municipal, provincial, or federal legislation or regulation;
 - 29.3. misappropriating the personal property of others or SAMU resources;
 - 29.4. falsifying records;
 - 29.5. inappropriately using one's position within SAMU for personal gain;
 - 29.6. publishing or causing to be published, information that is false, fraudulent, deceptive, misleading, or in violation of policy.

Compliance

30. Elected Representatives charged under the Code of Conduct hold rights, including but not limited to:
 - 30.1. The right to know their accuser's identity
 - 30.2. The right to know the full details of the accusation;
 - 30.3. The right to prepare a full and fair response;
 - 30.4. The right to a complete, proper, fair, and unbiased investigation;
 - 30.5. The right to know the outcome of the Complaint and receive the reasoning for that outcome.



31. Individuals who raise Complaints under the Code of Conduct hold rights, including but not limited to:
 - 31.1. The right to a confidential process except as required for the fairness of the process;
 - 31.2. The right to be free from retaliation;
 - 31.3. The right to have their Complaint investigated impartially and unbiasedly;
 - 31.4. The right to know the outcome of their Complaint and receive the reasoning for that outcome.

Complaint Process

32. An individual who wishes to make a complaint will follow the process laid out in the Elected Representatives Code of Conduct Complaint Procedure

Disciplinary Action

33. Violations of the Code of Conduct are punishable per the Elected Representatives Disciplinary Action Policy



Appendix A:
**Students' Association of MacEwan University (SAMU) Elected Representatives Code of
Conduct Acknowledgement Form**

I, _____, hereby certify that I have been provided a copy of SAMU's 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 and acknowledge that I understand and agree to abide by the Elected Representatives Code of Conduct policy as well as 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 policy. I understand that any violations may lead to disciplinary action, up to and including impeachment, as deemed and determined to be appropriate per the Elected Representatives Disciplinary Action policy.

Signed this _____ day of _____, 20____ at, Edmonton Alberta

Signature

Printed Name



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
10/19/2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Elected Representatives Disciplinary Action Policy

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

Move to Approve the Elected Representatives Disciplinary Action policy on the recommendation of the Bylaws and Policy Committee

**Background
Information**

After completing the Governance Review it was recommended that SAMU up its Conduct policy as it does not fully encapsulate the various aspects of conduct. The recommendation was to focus on elected representatives as staff are bound by conduct regulations laid out in their contracts.

What was drafted and what is being presented to you today is the final copy of the code of conduct package, consisting of 7 other documents that are all related to conduct. The splitting of the document into smaller documents instead of having one big package was on the recommendation of legal, hence why there are many documents for you to read. While only the policies and the TOR are going to be approved at Council the procedures will be dealt with at Executive Committee pending the approval of the policies.

**Alternative
Considerations**

Go back to the drawing board, re: code of conduct
Keep our current conduct policy in place

**Risk
Management
Considerations**

**Strategic
Alignment**

☒ Attached Strategic Alignment Checklist is complete

Implications

SAMU will have a more robust and clearly defined Code of Conduct policy and related documents for Elected Representatives
Students Council will have an official avenue for disciplinary actions as it is within their power per the bylaws.

Related Documents	<p>Elected Representatives Code of Conduct Complaint Procedure</p> <p>Elected Representatives Code of Conduct Policy</p> <p>Elected Representatives Conduct Complaint Form</p> <p>Elected Representatives Code of Conduct Flowchart</p> <p>Elected Representatives Code of Conduct Acknowledgment Form</p> <p>Executive Committee Performance Procedure</p> <p>Governance Investigations Committee TOR</p>
Follow Up Action	<p>create the webpage for online complaints with marketing department</p> <p>Elected Representatives sign Code of Conduct acknowledgement form</p>
Review History	<p>Executive Committee</p> <p>Bylaws and Policy Committee</p> <p>Governance Project Implementation Team</p> <p>Legal (x2)</p>

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"/>



Elected Representatives Disciplinary Action Policy

Rationale

The Elected Representatives Disciplinary Action Policy is a part of the conduct process for Elected Representatives at SAMU and is used when disciplinary actions may be required, to determine that the right action is taken.

Definitions

Expectations

1. Any Elected Representative will be subject to discipline as determined by Students' Council if they are found to have committed any of the following, including but not limited to:
 - 1.1. A breach of SAMU bylaws, policy, or procedure₁
 - 1.2. A failure to perform duties of their office₁
 - 1.3. Breach of their fiduciary obligations to SAMU₁
 - 1.4. A failure to meet or to maintain the eligibility criteria for their office₁
 - 1.5. Actions which are inconsistent with or unbecoming to their role₁
 - 1.6. Violation of any terms of the Elected Representatives Code of Conduct Policy₁

Code of Conduct Disciplinary Actions

2. Students' Council and the Governance Investigations Committee shall take the following into account when considering possible disciplinary action:
 - 2.1. The respondent's past record₁



- 2.2. Probable intent₁
- 2.3. The frequency and repetition of an offense₁
- 2.4. The impact of the offense on the Students' Association₁
- 2.5. Precedent₁
- 2.6. Presence of an admission and apology.

Disciplinary Actions

3. Elected Representatives may be subject to the following outcomes for failing to adhere to the Code of Conduct, including but not limited to:
 - 3.1. A Warning₁
 - 3.2. Suspension or removal of remuneration or benefits₁
 - 3.3. Temporary or permanent revocation of powers or privileges₁
 - 3.4. Impeachment₁

Offenses at Law

4. If an Elected Representative has been found guilty of an offence under federal, provincial, or municipal law, Students' Council, acting reasonably and with due regard to the severity of the offense and the implications for upholding the good reputation of the Students' Association, may impose further disciplinary actions under this policy on the grounds of Professional Misconduct

Decisions at Council

5. The decision of Council will be determined by a 75% majority in favour of voting members who have not abstained from voting due to a Conflict of Interest



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
10/19/2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Governance Investigations Terms of Reference (Committees Policy)

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

Move to Approve the Governance Investigations Terms of Reference in the Committees policy on the recommendation of the Bylaws and Policy Committee

**Background
Information**

The Governance Investigations Committee (GIC) Terms of reference (TOR) needed to be updated to align with the conduct complaint process that is a part of the code of conduct process for elected representatives. There was a change in the composition of the committee based on a recommendation from the governance advisor who finds the individuals for the chair to appoint. Someone with legal background will be easier to find based on the qualifications of what a lawyer is.

**Alternative
Considerations**

Go back to the drawing board, re: code of conduct
Keep our current conduct policy in place

**Risk
Management
Considerations**

**Strategic
Alignment**

☒ Attached Strategic Alignment Checklist is complete

Implications

SAMU will have a more robust and clearly defined Code of Conduct policy and related documents for Elected Representatives
Students Council will have an official avenue for disciplinary actions as it is within their power per the bylaws.

**Related
Documents**

Elected Representatives Code of Conduct Complaint Procedure
Elected Representatives Code of Conduct Policy
Elected Representatives Conduct Complaint Form
Elected Representatives Code of Conduct Flowchart
Elected Representatives Code of Conduct Acknowledgment Form

	Executive Committee Performance Procedure Elected epresentatives Disciplinary Action policy Elections and Referenda Policy
Follow Up Action	Update the Chair of SC policy to outline new responsibilities as chair of GIC discuss remuneration of Chair with added responsibilities
Review History	Governance Advisor Bylaws and Policy Committee Governance Project Implementation Team Legal

Strategic Alignment Checklist

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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.

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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"/>

Committees

Rationale

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

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

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

Definitions

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

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

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

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

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

Expectations

Students' Council Committee Types

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

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

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

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

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

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

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

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

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

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

- 5.1** Governance Investigations Committee
- 5.2** Students' Council Reappointment Committee

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

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

Committee Responsibilities

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

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

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

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

10 All Standing Committees create annual work plans.

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

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

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

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

Committee Operations

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

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

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

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

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

Committee Chairs

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

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

20 Chairs of committees:

20.1 oversee the construction of their committee's agenda;

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

20.3 ensure that adequate minutes are taken at committee meetings;



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

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

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

Committee Support

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

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

Committee Members

Appointments

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

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

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

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

Terms

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

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

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

Recognition of Committee Members

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

28.1 Committee recognition is awarded at a rate of \$15 per meeting attended.

28.2 Committee recognition is limited to a value of \$120 per committee per year.



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

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

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

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

Appendix A: Terms of Reference**Terms of Reference (TOR) Structure**

- 1** Terms of References for committees include the following sections:
 - 1.1** Committee Mandate, which states the purpose of the committee;
 - 1.2** Roles of the Committee, which lists the roles, expectations, and powers of the committee;
 - 1.3** Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;
 - 1.4** Committee Operations, which lists who chairs the committee and any requirements specific to the committee.

Appendix B: Standing Committees**Executive Committee****Mandate**

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

Roles of Committee

2 Executive Committee oversees the strategic operations of SAMU;

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

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

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

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

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

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

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

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

Composition

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

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

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

Committee Operations

12 The President serves as Chair of Executive Committee.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Policy

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

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

Bylaws and Policy Committee**Mandate**

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

Roles of Committee

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

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

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

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

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

Composition

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

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

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

Committee Operations

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

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

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

Audit Committee**Mandate**

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

Roles of Committee

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

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

Authority

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

Composition

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

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

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

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

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

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

Committee Operations

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

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

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

10 The Committee Chair may call additional meetings as required.

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

Standing Orders

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

13 Audit Committee reviews budget variances quarterly.

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

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

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

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

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

Budget and Finance Committee**Mandate**

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

Roles of Committee

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

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

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

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

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

Composition

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

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

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

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

Committee Operations

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

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

11 The Committee Chair may call additional meetings as required.

Governance Remuneration Advisory Committee**Mandate**

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

Roles of Committee

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

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

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

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

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

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

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

Composition

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

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

Committee Operations

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

8 The Committee Chair may call additional meetings as required.

Leadership and Review Committee**Mandate**

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

Roles of Committee

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

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

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

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

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

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

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

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

4.2 developing team building opportunities for Students' Council.

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

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

Composition

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

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

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



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Policy

Committee Operations

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

10 The Committee Chair may call additional meetings as required.

Appointment Advisory Committee**Mandate**

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

1.1 The committee will make all efforts to ensure that candidates represent the diversity of the student body.

Roles of Committee

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

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

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

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

6 The committee provides written recommendations on all vacancies.

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

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

Composition

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

Committee Operations

10 The committee deliberations and recommendations are confidential.

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

Appendix C: Ad-Hoc Committees of Students' Council

Governance Investigations Committee

Mandate

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

Roles of Committee

Formal Complaints Against Elected Representatives

1 A meeting of the GIC is initiated by the decision of the Chair of GIC or through the initiation of the Formal Resolution Process as per the Elected Representatives Code of Conduct Complaint Procedure.

2 GIC will meet to review a complaint and may call upon any committee resources or parties involved to provide further information.

3 GIC will provide a recommendation on any action to be taken based on the Elected Representatives Disciplinary Action Policy.

4 The Chair compiles the committee's recommendation(s) in a written report to Students' Council to be provided in-camera.

5 Reports will be made public, via official motion, at the discretion of Students' Council.

5.1 Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

Election Appeals

6 Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.

6.1 The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.

7 GIC will review all supporting documents pertaining to the appeal.

8 The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.

9 GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.

10 GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.

Deleted: complainant initiates a

Deleted: by submitting a written complaint to the Governance Office...¹

¹
2 The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.¹

Deleted: ¹
2 The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.¹

Deleted: 3

Deleted: , and create a workplan, within fourteen days of receiving the complaint

Deleted: results and



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

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

Composition

12 Voting members of the committee are an individual with a legal background from the community at large, a Student at large, and a MacEwan staff member.

Deleted: Lawyer

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

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

Committee Operations

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

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

15 In the case of a Formal Complaint against an Elected Representative, the third-party mediator, or a Human Resources consultant may also serve as a resource to the committee.

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

Deleted: 15

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

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18 Quorum for the committee is all voting members.

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19 In the case of election appeals, decisions of GIC are final and binding on SAMU.

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Students' Council Reinstatement Committee**Mandate**

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

Roles of Committee

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

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

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

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

Composition

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

6.1 Voting members must act impartially.

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

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

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

Committee Operations

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

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

9 Quorum for the committee is all voting members.

Appendix D: Executive Committee Sub-committees**Health and Dental Sub-committee****Mandate**

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

Roles of Committee

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

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

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

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

Composition

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

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

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

Committee Operations

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

9 The Committee Chair may call additional meetings as required.

Grant Allocation Sub-committee**Mandate**

- 1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

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

Composition

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

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

Committee Operations

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

Awards Sub-committee**Mandate**

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

Roles of Committee

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

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

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

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

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

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

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

Composition

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

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

Committee Operations

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

11 Awards Sub-committee deliberations and minutes are confidential.

Procedure Sub-committee**Mandate**

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

Roles of the Committee

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

2.1 appropriate and current content;

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

2.3 use of best practices and general accountability standards;

2.4 recommendations for repeal of procedures if applicable;

2.5 format and organization of procedures;

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

2.7 other areas assigned by the Executive Committee.

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

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

5 Procedure Sub-committee reviews all procedures annually.

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

Composition

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

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

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

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



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Committee Operations

8 Meetings of Procedure Sub-committee are held at least once per month.

9 The committee Chair may call additional meetings as required.

Policy

Student Voice on Violence Elimination Sub-Committee**Mandate**

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

Roles of Committee

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

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

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

Composition

5 Voting members of the Student Voice on Violence Elimination Sub-Committee are one Executive, two Councillors, and two students at large.

5.1 Preference will be given to those who live in Residence.

6 The resource official to this committee is a public member with experience in sexual violence prevention, sexual violence education or sexual violence response.

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

Committee Operations

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

9 The committee Chair may call additional meetings as required.

10 The committee submits reports quarterly.

Approvals:

First Approval – October 29, 2014
Last Approval – February 16, 2022

Date of Last Review – February 16, 2022

Related Documents and Forms:

Source and Updates:

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

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

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

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

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

April 21, 2021: *Committees* approved by Students' Council motion 2021-04-21-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include the addition of the Students' Council Reinstatement Committee and the Student Voice on Violence Elimination Sub-Committee.

September 15, 2021: *Committees* approved by Students' Council motion 2021-09-15-7.2 on the recommendation of the Bylaws and Policy Committee. Re. Appointment Advisory Committee – addition of a diversity consideration when making appointment recommendations.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Policy

February 16, 2022: *Committees* approved by Students' Council motion 2022-02-16-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include: recognition provide via gift card at a rate of \$15 per meeting, to a maximum of \$120 per committee per year; SVOVE TOR – membership reduced to 5 people total, and removal of naming specific MacEwan staff as resources but instead requiring the resource person to have specific background experience.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
10/19/2022	Larissa Williams, Vice President Operations and Finance

Agenda Item Title **Conduct Policy**

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

Move to Rescind the Conduct Policy

**Background
Information**

After completing the Governance Review it was recommended that SAMU up its Conduct policy as it does not fully encapsulate the various aspects of conduct. The recommendation was to focus on elected representatives as staff are bound by conduct regulations laid out in their contracts

So that we don't have two documents that may or may not be conflicting with each other the recommendation is to rescind the conduct policy when the new Code of Conduct policy comes into force

**Alternative
Considerations**

keep the current conduct policy in place, rejecting the new code for elected representatives

**Risk
Management
Considerations**

Current Conduct policy may conflict with what is written in staff contracts if not approved

CRO and Chair will not be bound to any official conduct policy temporarily as we work to expand on some of the conduct expectations of those roles policy-wise

Chair's policy states that: If the Chair is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the Chair.

CROs policy states that: The administration of elections and referenda are fair and impartial.

Given these two lines in policy the risk level is deemed: low

**Strategic
Alignment**

☒ *Attached Strategic Alignment Checklist is complete*

Implications	SAMU will move to a more robust code of conduct policy and this one will be retired
Related Documents	<p>Elected Representatives Code of Conduct Complaint Procedure</p> <p>Elected Representatives Code of Conduct Policy</p> <p>Elected Representatives Conduct Complaint Form</p> <p>Elected Representatives Code of Conduct Flowchart</p> <p>Elected Representatives Code of Conduct Acknowledgment Form</p> <p>Executive Committee Performance Procedure</p> <p>Elected Representatives Disciplinary Action policy</p>
Follow Up Action	<p>Update the Chair of SC policy to outline new responsibilities as chair of GIC</p> <p>discuss remuneration of Chair with added responsibilities</p>
Review History	<p>Governance Advisor</p> <p>Bylaws and Policy Committee</p> <p>Governance Project Implementation Team</p> <p>Legal</p>

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"/>

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.