



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University March 15, 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

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 15, 2023

2.1 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 15, 2023

2.2 MOTION

TO APPROVE THE MINUTES OF MARCH 1, 2023

3. Presentations

3.1. 2023-2024 SAMU Budget

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.

4.1.7.

4.1.8.

4.1.9.

4.1.10.

4.2. Executive Committee Minutes

Minutes of February xx, 2023 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include:

6. In Camera Period

6.1

7. Motions & Business Orders of the Day

7.1. SAMU 2023-24 Budget

***MOTION TO APPROVE THE SAMU 2023-24 BUDGET ON THE RECOMMENDATION OF THE
BUDGET AND FINANCE COMMITTEE***

VPO/

Favour:

Oppose:

7.2. SAMU Bylaws

MOTION TO GIVE SECOND READING TO THE SAMU BYLAWS

VP0/

Favour:

Oppose:

7.3. Interpretation of the Vice President Title

MOTION TO INTERPRET ALL INSTANCES OF THE PHRASE “VICE PRESIDENT OPERATIONS AND FINANCE” WITHIN THE SAMU BYLAWS, POLICIES, PROCEDURES, AND ALL OTHER DOCUMENTATION TO MEAN “VICE PRESIDENT GOVERNANCE AND FINANCE”

VPO/

Favour:

Oppose:

7.4. Committees Policy

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

VPO/

Favour:

Oppose:

7.5. Roles and Responsibilities of the Secondary Student Delegate policy

MOTION TO RESCIND THE ROLES AND RESPONSIBILITIES OF THE SECONDARY STUDENT DELEGATE POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

Favour:

Oppose:

7.6. Chair of Students' Council Appointment

MOTION TO APPOINT TIM JOBS AS CHAIR OF STUDENTS' FOR A TERM OF MAY 1, 2023 TO APRIL 30, 2024

VPSL/

Favour:

Oppose:

7.7.

8. Consultation

8.1

9. Evaluation

9.1

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: March 15, 2023

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
February 15, 2023 at 6:00pm in Council Chamber**

Voting Members:

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SAMU Officials and Council Support:
Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Grace Tsang, Admin Support

Absent:

Abby Beka, Councillor
Mary-Excel Okey-Nwaka, Councillor

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR FEBRUARY 15, 2023

PHAN/TAN

MOTION

TO AMEND THE AGENDA TO ADD "7.5 REMUNERATION OF ELECTED REPRESENTATIVES POLICY"

VPO/PRES

CARRIED

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF JANUARY 18, 2023

JACOBS/AMBUTONG

CARRIED

3. Presentations

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

Speaking tomorrow at 11am on GOA announcement in advance of budget.

4.1.4. Vice President Operations & Finance

Reminder of budgeting orientation on Friday. Bylaws submission went out today.

4.1.5. Vice President Student Life

Focus group reminder for Friday. Resource warehouse reminder.

4.1.6. Town Hall (VP Operations & Finance)

As presented.

4.2. Executive Committee Minutes

Minutes of January 11, 16, & 25, 2023 provided.

5. Question Period

5.1. Written Questions

Tesfay - In the report, you mentioned your conversation regarding AI, specifically ChatGPT. What resulted from the discussion on how the university can integrate something like ChatGPT into our curriculum? Thank you

Vpa – The conversation revolved around how algorithms, like ChatGPT, are affecting academic participation by students through essay writing. After attending a virtual symposium in Australia, Most universities globally are in the early stages of choosing which path they want to take towards either accepting, ignoring, or combating AI plagiarism and research assistance. Most instructors highlighted how students are being robbed of essay writing skills by relying on algorithms to generate text. However, the AI research assistant website “[elicit.org](https://www.elicit.org)” was also presented as a possible addition to student tools for success. Some speculated that websites like ChatGPT could soon cost money, thus requiring policy on AI plagiarism or moving away from essays in-favour of spoken exams. I countered that AI assisted research and text generation is “out of the bottle” and should be integrated into our pedagogy. How exactly this can be done in a fair, balanced manner is still under discussion with the Committee on Teaching & Learning. Thank you.

Ambutong - How will the budget reallocation affect the other departments?

Vpsl – The budget reallocation will have no effect on other SAMU departments. In other departments, money has been saved/not spent, so reallocation is only occurring within SAMU's total budget.

La Torre – Vpe: From your meeting with the ministry and their agreement, that affordability is still a paramount concern for students, what, then, is expected to come in the budget drop on February 28th?

Vpe - Well, we do not know as of yet, but we are hoping to see the ministry announce financial supports for students in light of the affordability crisis we are in the middle of right now, and how students are very hard hit by that. Specifically, we would want to see more up-front needs-based grants, an increase to the Alberta Grant for Full Time Students (the grant that ran out last year), and

some reductions in interest rates on Alberta student loans. Hopefully we will see those come through on the 28th.

La Torre – Vpo: Is the School of Continuing Education open to the SAMU affiliate status change? And further, have any preliminary goals or ends been discussed, or at the very least, been alluded to?

Vpo - The School of Continuing Education has been consulted and informed of the change. I will not speak for them but I will say that at the end of the day, we as an organization have the duty to ensure that we are abiding by all legislation and therefore the matter of whether they are open to the change or not is not of concern. We are working with them to ensure we continue to provide our in-house programs, services and events to the students within the programs affected.

La Torre – Vpo: From the building feedback form, the results were very insightful; however, that said, what will SAMU do with this information other than space optimization? And will there be more opportunities for students to fill out feedback forms in the future pertaining to the SAMU building and how it can be optimized for students?

Vpo - As stated in the town hall report the feedback form was used to get a pulse on the student perspective on the building now that students have been on campus for a full term. There wasn't much in regards to feedback based on the second question asked that would have been where we could potentially make more movement. In regards to future feedback forms there will not be one within the remainder of my term.

La Torre – Vpo: Does the allocation of funds from the savings of other departments to the Pantry and Breakfast club have any potential risks?

Vpo – As stated in the submissions there are no potential risks to the allocation of funds. We are underspending on some budget lines in other departments, so the reallocation is only occurring within the total budget.

Phan - Vpe: I believe Francis Widdowson gave some controversial remarks on BLM movements and residential schools, would that hypothetically make affordability less critical in the planning for post-se education (which gladly is not the case this time)? and why?

Vpe – Hypothetically, yes, the media (and by extension, the ministry), has the potential to focus on Francis and her inflammatory actions, rather than the students who are struggling to make ends meet. Why? Well, because the idea that “free speech” is under attack makes for a more interesting news story than yet another group of people adversely impacted by inflation.

Phan - Vpe: It seems like International students won't be able to work beyond 20h/week next year, do you have any update on that?

Vpe – While I do not have an update, this is not abnormal: the federal government has told us that they are testing this right now, and they hope to see this lifted cap on work hours reap benefits for Canada. Unless there is some major problem encountered with the program, I imagine we will see an update after this semester is over. Last I heard, they were waiting to see how a year of it goes, and so we will have to wait 'till around May at the earliest.

Phan - Vpo: SCE student: What are some of the concerns regarding the legal authority to represent SCE students? How do other schools such as UofT support their SCE students? Even though SCE students are not undergraduate students, they pay full tuition fee and utilize the facility 5 days per week, isn't it under the scope of inclusivity and diversity pillars that SAMU stands for?

Vpo - Based on our lawyer's feedback after they reviewed our Bylaws, MacEwan's related policies and most importantly the Post-Secondary Learning Act, it was deemed that we do not have the legal authority to represent students who are enrolled in non-credit classes:

"93(2) Each students association is a corporation and consists of the students of the public post- secondary institution, other than students enrolled only in non-credit courses"

They may pay MacEwan tuition but they do not pay SAMU fees to the same extent that General Members do and remember, we are a separate entity from the University.

Please consider that this is not about how we feel, though I understand where Council is coming from, this change is solely about the legality of the status. We intend to continue to provide programming, events and services for these students, which does not contradict the pillars of our organization, we are just ensuring that we are aligning with the law.

UofT is not a great comparison as they are four times our size, and do not have legislation ensuring their existence like we do here in Alberta. I will instead discuss how Mount Royal University / SAMRU supports their SCE students as they are our sister school of sorts. And the answer is: they don't (really). At Mount Royal the SCE students are not Members, they are affiliates. They do not pay fees but also don't have unrestricted access to SAMRU programs, events, and services.

5.2. Oral Questions

Topics include: SAMU ED platform; Pizza & portfolios event; AI symposium & ChatGBT; Resource warehouse; Focus group on Friday; EC election; Healthy Relationships Week; CASA & their EDI strategic plan; University Design for Learning(UDL); budget reallocation; transit safety and students; Edmonton city budgeting; ConEd students & representation; student affordability & MacEwan tuition; SAMU events; SAMU building investments; SAMU relationships with other SA/SUs; exec reports accountability; disadvantaged community people on campus;

6. In Camera Period

6.1

7. Motions & Business Orders of the Day

7.1. Breakfast Club – Request for Additional Funds

MOTION TO APPROVE AN UNBUDGETED EXPENDITURE OF AN ADDITIONAL \$12,000.00 TO G/L 534100 FOR BREAKFAST CLUB

VPSL/PHAN

Favour: Zidan, La Torre, Ambutong, Tan, Cartujano, Sempala, Yusuf, Depeel, Phan, Jacobs, Cardinal, Tesfay, Vpo, Vpsl, Vpa, Pres, Vpe

CARRIED

7.2. The Pantry – Request for Additional Funds

MOTION TO APPROVE AN UNBUDGETED EXPENDITURE OF AN ADDITIONAL \$12000.00 TO G/L 535540 FOR THE PANTRY

VPSL/VPO

Favour: Zidan, La Torre, Ambutong, Tan, Cartujano, Sempala, Yusuf, Depeel, Phan, Jacobs, Cardinal, Tesfay, Vpo, Vpsl, Vpa, Pres, Vpe

CARRIED

7.3. Student Representation Policy

MOTION TO APPROVE THE STUDENT REPRESENTATION POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/AMBUTONG

Favour: Zidan, La Torre, Ambutong, Tan, Cartujano, Sempala, Yusuf, Depeel, Phan, Jacobs, Cardinal, Tesfay, Vpo, Vpsl, Vpa, Pres, Vpe

CARRIED

7.4. Roles and Responsibilities of the Board of Governors Student Representative Policy

MOTION TO RESCIND THE ROLES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS STUDENT REPRESENTATIVE POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/TAN

Favour: Zidan, La Torre, Ambutong, Tan, Cartujano, Sempala, Yusuf, Depeel, Phan, Jacobs, Cardinal, Tesfay, Vpo, Vpsl, Vpa, Pres, Vpe

Oppose:

CARRIED

7.5. Remuneration of Elected Representatives policy

MOTION TO STRIKE APPENDIX C OF THE REMUNERATION OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE GOVERNANCE REMUNERATION

VPO/JACOBS

Favour: Zidan, La Torre, Ambutong, Tan, Cartujano, Sempala, Yusuf, Depeel, Phan, Jacobs, Cardinal, Tesfay, Vpo, Vpsl, Vpa, Pres, Vpe

CARRIED

8. Consultation

9. Evaluation

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

CARTUJANO

CARRIED

Next Meeting Date: March 15, 2023

Meeting adjourned at 7:11pm.



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

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Students' Association of MacEwan University
March 1, 2023 at 6:00pm in Council Chamber**

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Layal Zidan, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Absent:

Myles Dykes, President
Matt Yanish, Vice President External

Meeting called to order at pm.

<Intros>

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.

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1. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 1, 2023

LA TORRE/ZIDAN

CARRIED

2. Motions & Business Orders of the Day

2.1. SAMU Bylaws

MOTION TO GIVE FIRST READING TO THE SAMU BYLAWS

VPO/AMBUTONG

MOTION

**TO AMEND TO ADD THE FOLLOWING WORDS TO THE BEGINNING OF
THE MOTION: TO STRIKE THE WORDS VICE PRESIDENT FINANCE AND**

**ADMINISTRATION, AND TO ADD IN THEIR PLACE, VICE PRESIDENT
GOVERNANCE AND FINANCE, IN AND**

VPO/TESFAY

Favour: Ambutong, Depeel, Okey-Nwaka, Phan, Sempala, Tesfay, Vpsl, Vpa, Yusuf, Zidan

Oppose: Tan, Cartujano, Beka, Cardinal

CARRIED

*Motion now reads:

**MOTION TO STRIKE THE WORDS VICE PRESIDENT FINANCE AND ADMINISTRATION, AND
TO ADD IN THEIR PLACE, VICE PRESIDENT GOVERNANCE AND FINANCE, IN AND
GIVE FIRST READING TO THE SAMU BYLAWS**

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Okey-Nwaka, Phan, Sempala, Tan, Tesfay,
Vpsl, Vpa, Yusuf, Zidan

CARRIED

3. Evaluation
4. Recognition
5. Adjournment

MOTION TO ADJOURN

VPO

CARRIED

Next Meeting Date: March 15, 2023

Meeting adjourned at 7:10pm.



Students' Council Report

President

March 15, 2023

Dear Council,

Please see below for my report between February 9 and March 9, 2023

Executive Summary

- Student Affordability Response
- CAUS Advocacy, Counterparts
- EC Transition

Student Experience & Engagement

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

Supporting EC Candidates

Student Experience & Engagement

Throughout the week, the current Executive has been supporting the election, whether promoting engagement or advising candidates. It's been so incredible seeing the interaction, and I'm wishing everyone well in the upcoming election!

<https://thegriff.ca/samu-executive-committee-meet-the-candidates-event-takes-place-in-samu-student/>

Pride Week Opening Ceremonies

Student Experience & Engagement

After the first Pride March since the pandemic, community representatives and myself spoke at the opening of Pride Week. This year's theme was Queer Joy, an act of resistance in a heteronormative world that wants us to not be our authentic selves. My notes spoke on the need for acts of resistance, and how the language of "free speech" can't be used to intimidate queer joy.

Student Voice

The Student Voice is amplified by SAMU.

Student Affordability Response

Student Voice

After MacEwan's Board of Governors approved a tuition increase in opposition to student concerns, our Executive felt it necessary to consult with students on the response they wanted and how they wanted to engage. All SAMU members received a short survey to engage with, which was shared with Council previously. After the launch of the survey, a representative sample was achieved in less than half an hour and the survey closed with over 4300 responses. Resoundingly, 95% of our members wanted action taken towards MacEwan's planned increase in tuition and over 1000 wanted to be involved in some way.

The Student Affordability Response Group took these results and moved forward to create a plan of action. Potential advocacy outcomes with associated risk was presented to the Executive and were selected. At the moment, our team is working on a plan for advocacy and student engagement. Once these plans are near executed, Council will be briefed further.

Informing students and the public of the current affordability crisis has been an ongoing priority, speaking to both radio and print media. Following the government affordability announcement for students that our VP External spoke at, I had the opportunity to speak on CBC Radio to how it's a start but is ultimately not even a drop in the bucket for students. Further, student journalism is active and I had the chance to sit down to provide information as it relates to the Board vote for tuition increases. Please see below for media links.

<https://www.cbc.ca/listen/live-radio/1-17/clip/15967129>

<https://thegriff.ca/macewans-cost-of-education-rises/>

President's Report to Students' Council

Submitted on March 10, 2023

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CAUS Board Meetings

Student Voice 2.3

February was a busy month for the Council of Alberta University Students and its members, with conference, campaign launch, and advocacy. The work of the Board was surrounding this mostly, whether approving partnerships for the Get Out the Vote Campaign and discussing its launch to providing direction for our Advocacy Week and Counterparts Conference. Another item of discussion was the Executive Director (ED) evaluation and review process was brought forward after engaging with an external consultant. This is a process that can be utilized for future evaluation to ensure sound leadership of our organization, which is why the Board wanted to utilize an external consultant with expertise.

CAUS Counterparts

Student Voice 2.3

The Counterparts Conference occurs once a term, with the host rotating between member schools. With a mandate of bringing student executives together, networks of support are developed and relevant information is shared. After attending Counterparts in Lethbridge and Calgary, SAMU had the first opportunity within my terms to host CAUS at the SAMU building over the long weekend and reading break. Beyond sharing student-relevant information and networking, presentations and speakers were on the agenda. Daniel Quan-Watson, the Deputy Minister of Indigenous-Crown Relations, spoke to his leadership journey and the NAITSA Advocacy Director presented on the recent legal opinion between them and NAIT on the duty to consult students. Our own Advocacy Coordinator gave an incredible presentation on prioritizing care and preparing for life beyond student leadership, and the CAUS ED shared the organization's pre-budget submission to government with the membership.

CAUS Advocacy Week

Student Voice 2.3

Similar to the federal advocacy week the VP External and I attended this past November, the CAUS Advocacy Week is an annual coordinated advocacy initiative to express student priorities to decision-makers. This year CAUS cast a wider net with meetings as student leaders discussed shared priorities with stakeholders at the provincial level.

President's Report to Students' Council

Submitted on March 10, 2023

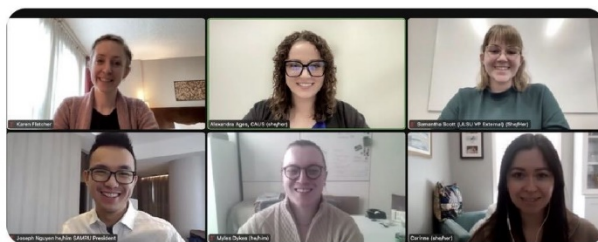
Page **3** of **6**

The first meeting I had the opportunity to attend and represent students was with the Association of Sexual Assault Services Alberta, where we discussed how we can amplify their sexual violence awareness campaign to students and supporting each other's pre-budget submission this next year.



Council of Alberta University Students
@CAUS

As part of our advocacy week, it was great to meet with @aasasmembership to discuss the issue of sexual violence, and the need for increased funding to both support survivors and build a culture of consent. We look forward to working together on future advocacy initiatives!



Later in the week, some student leaders and I attended a meeting with the Premier's Advisor on LGBTQ+ and Youth Issues to discuss supporting queer youth outside of post-secondary environments. Admittedly our advocacy priorities all have a theme of post-secondary, but I was able to share from personal experience where broader social supports were lacking for queer youth.

And finally to wrap up our Advocacy Week, CAUS officially launched the Get Out the Vote (GOTV) campaign from the SAMU Students' Lounge. The Chair of CAUS, President of SAITSA, and Chair of the Alberta Student Executive Council all spoke to the campaign, which aims to pledge students to vote in the upcoming provincial election. Thank you to all of the Students' Councillors who came to take part!



Student leaders from the University of Alberta, University of Lethbridge, Mount Royal University, MacEwan University, NorQuest College, and SAIT came together for the launch of GOTV.

Student Supports

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

SAMU Way Announcement

Student Supports 3.3

After informing Council of the investment into SAMU Cares this past summer, the public announcement was made this past week. Administration, faculty, staff, and students came together to celebrate and open the newly named SAMU Way. In addition, Dr. Trimbee and myself spoke to media to the importance of this investment

<https://www.macewan.ca/campus-life/news/2023/03/news-samu-way-23/>

<https://thegriff.ca/students-association-of-macewan-university-donates-1-million-to-samu-cares-endowment-fund/>



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Strengthening SAMU Operations

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

Executive Committee Transition

Strengthening SAMU Operations, 4.5 & 4.5

As we're in the midst of the Executive election, it's a critical time to move forward with planning the transition this April and May. Components of transition include the Executive Retreat in Canmore, briefing notes and portfolio-specific information, as well as minimum standards for one-on-one transition. Our Executive Committee continues to move forward with planning alongside our support staff.

Closing Remarks

As I'm nearing the end of my term, I'm reflecting on how lucky I am to work with such an engaged group of students. From the start of my term to now, it's been incredible to see Council grow and develop its own unique culture. Thank you all for being stewards in developing that culture!

Regards,

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

Students' Council Report

VP Academic

March 15th, 2023

Good day council members,

I hope that you're keeping well as the weather warms up.

Please see below for my report.

Executive Summary

- Zero-Cost Textbook Program Consultations
- Restorative Resolution Info-Sharing
- AI Working Group
- GFC updates
- SSJOC

Student Supports

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

Zero-Cost Textbook Program

Strat Bullet Point (3.1 & 3.3)

After working on this project for the past year I'm happy to report that we're still on track to complete this project by the Fall 2023. I'm engaging in consultations with the Library, key staff, and key committees to find out what further barriers we have, what components of the project



are working, and what components need to be constructed. So far, we have strong support from our stakeholders, a database of OERs for disbursal to instructors, a textbook list compiled each term, and other components. Next steps are to work with faculty to put these parts together, grow support in important committees, and get more info from the U of A on their PeopleSoft version.

Student Voice

Restorative Resolution Info-Sharing

Strat Bullet Point (2.3)

MacEwan is the provincial leader in restorative resolutions for academic integrity violations. I believe that this program is valuable not only to our students but to students from our counterpart institutions across the province. As part of this I've conducted and scheduled several meetings with a counterpart and our resident restorative resolution proponent to spread these practices. These meetings have been met with strong support and I hope to continue to grow this process across our province.



Student Voice & Student Supports

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

AI Working Group

Strat Bullet Point (2.4 & 3.3)

In response to the growth of ChatGPT and other writing algorithms, MacEwan has implemented an AI Working Group to research how AI could be used for exams and classes. We've had our first meeting last week and covered a broad overview of AI use at MacEwan. Writing and research algorithms can expediate classwork many times over when actively curated. There is concern that these algorithms could take away core features of our education, but I'm confident that a happy compromise can be reached. Since this working group is in its infancy, we're still working on core goals, but the momentum we have is growing steadily.

Student Supports

GFC Updates

Strat Bullet Point (3.3)

GFC covered a multitude of topics. However, core to this was the implementation of a tactical action plan, goal-setting for 12,000 FLEs (Which we've met), increasing tenure track & tenured colleagues to 60%. In-addition, the agenda covered a GFC bylaw update, Bachelor of Psych nursing action plan, policy relating to student's who have passed away, guidelines for research partnerships, info on indirect costs for research and a tactical plan for increasing scholarship at MacEwan. If you'd like more info on any of these feel free to reach out.



Student Supports

SSJOC

Strat Bullet Point (3.3)

The most recent Student Systems Joint Operations Committee covered enrollment dates and info, scheduling cycle changes, & other miscellaneous updates. In addition, a new software that can help identify students who are having trouble getting enough classes to graduate has been completed.

Closing Remarks

Feel free to reach out if you have further questions!

Cheers,

Stephan Vasquez



Students' Council Report

VP External

March 15th, 2023

Hello Council! Here is my report since the February meeting of Students' Council.

Executive Summary

1. Feb 16th GoA Affordability Announcement/Budget Drop
2. CAUS Counterparts Conference/Advo Week
3. CASA Board Position
4. GOTV Launch
5. APSN-ACC Conference

Student Experience & Engagement

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

N/A

Student Voice

The Student Voice is amplified by SAMU.

Feb 16th GoA Affordability Announcement/Budget Drop

I am very happy to say that after years of advocacy from myself, my team(s) at the Council of Alberta University Students (CAUS) and SAMU, and of course student leaders of the past, we were able to see some great wins this last month in regards to provincial advocacy. In summary, the Government of Alberta has put in place a 2% cap on domestic tuition increases, lowered interest rates from prime-plus-one and prime-plus-two (for fixed and variable loans, respectively) to prime (reversing a decision made by the UCP in 2019), changed the repayment assistance program to allow for a 12 month grace period (rather than 6), increased the threshold for repayment from \$25k to 40k (meaning you are only on the hook for your loans after you make more than \$40K), and provided approximately \$20 million in the form of a one-time payment for low-income learners getting the Alberta Full Time Student Grant. On the 16th, I was invited by the Ministry of Advanced Education to speak at a press conference about these announcements, and I was also present alongside the Chair of CAUS on the budget tabling day on the 28th to review and respond to these investments in students.

In a nutshell: these announcements are great, and reflective of the general aim of our advocacy document this year, and that of recent years through CAUS and SAMU. While these announcements do a lot in the way of long-term predictability and



affordability, there remains a lot of issues with immediate supports for students. A 2% tuition cap is great, but it does not change the fact that students have seen massive 20-30% increases to tuition in the last few years. That, paired with the sharp uptake in food support services on campus here, and some studies showing us that a third of U of A students are regularly skipping meals, means that we know much more needs to be done to meet the immediate needs of students. While I am happy to see this investment from the government, I will keep pushing for more immediate supports for students until my last day in office.

When asked if the recent announcements were enough to make up for years of cuts, I said: "Is it enough? No. But is it a step in the right direction? Absolutely. Is it a reflection of what we've asked for as student leaders? Absolutely." You can read about it here: <https://www.cbc.ca/news/canada/edmonton/alberta-caps-tuition-hikes-for-post-secondary-students-starting-in-2024-25-1.6750876> or here: <https://edmontonjournal.com/news/politics/ucp-to-cap-post-secondary-tuition-growth-at-two-per-cent-beginning-in-2024-25> or if you're French, read it here: <https://ici.radio-canada.ca/nouvelle/1957018/hausse-frais-scolaire-plafond-alberta>

CAUS Counterparts Conference/Advo Week

We also had the second major advocacy push of the year, the CAUS Advo week, alongside the CAUS Edmonton Counterparts Conference. As I have said in previous reports, the CAUS Counterparts Conferences are a chance for student Executives from all the CAUS member schools to collaborate, learn best-practices, and build their advocacy networks. Then, the VPE's and Presidents stuck around for round 20 meetings with various parties, not-for-profits, and internal governmental bodies where we were able to share the priorities of CAUS, and get insights on how we can best achieve them by working with these various groups. Check us out on socials @caustudents to see some highlights from the week!



CASA Board Position

I was recently elected by the board at the Canadian Alliance of Students' Associations to be the Director of Policy for the remainder of the year. The greatest thing I wish to bring to the table, is to help in the transition of momentum we have been able to achieve this year. Further to that, I will ensure good stewardship of CASA through reprisal of my role as a director, and hopefully learn a few skills in the realm of policy work on my way out of this role. I look forward to presenting the summary of the Federal Policy Committee's work this year and ensuring the hard work of my predecessor in this role is brought to fruition. I will have updates in my last report how this goes, as I will be presenting the work of FPC for final approval at the CASA AGM in Halifax this month!

GOTV Launch

As many of you saw, and even more of you showed up to see (thanks again for that), we got to officially kick off our Get Out The Vote campaign for the remainder of the year! This press conference was held in the SAMU Pantry space, right outside what many of you lovingly call the "SAMU Kitchen" (IMO it should be renamed to that). With this announcement, we have made it clear to government, students, and stakeholders that students are engaged in this election, and that we are giving thousands of students in this province every tool they need to make an informed decision and participate in this election. Remember – we are non-partisan, meaning that we do not care who students vote for, we just want you all to vote! We also got to start giving some of our GOTV swag away today, including some awesome fanny packs, tumblers, water bottles, pens, buttons, stickers, and more! Keep in mind that, just by signing up to vote through caus.net/pledge, you are eligible to win the grand prize of an iPad air! Tell your friends!

APSN-ACC Conference

Through my role as Vice-Chair of CAUS, I have been part of a Talent Development Task Force, lead by the Alberta Chamber of Commerce and the Alberta Post-Secondary Network (ACC and APSN are basically the “CAUS” for chambers of commerce and all of the Post-Secondary institutions in Alberta). The main focus for this group is Work-Integrated Learning, and how we can best deploy it, meet industry needs, and provide opportunities for students that enrich their educational experience. They held their first ever symposium last Monday, where I was able to attend and be the only student in a room full of post-secondary stakeholders! It was great to be able to share the perspective of students on the development of WIL, and I look forward to the continued partnership by these organizations on the work we do for students.



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Student Supports

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

N/A

Strengthening SAMU Operations

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

N/A

Other:

N/A



Closing Remarks

I will never get sick of saying this: thank you all so much for your continued attendance and engagement with the events we host on campus! There is no replacement for the buy-in that you all show as leaders here at MacEwan, and it has absolutely paid dividends with the work we have been able to do, our reach, and our reputation as the voice of students (through engaging with what we do through CAUS, CASA, and of course SAMU). The nighttime economy consultation, LRC tabling, GOTV launch, and some of the events for the EC elections have seen you and your friends show up in droves, and again I thank you for it.

I gave a few interviews this last month, some quoted in the above articles, and some you may have heard on 630 CHED/the radio. When we are speaking to the media in our roles, one of the more impactful things we can rely on is the fact that we talk with hundreds, if not thousands, of students and we can amplify the stories they tell us to work towards our point. One of the things I cannot shake, is the story of a student who simply said they “can’t afford to drop out”. What they meant by this, is that three or four years into their degree, they have already invested so much into their studies that they will sooner put themselves into a precarious financial situation, rather than abandon their studies. This is obviously an issue in and of itself, but it makes me think of all of the students who are forced to make this decision, and unfortunately need to postpone or cancel their studies to make ends meet.

I am truly worried about the number of students who have had no choice but to drop out mid-way through their studies because of issues with affordability and keeping food on the table and a roof over your head. Nobody, not the Government of Alberta, not the students themselves, nor tax-paying Albertans want to see students have to delay, defer, or outright drop out of their programs due to affordability concerns that we could do something about. Every student who is forced to drop out represents a mishandled investment, and every student who has the debt of a graduate without the certification puts Alberta and its future more at risk in the long-term. So when you are



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

talking with friends and family about being a student leader, and one of them might bring up that we spend a “fortune” on our post-secondary sector, please feel empowered to remind them that every student is an investment in Albertans, by Albertans, and we need adequate support to see our investments through to completion.

For the second last time,

Matthew Yanish

2022-2023 VP External

Students' Council Report

Vice President Operations & Finance

March 15th, 2023

Hello Council, I cannot believe that this is the second last report I will be writing to you all and potentially the last one as Vice President Operations and Finance. It is bittersweet, reflecting on my time as an Executive and I cannot encourage you all enough to continue to stay involved and go as far as you want with your time here at SAMU. It has been a time of growth and so much learning during my journey here and I hope you all continue being involved. Without further ado, please see below for my report detailing the events that occurred from February 9th to March 8th

Executive Summary

- Transition Planning
- BFC Meetings
- BPC Meetings
- Student Representation Applications
- SAMU x Gallivan
- EC Elections Events

Student Experience & Engagement

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



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OF MACEWAN UNIVERSITY**

Student Voice

The Student Voice is amplified by SAMU.

Student Representation Applications

The Student Voice is amplified by SAMU.

Applications for the Board of Governors, General Faculties Council and Indigenous Student Representative positions created from the Student Representation policy are currently live! Tell your friends! Apply yourselves! You can find the information here:

<https://samu.ca/get-involved/student-representation-opportunities/>

EC Elections Events

The Student Voice is amplified by SAMU.

This year as I am not a candidate I have been able to take part in the elections events planning as well as attending the events with my fellow executives not running. Both the Meet the Candidates Tabling and Forum occurred and have both been successful with students staying for the whole forum and there being lots of interactions with candidates at the tabling event.

Student Supports

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

SAMU x Gallivan

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

Myself, the General Manager and the Finance Manager had a meeting with Gallivan, our healthcare providers, as we had requested them to look into our plan and see where enhancements could be made, as we have had a few years of surpluses due to



the pandemic and there may potentially be some plan enhancements that could be made in the future. I will be bringing this information to EC for discussion and decision and will inform Council when a decision has been made.

Strengthening SAMU Operations

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

Transition Planning

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

Between SC Refresher and the impending EC Transition I have been quite busy with initial planning and preparing the documentation needed for my successor it has been a busy time indeed. I have time a co-lead role in planning the EC retreat alongside the VPSL and am also preparing my individual portfolio transition.

Budget and Finance Committee (BFC) Meetings

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

BFC had budget deliberations all week and underwent a process of 3 day 3 hour meetings followed by the fourth day of officially recommending the Budget. On top of that BFC also reviewed the Finance Policy on the recommendation of the Finance Manager.

Bylaws and Policy Committee (BPC) Meeting

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



BPC Met several times during this reporting period to discuss the committees policy that is being proposed to Council tonight. As well the Secondary Student Delegate Policy that is based on the Bylaws passing or not. There were so many fruitful discussions had around the table regarding the TOR's of the committees.

Closing Remarks

I got a little sappy at the start of this report so I will save that for next report. But it truly has been an honor serving students as the Vice President Operations and Finance the past 22.5 months. As always If you have any questions, or comments, about my report, or any of the policies coming forward tonight, please do not hesitate to reach out to me directly!

Cheers,

A handwritten signature in black ink, appearing to read 'L. Williams', is positioned above the typed name.

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



Students' Council Report

VP Student Life

March 15, 2023

An always busy month for me is March; however, between daylight savings, elections, and midterms comes longer days and warmer weather. Amidst the busyness is a gentle reminder of spring 🌸 🍀 🌱. Below is an account of my activities from February 9th to March 10th, 2023.

Executive Summary

- Access to Period Products on Campus
- Healthy Campus Alberta (HCA) Summit Sponsorship Meeting
- United Way GenNEXT Peace Out Poverty Podcast
- SAMU Director of Programs and Services Hiring Update
- Co-Curricular Record (CCR) Update
- Healthy Campus Alberta (HCA) Edmonton Regional Gathering
- MacEwan Equity, Diversity, and Inclusion (EDI) Data Engagement
- Let's Talk Trauma
- Equity, Diversity, and Inclusion (EDI) Week

Student Voice

The Student Voice is amplified by SAMU.

Access to Period Products on Campus

2.4 Foster positive relationships with MacEwan University to better serve students

Darryl, SAMU's General Manager, and I met with Irfan from the Office of Human Rights, Diversity, and Equity (OHRDE) to receive an update on the [period products pilot project](#)



[from December 2021](#). In the meeting, we learned about the cost of the pilot project and that the ORDE is advocating currently for the expansion of access to period products to additional campus washrooms. With assistance from our Advocacy Coordinator, I drafted a statement of support from SAMU, and we are awaiting future updates.

United Way GenNEXT Peace Out Poverty Podcast

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

In a previous report, I described my engagement with United Way GenNEXT and my interview on their Peace Out Poverty Podcast. [My episode on Access to Post-Secondary Education](#) was recently released. To listen or subscribe, check out your favourite podcast app!

MacEwan Equity, Diversity, and Inclusion (EDI) Data Engagement

2.4 Foster positive relationships with MacEwan University to better serve students

MacEwan has been collecting data on equity, diversity, and inclusion (EDI) to better engage with, support, and understand the diverse makeup and population of students. In the following weeks, additional events and initiatives will be launched to better engage with the student voice. Students are encouraged to add any information to their Equity, Diversity, and Inclusiveness profile:

Log into myStudentSystem > Profile > Equity, Diversity, and Inclusion

Student Supports

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

Healthy Campus Alberta (HCA) Summit Sponsorship Meeting

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

At a previous Healthy Campus Alberta (HCA) meeting, I advocated for enhanced financial supports for students to attend HCA's Wellness Summit in June 2023. Back in VP Student Life Report to Students' Council

February 12, 2023

Page 2 of 5



2018, I had the opportunity to attend HCA's Connections Summit as a Peer Health Educator, where I was first introduced to HCA and their work. Looking back, without financial support, I would not have been able to attend in 2018.

In the HCA Summit Sponsorship Meeting, Melodie, the Coordinator at HCA, and the three student members (including myself) of the HCA Design Team brainstormed how and what financial supports should look like for staff and students. Now, staff and students will be able to attend with decreased financial strain.

This year, the HCA Wellness Summit will be from June 13-14, 2023, at Red Deer Polytechnic. If you are interested, [more information is provided on HCA's website](#) and please let me know if you have any comments or questions!



Co-Curricular Record (CCR) Update

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

A [co-curricular record \(CCR\)](#) is an official MacEwan document that recognizes the extracurricular activities you participate in as a MacEwan student. Around the end of last semester, I received a few questions about the CCR and connected with Justine from Careers and Experience to answer them. She informed me that the CCR is in the process of revitalization to a new platform and will be ready for students in the fall semester.

Healthy Campus Alberta (HCA) Edmonton Regional Gathering



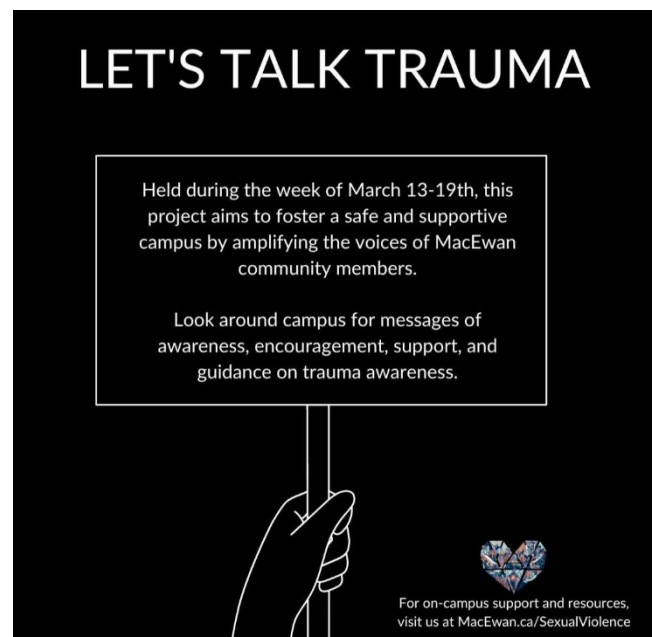
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives

[Healthy Campus Alberta's \(HCA\) Edmonton Regional Gathering](#) was hosted at MacEwan University recently. I connected with familiar and new friends from across campus, the Design Team, and throughout Alberta. The Edmonton Regional Gathering was an opportunity to learn and share about mental health in post-secondary, including from the student voice.

Let's Talk Trauma

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

Let's Talk Trauma hosted by the MAVEN Peer Education Team is happening from March 13-19, 2023. The project aims to promote trauma awareness by amplifying the voices of MacEwan community members, like me. Throughout the MacEwan campus, you will find affirmation stickers, installations, and resources.



Equity, Diversity, and Inclusion (EDI) Week

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

An annual event, Equity, Diversity, and Inclusion (EDI) Week, is happening March 20-24, 2023. Join the Office of Human Rights, Diversity, and Equity (OHRDE) for an assortment of events and initiatives to promote a better understanding of EDI. Last year, I was honoured as one of MacEwan's I.D.E.A. Leaders, and so this week is close to my heart. [Learn about the events and initiatives on OHRDE's website.](#)



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Strengthening SAMU Operations

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

SAMU Director of Programs and Services Hiring Update

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

In my role as VP Student Life, I have been engaged in the hiring process for a new Director of Programs and Services at SAMU. Over the last month, the hiring team has analyzed numerous applications and conducted several interviews. We are excited to welcome a new Director of Programs and Services on April 1, 2023.

Closing Remarks

The student experience is informed by the student voice, and I always welcome yours! Please do not hesitate to contact me via email at savpstudentlife@macewan.ca or schedule an appointment.

Cheers,

Elaine Tran

VP Student Life, SAMU 2022/2023

savpstudentlife@macewan.ca



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 7, 2023 @ 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, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:10pm
2. Approval of Agenda:
**VPO/VPSL
CARRIED**
3. Approval of Minutes for: January 25, 2023
**VPO/VPSL
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. SAL		MOTION TO APPOINT NIKHIL DUGGAL TO THE AWARDS SUB-COMMITTEE WITH A TERM ENDING MAY 1, 2023 VPSL/VPA CARRIED
2. Student Representation Policy Bundle		MOTION TO APPROVE THE BOARD OF GOVERNORS AND GENERAL FACULTIES COUNCIL REPRESENTATIVE PROCEDURE PENDING STUDENTS' COUNCIL'S RESCISON OF THE ROLES AND REPSONSIBILITIES OF THE BOARD OF GOVERNORS STUDENT REPRESENTATIVE POLICY

			VPO/VPSL CARRIED Action: EC to provide feedback on two other procedures to Vpo by end of day Thursday Feb 9, 2023
3.	Student Groups	TCG Club MacEwan Photography	MOTION TO APPROVE THE TCG CLUB VPSL/VPO CARRIED MOTION TO APPROVE THE MACEWAN PHOTOGRAPHY STUDENT GROUP VPSL/VPO CARRIED
4.	Project Updates	Google Drive: Workplan & Priorities Planning folder	
5.	Outstanding Action Items		
6.	VP Academic's Report	UDL meet & greet. SARG survey. ConEd meeting. ILC report work. Academic integrity work. Food for Thought. Committee application spreadsheets NIAC outreach. ChatGPT.	
7.	VP External's report	CAUS updates. Appointed Vice Chair. Review of ED. CASA updates. T-Shirt design contest wrapped up. SAMUed work. Attended Pantry announcement.	
8.	VP Operations and Finance's Report	Q2 budget report. Committees proposal update. ConEd meeting. BPC meeting updates. Budget work. Transition planning. GRAC met to final remuneration. Food for Thought. One on one with Shannon.	

		Pizza & Portfolios planning.	
9.	VP Student Life's Report	Holiday market HCA update. Check-in with counterparts. OHRDE update. Met with MacEwan International re. issues international students are facing. Mental Health Week. Restorative Justice Sub-Committee meeting. LRC update. Fresh Fridays update. Food for Thought. Book of the Year meeting.	
10	President's Report	Tabled.	
11	General Manager's Report	Tabled.	
12	Recognition		

4. Adjournment

Time: 3:28pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 14, 2023 @ 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, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:31pm
2. Approval of Agenda:
**VPO/VPSL
CARRIED**
3. Approval of Minutes for: February 7, 2023
**VPSL/VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Campus Safety	<p>Pres – inform EC on conversations had so far and discuss possible next steps. - MSA wanted to meet to discuss safety issues on campus. They've received feedback from their frontline staff. Concerned with security/safety as campus has expanded.</p> <p>How do we engage with MSA?</p> <p>Vpo – can ask for the campus safety plan with my MacEwan counterpart. I'll be rebooking my meeting with Maureen – this falls within her portfolio.</p> <p>*Gm provides some background on security at MacEwan.</p> <p>Vpa – consensus with other stakeholders would be great. University might need to look at updating their processes moving forward.</p> <p>Gm – some universities use key card so that only those who are allowed on campus can access the buildings. Is that something to advocate for going forward.</p> <p>Vpsl – would be good for a few of us to meet with MSA to find out their expectations.</p>	

		<p>*Position that we weren't consulted but should have been. Involvement with community for feedback should have been a priority for MacEwan.</p> <p>Gm – potential PVP item?</p> <p>Vpo – have to remember to pick our battles. Currently affordability is our priority.</p>	
2.	Strategic Plan	<p>Pres – opportunities & barriers in how we meet our strategic plan.</p> <p>Vpo – was ambitious to go with a 3 year plan and would benefit to expanding it to 5 years.</p> <p>Gm – vision, mission, values shouldn't really change much on any regular basis.</p>	<p>Action:</p> <p>Pres to bring forward to SC in March 2023.</p>
3.	SC Resource Warehouse	<p>https://drive.google.com/drive/folders/0APwNeZVyll0AUk9PVA</p> <p>Vpsl – this has been discussed by LRC for a couple years now. This will be a space that we can use to provide documents & information to our councillors.</p> <p>Include on drive - presentation slides from training.</p>	
4.	SGBV Survey	<p>Vpsl – reminder that the survey is being provided to students. Please take the time to fill it out. Will ask Hope to add it to newsletter.</p>	
5.	Nighttime Economy Strategy Focus Group	<p>Vpsl – focus group on Friday. Hoping we can get a lot of councillors to attend. Please bring and/all opinions.</p>	
6.	Student Representation Procedures	<p>Vpo – University Governance Representation procedure – looking for approval today. Draft of Indigenous Student Rep procedure presented for feedback.</p> <p>Vpa – position isn't currently compensated, but NIAC is looking at that for the future.</p> <p>Vpsl – don't think it makes sense based on us covering all the other costs for attendance.</p> <p>Pres – remunerating them for their time at a conference is important.</p> <p>Vpo – important to provide any remuneration after their attendance at the events.</p> <p>Vpe – key is to ensure that student how takes this on is provided every tool we can to ensure they can succeed in the role.</p> <p>Pres – current NIAC co-chair position would be done outside of work hours until the new chair(s) are appointed at their first NIAC conference.</p>	<p>MOTION</p> <p>TO APPROVE THE UNIVERSITY GOVERNANCE REPRESENTATION PROCEDURE PENDING STUDENTS' COUNCIL'S APPROVAL OF THE STUDENT REPRESENTATION POLICY</p> <p>VPO/VPE CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE INDIGENOUS STUDENT</p>

		<p>*Add allowance for the student rep for clothing.</p> <p><i>Declared conflict of interest by Vpa.</i></p>	<p>REPRESENTATION PROCEDURE</p> <p>VPO/VPSL CARRIED</p>
7.	SAL Appointment	<p>Pres – have we appointed anyone this late in the past – only 2 month left in appointed term. Is there a value proposition at this point?</p> <p>Vpo – not sure I see value appointing this late in the year. Only 1 or 2 meetings left at this point.</p> <p>Vpsl – could supplement the experience they'd gain if they want to attend other committees meetings.</p>	<p>MOTION</p> <p>TO APPOINT INDER SINGH TO THE FACULTY OF ARTS AND SCIENCE COUNCIL</p> <p>VPA/VPSL DEFEATED</p> <p>Action: Follow up with Inder and bring back to future EC meeting.</p>
8.	SC Refresher	GA -	
9.	CAUS Counterparts	Vpe – discussion this morning that it wouldn't be bad to have execs have a hotel room for the 2 nights during CAUS.	Action: GA to book rooms for 4 execs.
10.			
11.	Project Updates	Google Drive: Workplan & Priorities Planning folder	
12.	Outstanding Action Items		
13.	VP External's report	Meeting with minister update. Preparing for CAUS Counterparts in Edmonton. SAMUed work.	
14.	VP Operations and Finance's Report	Pizza & portfolios event. Election events update. Food for Thought debrief update. Meeting about opt outs – making information more accessible for students. EC priorities process meeting update.	
15.	VP Student Life's Report	Student community engagement grant update. HCA student design team update. LRC update. Black History Month community pop up shop. SAMUed work with Vpe. Canada student housing benefit update.	
16.	President's Report	SARG meeting update. Pizza & portfolio. CAUS update. ESA priorities.	
17.	VP Academic's Report	SARG meeting. NIAC update.	

		Pizza & portfolios. Dean candidate meeting. APEs debate series. Academic integrity update. Committee spreadsheet update. University faculty scholarship awards update. GFC update.	
18	General Manager's Report	MacEwan security update. Budgeting updates. Finance update. HR update. OEG meeting coming. Info about various external supports will be distributed to our students.	
19	Recognition		

4. Adjournment

Time: 4:47pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 22, 2023 @ 3:00pm**

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 3:10pm
2. Approval of Agenda:
**VPSL/VPA
CARRIED**
3. Approval of Minutes for: February 14, 2023
**VPO/VPSL
CARRIED**

TOPIC	DISCUSSION	TIME	ACTION/MOTION
1. EC Retreat	Vpo/Vpsl – draft agenda provide for review and feedback.	10 mins	
2. SARG Outcomes & KMs	Pres – determine advocacy outcomes and provide feedback on key messages and taglines https://docs.google.com/document/d/1nECSiSmjIKnXxme-O9odkJtLFkA64kd0LtqutmuEKRE/edit?usp=sharing	20 mins	Action: EC to review & supply comments by Friday Feb 24
3. Budget Presentation	Vpo -	5 mins	MOTION TO APPROVE A BUDGET PRESENTATION AT THE MARCH 15TH STUDENTS' COUNCIL MEETING VPO/VPSL CARRIED
4. NIAC	Vpa – provided document in meeting folder that provides info about the upcoming NIAC event. Vpo – not in support of this. Also believe NIAC should adjust their schedule to align with other CASA positions and how they operate on an annual basis.	10 min	MOTION TO APPROVE STEPHAN VASQUEZ CONTINUING AS THE NIAC REPRESENTATIVE

		<p>Vpe – would only endorse this if I believed this is work of the Vpa.</p> <p>Vpsl – question whether the work proposed is part of the Vpa portfolio. Also think it's too close to the retreat – a lot of work that is required for that.</p> <p>*Chair recommends Vpa abstain from voting due to conflict of interest</p>		<p>FOR THE REMAINDER OF THEIR ELECTED TERM AS VP ACADEMIC</p> <p>VPO/PRES DEFEATED</p> <p>MOTION</p> <p>TO ADJOURN AND TABLE REMAINING ITEMS UNTIL NEXT EC MEETING</p> <p>PRES/VPO CARRIED</p>
5.	Committee Appointment		10 min	Tabled
6.	SAL Appointment		5 min	Tabled
7.	SC PD/Teambuilding poll		5 min	Tabled
8.	VP Operations and Finance's Report		5 mins	Tabled
9.	VP Student Life's Report		5 mins	Tabled
10.	President's Report		5 mins	Tabled
11.	VP Academic's Report		5 mins	Tabled
12.	VP External's report		5 min	Tabled
13.	General Manager's Report		5 mins	Tabled
14.	Recognition			

4. Adjournment

Time: 4:40pm



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15 th 2023	Larissa Williams, Vice President Operations and Finance

Agenda Item Title SAMU 2023-24 Budget

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

To Approve the SAMU 2023-24 Budget on the recommendation of the Budget and Finance Committee

**Background
Information**

SAMU's fiscal year is July to June. As per policy the proposed next fiscal budget is brought forward to Students Council no later than 60 days prior to the end of the current fiscal year. SAMU's Budget is a strategic document that, upon implementation, adds value to students by enabling implementation of strategic plan. An effective budget is aligned with organization's strategic goals and values based. The budgeting process begins in November at the EC Retreat where future directions of SAMU are discussed while on the administrations side they begin looking at trends, inflation pressures, and do an environmental scan. Budget packages are then sent out to Managers to complete and be reviewed by our Senior Leadership Team. Then the budget comes before BFC for review and recommendation to Council, where it now is on the table for final approval.

**Alternative
Considerations**

Reject the Budget and if a new one is not approved by the beginning of the new fiscal year operate on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved

**Risk
Management
Considerations**

Low Risk,
Financial Implications - The Budget determines in what areas we are spending our money

**Strategic
Alignment**

☒ *Attached Strategic Alignment Checklist is complete*

Implications

The SAMU Budget determines how much money is allocated to specific areas of our strategic plan, and is transparent to students about where we are spending their money

**Related
Documents**

Operational Business Plans

Follow Up Action	Operations to begin implementation at the start of the fiscal year
Review History	SAMU Managers Senior Leadership Team Budget and Finance Committee

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input 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"/>

Department	TOTAL BUDGET 2022-2023	TOTAL BUDGET 2023-2024
SUMMARY		
1 - Operations	4,678,400	4,875,980
2 - Marketing	-	-
3 - Advertising	113,205	152,220
4 - Building Operations	1,337,384	1,389,262
5 - Events	148,600	83,445
6 - Services	19,418	3,500
8 - Volunteer	-	-
9 - Student Groups	-	-
10 - Programs	58,000	85,500
11 - Student Support	-	-
12 - Governance and Leadership	-	-
13 - Finance	86,886	259,142
14 - The griff	-	-
TOTAL REVENUE	6,441,893	6,849,049
EXPENSES		
1 - Operations	2,395,097	2,610,400
2 - Marketing	174,986	153,488
3 - Advertising	102,985	132,140
4 - Building Operations	2,170,300	2,161,517
5 - Events	558,100	490,550
6 - Services	115,438	187,390
8 - Volunteer	33,000	32,400
9 - Student Groups	109,500	121,500
10 - Programs	93,580	141,200
11 - Student Support	-	16,600
12 - Governance and Leadership	609,927	634,153
13 - Finance	1,485,214	1,621,387
14 - The griff	31,778	31,905
TOTAL EXPENSES	7,879,905	8,334,630
NET INCOME	(1,438,012)	(1,485,582)
Add Back: Amortization (non-cash)	1,454,114	1,493,387
NET INCOME (Cash Basis)	16,102	7,806

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023- 2024	Notes
1 - OPERATIONS				
421000	Student Fees	4,620,900	4,828,980	Based off CPI increase in Nov as per policy and 22/23 trends in enrollment
421500	Secondary Student Membership Fees	56,000	47,000	
422100	Contingency Reserve Fund	-	-	
426000	Other Revenue/Grants	1,500	-	
	TOTAL REVENUE	\$ 4,678,400	\$ 4,875,980	
500100	Affiliation & Memberships	7,400	8,000	
500150	Software License Renewal Fee	30,000	64,000	Based off actuals we have for 21/22 year
500190	SAMU Cares	20,000	20,000	Last year of Operations funding this line due to endowment maturing
500300	Postage	2,000	1,000	
501000	SAMU Meetings and Hospitality	6,000	6,000	
503000	Office supplies	5,000	5,000	
504500	Non-staff Parking	500	500	SAMU Guest Parking
505000	Position Expenses	7,200	8,000	GM \$100 / Director and Manager \$50, per month
505500	Staff Training	36,000	36,000	
505700	Employee Recruitment	1,500	2,000	Cost to Place Recruiting Adds Has Increased Drastically
506500	Staff travel and parking	5,000	5,000	
507000	Staff Wellness and Appreciation	5,000	5,000	
507500	Telephone	-	7,000	Moved from Dept 4 Cell and Landlines
508000	Courier and delivery	752	700	
509000	Insurance	41,620	47,500	Add of Students Supports + Increases
516310	Staff health and dental benefits	67,633	56,000	
516320	Staff Benefits - HSA	19,511	19,000	
516330	Staff Benefits - HSA admin fees	1,561	1,900	
517100	CPP expense - PT	11,226	17,200	Based off 2023 Tax tables
517200	El expense - PT	6,060	9,200	Based off 2023 Tax tables
518000	Professional Development	11,252	10,800	Based off 24 FT (450) Per procedure
519000	Full-Time Salaries	1,619,125	1,673,000	Based off DEC COLA Calculations and JUL Merit. \$102K below market threshold
519100	CPP expense - FT	75,052	84,000	Based off 2023 Tax tables
519200	El expense - FT	42,516	34,000	Based off 2023 Tax tables
519500	Part-Time Salaries	273,946	390,000	Increase of PT Staff Members / Hours / Length of Term
519600	WCB	5,000	6,600	
519610	Legal Operations	15,000	15,000	Legal Fees that are Operational in nature
519620	HR	5,000	6,000	Human Resources related expenses
519700	GM Discretionary	50,000	50,000	
519900	Consultants	20,000	20,000	
529500	Serv for Students with Disabilities	2,000	2,000	
599830	Unrealized FX gain/loss	-	(500)	Finance
599835	Realized FX gain/loss	-	500	Finance
519550	Part-Time Extra Hours	-	-	Remove Line
510360	GM Parking	2,243	-	Remove Line
502400	Non-Recoverable ITC's	-	-	Remove Line
500180	Fund Development	-	-	Remove Line
	TOTAL EXPENSES	2,395,097	\$ 2,610,400	
	NET INCOME (LOSS)	2,283,303	\$ 2,265,580	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023- 2024	Notes
2 - MARKETING				
406600	Sports & Wellness revenue	-	-	
	TOTAL REVENUE	\$ -	\$ -	
532570	Promo Squad	7,000	7,000	
572000	SAMU Promotions	8,000	9,000	For purchasing prizes used in contests, providing free swag to students and creating student engagement through promotional items. In addition to paying for print collateral related to the organization's initiatives not including sub-departments in SAMU.
573000	Student Handbook	33,000	38,000	
574000	Marketing Campaigns (12 days, etc)	12,000	12,000	For student engagement and awareness
575500	SAMU Designated Branding	70,000	50,000	
576500	Freelance/Consultants	27,500	20,000	For securing freelancers/contractors to complete graphic design work, photography, videography or other marketing initiative.
585100	Website	12,486	12,488	Monthly payments for hosting and website maintenance for SAMU websites. In addition to payment for a website enhancements
585300	Marketing Assets & Resources	1,500	1,500	For purchasing stock images, stock video, font bundles or templates used in SAMU's promotional material.
585400	Social Media	3,500	3,500	For purchasing social media ads intended to promote, engage and inform students of SAMU initiatives, programs and services. Monthly or yearly social media scheduling software payments and prizing for digital contests may also be taken from this account.
550600	Sports & Wellness expense	-	-	
518000	Professional Development	-	-	
	TOTAL EXPENSES	174,986	\$ 153,488	
	NET INCOME (LOSS)	(174,986)	\$ (153,488)	

Account Number	Account Name	TOTAL 2022 - 2023
3 - ADVERTISING		
423000	Grad Photo Sales	17,500
427000	Table Game Receipts	-
442000	Table Bookings	1,700
442500	Fax and Printing Staff	20
443000	Posters	1,300
446500	Oilers Tickets	70,000
453000	TV Advertising	1,485
454000	SAMU Newsletter Advertising	2,400
460000	SAMU Building Tenants - Dep 4	-
471000	Handbook	17,000
448250	Ski Tickets -Add	
495000	The griff Advertising	1,800
454010	Online Lounge Advertising- Remove	-
	TOTAL REVENUE	\$ 113,205
501800	Bad Debts (Recovery)	30,000
501900	Emergency Loan Bad Debt (Recovery) -D	-
504750	Emergency Transit Tickets	100
561000	Merchant Fees	1,945
561300	Marketing Printing - SAM	900
561500	Deposit (over/short)	40
563500	Oilers Ticket Purchases	70,000
565000	Ski Tickets Expense - Add	
573000	Student Handbook - Dep 2	-
573500	Online Lounge Advertising - Remove	-
	TOTAL EXPENSES	102,985
	NET INCOME (LOSS)	10,220

TOTAL 2023- 2024	Notes
15,400	
2,300	
1,500	
20	
6,000	
71,000	
2,400	
2,100	
-	
19,000	
30,000	
2,500	
-	
\$ 152,220	
30,000	
-	
100	
2,400	
2,600	U-pass (posters and Handbills) Ski, Oilers,
40	
71,000	
26,000	
-	
-	
\$ 132,140	
\$ 20,080	

Account Number	Account Name	TOTAL 2022 - 2023
4 - BUILDING OPERATIONS		
422000	Building Fund Revenue	1,251,084
422300	Building Levy	-
460000	SAMU Building Tenants	80,000
461000	Events Center	-
462000	Exclusivity Deals	5,000
463000	Vending Machines	1,300
464000	Recycling	-
465000	Room Rentals Non Student	-
	TOTAL REVENUE	\$ 1,337,384
500500	IT Equipment Purchases	25,000
502200	Loan Repayment	1,396,825
502300	GST on Loan	69,841
503100	Printers	600
590100	MacEwan Ops Agreement	575,000
590110	Ops Cost GST	28,750
590150	RM General	5,000
590170	IT IS MacEwan	22,000
590180	General Main Supplies	4,000
590190	Micro Serve AV Support	2,500
590200	Technology Support Other	2,500
590210	Tenant Incentive	5,000
590240	Building Advertising For Events Space	10,000
590270	Digital Marketing Asset Management	7,284
590250	New Plotter	-
590260	Marketing Storage & Network	-
590220	Building Marketing Materials	3,000
590230	Moss Wall	-
590160	IT Cable	-
590120	Property Tax	-
590130	Security Services Extra	3,000
590140	Janitorial Services	2,000
590290	Networking License Fees	-
507500	Telephone	8,000
590300	Networking Equipment Backup/Upgrade	-
	TOTAL EXPENSES	2,170,300
	NET INCOME (LOSS)	(832,917)

TOTAL 2023- 2024	Notes
-	
1,251,000	
131,500	Base Rent and Ops Cost from Tenants with some % rent estimats as we have little historical to use as a guide
-	
4,762	Coke Sponsorship
2,000	
-	Remove Line
-	Remove Line
\$ 1,389,262	
35,000	Need to replace some older computers as per our computer procedure
1,396,825	As per Loan agreement
69,841	GST
600	Ball park number due to current data we have
585,000	Costs are trending higher, so anticipate next year to cost more
29,250	GST
5,000	
20,000	Access to IT programs
3,000	
1,500	
1,500	
-	NA for the next few years
8,000	Event space marketing
6,000	TV adds as per contract
-	Remove Line
-	Up keep of marketing storage
-	Postering and Signage
-	Remove Line
-	Remove Line
-	Remove Line
-	Misc costs that our agreements don't cover
-	Misc costs that our agreements don't cover
-	Remove Line
-	Remove Line - Moved to Department 1
-	Remove Line
\$ 2,161,517	
\$ (772,255)	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023-2024	Notes
5 - EVENTS				
400510	Fall Fest	15,000	15,000	liquor sales, exhibitors, vendors, sponsors. Proposed 2024 revenue may decrease due to site change (less space for vendors (~33% less))
400515	Splash n Bash WEM	5,600	5,600	this may become zero - if we are required to charge more for tickets we may opt for free student admission
400550	New Programming	-	45	concessions, cooking classes, etc
400570	Year end event/ Last Class Bash	60,000	60,000	in and out expense.
401000	Speaker Events	8,000	2,800	decreased ticket prices (to \$5) to help attendance (290 cap), accessibility and student engagement. There is the potential of alcohol bar but fee associated.
400560	Reading Break	60,000		Keep this GL active but we will remove this year to test year 2/3 of Spring trip instead.
400525	That's the Tea Series	-	-	Expired GL.
400535	Onstage Series	-	-	Expired GL.
400580	Alcohol Sales	-	-	Expired GL.
	TOTAL REVENUE	\$ 148,600	\$ 83,445	
526000	Holiday Event	15,000	15,000	Back to Santa Maria Goretti or Matrix, Venue deposit & talent to be paid in advance to secure the hold.
531100	Fall Fest	135,000	231,000	181K for Fall fest We would like 50K to be made available in Winter term (Jan - Mar or April-June) prior to each fall fest to pre pay for deposits on artists.
531250	Splash n Bash WEM	5,600	7,000	Deposits paid in December, but event occurs in January. slight increase for extended hours (6K needed). COI, & additional as buffer for WEM to charge us 1K more if we ticket (TBD)
531400	Food for Thought (Town Hall)	1,500	1,500	Work with EC for event
531450	Sexy Trivia /Dirty Bingo	4,000	6,700	Sexy Sam Bitty Trivia (4k) has been popular online and differs from dirty bingo with its education on consent and safer sex. Dirty bingo is always sold out (\$500 plus prizing) - with Pride being in our portfolio, we want to add Sexy Trivia to the year and may split this with NAITSA.
531500	Speaker & Entertainment Series	100,000	101,000	adding 1 K per event for contract review. In either case, we would like up to 50% per event to be available for deposits one quarter prior.
531550	New Student Orientation	3,000	1,500	January event but prizes are bought in December pre break. General swag and snacks
531600	Winter Welcome Event(s)	125,000	10,000	(Formerly winterfest GL) Disco Event is proposed as annual event in January (Sold out). Venue or Artist deposits to be paid in fall or summer. Event occurs in January with a variety of offerings the week of.
531800	New Programming	20,000	14,000	Maker Series, Game Night, Halloween crafts, Ongoing Pt events, chef night, etc
532100	Year end event / Last Class Bash	60,000	63,500	Opting to try this spring timing for a tropical event again vs Feb reading break, as the Cuba trip sold out. 60K in revenue and Out expense. ~2K for swag/ other costs. \$1500 for Deposits to be paid in spring for following year.
532510	Awards Night	15,000	15,000	Split between Q3 & Q4 - Event will occur end of March/Early April and may have deposits or balances. Budget varies based on number of Nominees, but we anticipate more people with student groups being active again. Potential deposit for food or talent to be paid in Jan-March.
532530	MacEwan Partnership Events	4,000	6,000	BrainFreeze (2K) (New to this budget), MacEwan pride (1K), YEG Pride (1K), adhoc events
532580	Events Equipment	3,000	3,000	Pollstar (autorenewal Oct)/ Spotify (ongoing)/New software/Gear etc
532590	Marketing Printing - Events	3,000	3,200	Increased in the Jul-Sept Quarter to allow for generic event signage
531900	Reading Break (Feb)	60,000		(Keep this GL active but we are not doing this trip this year as a trial) - deposits to be paid in spring for following year) we are pausing for a year to see if spring or feb trip is preferred.
1	SAMU Cinema Series		3,800	SAMU Cinema is an ongoing monthly event that has been occurring with attendance for 12+ months. We would like to see it be an ongoing item with its on GL. Movies planned as: Sept, Oct (2), Nov, Dec (2), Jan, Feb (2), March
2	Facilities Set Up Fee		2,350	Facilities staff can help with general room set up of Look Out and other SAMU spaces. Hourly Wages required 2023 onward. Events like: Movie set up, fall fests, food for thought, awards night, speaker series etc
3	Meet SAMU		5,000	We want to expand offerings at Meet SAMU event due to its popularity. It provides good engagement and awareness of SAMU. Winter Meet SAMU occurs in January but will likely be purchased in December prior to break. Additional items could include games, popcorn machines, rover entertainment, potential free food etc.
4	General Swag		1,000	General additional SAMU Swag to be available for smaller initiatives.
532150	S.E.T. - Spaces	-	-	Expired GL.
531350	Concert series (Onstage Series)	-	-	Expired GL.
531430	That's The Tea	-	-	Expired GL.
532010	Alcohol Expenses	-	-	Expired GL.
532200	Adventure Week	5,000	-	Removing from 2023 onward
546800	Winter Fest - ACC	-	-	Expired GL.
	TOTAL EXPENSES	558,100	\$ 490,550	
	NET INCOME (LOSS)	(409,500)	\$ (407,105)	

Account Number	Account Name	TOTAL 2022 - 2023
6 - SERVICES		
406300	Pantry Revenue	19,418
	TOTAL REVENUE	\$ 19,418
534100	Breakfast Club - CCC	43,304
535510	Safewalk - CCC	8,800
535520	Peer Support - CCC	25,515
535540	Pantry - CCC	19,418
535545	Pantry- Non-Food- CCC	4,374
535550	Study Buddies - CCC	4,046
	Services Operations	
	Services Activities	
	MacEwan Collabs	
542300	Marketing Printing - Services	3,860
535555	Student Ombud Support	6,120
	TOTAL EXPENSES	109,318
	NET INCOME (LOSS)	(89,900)

TOTAL 2023- 2024	Notes
3,500	
\$ 3,500	
49,500	Food Costs have increased (1 BC/week for 5 weeks in Fall, 1 BC/week for 6 weeks in Winter)
9,120	Goods and Food Costs have increased
23,000	Changes to Peer Support Volunteer Training
60,000	Food Costs and Usership has Increased + Holiday Hampers
5,920	Goods and Services costs have increased
2,000	Similar Spendature
12,050	Supplies and other items are now being separated from other budgets to it's own line
16,000	Joint services activities - ie Tabling and volunteer meetings
5,000	Addition for Services Collaborations with MacEwan
4,800	With more collaborations with MacEwan comes with more printing costs
-	Moved to Department 11- Student Support
\$ 187,390	
\$ (183,890)	

Account Number	Account Name	TOTAL 2022 - 2023
8 - VOLUNTEER		
		-
	TOTAL REVENUE	\$ -
535531	Volunteer Incentive Program (VIP)	15,000
535532	Volunteer Events	5,000
535533	Volunteer Training	3,500
535534	Volunteer Promotions	750
535535	Volunteer Supplies and Equipment	2,000
535538	Marketing Printing - Volunteer	500
	New Hire Swag	
	Job Posting Marketing(?)	
535536	Extra Incentives	750
535537	Volunteer New Programming	1,000
535539	Volunteer Background Checks	4,500
	TOTAL EXPENSES	33,000
	NET INCOME (LOSS)	(33,000)

TOTAL 2023- 2024	Notes
-	
\$ -	
20,000	VIP Rewards and Recognition. Addition of summer volunteers and griff volunteers
2,500	End of semester events for active volunteers
2,500	non-academic training as extra rewards and recognition
500	Tabling for slow volunteer intake
1,000	Up keep of current equipment
400	Printing
2,000	Move from marketing department. SAMU swag for new hires
3,500	Move from marketing department. Paid advertisements for job positings as needed
-	Remove - not used
-	Remove - not used
-	Remove - not used
\$ 32,400	
\$ (32,400)	

Account Number	Account Name	TOTAL 2022 - 2023
9 - STUDENT GROUPS		
		-
	TOTAL REVENUE	\$ -
528000	Student Group Operational Grant	28,000
528100	Annual Startup Grants - Contra	-
528400	Marketing Printing - SG	3,000
528200	New programming	2,500
528500	Student groups Expo	1,000
528600	Student Group Mingler	1,000
529200	Student Group Appreciation	2,500
529600	Student Groups Training	1,000
529800	Student Groups Promotions	4,500
533500	Grants for Student Groups - Contra	-
533000	Student Groups Event Grant	35,000
529700	Student Groups Software	31,000
529100	Clubs License	-
	TOTAL EXPENSES	109,500
	NET INCOME (LOSS)	(109,500)

TOTAL 2023- 2024	Notes
-	
\$ -	
35,000	Increase grant from \$300 to \$500 (70 groups)
-	
3,000	spread marketing over year
2,500	
3,000	Fall/Winter semester. New - Expo training before hand
1,500	Cost of food/beverages has increased
2,500	
4,000	Virtual Training - no cost. Change to Student Group Workshops.
4,000	General Promotion Items
-	
35,000	
31,000	
-	No longer applicable
\$ 121,500	
\$ (121,500)	

Account Number	Account Name	TOTAL 2022 - 2023
10 - PROGRAMS		
403600	Artworks	1,000
406100	Student Refugee Program	56,000
403500	Community Fundraiser	1,000
	TOTAL REVENUE	\$ 58,000
500160	Artworks	2,500
534000	Partnerships	2,500
534300	ECO Programming	8,500
534400	Well-Being	10,500
542000	Part-Time Training and Development	3,500
542200	Marketing Printing - Programs	2,000
542700	Wellness Bags	-
545900	Programs Equipment	1,000
550100	Student Refugee Program	56,000
NEW	Holiday Market	
550150	ECO SAMU	3,500
545800	Gray Gallery	1,580
542400	Sustainability	-
535500	StressLess	-
535600	New Wellbeing	-
534200	Fundraisers	2,000
534250	New Community	-
	TOTAL EXPENSES	93,580
	NET INCOME (LOSS)	(35,580)

TOTAL 2023- 2024	Notes
500	Summer flash sale of student art in SAMU collection
85,000	Global Education Fund
-	Program has matured
\$ 85,500	
4,500	student art purchase (2 pieces), honarariums for student presenting at artworks factory, supplies for artworks factory programming
2,500	Support for MacEwan collaboratins and Partnerships for campus wide initiative
10,000	Community & Eco programming for students at large ongoing throught the calendar year ;
13,000	Stress less programming to be offered monthly during the academic year
5,000	Cost of goods increase. All SAMU PT staff.
2,000	Handbills, collateral, banner bugs, and signage to raise awareness of ongoing programming initiatives
13,000	Well-Being bags to be distributed for student supports duiring the academic year (500-800 bags per round) (2) Fall semester (3) Winter semester
1,200	Supplies and materials for new programming to support the Programs Team in student engagement
85,000	Sponsorship of refugee student's; Tuition, residence, monthly stipend, books. Based on agreement signed with WUSC.
1,000	Removed from EC- lives with Programs
4,000	Branding and community building for ECO Ambassadorship
-	
-	
-	
-	
-	
-	
\$ 141,200	
\$ (55,700)	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023- 2024	Notes
11 - STUDENT SUPPORT				
		-	-	
	TOTAL REVENUE	\$ -	\$ -	
	Department Equipment		6,400	Platforms, Apps, Pod Supplies, Technology
	Marketing Materials	-	2,000	Marketing Materials
	Partnerships	-	1,000	AIO, Awareness Weeks, MacEwan, Writing Centre
	Promotional/Swag Items	-	3,000	SStAC items for giveaways.
	Workshops/Boothng	-	3,800	Monthly Booth PT, Semesterly 2 day boothng, AI Awareness Week, How-To's for Students
	Advocacy Networking	-	400	External Partnerships,
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
	TOTAL EXPENSES	-	\$ 16,600	
	NET INCOME (LOSS)	-	\$ (16,600)	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023-2024	Notes
12 - GOVERNANCE				
	TOTAL REVENUE	\$ -	\$ -	
501500	Executive Consulting Fees	15,203	10,000	general consultation costs
501600	SAMU Legal Fees	10,810	15,000	Legal Expenses of SAMU, legal review, HR etc.)
505100	External & Government Relations	3,329	3,000	relationship building with external parties, including external organizations, government and other stakeholders
505150	Executive Position Expenses	6,243	3,000	\$600 per Executive
	Executive Committee Engagement		1,000	Costs for Executive tabling (NSO, Meet SAMU Week)
505200	SAMU Committee Honorarium	2,640	1,560	13 Student-at-large positions capped at a maximum of \$120 annually
506000	Executive Transition & Succession	22,450	28,135	Mid-Year Retreat: 9 people @ \$1223/person. Transition Retreat: 14 people @1223/person
507600	Executive Phone Allowance	3,600	3,600	\$60 per month x 5 Execs (per policy)
508500	Donations and Gifts	2,081	2,000	
510100	Executive Course Reimbursement	7,860	7,860	based on Domestic credit rate of \$262 per credit x3 credits x 5 Execs (as per policy)
510200	Executive Salaries	225,003	239,853	as per policy
510250	Executive Transition Salaries	12,365	13,180	based on 75hrs x5 incomings and 25hrs x5 outgoings (based on an hourly rate \$26.36)
510300	Executive ETS Transit/U Pass	1,800	2,700	
510500	Executive Vacation Payout	12,715	14,531	based on 105hrs x 5 execs x vacation rate
510550	Executive RSP/TFSA Payout	5,000	5,000	as per policy
510600	EI/ CPP (Exec's employer portion)	16,225	17,296	
510610	Executive Health & Dental	2,100	2,100	
520000	Students' Council Rep Honorariums	23,040	17,040	15 meetings per year x\$60 per meeting x 14 Councillors + \$120/term x 3 terms x 14 Councillors
521000	Students' Council Chair Honorarium	1,750	2,175	15 meetings x\$125 +\$300 for Committee Work
521200	EC and SC branding	1,041	1,500	EC and SC branded clothing and nametags
521300	Leadership and Engagement	5,931	6,000	for leadership, development and teambuilding events put on by an SC Committee
521500	SC Meeting Meals	5,840	6,900	15 SC Meetings x 23 people (14 Councillors + 5 Execs + Chair + 3 Support Staff) x \$20 per person
521600	Board/GFC & Indigenous Student Rep Honorarium	1,890	4,540	honorariums for our Board Rep, GFC Reps and our Indigenous Student Rep as per procedures
522000	SC Orientation	5,203	5,500	2x per year includes facilitators, food and activity
522250	Councilor Board Development Training	2,965	3,040	19 people x \$160 cost for External Board Training
522500	Election Cost - SC	7,660	7,722	simply voting platform costs, reimbursement for 21 candidates and polling clerk costs
522600	Election Cost - EC	6,410	6,222	simply voting costs, candidate reimbursement for 15 candidates and polling clerk costs
522750	Election Cost - CRO Honorarium	1,500	1,500	as per policy
523000	Student Consultation	3,000	3,000	Consultation events directly with students, including focus groups, forums, food
523500	Affiliations and Memberships	82,779	83,000	Costs for CAUS and CASA Membership
524100	University Governance Student Rep Honorarium	5,400	5,040	42 student seats at a cap of \$120 per committee annually
524500	Executive Projects	12,500	12,500	\$2500 per Executive for Special Projects
524600	Awards for Awards Night	3,250	3,250	as per procedures
524800	University Committee Orientation	500	250	
524900	Executive for a Day	500	500	annual event that allows students to get a glimpse of the Exec life. Costs for food and Marketing
525000	Federal Advocacy Travel	32,255	41,220	4 CASA Conferences for 2 EC & Advocacy Coordinator & 2 CASA Conferences for the Indigenous Student Rep
525200	Social Innovation Hub - Student Grants	2,500	2,500	
525300	Provincial Advocacy Travel	18,208	12,460	average travel for 5 EC & Advocacy Coordinator at 2 Counterparts, and 2 EC and Advocacy Coordinator at Changeover
525400	Exec Travel	6,500	7,500	for VPA, VPSL, VPO Conference Travel
525500	SC Meeting recording and transcription	2,000	2,000	
525600	EC Event Attendance	1,500	1,500	available for EC to attend events
525700	Marketing Printing - Governance	2,081	2,000	for all governance printing needs.
525800	Peer Support Training	300	480	\$60 cost per day x4 days for VPSL and VPA Peer support Training
527500	Student Conferences & Grants	18,000	18,000	as per
585000	Advocacy Campaigns and Subscriptions	6,000	7,000	
532510	Awards Night	-	-	
524200	Ombudsperson (MacEwan/SAMU)	-	-	
519000	Full-Time Salaries	-	-	
519100	CPP expense - FT	-	-	
519200	EI expense - FT	-	-	
519500	Part-Time Salaries	-	-	
	TOTAL EXPENSES	609,927	\$ 634,153	
	NET INCOME (LOSS)	(609,927)	\$ (634,153)	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023- 2024	Notes
13 - FINANCE				
422500	Interest on Investments	86,886	259,142	Per Interest schedule
	TOTAL REVENUE	\$ 86,886	\$ 259,142	
500900	Amortization	1,454,114	1,493,387	Per schedule, assume \$40k tech, \$250k building, \$250k FFE
501400	Audit Fee	25,000	31,000	Estimate provided by Patrick Moore @ MNP (Jan 18, 2023)
501900	Emergency Loan Bad Debt (Recovery)	1,000	1,000	
502000	Direct Deposit Fee	1,600	1,600	Bambora payroll fees
502100	Interest & Bank Charges	3,500	4,500	On pace for \$4500 this year (\$2238 YTD). Visa & GPFS & Bank Fees
502400	Non-Recoverable ITC's	-	89,900	CY payment plus 6%
	TOTAL EXPENSES	1,485,214	\$ 1,621,387	
	NET INCOME (LOSS)	(1,398,328)	\$ (1,362,245)	

Account Number	Account Name	TOTAL 2022 - 2023	TOTAL 2023-2024	Notes
14 - the griff				
	TOTAL REVENUE	\$ -	\$ -	
576000	Google Apps	960	1,800	Increasing Google Drive storage for all staff (9) by 2 TB. All our processes use Google Drive.
592000	the griff Printing	19,200	19,705	Increase based on 2022-2023 printing costs. The griff will be using a smaller paper size & different paper type in 2023-2024. Preliminary quotes as of Jan. 2023 indicate a lower price per month for 2023-2034 (\$2404.5 vs 2810.85), though we want to ensure our budget can account for higher paper prices.
592500	the griff Marketing	7,118	3,250	For posters, giveaways, and other marketing to encourage volunteering, pickup, or follows.
594000	the griff Staff Appreciation	2,000	2,700	Divided the amounts for more staff appreciation throughout the year and accounting for the possibility of an additional staff member. Apr.-Jun. has money allocated for year end book printing for staff, which is a compilation of all magazine issues that year.
596000	the griff Special Event Travel	200	400	Expenses, such as parking, for covering events
597000	the griff Memberships	300	300	For the Canadian University Press.
597500	the griff Volunteer Incentives	2,000	500	Less budget needed here due to plans to incorporate Griff volunteers into SAMU's volunteer program.
	the griff Website Redesign		3,250	To optimize the griff's website for students and readers to easily access information and content. Our current website does a poor job of displaying information and text, which is the bulk of our content. We need our website to present like a legitimate news source in order for us to be seen as one. If our audience does not perceive us as valuable, then we are failing at our goal of providing a good service. Other comparable websites (NAIT Nugget, U of A Gateway) may be simple, but outclass our website's design. We are also looking at how to highlight our digital content, like our videos, more effectively on our website in order to unify our branding and our work.
	TOTAL EXPENSES	31,778	\$ 31,905	
	NET INCOME (LOSS)	(31,778)	\$ (31,905)	



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15 th 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 second 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"/> <i>Attached Strategic Alignment Checklist is complete</i>
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	<p>SAMU Bylaws</p> <p>Town Hall Report</p>
Follow Up Action	Implementation
Review History	<p>Lawyer</p> <p>Governance Project Implementation Team</p> <p>EC</p> <p>Governance Advisor</p> <p>BPC</p> <p>Students (Town Hall)</p> <p>Students Council (March 1st 2023)</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 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.

Deleted: Secondary Student Members,

General Membership

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

Deleted: Grant

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.

Deleted: Secondary Student Membership

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

Deleted: Secondary Student Member,

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STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Fees

7 SAMU fees are assessed to General Members only.

Deleted:

Deleted: and Secondary Student Members

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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.

Deleted: Secondary Student Members ¶

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

Honourary Members

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

End of Membership

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

Deleted: and Secondary Student Membership

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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



STUDENTS' ASSOCIATION
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".

Deleted: vested in

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.

Deleted: exclusive

~~X Students' Council must receive approval from the MacEwan Board of Governors before going forward with any authorization of borrowing funds or 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.~~

Deleted: censure or remove from office



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Responsibilities

Annual Report

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

Deleted: provides for the creation of

Deleted: to the Members

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



STUDENTS' ASSOCIATION
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.

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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.

Deleted: hereinafter referred to as "Executive Committee",

Composition

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

Powers

General Manager



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

Legal

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

Deleted: exclusive

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.

Deleted: whichever occurs first.

Term Limits

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

Deleted: responsible

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.

Deleted: responsible

Vice President Governance and Finance

Deleted: Operations and Finance

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

Deleted: Operations and Finance

Deleted: responsible

Deleted:

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.

Deleted: responsible

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

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

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Directives

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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



STUDENTS' ASSOCIATION
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.

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No Force or Effect

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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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**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15, 2023	Larissa Williams, Vice President Operations and Finance

Agenda Item Title Interpretation of Vice President Title

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to interpret all instances of the phrase "Vice President Operations and Finance" within SAMU Bylaws, Policies, Procedures, and all other documentation to mean "Vice President Governance and Finance"
Background Information	If the bylaws pass, this motion will be needed to ensure that the Vice President Governance and Finance will be bound to the same rules and regulations as the Vice President Operations and Finance currently is. This is also needed in regards to signing authority and previous contracts to ensure that there is consistency with the name and intent behind it.
Alternative Considerations	Motion to replace all instances of the phrase "Vice President Operations and Finance" within SAMU Bylaws, Policies, Procedures, and all other documentation to "Vice President Governance and Finance"
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	The Vice President Governance and Finance will be tied to the responsibilities of the Vice President Operations and Finance until all changes in the title are corrected in documentation where required Contracts will not be changed but the implication of signing authority regarding title will remain intact with the motion to interpret..
Related Documents	SAMU Bylaws, Policies, Procedures
Follow Up Action	Work through policies and procedures to update the title in documentation
Review History	n/a

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15 2023	Larissa Williams, Vice President Operations and Finance

Agenda Item Title **Committees Policy**

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title

To Approve the Committees Policy on the Recommendation of the Bylaws and Policy Committee

**Background
Information**

The Governance Review recommended that we look at our committee structure and see where we can reduce committees that don't function properly or combine committees that have similar functions. The proposed policy sees the committee structure go from 14 committees to 9 committees. These committee functions have not been lost but have rather been combined into other committee terms of references. The governance review also recommended that the committees have only elected representatives be voting members for the committee, though that was a recommendation that ultimately SAMU disagreed with as our Student-at-larges provide valuable insight into the decisions made here at SAMU.

The consultation for the committees policy has been a 4 month process, starting with the Executive Committee, Governance Advisor, Advocacy Coordinator and General Manager at EC Retreat, to meeting individually with the Governance Advisor and EC, then a lengthy conversation at BPC that saw some tweaks but overall has been supported by all parties.

**Alternative
Considerations**

Keep 14 Committees as is - this is not the recommendation as some of the committees do not function well

**Risk
Management
Considerations**

Low

**Strategic
Alignment**

☒ *Attached Strategic Alignment Checklist is complete*

Implications	SAMU has a new committee structure, Councillors have the opportunity to sit on new committees
Related Documents	Committee Workplans.
Follow Up Action	Committee appointments will happen at the next SC Meeting (March 22) Committees will meet to create a new workplan
Review History	

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 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"/>
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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 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"/>
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Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input 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 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 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 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 type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input 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 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 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 **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

Deleted: 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.

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.

Deleted: 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 ~~Governance Committee~~

4.3 Audit Committee

4.4 Finance Committee

4.5 ~~Strategy and Engagement Committee~~

4.6 ~~Students' Council Operations Committee~~

4.7 ~~Governance Investigations and Reinstatement Committee~~

Deleted: Bylaws and Policy Committee

Deleted: Budget and

Deleted: Governance Remuneration Advisory Committee

Deleted: Leadership and Review Committee

Deleted: Appointment Advisory Committee

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

6.2 ~~Grants and Awards~~ Sub-committee

6.4 Procedure Sub-committee

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

~~5.1 Governance Investigations Committee~~

~~5.2 Students' Council Reinstatement Committee~~

Deleted: 6.1 Health and Dental Sub-committee

Deleted: Allocation

Deleted: 6.3 Awards Sub-committee

Deleted: 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, and TORs for Executive Committee Sub-committees are set in "Appendix C" of this policy.

Deleted: TORs of Ad-hoc Committees of Students' Council are set in "Appendix C" of this policy,

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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 ~~All~~ Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

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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.

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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.

21.1 A member of the Governance Office will serve as the recording secretary for each



____ committee

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

Committee Members

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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, and student-at-large, are appointed to committees by Executive Committee.

Deleted: and public members

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 members is provided within 30 days of the end of their term.

Deleted: and public committee

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.

28.3 Committee recognition at a value of \$50 is provided to students-at-large on the Governance Investigations and Reinstatement Committee if the committee does not meet during their term.

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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.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Policy

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

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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 items of Council business;
 4. Executive Committee oversees, manages, supervises, and evaluates the General Manager;
 5. Executive Committee consults with the General Manager on SAMU's organizational structure;
 6. Executive Committee reports on SAMU projects, programs, and services;
 7. Executive Committee oversees, manages and sets the rate of the student Health and Dental plan
 - 7.1. Executive Committee consults with the Finance Committee regarding the cost to students of the Health and Dental plan.
 8. Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.
 9. Executive Committee appoints SAMU members to internal or external committees and councils.
 - 9.1. Executive Committee may not appoint members to Students' Council or to the Executive Committee.
 10. Executive Committee appoints SAMU Staff to SAMU Committees.
 11. Executive Committee provides guidance, leadership, and direction for SAMU.
- #### Composition
12. 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.
 13. The resource officials of Executive Committee are the General Manager, the Governance Advisor.



13.1. The Advocacy Coordinator and Executive Coordinator are additional resources to the Committee.

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

Committee Operations

14. The President serves as Chair of Executive Committee.

15. Meetings of Executive Committee should be held at least on a biweekly basis.

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

Governance Committee

Mandate

1. The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policy and assists in governance process development.

Roles of Committee

2. The Governance Committee ensures the proper and timely review of SAMU Bylaws and Policy.
 - 2.1. The Governance Committee utilizes the policy review regulations set in the Governing Documents Policy
3. The Governance Committee may recommend amendments to a current bylaws or policies.
4. The Governance Committee may create new policies.
5. The Governance Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.
6. The Governance Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.
7. The Governance Committee may be consulted regarding process development for Students' Council and the Executive Committee

Composition

8. The voting members of Bylaws and Policy Committee are the Vice President Operations and Finance, four Councillors, and two students-at-large.
9. The resource officials of Bylaws and Policy Committee are the Governance Advisor
 - 9.1. The Governance Committee may call on the Chair of Students' Council to provide feedback or advice to the committee.
10. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

10. The Vice President Operations and Finance serves as Chair of Governance Committee.
11. Meetings of the Governance Committee are held at least quarterly.
12. The Committee Chair may call additional meetings as required.

Audit Committee**Mandate**

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

Authority

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

Roles of Committee

3. Audit Committee monitors, evaluates, advises, and makes recommendations on:
 - 3.1. matters affecting external, internal, or special audits;
 - 3.2. policies and practices related to internal controls; and
 - 3.3. compliance with legal, statutory, and regulatory requirements.

Standing Orders

4. Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.
5. Audit Committee reviews budget variances quarterly.
6. Audit Committee reviews out-of-budget and exceptional authorizations or expenses.
7. Audit Committee reviews compliance with recommendations made by SAMU's auditors.
8. 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.
 - 8.1. 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.

Composition

9. The voting members of Audit Committee are three Councillors and two students-at-large.
 - 9.1. If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.
 - 9.2. Preference will be given to students-at-large with financial experience.

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

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

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

Committee Operations

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

14. 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.

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

15. The Committee Chair may call additional meetings as required.

Finance Committee

Mandate

1. Finance Committee assists Students' Council in fulfilling its financial oversight responsibilities through budgetary deliberations, reviewing SAMU fees and monitoring the financial well-being of the organization.

Roles of Committee

2. Finance Committee reviews and recommends the annual SAMU Operating budget to Students' Council for approval
3. Finance Committee monitors, evaluates, advises, and makes recommendations on policies and practices related to internal financial controls.
4. Finance Committee provides recommendations regarding new or current SAMU fees.
5. Finance Committee monitors and recommends changes to the SAMU Membership Fee.
6. Finance Committee reviews the quarterly financial statements of the organization, reviewing any allocation adjustments over a 5% variance.
7. Finance Committee monitors the financial well-being of SAMU.

Composition

8. The voting members of Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors and two students-at-large.
 - 8.1. Preference will be given to students-at-large with financial experience.
9. The resource officials of Finance Committee are the General Manager and a full-time staff member of the Finance Department
10. Any Member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

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

12. Meetings of the Finance Committee are held at least quarterly.

13. The Committee Chair may call additional meetings as required.

Strategy and Engagement Committee

Mandate

1. The Strategy and Engagement Committee (SEC) strives to maximize student engagement with Students' Council, provides leadership development opportunities to members of Students' Council and acts as a consultation body for strategic priorities.

Roles of Committee

2. SEC develops a plan for Student Council to engage with SAMU members.

3. SEC creates opportunities for members of Students' Council to develop leadership skills by:

3.1. researching and implementing professional development opportunities for members of council; and

3.2. developing team building opportunities for Students' Council

4. Strategy and Engagement Committee may be consulted by Executives on advocacy priorities relating to their portfolios to ensure alignment with Strategic Plan, topics may include but is not limited to:

4.1. External organization advocacy priorities

4.2. Sexual Violence Prevention advocacy

4.3. Mental health advocacy

4.4. Equity, Diversity and Inclusion advocacy

4.5. Academic advocacy

5. Strategy and Engagement Committee may also be consulted about other strategic matters relating to SAMU.

Composition

6. the voting members of Strategy and Engagement Committee are the Vice President Student Life, one Executive, three Councillors and two Students-At-Large

7. The resource officials of Strategy and Engagement Committee are the Advocacy Coordinator and the Executive Coordinator



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

Committee Operations

9. The Vice President Student Life serves as chair of Strategy and Engagement Committee

10. Meetings of Strategy and Engagement Committee are held at least quarterly.

11. The Committee Chair may call additional meetings as required.

Students' Council Operations Committee**Mandate**

1. Students' Council Operations Committee advises and reviews Students' Council, interviews and vets candidates for appointments made by Students' Council, and annually reviews the remuneration and compensation provided to Councillors, Executives, and other Students' Council appointments performing governance roles at SAMU.

Roles of Committee

2. Students' Council Operations Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.
 - 2.1. Students' Council Operations Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.
 - 2.2. Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.
 - 2.2.1. Requests must be made in writing to the Chair of Students' Council Operations Committee within 10 business days of the disputed decision.
 - 2.2.2. Students' Council Operations Committee will have 30 days to respond in writing to Students' Council with its decision.
3. Students' Council Operations Committee reports on the effectiveness and progress of Students' Council.

Students' Council Appointments

4. The committee reviews all applications for appointments made by Students' Council and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.
5. The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.
6. The committee interviews all appropriate candidates for positions appointed by Students' Council.

7. The committee provides candidates with further information regarding the position upon request.
8. The committee provides written recommendations on all vacancies.
9. The committee communicates to all candidates regarding the outcome of Students' Council appointments.

Governance Appointments

10. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chair of Students' Council
11. Students' Council Operations Committee reviews the performance of the Chair of Students' Council.
12. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chief Returning Officer of SAMU

Governance Remuneration

13. Students' Council Operations Committee decides on the remuneration and compensation of Councillors and Executives,
14. Students' Council Operations Committee seeks relevant internal and external data related to remuneration and compensation, including:
 - 14.1. the current and future financial capacity of SAMU to support new levels of remuneration;
 - 14.2. remuneration and compensation offered at other comparable Alberta-based students' associations/unions;
 - 14.3. the effectiveness of the current level of remuneration in securing representatives; and
 - 14.4. the fairness of remuneration based on factors such as workload, time commitment, etc.
15. Students' Council Operations Committee reviews Executive wages as per Remuneration of Elected Representatives.

Composition

16. The voting members of Students' Council Operations Committee are the Vice President Operations and Finance, and two Councillors.
 - 16.1. Regarding Executive Remuneration another Executive may replace the Vice President Operations and Finance as a voting member if the Vice President Operations and Finance plans to run in the upcoming Executive election.



16.1.1. The Executive who may become a voting member in place of the Vice President Operations and Finance must be an individual not running in the upcoming Executive election.

17. The resource official of Students' Council Operations Committee is the Governance Advisor.

17.1. A full-time staff member of the Finance Department serves as an additional resource to the committee during remuneration discussions.

Committee Operations

18. The committee appointment deliberations and recommendations are confidential.

19. Meetings of Strategy and Engagement Committee are held at least twice per quarter.

20. The Committee Chair may call additional meetings as required.

Governance Investigations and Reinstatement Committee

Mandate

1. The Governance Investigations and Reinstatement Committee (GIRC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results and is responsible for interviewing and vetting candidates for reinstatement to Students' Council.

Roles of Committee

Formal Complaints Against Elected Representatives

2. A meeting of the GIRC is initiated by the decision of the Chair of GIRC or through the initiation of the Formal Resolution Process as per the Elected Representatives Code of Conduct Complaint Procedure
3. GIRC will meet to review a complaint and may call upon any committee resources or parties involved to provide further information.
4. GIRC will provide a recommendation on any action to be taken based on the Elected Representatives Disciplinary Action Policy
5. The Chair compiles the committee's recommendation(s) in a written report to Students' Council to be provided in-camera.
6. Reports will be made public, via official motion, at the discretion of Students' Council.
 - 6.1. Reports made public will be provided to SAMU members or staff upon written request to the Governance Office

Election Appeals

7. 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.

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

8. GIRC will review all supporting documents pertaining to the appeal.

9. GIRC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.

10. GIRC 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.

10.1. If longer than fourteen days is necessary, the Chair must inform Students' Council and provide a timeline for completion

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

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

12. If GIRC 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.

Reinstatements

13. GIRC 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.

14. GIRC may develop additional criteria that enables them to make a recommendation on reinstatement.

15. GIRC reviews any evidence provided and may interview applicants when deemed necessary.

16. GIRC provides written recommendations to Students' Council on all applications for reinstatement.

Composition

17. Voting members of the committee are five Students-at-large.

17.1. Voting Members must act impartially.

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

18. An individual with a legal background from the community at large will serve as a non-voting resource member of the committee.

Committee Operations

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

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

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

22. Meetings of the committee are held when an appeal or reinstatement application has been submitted, or when a formal complaint requires.

22.1. Additional meetings may also be held at the call of the Chair

23. The deliberations and minutes are confidential and archived by the Governance Office.

24. Quorum for the committee is a simple majority of voting members.

25. In the case of elections appeals, decisions of GIRC are final and binding on SAMU.

Appendix C: Sub-Committee**Grants and Awards Sub-Committee****Mandate**

1. Grants and Awards Sub-committee (GAASC) selects recipients for SAMU awards, recommends the processes for creating and granting awards and reviews grant applications.

Roles of Committee**Awards**

2. GAASC reviews all nomination applications for SAMU awards and honours.
3. GAASC recommends alteration to the Awards procedure to Executive Committee for approval.
4. GAASC selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.
5. GAASC ensures that the selection process for award recipients is fair, unbiased, and transparent.
6. GAASC recommends types of awards to be established or terminated at SAMU.

Grants

1. GAASC reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.
2. GAASC may approve grant applications.
3. GAASC monitors budgeted amounts for grants.
4. GAASC recommends alterations to the Grants procedure to the Executive Committee for approval.

Composition

1. The voting members of GAASC are the Vice President Student Life and 4 full time staff members.

1.1. No more than two SAMU Directors may serve on Awards and Grants Sub-committee at a time.

1.2. Members of the Student Groups Department are not allowed to serve on this committee.

Committee Operations

1. Meetings of GAASC are held at least once a month.

2. The Committee Chair may call additional meetings as required.

3. GAASC submits reports to Executive Committee quarterly.

Procedure Sub-Committee

Mandate

1. The Procedure Sub-Committee reviews the procedures of SAMU and provides feedback and recommendations for approval, amendment or repeal of procedures to the Executive Committee. Procedure sub-committee also provides oversight on Directives within the General Manager's purview.

Roles of 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 may recommend amendments to current procedures to the Executive Committee for approval.
4. Procedure Sub-Committee may create new procedures.

5. Procedure Sub-committee has oversight over directives put forward by the General Manager

Composition

6. The voting members of the Procedure sub-committee are the Vice President Operations and Finance, the President, the General Manager, a Director, and the Governance Advisor.

7. Any Executive or Director is allowed to attend a committee meeting in a non-voting capacity.

Committee Operations

8. The Vice President Operations and Finance serves as chair of the Procedure Sub-Committee

9. Meetings of Procedure sub-committee are held at least quarterly.

10. Additional Meetings may be called by either the Committee Chair or the General Manager after consultation with the Committee Chair.



Executive Committee

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Mandate

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

Roles of Committee

~~2 Executive Committee oversees the strategic operations of SAMU;~~

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

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

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

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

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

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

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

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

Composition

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

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

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

Committee Operations

~~12 The President serves as Chair of Executive Committee.~~

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



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~~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 Leadership and 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.



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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.

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.

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.

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

18 Quorum for the committee is all voting members.

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



Students' Council Reinstatement Committee

Mandate

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

Roles of Committee

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

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

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

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

Composition

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

6.1 Voting members must act impartially.

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

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

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

Committee Operations

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

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

9 Quorum for the committee is all voting members.



Appendix D: Executive Committee Sub-committees

Health and Dental Sub-committee

Mandate

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

Roles of Committee

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

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

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

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

Composition

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

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

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

Committee Operations

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

9 The Committee Chair may call additional meetings as required.



Grant Allocation Sub-committee

Mandate

1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

2 Grant Allocation Sub-committee reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.

3 Grant Allocation Sub-committee may approve grant applications.

4 Grant Allocation Sub-committee monitors budgeted amounts for grants.

5 Grant Allocation Sub-committee recommends alterations to the Grants procedure to the Executive Committee.

6 Grant Allocation Sub-committee provides a monthly report to Executive Committee on grant disbursement.

Composition

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

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

Committee Operations

8 Meetings of Grant Allocation Sub-committee are held at least once a month.

9 The Committee Chair may call additional meetings as required.

Awards Sub-committee

Mandate

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

Roles of Committee

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

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

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

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

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

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

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

Composition

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

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

Committee Operations

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

11 Awards Sub-committee deliberations and minutes are confidential.

Procedure Sub-committee

Mandate

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

Roles of the Committee

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

2.1 appropriate and current content;

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

2.3 use of best practices and general accountability standards;

2.4 recommendations for repeal of procedures if applicable;

2.5 format and organization of procedures;

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

2.7 other areas assigned by the Executive Committee.

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

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

5 Procedure Sub-committee reviews all procedures annually.

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

Composition

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

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

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

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



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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.

Fact Sheet**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.

October 19, 2022: *Committees* – Governance Investigation Committee TOR approved by Students' Council motion 2022-10-19-7.4 on the recommendation of the Bylaws and Policy Committee. Updates include identifying how a GIC meeting is initiated and the review process when a formal complaint against an elected representative is received, changing 'lawyer' to 'individual with a legal background', and updating the potential resource members of the committee to include a mediator or HR consultant.

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**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15 th 2023	Larissa Williams, Vice President Operations and Finance

Agenda Item Title	Roles and Responsibilities of the Secondary Student Delegate Policy
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Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
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AGENDA ITEM DETAILS

Motion Title	To Rescind the Roles and Responsibilities of the Secondary Student Delegate Policy on the recommendation of the Bylaws and Policy Committee
Background Information	This recommendation is pending the formal approval of the second reading of the Bylaws. The rescission of this policy is recommended as Secondary Student Members do not exist in the proposed Bylaw structure and therefore this position would be unable to be filled as no students would meet the requirements to fill it.
Alternative Considerations	Re-work it to be a SAMU Affiliate policy - this was discussed but decided that more work needed to be done before this position could exist for the affiliate status Do not rescind it and leave it standing - also discussed but not recommended
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	A non-voting role on Council will no longer exist due to the change in the Bylaws.
Related Documents	SAMU Bylaws
Follow Up Action	n/a
Review History	BPC

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>

Role and Responsibilities of the Secondary Student Delegate

Rationale

Secondary students have a unique experience in a post-secondary environment and the ability to consider this perspective in governance decisions allows Students' Council a greater understanding of the effects of strategic decisions on the student community at MacEwan University.

Clear responsibilities for the Secondary Student Delegate ensures their ability to participate effectively in Students' Council meetings.

Definitions

Expectations

Role and Responsibilities

- 1** The Secondary Student Delegate is a non-voting resource official of Students' Council.
- 2** The Secondary Student Delegate has the right to move, second, and debate all motions in Students' Council meetings.
- 3** The Secondary Student Delegate participates in Students' Council orientation and training sessions in the same capacity as a Councillor.
- 4** The same attendance requirements apply to the Secondary Student Delegate as exist for members of Students' Council.

Appointment and Removal

- 5** The Secondary Student Delegate is appointed by Students' Council.
- 6** The term of the Secondary Student Delegate ends on October 31.
- 7** The Secondary Student Delegate must meet the following requirements for office:
 - 7.1** be enrolled in secondary school courses at MacEwan University,
 - 7.2** be in good standing with MacEwan University,
 - 7.3** have paid a SAMU Secondary Student Fee for the current academic term,
 - 7.4** is not currently a General Member of SAMU.



8 Automatic removal from office occurs if:

8.1 the Secondary Student Delegate ceases to meet the requirements for office, or

8.2 the Secondary Student Delegate does not attend mandatory orientation and training sessions, or

8.3 the Secondary Student Delegate is absent for more than 20% of regularly scheduled Students' Council meetings.

9 If the Secondary Student Delegate is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the Secondary Student Delegate.

Remuneration

10 The Secondary Student Delegate shall be remunerated for attendance at Students' Council meetings, orientation, and training sessions in the same capacity as a Councillor.



Fact Sheet

Approvals:

First Approval – August 20, 2014

Last Approval – April 18, 2018

Source and Updates:

August 20, 2014: *Role and Responsibilities of the Secondary Student Delegate* approved by Students' Council motion 2014-08-20-6.6 upon recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 40 –ACC Delegate*.

April 18, 2018: *Role and Responsibilities of the Secondary Student Delegate* 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.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 15, 2023	Elaine Tran, Vice President Student Life

Agenda Item Title Chair of Students' Council Appointment

Action Requested ☒ Motion ☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to appoint Tim Jobs as Chair of Students' Council for a term of May 1, 2023 to April 30, 2024.
Background Information	The Leadership and Review Committee (LRC) conducted the annual review of the Chair of Students' Council (SC), as per the committees' obligation. Members of Students' Council were provided an opportunity to submit their feedback by filling out a questionnaire via Google Forms, and we received a response from the majority of SC. The results of the feedback were reviewed by this Committee and based on the overwhelming positive feedback, LRC is recommending that Council appoint Tim Jobs for another term as our Chair. Tim has exceeded our expectations in almost every way, and has done a phenomenal job of adapting to the new faces on SC without jeopardizing an effective chairship.
Alternative Considerations	Put out a posting and solicit/consider other possible candidates for the position.
Risk Management Considerations	If we do not appoint Tim, then we would need to find another chair, and the longest serving member of SC (Matthew Yanish) would likely take over for the chair in the interim.
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	This allows us to maintain having Tim as our chair on SC.
Related Documents	Role and Responsibilities of the Chair of Students' Council policy
Follow Up Action	

Review History

n/a

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
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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"/>

Role and Responsibilities of the Chair of Students' Council

Rationale

Clear responsibilities for the Chair of Students' Council ensure that the preparation for and the proceedings of Students' Council meetings are relevant and effective.

Definitions

The **Chair** refers to the formally appointed Chair of Students' Council.

Expectations

Roles and Responsibilities

- 1** The Chair adheres to SAMU bylaws and policies.
- 2** The Chair presides over meetings of Students' Council using *Robert's Rules of Order, Newly Revised* and any other special rules of order.
- 3** The Chair is available for consultation on bylaws and policy development.
- 4** The Chair will serve as chair of the Governance Investigations Committee.
 - 4.1** The Chair reviews Elected Representative Conduct Complaints and determines whether the complaints move forward in the complaint process or if they are dismissed on the grounds laid out in the appropriate procedure
- 5** The Chair will serve as chair of the Students' Council Reinstatement Committee
 - 5.1** In the event the chair is unable to fulfill the role, they will select an individual to chair a meeting of the Governance Investigations Committee or the Students' Council Reinstatement Committee
- 6** The Chair ensures that all motions and agenda items are within the scope of Students' Council and excludes any items from the agenda that do not meet this requirement.
 - 6.1** The Chair provides a written report highlighting any items submitted to but excluded from the agenda.
- 7** The Chair ensures that discussions remain focused and within the scope of Students' Council.

8 When applicable the Chair delivers a verbal report that includes disclosed and alleged conflicts of interest.

9 The Chair has ongoing communication with elected representatives and SAMU employees on matters relating to governance or Students' Council business.

10 The Chair will seek to enhance knowledge relevant to these responsibilities through professional development.

11 The Chair is evaluated by the Students' Council Review Committee in August and March each year.

Appointment and Removal

12 Following a search process, the Chair is appointed by Students' Council for a one-year term that begins on May 1 and ends on April 30 of the following year.

12.1 The appointment of the Chair is done no later than April 30 following the search process.

12.2 The appointment of the Chair is renewable upon annual review and recommendation.

13 If the Chair position becomes vacant, a new Chair or interim Chair may be appointed for the remainder of the current term.

14 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.

Remuneration

15 The Chair is remunerated \$125 for each Students' Council meeting attended.

16 The Chair is remunerated \$20 per complaint review or committee meeting up to \$300 for Committee work assigned per the committee Terms of Reference.

17 Changes to remuneration of the Chair require the recommendation of the Governance Remuneration Advisory Committee.

Fact Sheet

Approvals:

First Approval – March 19, 2014

Last Approval – December 21, 2022

Date of Last Review: December 21, 2022

Related Documents and Forms:

Source and Updates:

March 19, 2014: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2014-03-19-6.4. Source material drawn from *Students' Council Policy 23 – Chair of Students' Council*.

March 18, 2015: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2015-03-18-6.2 upon recommendation of the Appointment Advisory Committee.

March 21, 2018: *Role and Responsibilities of the Chair of Students Council* approved by Students' Council motion 2018-03-21-7.4 on the recommendation of the Governance Remuneration Advisory Committee. Changes include an update to use gender neutral pronouns as well as an increase in remuneration from \$75/meeting to \$125/meeting.

February 20, 2019: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2019-02-20-7.1 on the recommendation of the Bylaws and Policy Committee. The mandatory requirement to post the Chair position after a third term was changed to allow for the reappointment of the Chair upon annual review and recommendation.

December 21, 2022: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2022-12-21-7.1 on the recommendation of the Bylaws and Policy Committee. Added responsibility that the Chair reviews Elected Representative Conduct Complaints and decides how to move forward, identifies a process in the event the Chair is unable to perform their duties as Chair of the Governance Investigations Committee or the Students' Council Reinstatement Committee, and adds remuneration for the Chair in the event either committee is required to meet.