

# Bylaw 160: Student Fees

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# Bylaw 160: Student Fees

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## 1. Types of fees

a) Students' Union base membership fee, which:

- i. Shall be assessed to all Students' Union members;
- ii. Shall be indexed to the Alberta CPI, but indexing may be suspended or modified by Students' Council as it sees fit; and,
- iii. Shall not include opt-out provisions.

b. Special Purpose Fees, which:

- i. Shall be administered by the Students' Union, to address specific needs not covered by the base membership fee;
- ii. May be assessed to all, or a subset of, Students' Union members;
- iii. May include opt-out provisions;
- iv. May be indexed to Alberta CPI or otherwise adjusted as specified by Regulation 160.1 - Schedule of Fees, if not otherwise determined by the originating referendum question itself; and
- v. Shall follow the mandate of each fee shall be as laid out in Regulation 160.1 - Schedule of Fees.

c. Dedicated Fee Units, which:

- i. Are fees provided to a third party to address student needs;
- ii. May be assessed to all, or a subset of, Students' Union members;
- iii. Must include opt-out provisions, except in the case of DFUs originated prior to that requirement being introduced previously;
- iv. Shall be indexed to Alberta CPI;
- v. Shall follow the mandate of each fee shall be as laid out in an associated Regulation 160.1 - Schedule of Fees; and
- vi. Shall only be provided to an entity with legal recognition by the Province of Alberta or recognized as a student group by the Students' Union.

d. Student Representative Association Membership Fees, which:

- i. Assessed only to members of the Student Representative Association; ii. May include opt-out provisions; and,
- iii. Shall be indexed to Alberta CPI.

## 2. Creation of Fees

a. All new fees must be approved by referendum.

b. All fee referendum questions shall be drafted by Bylaw Committee in accordance with Regulation 160.2.

c. Referendums for Special Purpose Fees may be initiated directly by Students' Council and do not require a petition.

d. Referendums for new Dedicated Fee Units and Student Representative Association Membership Fees require a petition with a minimum of 15% of affected Students' Union members signing to be approved and placed on the ballot. For DFUs that are limited in scope to a particular campus, the petition requirement is 15% of students attending classes offered on that campus. For clarity, the petition requirement of SRA Membership Fees is 15% of the members of the Student Representative Association.

e. Petitions shall be collected in accordance with Bylaw 320.

f. Students' Council may approve a referendum to create a Dedicated Fee Unit without a petition if that Dedicated Fee Unit proposal is submitted by a Students' Union service or operation and is intended to support or expand that service or operation.

g. Proposals for new Dedicated Fee Unit and Student Representative Association Membership Fees must be submitted to the main office of the Students' Union on or before November 15th of the year before the fee is to be implemented. Proposals must comply with the requirements outlined in Regulation 160.2.

h. Upon receipt, proposals for new fees shall be immediately forwarded to the Bylaw Committee for the purposes of drafting the fee referendum question.

i. Proposals for new Dedicated Fee Units and new Student Representative Association Membership Fees must comply with the requirements outlined in Regulation 160.2.

j. Students' Council shall approve or deny a fee referendum proposal no less than 30 days before the commencement of voting in the Executive and Board of Governors elections of the year the fee is to be implemented. Students' Council may deny the proposal only on the following grounds:

i. The proposal failed to secure the required number of signatures on the petition; or,

ii. The fee would be used in support of activities that are beyond the scope and mandate of the Students' Union as outlined in the Post Secondary Learning Act, as determined by Students' Council. For clarity, Students' Council shall consider whether the fee would provide services that directly benefit the University of Alberta campus community, support students in their pursuit of a post secondary education, or eliminate obstacles for students in their pursuit of a post secondary education at the University of Alberta; or,

iii. The proposal would, in the view of the Students' Council, cause the Students' Union to breach its fiduciary responsibility to its members.

k. Dedicated Fee Units and Student Representative Association Membership Fees shall only be implemented if approved in a referendum where the following conditions are met:

i. All members who will be assessed the fee are eligible to vote;

ii. A minimum voter turnout of 15% of those subject to the proposed fee;

iii. A majority of votes cast are in favor of the fee - for clarity, only yes and no votes shall be considered in determining this majority; and

iv. The referendum was conducted in accordance with Students' Union bylaws.

### **3. Modifications to Existing Fees**

- a. The Base Membership Fee may be modified at the discretion of Students' Council. Such a modification shall require a  $\frac{2}{3}$  majority vote in favor.
- b. Special Purpose Fees shall be reviewed periodically by Students' Council or its designate, following the schedule and process laid out in Regulation 160.1 - Schedule of Fees.
- i. Fees, or portions of fees, attached to long-term financing such as loans are exempt from this review until the financing obligation is discharged.
  - ii. The review shall assess the level of the fee against the financial resources required to meet the fee's mandate and whether the fee mandate is still relevant to the Students' Union and its members.
  - iii. Where such review assesses that the fee should increase by more than 15%, the proposed new fee amount will be subject to re-authorization by referendum.
  - iv. Where such a review indicates that a fee is no longer needed, it may be removed by a  $\frac{2}{3}$  majority vote of Students' Council.
  - v. Students' Council may alter the structure and organization of Special Purpose Fees as it sees fit, so long the mandate of the fee continues to be reflected in that reorganization.
- c. The Students' Union shall hold a plebiscite on the continuation of each Dedicated Fee Unit every five years. Plebiscites for the mandatory review of already existing DFUs are exempt from petition requirements, and Bylaw Committee will be tasked with drafting the plebiscite question in accordance with the most recently passed referendum or plebiscite question, but including any additional detail required by this Bylaw that was not included previously.
- i. Should the plebiscite pass, the fee will be renewed for another five year term.
  - ii. Should the plebiscite fail, the fee will continue to be collected for an additional year and then be terminated. The host organization of the DFU shall be permitted, at any point over the three years following the failed plebiscite, to submit a new proposal for a Dedicated Fee Unit referendum without requiring a petition, under the condition that Students' Council determines that the mandate of the new DFU proposal is not substantially different from that of the original DFU.
- d. The Students' Union shall hold a plebiscite on the continuation of a Student Representative Association Membership Fee every five years. Plebiscites for the mandatory review of already existing SRAMFs are exempt from petition requirements, and Bylaw Committee will be tasked with drafting the plebiscite question in accordance with the most recently passed referendum or plebiscite question, but including any additional detail required by this Bylaw that were not included previously.
- i. Should the plebiscite pass, the fee will be renewed for another five year term.
  - ii. Should the plebiscite fail, the fee will continue to be collected for an additional year and then be cancelled. The Student Representative Association shall be permitted to submit a new fee proposal the following year without requiring a petition.
- e. A Student Representative Association may submit a proposal for a new Membership Fee in lieu of the renewal plebiscite without fulfilling the petition requirement. In that event, the SRAMF renewal plebiscite will be cancelled if the proposal is approved by Students' Council.
- f. Active Dedicated Fee Units may request a new referendum question to make material changes to the DFU, such as an increase to the amount of the fee beyond inflation or a change to the mandate of the fee from Students' Council without fulfilling the petition requirement, but Council is under no obligation to approve such an application.

g. No Dedicated Fee Unit shall hold more than two plebiscites or referendums in a three year period. This means that if a referendum to modify an existing DFU is held a year prior to a renewal plebiscite and it fails, the following year's scheduled non-binding plebiscite will automatically convert to a binding referendum. Failure to pass that second referendum will result in the fee being removed.

#### **4. Fee Administration**

a. All Dedicated Fee Units and Student Representative Associations must establish an agreement on the management of fee and related issues prior to the disbursement of fees.

i. Existing SRAMFs and DFUs must establish such an agreement within 15 months of the passage of this bylaw. Until such an agreement is signed, existing reporting and approval mechanisms shall remain in place as outlined in the version of bylaws in effect in 2024.

b. Dedicated Fee Unit and Student Representative Association Membership Fee Agreements should include, at a minimum, provisions for:

i. A statement of the purpose and mandate of the fee;

ii. Details of the parameters of fee collection - that is, who is assessed the fee, when the fee is assessed, the amount of the fee, any opt-out and indexing procedures, etc;

iii. A history of the fee, including at minimum, the wording of the last successful referendum or plebiscite;

iv. Reporting requirements;

v. Expectations for good governance on the part of organizations receiving fee revenue. For DFUs, this shall include a mechanism for Students' Union representation within the organization administering the DFU.

vi. Timelines and mechanisms for reporting;

vii. Timelines and mechanisms for the disbursal of funds;

viii. Mechanisms to ensure continuity of services and funding when the above timelines are not met; and

ix. Provisions for ending collection of the fee and winding up any operations supported by the fee.

c. The Agreement may be inclusive of other provisions governing the general relationship of the Students' Union with the other party.

d. Agreements must comply with all bylaws of the Students' Union that are current at signing, but should bylaws change, the terms of the Agreement will take precedence over any changes to bylaws until such time as the Agreement expires or is amended.

e. Agreements between the Students' Union and DFUs and SRAMFs must be approved by Students' Council.

# Regulation 160.01: Schedule of Fees

## Regulation 160.1: Schedule of Fees

<b>Base Membership Fee</b>		
<b>SU Membership Fee</b>	Indexed: Yes	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes Full-time: \$64.22 per term Part-time: \$37.71 per term	Intersession: Yes All students: \$39.00
Purpose: This fee supports general Students' Union operations.		
Scope of application and/or exclusions: All undergraduate students, with no exclusions		
Review Provisions: None		
<b>Special Purpose Fees</b>		
<b>Access Fund</b>	Indexed: Assessed by rolling 3 year average, but no more than 10% annually.	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes All students: \$14.56 per term	Intersession: Yes All students: \$7.28
Purpose: This fee supports the Access Fund bursary program, which is administered by the financial aid department of the Registrar's Office.		
Scope of application and/or exclusions: All undergraduate students, with no exclusions		
Review Provisions: Assessed annually by the Executive Committee in consultation with the financial aid office. Proposed changes to the fee shall be sent to Students' Council for approval.		
<b>SU Capital Fee</b>	Indexed: Yes, Alberta CPI	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes All students: \$12.22 per term	Intersession: Yes All students: \$6.12
Purpose: This fee supports the financing costs of the 2015 Atrium and related renovations. Upon the discharge of loan obligations, Students' Council will determine whether to continue the fee for other major capital needs or to discontinue it. In all cases, the fee's mandate as passed was to fund renovations to Students' Union facilities, subject to a number of criteria.		
Scope of application and/or exclusions: Augustana students are excluded from this fee.		

Review Provisions: This fee will be reviewed by Students' Council for modification or removal upon full repayment of the loan associated with the Atrium project.		
<b>Sustainability and Capital Fund</b>	Indexed: Yes, Alberta CPI	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes All students: \$30.30 per term	Intersession: Yes All students: \$30.30
<p>Purpose: This fee supports capital projects and sustainability programs and projects. The Fund will:</p> <ul style="list-style-type: none"> <li>● Provide funding for projects that improve the environmental, economic, and/or social sustainability of Students' Union spaces;</li> <li>● Provide up to \$10,000 of funding for each approved student sustainability project that will positively impact the campus community.</li> </ul>		
Scope of application and/or exclusions: Augustana students are excluded from this fee.		
Review Provisions: This fee will be reviewed every five years by Students' Council.		
<b>Health and Dental Plan</b>	Indexed: Not Applicable - premium-based.	Opt-out: Yes
Term and Amounts Assessed	Assessed once per year, rates depend on when a student enrolls and what programs are opted in or out of.	
Purpose: This fee provides health and dental insurance, and related programs, to students. This is a premium-based fee and varies according to usage.		
Scope of application and/or exclusions: Augustana students are excluded from this fee.		
Review Provisions: This fee is reviewed annually by the Health and Dental Plan Committee, which will then recommend the fee amount for the following year to the Students' Council.		
<b>UPass</b>	Indexed: No - rates change according to negotiated contract	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes All students: \$182.50 per term	Intersession: Yes All students: \$182.50
Purpose: This fee provides unlimited access to public transit across the metropolitan Edmonton region.		
Scope of application and/or exclusions: Augustana students and students residing more than 100km from campus		
Review Provisions: This fee is reviewed when contracts are renegotiated with municipal transit agencies.		

<b>Dedicated Fee Units</b>		
<b>Alberta Public Interest Research Group</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes F/T: \$3.79 per term P/T: \$1.90 per term	Intersession: No
Purpose: The Alberta Public Interest Research Group (APIRG) seeks to foster positive social change and empower students with the tools to become active, engaged citizens.		
Scope of application and/or exclusions: Augustana students are exempt.		
Review Provisions: Plebiscite in 2028		
<b>Campus Food Bank</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes All students: \$1.28 per term	Intersession: No
Purpose: The Campus Food Bank (CFB) is a charity dedicated to combating food insecurity on campus. It is open to all undergraduate students, graduate students, staff, recent alumni and their families/dependents. The CFB believes that university is a place where one should hunger for knowledge, not food. Funding areas: Programming, events, outreach and awareness; Fundraising events and food drives; Volunteer program.		
Scope of application and/or exclusions: No exclusions		
Review Provisions: Plebiscite in 2027		
<b>Campus Recreation Enhancement Fund</b>	Indexed: Yes, Alberta CPI	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes All students: \$5.08 per term	Intersession: Yes All students: \$5.08
Purpose: The Campus Recreation Enhancement Fund (CREF) was created to help ensure that the high quality of Campus and Community Recreation programs, equipment, and facilities remains diverse, convenient, accessible, equitable, and affordable to all University of Alberta Students' Union members. The fund will be distributed to undergraduate students, student groups and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain diverse, convenient, accessible, equitable, affordable and of high quality to all Students' Union members at the University of Alberta.		

Scope of application and/or exclusions: Augustana students are excluded from this fee.		
Review Provisions: Plebiscite in 2028		
<b>CJSR-FM Fund</b>	Indexed: Yes, Alberta CPI	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes F/T students: \$2.61 per term P/T students: \$0.94 per term	Interession: No
Purpose: The CJSR-FM88 Fund shall be used for the support of the First Alberta Campus Radio Association. The mandate of CJSR 88.5 FM is to operate a radio station that includes a campus focus. CJSR enriches the lives of students by providing opportunities to learn radio broadcasting, as well as producing high quality and diverse programming that constantly challenges the status quo. It offers facilities and training for campus and local-centric music and news programming, in addition to documentary and podcast production. CJSR is open to all undergraduate students, graduate students, staff, alumni, and community members.		
Scope of application and/or exclusions: Augustana students are exempt.		
Review Provisions: Plebiscite in 2029		
<b>The Gateway Student Journalism Fund</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes All students: \$2.77 per term	Interession: Yes All students: \$1.38 for each of Spring and Summer, if enrolled
Purpose: The Gateway Student Journalism Society is the only independent student-run media outlet at the University of Alberta. They publish daily online articles and special print edition newspapers on topics such as student life, tuition increases, University and Students' Union governance and the achievements of students and academics. The Gateway is operated by a team of student journalists who are committed to empowering student volunteers to write their own stories. This DFU allows the Gateway to continue its operations and cover more ground on a campus that continues to grow at a rapid pace.		
Scope of application and/or exclusions: Augustana students are exempt.		
Review Provisions: Plebiscite in 2029		
<b>The Golden Bears and Panda Legacy Fund</b>	Indexed: No (not indicated in referendum question)/Yes according to prior schedule)	Opt-out: No
Term and Amounts Assessed	Fall and Winter: Yes All students: \$5.22 per term	Interession: No

Purpose: Funds from the Golden Bears & Pandas Legacy Fund Dedicated Fee shall be distributed to the University of Alberta varsity athletic teams and the Athletics Department for the purposes of ensuring varsity athletic teams for the purpose of saving and stabilizing varsity athletic teams and for the promotion of varsity athletics. The Legacy Fund goes towards the following initiatives:

- Provision of jobs and work practicum experience for University of Alberta students
- Pre-season travel and hosting costs for varsity teams
- Promotional campaigns to enhance the student experience and provide on-campus events (such as free food and purchasing mascot costumes)
- Purchasing audio and video equipment to improve event experiences, promotional presence of Athletics, and webcasting

Scope of application and/or exclusions: Augustana students are exempt.

Review Provisions: Plebiscite in 2026

<b>Indigenous Students Union</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes Full-time: \$1.15 Part-time: \$0.57	Intersession: Yes All students: \$1.13 for each of Spring and Summer semesters, if enrolled.

Purpose: The Indigenous Students' Union (ISU) represents and advocates for First Nation, Metis, and Inuit (FNMI) students attending the University of Alberta. The mandate of the Indigenous Students' Union (ISU) is to improve the lives of Indigenous students at the University of Alberta and foster healthy relationships within and outside the Indigenous student community. The ISU provides a safe environment for students to reaffirm and foster balance in spiritual, mental, physical, and emotional health by promoting culture, politics, academics, athletics, and other interpersonal interests. Additionally, the ISU offers cultural events for Indigenous and non-Indigenous students throughout the year. The ISU will divide funds between cultural support and events, education, aboriginal awards, childcare subsidy, housing subsidy, and operational costs.

Scope of application and/or exclusions: None.

Review Provisions: Plebiscite in 2029

<b>The Landing</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Assessment	Fall and Winter: Yes All students: \$3.92 per term	Intersession: No

Purpose: The Landing is the main campus provider of support, programming, and events related to gender, sexuality, and sexual health for undergraduate students. It is The Landing's goal to promote gender equity on a broad scale and advocate for the safety, inclusion, and celebration of students of all genders and sexualities in campus life. The Landing's mandate is to affect meaningful change in the quality of life of students who are marginalized based on gender and/or sexuality.

Scope of application and/or exclusions: Augustana students and off-campus students are exempt.

Review Provisions: Plebiscite in 2029

<b>Student Legal Services</b>	Indexed: Yes, Alberta CPI	Opt-out: No
Term and Assessment	Fall and Winter: Yes All students: \$3.43 per term	Intersession: No
<p>Purpose: Student Legal Services (SLS) is a group that is operated by University of Alberta law students. SLS aims to provide free legal assistance to low-income people in Edmonton and University of Alberta students. Each year, approximately 250 students from the Faculty of Law volunteer with SLS to provide legal assistance and education in the areas of criminal law, family law and civil law. If the referendum is successful, Student Legal Services will implement the following services to assist University of Alberta students:</p> <ol style="list-style-type: none"> <li>1. Residency Assist: A project dedicated to assisting University of Alberta Students with legal issues involving living in University of Alberta residences, including dormitories such as Lister</li> <li>2. Human Rights Project: An expanded Human Rights Project that represents and files claims at the Alberta Human Rights Tribunal. This project will allow University of Alberta students who are facing discrimination to find justice;</li> <li>3. Student Group Assist: Dedicated materials and caseworkers as a part of an expanded civil project that will assist Student Groups with legal issues specifically dealing with managing such groups, including information and assistance relating to the Societies Act;</li> <li>4. Trans ID Services: Expanded operations of Student Legal Services' trans ID project, which assists and commissions the changing of gender markers on government issued ID for those with need; and</li> <li>5. Sexual Violence Legal Reform Project: an investigation and report on how legal frameworks such as collective agreements, the Criminal Code, and non-disclosure agreements, prevent perpetrators of sexual violence on university campuses from seeing justice.</li> </ol>		
Scope of application and/or exclusions: Augustana students are exempt.		
Review Provisions: Plebiscite in 2027		
<b>Period Equity Fund</b>	Indexed: Yes, Alberta CPI	Opt-out: Yes
Term and Amounts Assessed	Fall and Winter: Yes All students: \$1.02 per term	Intersession: Yes All students: \$0.51 for each of Spring and Summer semesters, if enrolled.
<p>Purpose: To provide free sustainable period products to menstruators all over our campus community through the period equity program in conjunction with Club Periodically.</p>		
Scope of application and/or exclusions: None		
Review Provisions: Plebiscite in 2030		
<b>World University Services of Canada Refugee Fund</b>	Indexed: Yes, Alberta CPI (but not specified in question)	Opt-out: No

Term and Amounts Assessed	Fall and Winter: Yes All students: \$1.71 per term (CHECK)	Interession: No
<p>Purpose: The Refugee Student Fund has allowed refugee students to gain access to a life-changing post-secondary education at the University of Alberta since 1988. Over the next five years, it will provide financial sponsorship through the World University Service of Canada (WUSC) for seven undergraduate refugee students to study at the University of Alberta and gain Canadian Permanent Resident status. The fund helps to cover initial sponsorship application costs, airfare expenses, and living and educational support for sponsored refugee students. Through the Student Refugee Program (SP), refugee students gain access to a university education to build a better life.</p>		
Scope of application and/or exclusions: None		
Review Provisions: Plebiscite in 2029		

<b>Student Representative Association Membership Fees (SRAMF)</b>					
<i>Association (Abbreviation)</i>	<i>Level</i>	<i>Opt-out</i>	<i>Indexed</i>	<i>Expiry</i>	<i>Off Campus Students</i>
Faculty of ALES Undergraduate Association (FAUNA)	F: \$2.00 P: 2.00 S: \$0	Yes	Not in question, but comes in effect on on passing Bylaw 160	August 31, 2029	No
Organization for Arts Students and Interdisciplinary Studies (OASIS)	F: \$5.24 P: \$5.24 S: \$0	Yes	Yes	August 31st , 2028	No
Augustana Students' Association (ASA)	F: \$65.00 P: \$65.00 S: \$0.00	Yes	Not in question, but comes in effect on on passing Bylaw 160	August 31st , 2027	Not applicable
Business Students' Association (BSA)	F: \$10.82 P: \$10.82 S: \$0.00	Yes	Yes	August 31st , 2027	No
Education Students' Association (ESA)	F: \$0.00 P: \$0.00 S: \$0.00			August 31st, 2026 (Expired)	No
Engineering Students' Society (ESS)	F: \$20.93 P: \$20.93 S: \$0.00	Yes	Yes	August 31st , 2028	Yes

Nursing Undergraduate Association	F: \$14.61 P: \$10.82 S: \$0.00	Yes	Yes	June 1st , 2027	No
Interdepartmental Sciences Students' Society (ISSS)	F: \$7.00 P: \$7.00 S: \$0.00	Yes	Not in question, but comes in effect on on passing Bylaw 160	August 31st , 2031	Yes
Kinesiology, Sport, and Recreation Student Society (KSRSS) Student Association	F: \$3.25 P: \$3.25 S: \$0.00	Yes	Yes	August 31st, 2027	No
Law Students' Association	F: \$27.05 P: \$27.05 S: \$0.00	Yes	Yes	June 1st , 2027	No
International Students' Association Fee (ISAF)	F: \$0.00 P: \$0.00 S: \$0.00			August 31st, 2024 (Expired)	No
East Campus Students' Association	\$20.00		Charged per term		Not Applicable
HUB Community Association	\$45.00	Yes	Not in question, but comes in effect on on passing Bylaw 160	August 31st , 2029	Not Applicable
L'Association de la Résidence de la Faculté Saint-Jean (ARSFJ)	\$0.00			August 31st , 2023 (Expired)	Not Applicable
Lister Hall Students' Association	\$75.00	Yes	Yes	August 31st , 2031	Not Applicable
International House Association	\$50.00 Rates are \$25 for students moving in during the Winter Semester.	Yes	Not in question, but comes in effect on on passing Bylaw 160	August 31st , 2030	Not Applicable

*Association (Abbreviation):* This is official name and abbreviation of the Association that is recognized under the Bylaw Respecting Student Representative Associations.

*Level:* This indicates the level of the fee in accordance with the Bylaw Respecting Student Representative Association Finances. “F” indicates the fee payable by each full-time student per Fall or Winter Term, “P” indicates the fee payable by each part-time student per Fall or Winter Term, and “S” indicates the fee payable by each student per Spring or Summer Term. For Residence Associations, the fee is applied to all undergraduate residents regardless of enrolment status.

*Expiry:* This indicates the date that the fee will cease to be collected in accordance with the Bylaw Respecting Student Representative Association Finances.

*Off Campus Students:* This indicates whether the fee or payment applies to students in the constituency who are registered as off campus students.

# Regulation 160.02: New Fee Proposals

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## 1. Proposal Requirements

a. Dedicated Fee Unit proposals must include the following:

- i. The purpose of the fee;
- ii. The amount, per student, per term, of the fee, and whether enrolment status affects the fee level;
- iii. Whether students are able to opt out of the fee;
- iv. If and how the fee is assessed to part time students, Augustana and off-campus students;
- v. Whether or not the fee applies to the Spring and Summer terms;
- vi. A proposed budget for the use of the funds;
- vii. The proposed mechanism of oversight by the Students' Union, typically including a Students' Union representative on the Board of the sponsoring organization; and
- viii. Any other reasonable and relevant requirements specific as specified by the Students' Union.

b. Student Representative Association Membership Fee proposals must include the following:

- i. The mandate or mission of the organization, including what services and activities are provided to students;
- ii. The purpose and uses that fee will be used for;
- iii. The amount, per student per term, of the fee;
- iv. The scope of membership of the fee;
- v. Whether the fee has an opt-out;
- vi. The dates the fee is to begin and cease being collected, if different from those implied by Bylaw;
- vii. Evidence that alternative revenue sources have been explored prior to this request;
- viii. A copy of the Association's current budget and the future proposed budget;
- ix. How much of the Association's overall budget will be made up of fee revenue;
- x. A sample budget for the allocation of the fee and this benefit to students;
- xi. The financial oversight of the fee, including any financial controls in place;
- xii. Reporting mechanisms to SRA membership regarding use of the fee;
- xiii. Proof of consultation with members of the SRA; and
- xiv. Endorsement of the fee by the Association.

## 2. Drafting of fee referendum questions

a. Fee referendum questions shall be drafted by the Bylaw Committee.

b. All fee referendum questions and the included supplementary information shall be framed in matter-of-fact and neutral terms.

c. Fee referendum questions shall include, at a minimum:

- i. The purpose of the fee;
- ii. The amount of the fee, the academic terms that it will be collected, if the amount varies per term, and if the fee varies based on enrolment status;
- iii. Whether any members are exempt from the fee;
- iv. Whether the fee is indexed to inflation; and
- v. If members may opt out of the fee.

d. Referendum questions for new fee proposals will be drafted within three weeks of receipt of the proposal.

## 3. The sequence of fee proposals

a. For clarity, the order of operations for the creation of a new fee is as follows:

- i. A proposal is submitted to Students' Council.
- ii. The proposal is referred to Bylaw Committee for the drafting of the question.
- iii. Students' Council approves the draft question for inclusion in the next Executive and General Election, in accordance with the requirements laid out in Bylaw 160.2.j.
- iv. If a petition is required, the proposer collects the necessary signatures. Upon verification of the petition's validity and completeness by the Chief Returning Officer, the question is added to the ballot.
- v. If a petition is not required, the question is added to the ballot upon approval of the question by Students' Council.