

BYLAW 130: EXECUTIVE COMMITTEE

01. Composition

1. The Executive Committee consists of:
 - a. the President;
 - b. the Vice President (External);
 - c. the Vice President (Academic),
 - d. the Vice President (Operations and Finance);
 - e. the Vice President (Student Life); and
 - f. the General Manager, as a non-voting member.

02. Mandate

1. The Executive Committee shall manage those aspects of the Students' Union not otherwise provided for in legislation; and represent the Students' Union to all external parties.
2. The Executive Committee has the authority to direct any of its members; and may delegate any of its authority.

03. Conduct of Meetings

1. The President is the Chair of the Executive Committee.
2. Quorum of the Executive Committee is four voting members.
3. The Executive Committee has the same reporting requirements as a standing committee of Students' Council.

04. Members

1. The President
 - a. shall develop and maintain awareness of significant issues that impact students;
 - b. is the primary spokesperson for the Students' Union;
 - c. shall supervise the affairs of the Students' Union subject to the authority of the Executive Committee and Students' Council; and
 - d. has the authority to direct the General Manager.
2. The Vice President (External)
 - a. shall develop and maintain awareness of significant issues external to the University of Alberta that impact students;
 - b. shall advocate for the Students' Union to the federal, provincial, and municipal governments;
 - c. shall lead and coordinate the Students' Union's efforts on advocacy external to the University of Alberta; and
 - d. shall lead and coordinate the Students' Union's efforts on fundraising.
3. The Vice President (Academic)
 - a. shall develop and maintain awareness of significant academic issues that impact students;
 - b. shall advocate on behalf of the Students' Union on academic issues; and
 - c. shall lead and coordinate the Students' Union's efforts on academic advocacy.
4. The Vice President (Operations and Finance)
 - a. shall develop and maintain awareness of the Students' Union's operations and finances;
 - b. shall oversee those portions of the Students' Union's budget process falling within the realm of the Executive Committee;
 - c. shall provide operational and financial advice to the Executive Committee and its members; and
 - d. shall, in the absence of the President, chair the Executive Committee, and have the authority to direct the General Manager.
5. The Vice President (Student Life)

- a. shall develop and maintain awareness of significant non-academic issues internal to the University of Alberta that impact students;
 - b. shall advocate on behalf of the Students' Union on non-academic issues internal to the University of Alberta; and
 - c. shall lead and coordinate the Students' Union's efforts on advocacy on nonacademic issues internal to the University of Alberta.
6. The General Manager
- a. shall provide support to the Executive Committee and its members;
 - b. shall implement the directives of the Executive Committee; and
 - c. shall oversee and direct those portions of the Students' Union staff who report, directly or indirectly, to them.
 - d. shall provide a semesterly report to council about their work

05. Subcommittees of the Executive Committee

1. Student Group Committee

- a. Shall be an ad-hoc committee;
- b. Shall receive reports on all student group investigations carried out by SU staff;
- c. Shall make determinations on matters of student group discipline;
- d. Shall make determinations on matters of registration and event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.
- e. Shall review and make recommendations on policy and procedures to Student Group Services and on bylaw to Students' Council.
- f. The chair of Student Group Committee shall be a member of Students' Council.
- g. Shall consist of the following voting members:
 - i. Two (2) voting members of the Students' Council;
 - ii. The Vice President Student Life; and
 - iii. The Vice President Academic.
 - iv. Four students-at-large, two of whom must be executives of a student group; and
- h. Shall consist of the following non-voting members:
 - i. Two staff members of Student Group Services recommended by Student Group Services; and
 - ii. Two staff members of the University recommended by the Dean of Students, one of whom must be from the office of the Dean of Students.

2. Sustainability Committee

- a. Shall be an ad-hoc committee;
- b. Shall perform annual evaluations of the Students' Union's sustainability practices in the areas of governance, operations, services, advocacy, and events;
- c. Shall note opportunities for improvement, following an evaluation, and provide practical recommendations for change;
- d. Shall ensure that the Students' Union adheres to current sustainability standards and follows best practices whenever possible;
- e. Shall act as a fund management committee for the Sustainability and Capital Fund;
- f. Shall provide up to \$10,000 of funding for each approved student sustainability project that shall positively impact the campus community (referred to in Standing Orders as "Student Green Fund projects");
- g. Shall effectively administer the Sustainability and Capital Fund, in accordance with the referendum passed in March 2020. As per that referendum, the Sustainability and Capital Fund is intended to provide funding that allows for the renovation and improvement of Students' Union-controlled spaces on campus like SUB. The Sustainability and Capital Fund shall:
 - i. Provide funding for projects that improve the environmental, economic, and/or social sustainability of Students' Union spaces (referred to in these Standing Orders as "sustainability and capital projects");

- ii. Shall ensure that all Fund projects demonstrate a clear contribution to environmental, economic, and/or social sustainability; and
- iii. In fulfilling section 2e-2g, the committee shall:
 - a. Operate in accordance with Bylaw 100 of the University of Alberta Students' Union
 - b. Oversee the distribution of the Student Project Green Fund;
 - c. Support the Students' Union in its efforts to implement approved projects;
 - d. Review and refer major Sustainability and Capital Fund projects deemed appropriate to Students' Council for approval, by a two-thirds majority of Students' Council; and
 - e. Report the current distribution of the total annual fund each trimester.
- h. Shall consist of the following voting members:
 - i. One (1) member of the Students' Union's Executive Committee;
 - ii. Three (3) members of Students' Council;
 - iii. Four (4) Students-at-Large;
 - iv. One (1) member from Indigenous Students' Union (ISU), as appointed by the Indigenous Students' Union; and
- i. Shall consist of the following non-voting members:
 - i. One (1) staff member of SustainSU recommended by SustainSU.

3. **SUB Planning Committee**

- a. Shall be an ad-hoc committee;
- b. Shall review student needs in the context of the facilities and services provided by the Students' Union Building (SUB);
- c. Shall develop a building master plan (or, where one exists, propose amendments to plan), covering areas such as:
 - i. The mission, vision, and program of SUB;
 - ii. Space assessments and allocations;
 - iii. Proposed renovations and upgrades to SUB;
 - iv. Initial financing strategies for renovations and upgrades managed by the Students' Union;
 - v. Developing design guidelines in areas such as wayfinding, accessibility and inclusion, decor, and other matters as appropriate.
- d. Shall consult with students and other stakeholders as required regarding items within this mandate;
- e. Shall make recommendations on matters pertinent to its mandate to the Executive Committee;
- f. The Executive Committee may, at its discretion, forward those recommendations, along with any feedback, to the appropriate Students' Union and University governance bodies;
- g. Shall consist of the following voting members:
 - i. President of the Students' Union;
 - ii. Vice President (Operations & Finance) or designate, who shall act as chair;
 - iii. Vice President (Student Life) or designate;
 - iv. Two (2) Students' Councilors;
 - v. A member of the Sustainability and Capital Fund Committee; and,
 - vi. A minimum of two and a maximum of three undergraduate students-at-large, one of whom shall be an Indigenous student; and
- h. Shall consist of the following non-voting members:
 - i. General Manager;
 - ii. Assistant General Manager;
 - iii. SUB Planner;
 - iv. Director, Conferencing and Events (acting as interim Facilities Manager); and
 - v. Up to four representatives of the University's Facilities and Operations department, to act as resources in areas such as space planning, architecture and design, and

building programs.

4. SUB Art Committee

- a. Shall be an ad-hoc committee;
- b. Shall work to create a collection of artwork (the Collection) for display throughout the Students' Union Building;
- c. Shall identify and evaluate potential sources for new artwork to add to the Collection;
- d. Shall prioritize the recruitment of and consult with members of marginalized groups on campus;
- e. Shall give preference to artwork created by University of Alberta students and alumni
- f. Shall elect artworks to be added to the Collection and recommend their acquisition to the Executive Committee; and
- g. Shall consist of the following voting members:
 - i. Vice President (Operations & Finance) or designate;
 - ii. Vice President (Student Life) or designate;
 - iii. Senior Manager (Marketing & Communications); other UASU employees as deemed necessary; and
 - iv. Three undergraduate students-at-large.

5. Health and Dental Plan Committee

- a. Shall be an ad-hoc committee;
- b. Shall create policy and set direction for the structure and delivery of the SU Health & Dental Plan;
- c. Shall provide feedback to health and dental plan administrator on communications, coverage, service, and all components related to the plan;
- d. Shall review and recommend any benefits or premium changes to Students' Council;
- e. Shall act as the approval and review body for any appeals, claims, exemptions, or special requests made by students;
- f. Shall choose the health and dental plan administrator and renew the contract and conditions on a set timeframe;
- g. Shall consist of the following voting members:
 - i. The Vice President (Student Life) or Designee, as chair;
 - ii. The Vice President (Operations & Finance) or Designee;
 - iii. Two (2) members of Students' Council;
 - iv. Three (3) Undergraduate Students-at-Large.
- h. Shall consist of the following non-voting members:
 - i. Representative(s) from health plan administrator;
 - ii. The Students' Union Controller.

06. Term of Office

1. The President and the Vice Presidents of the Students' Union must be members of the Students' Union.
2. The President and the Vice Presidents of the Students' Union shall be elected to serve a term lasting from May 1 to April 30 of the following year.
3. The General Manager shall be selected in a manner prescribed by the Executive Committee and shall serve at the pleasure of the Executive Committee.

07. Right to Attend Executive Committee

1. Every member of the Students' Union is entitled to attend any meeting of the Executive or Sub-committee of the Executive Committee except the portions of any such meeting that occur in camera, so long as a request is made with the Chair of the meeting in writing a reasonable time in advance of the meeting.
 2. The Chair of the meeting may expel any person, including an Executive, from a meeting for improper or disruptive conduct.
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Revision #5

Created 19 April 2023 11:09:27 by Abner Monteiro

Updated 24 February 2026 06:14:48 by Jonathan Olfert