



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University March 1, 2023 at 6:00pm in Council Chamber

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Jakob Cardinal, Councillor
Freja Cartujano, Councillor
Jayden Depeel, Councillor
Myles Dykes, President
Cierra Jacobs, Councillor
Joseph A. La Torre, Councillor
Mary-Excel Okey-Nwaka, Councillor
Nhi Phan, Councillor
Rayyah Sempala, Councillor
Justine Tan, 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
Sonia Yusuf, Councillor
Layal Zidan, Councillor

SAMU Officials and Council Support:

Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Catherine Lieu, Admin Support

Absent:

Meeting called to order at pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 1, 2023

3. Motions & Business Orders of the Day

3.1. SAMU Bylaws

MOTION TO GIVE FIRST READING TO THE SAMU BYLAWS

VPO/

Favour:

Oppose:

4. Evaluation

9.1

5. Recognition

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6. Adjournment

MOTION TO ADJOURN

Next Meeting Date: March 15, 2023

Meeting adjourned at



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 1 st 2023	Larissa Williams, Vice President Operations and Finance

Agenda Item Title **SAMU Bylaws**

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

To give first reading to the SAMU Bylaws

**Background
Information**

SAMU has not updated our Bylaws since 2018 and even then there were not huge structural changes to the Bylaws. Since then our organization has grown exponentially, with the opening of our new building, the expansion of our staff and our supports to students. SAMU's Bylaws are looking to be updated to fit our current and future state of functioning as an organization. Changes were made based on consultation with Operations and Executive Committee after a governance review was done by a third party in 2021/2022. Before the draft was released it was sent to our Lawyers who reviewed the document and provided feedback that was incorporated into the draft before it went through internal or public consultation. The Bylaws went through internal consultation with the Executive Committee and the Bylaws and Policy Committee in January 2023. The bylaws went through initial public consultation at the February 1st 2023 Town hall and student feedback any negative or controversial results were included in the Town Hall report to Council dated February 15th 2023.

Highlights of major changes include:

- Affiliation status for Secondary Students
- Approval Authority values
- Name change for the Vice President Operations and Finance
- Addition of Directives underneath the General manager Purview

**Alternative
Considerations**

- Do not update our bylaws

**Risk
Management
Considerations**

Realigning some of our current Bylaws lowers some risks to the organization

Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	<p>If Both Readings are Approved:</p> <ul style="list-style-type: none">-SAMU will move forward on the implementation of some of the Governance Review Recommendations- SAMU will continue to work to support Students- Policies and Procedures will need to be updated
Related Documents	SAMU Bylaws
Follow Up Action	Reading number 2
Review History	Lawyer Governance Project Implementation Team EC Governance Advisor BPC Students (Town Hall)

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 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 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 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 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 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 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 type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input 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 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 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 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

Bylaws

Name

1 Established under the *Post-Secondary Learning Act* of Alberta, the legal name of this organization is "Students' Association of Grant MacEwan University". The operating name of this organization is "Students' Association of MacEwan University" ("SAMU").

Deleted: Hereinafter, this organization is referred to as "SAMU"....

Object

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

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Definitions

X **Oversight** refers to the actions taken to monitor organizations and their policies, and projects, to ensure that they are achieving expected results, and follow applicable policies, laws, regulations and ethical standards

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X A **Councillor** is a student who serves on Students' Council who is not an Executive

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X An **Executive** is a member of Students' Council who sits on the Executive Committee

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X The **Executive Committee** of SAMU is a committee made up of 5 full time student representatives that carry out the day-to-day responsibilities of Students' Council.

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X **Directives** are public operational documents that outline expectations and regulations regarding the day-to-day operations of SAMU and SAMU staff.

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Membership and Affiliations

Classes of Membership

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

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General Membership

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

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Honourary Membership

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

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

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OF MACEWAN UNIVERSITY

Fees

7 SAMU fees are assessed to General Members only.

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Rights

General Members

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

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

Honourary Members

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

End of Membership

11 General Membership in SAMU ends when the Member ceases to be enrolled in a course at MacEwan University.

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Affiliation

SAMU Affiliates

X A SAMU Affiliate is a student enrolled in a non-undergraduate credit course at MacEwan University

Fees

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X SAMU may assess SAMU fees to SAMU Affiliates

Rights

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X SAMU Affiliates have the right to access SAMU programming and services, sign, and vote in referenda petitions pertaining to them that are administered by SAMU.

End of Affiliation

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X SAMU Affiliate status ends when the student ceases to be enrolled in a non-undergraduate credit course at MacEwan University

Students' Council



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OF MACEWAN UNIVERSITY

Highest Authority

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

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Composition

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

Powers

Interpretation of Bylaws

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

Policy

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

Vision and Mission

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

Borrowing Powers

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

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X Students' Council must receive approval from the MacEwan Board of Governors before going forward with any authorization of borrowing funds of pledging SAMU assets as security

Budget Approval

18 Students' Council gives final approval to the SAMU budget as given in SAMU policies.

Committees

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

Punitive Measures

20 Students' Council has the exclusive power to impose punitive measures on Councillors and Executives for misconduct.

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Responsibilities

Annual Report

21 Students' Council approves an Annual Report of SAMU, outlining the activities and status of SAMU for publication.

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Consultation

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

Meetings

Regular Meetings

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

Special Meetings

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

Town Hall Meetings

25 Town Hall meetings are held at least once per year as provided in SAMU Policies.

Quorum

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

Regular Resolutions

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X A Regular Resolution of Students' Council may pass with a simple majority vote in favour.

Special Resolutions

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

Open Meetings

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

Councillors

Qualifications for Office



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OF MACEWAN UNIVERSITY

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

Elections

30 Elections for Councillors are held every year.

Terms

Term Beginning

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

Term Ending

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

Vacancies

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

Remuneration

34 Councillors are remunerated for their service as provided in SAMU policies.

Executive Committee

Authority

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

Composition

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

Powers

General Manager

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OF MACEWAN UNIVERSITY

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

Legal

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

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Contracts and Signing Authority

X Executive Committee has the authority to negotiate and sign contracts and documents relating to referenda decisions on behalf of SAMU

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

X Executive Committee has the authority to negotiate, terminate, and sign contracts and budgeted documents on behalf of SAMU.

X Unbudgeted contracts over \$75,000.00, and contracts which exceed a five-year commitment must be approved by Students' Council. Employment contracts and Tenant Sub-Lease Agreements are exempt

X Executive Committee may delegate the authority of operational contracts of under \$75,000 and not exceeding a five-year term to the General Manager

X Executive Committee has the authority to sign tenant sub-lease agreements upon the recommendation of the General Manager

Procedures

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

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Directives

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X The Executive Committee has oversight over Directives.

Responsibilities

Reporting

41 Executive Committee reports to Students' Council.

Meetings

Calling Meetings

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



Frequency

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

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Quorum

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

Executives

Qualification for Office

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

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Elections

46 Elections for Executives are held every year.

Terms

Term Beginning

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

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Term Ending

48 The term of an Executive automatically ends on April 30, unless it is terminated earlier upon receipt by SAMU of a letter of resignation, upon removal from office by the Students' Council, or upon the Executive's ceasing to meet the qualifications for office.

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Term Limits

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

Responsibilities

Reporting

50 Executives submit written reports to Students' Council.

Executive Portfolios

President



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

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Vice President Academic

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

Vice President External

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

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Vice President Finance and Administration

Deleted: Operations and Finance

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

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Deleted: responsible

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Vice President Student Life

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

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Vacancies

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

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X In the case of an Executive vacancy or extended leave of absence during the term, Students' Council may appoint a qualified Member to act in the interim, or divide responsibilities of the position.

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Remuneration

57 The Executives are remunerated for their service as provided in SAMU Policies.

General Manager

Authority

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

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Powers

Staffing



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

Legal

X The General Manager has the authority to seek legal advice on behalf of SAMU matters within their purview.

Directives

X The General Manager is accountable for Directives that set expectations for SAMU consistent with these bylaws and with Students' Council Policies, and Procedures and monitor adherence to those Directives.

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Responsibilities

Consultation

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

Reporting

61 The General Manager reports to Executive Committee.

X The General Manager and President are required to meet regularly on SAMU affairs

Ensure Compliance

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

Referenda

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

Amendment

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

Interpretation



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OF MACEWAN UNIVERSITY

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

No Force or Effect

X Any decision of Students' Council that is in conflict with federal or provincial statute or with the Common Law is of no force or effect.

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