



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
April 16, 2025 at 6:00pm in the Council Chamber**

Voting Members:

Gabriel Ambutong, President
Tolu Dare, Councillor
Aryan Dutta, Councillor
Aidan Fisher, Councillor
vacant, Councillor
Chistian Galera, Councillor
Darcy Hoogers, Vice President Academic
Cierra Jacobs, Councillor
Joseph A. La Torre, Vice President Governance
and Finance
Aleace Moom, Vice President Student Life
Moselle Namoc, Councillor
Maade Okai, Councillor
Nathan Poon, Councillor

Israel Reyes, Councillor
Joehn Torres, Councillor
Vincent Trinh, Councillor
Chioma Uzor, Councillor
Layal Zidan, Councillor
vacant, Vice President External

SAMU Officials and Council Support:

Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Caitlin Yambao, Admin Support

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR APRIL 16, 2025

2.2 MOTION

TO APPROVE THE MINUTES OF MARCH 19, 2025

3. Presentations

3.1.

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President Governance & Finance

4.1.4. Vice President Student Life

4.1.5. SCOC Recommendation re CRO (in camera)

4.1.6. Executive Committee

4.1.7. Finance Committee

4.1.8. Governance Committee

4.1.9. Students' Council Operations Committee

4.1.10. Strategy and Engagement Committee

4.1.11. Chief Returning Officer

4.1.12.

4.2. Executive Committee Minutes

Minutes of March 12 and 26, 2025 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include:

6. In Camera Period

MOTION TO GO IN CAMERA

6.1. Chief Returning Officer (VPGF)

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. SAMU Operating Budget Policy

***MOTION TO APPROVE THE SAMU OPERATING BUDGET POLICY ON THE
RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

VPGF/

Favour:

Oppose:

7.2. Finance Policy

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

VPGF/

Favour:

Oppose:

7.3. Roles and Responsibilities of Elected Representatives Policy

MOTION ***TO APPROVE THE ROLE AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES POLICY, EFFECTIVE MAY 1, 2025, ON THE RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

NAMOC/

Favour:

Oppose:

7.4. Governance Transition Policy

MOTION ***TO APPROVE THE GOVERNANCE TRANSITION POLICY, EFFECTIVE MAY 1, 2025, ON THE RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

JACOBS/

Favour:

Oppose:

7.5. Role and Responsibilities of the Chief Returning Officer Policy

MOTION ***TO APPROVE THE ROLE AND RESPONSIBILITIES OF THE CHIEF RETURNING OFFICER POLICY ON THE RECOMMENDATION OF THE STUDENTS' COUNCIL OPERATIONS COMMITTEE***

VPGF/

Favour:

Oppose:

7.6. Committee Appointment – Audit Committee

Nominees:

VOTING LINK

MOTION **TO APPOINT COUNCILLOR _____ TO THE AUDIT COMMITTEE
EFFECTIVE MAY 1, 2025**

VPGF/

Favour:

Oppose:

7.7. Committee Appointment – Strategy and Engagement Committee

Nominees:

VOTING LINK

MOTION **TO APPOINT COUNCILLOR _____ TO THE STRATEGY AND
ENGAGEMENT COMMITTEE EFFECTIVE MAY 1, 2025**

VPGF/

Favour:

Oppose:

7.8. Committee Appointment – Students’ Council Operations Committee

Nominees:

VOTING LINK

MOTION **TO APPOINT COUNCILLORS _____ AND _____ TO THE
STUDENTS’ COUNCIL OPERATIONS COMMITTEE EFFECTIVE MAY 1, 2025**

VPGF/

Favour:

Oppose:

7.9. Chief Returning Officer Reappointment

MOTION **TO APPROVE THE REAPPOINTMENT OF JOSH STOCK AS CHIEF
RETURNING OFFICER FOR A TERM OF MAY 1, 2025 – APRIL 30, 2026 ON
THE RECOMMENDATION OF THE STUDENTS' COUNCIL OPERATIONS
COMMITTEE**

DARE/

Favour:

Oppose:

7.10.

8. Consultation

8.1.

9. Evaluation

9.1. Evaluation Form

10. Recognition

11. Adjournment

MOTION **TO ADJOURN**

Next Meeting Date: April 26, 2025

Meeting adjourned at pm



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
March 19, 2025 at 6:00pm in the Council Chamber**

Voting Members:

Gabriel Ambutong, President
Tolu Dare, Councillor
Aryan Dutta, Councillor
Aidan Fisher, Councillor
vacant, Councillor
Chistian Galera, Councillor
Darcy Hoogers, Vice President Academic
Cierra Jacobs, Councillor
Joseph A. La Torre, Vice President Governance
and Finance
Aleace Moom, Vice President Student Life
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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 19, 2025

FISHER/ZIDAN

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 19, 2025

UZOR/ZIDAN

CARRIED

3. Presentations

3.1. SAMU Budget 2025-2026

4. For Information

4.1. Reports

4.1.1. President

Chamber of Commerce event; Pride Week Gala; Advo conference - SAMU/SAMRU.

4.1.2. Vice President Academic

As presented.

4.1.3. Vice President Governance & Finance

As presented

4.1.4. Vice President Student Life

As presented.

4.1.5. SCOC Recommendation (in camera)

4.1.6. Advocacy Affiliations (in camera)

4.1.7.

4.2. Executive Committee Minutes

Minutes of February 5, 12, 19, 26 and March 5, 2025 provided.

5. Question Period

5.1. Written Questions

Trinh - For VPSL: While I understand that Pride Week is primarily a MacEwan initiative and not a SAMU one, I was wondering if you can provide insight on the success of Pride Week this year since you did give a speech at the end of the Pride March. Furthermore, has SAMU considered directly partnering/working with MacEwan to provide more services during Pride Week, since SAMU already has these types of services.

VPSL – Thank you, Councillor Trinh, for your question. I was a part of the Pride Week planning committee in the months prior leading up to pride week. The full report of the week is yet to be done, however the executive committee was very happy to attend the event and noticed a large amount of people there to support.

Outside of the March, there were many activities throughout the week for community and students to engage in such as educational workshops, Art pop-ups and speaker series. SAMU did participate and collaborate with MacEwan on Pride week in a few ways.

Our events team collaborated with the Centre of Sexual Gender Diversity (CSGD) on having a pride week 'Margarita bar' and as well as Dirty Sexy Bingo taken place that week on Wednesday (12th) and Thursday (13th). SAMU services and events team hosted an event on Friday March 14th called 'collaging our queer agenda' to allow for a creative safe space. Our student group 'Inqueeries' participated by giving an opening speech during the march.

If you have ideas or thoughts on how pride week was this year, please let me know and I'd be happy to debrief at the committee level!

Trinh - For Pres: About the MoU Event that you attended, was the student housing specific to MacEwan students (i.e MacEwan's Residence) or general post-secondary students? If it's the former, then are there any details about how this will relate to MacEwan's current residence.

PRES - Fantastic question, Councillor. There was no specific mention of the housing being specifically for MacEwan students during the MoU event. There are no further details available, but Council will be update as relevant.

Zidan - President: would be able to clarify what's good people party? Who is the diplomat consulting? What outcomes or benefits of attending this event?

PRES - Good People Party is an event hosted by Diplomat Consulting (an organization that provides consulting services. For more information, please view: <https://diplomatconsulting.com/>) that serves as an opportunity for relationship building with government and other decision-makers. As per bullet 2.3 of the Strategic Plan, the outcome is to build collaborative relationships with organizations to enhance the collective student voice with all government levels.

Zidan - President: may you elaborate more on your meeting with CAUS banker? Is this a routine meeting or some concerns led to this meeting?

PRES –The nature of this meeting is operational and not within the scope of Students' Council. Although this item is being reported for information, I would be happy to elaborate on operational matters outside of Students' Council. Please reach out via sapresident@macewan.ca if you are interested in operational conversations and I would be happy to set up a meeting either virtually or in-person at a more appropriate avenue.

Zidan - President: what is ESA short for? And from what I understood is samu going to create a survey for all post secondary students in the city? And what time line do samu have this survey and what information is it expected to collect?

PRES - Councillor, for future reference, I encourage you to view the **Executive Summary** of the reports. As per my report, ESA stands for the Edmonton Student Alliance. The city of Edmonton is creating this survey in consultation with ESA. The survey is not finalized but the current scope is: Access to/availability of housing, Housing affordability, Sources of income, Barriers to accessing housing, Type of dwelling, Geographic location, Proximity to school, amenities, services, and transit, and SAMU had suggested the inclusion of Safety. The survey release date is undetermined, but it is likely going to be around next Fall.

Zidan - President: can you explain what do you mean by working on clarity regarding MNIFs please?

PRES – For context, as per the minutes taken during the Student Leaders Meeting with Advanced Education (AE) that I reported on earlier in the year, “MacEwan representative commented about the guidelines stating that all necessary information should be provided to compare revenue from MNIFs with the cost of goods and services. AE explained that the definition of "necessary information" varies based on circumstances, as it is partly at the discretion of the institution and student organizations.” Further, SAMU is interested in identifying the definition of “meaningful consultation,” the purpose of MNIFs, and how collected funds are allocated by institutions. I am also referring the following section of the

Guidelines for Alberta Tuition Framework March 2024:

“MNIF Adjustments

Institutions are not permitted to substantively change the scope of the goods and services supported by an MNIF, or the student population to which the MNIF is charged, without consent of the students' council(s). The student populations that are subject to the MNIF and the goods and services which an MNIF supports are considered fundamental characteristics of an MNIF, and so changes to either of these characteristics would be treated as the introduction of a new MNIF (requiring student council consent). Guidelines for the Alberta Tuition Framework March 2024 Classification: Public 14 Annual

sign off of the Fee Classification Report (Appendix C6) generated by the Adult Learning System Fee Classification Tool (Appendix C5) is required to ensure the fees are still appropriately classified.”

The document itself is 37 pages and as such would be inappropriate to include as part of my response to your written question. However, if you are interested in exploring the document, I would be happy to set up a meeting outside of Students’ Council either in-person or virtually. My email is sapresident@macewan.ca. I’m very happy to see interest in MNIFs and so I look forward to hearing from you, Councillor.

Zidan - President: why isn’t SC included or encouraged to take part in events such as pride march and UN Gala along EC as it used in previous years?

PRES – The VPSL sat on the Pride Week planning committee in the months prior leading up to pride week, so I encourage you to direct your question to the VPSL during oral question period. In terms of opportunities for “Students’ Council to engage with SAMU members” perhaps such as through Student Group events like the UN Gala, this is part of the mandate of the Strategy and Engagement Committee (SEC), chaired by the VPSL. As per the Committee Policy:

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 Students’ Council to engage with SAMU members.

As such, should engagement opportunities be of interest to you as the question would suggest, I encourage you engage with SEC, through the SEC chair.

In terms of previous EC, current or future iterations of EC, it can be expected to some degree that the actions and dynamics of EC will vary.

Zidan - President: what topics were discussed during your meeting with Dr. Trimbee? What’s band funding? Many students specifically PSA are frustrated by the position that the institution is taking and for not hearing or protecting their students. Was that something mentioned or discussed during your meeting with the president?

PRES - As per my report, the nature of my meeting is confidential. In terms of topics, aside from band funding, we discussed government relations, affordability, mental health, and advocacy. For your edification, here’s information from the Government of Canada website:

Band funding

If you’re a Band member of a First Nation, you may be eligible for federal funding, administered through your Band office, to help you pay for your education. Here’s how to get started:

- [Find out how Band student support funding works.](#)
- [Use this interactive map to find and contact your Band office.](#)
- Read about this [Learning Clicks Ambassador’s](#) experience with Band scholarships.

About the program

The program provides funds in the form of a grant and not a contribution agreement. Grants allow bands the flexibility to distribute funds according to their individual needs and priorities in meeting the cost of local government.

Program funding is distributed to First Nations based on a funding formula that takes into account a community's size and services it manages. Grants focus on costs related to the administration of programs and services funded by the department.

The maximum funding available for each band is determined by the following seven components:

- population according to place of residence (on-reserve and off-reserve population) as of December 31 of each year
- total number of cases per month in the income security program
- number and value of federal, provincial and territorial agreements
- value of major capital projects
- number of specialists required to deliver the services funded by INAC
- type and value of the basic services funded by INAC (such as education, income support, economic development, infrastructure, band management)
- geographic index (location based on remoteness and environmental conditions)

Find out more about these components and the funding formula in the Band Support Funding Program Policy.

If you have any other questions, regarding band funding, I encourage you to contact our indigenous centre, <https://www.macewan.ca/campus-life/kihew-waciston-indigenous-centre/>

Zidan - President: what recommendations did SAMU have for CASA?

PRES – Collectively, both the Year-In-Review consultation and the Sustainable Growth Strategy consultation are 28 pages long and would be inappropriate to include as part of my response to your written question. At a high-level, SAMU made a number of recommendations to improve the strategic direction, membership engagement, governance, operations, financial sustainability, advocacy, and policies. I'm happy to see you interested, councillor. I do understand that for those curious, this may be an unsatisfactory response, so if you like, we can meet in-person or virtually to go over the consultation in much more detail than the scope of Students' Council would permit. My email address is sapresident@macewan.ca

Zidan - EC: I recently came across photos on social media of the President and VPGF with some candidates during the UN Gala (everyone looked stunning btw!). Could you clarify how this aligns with the election procedures regarding perceived endorsements?
Help me to understand how this does not present a perceived conflict of interest during campaign period?

VPGF - The *Elections Procedure* only states officially endorsing a candidate, and a perceived endorsement do not result in a perceived conflict of interest. As a result, this is not applicable in this instance.

5.2. Oral Questions

Topics include: grant funding for universities; SAMU budget week; Oilers tix; SAMU investments;

6. In Camera Period

MOTION TO GO IN CAMERA

TORRES/JACOBS

CARRIED

6.1. Umbrella Orgs (PRES)

6.2. Chair of Students' Council (VPGF)

MOTION TO GO OUT OF CAMERA

JACOBS/OKAI

CARRIED

MOTON TO TAKE A 10 MINUTE RECESS

FISHER/UZOR

CARRIED

6.3.

7. Motions & Business Orders of the Day

7.1. SAMU Budget 2025-2026

MOTION TO APPROVE THE 2025-2026 SAMU BUDGET ON THE RECOMMENDATION OF THE FINANCE COMMITTEE

VPGF/JACOBS

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF, Poon, Galera, Torres

CARRIED

7.2. Canadian Alliance of Student Associations (CASA)

*Special Resolution required – notice of motion sent out on March 5, 2025 per Advocacy Affiliations policy Clause 6.

MOTION TO DIRECT THE EXECUTIVE COMMITTEE TO BEGIN THE PROCESS OF CEASING AFFILIATION WITH THE CANADIAN ALLIANCE OF STUDENT ASSOCIATIONS, TO THEN ENTER AN OBSERVER YEAR, AND TO REPORT BACK TO STUDENTS' COUNCIL UPON COMPLETION

VPGF/OKAI

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF

Oppose: Poon, Galera, Torres

CARRIED

7.3. Council of Alberta University Students (CAUS)

*Special Resolution required – notice of motion sent out on March 5, 2025 per Advocacy Affiliations policy Clause 6.

MOTION TO DIRECT THE EXECUTIVE COMMITTEE TO BEGIN THE PROCESS OF CEASING AFFILIATION WITH THE COUNCIL OF ALBERTA UNIVERSITY STUDENTS AND TO REPORT BACK TO STUDENTS' COUNCIL UPON COMPLETION

VPGF/JACOBS

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF

Oppose: Poon, Galera, Torres

CARRIED

7.4. Unbudgeted Expense

MOTION **TO APPROVE AN UNBUDGETED EXPENDITURE OF \$67,824.00 FROM G/L 563500 (OILERS TICKETS)**

VPGF/UZOR

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF, Poon, Galera, Torres

CARRIED

7.5. Chair of Students' Council Reappointment

MOTION **TO REAPPOINT TIM JOBS AS CHAIR OF STUDENTS' COUNCIL FOR A TERM OF MAY 1, 2025-APRIL 30, 2026**

VPGF/PRES

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF, Poon, Galera, Torres

CARRIED

7.6. SAMU Fees Policy

MOTION **TO APPROVE THE SAMU FEES POLICY, EFFECTIVE JULY 1, 2025, ON THE RECOMMENDATION OF THE FINANCE COMMITTEE**

VPGF/JACOBS

Favour: Dare, Dutta, VPA, Zidan, Jacobs, Uzor, Okai, Reyes, Glasgow, Trinh, Namoc, Fisher, PRES, VPGF, Poon, Galera, Torres

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION **TO ADJOURN**

JACOBS

CARRIED

Next Meeting Date: April 16, 2025

Meeting adjourned at 8:05pm

Students' Council Report

President

April 16th, 2025

Council,

Here's my report on from the President portfolio during March 12th to April 10th.

Executive Summary

- Council of Alberta University Students (CAUS)
- Law Club Gala Attendance
- General Faculties Council (GFC) Meeting
- MacEwan Board of Governors (BoG) Event
- MacEwan BoG Meeting
- Meeting with Members of the Legislative Assembly (MLAs)
- Canadian Alliance of Student Associations (CASA)

Oral Supplement Report

- Meeting with MacEwan President
- Edmonton Student Alliance (ESA) Mock Council Meeting and ESA meeting with the Mayor

Student Experience & Engagement

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

Law Club Gala Attendance

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



After consultation with the Executive Committee (EC), I attended this event to show our support for Student Groups. If any Student Groups wishes to invite EC to future events, our team will deliberate and make considerations as to whether to attend.

Student Voice

The Student Voice is amplified by SAMU.

CAUS

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

Update regarding membership cessation: SAMU is no longer a member of CAUS. The withdrawal process was not immediately clear due to CAUS' status and bylaws. Initially, the it was unclear whether we were operating on 2017 bylaws, 2019 bylaws (the latest be adopted by the board), or 2024 bylaws. After conversations with legal, we have determined that CAUS is operating on the 2017 bylaws, the latest to be filed with the Government of Alberta (GoA).

CASA

I, alongside the VPA, and SAMU support staff attended CASA's Annual General Meeting (AGM). As we are currently in the process of withdrawing our membership, we still hold responsibilities as members of CASA. Overall, the conference saw significant improvements compared to previous iterations, but there are still concerns about culture, value, and strategic alignment.

Meeting with MLAs

I, alongside the VPSL and SAMU support staff, attended a meeting with David Shepherd (MLA for Edmonton Centre) and David Eggen (MLA and Shadow Minister for Advance Education). During our meeting, we raised concerns about student financial aid, textbook tariffs, and provided context for the affordability crisis experienced by MacEwan students. We also had to opportunity to introduce SAMU's incoming President, VPA, VPGF, and VPSL.

President's Report to Students' Council

Submitted on April 10th, 2025

Page 2 of 3



GFC

2.4 Foster positive relationships with MacEwan University to better serve students

I attended as a Student Member of GFC. During the meeting, two significant motions were passed: One to adopt a Thought Paper on GFC's Optimal Size & Membership and another to approve the GFC Bylaws. These motions being passed led to 2 additional student seats on GFC as well, as 2 additional student seats on CoSA. I'd like to add that, despite the VPA not being in attendance during the meeting, this motion would not have been successful without his advocacy.

MacEwan BoG Event

I, alongside the VPGF, attended the event as Student Members of the Board.

MacEwan BoG Meeting

I, alongside the VPGF, attended the meeting as Student Members of the Board. During the meeting, the Board approved the 2025/26 Annual Budget. The Board also received an update on [MacEwan's Strategic Dashboard](#).

*Note: I encourage Councillors to ask **strategic** questions or raise systemic concerns impacting students outside of reported items.

Closing Remarks

Though there isn't always something of relevance to report on, I appreciate you always taking the time to read my report and ask questions. I try to ensure that I only report on high-level items that are relevant to the Students' Council. If you have any questions or concerns, please reach out. I am always happy to clarify or elaborate either virtually or in-person. Thank you!

Kind regards,

Gabriel Ambutong (He/Him)

SAMU President 2024-2025



Students' Council Report

Vice President Governance & Finance

April 16th, 2025

Hello Council,

To begin with, but to also end with, this will be my last report to Students' Council.

Please see my "Closing Comments" if you would like to read my final send-off.

Nonetheless, below you can find my report from March 14th – April 10th.

Executive Summary

- SCOC Meeting
- Governance Committee Meeting
- Finance Committee Meeting

Student Experience & Engagement

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

Student Voice

The Student Voice is amplified by SAMU.

Student Supports

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



Strengthening SAMU Operations

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

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

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

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

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

SCOC Meeting:

The committee met to discuss a few things. We discussed the Chief Returning Officer's increased workload this year with more candidates in the SC and EC elections before we recommended a reappointment; there is more information in the in-camera report for Council's consideration. Next, we discussed changes to the *Roles and Responsibilities of the Chief Returning Officer Policy* regarding their honorarium amount. Please see the submission for more information. Furthermore, we decided who will be in the Interview Working Group for the upcoming vacancies on Council. Lastly, discussed the March Council meeting's evaluation; the discussion was focused on reporting and the debate Council had.



Governance Committee Meeting:

The committee met to discuss two things. One was to discuss the *Roles and Responsibilities of the Chief Returning Officer Policy*. This discussion was about how to evaluate the CRO and their honorarium amount. The ideas from the CRO evaluation discussion will be taken into account for the creation of an evaluation process in the future. For the CRO honorarium, we discussed the increased workload from the last two elections and decided to recommend an increased amount based off of CPI from the last six years. Lastly, we discussed an update to the *Roles and Responsibilities of Elected Representatives Policy*. The additions were focused on minor wording updates to better define reporting expectations.

Finance Committee Meeting:

The committee met to review and discuss the Q2 financial statements, as well as proposed amendments to the Finance Policy. The amendments include the addition of a formal definition for Restricted Funds, revised expectations for the use of the Contingency Fund, updated criteria outlining how changes to the Health and Dental Plan may be made, clarified expectations regarding Grants and Donations, adjustments on how annual surpluses are allocated, and new guidelines for the management of organizational investments. From all this, the committee recommended the *Finance Policy* to Council for approval. Please see the submission form for more information.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Closing Remarks

To end with, but to begin with, thank you for reading my last report to Students' Council. It has been two great years as the Vice President Governance & Finance, serving the student body and being a student representative; it has been an honour and a privilege. With all the twists and turns, wins and losses, I wouldn't change a thing. This Joe signing off as VPGF. However, don't be a stranger if you see me in the halls or outside of MacEwan.

Kind Regards,

A handwritten signature in black ink that reads 'JALaTorre'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2024/2025

savpoperations@macewan.ca



Students' Council Report

Vice President Student Life

04-16-2025

Greetings Council!

I hope everyone is keeping sane during exam season and is embracing the warmth of April. This is my final report from March 19th – April 16th (bittersweet).

Executive Summary:

- Sexual Violence Policy Revisions
- Awards night

Student Voice

The student voice is amplified by SAMU

2.4 Foster positive relationships with MacEwan University to better serve students

Sexual Violence Policy Revisions

As a member of the Sexual Violence Prevention and Response Committee, I was asked to join a subcommittee to work changing and improving the Sexual Violence Policy and Procedure. It is vital that a student representative sits on this committee to ensure that a student focused lens is brought in revisions of policy. One of the biggest things in the policy change was including more inclusive language and including gender-based

violence. This is important to note in policy changes as we aim to always be inclusive as a campus.

The Executive Committee has been asked to reach out for student consultation in these revisions and I dive deeper into this through my SEC report.

Student Experience and Engagement

The overall student experience is enhanced by the opportunities that SAMU provides.

Awards night

The executive committee was invited to host awards night. I had so much fun being able to MC and attend the event to recognize students. As chair of the Grants and rewards subcommittee, it was not easy making the decisions of the winners as there are so many talented, hardworking students. We invited nominees and recognized them in their achievements. I was thrilled to see so many guests in attendance and was happy to hear that we had more attendees than last year. A special shoutout to councillor Uzor for stepping in as my MC buddy!

Closing Remarks

Council, what a pleasure it's been serving as your Vice President Student Life. Thank you for the support and trust in me and all the memories. I will cherish this experience for a lifetime and I am looking forward to what's next on the horizon! If you see me in the halls, say hello!

The student's voice informs the student experience, and I always welcome yours!

Please hesitate to contact me via email at savpstudentlife@macewan.ca

Cheers,

Aleace Moom (she/her)

VPSL Report to Students' Council

04-16-2025

Page 2 of 3



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

VP Student Life, SAMU 2024/2025

Executive Committee Work Plan 2024-2025 For Information to Students Council

Chaired By:	Gabriel Ambutong, President
Members:	Darcy Hoogers, Vice President Academic Vacant, Vice President External Joseph A. La Torre, Vice President Governance & Finance Aleace Moom, Vice President Student Life
Mandate:	The Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.
Approved by Committee:	April 9th, 2024
Received by Council:	April 16th, 2024

WORK PLAN UPDATES

EC reviewed their workplan for the final time of their term, items that were not completely wrapped up have been marked as Recommended to Continue based on the current EC work.

Project Updates:

- President: Governance Engagement Roundtable – Moved into Operational Oversight
- VPA: Automatic Textbook Billing Models – win so far: removing the “inclusive access” language around the pilot and calling it what it truly is, “Digital Textbook Rentals. Upcoming concerns around textbook tariffs
- VPGF: In Year Allocation of MacEwan Forecasted Surpluses – Process was developed and informally adopted by MacEwan VPFA
- VPGF: Mandatory Non-Instructional Fees Advocacy – Government introduced updated fee guidelines specifying substantial changes to MNIF's to be reviewed and implemented by the new team if advocacy continues
- VPSL: Food Insecurity – Worked with MacEwan to implement MacEwan In-Year Allocation spending through cooking classes and subsidized pop-up meals
- VPE: Increased Access to Affordable Housing –Housing Survey coordinated by ESA is almost completed and going to be circulated
- VPE: ETS Safety –ETS Survey coordinated by ESA is almost completed and going to be circulated.
- VPE: Increase to MacEwan Operating Grant – adhoc advocacy done by VPA at MacEwan Day on the Ledge Advocacy Event

ADVOCACY

Topic	Statement on the Violent Sweep of Palestine Solidarity Encampments Asks
EC Lead	President
Current Impact to Students	Students' freedom of peaceful assembly and free expression are protected by the Canadian Charter of Rights and Freedoms, and SAMU is concerned to see university leadership infringe these rights. University administrators cannot and must not resort to committing, endorsing, or sanctioning violence against students as a response to breaches of universities' policies.
Objective	The three asks from our Statement on the Violent Sweep of Palestine Solidarity Encampments are met.
Strategic Alignment	Student Supports: 3.3 Student Supports: 3.4
Status	Completed
Topic	Governance Engagement Roundtable
EC Lead	President
Current Impact to Students	The issues are consistent low voter turnout, vacancies on representative bodies, and a lack of competitive elections. Students are also unaware of what SAMU is, the value of our work for them, and the value of governance to the student experience on campus. There is an absence of student empowerment especially in relation to areas SAMU advocates on.
Objective	Establish a relationship with engaged students to gain a better understanding of the student experience, increase visibility of SAMU governance, and enhance the value proposition of SAMU to students
Strategic Alignment	Student Experience and Engagement: 1.2, 1.3 Student Voice: 2.2
Status	Modified
Topic	Automatic Textbook Billing Models
EC Lead	Vice President Academic
Current Impact to Students	As this is currently a pilot initiative with limited scope, its current impact on students is minimal. However, the greater impact of these billing models appears by considering the scalability of automatic textbook billing: students' freedom of choice and market power is limited when only one option to source textbooks is present. Implementing Inclusive Access will, in effect, monopolize a segment of educational resources—limiting students' right to choose where they source materials—while providing minimal benefits for students.
Objective	Automatic textbook billing is dropped; MacEwan University retreats from implementing additional forms of automated textbook billing.
Strategic Alignment	Student Supports: 3.2
Status	Recommended to Continue Advocacy
Topic	Open Educational Resources

EC Lead	Vice President Academic
Current Impact to Students	Open Educational Resources (OER) once held a stronger presence within MacEwan University, utilized by instructors across disciplines. Over the past few years, this presence has deteriorated. Thus, to address the rising cost of postsecondary education and educational materials, revitalizing MacEwan's culture of sourcing, developing, and applying OER's is vital to ensure students are not overburdened by financial pressures.
Objective	MacEwan Library expands its OER database while streamlining the process for instructors to upload, customize, and create OERs.
Strategic Alignment	Student Voice: 2.4 Student Supports: 3.1, 3.3, 3.4
Status	Recommended to Continue Advocacy
Topic	Student Ombudsperson Reinstatement
EC Lead	Vice President Academic
Current Impact to Students	As the institution continues to grow having a 3 rd party neutral ombudsperson provides students with confidential, impartial, informal and independent assistance to those who are experiencing conflicts or who have complaints.
Objective	Lay the framework for advocacy regarding the reinstatement of the student ombudsperson at MacEwan University
Strategic Alignment	Student Supports: 3.1, 3.3
Status	Initial Stages
Topic	Compensation for Committee Participation
EC Lead	Vice President Academic
Current Impact to Students	Students who sit on Student Advisory Committees (SAC) within various faculties are not compensated whatsoever for their efforts
Objective	MacEwan University should compensate students who sit on SACs
Strategic Alignment	Student Supports, 3.4
Status	Completed
Topic	Student Charter
EC Lead	Vice President Academic
Current Impact to Students	Student rights within MacEwan University policies are, at best, vague. At worst, they are absent. These policies, which affect every student on campus, can be confusing to interpret and often serve as a barrier for students to self-represent when navigating through academic and non-academic issues. Thus, the impact of this issue is significant as the policies addressed within the Guideline of Rights affect every student on campus.

Objective	Gain support through various committees, and ultimately have MacEwan adopt the Guideline of Rights as a policy.
Strategic Alignment	Student Supports: 3.1, 3.3
Status	Cancelled - Recommend to Future EC
Topic	Fall Reading Week
EC Lead	Vice President Academic
Current Impact to Students	MacEwan University has proposed removing the fall reading break in the 2025-2026 academic calendar
Objective	Consult Students on their perspective and advocate on the students' best interests, not removing fall reading week.
Strategic Alignment	Student Voice: 2.1 Student Supports: 3.2
Status	Completed
Topic	Deferred Exam Fees
EC Lead	Vice President Academic
Current Impact to Students	The Deferred Exam Fee (hereafter, DEF) has a growing impact on student stress, highlighted by the 2024 Global Conflicts Survey. With deferred exam requests growing exponentially throughout the past two years, the current policy offers little consideration for students looking to defer an exam based on physical and mental health struggles. As the DEF operates as a deterrent through monetary pressure, students are disproportionally affected. Students with valid reasons for deferring an exam (medical, physical or mental) can be pressured to suffer through an exam—or not write an exam altogether—based on the DEF.
Objective	Lowering, or Expanding the Criteria for Waiving the Deferred Exam Fee
Strategic Alignment	Student Supports: 3.2
Status	Completed
Topic	In Year Allocation of MacEwan Forecasted Surpluses
EC Lead	Vice President Governance & Finance
Current Impact to Students	MacEwan has millions of dollars in surpluses yearly, and student affordability is an ongoing issue for students, so advocating to have a process to allocate funds to students in-year is a top priority.
Objective	Process is developed and students save money either through the waiving of a MNIF, ore in year scholarships/awards/bursaries, or other student savings
Strategic Alignment	Student Voice: 2.4 Student Supports: 3.3
Status	Completed

Topic	Mandatory Non-Instructional Fees Advocacy
EC Lead	Vice President Governance & Finance
Current Impact to Students	Students currently pay 5 MNIF's, looking to student affordability, are there savings within these MNIF's for students?
Objective	Audit of MNIFS resulting in tangible asks regarding the MNIF's to save students money. Student Technology Fee audit of processes including a substantial TOR review
Strategic Alignment	Student Voice 2.4
Status	Recommended to Continue Advocacy
Topic	Governance Engagement – Compensation for Committee Participation
EC Lead	Vice President Governance & Finance
Current Impact to Students	In our University Governance Representation Procedure, it notes certain MacEwan committees that we remunerate students for; however, it does not say all of them – such as Hiring Committees. Student compensation and audit on all the students sitting on MacEwan committees.
Objective	<ul style="list-style-type: none"> Clarifying in procedure a process on appointment and the remuneration of students on MacEwan Hiring Committees. Audit of MacEwan committees – such as the amount of committee, their contacts and TORs.
Strategic Alignment	Student Voice 2.2 Strengthening SAMU Operations 4.1, 4.5
Status	Recommended to Continue Work
Topic	U-Pass Contract Advocacy
EC Lead	Vice President Governance & Finance
Current Impact to Students	Students who pay a SAMU fee are able to access transit in and around the Edmonton area at a discounted rate. However, the U-Pass contract is expiring, and negotiations are taking place for the new contract. The cost of the U-Pass to students may increase and there are ongoing issues with transit safety.
Objective	U-Pass rate freeze and commitments to safety for students on ETS and an emphasis on ETS safety in stations.
Strategic Alignment	Student Voice: 2.3 Student Supports: 3.1, 3.2
Status	Completed
Topic	SAMU Health and Dental Coverage
EC Lead	Vice President Governance & Finance
Current Impact to Students	Despite the increase in benefits, the mental health coverage provided is not enough for students. As we know mental health is a downstream effect of the increasing cost of education and cost of living.

Objective	Support student mental health through a cost/benefit analysis of the coverage maximums within our plan.
Strategic Alignment	Student Supports: 3.1, 3.2
Status	Completed
Topic	Maintaining the Relationship with kihew waciston
EC Lead	Vice President Student Life
Current Impact to Students	Indigenous students have faced societal challenges going back to residential schools. Many indigenous people have inter-generational trauma with schooling institutions that were facilitating through the government. KW provides a community for students who may be struggling and need support for someone with culturally relevant and lived-in experiences.
Objective	Having a strong relationship with KW allows us to better understand what indigenous students need from their elected representatives and the student association. This relationship needs to be fostered from an organizational standpoint rather than an individual so we can further continue to foster our relationship in future relations.
Strategic Alignment	Student Engagement & Experience: 1.3 Student Voice: 2.4 Student Supports: 3.3
Status	Recommended to Continue
Topic	Food Insecurity
EC Lead	Vice President Student Life
Current Impact to Students	As affordability remains a large struggle, we know rising food costs are becoming an issue and students need support to alleviate costs or have access to affordable healthy options on campus/at home. Students are left having to think about rental costs and school costs over food costs. We also want to factor in the students staying in residence staying on campus.
Objective	Explore the needs of students living in residence regarding food insecurity, discounting food for purchase of near expiry to reduce food waste and cost, ensuring a student voice around the table when discussing food services on campus
Strategic Alignment	Student Voice: 2.4 Student Supports: 3.1, 3.3, 3.4
Status	Recommended to Continue Advocacy
Topic	Cultural Supports Advocacy
EC Lead	Vice President Student Life
Current Impact to Students	Students accessing Wellness and Psychological services (WPS) are looking for a diverse team to help foster inclusive support. A diverse team includes hiring for lived experiences and culturally relevant so all students can feel supported.
Objective	There is a diverse staff in WPS to assist all students for inclusive access and a safe accessible service for students if there is cultural relevance or lived in experiences

Strategic Alignment	Student Voice: 2.4 Student Supports: 3.1
Status	Cancelled - Recommend to Future EC
Topic	Graduating Students Transition Supports
EC Lead	Vice President Student Life
Current Impact to Students	The impact of graduating students not feeling supported enough to transition into the workforce can be significant and multifaceted. Students graduating face increased stress and anxiety as they are moving into the next phase of their lives/careers and have difficult times securing employment, longer job search times, lack of experience contradictions and mismatched career expectations
Objective	Better promotion of careers and experience services including the student engagement record
Strategic Alignment	Student Experience and Engagement: 1,3 Student Voice: 2.4 Student Supports: 3.4
Status	Cancelled
Topic	Increased Access to Grants
EC Lead	Vice President External
Current Impact to Students	Students who do not qualify for grants or who qualify for a limited amount of grant money depend more on loans, part-time or full-time jobs, and other means to finance their education. This leads to issues with affordability of tuition costs, costs of living, and overall mental health and wellbeing.
Objective	Increased access to grants through the government. Decreased reliance on loans.
Strategic Alignment	Student Voice: 2.3
Status	Cancelled
Topic	Increased Access to Affordable Housing
EC Lead	Vice President External
Current Impact to Students	Students are currently struggling to afford housing at the current market rates. With the increase in inflation and the lack of a rent increase cap, students are at the mercy of the market. This leads to students having to work full-time or multiple jobs to try to make ends meet. Some students end up skipping meals to afford housing.
Objective	Increased access to affordable, dignified housing
Strategic Alignment	Student Voice 2.3
Status	Modified

Topic	ETS Safety
EC Lead	Vice President External
Current Impact to Students	Safety on transit remains a top priority for students. Being able to transit safely to and from the university is vital to ensuring that students can function optimally while pursuing their studies, especially because the majority of students rely on public transportation to get to and from school.
Objective	More secure, robust transit system that ensures that students feel safe while travelling on public transportation.
Strategic Alignment	Student Voice: 2.3
Status	Modified
Topic	Increase to MacEwan Operating Grant
EC Lead	Vice President External
Current Impact to Students	With the rising cost of education, students have to spend more money to finance their higher education. Universities such as MacEwan rely on two sources of income: operating grant, and student tuition and fees. Costs not covered by the operating grant has to be covered by students. An increase in MacEwan's operating grant would ensure that students have to bear less of the cost of education.
Objective	An increase in MacEwan's operating grant, leading to a reduced burden on students to cover the cost of tuition.
Strategic Alignment	Student Voice 2.3
Status	Modified
Topic	Interest Free or Cap on Provincial Loans
EC Lead	Vice President External
Current Impact to Students	Student debt is a huge factor for post-secondary students. The daunting reality of graduating university with a pile of debt is not aided by the thought of paying interest on top of the already heavy financial load. This leads to increased pressure on students to grapple with repayment struggles along with other factors such as rising inflation. Invariably, this affects students' mental health and wellbeing.
Objective	0% interest OR interest cap on provincial loans
Strategic Alignment	Student Voice 2.3
Status	Cancelled
GOVERNANCE	
Topic	Student Leadership Week (Formally GovWeek)
EC Lead	Vice President Governance & Finance

Strategic Alignment	Student Voice 2.2
Objective	Reduce Barriers and the misconceptions of Student Governance and hopefully have more individuals run for Students' Council.
Key Details	Projected Dates: September 17-19 2024
Status	Completed
Topic	EC for a Day
EC Lead	Vice President Governance & Finance
Strategic Alignment	Student Voice 2.2
Objective	Give individuals who are considering running for EC positions a chance to gain some insight into the position.
Key Details	Projected Date: November 5 th 2024, February 5 th 2025
Status	Completed
Topic	EC Transition
EC Lead	President
Strategic Alignment	Strengthening SAMU Operations: 4.2, 4.5
Objective	Onboard and ensure the success of the new Executive Committee and prepare for the next year
Key Details	Onboarding and supporting the new EC from May to Nov, ends with mid-year retreat. Begin EC transition planning in February and commence in late March after EC elections are official
Status	Completed
Topic	EC Midyear Retreat
EC Lead	President
Strategic Alignment	Strengthening SAMU Operations: 4.2, 4.5
Objective	Foster the team's working relationship, assess the team's status and re-evaluate the teams' goals.
Key Details	Projected dates: November 11-15 th 2024
Status	Completed
Topic	SC Training
EC Lead	President

Strategic Alignment	Strengthening SAMU Operations: 4.2, 4.5
Objective	Ensure that members of our governing board are knowledgeable about governance and SAMU
Key Details	Planning for the official Students' Council Training will begin in September and continue until execution in late October
Status	Completed
Topic	SC Refresher
EC Lead	President
Strategic Alignment	Strengthening SAMU Operations: 4.2, 4.5
Objective	Ensure that members of our governing board are knowledgeable about governance and SAMU
Key Details	Projected Date: April or May 2025
Status	Ongoing
Topic	SAMU 2025/26 Budget
EC Lead	Vice President Governance & Finance
Strategic Alignment	Strengthening SAMU Operations: 4.2, 4.4
Objective	Prepare the department 12 budget for the next fiscal year and oversee the whole budget process for the annual budget submission to Council for Approval
Key Details	The budgeting process for the next fiscal year will begin around November/December of 2024
Status	Completed
Topic	Town Hall
EC Lead	Vice President Governance & Finance
Strategic Alignment	Student Voice: 2.2
Objective	Required by policy it provides Elected Representatives the ability to connect with students on a variety of topics
Key Details	Projected Event Date: January 29 th 2025.
Status	Completed
Topic	Ponoka Site Engagement
EC Lead	Vice President Student Life

Strategic Alignment	Student Experience and Engagement: 1.2
Objective	To show Ponoka students that we are here for them. We represent all SAMU members and are there to hear any concerns and show them that they have resources and perks from SAMU. This is an opportunity for EC to learn about the further needs of students at Ponoka and present what we know they can use right now.
Key Details	Projected Date: September 13
Status	Completed



Students' Council Report

Quarterly Report: Finance Committee

April 16th, 2025

Committee Members:

<u>January 1st – March 31st 2025</u>
Joseph A. La Torre, Vice President Governance & Finance
Gabriel Ambutong, President
Aleace Moom, Vice President Student Life
Aidan Fisher, Councillor
Vincent Trinh, Councillor
Tatum Gademans, Student-at-Large
Christopher Hemsworth, Student-at-Large

Greetings Council,

This is the report from the Finance Committee for a reporting period from January 1st – March 31st (Quarter 3).

The committee met multiple times this quarter. The committee met early in the year for finance training and to amend and recommend to Council the *SAMU Fees Policy* by pausing the SAMU Membership Fee for the next fiscal year and adding the expectations for SAMU Affiliates.

During the next meeting, the *SAMU Fees Policy* was reviewed again with a larger focus on affordability. The amendments were to reduce the SAMU membership



fee during the Spring/Summer because there's a decrease in offerings from SAMU during that period, and to reduce the membership fee of Ponoka students because they do not have the same access as city centre campus students. This resulted in the policy being recommended to Council for approval, again. The next time the committee met was during the week of budget presentations. The committee met every morning at 9 am for all the departmental budget presentations from all 14 departments. After the last department presentation, the committee officially met to discuss the overall budget, which eventually led to the committee recommending the budget to Council. In addition, the *SAMU Fees Policy* was reviewed one last time to reduce the SAMU Affiliate fee during the Spring/Summer because there is a decrease in offerings from SAMU during that period; this led to another recommendation to Council.

During the last meeting this quarter, the committee met to discuss Q2 financial statements, and the amendments to the *Finance Policy*, which include an added definition of Restricted funds, changes to Contingency fund expectations, updated criteria for health and dental changes, expectations of Grants and Donations, changes to surplus allocations, and expectations for investments.

Kind Regards,

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2024/2025

savpoperations@macewan.ca

Finance Committee Workplan 2024-2025
For Information to Students Council
Submitted: April 16th, 2025

Chaired By:	Joseph A. La Torre, Vice President Governance and Finance			
Committee Members:	Gabriel Ambutong, President Aleace Moom, VP Student Life Aidan Fisher, Councillor Vincent Trinh, Councillor Tatum Gademans, Student-at-Large Christopher Hemsworth, Student-at-Large			
Committee Mandate:	Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements			
Approved by Committee:	December 18 th , 2024			
Received by Council:	January 15 th , 2025			
Task	Details	Stakeholders	Timeline	Status
Annual Budget	Finance Committee oversees the construction of the annual SAMU budget and recommends it to Students' Council for Approval	Students' Council SAMU Students At Large SAMU Members SAMU Affiliates	Budget Training Budget Presentations February 18th- 21st	Completed
Annual Review of Finance Policy	Finance Committee Reviews this policy Annually; Discuss Potential Investments avenues.	Students Council SAMU Finance Students At Large	February	Completed
Annual Review of SAMU Fees Policy	Finance Committee Reviews this policy annually consider: SAMU Affiliates, Ponoka Fee, Pause increase, Staff exclusions	Students Council SAMU Finance Students At Large SAMU Members SAMU Affiliates Ponoka Students	January-February	Completed



Students' Council Report

Quarterly Report: Governance Committee

April 16th, 2025

Committee Members:

<u>January 1st – March 31st 2025</u>
Joseph A. La Torre, Vice President Governance & Finance
Cierra Jacobs, Councillor
Moselle Namoc, Councillor
Olad Ayodeji, Student-at-Large
Colton Bloudoff, Student-at-Large

Greetings Council,

This is the report from the Governance Committee for a reporting period from January 1st – March 31st (Quarter 3).

The committee met three times this quarter. The first meeting was to discuss and approve the workplan.

The next meeting was to make amendments to the *Roles and Responsibilities of Elected Representatives*, such as adding expectations to online module-based training and the expectations of when to complete it; this resulted in the committee recommending the changes to Council for approval. Further, we discussed changes to the *Governance Transition Policy*; however, we did not recommend the changes to Council.



During the last committee meeting this quarter, we discussed amendments to two policies. For the *Budget Approval Policy*, the changes we proposed were substantial, which include a change in scope of the policy, a policy name change, additions for the expectations of budget reallocations and unbudgeted expenditures, proposed budgets, and deficit budgets. The General Manager, Senior Finance Manager, and Governance Advisor were consulted on all the changes before it came to the Governance Committee. As a result, the committee recommended the policy to Council for approval. The second policy that the committee reviewed was the *Governance Transition Policy*. Continuing from the last committee meeting discussions, we discussed expectations on training for Studnets' Council and the Executive Committee. This resulted in the committee recommending the policy to Council for approval.

Kind Regards,

A handwritten signature in black ink, reading 'J. La Torre', is positioned below the 'Kind Regards,' text.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2024/25

savpopoperations@macewan.ca

Governance Committee Workplan 2024-2025
For Information to Students Council
Submitted: April 16th, 2025

Chaired By:	Joseph A. La Torre, Vice President Governance and Finance			
Committee Members:	Cierra Jacobs, Councillor Moselle Namoc, Councillor Olad Ayodeji, Student-at-Large Colton Bloudoff, Student-at-Large			
Committee Mandate:	The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policies and assists in governance process development.			
Approved by Committee:	January 13 th , 2025			
Received by Council:	February 19 th , 2025			
Document	Last Review Date	Details	Timeline for Review	Status
Students' Council Meetings/ Attendance Policy	January 2022	To review Students' Council virtual attendance and to potentially have those expectations in a policy.	TBD	Postponed
Roles and Responsibilities of Elected Representatives	February 2024	Review for relevance and adaptability.	February – March 2025	Completed
Roles and Responsibilities of the Chief Returning Officer	August 2024	Review CRO Honorarium Amount	February – March 2025	Completed
Governance Transition	September 2024	Review Training Requirements	February – March 2025	Completed
Budget Approval	February 2014	Review scope of policy	February 2025	Completed



Students' Council Report

Quarterly Report: Students' Council Operations Committee

April 16th, 2025

Committee Members:

<u>January 1st – March 31st</u>
Joseph A. La Torre, Vice President Governance & Finance
Tolu Dare, Councillor
Aidan Fisher, Councillor
Nathan Poon, Councillor
Chioma Uzor, Councillor

Greetings Council,

This is the report from the Students' Council Operations Committee (SCOC) for a reporting period from January 1st – March 31st (Quarter 3).

The committee met three times this quarter. The first meeting was to approve the workplan and to assign committee members to the Interview Working Group to interview candidates for the vacant Councillor position. After the working group interviewed three candidates and deliberated, they decided who to recommend to the committee as a whole to fill the vacancy.

During the second meeting the committee met, we discussed the Executive Committee remuneration where we compared the remuneration of EC to other Student Associations and considered CPI. As a result, with the appropriate abstentions, the committee decided to increase Executive Committee



remuneration by CPI (2.8%). In addition, we discussed the Interview Working Group's recommendation to the committee as a whole in-camera. After discussion, the committee accepted the working group's recommendation, which led to recommending a candidate to Council for approval.

For the last meeting this quarter, the committee discussed the February 19th SC evaluations, which resulted in a committee member bringing up a policy breach because we did not do a secret ballot for a reinstatement for that Council meeting. The committee decided that reporting to Council on this breach was sufficient. Furthermore, from the evaluations, we discussed how important informal Council hangouts are for Students' Council Culture and how it should be emphasized. Next, we discussed the *Remuneration of Elected Representatives Policy*, and added that Executives should start with 3 sick days and accumulate 1 sick day a month afterwards, resulting in 15 sick days in total during the year. Lastly, we evaluated the Chair by reviewing Council's feedback on their performance. Overwhelmingly, the feedback was positive which resulted in the committee recommending to reappoint the Chair to Council for approval.

Kind Regards,

A handwritten signature in black ink that reads 'J. La Torre'.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2024/2025

savpopoperations@macewan.ca

SCOC Workplan 2024-25
For Information to Students Council
Submitted: January 15th, 2025

Chaired By:	Joseph A. La Torre, Vice President Governance and Finance			
Committee Members:	Tolu Dare, Councillor Aidan Fisher, Councillor Nathan Poon, Councillor Chioma Uzor, Councillor			
Committee Mandate:	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.			
Approved by Committee:	January 2 nd , 2025			
Received by Council:	January 15 th , 2025			
Task	Details	Stakeholders	Timeline	Status
Executive Committee Remuneration	Discuss remuneration policy with respect to EC: <ul style="list-style-type: none"> - Discussion on CPI inflation of EC salary and determine EC remuneration. - Discussion on EC and coursework for sustainability. 	Executive Committee Students Council	January/ February	Completed
Chief Returning Officer (CRO) Evaluation Discussion	Discussion on how to evaluate the CRO.	Executive Committee/ Student's Council	January/ February	Postponed
CRO Roles and Responsibilities Policy	Review Honorarium Amount	Executive Committee/ Students' Council/ Election Candidates	March/April	Completed
Chief Returning Officer (CRO) Appointment	Appoint the CRO for the 25/26 SAMU elections.	Executive Committee, Students' Council	March/April	Completed

Chair of Students' Council Appointment	Appoint the 25/26 Chair for Students' Council.	Students' Council, Executive Committee	March/April	Completed
Review the Students' Council's Operations	Review the meeting minutes and evaluations to report on and determine the effectiveness of Students' Council.	Students' Council, Executive Committee	As needed	Ongoing
Councillor Appointments	Appoint SAMU members to Student Councillor vacancies.	Students' Council, Executive Committee	As needed	Ongoing



Students' Council Report

Quarterly Report: Strategy and Engagement Committee (SEC)

April 15th 2025

Committee Members:

November 1 st - October 31 st 2025
Aleace Moom, Vice President Student Life
Joeseph A La Torre, Vice President Governance and Finance
Maade Okai, Councillor
Chioma Uzor, Councillor
Aryan Dutta, Councillor
Alem Tesfay, Student-at-Large
Mabel Adesopo, Student-at-Large

Greetings Council,

This is the Strategy and Engagement Committee (SEC) report for the period of January 15th 2025 to April 15th 2025 (Q3 2024-2025)

SEC met once during this period. We planned two professional development sessions, one social mixer and one consultation.

Our first PD session was Toastmasters. This session was held with councillors with 13 attendees in total. In this session we learned about different tangible and intangible ways to improve in our public speaking skills. The feedback we got for this session was great and I highly recommend learning more about toastmasters if you wish to further expand your skills in this area.

Our last PD session will be held on April 16th which is a conflict resolution workshop. This session provides tools on how to handle workplace conflict and learn more on your own conflict styles and how to leverage your style during conflict while remaining respectful and open.



SEC polled Student-At-Large members and Council on what kind of social mixer activity they would like to attend to get to know each other. We held a bowling event in the month of March, This was hard on attendance, but the event was still a success and hoping more people are able to attend the next one.

In our workplan, We realize student consultation is crucial in changes affecting students. The Sexual Violence Education and Repsonse office has requested for student consultation on Sexual Violence policy and procedcure revisions. This consultation will take place on April 25th in the council chamber. I welcome councillors to participate and provide their feedback to share their perspectives and help shape how we respond to and prevent sexual violence on campus. Your lived experience, insight, and feedback are vital to creating meaningful change.

This last quarter has been busy with a variety of different events and thank you to all who have participated. This is my last report for SEC and its been a pleasure to chair this committee and provide opportunities for council and SALs.

Your VPSL signing off,

Aleace Moom, (she/her)
VP Student Life, SAMU 2024/2025
savpstudentlife@macewan.ca

Students' Council Report

Chief Returning Officer
April 10, 2025

**RE: Outcomes of the Students' Association of MacEwan University (SAMU)
2025 Executive Committee election and the 2025 U-Pass referendum.**

1.0 INTRODUCTION

I, Josh Stock, was appointed as Chief Returning Officer (CRO) by the SAMU Students' Council in accordance with section 2 of the SAMU *Elections and Referenda* policy on May 15, 2024, via motion number 7.1 of that meeting. This report has been prepared and submitted in accordance with section 3 of the SAMU *Elections and Referenda* policy and in accordance with section 6 of the SAMU *Role and Responsibilities of the Chief Returning Officer* policy. A summary of the eleven (11) "suggestions for future improvements" is included as an appendix at the end of this report.

2.0 PREPARATIONS

Planning for the Executive Committee election and the U-Pass referendum began in January 2025 and continued through February 2025 via contact with the Returning Officer (RO), Alan Honey. This included a review of the Nominations Handbook, the slide deck for the All Candidates Meeting, and proposed dates for key election events.

3.0 NOMINATIONS PERIOD

A number of questions from prospective candidates were submitted in advance of the All Candidates meeting, which, for the years I have been acting as CRO, was atypical. Traditionally, queries do not arise until after the All Candidates meeting occurs, or at least until nomination papers have been submitted. I was in occasional contact with the RO to check in on the number of candidates for each position.

3.1 Notable Decisions

A large amount of feedback was received at the All Candidates Meeting, particularly surrounding restrictions on social media usage in campaigning. Following some reflection, a significant liberalization of social media usage for the purposes of campaigning was communicated to all candidates. This was a stark departure from historical precedent. New social media platforms were permitted, effective immediately, and candidates were advised they could request any additional social media platforms until the formal start of the campaign so that social media usage opportunities were equal to all candidates. Candidates were also deemed free to use the approved platforms in non-public facing settings.

3.2 Suggestions for Future Improvements

Consider updating the SAMU *Elections* procedure to have a continuous numbering scheme or otherwise tag sections 4 to 8 as “Not used”.

Consider eliminating the duplication of requirements between section 3 of the SAMU *Elections and Referenda* section 6 of the SAMU *Role and Responsibilities of the Chief Returning Officer* policy.

The terminology and requirements used in the SAMU governing documents for referenda is, in my opinion, too alike the terminology used for elections. These are different processes and should be treated as such. I suggest that requirements governing elections and referenda be de-linked further. For example, the term “candidate” does not seem to be an appropriate name for a person running a campaign in favour or opposed to a referenda question, especially considering only one campaign per outcome can be registered.

4.0 CAMPAIGN PERIOD

This portion of the Students' Council election process is traditionally the most intensive for CRO activity, decisions, and rulings. With an above-average number of candidates seeking office, there were a higher-than-average number of general queries, requests for approval for campaign materials, and for requests for interpretation. While section 5 of the *Role and Responsibility of the Chief Returning Officer* policy provides the CRO with the ability to respond to any requests for interpretation or approval within 24 hours, I was able to respond to most requests within minutes and at all times of the day (and night). Inquiries and approvals requests from candidates persisted throughout the entirety of the campaigning period.

4.1 Notable Decisions

Following an ad-hoc audit of identified surfaces for physical posters, one (1) reminder was issued to a candidate who may have placed physical campaign materials in an area reserved for physical posters. The candidate was requested to remove the campaign materials, and the request was complied with. It could not be proven that the candidate placed the campaign materials incorrectly, so the issue was closed, and no further action was taken.

Two (2) candidates sent the RO a request to withdraw their candidacy. As all requests of this nature are to be submitted to the CRO per section 34 of the *Elections* procedure, these requests were not actioned until these were submitted appropriately.

Thirty-five (35) clarifications pertaining to the rules of campaigning were sought. In accordance with section 5 of the *Role and Responsibility of the Chief Returning Officer* policy, these clarifications were shared with all candidates. Following success in the prior Executive Committee election, I continued with a process to share clarifications with all candidates. I responded, in writing, to the candidate making the request and subsequently posted the query and the response to a Google Document shared with all candidates with “read only” permissions enabled. Candidates were then notified once per day on any day in which updates were posted, via email, indicating the Google Document has been updated. This allowed for less emails and all candidates had equal access to interpretations in real-time. When interpretations were particularly time sensitive, I provided an additional email notification.

4.2 Suggestions for Future Improvements

Candidates who are currently elected to either Students' Council or to the Executive Committee are not permitted to endorse a candidate in accordance with section of the *Elections* procedure. This section of the procedure appears to provide a disadvantage to any currently serving elected members as non-elected individuals can endorse each other and run “slates”. There are numerous issues pertaining to influence, perceived or real, that arise when a currently elected individual is actively occupying a position. At a minimum, I suggest that anyone actively running for re-election in the same position be required to take a leave of absence (which could be paid or unpaid). I feel there is a distinction for a candidate already elected in some capacity wishing to seek election in another position, but this is still somewhat problematic. This may introduce instances when many elected individuals are on leave simultaneously, so caretaker provisions may need to be developed if this suggestion is explored further.

Actions taken by Student Groups are not within the purview of the CRO. However, it appears that if candidates are involved with a Student Group, having the Student Group endorse them, this could leave the reasonable perception of an advantage. I suggest SAMU review neutrality of Student Groups via messaging from the Student Groups Manager and the SAMU governing documents governing Student Groups. For clarity, this is a suggestion that there be further guidance, not a ban, on endorsements.

The requirements in the SAMU *Elections* procedure governing “campaign materials” appear to be outdated – it is from a time when physical media was the dominating medium for campaigning. Similarly, the requirements pertaining to social media usage also appear to be outdated – it is from a time when social media was “new”. It is my opinion that the CRO need not be involved in the review of physical content or social media posts unless the content is reactively deemed to be unethical, offensive, or otherwise deemed inappropriate. This would mean that high-level expectations are set in the SAMU governing documents, that this would be communicated to candidates by the CRO, but the CRO would no longer need to be involved in reviewing every physical or digital campaign medium – this would allow for candidates to be more innovative and would push the onus on the electorate to evaluate candidates, e.g., if a candidate inadvertently does not indicate their name or a position they are seeking and just puts a photo of themselves on a physical poster, the material is not misleading, it is just ineffective and voters make their own decisions. It is also increasingly difficult to determine what content is being produced by one’s campaign and what content is being produced by third parties (who may be in favour of a campaign or opposed to it) – the CRO is unable to intervene in material produced by third parties. I suggest a review of rules set by the electoral processes set by the municipal, provincial, and federal governments in terms of campaigning and adjusting the requirements in the *Elections* procedure, accordingly.

The campaign expense limit requirements in the SAMU *Elections* procedure are cumbersome and difficult to track and enforce. I can appreciate that the requirements are in place to both allow for greater access to individuals to participate who may not otherwise be able to afford the costs associated with running a campaign and to also prevent a candidate from “buying an election”. I suggest a “maximum reimbursable value” should exist to continue to allow for equitable access to campaigning, but thought should be given to increasing the maximum amount allowed to be expended by a campaign and how a reasonable person would be tasked with enforcing the maximum value – for example, it is not possible for a candidate to control the actions of third parties, such as their classmates and friends. I suggest a review of rules set by the electoral processes set by the municipal, provincial, and federal governments in terms of campaign finances and adjusting the requirements in the *Elections* procedure, accordingly.

There are duplicated and inconsistent definitions between SAMU policies and procedures. There are also many terms that a reasonable person would anticipate being defined, which are not defined, e.g., “campaign materials” is defined but the term “digital posters” within that definition is not. I suggest the removal of the “definitions” section of SAMU governing documents, e.g., policies, procedures, etc., in favour of the creating of a document (which could be a policy or a procedure) which would be entitled something to the effect of “Definitions”, “Glossary of Defined Terms”, etc. The existing “Definitions” sections of each of the existing SAMU governing documents could be replaced with a statement indicating that defined terms have a meaning as indicated in the newly created document. Defined terms could be capitalized, use bold text, etc., to clearly articulate which terms are defined terms.

Section 17.1 of the *Elections* procedure, pertaining to the use of SAMU or MacEwan University resources, is extremely broad. I suggest examples be provided for what is and what is not permitted, to at least provide some base level of guidance.

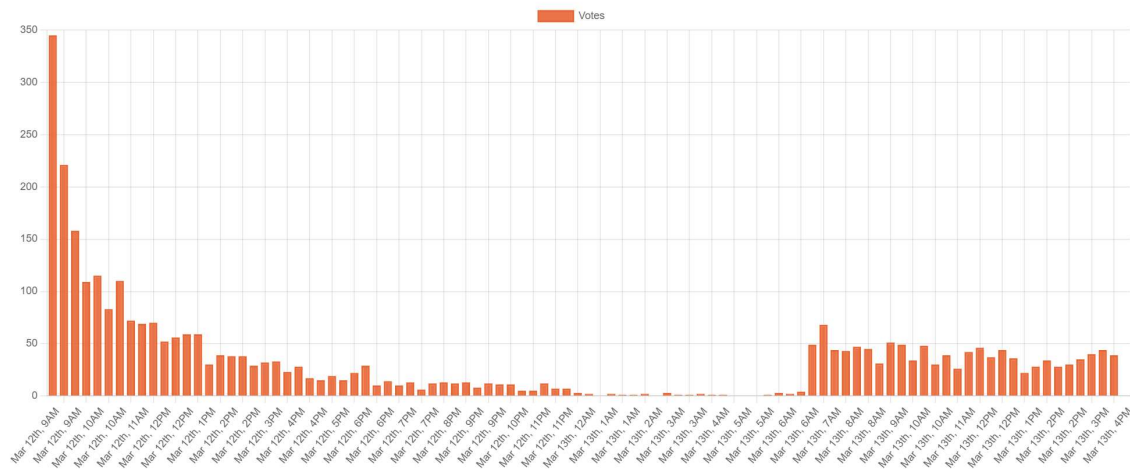
5.0 VOTING DAYS

The voting software used for the election, Simply Voting, worked as programmed without any issues with the software itself. The voter turnout for the election was monitored by the RO and I throughout the voting period. A report published by the software indicates 2162 of the 3305 votes cast by General Members were recorded on the first day of voting, which is approximately 65% of the votes cast. The balance of the votes cast by General Members were recorded on the second day of voting. While the second day of voting did begin with a major spike in additional votes recorded as soon as the “reminder” pre-programmed email was sent out, the trend of votes cast throughout the second day continued – this was a new phenomenon this year; the votes on the second day tend to drop off following the reminder email spike. I suspect the “get out the vote” effort by SAMU volunteers may have played a role in this.

As SAMU Affiliates are not eligible to vote for in the Executive Committee election but some were eligible to vote in the U-Pass referendum, a second ballot was run in parallel to the combined ballot for the Executive Committee election and the U-Pass referendum. A report published by the software indicates 200 of the 323 votes cast by eligible SAMU Affiliates were recorded on the first day of voting, which is approximately 62% of the votes cast. The balance of the votes cast by eligible SAMU Affiliates were recorded on the second day of voting. The first/second day voting split was approximately equal amongst both General Members and eligible SAMU Affiliates.

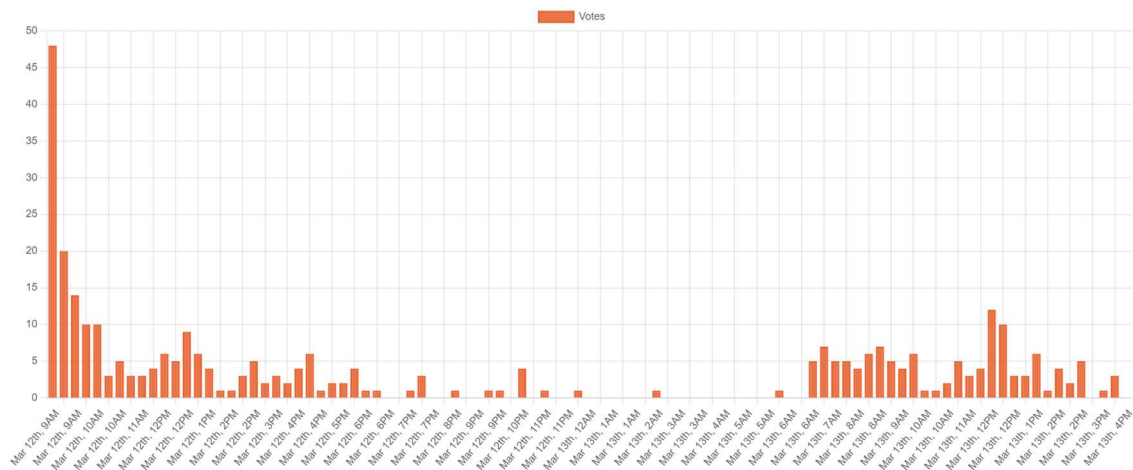


Turnout Chart (3305 electors voted)



Above: Export from Simply Voting software showing when votes were cast by General Members (eligible to vote in both the Executive Committee election and in the U-Pass referendum)

Turnout Chart (323 electors voted)



Above: Export from Simply Voting software showing when votes were cast by eligible SAMU Affiliates (only eligible to vote in the U-Pass referendum)

5.1 Notable Decisions

One (1) complaint was lodged by a candidate against another on one of the voting days. The complaint pertained to content on social media. To mitigate the conflict, the content was requested to be removed, and the request was complied with within moments of the request. No further action was taken due to the nature of the content (which, upon review, was not determined to be particularly offensive) and the timely response.

5.2 Suggestions for Future Improvements

None.

6.0 RESULTS

The unofficial results for the Executive Committee election yielded five (5) successful candidates and six (6) unsuccessful candidates, with all positions having been contested.

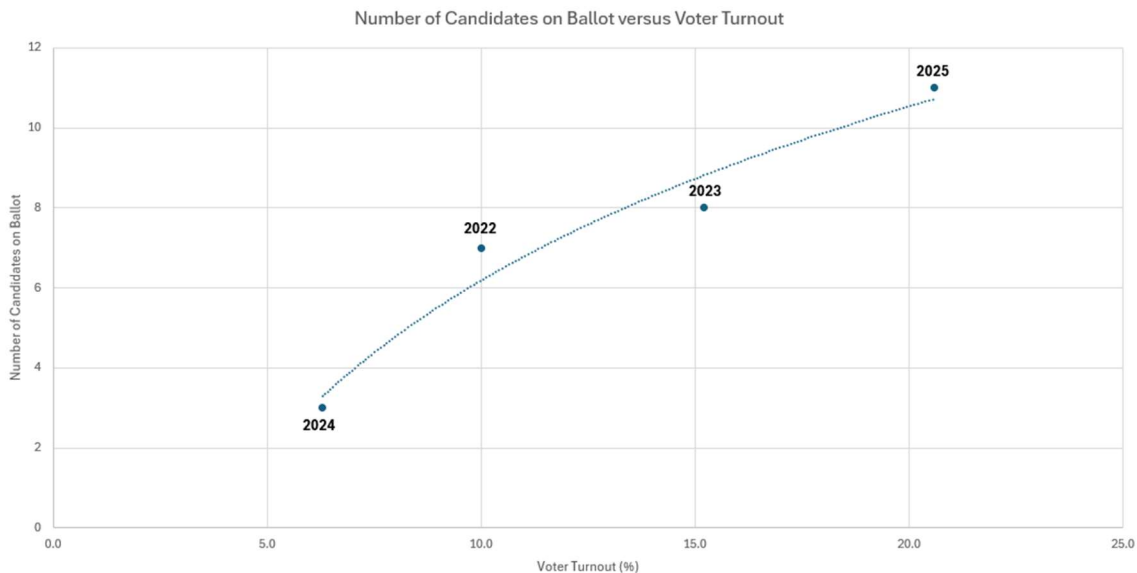
The unofficial results for the U-Pass referendum showed the votes in favour of the question being successful and being passed with a high enough margin that was binding on SAMU without requiring a deciding vote to be set by Students' Council as defined by section 3 of the *Referenda* procedure.

The unofficial results for both the Executive Committee election and the U-Pass referendum were issued approximately twenty (20) minutes after the polls closed on the final day of voting, March 13, 2025. I was on site with the RO at SAMU to tabulate the results, per my preference.

The voter turnout for the Executive Committee election was 20.6%, the highest in the past several years. For historical context, the results of the 2024, 2023, and 2022 Executive Committee elections was 6.3%, 15.2% and 10.0%, respectively. The correlation between voter turnout appears to continue to be heavily influenced by how competitive an election is, i.e., the number of candidates on the ballot. A graphic is included on the next page, for visual awareness of this possible correlation. The voter turnout for the U-Pass referendum (which was open to both General Members and eligible SAMU Affiliates) was 20.1%.

In accordance with the *Elections* procedure, the unofficial results became official 48 hours after the polls closed, on Saturday, March 15, 2025, at 4pm. An email notice to this effect was distributed shortly after.

Upon review of SAMU.ca, in the days and weeks following the election, I again note that a reasonable person would be unable to locate the results of the election. This does not appear to be compliant with section 35.3 of the *Elections* procedure requires the election results to be “featured prominently on the SAMU website”. It is also unclear to me if the results were conveyed via posters, banners, and on SAMU social media, as communicating the elections results via these mediums are also required by section 35 of the *Elections* procedure.



Above: Graphical output comparing the number of candidates on the ballot for the Executive Committee election versus the voter turnout. A logarithmic trend line has been added, for visual interest (a linear trendline would not be practical as it would imply a 100% voter turnout is possible with “X” number of candidates).

Disclaimer – this is not statistically validated, this is simply a graphical export using four data points, created solely for visual interest.

6.1 Notable Decisions

Following the release of the unofficial results, two (2) submissions of what may have been either complaints or appeals of the election results were emailed to the CRO. Section 48.1 of the SAMU *Election* procedure states that appeals need to be received by the Governance Office, not the CRO. These were not actioned further. In any event, both emails alluded to “digital posters” not having been removed from social media platforms one (1) hour after the polls had closed. As this is not a requirement of the SAMU governing documents, nor a ruling I have imposed, a notice was circulated to all candidates who had been on the ballot to remind them of such and noting that any complaints to this effect would be dismissed.

6.2 Suggestions for Future Improvements

To demonstrate compliance with the *Elections* procedure, the marketing of results of elections should (at a minimum) entail displaying the election results on the SAMU.ca homepage, i.e., not hidden on a subpage accessed by various drop-down menus, and be posted on every social media platform that SAMU operates on. This should apply to both the unofficial and official results. These updates should occur within a reasonable period of time.

It was noted some 62 ballots in total were not issued to General Members and eligible SAMU Affiliates as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). It is not clear to me what that messaging associated with “opting out” of emails is, i.e., are the persons who opt out of these emails fully aware they will not receive a ballot? I encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.

7.0 CONCLUDING REMARKS

As always, thank you to the RO, and to the persons who worked the election.

In accordance with section 3.1 of the SAMU *Elections and Referenda* policy, I will attend the Students' Council meeting at which this report is presented to answer questions on the content of this report or any other relevant topics.

Kind regards,



Josh Stock
Chief Returning Officer

APPENDIX: SUMMARY OF SUGGESTIONS FOR FUTURE IMPROVEMENTS

As a reminder, none of these suggestions are binding on SAMU. I believe the Executive Committee and the Procedure Sub-Committee is best tasked with reviewing these suggestions.

Suggestion #1

Consider updating the SAMU *Elections* procedure to have a continuous numbering scheme or otherwise tag sections 4 to 8 as “Not used”.

Suggestion #2

Consider eliminating the duplication of requirements between section 3 of the SAMU *Elections and Referenda* section 6 of the SAMU *Role and Responsibilities of the Chief Returning Officer* policy.

Suggestion #3

The terminology and requirements used in the SAMU governing documents for referenda is, in my opinion, too alike the terminology used for elections. These are different processes and should be treated as such. I suggest that requirements governing elections and referenda be de-linked further. For example, the term “candidate” does not seem to be an appropriate name for a person running a campaign in favour or opposed to a referenda question, especially considering only one campaign per outcome can be registered.

Suggestion #4

Candidates who are currently elected to either Students' Council or to the Executive Committee are not permitted to endorse a candidate in accordance with section of the *Elections* procedure. This section of the procedure appears to provide a disadvantage to any currently serving elected members as non-elected individuals can endorse each other and run “slates”. There are numerous issues pertaining to influence, perceived or real, that arise when a currently elected individual is actively occupying a position. At a minimum, I suggest that anyone actively running for re-election in the same position be required to take a leave of absence (which could be paid or unpaid). I feel there is a distinction for a candidate already elected in some capacity wishing to seek election in another position, but this is still somewhat problematic. This may introduce instances when many elected individuals are on leave simultaneously, so caretaker provisions may need to be developed if this suggestion is explored further.

Suggestion #5

Actions taken by Student Groups are not within the purview of the CRO. However, it appears that if candidates are involved with a Student Group, having the Student Group endorse them, this could leave the reasonable perception of an advantage. I suggest SAMU review neutrality of Student Groups via messaging from the Student Groups Manager and the SAMU governing documents governing Student Groups. For clarity, this is a suggestion that there be further guidance, not a ban, on endorsements.

Suggestion #6

The requirements in the SAMU *Elections* procedure governing “campaign materials” appear to be outdated – it is from a time when physical media was the dominating medium for campaigning. Similarly, the requirements pertaining to social media usage also appear to be outdated – it is from a time when social media was “new”. It is my opinion that the CRO need not be involved in the review of physical content or social media posts unless the content is reactively deemed to be unethical, offensive, or otherwise deemed inappropriate. This would mean that high-level expectations are set in the SAMU governing documents, that this would be communicated to candidates by the CRO, but the CRO would no longer need to be involved in reviewing every physical or digital campaign medium – this would allow for candidates to be more innovative and would push the onus on the electorate to evaluate candidates, e.g., if a candidate inadvertently does not indicate their name or a position they are seeking and just puts a photo of themselves on a physical poster, the material is not misleading, it is just ineffective and voters make their own decisions. It is also increasingly difficult to determine what content is being produced by one’s campaign and what content is being produced by third parties (who may be in favour of a campaign or opposed to it) – the CRO is unable to intervene in material produced by third parties. I suggest a review of rules set by the electoral processes set by the municipal, provincial, and federal governments in terms of campaigning and adjusting the requirements in the *Elections* procedure, accordingly.

Suggestion #7

The campaign expense limit requirements in the SAMU *Elections* procedure are cumbersome and difficult to track and enforce. I can appreciate that the requirements are in place to both allow for greater access to individuals to participate who may not otherwise be able to afford the costs associated with running a campaign and to also prevent a candidate from “buying an election”. I suggest a “maximum reimbursable value” should exist to continue to allow for equitable access to campaigning, but thought should be given to increasing the maximum amount allowed to be expended by a campaign and how a reasonable person would be tasked with enforcing the maximum value – for example, it is not possible for a candidate to control the actions of third parties, such as their classmates and friends. I suggest a review of rules set by the electoral processes set by the municipal, provincial, and federal governments in terms of campaign finances and adjusting the requirements in the *Elections* procedure, accordingly.

Suggestion #8

There are duplicated and inconsistent definitions between SAMU policies and procedures. There are also many terms that a reasonable person would anticipate being defined, which are not defined, e.g., “campaign materials” is defined but the term “digital posters” within that definition is not. I suggest the removal of the “definitions” section of SAMU governing documents, e.g., policies, procedures, etc., in favour of the creating of a document (which could be a policy or a procedure) which would be entitled something to the effect of “Definitions”, “Glossary of Defined Terms”, etc. The existing “Definitions” sections of each of the existing SAMU governing documents could be replaced with a statement indicating that defined terms have a meaning as indicated in the newly created document. Defined terms could be capitalized, use bold text, etc., to clearly articulate which terms are defined terms.

Suggestion #9

Section 17.1 of the *Elections* procedure, pertaining to the use of SAMU or MacEwan University resources, is extremely broad. I suggest examples be provided for what is and what is not permitted, to at least provide some base level of guidance.

Suggestion #10

To demonstrate compliance with the *Elections* procedure, the marketing of results of elections should (at a minimum) entail displaying the election results on the SAMU.ca homepage, i.e., not hidden on a subpage accessed by various drop-down menus, and be posted on every social media platform that SAMU operates on. This should apply to both the unofficial and official results. These updates should occur within a reasonable period of time.

Suggestion #11

It was noted some 62 ballots in total were not issued to General Members and eligible SAMU Affiliates as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). It is not clear to me what that messaging associated with “opting out” of emails is, i.e., are the persons who opt out of these emails fully aware they will not receive a ballot? I encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.



Voting Members:

Gabriel Ambutong, President
Darcy Hoogers, VP Academic
vacant, VP External
Joseph A. La Torre, VP Governance & Finance
Aleace Moom, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

In Attendance:

Shannon Marshall, Executive Coordinator
Larissa Williams, Internal Advocacy Advisor
Parvin Sedighi, External and Stakeholder Relations Manager

1. Call to Order: 2:16pm
2. 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.

3. Approval of Agenda:
VPGF/VPA
CARRIED
4. Approval of Minutes for: March 5, 2025
VPGF/VPSL
CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Q2 Financials, etc	*Presentation from Cam Whiting, Senior Finance Manager.	
2.	Student Groups		MOTION TO APPROVE THE MACEWAN UNIVERSITY MOCK TRIAL CLUB

			VPSL/VPGF CARRIED
3.	General Manager procedure		MOTION TO APPROVE THE GENERAL MANAGER PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE VPGF/VPA CARRIED
4.	Outstanding Action Items		
5.	VP Student Life's Report		
6.	VP Academic's Report	Deferred exam fee consultation with MacEwan admin.	
7.	VP Governance & Finance Report	SCOC meeting update. PSC meeting update. One on one with MacEwan CFO update.	
8.	President's Report	Grateful Gathering event update. Alumni Advisory Council meeting. CAUS meeting. GOA/COE/OEG event. Pride March. CBC interview re. affordable housing.	
9.	GM Report		MOTION TO GO IN CAMERA VPA/VPSL CARRIED MOTION TO GO OUT OF CAMERA VPA/VPGF CARRIED
10.	Recognition		

5. Adjournment
Time: 2:51pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 26, 2025 @ 2:00pm**

Voting Members:

Gabriel Ambutong, President
Darcy Hoogers, VP Academic
vacant, VP External
Joseph A. La Torre, VP Governance & Finance
Aleace Moom, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

In Attendance:

Emily Lukacs, External Advocacy Advisor
Shannon Marshall, Executive Coordinator
Larissa Williams, Internal Advocacy Advisor (Recording Secretary)
Parvin Sedighi, External and Stakeholder Relations Manager

- 1. Call to Order: 2:00 pm
- 2. Treaty 6 Land Recognition

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- 3. Approval of Agenda:
**VPSL/VPA
CARRIED**
- 4. Approval of Minutes for: March 12, 2025
**VPGF/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Groups	MacEwan Bhangra Club	MOTION TO APPROVE THE MACEWAN BHANGRA CLUB VPSL/VPGF CARRIED
		Arab Roots Collective	MOTION

			TO APPROVE THE ARAB ROOTS COLLECTIVE VPSL/VPA CARRIED
2.	Clothing sizes	Executive Coordinator -	Tabled
3.	Non-partisanship/Social Media for incomings	ESRM - Be mindful of what you are sharing online, particularly with social media posting and with interactions with media. You may be perceived as the incoming.	
4.	Maintenance Fund	<p>GM - Maria and I had a meeting with our project manager today and she (Cora) has flagged a cost over run of \$100,000 dollars for project 5.24.25 Look Out Staging Kitchen. Could you please put forward a motion to approve the cost overage. Reasoning for the overage is due to a number of factors including, tariffs, inflation and project scope planning adjustments not initially factored in during initial phase of budgeting, eg; adjusting the standard of the build to be future complaint with AHS standards.</p> <p>VPGF -</p>	MOTION TO APPROVE AN ADDITIONAL EXPENSE OF \$100,000.00 FROM THE MAINTENANCE FUND FOR PROJECT 5.24.25 LOOK OUT STAGING KITCHEN VPGF/VPSL CARRIED
5.	School of Business Associate Dean Hiring Committee	VPA -	MOTION TO APPOINT JOEHN TORRES TO THE SCHOOL OF BUSINESS ASSOCIATE DEAN HIRING COMMITTEE VPA/VPSL CARRIED MOTION TO APPROVE AN EXPENSE OF UP TO \$585 FROM G/L 524500 – EXECUTIVE PROJECTS TO PROVIDE AN HONORARIUM TO JOEHN TORRES FOR SERVING ON THE SCHOOL OF BUSINESS ASSOCIATE DEAN HIRING COMMITTEE VPA/VPSL CARRIED

6.	Textbook Tariffs	VPA - informed by bookstore manager that textbooks are going to receive the 25% tariff tax on textbooks, impacting the cost of textbook We should fill it out on behalf of the organization to state our displeasure with what's happening. Interesting opportunity for OER's upcoming with this initiative	Action Item: VPA and IAA to craft messaging for EC to send. Add to next EC meeting as a follow up.
7.	Outstanding Action Items		
8.			
9.	VP Governance & Finance Report	Nothing to Report	
10.	VP Student Life's Report	Sexual Violence Policy and Procedure Revisions Ongoing	
11.	VP Academic's Report	MacEwan at the Ledge Event	
12.	President's Report	Letters for Membership Dissolution have been sent GFC Update	
13.	GM Report	2025/26 SAMU Budget Approval Conference Last Week HR Update Building Maintenance Updates Elections Canada Update	
14.	Recognition		

5. Adjournment
Time: 2:40PM



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date		Submitted By	
April 16, 2025		Joseph A. La Torre, Vice President Governance & Finance	
Agenda Title	Item	SAMU Operating Budget policy	
Action Requested	<input checked="" type="checkbox"/> Motion		<input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the SAMU Operating Budget policy on the recommendation of the Governance Committee
Background Information	<p>As SAMU has grown significantly, with both student population and managing it's own building, it's been identified that the previously titled "Budget Approval" policy required some updates.</p> <p>After consultation with the General Manager, Finance Manager, and Governance Advisor, the updated draft policy was reviewed by the Governance Committee and is being brought forward on the committee's recommendation.</p> <p>The biggest change was to expand the scope of the policy beyond just budget approval to now include budget reallocaitons, unbudgeted expenditures, and departmental budget lines. A majority of these items previously lived within the Approval Authority procedure but because SAMU has grown so much it's believed that Students' Council shold have more oversite into setting the expectations around these things</p> <p>For budget reallocations: as we've seen with recent approvals being required from Students' Council, budget reallocations are part of doing day to day business with an organization the size of SAMU. Based on a value of \$75,000.00, which is identified in the SAMU bylaws as the dollar value assigned to Executive Committee for approvals & contracts, the General Manager and Executive Committee have been given athourity to approve budget reallocations. Anything over that amount will still require approval from Students' Council. Any approvals done by the GM or EC must be reported to the Audit Committee.</p> <p>For unbudgeted expenditures: this section has been moved directly from the Approval Authority procedure into this policy as the committee believes that the responsibility should</p>

	<p>be delegated from Students' Council to EC and the GM. No changes were made to the wording - it was literally copied and pasted into this policy.</p> <p>For Departmental Budget lines: it's been identified that there may be times within a fiscal year when a new budget line is required. This section grants to responsibility of approving new budget lines, for an already approved budget, to Executive Committee. This will ensure timeliness when a new budget line is required. For a new budget line to be created requires a recommendation from SAMU's Finance Department before EC votes on the topic. If/when approved the decision must be reported to the Finance Committee to ensure there is oversight of the decision.</p>
Alternative Considerations	Do nothing and leave policy as is.
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Approving this updated policy will ensure that SAMU is able to run, on a day to day basis, without financial delays but while still providing Students' Council, through their committees, with fiduciary oversight of SAMU's finances.
Related Documents	
Follow Up Action	
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 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 type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

SAMU Operating Budget

Rationale

Expectations on the approval of a proposed budget, together with what steps are taken should it be rejected, aid in the timely approval of each fiscal year's budget. Additional expectations direct the management of the approved budget throughout the fiscal year.

Definitions

A **Budget Reallocation** is the process of moving funds from one approved budget line to another within the same SAMU department.

The **proposed budget** is the operational budget compiled and brought forward by SAMU Operations to the Finance Committee for review and recommendation.

An **unbudgeted** expenditure is any expenditure from a budget line that would cause that departmental budget to exceed the amount originally approved by Students' Council. An unbudgeted expenditure can only occur when a budget reallocation cannot be executed.

Expectations

Budget Approval

1 The Finance Committee delivers the proposed budget for the next fiscal year to Students' Council no later than 60 days prior to the end of the current fiscal year.

2 The Finance Committee Chair makes a presentation on the proposed budget to Students' Council during the meeting at which the proposed budget is to be discussed.

3 Following the presentation, Students' Council votes either to approve or reject the proposed budget in its entirety.

4 If Students' Council rejects the proposed budget a Councilor is delegated by formal motion to provide a written report to the Finance Committee on the rejected budget. This report must contain a concise summary of Students' Council's concerns with the rejected budget and recommendations on how it should be improved. It must be submitted to the Finance Committee no later than one week following the rejection of the proposed budget.

5 If a budget is not approved before the end of the current fiscal year, SAMU operates on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved.

6 A deficit budget may only be approved if the Contingency Reserve Fund can cover the shortfall.

Budget Reallocations

SAMU Operating Budget 1

Commented [CW1]: Does this policy address the increase of an expense line due to grant/donation, or is that procedure?

Commented [AH2R1]: Good question. It doesn't currently. But that might be (semi) addressed in the Finance Policy?

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Commented [AH3]: VPGF?

Commented [SF4R3]: 'A Finance Committee Member'

Commented [AH5]: Do we need to define these?

Commented [AH6R5]: Also think there is precedent that a re-allocation limit for EC should be \$75,000.00

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4 Budget reallocations require approval.

4.1 Excluding Department 12 Governance, budget reallocations of up to \$37,500 may be approved by the General Manager if at least one of the following conditions apply:

4.1.1 For a budget line valued at \$75,000 or less, the budget reallocation does not exceed 10% of the budgeted amount approved by Students' Council.

4.1.2 For a budget line valued at more than \$75,000, the budget reallocation does not exceed 5% of the budgeted amount approved by Students' Council.

4.2 Budget reallocations that the General Manager is unable to approve, valued at up to \$75,000 may be approved by Executive Committee via formal motion and a simple majority voting in favour.

4.3 Budget reallocations within Department 12 Governance, valued up to \$75,000 may be approved by Executive Committee via formal motion and at least 75% of the members voting in favour.

4.3 An unbudgeted expenditure will not be approved if the expenditure would cause the departmental budget to exceed the amount approved by Students' Council.

4.4 All other budget reallocations require formal approval from Students' Council.

5 All budget reallocations approved by the General Manager or the Executive Committee will be reported to the Audit Committee at their next scheduled meeting.

Unbudgeted Expenditures

4 Unbudgeted expenditures require approval.

4.1 Excluding Department 12 Governance, unbudgeted expenditures may be approved by the General Manager if at least one of the following conditions apply:

4.1.1 For a budget line valued at \$10,000 or less, the unbudgeted expenditure does not exceed 10% of the budgeted amount approved by Students' Council.

4.1.2 For a budget line valued at more than \$10,000 the unbudgeted expenditure does not exceed 5% of the budgeted amount approved by Students' Council.

4.2 Unbudgeted expenditures within Department 12 Governance and Leadership, or those that the General Manager is unable to approve, valued at up to \$10,000 may be approved by Executive Committee via formal motion and a simple majority voting in favour.

Commented [SF7]: I think this could live in the Approval Authority Procedure because it is inline with the unbudgeted expenditures approval authority, its easier to make changes to Procedures opposed to policies, and is operational in nature for its uses.

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Commented [SF8]: We should specify 'budget line(s)' so we consider the budget line we are allocating funds from so that there are constraints for both to and from. Or a set of conditions for the budget line we are allocating from.

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Commented [CW9]: "budgeted amount" does this reference the GL line, the department, of the whole fiscal budget?

Commented [AH10R9]: As written I believe it would refer to the specific budget line. This is the current wording we use in the Approval Authority Procedure.

Commented [CW11R9]: If it refers to the specific budget line, I think this clause may be so restrictive that the GM will rarely be able to approve the reallocations.

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4.3 An unbudgeted expenditure cannot be approved by Executive Committee or the General Manager if the expenditure would cause the SAMU Operating Budget to exceed the actual revenues.

4.4 All other unbudgeted expenditures require formal approval from Students' Council.

Departmental Budget Lines

7 Executive Committee may approve, via formal motion, the creation of a new budget line within a departmental budget upon a recommendation from the Finance Department.

8 Newly created budget lines must be reported to the Finance Committee.

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Commented [CW12]: Suggest to add a clause: "Unbudgeted revenue from Grants or Donations will effectively raise the corresponding expense GLs by the same amount, with no further approvals required."

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STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Policy

Fact Sheet

Approvals:

First Approval – February 5, 2014

Last Approval –

Date of Last Review: April 23, 2024

Related Documents and Forms:

Source and Updates:

February 5th, 2014: *Budget Approval* approved by Students' Council Motion 2014-02-05-6.1.

Source material drawn from *Policy 38 – Budget Approval*.

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SAMU Operating Budget 4



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date		Submitted By	
April 16 th , 2025		Joseph A. La Torre, Vice President Governance & Finance	
Agenda Title	Item	Finance Policy	
Action Requested	<input checked="" type="checkbox"/> Motion		<input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the Finance Policy on the recommendation of the Finance Committee
Background Information	<p>MacEwan is expecting 30,000 students by 2030 and they are accounting for that increase in students; SAMU must, too. In other areas of our organization, we've considered the growth of students on campus, which means considering the capacity of our programming and services, such as the pantry, breakfast club, events, etc. With all that, we must consider our internal financial policies and as well.</p> <p>Before the amendments to the Finance Policy were presented to the Finance Committee, there were multiple discussions the General Manager, Senor Finance Manager, Governance Advisor and I had. This is to say, there is financial expertise involved in the discussions considering SAMU's financial wellbeing in the short, medium, and long-term.</p> <p>Some of the amendments of note are as follows:</p> <ul style="list-style-type: none">- Contingency Fund expectations changed because of the consideration of SAMU's financial well-being long-term. Additionally, instead of revenue being allocated to the fund, it is instead surplus.- Health & Dental Reserve criteria to include the Finance department in the process of changing health and dental coverage.- Grants and Donations Funds expectations clarified for whenever SAMU receives donations or grants.- Surplus allocation changes are related to the contingency fund changes.- Investment expectations added with considering that student funds are being used, and explicitly stating investments need to be low-risk. Furthermore, stating the approval process of SAMU investments. <p>With all that being said, from the multiple discussions about this policy considering the financial wellbeing of SAMU, we believe this fulfills our responsibility of strategic financial oversight.</p>

Alternative Considerations	Do not make changes to the Finance Policy.
Risk Management Considerations	Short, medium, and long-term financial wellbeing; student dollars with respect to investments, last year's audit considerations.
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	
Related Documents	Bylaws, SAMU Fees Policy, Budget Approval Policy
Follow Up Action	Implement changes internally.
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 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"/>
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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"/>
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Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>



Finance

Rationale

A policy on finances and investments provides a list of all funds that SAMU holds and jointly oversees or manages. This policy provides proper guidelines on how finances and investments work, what they look like, and how they can be monitored at the governance level.

Definitions

Restricted funds are funds whose purpose is pre-determined by either SAMU or a donor.

A **short-term cash flow shortage** occurs with the SAMU operating account due to the timing of when the transfer of fees from MacEwan University are received when the operating account is low in funds. As a result, the operating account will require top-off funds to continue with its day-to-day operations from other SAMU funds until the transfer of fees is received.

Unrestricted funds are funds used in the day to day operations of SAMU.

Expectations

General

- 1 SAMU's fiscal year begins on July 1st of each year and ends on June 30th of the following calendar year.
- 2 The annual operating budget reflects the strategic plan and current priorities of SAMU.
- 3 Expenditures may not exceed the amounts approved in SAMU budget.
- 4 Professional bookkeeping exists for SAMU's finances.
- 5 An independent auditing firm annually audits financial statements.
- 6 Alterations to this policy require a recommendation from the Finance Committee and a Special Resolution of Students' Council.

Maintenance Fund (Internally Restricted)

- 7 The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.
- 8 Expenditures from the Maintenance Fund require formal approval by Executive Committee and will be reported to Students' Council at their next regularly scheduled meeting..



SAMU/MacEwan Major Expenditures Fund (Jointly Restricted)

9 The SAMU/MacEwan Major Expenditures Fund is dedicated for major building expenditures.

9.1 This fund is created per the requirement of the Lease Agreement with MacEwan section 5.1(f) section ii to iii for the SAMU Building.

9.2 This fund is overseen by MacEwan and SAMU through the SAMU Building Operations Committee as per the Lease Agreement and the Operations and Maintenance Agreement.

Contingency Reserve Fund (Internally Restricted)

10 The Contingency Reserve Fund may be used for operational deficits.

11 When the Contingency Reserve Fund contains 75% or more of the prior year's operating budget, excluding amortization expense, additional funds are not transferred into it.

12 Expenditures regarding operational deficits may only occur with both unanimous approval of the Executive Committee and simple majority approval of Students' Council.

13 The Contingency Reserve Fund may be used for short-term cash flow shortages.

13.1 Once the transfer of funds from MacEwan University is received the money taken out from the fund will be returned to this fund in a timely fashion.

13.2 Expenditures regarding short-term cash flow shortages may only occur with unanimous approval of the Executive Committee and will be reported to the Finance Committee and Students' Council at the earliest scheduled meeting.

Health and Dental Reserve Funds

14 The Health and Dental Reserve Funds should be sufficient to provide for student health needs in the case of a health emergency.

14.1 If the Health and Dental Reserve Funds, including ASO fund, reach 50% or more of SAMU's estimated yearly premiums, the Executive Committee may, on the recommendation of the Finance Department, gradually increase coverage or decrease student fees.

14.2 Any changes to the assessed Health and Dental fees will be reported to Students' Council at the earliest scheduled Council meeting.

Deleted: 10 Five percent of the revenue from the SAMU membership fee is allocated to the Contingency Reserve Fund until the maximum amount has been reached. ¶

¶
10.1 When the Contingency Reserve Fund contains 25% or more of the prior year's operating budget, excluding amortization expense, additional funds are not transferred into it.

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15 As the Health and Dental plan is under an Administrative Services Only (ASO) model, at least 15% of the previous years claims will sit in a reserve fund with the insurer.

16 The Health and Dental Reserve Funds may only be used to cover the costs of the health plan or dental plan.

Student Groups Fund

17 The Student Groups Fund is the account that SAMU uses to hold the money Student Groups collect and is available for Groups to withdraw from.

18.1 Expenditures from the Student Groups Fund adhere to approval practices established in procedure.

USD Fund

19 The USD Fund is used for U.S. Dollar transactions to avoid foreign exchange rate differences and fees.

Transit Fund

20 The Transit Fund is a low-risk account that is used to facilitate electronic fund transfers and auto deposits from customers.

SAMU Cares Endowment Fund

21 The SAMU Cares Endowment Fund holds a principal amount of \$1,000,000 that accrues interest which is used to provide financial relief to students in need through the SAMU Cares Bursary.

22 This endowment is held by MacEwan's Alumni and Development Office, due to Canadian Charity regulations that SAMU does not have the ability to hold.

22.1 Distribution of funds is managed by SAMU.

Grants and Donations Funds

23 The Grants and Donations Funds holds financial grants and donations received by SAMU.

24 Expenditures from the funds will be used to enhance SAMU's operating budget.

25 Expenditures from the funds can only be used for the original grant's or donation's stated purpose.

26 Expenditures from the funds require formal approval from Executive Committee and must be reported to Students' Council at their earliest scheduled meeting.



26.1 Unbudgeted revenue from Grants or Donations will effectively raise the corresponding expense G/Ls by the same amount, with no further approvals required.

Operating Fund

27 The Operating Fund provides for the day-to-day budgeted expenditures of SAMU.

28 The Operating Fund holds two months' worth of operating expenses at one time, with any surplus funds transferred to the Operating Savings Fund.

29 Expenditures from the Operating Fund adhere to approval practices established in procedure.

Operating Savings Fund

30 The Operating Savings Fund is used to minimize the risk of keeping large cash deposits in our Operating Fund.

31 The Operating Savings Fund is used to protect SAMU's funds from fraud as it is a non-chequing account that no outside parties have access to its account information.

Operating Surplus

32 Any operating surplus (excluding amortization expense and building levy revenue) at the end of the fiscal year will be allocated as follows:

20% to the Maintenance Fund

30% to the SAMU/MacEwan Major Expenditures Fund

30% to remain as unrestricted funds

20% to the Contingency Fund

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32.1 If the SAMU Cares Endowment Fund drops below the principal amount of \$1,000,000, up to 10% of the operating surplus allocated to the Maintenance Fund will be allocated to the SAMU Cares Endowment Fund.

Investments

33 The primary objective of SAMU investments is the preservation of capital, therefore investments need to be low-risk (ex. guaranteed investment certificates, bank account deposits, certificate of deposit, T-bills, government bonds, etc.)

34 Any investments will need to be transacted through a firm registered with the Investment Dealers Association, a schedule I, II, or III bank, a government owned financial institution, or a credit union.

35 The Finance department will perform a liquidity analysis to ensure that any investments will not affect the cash levels SAMU requires for day-to-day operations.

36 Executive Committee approves investments based on a recommendation from the Finance Department

37 Any investments will be reported to the Finance Committee



Fact Sheet

Approvals:

First Approval – August 21, 2013

Last Approval – April 17, 2024

Date of Last Review: April 17, 2024

Related Documents and Forms:

Source and Updates:

August 21, 2013: *Finances and Investments* approved by Students' Council motion 2013-08-21-6.5. Source material drawn from *Policy 16 - Finance*, *Policy 27 - Building Fund*, *Policy 37 - Contingency Reserve Fund*, and *Policy 45 - Health and Dental Reserve*.

February 19, 2014: *Finances and Investments* approved by Students' Council motion 2014-02-19-6.1. Policy update based on recommendations from our auditors.

October 1, 2014: *Finances and Investments* approved by Students' Council motion 2014-10-01-6.1 upon the recommendation of the Budget and Finance Committee.

March 15, 2017: *Finances and Investments* approved by Students' Council motion 2017-03-15-7.3 on the recommendation of the Budget & Finance Committee.

March 21, 2018: *Finances and Investments* approved by Students' Council motion 2018-03-21-7.7 on the recommendation of the Budget and Finance Committee. Building Fund updated to reflect current needs and preparation for opening and operation of the SAMU building.

June 19, 2019: *Finance* (renamed from *Finances & Investments*) approved by Students Council motion 2019-06-19-7.3 on the recommendation of the Budget and Finance Committee. Policy updated to move away from saving for a building to ensuring the SAMU building opening in Fall 2019 has a Maintenance Fund and a Major Expenditures Fund as well as defining where operating surpluses are allocated.

April 1, 2020: *Finance* approved by Students' Council motion 2020-04-01-4.1 on the recommendation of the Budget and Finance Committee. Contingency Reserve Fund section updated so that once maximum is reached any excess funds will be allocated to the operating budget instead of the SAMU Cares Fund.

June 16, 2021: *Finance* approved by Students' Council motion 2021-06-16-7.1 on the recommendation of the Budget and Finance Committee. Identified that any amortization expense incurred would be excluded when calculating the operating surplus at the end of the fiscal year.

June 15, 2022: *Finance* approved by Students' Council motion 2022-06-15-7.1 on the recommendation of the Budget and Finance Committee. Substantial updates include: removal of Building Fund due to completion of SAMU building, identifying that the



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Policy

Contingency Fund can be used for short-term cash flow shortages, addition of the Student Groups, USD, and Transit Funds, identifying the principal amount of \$1,000,000 for the SAMU Cares Endowment Fund, addition of the Operating Savings Fund, and updates to how an operating surplus is allocated.

March 22, 2023: *Finance* approved by Students' Council motion 2023-03-22-7.1 on the recommendation of the Budget and Finance Committee. Changes include: noting that the 25% requirement within Contingency Reserve Fund excludes amortization expense, requiring the Operating Fund to hold 2 months worth of operating expenses instead of 4, and excluding building levy revenue from the calculation of an operating surplus.

April 17, 2024: Finance Policy approved by Students' Council motion 2024-04-17-1 on the recommendation of the Finance Committee. Changes include updates to how any surplus is allocated at the end of the fiscal year. This includes addition of 'unrestricted funds' and its definition.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
April 16 th , 2025	Moselle Namoc, Councillor

Agenda Item Title	Roles and Responsibilities of Elected Representatives Policy	
Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the Roles and Responsibilities of Elected Representatives policy effective May 1 st , 2025, on the recommendation of the Governance Committee.
Background Information	<p>With our move to incorporate some online, module based, training for elected representatives the Governance Committee identified that policy should be updated to account for this. As policy already dictates that 80% is the standardized threshold for attendance the Governance Committee agreed that the same standard should apply for the online training as well.</p> <p>Requiring a timeline for the online training to be complete was also important so that elected representatives will all have access to the same base information prior to their elected term beginning. The committee is also recommending some minor wording updates to better define reporting expectations for members of Executive Committee.</p> <p>Overall, these policy updates align with existing policies, ensuring councillors are better prepared for their roles, and clarified expectations on Executive Committee reports.</p>
Alternative Considerations	Do nothing and leave policy as is.
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete

Implications	
Related Documents	
Follow Up Action	
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 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 type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Roles and Responsibilities of Elected Representatives

Rationale

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

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

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

Definitions

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

Mandatory Training refers to the training identified in the Governance Transition policy.

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

Expectations

Roles and Responsibilities of Members of Students' Council

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



~~6.2 In the case of online, module based training, a member of Students' Council must complete at least 80% of the module prior to the scheduled in person training, to be counted as present/completed.~~

~~6.2.1 For members of Council appointed outside of the regular election times they must complete 80% of the online module based training within 2 weeks of appointment to be counted as present/completed.~~

~~6.3 In the event that a member of Students' Council fails to be present for a mandatory training session that member will be automatically removed from office.~~

~~6.3.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Roles and Responsibilities of Members of Executive Committee

11 Members of Executive Committee represent SAMU by acting in accordance with all official positions.

12 Members of Executive Committee maintain regular office hours.

13 Members of Executive Committee must provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include updates on goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

14 Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.

15 Members of Executive Committee participate in the orientation of their successors.

16 Members of Executive Committee serve on the university committee on tuition and fees.

17 Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

Roles and Responsibilities of the President

18 The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.

19 The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.

20 The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

Roles and Responsibilities of the Vice President Academic

21 The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.

22 The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.

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

Roles and Responsibilities of the Vice President External

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

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

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

Roles and Responsibilities of the Vice President Governance and Finance

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

28 The VPGF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. The VPGF also serves as the second student member of the MacEwan Board of Governors and related committees.

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

Roles and Responsibilities of the Vice President Student Life

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

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



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Policy

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

Appendix A**Students' Council Oath**

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

Fact Sheet**Approvals:**

First Approval – February 19, 2014

Last Approval – February 21, 2024

Date of Last Review – February 21, 2024

Related Documents and Forms:**Source and Updates:**

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

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

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

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

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

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

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

April 21, 2021: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2021-04-21-7.3 on the recommendation of the Bylaws and Policy Committee.



Policy

Changes are updates to the councillor reinstatement process to use the newly created Students' Council Reinstatement Committee.

February 21, 2024: *Roles and Responsibilities of Elected Representatives* policy approved by Students' Council motion 2024-02-21-7.1 on the recommendation of the Governance Committee. Changed to mandate the VP Governance and Finance sit as the second student representative on the MacEwan Board of Governors.



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
April 16 th , 2025	Cierra Jacobs, Councillor

Agenda Title	Item
	Governance Transition Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the Governance Transition Policy effective May 1st, 2025, on the recommendation of the Governance Committee
Background Information	<p>The Governance Committee review the Governance Transition policy and identified some updates that were required:</p> <p>1 the committee did not see value in automatically providing a full copy of Robert's Rules of Order to newly elected representatives, but instead felt that a copy could be provided in the representative requested on. This will save on the cost of the books as the committee believes they are generally not used on any regular basis by the majority of council.</p> <p>2 the wording was updated to identify that while it's the repsonsibility of EC to ensure mandatory training sessions occur, they're not necessarily responsible for organzing and runnning the session. Instead, the GM and their operations team will lead the planning and delivery of training sessions.</p> <p>3 a reduction in the mandatory Fall training from 20 hours to 15 hours. This reduction was made possible because of the addition of online moduolar based training - this means less time should be needed for in person training.</p> <p>4 mandaory Fall training edits include changes to include information about how EC uses advo with and to MacEwan U, as well as more explanation of how to engage with the EC workplan as a member of council.</p> <p>5 With the addition of online module based training, the policy was updated to include this information.</p>

	6 for EC transition, a requiremen that incoming execs must complete any/all schdeuled training sessions to be able to take office. These training sessions will include both online module based training as well as in office/retreat training as defined by the GM & GAST team.
Alternative Considerations	
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	
Related Documents	Bylaws, Roles and Responsibilitie sof Elected Representatives
Follow Up Action	
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 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 type="checkbox"/>	<input checked="" 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"/>

Governance Transition

Rationale

New Councilor orientations and Executive transition periods facilitate the transfer of knowledge and empower the incoming Councillors and Executives to act effectively in their roles.

Effective transitions are needed to provide consistency from year to year and to preserve the continuity of advocacy initiatives, strategic goals, and projects.

Governance training provides Councillors and Executives with skills and understanding of scope and function essential to effective leadership.

Definitions

An **Incoming Executive** is an individual elected in the most recent executive election participating in a transition period prior to taking office.

An **Outgoing Executive** is a former executive participating in a transition period following the end date of their term of office.

Expectations

Orientation and Training

1 Within one week of the close of elections or appointments, Councillors and Executives are provided with governance resources including: SAMU Bylaws, Policies, and Procedures, the minutes of the Students' Council meetings of the previous year, and ~~a summary of most frequently used rules within Robert's Rules of Order.~~

~~1.1~~ Members of Students' Council will be provided a copy of RROO if requested.

2 Executive Committee, in cooperation with the ~~General Manager, ensures that mandatory Students' Council training sessions are provided.~~

3 The mandatory fall training session takes place within three weeks of the close of fall elections.

4 The mandatory winter training session takes place within three weeks of the start of the Executive term.

5 Dates for the mandatory training session(s) are communicated during the nomination period for elections.

6 Mandatory ~~fall in person~~ training sessions ~~do not exceed~~ more than ~~15~~ hours over a two-week period and include the following:

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6.1 the roles and responsibilities of students' association boards

6.2 legal responsibilities and liabilities of Students' Council

6.3 meeting procedures and Robert's Rules of Order

6.4 avenues that Executive Committee uses for advocacy with and to MacEwan University

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6.5 the Executive Committee workplan and how to engage with it

6.6 SAMU's strategic plan

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6.7 leadership and team building

6.8 recitation of the Students' Council Oath.

7 Mandatory fall training sessions can include both in person and online, module based, sessions.

8 Councillors are remunerated for attending mandatory training sessions based on one Students' Council meeting.

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8.1 Completion of an online, module based, training session will count as attending one Students' Council meetings.

9 Executive Committee is responsible for ensuring that orientation and training of Councillors and Executives who are appointed outside of regular election schedules is provided.

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Executive Transition

10 The transition for an Executive consists of two periods.

10.1 For an Incoming Executive the transition period commences the day election results are declared official and ends on April 30.

10.2 For an Outgoing Executive, upon mutual agreement between the General Manager and the Outgoing Executive, the transition period begins May 1 and ends by May 15.

10.3 Incoming Executives are compensated for up to 100 work hours and Outgoing Executives are compensated for up to 70 work hours during their transition period.

11 Incoming Executives and Outgoing Executives do not possess signing authority, have no voting rights on Executive Committee, and do not represent SAMU in any official capacity.

12 Incoming Executives are responsible for fulfilling the following duties during their transition periods:



12.1 job-shadowing the Executive with the same portfolio as the one to which the Incoming Executive was elected;

12.2 ~~completing scheduled training sessions;~~

Deleted: working up to 35 hours a week alongside the Executive during the transition period

13 Outgoing Executives are responsible for fulfilling the following duties during their transition periods:

13.1 answering the job-relevant questions of the Executive with the same portfolio as the one formerly held by the Outgoing Executive;

13.2 providing information on relevant Executive Committee projects, initiatives, discussions, and internal or external committees.

13.3 working up to 35 hours a week alongside the Executive during the transition period.

14 In the event that there is no Outgoing Executive, or the Outgoing Executive is away from office during the transition period, the duty to transition falls on the Executive Committee,

14.1 The Executive Committee shall ~~ensure a transition plan is created~~ for the Incoming Executive,

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14.2 This plan will be communicated to the Incoming Executive within 14 days of the transition period commencing.

15 During transition periods the Incoming Executives and Outgoing Executives:

15.1 will be considered part-time employees reporting to the General Manager and receive the hourly wage equivalent of the current Executive salary;

15.2 receive no benefits associated with Executive positions.

16 Executives are not permitted to use vacation days during the first ~~two~~ weeks of their ~~elected~~ term.

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Fact Sheet**Approvals:**

First Approval – August 20, 2014
Last Approval – September 18, 2024

Date of Last Review – September 18, 2024

Related Documents and Forms:**Source and Updates:**

August 20, 2014: *Governance Transition* approved by Students' Council motion 2014-08-02-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 32 – Councilor Transition* and *Policy 44 – Executive Transition*.

September 16, 2015: *Governance Transition* approved by Students' Council motion 2015-09-16-6.2 on the recommendation of the Bylaws and Policy Committee. Transition hours adjusted to facilitate a better transition for the incoming executives.

May 18, 2016: *Governance Transition* approved by Students' Council motion 2016-05-18-6.4 on the recommendation of the Bylaws and Policy Committee. Recitation of the council oath included in the requirements for the mandatory training session.

July 20, 2016: *Governance Transition* approved by Students Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath terminology standardized across all policies.

November 15, 2017: *Governance Transition* approved by Students' Council motion 2017-11-15-7.13 on the recommendation of the Bylaws and Policy Committee. 5.1 updated from "public boards" to "students' association boards", 8.2 transition period extended to May 30 from May 15, and 13.1 added to policy.

January 17, 2018: *Governance Transition* approved by Students' Council motion 2018-01-17-7.1 on the recommendation of the Bylaws and Policy Committee. Update includes addition of gender neutral pronouns in place of 'he/she', etc.

February 16, 2022: *Governance Transition* approved by Students' Council motion 2022-02-16-7.3 on the recommendation of the Bylaws and Policy Committee. Changes include identifying that the transition responsibility falls to current Executive Committee as a whole for an incoming executive when an executive position is vacant, or an outgoing executive is away, during the transition period.

September 18, 2024: *Governance Transition* approved by Students' Council motion 2024-09-18-7.2 on the recommendation of the Governance Committee. Updates include: identified that there must be mutual agreement between an outgoing executive and the General Manager for the executive to work from May 1-15; identify that 'incoming executives' and 'outgoing executives' will be considered part-time employees reporting to the General Manager, and limiting an outgoing executive to 70 hours of work.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
March 19, 2025	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	Role and Responsibilities of the Chief Returning Officer Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the Roles and Responsibilities of the Chief Returning Officer policy on the recommendation of the Students' Council Operations Committee
Background Information	The Students' Council Operations Committee is recommending an update to this policy that will increase the honorarium provided to the CRO annually. As the honorarium hasn't been increased in just over ten years the committee believes it's time to update that, and in the future have it increase annually by CPI. This increase matches the rate of increase SAMU currently uses for both EC and the Chair of Students' Council. Over this past year we've seen an increased workload for the CRO as we've had more students interested in the election processes so the recommended increase is timely.
Alternative Considerations	Do nothing and leave policy as is.
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	
Related Documents	
Follow Up Action	

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 type="checkbox"/>	<input checked="" type="checkbox"/>
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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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Role and Responsibilities of the Chief Returning Officer

Rationale

Clear responsibilities for the SAMU Chief Returning Officer ensure that the preparation for, and the proceedings of, elections and referendums are fair and transparent.

Definitions

A **Candidate** is a SAMU general member who is nominated to run for an elected representative role or a SAMU general member who is running a campaign for or against a specific referendum question.

The **Chief Returning Officer** refers to the person, who is not a SAMU general member or staff member, formally appointed by Students' Council to oversee SAMU elections and referendums.

Expectations

Roles and Responsibilities

- 1 The Chief Returning Officer (CRO) adheres to SAMU bylaws and policies.
- 2 The CRO is responsible for ensuring the operation of open, fair, and impartial elections and referendums in accordance with bylaws, policy, and procedure.
- 3 The CRO receives complaints and interprets bylaws, policies, and procedures pertinent to the operations of elections and referendums.
- 4 The CRO may impose disciplinary action against a candidate.
- 5 The CRO responds to all interpretation and approval requests from SAMU Members within 24 hours.
 - 5.1 Interpretations will be communicated to all candidates.
- 6 Subsequent to each election, the CRO confirms the results of the election and/or referendum(s) based on the ballot tallies and is responsible for submitting a written report to Students' Council that reports the results of the election or referendum(s), the processes used, gives suggestions for future improvements, and provides any additional information the CRO deems relevant.

Appointment and Removal

- 7 The CRO is appointed by Students' Council for a term that ends on April 30 of the following year.

7.2 The appointment of the CRO is renewable upon annual review and recommendation.

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

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

Honourarium

10 The CRO receives an annual honourarium of ~~\$1800.00~~.

10.1 ~~The CRO honourarium will increase annually, on July 1, by the average of Alberta's CPI from December 1 to November 30 of the previous year until a cap of \$2000.00 is reached.~~

10.2 ~~Once the honourarium cap is reached a review of the CRO honourarium will commence.~~

Indemnification

12 SAMU shall indemnify the Chief Returning Officer and hold them harmless for lawful acts or decisions made by them in good faith while performing their duties to the full extent allowed by law.

Deleted: 15

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Deleted: The CRO remuneration will be reviewed every second

Deleted: year

Deleted: Changes to remuneration of the CRO require the recommendation of the Students' Council Operations Committee



Policy

Fact Sheet

Approvals:

First Approval – August 21, 2024

Last Approval –

Date of Last Review:

Related Documents and Forms:

Source and Updates:

August 21, 2024: *Role and Responsibilities of the Chief Returning Officer* Policy approved by Students' Council motion 2024-08-21-7.1. Source material taken out of the *Elections* Procedure.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
April 16, 2025	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	Committee Appointments
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to appoint Councillor _____ to the Audit Committee effective May 1, 2025 Motion to appoint Councillor _____ to the Strategy and Engagement Committee effective May 1, 2025 Motion to appoint Councillors _____ and _____ to the Students' Council Operations Committee effective May 1, 2025
Background Information	With Councillors Poon and Uzor being elected to Executive Committee there will be vacancies on the Audit Committee, Strategy and Engagement Committee, and Students' Council Operations Committee as of May 1, 2025. These motions are being brought forward so that the committee will have full membership and be able to continue operating with as many voices around the table as possible. The TORs for each committee are attached, but please note that there is mandatory attendance at the quarterly Audit Committee meetings. The next meeting will take place in August on a date still tbd.
Alternative Considerations	Do nothing and stay with vacancies.
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete

Implications	
Related Documents	
Follow Up Action	
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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
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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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

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.

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; and
 - 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.

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 Governance and Finance and four Councillors.
 - 16.1. Regarding Executive Remuneration another Executive may replace the Vice President Governance and Finance as a voting member if the Vice President Governance 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 Governance 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 Students' Council Operations Committee are held at least twice per quarter.
20. The Committee Chair may call additional meetings as required.



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' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
April 16 th , 2025	Tolu Dare, Councillor

Agenda Title	Item
	Chief Returning Officer Reappointment
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the reappointment of Josh Stock as Chief Returning Officer for a term of May 1, 2025 - April 30, 2026, on the recommendation of the Students' Council Operations Committee.
Background Information	<p>The Students' Council Operations Committee met and recommended Josh Stock be reappointed for the upcoming year.</p> <p>Completing this reappointment ensures that planning for the 2025-2026 elections can begin in a timely fashion.</p>
Alternative Considerations	
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	
Related Documents	Bylaws, Roles and Responsibilities of the Chief Returning Officer
Follow Up Action	

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.

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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"/>