

Bylaw 150: Student Representative Associations

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BYLAW 150: STUDENT REPRESENTATIVE ASSOCIATIONS

01. Amendments

1. Any amendments to this Bylaw must be reported to each Student Representative Association.

02. Mandate

1. The Students' Union shall be responsible for the development and management of any Student Committees or Associations it wishes to delegate its representative authority to, as outlined in the Post Secondary Learning Act.
2. Every Faculty shall be represented by only one (1) Faculty Association, every Campus shall be represented by only one (1) Campus Association, every Residence shall be represented by only one (1) Residence Association and every Department shall be represented by only one (1) Departmental Association.
3. Every Faculty Association, Campus Association, and Residence Association and Departmental Association is a Student Representative Association (SRA).
4. The mandate of a SRA is to act on behalf of and for its constituency. The SRA is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent.
5. The role of an SRA is to:
 - a. Act as the official representative of its membership to the Students' Union and to the University of Alberta on student issues;
 - b. Provide services which are beneficial to its membership; and
 - c. Foster student engagement and a sense of community within its constituency.
6. An Association shall not advocate on issues in contradiction to Students' Union Political Policy, unless they have first presented to and received approval from Students' Council.
7. SRAs shall utilize the process outlined in [Regulation 150.02 - Deviation from Political Policy](#) if they are to advocate on issues in contradiction to Students' Union Political Policy.
8. The Students' Union shall be responsible for developing Memorandums of Understanding, while prioritizing consultation with the SRA, to outline relationship expectations between the SRA and SU.

03. Council of Faculty Associations

9. The Council of Faculty Associations shall be an advisory body to the Students' Union on student issues and shall:
 - a. Foster communication and collaboration between Associations; and
 - b. Provide a channel of communication with the Students' Union.
10. The voting composition of the Council of Faculty Associations Senior Board shall be in accordance with [Regulation 150.03 - Council of Faculty Associations Senior Board Terms of Reference](#).
 - a. The Council of Faculty Associations Finance Board shall include the chair of the Students' Council Audit Committee as a non-voting ex-officio member.

04. Council of Residence Associations

11. The Council of Residence Associations shall be an advisory body to the Students' Union on student issues and shall:
 - a. Foster communication and collaboration between Residence Associations; and
 - b. Provide a channel of communication with the Students' Union.
12. The voting composition of the Council of Residence Associations shall be in accordance with [Regulation 150.04 - Council of Residence Associations Terms of Reference](#).

05. Membership

1. The base membership of a:
 - a. Faculty Association shall be defined as all undergraduate students enrolled in the faculty represented by the Faculty Association;

- b. Campus Association shall be defined as all undergraduate students enrolled in a faculty located on the campus represented by the Campus Association;
 - c. Residence Association shall be defined as all undergraduate students living in the residence represented by the Residence Association;
 - d. Departmental Association shall be defined as any undergraduate student enrolled in a major, minor, or program of study in that department or program.
 - e. Any other Student Representative Association shall be agreed upon by the Association and Students' Council upon the formation of the Association.
2. The membership of an Association may be defined by criteria agreed upon by the Association and Students' Council. Where no such agreement is in place the membership of an Association shall be equal to the base membership of the Association.
 3. An Association may create membership categories based on reasonable criteria such as program of study, year of study, or level of fees paid.
 4. The members of an Association have the following rights:
 - a. To resign one's membership by notifying the Association;
 - b. To reinstate one's membership by notifying the Association;
 - c. For one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its officers;
 - d. For one to be afforded the same voting power as any other member of a membership category of the Association in an election for a representative of that membership category; and
 - e. For one to be afforded the same access to services and events as any other member in the same membership category of the Association.
 - f. Membership of an SRA that is officially represented under delegated authority from the Students' Council, only extends to current undergraduate students at the University of Alberta.
 5. Any disagreement around the authority of any two Student Representative Associations in the context of overlapping constituencies shall be resolved by the Student Group Committee.
 - a. Decisions made by Student Group Committee shall be guided by the following principles:
 - i. Additional collaboration between SRAs is a positive outcome
 - ii. Organizations whose mandate more closely aligns with an issue should have more authority on said issue

06. Delegation

1. Departmental Associations may be delegated authority by the Students' Union, through their Faculty Associations, to be official representatives for students in their department or program, as well as provide advocacy and community building roles.
2. A Faculty Association shall be responsible for the oversight of all Departmental Associations, or other sub-groups within its constituency that it recognizes as being representative in nature. The Faculty Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Faculty Associations, specifically:
 - a. The Faculty Association shall have the authority to recognize or derecognize the aforementioned groups;
 - b. The Faculty Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively;
 - c. The Faculty Association shall follow the principles of acting in fairly and in good faith;
 - d. The Faculty Association's decisions pertaining to the aforementioned groups may be appealed to the Student Group Committee; and
 - e. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
3. A Faculty Association shall maintain a schedule of its Departmental Associations, and other sub-groups, if such exist, which shall be provided to its membership and/or the Students' Union upon request.

07. Recognition

1. Students' Council may choose to delegate its representative authority to any student association that wishes to advocate for its membership to the University or Students' Union, provided that:

- a. The student association represents a definable and enumerable constituency.
 - b. The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations and Student Groups;
 - c. The student association is registered and recognized by the Students' Union as a student group; and
 - d. The authority delegated to the association is clearly defined at the time of delegation.
2. At the time of Delegation, the Students' Union and the relevant association shall sign a Memorandum of Understanding which outlines the rights and responsibilities of the association. This includes but is not limited to the reporting requirements outlined in Bylaw.
 3. Official student group status with the University of Alberta is not a necessary prerequisite for being recognized as a Student Representative Association.
 4. In order to be recognized as a Departmental Association, said Association shall comply with Student's Union Bylaw 8100 where it refers to Departmental Associations, Students' Union Bylaws regarding Student Groups, and their Faculty Association's legislation.
 5. A list of recognized SRAs is outlined in [Regulation 150.07 - Student Representative Association List](#).

08. Probation

1. Probationary Status for a SRA can be designated by a vote at Students' Council for up to 12 months or for a period no longer than 12 months when the issue is deemed solved by Student Group Committee.
 - a. An extension of probationary status may only be granted once. This extension may not exceed an 12 months from the date of the vote to extend
2. Terms of a probationary status are as follows:
 - a. The SRA on probation shall meet with a Staff Designate of the Students' Union on a monthly basis
 - b. A Staff Designate of the Students' Union is tasked with aiding in resolving the issues which caused probation and helping the SRA draft mechanisms to prevent further issues from arising.
 - c. The SRA shall have a representative of the Students' Union attend their council and executive meetings.
 - d. On a case by case basis the Student Group Committee shall determine the terms of probation as required in addition to the items outlined above.
 - e. Additional terms of probation may limit an association's ability to run a plebiscite or referendum
 - f. The process for initiating probationary status is outlined in [Regulation 150.08 - Student Representative Association Probation](#).
3. Terms of reinstatement of SRA status are as follows:
 - a. The Student Group Committee shall make a recommendation to Students' Council for the reinstatement of the SRA including a recommendation that at the meeting prior to a vote on their reinstatement, the SRA shall present to the Students' Council on the steps taken to resolve the identified issues.

09. Derecognition

1. An Association shall be automatically derecognized as a Student Representative Association if it loses its status as a Students' Union recognized Student Group.
2. The Student Group Committee may also derecognize an Association, thus leaving an unrepresented constituency, if:
 - a. The Association applies for derecognition;
 - b. A majority of the students which the Association represents petition for derecognition; or
 - c. An Association is found to be in gross negligence of its fiduciary responsibility.
3. During the period of an unrepresented constituency the Students' Union shall assume responsibility of the affairs of the constituency.
 - a. Gross negligence can include but is not limited to:
 - i. Failing to report any income or expenditures during the Students' Union Auditing process

- ii. Gross incompetence in financial management
 - iii. Failure to adhere to financial requirements outlined in Student Group Services regulations, UASU Bylaw, and the bylaws of the Association.
4. Upon the derecognition of an association that retains SRA status:
 - a. The Students' Union shall recognize a new Association after two calendar weeks and before the end of two calendar months;
 - i. Derecognition of Departmental Association falls under the authority of their relevant Faculty Association.
 - b. Financial Assets shall be assumed by the Students' Union and held in trust for the next recognized Association for that Faculty, Campus, or Residence.
 5. As such the Students' Union reserves the right to derecognize any SRA or put them on probationary status should it be deemed necessary by Students' Council.
 - a. Derecognition does not extend to student group status, only their delegated authority and designation as an SRA.

10. Legislation

1. An Association shall have legislation, consistent with the requirements of Students' Union bylaws, specifying, at minimum:
 - a. The official name of the Association;
 - b. The mandate of the Association;
 - c. The membership, membership categories, and rights of members of the Association;
 - d. The procedure for adoption, amendment, and rescission of its legislation;
 - e. The procedure for adoption, amendment, and rescission of its policies and/or procedures;
 - f. The mechanism for calling a General Meeting;
 - g. The powers and responsibilities of each of its officers;
 - h. The powers and responsibilities of each of its boards, committees and/or councils;
 - i. The rights, privileges and responsibilities, individually and collectively, of its Departmental Associations and Affiliated Associations;
 - j. The manner of selection of its officers and the manner of removal of its officers;
 - k. The manner in which elections, if applicable, are to be conducted;
 - l. The manner in which finances and property are managed including the budgeting and auditing processes;
 - m. Procedures outlining the annual transition of its executive and board officers.

11. Procedure Manual

1. An Association may adopt procedures, consistent with the requirements of Students' Union bylaws and the Associations' legislation, which serve to operationalize their legislation.

12. Governance Structure

1. An Association shall adopt a governance structure which satisfies the following:
 - a. Legislation is adopted, amended, or rescinded by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term; or
 - ii. A governing body which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
 - b. Policy and Procedure is adopted, amended, or rescinded by:
 - i. A governing body which meets at least twice per Fall Term and Winter Term; or
 - ii. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a governing body may overturn the adoption, amendment, or rescission.
 - c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:
 - i. A General Meeting which meets at least once per Fall Term and Winter Term;
 - ii. A governing body which meets at least twice per Fall Term and Winter Term; or
 - iii. Another mechanism agreed to by the Students' Union.

- d. Minutes from the governing body, Executive Committee or Board Meetings, and General Meetings are publicly available;
- e. Financial statements are available to members;
- f. Elections, plebiscites and referenda are conducted by an Association Deputy Returning Officer who acts at arm's length from the other bodies of the Association.
 - i. An Association shall have the right to use the Students' Union Executive or Councilor Election electronic ballot for base members to vote for the purpose of the election of such positions and voting on such plebiscites and/or referenda as may be required by that Association.

Regulation 150.02: Deviation from Political Policy

01. Process for Deviation

1. Deviation from political policy for a Student Representative Association (SRA) shall include the following stepwise process:
 1. An approved motion by the SRAs highest governing body initiating the formal process;
 2. A formal meeting with a delegate of the Students' Union Executive Committee, and other relevant executives, to discuss the specific political policy in question; and
 3. A presentation to Students' Council outlining, at a minimum:
 - a. Evidence of a successful motion in 1.a;
 - b. An outline of the perceived need to deviate from political policy;
 - c. An outline of the resolutions the SRA shall be advocating for in contradiction to the political policy; and
 - d. A proposal for a plebiscite of the SRA members.
 4. Students' Council shall consider the presentation and proposal outlined in 1.c, at the meeting it is presented, and either:
 - a. Approve the proposed plebiscite process;
 - b. Request subsequent information and presentation; or
 - c. Reject the proposal.
 5. Should the proposal be approved by Students' Council, the draft plebiscite question shall be sent to Bylaw Committee to have the finalized wording approved within 30 days.
 6. The plebiscite shall be put to the SRA membership, at timing preferred by the SRA, during one of the three Students' Union election periods.
 - a. Should the SRA deem the plebiscite urgent, special exception to (f) shall be permitted and the Chief Returning Officer and SRA shall decide on an appropriate timeline.
 - b. The cost of such an additional plebiscite shall be shared equally by the Students' Union and Faculty Association.
 7. The plebiscite shall be run by the Students' Union Elections Office and shall adhere to the rules for plebiscites as outlined in [Bylaw 320](#), as applicable. The framework for plebiscites as laid out in [Bylaw 320](#) shall also be applied to the fall by-election or Students' Council election, for this purpose only.
 8. The plebiscite shall only be declared valid and successful where the following conditions are met:
 - a. All base members of the association are eligible to vote; and
 - b. A minimum 15% voter turnout is achieved; and
 - c. A majority of the votes are cast in favour of the deviation from political policy.
 9. Following a valid and successful plebiscite, the SRA shall provide Students' Council with a presentation of these results.
 10. Students' Council shall consider the presentation, including the plebiscite results, and:
 - a. Approve the deviation from political policy; or
 - b. Reject the deviation from political policy.
 11. Should the deviation from political policy be approved by Students' Council, the Student Representative Association shall be able to advocate on issues in contradiction to the political policy in question based on the resolutions in Section 1.c.iii.
 12. The approved motion shall be in effect for one (1) calendar year and Students' Council shall be allowed to extend the approval for up to one (1) additional calendar year without repeating the process outlined in Section 6.
 13. Following approval of the deviation, the SRA representatives shall meet with a Staff Delegate of the Students' Union and relevant Students' Union Executives to discuss messaging.
 14. With respect to this process, the SRA shall not be punished or otherwise reprimanded by the Students' Union, so long as this process and its results are adhered to.

Regulation 150.03: Council of Faculty Associations Terms of Reference

01. Mandate

1. The COFA Senior Board shall act as the Council of Faculty Associations as defined in Students' Union [Bylaw 8100](#). In support of its responsibilities as laid out in the bylaw, the Senior Board will also be responsible for supporting, coordinating and overseeing the work of the Advocacy, Finance and Administration, and the Member Services Working Groups.

02. Powers and Duties

1. The Senior Board shall oversee the business of the Advocacy, Finance and Administration, and the Member Services Working Groups by
 - a. Receiving reports
 - b. Approving recommendations
 - c. Issuing directives to the Working Groups as needed
 - d. Approving the terms of reference of the Working Group and approving subsequent amendments by a simple majority
2. Provide advice to the Students' Union with respect to
3. Adopting recommendations from the Working Groups
4. Changing Students' Union bylaws respecting Faculty Associations
5. The annual Faculty Association Changeover Retreat run by the Students' Union.
6. Supporting Faculty Associations
7. Advocacy issues and initiatives of the Students' Union.
8. Issues and initiatives of the University.
9. Matters of interest to the members of the Senior Board and their constituents.

03. Membership

1. Each Faculty Association will have voting membership as defined in [Students' Union Bylaw 150](#).
2. The President or designate of each Faculty Association shall be the voting representative to the Senior Board.
3. The President or designate of the International Students' Union and Indigenous Students' Union shall be non-voting representatives of the Senior Board.
4. The Students' Union Vice President (Academic) is Chair and a voting member.
5. The Students' Union President is a non-voting member.
6. The Students' Union Vice President (Student Life) is a non-voting member.
7. The Students' Union Vice President (Operations and Finance) is a non-voting member.
8. The Students' Union Student Governance Team is a non-voting member.
9. Members wishing to appoint a designate must do so in writing at least 24 hours before the meeting(s) that the designate will attend.
10. The Senior Board may appoint other non-voting members to the Senior Board or Working Groups as it sees fit.
 - a. Non-voting members appointed under (7) will expire on April 30.

04. Meetings

1. Regular meetings of the Senior Board will be held at least once in the Fall term and once in the Winter term.
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7) calendar days is given to all members.
3. The quorum of the Senior Board will be seven (7) voting members, one of whom must be the Chair.

05. Structure of Sessions

1. Any voting member of the Senior Board may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours before the meeting.
2. The Working Groups may add an item to the agenda of the Senior Board, provided the item is recommended in accordance with the terms of reference of the Working Group.
3. The Senior Board may hear presentations from the University Community, provided that
 - a. The presentation is pertinent to the mandate of the Senior Board.
 - b. The presentation was submitted for consideration at least two (2) business days before the meeting.
 - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the Senior Board and the presenters.
 - d. The presentation does not exceed twenty (20) minutes in length, excluding time for questions and discussion.
4. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.

Regulation 150.04: Council of Residence Associations Terms of Reference

01. Mandate

1. The purpose of the Council of Residence Associations, hereby referred to as CORA, is to act as a forum for collaboration and sharing of best practices among residence associations, and to be an advisory body to the Students' Union on all residence issues.

02. Powers and Duties

1. Receive an annual report from each Residence Association that includes, at minimum:
 - a. document that will be used to inform and direct CORA's work in the future.
 - a. Challenges, successes, and failures during the year;
 - b. Advice on what advocacy strategies work best for the respective residence;
 - c. Information or advice on the Students' Union's advocacy for residences that year;
 - d. These reports will be compiled by the Chair into a larger CORA transition
2. Provide advice to the Students' Union with respect to:
 - a. Changes to Students' Union bylaws respecting Residence Associations;
 - b. Professional development sessions or retreats organized by the Students' Union;
 - c. Support provided to Residence Associations;
 - d. d. Advocacy issues and initiatives of the Students' Union;
 - e. Issues and initiatives of the University; and
 - f. Matters of interest to the members of the CORA and/or their constituents.
3. Organize or suggest collaborative programs, initiatives, and events for the benefit of residence associations or students in Residence;
4. Collect Residence Improvement Fund (RIF) proposals and award funding to projects annually, in accordance with the terms agreed upon with Campus Services.

03. Membership

1. Each Residence Association, and the Augustana Students' Association, will have one voting seat on the CORA;
2. The President, equivalent, or designate of each residence association recognized under [Students' Union Bylaw 8100](#) will be the voting representative to the CORA;
 - a. The Augustana Students' Association's residence representative position will serve as its voting representative, unless a designate is appointed.
 - b. Members wishing to appoint a designate must do so in writing at least 24 hours prior to the meeting(s) that the designate will attend.
3. The Students' Union Vice President (Student Life) is the Chair and a voting member of the CORA;
4. The CORA may appoint other non-voting members as it sees fit.
 - a. The term of appointed non-voting members will expire on April 30 of the academic year for which they are appointed.

04. Meetings

1. Regular meetings of the CORA will be held on a monthly basis,
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7) calendar days is given to all members.
3. Quorum of the CORA will be a simple majority of voting members, one of whom must be the Chair.

05. Structure of Sessions

1. Any voting member of the CORA may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours in advance of the meeting.
2. The CORA may hear presentations from the University Community provided that
 - a. The presentation is germane to the mandate of the CORA;

- b. The presentation was submitted for consideration at least two (2) business days prior to the meeting;
 - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the CORA and the presenters; and
 - d. The presentation does not exceed twenty (20) minutes in length excluding time for questions and discussion.
3. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.

Regulation 150.07: Student Representative Association List

Schedule Last Updated: Winter 2023

Student Representative Association Name	Designation(s)	Affiliation
Faculty of ALES Undergraduate Association (FAUnA)	Faculty	ALES
Organization for Arts Students and Interdisciplinary Studies (OASIS)	Faculty	Arts
Augustana Students' Association (ASA)	Faculty, Campus	Augustana
Business Students' Association (BSA)	Faculty	Business
Education Students' Association (ESA)	Faculty	Education
Engineering Students' Society (ESS)	Faculty	Engineering
Kinesiology, Sport, and Recreation Student Society (KSRSS)	Faculty	KSR
Law Students' Association (LSA)	Faculty	Law
Medical Students' Association (MSA)	Faculty	Medicine and Dentistry
Native Studies Students' Association (NSSA)	Faculty	Native Studies
Nursing Undergraduate Association (NUA)	Faculty	Nursing
Alberta Pharmacy Students' Association (APSA)	Faculty	Pharmacy
Association des Universitaires de la Faculté Saint-Jean (AUFSJ)	Faculty, Campus	Saint-Jean
Interdepartmental Science Students' Society (ISSS)	Faculty	Science
East Campus Students' Association (ECSA)	Residence	East Campus Village
HUB Community Association (HCA)	Residence	HUB Residence
International House Community Council (IHCC)	Residence	International House

Lister Hall Students' Association (LHSA)	Residence	Lister Hall
Association des Résidents de la Faculté Saint-Jean (ARFSJ)	Residence	Résidence Saint-Jean
Indigenous Students' Union (ISU)	-	-
International Students' Association (ISA)	-	-

Designations

Faculty - Faculty Association representing undergraduate students in a faculty

Campus - Campus Association representing undergraduate students on a campus

Residence - Residence Association representing undergraduate students living in a residence

Regulation 150.08: Student Representative Association Probation

01. Process for Probationary Status

1. There are two pathways an SRA may be put on probationary status
 - a. A vote at Students Council is initiated to put an organization on probationary status
 - i. A probationary warning shall be sent to an association one calendar week prior to a vote on probation
 - ii. This vote can be initiated by a member of council or via recommendation from Student Groups Committee
 - iii. This vote shall be closed ballot, any representatives from the organization being voted on shall abstain from the vote
 - iv. This vote requires 2/3rds majority of Students' Council to pass
 - b. An SRA may request to be put on probationary status in order to facilitate additional support.