Appendixes

- Appendix 1: Truth and Reconciliation Action Committee Standing Orders
- Appendix 2: Audit Committee Supplemental Standing Orders
- Appendix 3: Bylaw Committee Supplemental Standing Orders
- Appendix 4: Council Administration Committee Supplemental Standing Orders
- Appendix 5: Finance Committee Supplemental Standing Orders
- Appendix 6: Policy Committee Supplemental Standing Orders

Appendix 1: Truth and Reconciliation Action Committee Standing Orders

1. Meetings

1. Quorum of the Truth and Reconciliation Action Committee (hereby referred to as "the Committee") shall be six (6) permanent voting members.
2. The first meeting of the Committee shall be coordinated by Governance staff in order to:
   a. elect a chair from within its permanent voting membership,
   b. set initial standing orders;
   c. adopt a meeting schedule for its first trimester; and
   d. select an Elder.
3. The Committee shall establish a meeting schedule for at least the Fall and Winter semesters.
4. Additional meetings of the Committee may be called by either the Chair or six (6) permanent voting members of the Committee, with the exception of Standing Orders 5(1)(a), and provided that:
   a. every permanent member has received at least seventy-two (72) hours' notice of the meeting, or
   b. every permanent member consents to the meeting taking place.
5. Meetings of the Committee may be cancelled by:
   a. a simple majority vote of the Committee to amend the meeting schedule,
   b. the unanimous consent of all permanent members to the cancellation, or
   c. if there are no items present on the Committee's agenda.
6. Meetings of the Committee are open to the public, unless the Committee moves in camera.
7. Should a meeting occur without an Elder present and without meeting the conditions set in section 5(7), the Committee may not move any new business. They may move to approve the agenda, minutes, discussion, and adjournment only.

2. Membership

1. Permanent membership of this Committee is eleven (11):
   a. Three (3) voting members of Students' Council;
   b. Two (2) voting members of the Executive Committee;
   c. Two (2) members of the Indigenous Students' Union, as appointed by the Indigenous Students' Union and ratified at Students' Council;
   d. Three (3) Indigenous Students-at-Large, ratified by Students' Council;
   e. One (1) Elder, as chosen by the Committee, as a non-voting member.
2. Should a vacancy on the Committee occur, then the Committee shall recommend the nomination of additional member(s) from the same classification as per section 3(1).
3. Up to twenty (20) additional Students' Council voting Members shall be voting members of the Committee.
   a. those councillors must provide the Chair of the Committee a minimum of forty-eight (48) hours notice
4. Up to twenty-one (21) self-identifying Indigenous undergraduate students currently enrolled at the University of Alberta, shall be voting members of the Committee, provided that:
   a. those students must provide the Chair of the Committee a minimum of forty-eight (48) hours notice;
   b. those students provide proof that they have self-identified as Indigenous at the University of Alberta; and
   c. those students would not include self-identifying Indigenous members of Student's Council.
5. For the purposes of this Committee, 'self-identifying Indigenous students' are those who have either registered as such with the University of Alberta or are those who identify as First Nations (Indian), Inuit, or Métis under Section 35 of the Constitution Act, 1982.

3. Chair's Responsibilities and Duties

1. The Chair of the Committee shall be a permanent voting member.
2. The Chair of the Committee shall not be a member of the Students' Council Executive Committee.
3. The Chair of the Committee shall be selected by the following process:
    a. The first round of nomination shall be open to only permanent self-identifying Indigenous members of the committee
    b. In the event that no permanent self-identifying Indigenous member of the committee is nominated, the second round of nomination shall be open to all permanent members of the committee.
    c. Upon the election of the Chair, notice of the appointment must be sent to all relevant Indigenous student groups on Campus, including, but not limited to, those outlined in Sub-Appendix A.
        i. At the Chair's discretion, this can be done by Governance staff, or by the Chair themself.
    d. In the event that no appropriate chair is found, the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
4. The Chair of the Committee shall:
    a. arrange for the preparation and distribution of the Committee agenda;
    b. moderate debate at meetings of the Committee;
    c. respond to the questions of members of the Committee in a timely fashion;
    d. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
    e. ensure that non-Students' Council members of the Committee are appropriately informed of governance at the Students' Union, upon request;
    f. maintain the Standing Orders of the Committee;
    g. ensure suitable traditional medicines are available for use during the smudging ceremony portion of meetings;
    h. submit reports to Students' Council, as required;.
    i. submit reports to Indigenous groups on campus as listed in Sub-Appendix A, as requested, of the progress and direction of the Committee.
5. Should the Chair of the Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
6. The Chair of the Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the permanent voting membership of the Committee.
7. The Chair shall work with the Speaker and Governance Staff to ensure the logistical needs of the Committee are met.

4. Member Responsibilities and Duties

1. The Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent standing member who is not carrying out their duties in contributing to the fulfillment of the mandate of the committee or harbours views which contradict the purpose of the Committee.
    a. In the event that a committee member is found to be harbouring views which contradict the purpose of the committee, the Chair and Elder shall be notified
    b. Upon notification of such behaviour, the Chair and Elder of the Committee shall;
        i. Meet with the accused committee member to discuss their behaviour
        ii. Decide if the issue was deliberate or ongoing, and if a meeting of the Committee shall be called to discuss the conduct and continued membership of the member at hand.
    c. In the event the Chair and Elder determine the actions of the accused member are deliberate or ongoing, the Chair will call an additional meeting of the Committee to debate the continued membership of the member at hand. This meeting will include:
        i. A closed session of the Committee without the accused member in attendance to discuss the conduct of the accused
            a. No motions shall be considered in this portion
        ii. An additional closed session of the Committee with the accused member to discuss the conduct of the accused and to decide if a recommendation should be made to council for the removal of the accused member who is not carrying out their duties in contributing to the

fulfillment of the mandate of the Committee or is harbouring views which contradict the purpose of the Committee.
        a. A motion of this type need only be passed by a simple majority
    d. In the event that a standing member is removed from the Committee they shall be replaced by someone from the same classification
    e. “harbours views which contradict the purpose of the Committee” are defined as those:
        i. that are inherently racist;
        ii. promote hate speech; or
        iii. with malicious intent, actively contradict the stated purpose of the Committee.
2. Permanent members are required to attend all meetings of the Committee.
    a. Failure to attend or send an appropriate proxy to 50% of the meetings in a semester will result in immediate removal from the Committee.
3. Members shall be considered present should an appropriate proxy be appointed and attend, or by sending in their written thoughts on all agenda items to the chair.
4. Any member of the Executive Committee who fails to fulfil the reporting requirements as outlined in Bylaw 120 Section 01(1)(h) may be reported to Students’ Council, by a simple majority vote.
5. Permanent members are responsible for carrying out tasks assigned to them by the Committee or Chair.

5. Elder Protocol

1. The selection of an Elder shall be done in accordance with section 1(1).
2. The Chair, in partnership with the rest of the Committee, and the Students’ Reconciliation, Inclusion and Sustainability Staff, will select an Elder whose appointment mandate is for the following year.
3. In selecting an Elder, the Chair, along with the rest of the Committee, will work in partnership with the following individuals/organizations:
    a. Office of the Vice-Provost (Indigenous Programming & Research);
    b. First People's House; and
    c. The Indigenous Students' Union.
4. The Elder selection process will follow the University of Alberta’s Elder Protocol document and the four tenants of the Elders Leadership and Resource Council Working Paper.
5. The purpose of the Elder is to provide guidance for the Committee and to ensure that it acts in the spirit of reconciliation and cooperation. At the discretion of the Committee, the Elder will also aid the Committee in the completion of its mandates, as outlined in Bylaw 120.
6. Should an Elder be seen as harbouring views which contradict the mandate of the Committee, or are viewed to be in abuse of power, the Committee will convene in camera to discuss said issues. Such discussions are to be done in camera with the Elder and in accordance with Section 4(1).
7. Should the committee be otherwise unable to develop a timely and ongoing relationship with an Elder within reason; with reasonable conditions being determined by unanimous vote, the Committee may operate without.
    a. This should be understood as less preferable than operating with Elder support and should only be invoked insofar as it would otherwise prevent the Committee from operating at all.
    b. With respect to the time and transportation needs of a given Elder, the Committee may operate without an Elder's presence every second meeting.
        i. This should be understood as less preferable than complete attendance.

6. Proxies

1. To appoint a proxy to the Committee, the member thereof must provide a notice to that effect to the Chair of the Committee.
    a. stating the name and e-mail address of the eligible member who will serve as proxy,
    b. indicating the duration of the appointment, and
    c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two (2) hours prior to the Committee meeting.

7. Reports

1. At its discretion, the Committee may develop recommendations or reports to Students' Council, including but not limited to:
    a. An Indigenous Collaboration Framework which will define the parameters of ‘adequate collaboration’ through meetings with various Indigenous stakeholders;
    b. A report on Indigenous priorities which will both guide the Executive Committee’s advocacy on Indigenous issues and ensure adequate Indigenous student collaboration;
    c. A report on Executive Committee advocacy;
    d. A report on Students’ Council Indigenous Representation.
1. The Administrative Assistant of the Students’ Union will:
    a. Book meeting rooms for meeting of the Committee.
    b. Book Minute Takers for each meeting of the Committee.
    c. Structure agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students’ Council.
    d. Notify the Committee of meetings through the agenda.
    e. Distribute the agenda and minutes to each member of the Committee.
    f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting.

8. Records

1. The Chair of the Committee shall ensure attendance is taken at each meeting of the Committee.
2. Members may amend their comments in the minutes to better reflect what was said when the minutes are being approved by the Committee.
3. The Chair of the Committee shall, on a trimesterly basis, submit to Students’ Council a report including:
    a. any motions made by the Committee;
    b. any recommendations made by the Committee to Students’ Council; and
    c. any standing orders changes adopted by the Committee; and
4. The trimesterly Chair’s Report shall be approved by the Committee prior to its inclusion onto the Students’ Council Order Papers.

09. Rules of Order

1. The Chair of the Committee will use their discretion in administering an informal style of Robert’s Rules of Order to conduct the business of the meeting.
2. Meetings shall be held, insofar as possible, using circle teachings, allowing all members a chance to speak. This can be abrogated at the chairs discretion, with respect to time concerns and online/hybrid meetings.

10. Orders of the Day

1. Right of Submission by Committee Members
    a. Any voting member of the Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Committee shall be:
    a. Introduction
        i. Call to Order.
        ii. Prayer/Smudging Ceremony
        iii. Approval of Agenda.
        iv. Approval of Minutes.
        v. Chair’s Business.
    b. Old Business.
    c. New Business.
    d. Discussion.
    e. Confirmation of Next Meeting Date.
    f. Adjournment.
3. Deadline for Submission

    a. Orders of the Day must be submitted to the Chair of the Committee and Governance Staff by noon on the business day prior to the Committee meeting.
4. Publishing
    a. The agenda package for the Aboriginal Relations and Reconciliation Committee will be emailed to the Committee members prior to the meeting.
    b. paper copies will be provided at the Committee meeting upon request.

11. Presentations

1. The Students' Union Executive shall provide:
    a. a comprehensive presentation to the Committee of all goals relevant to the mandate of the Committee by June 30.
        i. This presentation shall be provided at the chair's discretion within one month of the approval of Standing Orders.

12. Executive Committee Reports

1. Any member of the Executive Committee shall provide, upon request, a written report to the Committee on their advocacy activities and those of the entire Executive Committee, as they relate to Indigenous Students.
    a. An oral report may be provided in lieu of a written report.

13. Standing Orders

1. The Standing Orders of the Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Committee do not expire, but shall be reintroduced at the Committee's first meeting.

14. Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Committee.
2. Building on section 8(5), Indigenous language sovereignty requires that Indigenous languages not be used in ways which would feed them into generative AI and LLM. This is inclusive of both meeting minutes and report writing, which should be completed without machine learning tools.
    a. Further, Teachings, stories, and traditionally held knowledge should be understood as shared with those present, not with LLMs and organizations which would distribute and redistribute outside of Committee meetings.

Sub-Appendix A: List of Indigenous Groups

1. Indigenous Students' Union.
2. First Peoples' House.
3. Native Studies Students' Association
4. Faculty of Native Studies.
5. Office of the Vice-Provost (Indigenous Programming & Research).
6. Indigenous Advisory Council.
7. Arts Indigenous Student Council.
8. Indigenous Student Services at Augustana Campus.
9. Indigenous Medical and Dental Students' Association.
10. Indigenous Law Students' Association.
11. Powwow Club.
12. Metis Dance Club.
13. Indigenous Nursing Students' Association.
14. Indigenous Business Students' Association.
15. Indigenous in STEM Students Association.
16. Library Indigenous Student Engagement Group.

17. Indigenous Graduate Students’ Association.

Appendix 2: Audit Committee Supplemental Standing Orders

1. Supplemental Chair Responsibilities

1. The Chair of the Audit Committee shall:
    a. ensure that all communication and decisions involving a dedicated fee unit and the Committee will be forwarded to the Students' Council representative of the dedicated fee unit's board.
    b. receive bi-annual summaries of the Students' Union organizational units, and select those that should be reviewed by the Committee. Prior notice must be provided to committee members, and the review is subject to consent of the committee.
    c. request to be added to the Finance Committee mailing list and to receive all minutes and agendas from Finance Committee;
    d. provide a monthly oral report to the Committee on the activities of Finance Committee.

Appendix 3: Bylaw Committee Supplemental Standing Orders

1. Process for Drafting Referendum and Plebiscite Questions

1. Chair to Assign Draftsperson
    a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft the question to appear on the ballot.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
    a. The draftsperson is to have a draft question prepared for the Bylaw Committee Order Paper for the first meeting of the Bylaw Committee immediately following First Reading passage of the bill in Students' Council.
3. Invitation of Primary Proponents
    a. The chair will invite to the meeting at which the question is to be drafted the primary proponents of the question.

2. Process of Drafting Bills for First Reading

1. Determination of Bylaws with Committee Mandate Upon Which to Recommend Substantive
    a. The committee will determine prior to July which bylaws fall within its mandate under Bylaw 100 s. 17(5)(c) (i.e. those bylaws that the Bylaw Committee is mandated to make substantive recommendations on to Students' Council).
2. Committee to Assign Draftsperson
    a. Where deemed appropriate, for each bylaw identified under Standing Order 15(1), the committee will assign a draftsperson to bring forward a bill for the Bylaw Committee's consideration and potentially subsequent recommendation to Students' Council.
3. Consultation & Feedback
    a. In preparing a draft bill, the draftsperson will consult with and solicit feedback from relevant or affected parties.
4. Draft Format to Parallel Students' Council's First Reading Requirements
    a. When ready, the draftsperson will submit the bill for the Bylaw Committee Order Paper in the same format specified in the Students' Council Standing Orders for Bylaws on First Reading.
5. Recommendation of Bill to Council
    a. If approved, the bill is recommended to Students' Council for First Reading.

3. Process of Drafting Bills for Second Reading

1. Chair to Assign Draftsperson
    a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft amendments to the bylaws.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
    a. The draftsperson is to have the draft legislation prepared for the Bylaw Committee Order Paper for the first meeting of the bylaw committee immediately following First Reading passage of the bill in Students' Council.
3. Consideration of Recommendation "That Council Reconsider First Reading"
    a. Prior to consideration of the draft legislation, the committee will consider under Students' Council Standing Order 15(3)(a)(iv) whether or not to recommend to Students' Council that it reconsider whether the bill should be read a first time.
4. Formulation of Principles to Accompany Recommendation "That Council Reconsider First Reading"
    a. Where it is decided to recommend to Students' Council that Council reconsider whether the bill should be read a first time, the committee will provide suggested principles for Council to consider.
5. Review of Draft Legislation for Compliance with First Reading Principles & Editorial Amendments

a. Where it is decided simply to recommend draft legislation in accordance with the principles passed on first reading, the committee will:
    i. Ensure that each principle is reflected in the draft legislation,
    ii. Ensure that the draft legislation does not exceed the principles approved in first reading, and
    iii. Review the entire bylaw for any editorial changes that is appropriate to make.

4. Process for Drafting Editorial Amendments to Bylaw

1. Process for Drafting Editorial Amendments to Bylaw
    a. The Bylaw Committee will conduct an annual review of each bylaw for editorial updates that do not alter the substantive meaning of the bylaws.
2. Committee to Assign Draftsperson
    a. Prior to July, the Bylaw Committee will assign a draftsperson(s) to review each bylaw and assign a date by which the review is to be completed.
3. Consultation & Feedback
    a. In reviewing a bylaw, the draftsperson will consult with and solicit feedback from sources that would be familiar with or affected by the bylaw under review.
4. Draft Format to Parallel Students' Council's Second Reading Requirements
    a. When ready, the draftsperson will submit the proposed legislation for the Bylaw Committee Order paper in the same format specified in the Council Standing Orders for Bylaws on Second Reading.

Appendix 4: Council Administration Committee Supplemental Standing Orders

1. Supplemental Chair Responsibilities

1. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.
2. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

2. Supplemental Member Responsibilities

1. The Council Administration Committee shall:
    a. Receive requests for the filling of empty student-at-large representative positions in the University and Students' Union Committees;
        i. All requests must be sent to the chair of the Council Administration Committee;
        ii. The first order of business upon receiving a new request is deciding the application process and timeline;
    b. Ensure all General Faculties Council and General Faculties Council Standing Committee student-at-large representative positions are filled;
    c. The student body and staff at the University of Alberta can give recommendations for student-at-large positions in committees;
    d. Review applications to the Council Administration Committee based on the immediacy of their meeting schedules.

3. The Chief Returning Officer of the Students' Union

1. The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
2. The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

4. The Speaker of Students' Council

1. The Council Administration Committee shall ensure that the Speaker of Students' Council is seeing to the logistical and procedural concerns of Council.

5. Students' Council Retreats

1. The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

6. Students' Council Standing Committees

1. The Council Administration Committee shall review the progress of all Standing Committees:
    a. at its first meeting in June to ensure that Committees:
        i. have met,
        ii. have set a meeting schedule for the first trimester,
        iii. have adopted a set of Standing Orders, and
        iv. have set goals and started on their legislated Agenda;
    b. at its last meeting in August to examine progress during the first trimester;
    c. at its last meeting in December to examine progress during the second trimester
    d. at its first meeting in March to examine progress during the last trimester.

7. Council Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. Funds shall be used at the discretion of the Council Administration Committee.

Sub-Appendix 1: Council Mentorship Program

1. Participation: Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.
2. Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.
3. Administration: The Council Administration Committee shall be responsible for the implementation of this program.
4. A call for mentors shall be held in the summer.
5. The mentors shall be provided with a training session and materials before the commencement of the program in the Fall.
6. This program shall be advertised in the Fall and Winter term, and the recruitment of mentees shall begin at the beginning of the semesters.
7. Mentors and mentees shall be given questionnaires regarding their knowledge of expertise and interests with the program.
8. Pairings: Mentees shall be paired with mentors with similar corresponding answers to the questionnaire.
9. A mixer shall be organized by the Council Administration Committee, or delegated to another party.
10. Mentor Responsibilities - After being paired with a mentee, the mentor shall be responsible for:
    a. Establishing contact with the mentee and setting expectations for the mentorship
    b. Informing the program leads if unable to carry out the responsibilities to the mentee,
    c. Attending scheduled meetings of Students' Council and chosen committees with the mentee,
    d. Familiarizing the mentee with the role and proceedings of Students' Council, and
    e. Meet with the mentee on a regular scheduled basis
11. Monthly check-ins shall be conducted by program leads.
12. Replenishment recruitment shall occur in the Winter semester.

Sub-Appendix 2: Students' Council Social Media Policy

1. Contents
    a. Administration
    b. Goals
    c. Posting
2. Goals
    a. To increase undergraduate student awareness of Students' Council, in addition to increasing Councillor participation.
    b. To facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
    c. To increase undergraduate student awareness of Students' Council by providing students with quick updates on Students' Council
3. Administration
    a. Students' Council social media accounts shall be administered by the Social Media Sub-Committee
4. Posting
    a. Guidelines regarding the posting of any content on any Students' Council social media account can be found on the Social Media Sub-Committee Terms of References.

Sub-Appendix 3: Kairos Blanket Exercise

1. Students' Council's Council Administration Committee (CAC) shall schedule a Kairos Blanket exercise for all newly elected members of Students' Council after the General Election.

a. This exercise, outside of extenuating circumstances inhibiting the ability to host events in person, shall take place before the end of the spring summer trimester.
b. Should a councillor be unable to attend, they will be subject to section three(3) of this appendix.

2. The procedure for hosting a Kairos Blanket Exercise after the Fall By-election is as follows
    a. At the second CAC meeting after the By-Election a discussion shall be held to determine if the amount of new members is large enough to warrant an additional blanket exercise.
        i. If the number of new members is deemed too small to warrant an additional exercise they shall be subject to Section three(3) of this appendix
        ii. Should the number of new members be deemed large enough to warrant an additional exercise then an exercise must take place prior to the Add/drop deadline of the winter semester.
3. Procedure for exemption from the Kairos Blanket Exercise
    a. Due to an inability to attend the scheduled exercise
        i. Members of council unable to attend will then count towards the total amount of new members when the decision is made to schedule a Blanket Exercise after the fall by-election
    b. Due to an amount of new members deemed too small to warrant an additional exercise
        i. New members of council will be provided with the online gov camp module on indigenous history and culture.
    c. Due having attended an exercise in a previous term
        i. The UASU Students' Council firmly believes in lifelong learning and encourages all councillors to actively participate in educational opportunities they are provided due to their role.
    d. As a self identified Indigenous student.
        i. The UASU Students' Council understands the additional labour required of indigenous students and due to that, all exercises of settler education on indigenous issues for councillors is optional for indigenous students.

Appendix 5: Finance Committee Supplemental Standing Orders

1. Supplemental Member Responsibilities

1. The following external seats are required to be filled by members of Finance Committee:
    a. The Vice President (Operations & Finance) is also an ex-officio seat on this committee.
    a. The Vice President (Operations & Finance) and Vice President (Student Life) are also ex-officio seats on this committee.
        a. One seat on the Campus Recreation Enhancement Fund Committee;
        b. Two seats on the Golden Bear & Panda Legacy Fund Committee;
        c. Two seats on the World University Service of Canada Refugee Student Sponsorship Committee;
        d. Two seats on the Student Group Granting Committee; and
        e. Three seats on the Students' Union Awards Adjudication Committee.

2. Budget Process

1. The legislative process for the Students' Union Budget shall be outlined in Students' Council Standing Orders.
2. Finance Committee shall recommend a final Operating and Capital Budget to Students' Council prior to the final meeting of Students' Council.

3. Campus Recreation Enhancement Fund

1. Funds from the Campus Recreation Enhancement Fund Dedicated Fee Unit shall:
    a. Funding projects that are receiving other Students' Union funding;
    b. Transportation;
    c. Supplementing University of Alberta staff wages;
    d. Awards; and
    e. Volunteer appreciation; and
        a. 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 of high quality, diverse, convenient, accessible, and affordable to undergraduate students;
        b. Be allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting;
        c. Not be used for:
        d. Not be allocated in such a way that more than one quarter of the funds available in the Campus Recreation Enhancement Fund is allocated to any one project or recipient.
2. Fund recipients must provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
3. The following members of the Students' Union shall serve as voting members on the Campus Recreation Enhancement Fund Committee:
    a. The Vice President (Operations & Finance); and
    b. One voting member of Finance Committee.
4. The Campus Recreation Enhancement Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
    a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
    b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.

4. Golden Bear & Panda Legacy Fund

1. Funds from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit shall be distributed to University of Alberta varsity athletic teams and the Athletics Department for the purposes of saving and stabilizing varsity athletic teams and promotion of varsity athletics.
2. Fund recipients shall provide receipts or other proof that the granted money was used for the purpose stated in the relevant application if requested by Finance Committee.
3. The Golden Bear & Panda Legacy Fund Committee shall be responsible for administering the advertisement of the grants and receipt, review, and recommendation of grant amounts.
4. The Golden Bear & Panda Legacy Fund Committee shall consist of seven voting members, including:
    a. Two University Athletic Board members;
    b. One University Athletic Board student executive member;
    c. The Students' Union Vice President (Operations & FInance);
    d. The Students' Union Vice President Student Life;
    e. Two members of the Students' Union Finance Committee; and
    f. One staff member or designate from the Department of Athletics as a non-voting member and Chair of the committee.
5. Quorum of the Golden Bear & Panda Legacy Fund Committee shall be four voting members, and must include at least one Students' Union representative and one University Athletic Board member.
6. The Chair shall call the first meeting of the Golden Bear & Panda Legacy Fund Committee.
    a. This meeting shall take place between May 1 and September 30 of each year.
7. The Golden Bear & Panda Legacy Fund Committee shall recommend funding allocations to Finance Committee by March 31 of each year.
    a. Finance Committee shall ratify the recommended funding allocations by their last meeting in April of each year.
    b. The Students' Union shall disburse the approved funding allocations by October 31 of each year.
8. The fund shall be distributed such that:
    a. The reserve fund shall not exceed $200,000 at any time.
    a. Approximately 50% of the fund shall be used as a corporate sponsorship of the Department of Athletics;
    b. Approximately 30% of the fund shall be allocated to projects and special events; and
    c. Approximately 20% of the fund shall be kept in a reserve fund.
9. The criteria for the evaluation of funding applications shall include:
    a. A requirement for applicants to match the amount of a grant for any given project;
    b. Disclosure of all other sources of revenue for any given project, including funding from the University of Alberta, the Green & Gold Athletics Society, support groups, and funds raised by teams or student groups applying for funding;
    c. Serious consideration with regards to the degree in which a project benefits the student population, which may be in the form of an opportunity to participate in the event as a spectator, volunteer, official, or participants;
    d. Priority given to applications relating to the hosting of events;
    e. Priority given to applications with a long-range plan or vision for the development of a project;
    f. Applications complete with all information requested by the Golden Bear & Panda Legacy Fund Committee;
    g. Consideration with regards to the degree of support and opportunities for development that funding will provide, including evidence that teams are working cooperatively with support groups and with the Green & Gold athletic Society; and
    h. That funding for travel by teams to the same event in consecutive years is not permitted.
10. Critical information, such as the addition or cancellation of varsity teams or programs, will be disclosed along with funding recommendations to Finance Committee.
11. Funding from the Golden Bear & Panda Legacy Fund Dedicated Fee Unit that cannot be distributed by Finance Committee will be kept in the Golden Bear & Panda Legacy Fund reserve.

5. Refugee Student Fund

1. The Refugee Student Fund Dedicated Fee Unit shall be used for the support of four undergraduate refugee students at the University of Alberta.
2. Administration of the Dedicated Fee Unit and selection of the students shall be administered by the World University Service of Canada Refugee Student Sponsorship Committee.
3. The students chosen by the committee shall consist of:
    a. One refugee student in their first year of study;
    b. One refugee student in their second year of study;
    c. One refugee student in their third year of study; and
    d. One refugee student in their fourth year of study.
4. The committee, with assistance from the Students' Union's Financial Controller, shall allocate the following from the collected Dedicated Fee Unit:
    a. The total annual application cost required by the national WUSC office; and
    b. An amount equivalent to the current HUB four-bedroom residence rate, to be distributed to the student in their first year of study for the cost of housing for the first 12 months of their stay.
5. After allocating funds as instructed in 13.4, the following shall be allocated:
    a. 3% of the remaining amount to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to Finance Committee upon request;
    b. 2% of the remaining amount to the WUSC Student Refugee Program Contingency Fund;
    c. 39% of the remaining amount to the refugee student in the first six months of their studies;
    d. 27% of the remaining amount to the refugee student in the next six months of their studies;
    e. 16% of the remaining amount to the refugee student in their second year;
    f. 7% of the remaining amount to the refugee student in their third year; and
    g. 6% of the remaining amount to the refugee student in their fourth year.
6. Finance Committee reserves the option to amend the payment schedule set out in 13.5 on a case-by-case basis, with recommendation from the World University Service of Canada Refugee Student Sponsorship Committee.

6. Student Group Granting

1. Student group granting processes shall strive to:
    a. Provide funding for groups and events that shall strive to benefit the wider campus community;
    b. Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
    c. Target funding for student groups for unmet student group needs;
    d. Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
    e. Complement existing University of Alberta student group grant programs; and
    f. Target funding for student groups and activities that account for social, environmental, and economic sustainability.
2. Student group granting shall be overseen by the Student Group Granting Committee.
3. The Student Group Granting Committee shall
    a. Adjudicate applications to, and disburse funds from the Students' Union Student Group Granting Program;
    b. Assist Student Group Services in consultation about changes to any part of the Student Group Granting Program, including but not limited to policy changes, updates to scoring rubrics, applications, or report requirements.
4. The voting membership of the Student Group Granting Committee shall be:
    a. No fewer than four current or previous executive members of student groups recognized by the Students' Union;
    b. Should this requirement not be met, two members of the Students' Union Finance Committee or Students' Union Audit Committee;
5. The non-voting members of the Student Group Granting Committee shall consist of a minimum of one and up to three Governance Staff members or designates, with at least one being designated as the Program Lead:

a. The Program Lead - Governance Staff or designate.
b. The Assistant Program Lead - Governance Staff or designate.

6. A voting member may appoint a proxy representative in the event that they cannot themselves attend a Committee meeting.
   a. Voting proxy representatives must be current undergraduate students with current or past experience as a Student Group executive officer.
7. One Coordinator from Students' Union Staff shall serve as the Chair of the Student Group Granting Committee. The Assistant Program Lead shall serve as Secretary of the Student Group Granting Committee.
8. Quorum of the Student Group Granting Committee shall consist of the Chair, and four other members.
   a. In the event the Chair is unable to attend the meeting, the meeting shall be rescheduled to a later date when quorum can be reached.
9. All grant applications will be adjudicated by assessing their quality against an approved scoring rubric.
   a. Decision-making rubrics will be reviewed every two fiscal years by the Student Group Granting Committee.
10. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
    a. Late applications shall not be accepted.
    a. Retroactive granting is not in the scope of this committee.
    b. Be recognized by the Students' Union, through the process of registration as mandated and managed by Student Group Services;
    c. Possess a group or community bank account with dual signing authority;
    d. Complete the Student Group Services grant application form in full prior to the application deadline;
    e. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
    f. Demonstrate a need for funding only for projects in the future;
    g. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
    h. Submit an application completed by a member of the student group executive who is an undergraduate student;
11. To be considered for funding, all Student Group Grant Applications must:
    a. Provide reasonable estimates of event expenses;
       i. If this is not met the application will automatically be denied.
    b. Provide the Student Group Granting Committee with a budget of anticipated costs.
       i. If this is not met the application will automatically be denied.
12. All Student Group grants shall fall within one of the following categories:
    a. Operations Grant, where:
    b. The maximum funding received by an individual student group would be $500 every two (2) fiscal years.
    c. An applicant group is requesting funds to support or acquire items or materials which will contribute to general and ongoing group operations, and not for a one-time or recurring event or activity.
    d. Examples of suitable items or supplies eligible for this grant will be provided in the Student Group Grant Program Handbook.
    e. The materials or items proposed in the application have not been acquired or paid for, in part or in full, by the student group prior to the application process;
    f. The funding does not contribute as seed money for a scholarship, bursary, or other funding program provided by a student group or third party;
    g. The funding does not contribute to subsidies of individual memberships or costs associated with a one-time or recurring event.
    a. Event Grant, where:
    b. The maximum funding received by each group is no more than 50% of their total event expenses for items approved by the committee, within the limitations of article 12.
       i. Should ineligible expenses be included in the application, and/or should the Student Group apply for greater than the 50%, the Student Group Granting Program Lead with the Assistant Program Lead will adjust the requested amount to be in line with the above regulations,

before the applications are assigned to the Student Group Granting Committee.

c. The applicant group is planning an event related to their student group's mandate and goals, OR is sending members of their group as ambassadors to an event or conference related to their student group's mandate and goals;
d. Outcomes for the event are determined to be beneficial to the student group as a whole, as well as contributing to the betterment of the University of Alberta campus community;
e. The event must take place in the trimester following the application deadline.
f. The student group completes relevant risk management approval with the Office of the Dean of Students.
g. Operations Grant, where:
h. Event Grant, where:

13. A student group is eligible to receive a maximum of $2,000 per academic year (May 1 through April 30).
14. Any grant application request that is for $200 or less will be considered on a pass/fail basis, and will receive either their full request if they receive a passing score, or no funding if they do not receive a passing score.
15. A student group may apply any number of times and for any combination of granting categories in each granting session until their annual maximum limit is reached.
16. A group may apply only for the amount of funds remaining in their annual limit.
    a. Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
17. A student group must apply for event funding in the application period before the semester in which their event will take place.
18. A student group shall not make purchases from organizations closely connected or related to the student group or the student group's individual members unless prior arrangements have been made with Student Group Services.
19. A student group shall not apply for or use Student Group Granting funds to:
    a. Obtain alcohol and related items;
    b. Obtain illegal substances;
    c. Obtain prizes;
    d. Distribute or sponsor scholarships or bursaries;
    e. Pay wages, staff expenses or honoraria.
20. Student Group Grant funds must be used towards event costs, and cannot be directly added to a donation total when an event is a fundraiser for a charitable organization or external agency.
21. A student group shall pick up their grant cheques within fifteen business day of being notified that they have received funding, unless the group make alternate arrangements.
    a. A successful applicant that fails to pick up their grant cheque(s) within the specified time forfeits the awarded funding.
22. A student group shall complete a granting report, which shall:
    a. Be completed by a deadline provided by Student Group Services staff;
    b. Meet the expectations of Student Group Services staff; and
    c. Be written and submitted by an executive of the student group.
23. A student group that fails to submit a grant report according to the provided deadline shall have their eligibility to apply for or receive funding from the Program revoked.
24. To reinstate eligibility for the Student Group Granting Program, a student group must:
    a. Submit the outstanding Grant Report, including all its component parts, to Student Group Services; OR
    b. Submit an Auxiliary Report, outlining acceptable reasoning for the incomplete Grant Report, to the Granting Committee, via Student Group Services.
25. The Granting Committee shall determine whether to accept an Auxiliary Report in lieu of a Grant Report, in discussion at a Special Meeting which will be called by the Student Group Services Program Lead.
    a. If the Granting Committee accepts the Auxiliary Report, the Report shall be filed alongside regular Grant Reports and the student group will be returned to good standing with the Granting Program.
    b. If the Granting Committee denies the Auxiliary Report, the Report shall be filed alongside regular Grant Reports, and the student group shall be barred from the Granting Program for up to and no

longer than four (4) calendar years from the original Grant Report due date.

26. The Chair of the Student Group Granting Committee shall provide minutes of each Student Group Granting Committee Adjudication meeting to Finance Committee within two weeks of each meeting's occurrence.
27. Any unused funds must be returned to the Student Group Granting Program.
28. Funds may be used towards costs that are not proposed in the original grant application, if they are reasonably relevant to the proposed activities or purposes in the application, as determined by the Student Group Services Program Lead during Grant Report review.
    a. If the Student Group Services staff deem that a student group has used Grant funds towards a cost that is not relevant to the original proposal, they shall alert the Granting Committee. The Granting Committee will determine whether the funds have been misused and should be requested for return to the Program.
29. All returned funds will be added back to the total remaining funding pot, to be potentially disbursed at the next Grant Application period.
30. In the event that a group returns Grant funds for any reason, the cumulative eligibility total does not reset; that is, a group is eligible to receive up to the limit as per Article 12, regardless of use or non-use of the funding received.
31. Student Group Services and the Students' Union reserve the right to request the return of funds in the event that a student group or event violates any of the SU's Operating Policies.
32. Student Groups are ineligible to receive funding for the following reasons:
    a. They are a Student Representative Association that receives a Student Representative Association Membership Fee.
    b. They are an entity receiving a Dedicated Fee Unit.
    c. A Student Group is not registered with the UASU.
    d. A Student Group is considered to be in bad standing as defined by Student Group Services.

7. Access Fund

1. Finance Committee shall ensure the Access Fund operates according to the University of Alberta Student Financial Services Supplementary Bursary Policy.
    a. Finance Committee shall review this policy as needed and propose change to the policy if necessary to ensure the Access Fund is being operated in the best interests of students.
    b. Finance Committee shall ensure the Decision Review process outlined in the policy is a fair appeal process to students in extraordinary situations.
2. The funds available each year shall be divided between the projected number of granting sessions proportionally based on previous years' allocations.
    a. Student Financial Services may recommend alternative methods of dividing funds to Finance Committee.
3. Restrictions on the Access Fund:
    a. The maximum bursary allowed per student is $3,000 per academic year (September 1 through August 31).
    b. The maximum lifetime limit allowed per student is $9,000.
    c. Cost of living assessments shall be calculated at $1,400 per month.
    d. Students who opt out of the Access Fund will be ineligible to apply for the Access Fund in the Academic Year (September 1 - August 31) they opted out of.
    e. Students who received funding through the Access Fund are forever ineligible to opt out of the Access Fund.
4. Unless otherwise noted in Standing Orders, administration and regulation of the Access Fund shall be guided by a signed agreement between Finance Committee and Student Financial Services.
5. The Access Fund shall accept donations from external sources through donations made to the Students' Union or the University of Alberta.
6. Any allocated funds not granted in a given disbursement period shall be carried over to the next disbursement period.
    a. On August 31, any funds not granted shall be placed in an internal reserve.

7. Access Fund awards not claimed within 30 days of the end of the semester in which they were awarded shall be cancelled and returned to the bursary fund.
8. Finance Committee members are ineligible to receive Access Fund bursaries during their term.

8. Students' Union Awards

1. "Students' Union Awards" shall refer to the following:
   a. Students' Union Involvement Awards;
   b. The Students' Union Award for Excellence;
   c. Student Group Awards; and
   d. The Students' Union Award for Leadership in Undergraduate Teaching (SALUTE).
2. The Students' Union Awards program exists for the purpose of recognizing excellence in student and instructor involvement in the campus community.
3. The Students' Union Awards program operates using funds from external sources and from the Student Involvement Endowment Fund (SIEF) subject to the following conditions:
   a. No more than four (4) percent of the balance of the Student Involvement Endowment Fund shall be spent in any one year;
   b. No single award shall have a value greater than $2,500;
   c. No award shall be awarded to a current member of the Executive Committee at the time of the adjudication process. Previous Executive Committee members are eligible to apply;
   d. No award shall be awarded to a full-time, permanent staff member of the Students' Union, unless this person took up the position after the end of the Winter academic term that the awards program is considering.
   e. No award shall be awarded to any member of the Awards Adjudication Committee;
   f. No award shall be awarded to any person who was not an undergraduate student registered in the Fall or Winter term(s) preceding disbursement;
   g. No person may receive more than one Students' Union Involvement Award in a single year;
   h. No person who receives a Students' Union Involvement Award may receive the Students' Union Award for Excellence in the same year.
   i. No award is awarded to a student with outstanding Students' Union membership fees; and
   j. No award is awarded to a student who does not meet the minimum GPA requirement of 1.8 over the previous Fall and/or Winter terms of the academic calendar.
4. Financial need shall be considered when selecting award recipients, with applicants self-reporting financial need on their application package:
5. Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.
6. The Awards Adjudication Committee shall be composed of:
   a. At least two, but no more than three, members of the Governance Department who shall be designated UASU Awards Administrators. One of these members must be the Governance Manager.
   b. A minimum of five current undergraduate members.
      i. Governance Staff shall recruit students-at-large to fill these seats on the committee. In the absence of qualified applicants, up to three Councillors from the Finance Committee will fill the remaining seats.
      ii. Any students-at-large recruited for the Awards Adjudication Committee cannot have applied to any Students' Union Awards and cannot have written any reference letters for applicants.
      iii. If any members of the Awards Adjudication Committee personally know an applicant, they must declare so and abstain from the adjudication process of that particular candidate.
   c. For identity-specific awards, at least one additional adjudicator that identities with the related identity will be part of the adjudication for that identity-specific award, if someone from that identity background is not already appointed to the Awards Adjudication Committee.
   d. Student Group Services staff shall recruit students at large to fill these seats on the committee. In the absence of qualified applicants, Councillors from Finance Committee will fill the remaining seats.
   e. A minimum of five current undergraduate members.

7. All UASU Awards Administrators shall be non-voting members of the Awards Adjudication Committee.
8. Management of the membership of the Awards Adjudication Committee shall be the responsibility of the UASU Governance Manager.
    a. The committee membership shall be included in a report provided to Finance Committee by October 1st.
9. Quorum of any meeting of the Awards Adjudication Committee shall be three voting members, and at least one non-voting member.
10. Operation of the Awards Adjudication Committee:
    a. Finance Committee has the power to create, amend, or eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
    b. Recommendations on changes to awards for the upcoming year from the Awards Adjudication Committee shall be made to Finance Committee by March 1st of each year.
    c. The Governance Manager will bring any potential change requests for awards to the Chair of Finance Committee for approval at Finance Committee.
    d. Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
        i. Advertising for the UASU Awards program must begin no later than April 1st.
        ii. The Award Application Form shall be advertised for at least 60 days prior to the close of applications
        iii. The Application Form shall close by July 15th of each year.
11. Procedure of Application for Awards:
    a. The Awards Adjudication Committee shall receive all nominations from those eligible from the appropriate application form.
    b. Student applications shall adhere to the following format for the selection of the awards:
        i. A personal essay no more than one page in length;
        ii. A resume no more than two pages in length; and
        iii. At least one and no more than two letters of reference.
            a. Voting members of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for any applicant.
    c. A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package, in addition to the Students' Union Award for Excellence.
        a. A student shall only submit one application package each year.
        b. If a student submits more than one application, the application submitted last shall be considered their submission, unless the student notifies the UASU Awards Administrators of their wishes before the application deadline.
    d. The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and the eligibility requirements.
        i. In case of a disagreement between the Award Adjudication Committee's internal listing of awards and the advertised description on the application, the description on the application shall take precedence.
    e. A student shall be entitled to receive only one Students' Union Involvement Award or the Students' Union Award for Excellence for the year in which they have applied. A student is ineligible to receive an award they have previously received, unless otherwise stipulated in the award description.
    f. Recognized UASU Student Groups are eligible to receive Student Groups more than once.
12. Procedure for Selection of Awards:
    a. The Awards Adjudication Committee shall be responsible for the selection of Students’ Union Awards.
    b. The UASU Awards Administrator shall keep a written record of all names, criteria, and value of awards disbursed, as well as application procedures for disbursement.
    c. Selection shall be completed at least six weeks prior to award disbursement each year.
    d. Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.

    i. It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).
  e. Selection shall occur in accordance with a system agreed upon by the Awards Adjudication Committee.
    i. The system shall be recorded for posterity and transparency, and shall be reported to the Chair of Finance Committee in a report handed in to Finance Committee by October 1st.
  f. To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process, unless other arrangements have been made with the UASU Awards Administrators.
  g. Award applicants may be considered for awards they did not apply for if they meet the criteria.
    i. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.
  h. The Awards Adjudication Committee shall recommend successful applicants from the list of applicants and submit their names to Finance Committee for ratification, alongside a report of the proceedings, by October 1 of each year.
  i. The entirety of deliberation meetings shall be considered de facto in-camera sessions.
  j. Only members of the Awards Adjudication Committee shall be present during selection deliberations.
13. Coca-Cola Student Achievement Awards
  a. Notwithstanding Standing Orders, the Coca-Cola Student Achievement Awards are open to all full-time undergraduate and graduate students of the University of Alberta. Preference shall be given to those expressing financial need.
  b. Ina given year, there will be a total of 15 Coca-Cola Awards given to students. Each Coca-Cola Student Achievement Award will be worth $1000.00.
  c. Adjudication of the Coca-Cola Achievement Awards shall occur after adjudication of the Students' Union Involvement Awards, Student Group Awards and the SALUTE Award and must be completed no later than August 30th. Anybody selected for an Individual Student Achievement Award for that year is ineligible to receive a Coca-Cola Student Achievement Award.
  d. The Coca-Cola Student Achievement Awards Adjudication Committee shall be composed of the following members: The UASU Coca-Cola Representative, the UASU Vice President Academic (or designate), the UASU Assistant General Manager (or designate) and a University Administrator, chosen by the University of Alberta.
  e. The Coca-Cola Achievement Award Adjudication Committee must give their decision to the UASU Awards Administrators no later than August 30th of a given year
14. Indigenous Student Award
  a. The Indigenous Student Award will have a maximum pool of money of $3000.00.
  b. The Indigenous Student Award can be awarded in $750.00 or $1000.00 or $1500.00 dollar increments.
  c. The Indigenous Student Award is open to all undergraduate students who identify as First Nation, Metis or Inuit (FNMI).
  d. Applicants who received the Indigenous Student Award in a previous year are ineligible to apply in the upcoming year.
  e. When applying for the award, students must demonstrate community involvement.
  f. Preference will be given to FNMI students who have dependents.
  g. The Indigenous Student Award adjudication committee will be composed of: The UASU’s Lead, Indigenous Reconciliation, the UASU’s Manager of Reconciliation, Inclusion and Sustainability, the Indigenous Students’ Union (ISU) President and up to one other member of the ISU as chosen by the ISU, a Representative from the Indigenous community on campus and the UASU Awards Administrators (as non-voting members)
  h. Adjudication for the Indigenous Student Award must occur no later than September 25th of a given year.

9. Operational Dedicated Fees

1. Dedicated Fee Units shall be outlined in the Bylaw 6000 schedule.

2. The primary points of contact for communication between the Students' Union and each Dedicated Fee Unit shall be:
    a. For the Students' Union, the Chair of Finance Committee; and
    b. For the Dedicated Fee Unit, the Board Chair or Executive Director.
3. Finance Committee shall annually review Operational Dedicated Fee Units.
    a. CJSR-FM Fund;
    b. Student Legal Services of Edmonton Fund;
    c. Alberta Public Interest Research Group Fund;
    d. Gateway Student Journalism Fund; and
    e. The Landing Fund.
        a. The process for these reviews shall be governed by Bylaw 6200.
        b. Operational Dedicated Fee Units include:

10. Loans

1. Finance Committee shall approve loans to student groups.
    a. These loans shall not exceed $2,000 per student group.
    b. All loans shall be repayable within 12 months.
2. Student groups wishing to apply for a loan shall submit a brief write-up outlining the purpose for their request to the Chair of Finance Committee.
    a. The Chair shall submit all requests to Finance Committee.
3. Finance Committee shall rule on loans within one month of the Chair receiving the application.

Appendix 6: Policy Committee Supplemental Standing Orders

1. Presentations

1. Each member of the Executive Committee who is named a member of the Policy Committee shall provide:
    a. a basic introduction of their goals for the year by June 1, and
    b. a comprehensive presentation of all goals relevant to the mandate of the Committee by June 30.

2. Template for Policy Drafting

1. Each political policy shall be drafted to include the following:
    a. Policy Facts include statements, information and statistics that give substance and outline issues for the policy resolutions.
    a. Policy Resolutions include commitments to advocacy and actions of the Students' Union.
    a. Resources for political policies include citations for the information written in the policy facts.
    a. When applicable, consultation pathways include the groups consulted with during the drafting of the political policy.
        a. Policy Title
        b. Policy Support Team
        c. Policy Facts
        d. Policy Resolutions
        e. Resources
        f. Consultation Pathways
        g. Consultation includes, but is not limited to, meetings with relevant stakeholders, surveys, focus groups, and the gathering of feedback from various members of the community impacted by the policy.
2. Each political policy renewal submitted to the Committee or Students' Council shall be drafted according to the following template:
    a. In a document table, identify the old policy facts in the left column and the renewed policy facts in the right column.
    b. Revisions to the policy resolutions are to be identified with red font in the right column.
    c. Citations are noted at the end of the statement with numbered parentheses.
    a. In a document table, identify the old policy resolutions in the left column and the renewed policy resolutions in the right column.
    b. Revisions to the policy resolutions are to be identified with red font in the right column
        a. Policy Title
        b. Policy Support Team
        c. Policy Facts
        d. Policy Resolutions