Federation of Students’ Council Agenda

Regular Meeting

SLC MPR, University of Waterloo
Chair: Michael Beauchemin  Secretary: Mansi Shah

ATTENDANCE

Please convey regrets to the Speaker of Students’ Council at speaker@wusa.ca.

Attendees:

- Beauchemin, Michael (President)
- Small, Jason (Deputy Speaker)
- Yang, Edward (Assistant Secretary)
- Velling, Seneca (VP Operations and Finance)
- Fitzpatrick, Amanda (VP Student Life)
- Gerrits, Matthew (VP Education)
- Rodney, Victoria
- Jeon, Stephanie
- Parboodial, Shelbee (President, AHSUM)
- Ikeno, Vicky
- Nasir, Syeda Shelhoor
- O’Meally, Taijah
- Dragusin, Rebecca
- Tait, Abigail
- Dack, Caroline (President, ASU)
- Town, Megan
- Ren, Andy
- Lindstrom-Humphries, Delainey (President, EngSoc A)
- McGee, Ellen (President, EngSoc B)
- Brodsky, Guy
- Giesbrecht, Michelle (President, ESS)
- Schwarze, Matthew
- Hunte, John
- Sharma, Kanan
- Hildebrandt, Garrett
- Wang, Yuqian (Ina) (President, MathSoc)
- Parkyn, Colin
- Lau, Mackenzie
- Roxas, Nikka (Niks) Ysabella
- Soo, Sebastian
- Hasan, Zahra (Designate, SciSoc)
- Sedik, Marco (Designate, SoPhS)
• Chan, Samantha (President, RASC)
• Lawless, Sammy (Designate, SJUSU)
• Plante, Connor (Chair of the Board)
# Order of Business

1 Preliminaries
   1.1 Call to order (Attention) ........................................... 5
   1.2 Territorial Acknowledgement (Information) ...................... 5
   1.3 Ratification of Society & Pro Tem. Designates (Decision) .... 5
   1.4 Approval of the Agenda (Decision) ............................... 5

2 Approval of the Minutes (Decision) .................................. 5

3 Reports
   3.1 Executive Reports (Information) ................................. 6
   3.2 Board of Directors Report (Information) ......................... 6
   3.3 Representative Reports (Information) ............................ 6
   3.4 Officers of Council Reports (Information) ....................... 7
   3.5 Standing Committees or Commissioners Reports (Information) .. 7
   3.5.1 Report of the Policies and Procedures Committee ............. 7
   3.5.1.1 Amendments to Procedure 10 (Decision) ..................... 7
   3.5.1.2 Amendments to Policy 42 (Decision) ......................... 7
   3.5.1.3 Amendments to Policy 47 (Decision) ......................... 7
   3.5.2 Report of the Elections and Referenda Committee .......... 7
   3.5.2.1 By-Election Dates (Information) ............................ 7

4 Business Arising from the Minutes .................................... 8
   4.1 Student Refugee Program Policy (Decision) ..................... 8
   4.2 Amendments to Procedure 23 (Decision) ......................... 8

5 General Orders .......................................................... 8
   5.1 Ratification of General Election Results (Decision) ............ 8
   5.2 Amendments to Policy 20 (Decision) ............................... 9
   5.3 Removal of a Director for Absenteeism (Withdrawn) ............. 9
   5.4 Reporting of Director Attendance (Decision) ..................... 9
   5.5 Proposed Bylaw Amendments (Decision) .......................... 10
   5.6 Restructuring of the Sustainable Campus Initiative (Decision) 10
   5.7 Bring Out the Goose (Decision) ................................... 10

6 New Business .................................................................. 11

7 Announcements ................................................................ 11

8 Adjournment (6:30PM) ................................................... 11

Appendices ....................................................................... 12
   Appendix A - Executive Reports ........................................ 13
   Appendix B - Chair of the Board of Directors Report ............. 27
   Appendix C - Representative Reports ................................. 31
Appendix D - Procedure 10 Amendments .................................................. 33
Appendix E - Policy 42 Amendments ......................................................... 44
Appendix F - Policy 47 Amendments .......................................................... 46
Appendix G - By-Election Memo ................................................................. 48
Appendix H - Proposed SRP Policy ............................................................. 49
Appendix I - Procedure 23 Amendments ..................................................... 60
Appendix J - Report of the General Election ............................................... 65
Appendix K - Policy 20 Amendments .......................................................... 86
Appendix M - Proposed Bylaw Amendments ............................................. 89
Appendix N - Sustainable Campus Initiative Restructuring Proposal ........... 95
1 PRELIMINARIES

Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

1.1 CALL TO ORDER

Be it resolved that the Speaker calls the meeting to order at 12:30 PM.

1.2 TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Council acknowledges:

The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.

1.3 RATIFICATION OF SOCIETY & Pro Tem. DESIGNATES

Pursuant to Policy 55, Society Presidents and Designates on Council, the selection of a designate or appointment of a pro tempore councillor to fill a temporary vacancy by a constituency Society must be ratified by the Students’ Council at the first regular meeting following such selection. Ratification may not be unreasonably withheld by Council.

Be it resolved that Council ratifies Vicky Ikeno as pro tem. councillor for the Arts constituency as selected by the Arts Student Union Council.

1.4 APPROVAL OF THE AGENDA

Be it resolved that Council approve the Agenda, as presented.

The Speaker assumes the motion to adopt the Agenda, as presented or amended.

2 APPROVAL OF THE MINUTES

The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

No minutes for approval at this time.
3 Reports

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

3.1 Executive Reports

Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive. The written reports can be found in Appendix A.

1. President (Michael Beauchemin)
2. Vice President of Operations and Finance (Seneca Velling)
3. Vice President of Education (Matthew Gerrits)
4. Vice President of Student Life (Amanda Fitzpatrick)

3.2 Board of Directors Report

The Chair of the Board (Connor Plante) will highlight key aspects of their written report in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes. Please see Appendix B for the written report.

3.3 Representative Reports

To be delivered orally or in writing by Councillors or the Constituency Caucus. Any questions relating to the report or any other matter may be asked following the oral report. Submitted reports can be found in Appendix C.

1. Applied Health Sciences Caucus
2. Arts Caucus
3. Engineering Caucus
4. Environment Caucus
5. Mathematics Caucus
6. Science Caucus
7. Cambridge
8. Kitchener
9. Stratford
10. St. Jerome’s
11. Renison
3.4 **Officers of Council Reports**

To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.

1. Speaker (Michael Beauchemin)
2. Deputy Speaker (Jason Small)
3. Secretary (Mansi Shah)

3.5 **Standing Committees or Commissioners Reports**

To be delivered orally or in writing by the Committee chair or Commissioner. Any questions relating to the report or any other matter may be asked following the oral report.

3.5.1 **Report of the Policies and Procedures Committee**

3.5.1.1 **Amendments to Procedure 10**

*Be it resolved that* Council amends Procedure 10, *Committees of Students’ Council*, as recommended by PPC in Appendix D.

Submitted By: Michael Beauchemin and Jason Small.

3.5.1.2 **Amendments to Policy 42**

*Speaker’s Note:* This motion requires a two-thirds ($\frac{2}{3}$) approval.

*Be it resolved that* Council amends and renews Policy 42, *Undergraduate Course Syllabi*, as recommended by PPC in Appendix E.

Submitted By: Michael Beauchemin and Jason Small.

3.5.1.3 **Amendments to Policy 47**

*Speaker’s Note:* This motion requires a two-thirds ($\frac{2}{3}$) approval.

*Be it resolved that* Council amends and renews Policy 47, *Sexual Violence Prevention and Response*, as recommended by PPC in Appendix F.

Submitted By: Michael Beauchemin and Jason Small.

3.5.2 **Report of the Elections and Referenda Committee**

3.5.2.1 **By-Election Dates**

*For Information:* See Appendix G for a memo regarding the by-election called to fill seats remaining vacant following the general election.
4 BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes is business carried on to a meeting from a previous meeting.

4.1 STUDENT REFUGEE PROGRAM POLICY

Speaker’s Note: The following proposed policy was received for first reading by Council in January and was referred to PPC. Amendments have since been made based on stakeholder feedback and PPC consideration, leading PPC to recommend adoption of the policy. This motion requires a two-thirds (\(\frac{2}{3}\)) approval.

Be it resolved that Council adopts the proposed Student Refugee Program corporate policy as attached in Appendix H.

Submitted By: Seneca Velling.

4.2 AMENDMENTS TO PROCEDURE 23

Speaker’s Note: Proposed amendments to this procedure were considered by Council in January and were referred to PPC. The mover has since revised their amendments in response to councillor feedback. PPC made some further changes to the amendments, leading them to recommend adoption of this item.

Be it resolved that Council amends Procedure 23, currently entitled Review of Memberships with External Advocacy Organizations and to be renamed to Review of Memberships with External Political Organizations, as attached in Appendix I.

Submitted By: Matthew Gerrits.

5 GENERAL ORDERS

A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

5.1 RATIFICATION OF GENERAL ELECTION RESULTS

Be it resolved that Council ratifies the results of the Winter 2020 General WUSA Election, as reported in Appendix J, with the exclusion of all candidates listed in the report as not having submitted a report of campaign expenditures.

Submitted By: Jason Small.
5.2 Amendments to Policy 20

*Speaker’s Note:* This motion requires a two-thirds (\(\frac{2}{3}\)) approval.

**Be it resolved that** Council amends corporate Policy 20, *External Political Organization Membership*, as attached in Appendix K.

Submitted By: *Matthew Gerrits.*

5.3 Removal of a Director for Absenteeism

**Withdrawn motion:** Councillor Sharma originally submitted a motion to remove Director Parmar from office in accordance with Article 7.9(2) of the Bylaws, citing a high level of absences from board meetings. Following submission of this motion, Director Parmar was notified of it, leading him to choose to submit a resignation as director effective March 7th. As such, the purpose of the motion has been effectively accomplished and the mover has therefore agreed to withdraw it.

5.4 Reporting of Director Attendance

**Whereas**, in accordance to Article 7.9(2) of the Bylaws, Students' Council has the power to remove a director;

**Whereas** Council respects the decisions of directors to reasonably act, in their estimation, in the best interests of the Corporation at all times, and therefore Council should only consider removal or penalty of a Director in cases or truancy/chronic absenteeism or other exceptional circumstances which prevent the execution of their responsibilities on behalf of the Corporation’s membership or unambiguously exhibit failure to fulfill their obligations and duties as Directors;

**Whereas** the Chronic absenteeism and truancy of Directors in their obligations to the Board and various committees would have gone unnoticed, had it not been for a councillor asking for these attendance records;

**Whereas** the Board meetings’ attendance records should be readily available to council and councillors should not have to go looking for these records themselves;

**Whereas** the chair of the Board of Directors is a non-voting resource member of council and expected to attend all the meetings and provides a report at every regular council meeting;

**Whereas** it’s the job of the Chair of the Board to report on Directors’ attendance to the council and advise the council on these matter;

**Whereas** the attendance records should be part of the Chair’s report and the Chair should bring any chronic issues to council’s attention; and
Whereas there should be set standards of attendance for Board of Directors.

Be it resolved that PPC is tasked to amend Procedure 9 to require the Chair of the Board’s report to include the Board attendance register and that the Chair of the Board provide an update on the attendance and participation of Directors at Board meetings to Council at each regular Council meeting; and

Be it further resolved that PPC is tasked to draft a procedure for the attendance of the Directors in consultation with the Chair of the Board.

Submitted By: Kanan Sharma.

5.5 PROPOSED BYLAW AMENDMENTS

Speaker’s Note: The below motion constitutes Council’s approval of the bylaw amendments in Appendix M in accordance with Article 14.1(1)(b). This amendment will go into effect once approved by a majority vote of Council and a two-thirds vote of the Board of Directors, and will be subject to ratification at the next General Meeting.

Be it resolved that Council accepts the bylaw amendments proposed in Appendix M and recommends that they be approved by the Board of Directors;

Be it further resolved that Council permits minor amendments to be made to the proposed bylaw amendments by the Board of Directors, as may be recommended by the Federation’s auditors or/and legal counsel.

Submitted By: Seneca Velling and Connor Plante.

5.6 RESTRUCTURING OF THE SUSTAINABLE CAMPUS INITIATIVE

Be it resolved that Council accepts the report in Appendix N regarding the restructuring of the Sustainable Campus Initiative; and

Be it further resolved that the VP Student Life be tasked with implementation of the report’s recommendations, included drafting any necessary procedural changes to be approved by Council.

Submitted By: Amanda Fitzpatrick.

5.7 BRING OUT THE GOOSE

Whereas Council declared on March 25, 2018 that a goose shall serve as 'the embodiment of the collective identity and brand' of the Federation;

Whereas this same motion created an ad-hoc "Waterfowl Mascot Committee" to name, design, and style a mascot;
Whereas this committee was originally given a mandate of one year, which was subsequently extended to last through to April 2020;

Whereas this committee has at no point made any indication to Council that it has even started, let alone completed, any of its assigned tasks; and

Whereas not getting anything done is a poor embodiment for a student association.

Be it resolved that Council requests that the Chair or Vice-Chair of the Waterfowl Mascot Committee come to the April 5th meeting of Council (preferably dressed as a goose) to compellingly present the committee’s vision for a goose mascot; and

Be it further resolved that if the aforementioned presentation does not occur or is unsatisfactorily compelling in the opinion of the councillors present, Council revokes its prior mascot designation and dissolves the Waterfowl Mascot Committee.

Submitted By: Jason Small.

6 NEW BUSINESS

Any Councillor may raise any item of concern during new business by proposing a motion or topic of discussion. A two-thirds (2/3) majority vote is required for consideration of the item to proceed.

7 ANNOUNCEMENTS

Any Councillor may make an announcement not exceeding 1 minute in duration, which may be followed by up to 2 minutes of follow-up questions. No motions may be introduced from an announcement.

NEXT MEETING

The next regular meeting of Council is scheduled for April 5th, starting at 12:30PM, in the SLC MPR.

8 ADJOURNMENT

Be it resolved that the Chair adjourns the meeting no later than 6:30PM.
APPENDICES
APPENDIX A - EXECUTIVE REPORTS

President

Michael Beauchemin

8 March 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Monthly Summary

The month of February began much as I reported it at the last meeting of Council. I was in Ottawa for UCRU’s lobby week with the Federal Government. While there I got to talk to Bardish Chagger and a few other MPs who were really willing to listen to our asks and even act on them for us. I was stuck in Ottawa and missed the elections results announcement, but am pleased to welcome Abbie, Megan, Alana, and Nada as the incoming executive team. We’ve started transitioning these young women and we couldn’t be happier with the team that Abbie assembled. This past month there was a ramp up of activity around the SLC/PAC, or so it seemed. Things are starting to come together and significant progress is being made – the current occupancy date for the building (as of Wednesday February 26) is August 2020.

I’ve dedicated a lot more of my time to Societies this month. With me taking over the Societies MoU and approving Societies event forms, we’re interacting more than ever. The other big item that has been taking my time is the Long Range Plan – we got our very first look at some potential language for the LRP and we’ve made some exciting progress. Outside of these projects, my life feels like endless meetings, with CoSMH, WCAC, EC, PPC, COPs, USRC, LRPC, HPC, and more!

I also had a couple of one-off opportunities come my way. The Conference on Sustainability in Engineering happened a couple of weeks ago and I was an invited judge for the Case Competition, where I joined my old mentor Professor Moresoli and non-profit exec Tim to view and challenge the bright young minds gathered together to address drinking water insecurity. Finally, I got a chance to participate in a consultation for the Campus Housing Facilities Master Plan and I can assure you, people have lots of great ideas but didn’t seem to think about the cost of these...

1.1 Senate

The February meeting of Senate was cancelled. I have for review the agenda for the next Senate Exec Committee meeting, but nothing I can share with anyone yet.

1.2 Board of Governors

Within the updates from the Board, I would like to test the water on a topic with y’all. What would you look for in a company the University is looking to accept sponsorship from? Ethical obligations, financial prudence, investments, sector, affiliations?

1.3 Societies

I don’t know if I’ll actually be able to update the Societies Handbook, as I find myself writing this report immediately adjacent to the handbook... But Events approval is going fairly smoothly – few hiccups and almost nobody trying to pull a fast one on us. The Societies MoU has an update below.

1.4 Committee on Student Mental Health (CoSMH) (Feedback Form)

The next CoSMH meeting will be discussing the Ombudsperson model and voting on whether the proposed impartial party in the new Policy 33 draft will address that need or whether an Ombudsperson...
is needed. If you have feedback for the committee, please email me or use the feedback form on the committee’s website. The Chair of CoSMH attended the In It Together panel at Queen’s Park in Toronto last week, where our very own Megan Town spoke on student mental health. She or Matt may have more info for you. https://ontariosuniversities.ca/reports/in-it-together-2020 and you might also like https://www.info-sv-vs.ca/en/Home

1.5 Volunteer Discounts
You should know the drill by now. Go to request.feds.ca and fill out an IT Request to get your customer discount at iNews.

2.0 Initiatives and Objectives

2.1 Elections Review
Underway right now – sitting in the hands of the CRO – we may see something for this meeting.

2.2 Embed and Enable Better Mental Health and Peer Supports
Still waiting on some work from MATES.

2.3 Governance Process and Organizational Impact
No significant progress made here in the past few weeks.

2.4 Long Range Plan
We’ve gotten some actual commitment language drafted! The Committee is working now to sift through proposed language, identify strengths, weaknesses, and next steps, and try to consolidate the current material into a usable draft form under 3-5 main headings, each with up to 5 points. Brevity, clarity, and empowerment are the name of the game here. We are also working on the Mission/Vision/Values (currently going through Communications) to bring those up to date with our Vision for 2025 – a solidly Gen Z era.

2.5 Marketing Rebrand
Sub-branding and follow ups are on the priority list and somewhat ongoing, but we have many other competing priorities too.

2.6 Organizational Prioritization
As a follow-up to the previous update, the prioritization is being used by Senior Leadership to help avoid burnout in the staff and to empower the projects on the priority list. The Long Range Plan continues this process.

2.7 Policy and Procedures Updates
So much to do, still. Policies and procedures incoming from PPC.
2.8 Satellite Campus Engagement
We are still planning a trip to Stratford, which is upcoming.

2.9 Societies Memorandum of Understanding
The Committee of Presidents, having reviewed the latest version of the Memorandum, is comfortable with an aggressive approval timeline that sees this item being approved in early April. The Presidents also expressed some comfort with our direction and the document will hopefully be in a much better place once we get a ‘plain English’ version from our lawyers. To be clear, ‘plain English’ here means:

1. Remove legalese (hereof, hereto, etc.);
2. Create shorter sentences; and
3. Add one to three two word headings for each section to guide the reader. To illustrate, refer to the Corporations Act or other piece of Ontario legislation. It’s a fairly common practice to help guide a reader.

2.10 University Policy Review
Launching into the review of Policy 21 with Chris Read and Karen Jack right now, but have been a little held up by essential matters WUSA side.

3.0 Committee Updates

3.1 Ad-Hoc Committee on General Meeting Engagement (Joint)
This committee is stalling for the time being, with organizational priorities taking precedence.

3.2 Committee of Presidents (COPs)
See above for big Societies updates

3.3 Policies and Procedures Committee
See agenda. I honestly haven’t been able to make it to PPC meetings all month and it sucks, but Jason is doing a great job of keeping things afloat. Hopefully we can get through a few more procedures and policies before the next Council meeting.

3.4 Waterfowl Mascot Committee
This committee is meeting again! Still need to fill an at-large vacancy and we’re also planning on discussing this work with the incoming President as a starting point for figuring out where we’re at.
Matthew Gerrits
Vice President Education
Report

March 2020

Federation of Students
University of Waterloo
0.0 Announcements

**AVP Hiring:** AVP and CAPS positions will be posted shortly on leads.uwaterloo.ca and wusa.ca/opportunities. Please keep your eyes out, apply, and tell your constituents to consider applying. Positions available in the VP Education Portfolio will include an AVP Academic Affairs, AVP, Co-op and Experiential Learning, AVP Municipal, AVP, Provincial and Federal Affairs, and a 2-year CAPS Co-ordinator contract.

1.0 University & Association Committees

1.1 WUSA Committees:

- **Education Advisory Council**
  - **Responsibilities:** To advise the Vice President Education on academic issues facing Waterloo students.
  - **Synopsis:** Has not met since last report.

- **Co-op Students Council**
  - **Responsibilities:** To advise the Vice President Education on co-op related issues, and to serve as an opportunity to interface with the Co-op Experience Staff.
  - **Synopsis:** Has not met since last report.

1.2 University Committees:

- **Co-operative Education Council**
  - **Responsibilities:** A forum to review and to advise Co-op at UW.
  - **Synopsis:** Has not met since last report.

- **Senate Undergraduate Council**
  - **Responsibilities:** To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate.
  - **Synopsis:** In doing this report I realized I had been removed from the mailing list.

- **CEPT2/CTAPT**
  - **Responsibilities:** Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
  - **Synopsis:** CTAPT and CEPT2 are both preparing Senate presentations.
Verification of Illness Forms Working Group
Responsibilities: Explore options for reform of the Verification of Illness Form and consideration process.
Synopsis: Has not been meeting recently.

Open Scholarship Committee
Responsibilities: Promote open learning on campus.
Synopsis: Has not met since last report.

Fall Reading Week Steering Committee
Responsibilities: Discuss the implications and things that have to happen as a result of the shift in schedules to allow for a Fall Reading Week.
Synopsis: Has not met since last report.

Student Performance Evaluation Working Group
Responsibilities: Reform the SPE process on campus to promote unity and improve quality of student experience and data.
Synopsis: Had a fifth meeting to workshop a draft SPE.

Interdisciplinary Task Force
Responsibilities: Eliminate barriers to, and promote the practice of, interdisciplinary, especially as it pertains to advancing the UW Strategic plan
Synopsis: Has had multiple meetings and I have been busy doing consultations for this group.

2.0 External Committees

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo
Responsibilities: I was not in attendance for the most recent meeting. Please direct questions to the Municipal Affairs Commissioner.

Unsanctioned Public Gatherings Task Force, City of Waterloo
Responsibilities: Represent UW students in ongoing discussion about large unsanctioned gatherings happening in the City of Waterloo
Synopsis: Created its final report, which has now been given to Waterloo City Council for consideration.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit: www.ousa.ca.
Synopsis: Met to discuss another relatively large agenda including fee payment, upcoming activities, bylaw changes, head office location, paper topic selection processes, budgeting and other topics.

2.3 Federal-level

UCRU Responsibilities: To advocate on behalf of students to the Federal Government. UCRU is made up of student leaders from U15 schools across Canada.

Synopsis: No meetings since the last report.

3.0 Stakeholder Meetings

3.1 University-level:

Brent Thornhill, Cooperative Student Experience Manager: Multiple meetings including on a new WUSA research project and the Co-op Fee setting process re-cap.

Cathy Newell-Kelly: Meeting about WUSA data access to registrarial data.

Mario Coniglio, Presidential Search Committee: Consultation on the University Presidential search/

3.2 Municipal/Regional-level:

None of Note.

3.3 Provincial-level:

Hon. Steve Clark, Minister of Housing and Municipal Affairs: Attended a Chamber of Commerce Luncheon to listen to Minister Clark speak.

3.4 Federal-level:

Michael:

Michael Fragiskatos (L)
Bruce Stanton (C)
Patrick Weiler (L)
Faycal El-Khoury (L)
Hon. Ed Fast (C)  
Doug Shipley (C)  
David Yurdiga (C)  
Bob Bratina (L)  
Darrell Samson (L)  
Francesco Sobara (L)  
Matthew:  
Bryan May (L)  
Michael Levitt (L)  
James Maloney (L)  
Griffen Marsh (Staff, Indigenous Services Canada)  
Marie-France Lalonde (L)  
Maaz Yasin (Staff, Prime Minister’s Office)  
Business Higher Education Roundtable  
Sameer Zuberi (L)  
Kate Young (L)  
Hon. Kirsty Duncan (L)  
Raj Saini (L)  
Alexis Conrad (ADM, Employment and Social Development Canada)

3.5 Other:  
None of Note.

4.0 Other Activities

4.1 Correspondence:

Federal Government Submission: Submitted a submission to the federal government on mental health, UCRU priorities, and environmental research.

4.2 Research:

Ombudsman Report  
Key Methods and Findings: Conducting an environmental scan on ombudsmen at U15 universities.
4.3 Writing:
Revised Procedure 23 and Policy 20

4.4 Engagement:
None of note.

4.4 Media:
None of Note.

4.5 Other:

Internal Submission to Long Range Plan
Notes: I’ve communicated with council, however, there is certainly a lot of deliberation and potential action to come.

5.0 Upcoming Activities

5.1 University and Association Committees
None of note.

5.2 External Committees
None of note.

5.3 Stakeholder Meetings
None of note.
5.4 Other Activities

OUSA Review Handbook
Notes: I’ve completed my first draft.

Endowed Professorship Discussion paper
Notes: I’m hoping to create a discussion paper as to a potential fee that would contribute into an endowment for research in student priority areas.

GBDA Visit
Notes: I have selected a date for this project.

Advising Quality Questions
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.

Housing Survey
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.
Vice President Student Life

Amanda Fitzpatrick

March 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 General Update

1.1 Services
1.2 Clubs
1.3 Orientation
1.4 Miscellaneous

2.0 Committee updates

2.1 Internal Administration Committee
2.2 Campus Life Advisory Committee
1.0 General Updates

1.1 Services
• Continuing to update Learn modules and create new videos for coordinator training
• Continuing to work on CRT MOU with Health Services
• All services now have Power BI on their Teams section so they can keep better track of their budget
• RAISE’s annual XChanges conference, focusing on wellness in racialized communities, will be happening on March 14th
• I’m also working on a proposal for the general meeting to get service coordinators paid
• IAC and Exec Committee both approved SCI’s proposal for a wind down

1.2 Clubs
• Clubs week is coming up from March 9th-13th

1.3 Orientation
• We are exploring ways Orientation can be most sustainable, including waste management and locally sourced swag items

1.4 Miscellaneous
• I’ve been working on an org wide accessibility plan to ensure that we are AODA compliant as well as meeting broader accessibility needs of staff and students
• The Trans and Racialized Student Experience survey will be released shortly and we hope to reach around 300 responses

2.0 Committee Updates

2.1 Internal Administration Committee
No update

2.2 Campus Life Advisory Committee
No update
APPENDIX B - CHAIR OF THE BOARD OF DIRECTORS REPORT

Chair of the Board of Directors

Connor Plante

February 28, 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Meetings of the Board
Since the last meeting of Council, the Board held our February Regular Meeting on the evening of the 13th. As for March, we’re scheduled to meet on Tuesday the 10th. Additionally, I’ve called a Special Meeting for this Tuesday March 3rd, for approval on the General Meeting agenda.

2.0 Fees
The Board received confirmation that the University of Waterloo Board of Governor’s approved a number of fee increases for our organization to come into effect for the Spring 2020 term. These are the fees that were previously approved by the Board, and ratified by Council last month.

At our February Board Meeting, the Board considered a number of the remaining fee proposals from the VPED’s Revenue Proposal and approved fee increases, to come into effect Fall 2019 term, to support co-op student research; advocacy travel support; advocacy paraphernalia; and the SRO.

3.0 General Meeting Procedures
As I hope you know, the General Meeting is occurring on March 24th at 4:30pm. In preparation for this, work has been done with the General Meeting Engagement (GME) Committee to develop a comprehensive General Meeting procedure. A major component of it is building on the current proxy provisions to implement the bylaw changes that allow now Councilors to hold up to 5 proxies of their constituents (bylaws approved at the Fall 2019 AGM). Additionally, the Procedure outlines timelines for selecting dates for General Meetings, including restrictions on certain time periods (such as reading week), and devolving the power to set dates to the Office of the President, who will do so one year in advance while taking into account other important governance dates in the organization. This is to reflect the direction Council set in the Spring term.

4.0 Director Selection for Next Year
A significant amount of my time in the past two weeks has been on running the Director Candidate Screening Panel. I am pleased to report we received a solid number of applications, 17 in total, combining elected Councillors and At-Large members. Panel members have been working diligently on interviewing and evaluating applicants, and we are working on preparing our recommendations for the final report to be issued to the General Meeting.
5.0 Other
As per a request, I am attaching the Board attendance log to my report and will continue to do so in the future if Council so desires.

Board Attendance Log 2019-2020

6.0 Other
Please do not hesitate to contact me with questions or concerns at any time at chair@wusa.ca or connor.plante@uwaterloo.ca.
## Attendance Register

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>May 2019</th>
<th>May 10 Emergency</th>
<th>May 15 Special</th>
<th>June 2019</th>
<th>July 2019</th>
<th>July Special</th>
<th>August 2019</th>
<th>August Special</th>
<th>September 2019</th>
<th>October Special</th>
<th>October 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connor Plante</td>
<td>Independent Director (Chair)</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Benjamin Easton</td>
<td>Independent Director (Secretary)</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Samantha Palmer</td>
<td>Independent Director</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td></td>
</tr>
<tr>
<td>Alexandria De Sousa</td>
<td>Independent Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
</tr>
<tr>
<td>Alexander Eyre</td>
<td>Independent Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
<td>Late/Left Early</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td></td>
</tr>
<tr>
<td>Kiran Srinivas</td>
<td>Council Director</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
</tr>
<tr>
<td>John Hyde</td>
<td>Council Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Michael Beaudinette</td>
<td>Executive Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Simona Velling</td>
<td>Executive Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
<td>Attended</td>
<td>Late/Left Early</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Amanda Rajeshnik</td>
<td>Executive Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Absent</td>
<td>Absent</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
</tr>
<tr>
<td>Matthew Gertha</td>
<td>Executive Director</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Absent</td>
<td>Absent</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
<td>Regrets</td>
<td>Attended</td>
</tr>
</tbody>
</table>

In accordance with Council attendance procedures, arriving significantly late (more than 30 minutes) or leaving early, is considered an absence.
Office Hours

Due to limited time availability and the very low number of visitors during fall term office hours, caucus members have decided this term to have office hours by appointment only. Jason and Megan are bookable for both in-person and video call meetings at https://wusaengineering.appointlet.com

Recent Activities of Caucus Members

Andy Ren:
- Nothing to report

Delainey Lindstrom-Humphries (EngSoc A):
- Nothing to report

Edward Yang:
- Attended co-op students council this month, some relevant updates from that are a new Employment Metrics Dashboard that should be live very soon if not already, updates on how Not Interested and Interview Relief have impacted employment rates and co-op connection city ambassadors now being a paid position.
- EngSoc’s Joint Annual General Meeting is happening in March.

Ellen McGee (EngSoc B):
- Nothing to report

Jason Small:
- Time has been primarily occupied with Deputy Speaker duties (including the associated role of PPC Vice-Chair)
- As part of my separate role as Engineering Undergraduate Senator:
  - February meeting was cancelled due to "not sufficient agenda material"; next meeting is March 30th
  - Attended first of two Senate Finance Committee meetings of the year:
    - Notes for full details: bit.ly/UWSFC2020
    - This meeting was focused on presenting the current state of the university’s finances. The next one (March 16th) will be focused on presenting and approving for recommendation the proposed operating budget for the next fiscal year.
An additional $1 million in “cost-recovery” is being taken from the ancillary enterprises, with a somewhat questionable explanation given on whether or not this represents a shift towards having them produce a profit for the university.

Continuing concerns about having to contain costs to manage the deficit

- Will be running a training session for the incoming senators at some point in March or April (after the by-election is over)
- I’m producing meeting notes available at bit.ly/UWSenate (please share with all interested persons)

Megan Town:

- I have taken up a seat on the Long-Range Planning Committee which is exciting for me and means more student eyes on the LRP!
- Much of my time has begun to be occupied by VP Education transition starting and working with our team. I’ve been working on revising the commissioner job descriptions and connecting with VP Education equivalents as they are elected for other student associations :D
- On a non-WUSA note, over reading week, I attended a conference called How to Change the World where I worked on proposing a solution related to the United Nations Sustainable Development Goal 11 (https://sustainabledevelopment.un.org/sdg11). I learned some neat things about sustainability which I hope to apply to my WUSA work in the future
- On February 25, I also had the fantastic opportunity to speak at a mental health event at the Legislative Assembly of Ontario and chat with MPPs Ross Romano and Chris Glover (the relevant folks for post-secondary issues!)
Appendix D - Procedure 10 Amendments

Committees of Students’ Council

A. Overview

I. Purpose
1. This procedure outlines operational elements of the meetings of Students’ Council Standing Committees and ad-hoc committees. The procedure clarifies participating in the meeting through telecommunications, committee status, reporting requirements, and attendance at committee meetings.
2. This procedure also outlines each of the Standing Committees of Council.

II. Date of Approval and Review
1. This procedure shall be reviewed by the Policies and Procedures Committee at least once per year, during the fall term.
2. Each of the subsections of section F of this procedure shall also be reviewed by the applicable committee at least annually.

B. Duties and Powers
The Committees shall:
1. Carry out the duties listed in their terms of reference and in accordance with any other instructions of Council;
2. Provide a written report on the activities of the committee, to Council, at least once per term; which will be presented by the Chairperson, or a designate thereof.
3. The Chairperson, or a designate thereof from the Committee, shall provide an oral report to Council monthly on the activities or deliberations of the Committee. The Chairperson shall report the regular attendance and absences of members to the Secretary of Council monthly.
4. Appoint, unless otherwise listed in these procedures, a Chairperson and Vice Chairperson for the Committee.

C. Committee Membership
1. When a committee’s membership specifies that a position is reserved for at-large members, then Councillors shall be eligible to be appointed only when there is no at-large student interested in that position. If a society president or designate holds any committee
seats reserved for Councillors or society presidents, then they should only hold that seat for such time as they remain in office as a society president or designate.

2. Where a committee's terms of reference do not specify otherwise, the term of office of a committee member is until the end of the governing year of the Council that appointed them.

3. Where a committee's terms of reference specify that the term of office of a committee or a member is a year, and no other context is provided, then that means a Council governing year.

4. Exempting Officers of the Corporation and Council, an elected member of the Students’ Council shall not normally serve as a voting member on more than one of the Committee of Presidents, Budget & Appropriations, or Internal Funding Committee.

5. At any time after Council initially elects members to a committee in the current governing year, the committee may select people to fill any of its vacant seats, subject to ratification by Council at its next regular meeting. This applies both for vacancies created due to the removal or resignation of a member and for vacancies that existed since the start of the year due to insufficient candidates.

D. Meeting Participation

1. All committee meetings shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, and may be redacted at the consent of the chairperson of the committee and Speaker of Council.

2. Any member of the Federation may request that the chair of a committee inform them of the time and location of meetings of that committee, and the chair shall honour such a request.

3. If a member of a committee cannot be physically present, members may participate in a meeting through telecommunications whenever practical.

4. Members may not send a proxy to a committee meeting on their behalf; and

5. A committee may limit the amount of debate permitted on a motion or discussion, but not to fewer than two 5-minute speaking turns per member. A member may allow a visitor to use one of their speaking turns if the committee does not grant a turn to the visitor.

E. Removal of Committee Members

1. A committee member shall be considered absent from a meeting if they either do not attend or are more than 15 minutes late. The chair may excuse an absence at their discretion if they were informed 24 hours prior to the committee meeting, or if extenuating circumstances apply. The chair's decision is final. All absences, and their justification, shall be recorded and provided to the Secretary of Council. The Committees shall determine the removal of members in accordance with the following terms:
a. If a member has one (1) unexcused absence or three (3) total absences to a committee, the chair must notify the member that they are at risk of removal. If, after being warned, they incur an additional excused or unexcused absence, as appropriate, then the chair may remove them from the committee, effective immediately.

b. When a chair removes a member from a committee, they shall inform the Secretary of Council, who shall report the matter to Council. Council shall consider a motion to reinstate the removed member at its next meeting.

c. If Council reinstates the removed member to the committee, then the member's absence count shall reset to zero (0), however, Council may set lower absence thresholds for the member's removal, either for a probationary period or for the remainder of their term on that committee.

d. Failure of the Committee to require the strict enforcement of these provisions by the Chair at any given time shall not constitute waiver of the right to do so in the future.

2. If committee's membership status impedes the committee’s ability to fulfill its mandate, the chair can request that the Speaker of Council call a special meeting of Council to elect new members onto the committee. The Speaker shall honour such a request if it is feasible and if the matter cannot wait until the next regular meeting of Council.

3. If a committee’s Chairperson fails to hold regular meetings, follow procedure, or is otherwise unable or unwilling to perform their duties, the Vice Chairperson shall hold meetings and, if determined by the Committee, shall assume the role for the remainder of the governing term of Council. If both the Chairperson and the Vice Chairperson are unable or unwilling to execute their duties, the Committee, upon the concurrence of two-thirds (2/3) of its voting membership, may appoint a Chairperson pro tem to fill the role and report the matter to the Speaker of Council.

4. Nothing in this section limits Council's authority to appoint or remove members from committees or to delegate that authority.

5. In accordance with §E(1) of Procedure 30, Councillor’s Code of Conduct, the Officers of Council may remove Councillors (including Executives) from committees as a result of any violation of that procedure. Such removal is appealable in accordance with §E(1)(b) of Procedure 30. If a committee’s Chairperson is removed from the committee as a result of this provision, they shall be deemed to be “unable to perform their duties” in accordance with §E(6) of this procedure.

F4. Standing Committees

I. Policies and Procedures Committee (Elected yearly at the beginning of each governing term)

a. Responsibilities

1. Ensure that Students’ Council policies and procedures are consistent with the bylaws of the corporation;

2. Review student-councillor(s) policy proposals from Councillors;
3. With the assistance of the Research and Policy Officer, the PPC and student-councilors, (s) will conduct research to develop and draft the policies;
4. Propose amendments, renewals, and newly developed policies and procedures to Council;
5. Ensure that any unwritten practices procedure commonly utilized by the Federation Corporation be proposed in the form of a written procedure or policy;
6. Ensure that the policy and procedure manuals are updated and complete.

b. Membership
1. The President, who shall serve as Chair;
2. The Speaker of Students Council (or the Deputy Speaker if the President is serving as Speaker) who shall be Vice-Chair;
3. Two (2) voting members of Students’ Council;
4. Two (2) students at-large;
5. The Chair of the Board of Directors;
6. The Deputy Speaker of Students Council, as a non-voting resource member; and
7. The Research and Policy Officer, as a non-voting resource member.

c. Meetings
1. Meetings shall be held at least once a month two weeks prior to each scheduled meeting of Students’ Council.
2. Meetings shall be held regularly between scheduled meetings of Students’ Council if any policies or procedures or proposals thereof are approved in First Reading.

d. Term of Office
1. The term of office shall be one (1) year.

II. Budget and Appropriations Committee (Elected yearly at the beginning of each governing year)

a. Responsibilities
1. Assist with budget preparation in accordance with bylaws, policies, and procedures the Council Procedure governing budget and appropriations.
2. To review year-to-date expenditures and ensure consistency with the Council-approved budget, except where restricted by Board or where limited by Council Procedure procedures.
3. To assess budget-to-actuals and make recommendations to incoming Council, Board, and Vice President, Operations and Finance, as needed.

4. To continuously review and recommend improvements to the policies and Procedures governing budget, and appropriations, and fees to maximize efficiency.

b. Membership

1. The Vice President, Operations and Finance, VPOF and VPOF-elect, as co-chairs;
2. 2 Directors for the fiscal year of the committee’s term who are not Executives;
3. 1 Councillor for the fiscal year of the committee’s term;
4. 1 student at-large; and
5. the General Manager as a resource member.

c. Meetings

1. Meetings shall be held as necessary at the discretion of the Chair.

III. Campus Life Advisory Committee (Elected yearly at the beginning of each governing year)

a. Responsibilities

1. Conducting regular evaluation of all programs within the student life/internal portfolio to examine the effectiveness and classification of each service, commission, or working group;
2. Identify the need for additional services and research/develop service proposals;
3. Recommend the creation and termination of services or other programs to Council;
4. Advise the VP Student Life on social issues and other issues related to campus life, including inequity, diversity, and mental and physical health;
5. Review the need for new services, administer services implementation, and oversee the development of those services;
6. Identify the desired outcomes and key performance indicators for new and existing Services;
7. Periodically (every 5-6 years) review and revise the evaluative process outlined in Council Procedure 25;
8. Consult with campus life staff as necessary; and,
9. Receive and review the annual service and commission reports to Student Council and make recommendations accordingly.

b. Membership

1. The Vice-President, Student Life, who shall be Chair;
2. Two (2) Councillors, one of whom shall be Vice Chair;
3. Two (2) students at-large;
4. The Director, Campus Life as a non-voting resource member; and,
5. The Services Manager as a non-voting resource member and as Secretary.
c. Meetings
1. Meetings shall be held at least three (3) times per academic term. To accomplish regular service review outlined in Council Procedure 25, it is prudent for CLAC to meet every two (2) weeks.

d. Term of Office
1. The term of office shall be one (1) year.

IV. **Internal Administration Committee** *(Elected termly at the beginning of each calendar term)*

a. Responsibilities
1. Administer Federation of Students’ clubs and services in accordance with the provisions of the Council procedures governing clubs and services;
2. Solicit nominations for the Federation of Students Leadership and Campus Life Awards.
3. Organize, administer, and award the Federation of Students Leadership and Campus Life Awards in accordance with the appropriate procedures.

b. Membership
1. The Vice-President, Student Life, who shall be chair;
2. Two (2) Councillors;
3. Two (2) students at-large;
4. The Clubs Manager as a non-voting resource member and as secretary; and
5. The Services Manager, as needed as a non-voting resource member.

c. Meetings
1. Meetings shall be held at least three (3) times per academic term.

d. Term of Office
1. The term of office shall be one (1) governing year.
V. Education Advisory Council

a. Purpose

1. To advise the Vice-President, Education on matters relating to academic policy issues at the University of Waterloo, especially those being considered by the Senate and its related bodies.
2. To advise the Vice-President, Education on matters relating to the Federation's municipal, regional, provincial and federal advocacy;
3. To advise and assist the Vice-President, Education in engaging with the membership on current issues, through means such as, but not limited to educational campaigns, membership surveys and external partnerships;

b. Responsibilities

1. To review and recommend updates of Students' Council's standing policies relating to the Education portfolio to the Students' Council;
2. To propose policy stances, from time to time, to Students' Council on issues of major and ongoing concern to students;
3. To make decisions, from time to time, as deemed appropriate by the Committee, on the Federation's stance on urgent matters of concern to students;
4. To serve as the primary forum and focus groups for the Vice-President, Education and for campus partners who wish to gather student feedback on academic issues, and for the review of draft research papers presented by affiliate organizations including, but not limited to the Ontario Undergraduate Student Alliance.

c. Membership

The voting membership of the Committee shall be

1. The Vice-President, Education, who shall normally serve as Chair;
2. The President;
3. All Commissioners from the Vice-President, Education Portfolio;
4. Up to three (3) members of Students’ Council;
5. Up to three (3) at-large members appointed by Students’ Council;
6. The Vice-President Academic or Education of:
   a. Applied Health Studies Undergraduate Members
   b. Arts Student Union
   c. Engineering Society A or B, whichever is "on" term;
   d. Environment Students’ Society
   e. Mathematics Society
   f. Science Society

The ex-officio, non-voting membership of the Council shall be

1. The Research and Policy Officer, who shall normally serve as the Secretary;
2. The Stakeholder Relations Manager, who shall serve as a resource member;
3. The Speaker of Students’ Council;
4. All undergraduate student Senators;
5. The Vice-President Academic of Engineering Society A or B, whichever is "off" term;
6. The Presidents of:
   a. Applied Health Studies Undergraduate Members
   b. Arts Student Union
   c. Engineering Society A
   d. Engineering Society B
   e. Environment Students’ Society
   f. Mathematics Society
   g. Science Society
7. A representative from each student society operating at satellite and AFIW campuses:
   a. Conrad Grebel Students' Council
   b. Global Business and Digital Arts Society
   c. Renison Academic Student Council
   d. St. Jerome's Students’ Union
   e. Society of Pharmacy Students
   f. Waterloo Architecture Student Association

d. Meetings
1. The Committee shall meet at least three (3) times per academic term.
2. Quorum shall be six (6) voting members, including at least three (3) members who are not the Vice-President Education or their commissioners.
3. Meetings of the Committee shall normally be open. Notwithstanding, the Chair may, from time to time, when topics discussed are of a sensitive nature, determine that a meeting or part thereof be conducted in confidence.
4. Speaking rights shall normally be reserved to voting and ex-officio members of the Committee. Notwithstanding, the Chair may, from time to time, grant limited speaking privileges to guests.
5. When the Vice-President, Education is unable to Chair, they will appoint one of the member Commissioners to serve as Chair.

e. Term of Office
1. The term of office for at-large and Councillor membership shall be one (1) academic year, ending April 30 of the year of service. All other members' membership is contingent on retaining their position.

f. Other Notes
1. In general, issues related to Cooperative and Experiential Education will not be under the purview of this committee. These will be discussed at Coop Students' Council. When appropriate, updates will be provided by the Vice-President, Education to the Committee.
VI. CO-OP Students’ Council *(Elected yearly at the beginning of each governing year)*

### a. Responsibilities

1. The Co-op Students’ Council is a body that meets to facilitate regular feedback channels between undergraduate students, the Co-operative Education Department (CE) and the Federation of Students on issues relating to co-operative education. It is a forum for students to advise the Vice President, Education and CE staff of current attitudes and opinions towards existing operations and to provide suggestions and advice for improvement. The Council’s mandate covers a range of CE operational issues including, but not limited to: job placement software (e.g. WaterlooWorks), student-staff relationships at CE, student support through co-op process, progress on CE projects, employment standards, availability and diversity of jobs.

2. Such other tasks or mandates as ordered by the Vice President, Education, or requested by the Co-operative Education Department.

### b. Membership

1. The Vice-President, Education or a representative thereof whose mandate includes cooperative education matters, who shall be Chair;

2. The Co-operative and Experiential Education Affairs Commissioner, who shall be Vice Chair;

3. Three (3) voting members of Students’ Council enrolled in co-op;

4. Two (2) students-at-large enrolled in co-op;

5. Faculty Society student representatives of the UW Co-operative Education Council or a designated student enrolled in a co-op program;

6. Representatives from respective student societies operating at a satellite campus and Affiliated and Federated Institutions of Waterloo that offer co-op programs (Cambridge, Kitchener, St. Jerome’s, Renison) enrolled in co-op;

7. Co-op Student Experience Manager;

8. Other staff from the Co-operative Education Department, at the invitation of the Chair.

### c. Meetings

1. This committee must meet at least three times per academic term.

2. Quorum for any meeting of this committee shall be a majority of those members elected by Students’ Council.

### d. Term of Office
1. The term of office shall be one (1) year

VIII. Internal Funding Committee

a. Responsibilities

1. Administer and govern the Enterprise, Opportunity, and Innovation (EOI) Fund and the Special Projects Fund in accordance with the appropriate procedures.
2. Serve as the Funding Committee for and administer the Student Life Endowment Fund (SLEF), in accordance with the appropriate procedures of Council.
3. To make recommendations to the Students’ Council on the good governance, financial position, and administration of the Funds in the Committee’s charge.

b. Membership

1. The Vice-President, Operations and Finance, who shall be chair;
2. Three (3) Councillors;
3. Two (2) students at-large;
4. The Director of Campus Life, as a non-voting resource member; and
5. Those other members as determined by the voting membership of the Committee.

c. Meetings

1. This committee shall meet as needed to fulfill their duties.

d. Term of Office

1. The term of office shall be one (1) year.

e. Other Notes

1. The Chair may, from time to time, request the service of a member of the Committee on the SLEF Board of Directors should a vacancy arise on the Board.

X. Honorary Lifetime Membership Committee

a. Responsibilities

1. Solicit nominations and make recommendations for honorary lifetime memberships.
2. Review the names of individuals for consideration for honorary lifetime membership in the Federation of Students, in accordance with the appropriate procedures.
3. Prepare a report recommending individuals for honorary lifetime membership, which shall be presented to the March General Meeting on behalf of Council, or otherwise shall be presented to Council for confirmation.

b. Membership
1. President, or another Executive designated by Council
2. The General Manager, as a non-voting member;
3. One (1) Director;
4. Two (2) Councillors; and
5. Three (3) students-at-large.

c. Meetings
1. The committee will meet as necessary to fulfill its duties.

d. Term of Office
1. The committee will be formed at the first Council meeting of the Winter term.
2. The term of the committee shall be one (1) academic term.
APPENDIX E - POLICY 42 AMENDMENTS

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Policy Title: Undergraduate Course Syllabi
Policy Number: 042
Policy Class: UA
Policy Category: Advocacy

Effective Date: March 8, 2020
Approval Date: July 24, 2016
Last Revision Date: March 8, 2020
Review Year: 2023

Restructured Policy - Changes in spirit indicated

Attachment: None
Responsible Bodies: Policies & Procedures Committee (PPC)
Authority:
- Charter: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo" and “to promote and maintain communication between the student body and the duly elected and appointed authorities of The University of Waterloo”

Key Words: Course syllabi, undergraduate, academic success

POLICY STATEMENT:
The Federation of Students, University of Waterloo, operating as the Waterloo Undergraduate Student Association (WUSA), is committed to ensuring the long-term academic success of students. The undergraduate calendar at the University of Waterloo requires all course instructors to develop a syllabus and provide it to students by the last day of the first week of classes. WUSA believes that unfettered access to course syllabi is essential for effective degree planning and a benefit to students’ long-term academic success. In addition to this, WUSA believes that the widespread and accessible circulation of course syllabi will enhance accountability and transparency. While course content may change from term to term, students should have access to as much information as possible when choosing their courses.

PURPOSE:
This policy will provide guidelines for the release of undergraduate course syllabi in a manner that allows for transparency and accountability of course instructors. Furthermore, it will ensure continuous access to a repository of course syllabi for the purpose of academic planning.

DEFINITIONS:

Course syllabi - The "course outline" for each offering of a course, as required by the UW Undergraduate Studies Academic Calendar to be distributed to all students in the course.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Course selection period - As defined in the UW Undergraduate Studies Academic Calendar.

SCOPE & EXEMPTIONS: This policy is applicable for all University of Waterloo undergraduate courses, with the exception of “independent study” courses where the course content and/or expectations are individually tailored to the student.

POLICY COMMUNICATION:
The policy will be posted on the Corporation’s website. Staff, Councillors, Directors and Officers of the Corporation, and other affected parties will be advised of the new policy via distribution by the President, or a designate.

POLICY:
1. All syllabi from the most recent undergraduate course offerings should be made available before the start of course selection period in a given term. Prior to the first day of class, a preliminary syllabus should be provided to the respective undergraduate faculty offices where a publicly accessible digital repository of current and recent syllabi should always be maintained.
2. Following the first week of class, syllabi should only be changed with the unanimous consent of the students in said class. While course syllabi should clearly describe course structure, content and class and department-specific policies, the University should provide an email at the beginning of each term detailing the academic rights of students.
3. The VP Education shall work with the university’s Undergraduate Operations Committee to ensure adherence across campus to this and related university policy on syllabi. The Academic Affairs Commissioner shall be responsible for liaising with the student societies on a regular basis to verify that each Faculty is updating their repository consistently.

HISTORY:
This policy was approved on July 24, 2016, and in compliance with Council Procedure 9, automatically expired in July 2019. On February 14, 2020, as part of a policy review conducted by the Policies & Procedures Committee, Policy 42 was restructured into the newest format and minor changes were made to its contents; these changes were approved by Council on March 8, 2020.

COMPLIANCE AND ENFORCEMENT:
The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.
APPENDIX F - POLICY 47 AMENDMENTS

Policy Title: Sexual Violence Prevention and Response
Policy Number: 047
Policy Class: Advocacy
Policy Category: UA

Effective Date: April 4, 2017
Approval Date: April 4, 2017
Last Revision Date: March 8, 2020
Review Year: 2023

RESTRUCTURED POLICY - Changes in spirit indicated

Sponsor: Matthew Gerrits (Councillor, 2016-2017)
Attachment: None
Responsible Bodies: Policies & Procedures Committee (PPC)
Authority:
- Charter: “To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo” and “to promote and maintain communication between the student body and the duly elected and appointed authorities of The University of Waterloo”

Key Words: sexual violence, sexual assault

POLICY STATEMENT:
This policy describes advocacy objectives for sexual violence prevention and response, considering the University of Waterloo’s commitment to fostering a safe, welcoming, and inclusive environment and the Federation’s commitment to proactive and informed action to prevent and effectively respond to instances of sexual assault.

PURPOSE:
This policy is intended to provide avenues for the University to take to better address sexual violence within the University community.

DEFINITIONS:
Sexual Violence - any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Sexual Violence Prevention and Response - Sets of measures that seek to prevent sexual violence, or provide resources to help survivors in the aftermath of sexual violence or harassment. Such measures can include, but are not limited to: education, built design, bystander awareness training, pursuing cultural shifts, provision of mental and physical
healthcare, points of contact for survivors of sexual violence or harassment, and accommodations for those affected by sexual violence or harassment.

**SCOPE & EXEMPTIONS:**
This policy applies to anyone advocating to the University on behalf of the undergraduate student body as a whole regarding sexual violence prevention and response strategies. This includes executives, commissioners, and at-large undergraduate senators.

**POLICY COMMUNICATION:**
The policy will be posted on the Corporation's website and internal network drives. The Executives and all advocacy staff will be advised of the new policy via distribution by the President, or a designate.

**POLICY:**
1. The University should endeavor to make students more aware of sexual violence resources available on campus, including the Sexual Violence Response Coordinators;
2. The University should ensure all students receive mandatory, well-grounded, and substantive sexual violence prevention and response education;
3. The University should commit to conducting periodic surveys to investigate the student attitudes towards and experiences with sexual violence and response climate on-campus;
4. The University should conduct periodic, thorough, and methodical campus safety audits; and
5. The Federation will advocate for bystander intervention training being available on all drinking establishments on campus.

**HISTORY:**
This policy was originally approved in April 2017. PPC proposed amendments in February 2020 to reflect the new policy format as well as changes to the University's Policy 42 - Prevention of and Response to Sexual Violence. These amendments were approved by Council on March 8, 2020.

**COMPLIANCE AND ENFORCEMENT:**
The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.

**APPENDICES:** None
APPENDIX G - BY-ELECTION MEMO

WUSA Winter 2020 by-election memo

Confirmed Dates:
- Nominations: February 21 - February 27, 4pm
- Interim period: February 28-29
- Campaign period: March 1–7
- Voting period: March 5 – 7

We have candidates for the following seats:

Students’ Council
- Arts (4 seats): 9 candidates running
- Cambridge (1 seat): 1 candidate running
- Kitchener (1 seat): 1 candidate running
- Mathematics (1 seat): 1 candidate running
- Renison (1 seat): no candidate running
- St Jerome’s (1 seat): no candidate running

Senate
- Environment (1 seat): 5 candidates running
**APPENDIX H - PROPOSED SRP POLICY**

**Policy Title:** Student Refugee Program Policy  
**Policy Number:** 0XX  
**Policy Class:** Corporate  
**Policy Category:** A, FC

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>Approval Date:</th>
<th>Last Revision Date:</th>
<th>Review Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8, 2020</td>
<td>March 8, 2020</td>
<td>N/A</td>
<td>2025</td>
</tr>
</tbody>
</table>

**Sponsor:** Seneca Velling (VP Operations and Finance, 2019-2020)  
**Attachment:** UW WUSC Student Refugee Program Constitution  
**Responsible Bodies:** Policies & Procedures Committee (PPC), UW WUSC Local Committee  
**Authority:**
- Charter: “To administer the affairs of the members of the Corporation, including ... the receipt and administration of all funds which may accrue to the Corporation ... and such other funds as may become the property of the Corporation by donation, gift, return, legacy, bequest or in any manner whatsoever...”
- Bylaws, Article 8: Students’ Council: “Council shall have the power to determine student priorities regarding the general expenditure of members’ dues” and “The power to establish procedures regarding the formation, administration, discipline, and disbandment of all Federation of Students’ Clubs and Services”.
- Policies, Policy 29: Ancillary Fees and Member Dues: Council is empowered to regulate undergraduate ancillary fees.
- Referendum, UW WUSC Student Refugee Program Referendum (2008): Supporting implementation of a refundable fee to support the UW World University Services Canada (WUSC) Student Refugee Program, as part of the Federation of Students’ Administered Fees each academic term, to be implemented through a system designed at the discretion of the Federation of Students, and to begin in the Fall 2008 term.
- UW WUSC Student Refugee Program Constitution.
- Resolution of Council, 17 August 2019 Regular Meeting: Acceptance of the Student Refugee Program: Financial Sustainability and Growth Report, regarding the continuation and support for the Student Refugee Program.

**Key Words:** Student Refugee Program, financial management

**POLICY STATEMENT:**
This policy aims to ensure that the Student Refugee Program Fund maintains sufficient working capital and other good financial management practices, in coordination with relevant stakeholders.

**PURPOSE:**
The purpose of this policy is to provide direction to the UW World University Services Canada (WUSC) Student Refugee Program (SRP) Local Committee (“SRP Committee”) and Vice President, Operations & Finance regarding both the allocation and administration of the Student Refugee Program Administered Fund Account (“SRP Fund”). In partnership with the
WUSC, campus partners, and the participating Affiliated and Federation Institutions of Waterloo (AFIW), the Waterloo Undergraduate Student Association endeavours to support student refugees studying at the University of Waterloo.

DEFINITIONS:

SRP Committee — SRP Committee means the UW World University Services Canada (WUSC) Student Refugee Program (SRP) Local Committee.

SRP Fund — SRP Fund refers to the Student Refugee Program Administered Fund, a reserve fund held by WUSA in an account separate from the general operating fund for the purposes of administering the Student Refugee Program.

Affiliated and Federated Institutions of Waterloo (AFIW) — AFIW refers to the University Colleges that are contractually, academically, administratively, and financially affiliated or federated with the University of Waterloo and are considered part of the university community. Currently participating AFIW are:

● St. Paul’s University College (STP); and
● Conrad Grebel University College (CGUC).

SRP Administrative Working Group — The SRP Administrative Working Group is an administrative subcommittee that works under and supports the SRP Committee in the exercise of its functions, in accordance with this policy and the Constitution. The working group is composed of the chief administrators of the Student Refugee Program, namely:

● The Vice President, Operations & Finance;
● The Vice President, Student Life;
● The Director of Campus Life;
● The Financial Officer;
● St. Paul’s University College Administrative Assistant;
● St. Paul’s University College Manager of Finance & Administration;
● The President of each participating AFIW, or a designate;
● The Vice President, Academic & Provost, or a designate;
● The Associate Vice President, International, or a designate; and
● Those other campus partners who may, from time to time, substantially participate in the Student Refugee Program.

SRP Administered Fee — The SRP Administered Fee is a fee levied by WUSA as an administered levy to provide for cost recovery of operations, administration, and provision of services to student refugees in accordance with this Policy and the Constitution, as well as applicable Bylaws, Policies, and Procedures regulating undergraduate administered fees as may, from time to time, be in force or effect.

SCOPE & EXEMPTIONS:

This policy applies to the SRP Committee, the administrators of the Student Refugee Program, and other applicable parties participating in the program. The Policy and both supplements and supersedes the SRP Committee Constitution. Nothing in this Policy shall restrict the Students’
Council from passing additional procedures regulating and administering this program nor shall it impede the Board of Directors from sound financial management of the SRP Fund.

POLICY COMMUNICATION:
The policy will be posted on the Corporation’s website and internal network drives. Staff, SRP Administrators, campus partners in the Student Refugee Program, Officers of the Corporation, and other affected parties will be advised of the new policy via distribution by the President, or a designate.

POLICY:
1. **Eligibility for Grant Funds**

   The SRP Fund shall be made available for the assistance of student refugees in paying for academic and living expenses associated with attending the University of Waterloo.

   Disbursements must be compliant with the WUSA’s corporate objects as well as its mission and vision. Particularly, funds are expected to enhance the educational experience and quality of life for undergraduate students enrolled at the University of Waterloo, including its Affiliated and Federated Institutions.

2. **SRP Fund Budget**

   Decisions related to allocations from the SRP Fund, including the preparation of the SRP Fund Budget, shall be the responsibility of the SRP Committee in coordination with program administrators. Approved SRP Fund Budgets shall include both sufficient reserves so as to ensure healthy working capital exists for the fund and discretionary funds to allow flexibility for the Vice President, Operations & Finance and program administrators to adapt to changing needs of student refugees and external pressures.

   In the normal course of business for the Student Refugee Program, the SRP Fund Budget shall be submitted to the Vice President, Operations & Finance within 30 days of the beginning of term. The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall be responsible for approval of the SRP Fund Budget.

   Funds appropriated in the SRP Fund Budget shall be disbursed in accordance therewith by the program administrators. The Vice President, Operations & Finance shall not reduce or cause to be reduced the allocation of any funds to be disbursed in accordance with the approved budget during the fiscal year, where doing so would impact a student refugee.

   Any amendments to the SRP Fund Budget during the fiscal year shall normally be reviewed by the SRP Committee and recommended to the Vice President, Operations & Finance for approval. Notwithstanding the foregoing, where the financial position of the SRP Fund is at risk (due to low contribution rates or otherwise), the Vice President,
Operations & Finance may at any time order a hold on any part of the budget, until the next regular meeting of the SRP Committee, where the Committee may propose a continuation of the hold or provide alternative direction (including budget cuts) to Vice President, Operations and Finance.

Out of budget allocation of grant funds shall be determined in accordance with Section 4 of this policy.

Any unallocated money in the SRP Fund account at the end of the fiscal year shall be carried forward as reserve, in accordance with applicable policies and procedures, to provide for the future expansion of the program in supporting more student refugees and ensure healthy working capital of the fund is maintained.

3. Room and Board Supports

In contribution to the Student Refugee Program, some of the AFIW, namely St. Paul’s University College (STP) and Conrad Grebel University College (CGUC), generously provide for the residency (“room”) and meal plans (“board”) for student refugees within the University of Waterloo community.

These contributions are reflected in the program budget but are excluded from the cost recovery provided by the undergraduate student contributions to SRP made via the optional/voluntary SRP Administered Fee.

4. Allocation of Extraordinary Grant Funds Outside of Budget

Where additional funds are required, the SRP Committee may recommend to the Vice President, Operations & Finance for approval the allocation of extraordinary grant funds. The application process shall be as follows:

a. The requesting party shall submit an application form to the program administrators and Vice President, Operations & Finance;

b. Requests for funding are due five (5) business days prior to each scheduled meeting of the SRP Committee. Requests received less than five (5) business days prior to a scheduled meeting may be considered at the next scheduled meeting. To the fullest extent possible, a list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester to all student refugees, program administrators, and to the Vice President, Operations & Finance;

c. The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);

d. The applicant shall include any further details that the Committee may need to reach a decision; and

e. The applicant may request to make a presentation to the SRP Committee at its next duly constituted meeting, but a presentation is not a requirement.
The Committee shall work with WUSC representatives and program administrators to determine the merit of individual claimants; this clause does not restrict the ability of claimants not affiliated with WUSC from receiving funds.

Notwithstanding the foregoing, where time is of the essence or logistical constraints prohibit the SRP Committee from deliberating on the granting of funds outside of the budget, the Vice President, Operations & Finance shall be authorized to approve such expenditure.

5. **Administration of Granted Funds**

All monies disbursed through the SRP Fund shall be used solely for the purposes of assisting student refugees with living and academic expenses and those other approved expenses approved in the SRP Budget, or for the administration thereof by WUSA.

The WUSA Finance and Accounting Department, on the authorization of the Vice President, Operations & Finance, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper backup for expenses, or if there is concern that the funds are not being used for their intended purpose, exceed budget caps, or put at risk the solvency of the SRP Fund account.

The SRP Committee shall be empowered to establish additional policies and procedures governing the Student Refugee Fund.

Where appropriate, the SRP Committee members shall be required to maintain confidentiality regarding the business of the committee to protect the privacy of fund beneficiaries.

6. **Adjustment of the SRP Administered Fee**

The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall recommend to the Board of Directors if the SRP Administered Fee should be incremented reflective of changes in the Consumer Price Index of Canada according to Statistics Canada for the calendar year immediately previous.

7. **SRP Administrative Support**

In agreement with the WUSA, St. Paul's University College (STP) provides administrative support for and regular oversight of the SRP Committee. This partnership for administrative support provides for the good functioning of the Student Refugee Program and supplements the SRP Committee during instances where a lack of volunteer engagement would otherwise cripple the program’s operations.

For the purposes of this policy, where, in the opinion of the Vice President, Operations & Finance, the SRP Committee cannot fulfil its functions in accordance with this policy or
the Constitution, the SRP Administrative Working Group shall be empowered to exercise all such powers and responsibilities of the committee on a pro tempore basis.

8. **Conflict**

In case of any conflict between the terms of this Policy and the terms of the UW WUSC Student Refugee Program Constitution (“Constitution”), the terms of this Policy shall prevail.

**HISTORY:**
Previously, high-level regulations and standard operating procedures for the Student Refugee Program were limited to those provided for by the SRP Committee and the Vice President, Operations & Finance. Following financial solvency concern, the associated Student Refugee Program: Financial Sustainability and Growth Report, and increment to the SRP Administered Fee to correct for concerns with the SRP Fund account’s financial position, Council sought improved management of the Fund, clarified lines of accountability between program administrators, the WUSA Accounting and Finance Department, and the SRP Committee. This policy has been consulted on by all relevant stakeholders. This policy was approved by Council on March 8, 2020.

**COMPLIANCE AND ENFORCEMENT:**
The Vice President, Operations & Finance, on behalf of WUSA, shall be responsible for administration of the Student Refugee Program Fund in accordance with this policy, the UW WUSC Student Refugee Program Constitution, Resolutions of Council, and other applicable procedures and internal guidelines.

Failure of WUSA to insist on strict performance of any of the obligations or expectations imposed herein shall neither be deemed a waiver of any rights of remedies that WUSA may have nor considered a waiver of any subsequent breach or default.
APPENDIX: UW WUSC Student Refugee Program Constitution

CLUB NAME
The name of the club will be WUSC-SRP (World University Service of Canada- Student Refugee Program). We are not agent or representative of the Waterloo Undergraduate Student Association (WUSA), and our views and actions in no way represent the WUSA.

GOVERNANCE
The club will uphold the values, mission, and mandate of both the University of Waterloo (UW) and WUSA through following the directives outlined in the WUSA Clubs Manual, all WUSA By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the WUSA Internal Administration Committee (IAC), by virtue of the office of the WUSA Vice President Student Life, via the Clubs Manager and Clubs Manager Delegate.

PURPOSE
The purpose of the club is to gather University of Waterloo students, staff, faculty and members of the UW community at large to

Support causes for refugees. We support the Student Refugee Program students on campus, raise money for Shine A Light, a campaign that supports girls education in refugee camps, and raise awareness about critical refugee situations.

. Club events, activities, and/or initiatives will include
Thank You For Dollar Days: give away hot chocolate, tea, or coffee to show our gratitude to students for the $1 that is contributed from their student fees.
Shine A Light Fundraisers: Raise money for girls education in refugee camps with events such as bake sales or yoga fundraisers.
Awareness raising events: Documentary/discussion nights; speaker events; awareness booths.

MEMBERSHIP STRUCTURE
The club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club’s active term. Eligible club members may be current: WUSA Members, as outlined by the WUSA By-Laws; UW graduate students; UW staff or faculty; and/or members of the UW community at large, as defined in the Clubs Manual.

Only current UW students (graduate or undergraduate) may hold voting membership within the club. UW Staff, faculty, and members of the UW community at large may hold non-voting membership within the club. (If Applicable) UW undergrad students who are eligible to obtain voting membership in the club who do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club. Voting membership can be obtained for said members by paying the membership fee.

At least two thirds of the club’s membership must be current UW students (graduate or undergraduate).
MEMBERSHIP FEE
Club membership is free.

EXECUTIVE OFFICERS
The majority of executives will be current UW students (graduate or undergraduate). The club president will be a current UW undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is two consecutive academic terms, as outlined by the UW Registrar’s Office. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

The Co-Chair ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert’s Rules of Order;
- The club works towards its objectives as agreed upon by the membership; and
- The next Co-Chair is trained.
- Overlooks supporting member roles.

The Co-Chair is a signing authority.

The External Director of Affairs ensures that:

- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- Meeting minutes/notes are recorded and made available to all voting members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the Co-Chair are undertaken in his/her absence; and
- The next External Director of Affairs is trained.
- Main contact to Feds

The External Director of Affairs is a signing authority.

The Director of Finance ensures that:

- The club’s WUSA bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club’s WUSA bank account, and reconciled correctly and within a timely manner;
- Club cheque requests are submitted correctly and in a timely manner; and
- The next Director of Finance is trained.
- Monitors SRP budgets for things like winter shopping, holiday stipend, textbooks, etc.
- Contacts Staff Adviser for SRP program and Feds in order to arrange submitting receipts.

The Director of Finance is a signing authority.

The Internal Director Of Affairs ensures that:

- Main contact to WUSC
- Organizes annual trip to the WUSC-CECI International Forum.
● Ensures club is updated with WUSC notices and news.
● Ensures that the next Internal Director Of Affairs is trained.

The Academic Co-Chair ensures that:

● Checks in with sponsored students about academics, sends them to additional on-campus resources if needed
● Plans family events for emotional support.
● Checks in with sponsored students holiday plans, job interviews, roommates, and anything else that may arise.
● Ensures that the next Academic Co-Chair is trained.

The Academic Co Chair ensures that:

● Checks in with sponsored students about academics, sends them to additional on-campus resources if needed
● Plans family events for emotional support.
● Checks in with sponsored students holiday plans, job interviews, roommates, and anything else that may arise.
● Ensures that the next Academic Co Chair is trained.

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members.

EXECUTIVE SUPPORT STRUCTURE

The Event Coordinator ensures that:

● Assists in event planning as well as operations of the event. Reports to President.
● Ensures that the next Event Coordinator is trained.

The Social Media Coordinator ensures that:

● Ensures that Facebook page and Instagram account are up to date with relevant articles, events, etc. Reports to President.
● Ensures that the next Social Media Coordinator is trained.

MEETINGS

General Meetings
The club will hold monthly general meetings. Quorum for general meetings will be 15 voting members of 20% of voting membership (whichever is more).

Executive Meetings
The club will hold weekly executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).
The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members by:

- Email
- Facebook

Emergency meetings can be called by any executive via:

- Email
- Facebook

and must be sent to the appropriate members at least 48 hours prior to the meeting time.

**ELECTION PROCESS**

Elections shall take place at the end of each term for the following academic term. Only University of Waterloo students who are members of the club can vote. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place. The term of office shall be for one term. An executive can only hold office (any position) for a total of up to three terms.

Nominations for executives can be made from any club member. The majority of executives must be undergraduate University of Waterloo students. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

**IMPEACHMENT AND DISCIPLINARY PROCEDURES**

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a “YES/NO” secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.
CONFLICT OF INTEREST
A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member’s club status.

AMENDMENTS
Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval from IAC. If IAC approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes, then the club will be purged from the clubs system.

AFFILIATIONS
The club is affiliated with World University Service of Canada. WUSC is the organization that facilitates the SRP program.

View the letter from the affiliate.

The club itself is internally responsible for ensuring adherence to any applicable By-Laws, policies, conditions, etc. outlined by the external affiliation. However, all policies, procedures, By-Laws, etc. of both UW and WUSA supersede any By-Laws, policies, conditions, etc. outlined by the external affiliation. IAC, not the external organization, is the final authority on all club business. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever. Furthermore, IAC is not responsible for ensuring the club abides by any additional stipulations between the club and the external organization. The club may choose by general vote to sever the affiliation, with notice given to the Clubs Manager.
APPENDIX I - PROCEDURE 23 AMENDMENTS

FEDERATION OF STUDENTS
COUNCIL PROCEDURE
Number: 23
Effective: March 8, 2020
Replaces: May 27, 2018

Review of Memberships with External Political Advocacy Organizations

The following procedure governs all reviews of memberships with external advocacy organizations within the Vice-President Education portfolio:

1. Review Schedule

a.) A review shall occur every five years for each External Political Organization (EPO) for which the Federation of Students is a member.

b.) The review shall normally take between 4 and 8 months to draft at the review body stage, and shall normally be initiated at the first Students’ Council meeting of the governing year. The review shall take place each scheduled review year beginning in May. It is recommended the review takes three (3) to six (6) months. Finalized documentation will be shared with the Education Advisory Council for review. Once approved, recommendations and accompanying documentation shall be passed to Students’ Council no later than January of the following year.

c.) Should the Federation of Students be a member of more than one EPO, the schedule shall be realigned to occur off-cycle from one another.

d.) A report shall typically be received by Council in January, four weeks in advance of a decision to be made at the February meeting.

e.) Failure to initiate a review process at the first Council meeting, or failure to make a decision at the following February meeting shall not prevent Council from consideration of those items.

2. Review Body
a) The review body shall be a committee elected from the Federation of Students’ Council and shall report to the Education Advisory Council Chaired by the Vice President Education.

b) The review body committee shall consist of two voting members of the Federation of Students’ Council and three students at large. Of these five members, no more than two shall have been OUSA delegates at the time they are added to the committee.

c) The Vice President, Education, shall be Chair of the body, and shall have a vote only if their vote shall change the outcome of the vote.

d) A relevant commissioner may be an ex-officio non-voting member of the body committee, on the advice of the Vice President, Education.

e) The Research and Policy and Research Officer shall be an ex-officio non-voting member of the committee.

f) The review body shall have authority to set its own rules of order, but shall default to the Federation’s parliamentary authority.

b) Should the Vice President Education be elected to the Executive or Board of Directors of any other external organization, with the exception of a steering committee, for which the Federation of Students is a member, they must abstain from overseeing the review process. Should such a circumstance arise the relevant commissioner will assume the role of Chair of the Review Committee.

c) In the event that the Vice President Education must abstain from overseeing the review process, an additional voting member of Council shall be elected to the review committee.

3. Review Terms

a) EOs will be evaluated by the Review Body, which shall at minimum on the criteria outlined in Federation of Students Council Policy 20:

i. Evaluate the organization’s policy and advocacy approach, including:
   a. Tangibility of policy recommendations
   b. Research and policy outputs
   c. Advocacy priorities
   d. Results of advocacy efforts
ed. Engagement with stakeholders and sector partners
fe. Outputs from the organization
f. Advocacy priorities resulting in Government action

ii. Evaluate internal policies and practices of the organization, including:
   a. Respect for member autonomy and member obligations
   b. Financial positioning and budgeting
   c. Financial Systems and controls
   d. Long-term vision, planning and strategy
   e. Membership engagement and engagement with students at-large
   f. Progress made on any previous recommendations

iii. Evaluate, to the extent that is methodologically feasible, the return on the investment of student fees into the external organization, including consideration of, but not limited to
   a. The total aggregate cost of membership in the organization, including paid time of any Executive or other WUSA staff, travel, membership fees, conference fees and any other expenditures.
   b. The dollar value to University of Waterloo Undergraduates connected with advocacy attainments claimed by the EPO, with critical attention to alignment of advocacy activity preceding the claimed attainments.
   c. Benefits derived from prevention of cuts to programs
   d. Benefits to the Federation of Students not represented by advocacy attainments
   e. Other considerations that might colour the analysis of value for money for Federation of Students members, such as: government disposition toward spending, other actors who have more credible claim to being the cause for certain advocacy attainments, partial or adapted measures that were credibly connected to advocacy but not in the explicit format asked for by the EPO, or other factors as the review body may deem prudent to provide context to its dollar-value number.

b.) Efforts should be made to provide assessment on the return on the investment of student fees into the external organization.

4. Review Process & Outcomes

a.) The review body shall report its findings to the Education Advisory Council, which shall include its analysis as well as possible and recommended courses of action for membership, and any other recommendations to the EPO as it deems appropriate.
b.) The Education Advisory Council shall receive the findings of the review body, discuss the findings, and deliver the report, as well as an official recommended course of action for the Federation’s membership in the organization.

The Education Advisory Council shall work with the review body to establish a set of recommendations to Students’ Council.

c.) The Education Advisory Council shall have the authority to alter the report, provided that an original copy is also provided to Students’ Council.

d.) The Vice President Education will provide written notice of the vote on membership to the organization under review in accordance with any notice requirements provided for in the EPO’s bylaws, and no later than ninety days prior to the anticipated Council meeting for membership consideration, including multiple sets of notice, if required.

January meeting of Council.

e.) Each scheduled review year at the January meeting of Council, Students’ Council shall either vote on membership with the organization under review or vote to send the decision to the General Meeting or a Referendum.

f.) After each review, the review body and the Education Advisory Council will advise the Vice President, Education, on the review process, and the Vice President shall maintain and alter a reference handbook for creation of the review body report.

5. Interim Update

a.) The review body, the Education Advisory Council, and Students’ Council shall all be authorized to alter the report to include recommendations, if any, for change in practice by the EPO. Upon passage by the Students’ Council, these recommendations shall be conveyed to the EPO for information.

b.) In the third governing year following the Council review of an External Political Organization, if the Federation of Students still holds membership in the organization, the Vice President, Education shall draft an interim report to be received by Council for information which outlines how the EPO has or has not responded to recommendations made in the five-year report.
i.) Such analysis should generally categorize for which reasons recommendations were not acted upon, with avenue for commentary afforded to the management of the EPO.

ii.) Such analysis shall also include the degree to which options were earnestly considered and voted down in democratic fashion as provided for by the EPO’s governance structures, which the Vice President, Education can consider to be a mitigating factor.

iii.) An additional consideration is to what degree the Vice President, Education was responsible for bringing the recommendations to the appropriate body within the EPO, and if they or their predecessors failed to do so to an extent which mitigates any non-adoption.

c.) The product of the interim update shall not include any actionable by Council, but rather an executive summary of findings, and a list of discussion questions, if any, including how strongly Students’ Council wishes the Vice President to pursue any unfulfilled recommendations.
APPENDIX J - REPORT OF THE GENERAL ELECTION

2020 WUSA General Election Memo

Election dates:
Nomination period: October 23 – January 23, 4pm
Interim period: January 23, 6pm – January 27
Campaign period: January 28 – February 6
Voting: February 4 – February 6
Results: February 7, 10:30

Results:
Eligible voters: 33764
Turnout: 12.2%
Full breakdown of results at end of report.

Elected candidates:
Executives (one seat available/position)
- President: Abbie Simpson
- Vice President of Operations and Finance: Alana Guevara
- Vice President of Education: Megan Town
- Nada Abouelnaga

Students’ Council
- AHS (2 seats available): Marie Jolicoeur-Becotte, Aiman Fatima
- Arts (6 seats available): Vidyut Ghulewala, Jaineet Singh
- Engineering (5 seats available): Edward Yang, Angela Souza, Frances Hallen, Evelyn Gondosiswanto, Joseph Ma
- Environment (2 seats available): Stephanie Ye-Mowe, Jaskaran Dhillon
- Mathematics (7 seats available): Catherine Dong, John Hunte, Matthew Schwarze, Kanan Sharma, Mahaveer Jai Ukrani, Karl Zhu
Science (5 seats available): M. Sikandar Azam, Nick Dosen, Sumayyah Macci, Mokhash Parmar, Niks Roxas

Stratford (1 seat available): Mehida Ahmed

Senate (one seat available/position)

AHS: Aiman Fatima

Arts: Robyn Clarke

Engineering: Samuel Rubin

Science: Divy Kochar

At-Large: Samer Zu’Mot

Vacant seats:

Student Council

Arts – 4 seats

Mathematics – 1 seat

Cambridge – 1 seat

Kitchener – 1 seat

Renison – 1 seat

St Jerome’s - 1 seat

Senate

Environment – 1 seat
Delinquent Expense Reports

Below is a list of candidates that did not submit a report of campaign expenditures (or a declaration that they incurred no expenses) as required under Elections and Referenda Procedures as of March 1st. Elected candidates are displayed in bold.

**Executive:**
Vice President Student Life:
- Zhihui Qin

**Students’ Council:**
Engineering:
- Chris Tan
Mathematics:
- Eldon Lobo

**Senate:**
Science:
- Divy Kochar
  - Team: HelloMrGoose
Allegations Received

**Allegation:** #58320038

Anonymous v. Gunpreet Singh (i), Jaineet Singh (ii), Manas Suri (iii)

**Alleged Election Procedure that was violated:** Going up to people and making them nominate Beeba Bois (their team) for the 2020 general election.

**Evidence:**

The complainant provided the following:

- “Just wanted to let you know that I didn't want to nominate Beeba Bois, but they essentially came up to me and made me nominate them in front of me. I would not nominate them, especially not after they made me do it. Also, apparently they can see who all have nominated them? I found that out the hard way when I tried to weasel out of it by saying I'd already done it, but they said that they saw that I couldn't.”

- “Date would be Nov 2, Monday evening. Place would be V1 great hall. As for names:

  Jaineet Singh
  Gunpreet Singh
  Manas Suri

  All three of them came to me and my friend together, and didn't leave until we nominated them.”

**Counterevidence and Defense:**

The defendants provided the following:

- “The allegation which has been made is wrong in context. In our defense, I would like to say that we as a team went to people and asked them to vote for Beeba Bois. We didn't acquire any nomination by the use of force or any other measures which are against the Elections and Referenda Procedures.”

**ERO Decision:** An allegation was made against Gunpreet Singh, Jaineet Singh, and Manas Suri, who are running for various WUSA offices as members of the Beeba bois. It was alleged that they used intimidation tactics in order to acquire nominations from students on Monday, December 2nd (the complainant provided that the events occurred on Monday, November 2nd, but November 2nd was not a Monday and the initial email received by WUSA regarding the matter was sent on the night of December 2nd, presumably hours after the events described would have
taken place). Although the events described by the complainant show wrongdoing on the part of the BeebaBois, and violate the letter and spirit of the Election and Referenda Procedures, there was insufficient evidence provided to justify the imposition of sanctions. The ERO therefore assigns 0 demerit points to the defendants, but the ERO has agreed to remove any nominations made by the complainant for Beeba bois candidates.

Title: Anonymous vs. Team Extinguish
Date: 1/23/2020
Category: WUSA Elections
Alleger: Anonymous
Alleged: Team Extinguish
Summary: The complainant alleged that Team Extinguish posted their campaign on UW Reddit before the beginning of the campaign period. Team Extinguish submitted that the post was not their doing, and provided screenshots of their exchange with a Reddit Moderator demanding that the post be removed, which it eventually was. After the counterevidence was provided by the respondents, the complainant notified the ERO that they wished to rescind the allegation as they were informed that Team Extinguish were not responsible for the post. In light of this, and in light of the evidence provided by the respondent, the ERO assigns no demerit points.

Title: John Hunte vs. Ian Tan
Date: 1/27/2020
Category: WUSA Elections
Alleger: John Hunte
Alleged: Ian Tan
Summary: The complainant alleged that the respondent was campaigning outside of campaign period because he created a website detailing his platform and provided access thereto via a Facebook cover photo. The respondent argued that his website was not meant to be viewed until campaign period, and agreed to restrict access to it. But nonetheless since he provided the public with access to his platform, he is considered to have been campaigning. The ERO assigns 2 demerit points.
WUSA Executive

President
Abbie Simpson: 2354 (73.8%)
Stanley Wong: 534 (16.7%)
Kevin McGuire: 300 (9.4%)

Full details of this race:
Droop Quota: 1595
Eligible voters: 33764
Votes cast: 3188
Declines: 137

9.85% of students voted in this ballot.

Round 1:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbie Simpson</td>
<td>2354</td>
</tr>
<tr>
<td></td>
<td>305</td>
</tr>
<tr>
<td></td>
<td>243</td>
</tr>
<tr>
<td>Stanley Wong</td>
<td>534</td>
</tr>
<tr>
<td></td>
<td>809</td>
</tr>
<tr>
<td></td>
<td>584</td>
</tr>
</tbody>
</table>
Vice President Operations & Finance

Alana Guevara
- Yes: 2488 (85.59%)
- No: 269 (9.25%)
- Declines: 150 (5.16%)

Eligible Voters: 33764
Number of Voters: 2907

8.61% of students voted in this ballot.

Vice President Education

Megan Town
- Yes: 2423 (85.53%)
- No: 316 (11.15%)
- Declines: 94 (3.32%)

Eligible Voters: 33764
Number of Voters: 2833

8.39% of students voted in this ballot

Vice President Student Life

Nada Abouelnaga: 1754 (60.95%)
Ian Tan: 743.0 (25.82%)
Zihui Qin: 104.0 (3.61%)
Manas Suri: 277.0 (9.62%)
**Full details of this race:**

Droop Quota: 1440  
Eligible voters: 33764  
Votes cast: 2878  
Declines: 126  

8.90% of students voted in this ballot.

**Round 1:**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nada Abouelnaga</td>
<td>1754</td>
</tr>
<tr>
<td>Ian Tan</td>
<td>743</td>
</tr>
<tr>
<td>Zihui Qin</td>
<td>104</td>
</tr>
<tr>
<td>Manas Suri</td>
<td>277</td>
</tr>
</tbody>
</table>

Quota exceeded by Nada Abouelnaga. Candidate elected Nada Abouelnaga.

**Students' Council**

**Applied Health Sciences**

Marie Jolicoeur-Becotte

- Yes: 210 (79.85%)
- No: 37 (14.07%)
- Declines: 16 (6.08%)

Eligible Voters: 2625
Number of Voters: 263 (10.02%)

**Aiman Fatima**
- Yes: 246 (86.62%)
- No: 24 (8.45%)
- Declines: 14 (4.93%)

Eligible Voters: 2625
Number of Voters: 284 (10.82%)

**Arts**

**Vidyut Ghuwalewala**
- Yes: 403 (78.56%)
- No: 78 (15.21%)
- Declines: 32 (6.24%)

Eligible Voters: 7111
Number of Voters: 513 (7.21%)

**Jaineet Singh**
- Yes: 373 (70.11%)
- No: 122 (22.93%)
- Declines: 37 (6.96%)

Eligible Voters: 7111
Number of Voters: 532 (7.48%)

**Engineering**

Edward Yang: 206 (26.61%)
Angela Souza: 147 (18.99%)
Frances Hallen: 126 (16.28%)
Evelyn Gondosiswanto: 109 (14.08%)
Joseph Ma: 86 (11.11%)
Eldon Lobo: 56 (7.24%)
Chris Tan: 44 (5.68%)

Chris Tan was eliminated in the first round of STV.
Eldon Lobo was eliminated in the second round of STV.

In multiple rounds, voters whose first option was now eliminated had their second ranked option counting as their first ranked choice. For information on ranked voting and STV, see WUSA voting processes.

Full details of this race:

Droop Quota: 130
Eligible voters: 8105
Votes cast: 774
Declines: 95

10.72% of students voted in this ballot.

Round 1:

<table>
<thead>
<tr>
<th></th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Yang</td>
<td>206</td>
</tr>
<tr>
<td>Angela Souza</td>
<td>147</td>
</tr>
<tr>
<td>Frances Hallen</td>
<td>126</td>
</tr>
<tr>
<td>Chris Tan</td>
<td>56</td>
</tr>
<tr>
<td>Evelyn Gondosiswaento</td>
<td>44</td>
</tr>
<tr>
<td>Joseph Ma</td>
<td>37</td>
</tr>
<tr>
<td>Eldon Lobo</td>
<td>34</td>
</tr>
</tbody>
</table>
Evelyn Gondosiswanto
109
Joseph Ma
86
Eldon Lobo
56
Chris Tan
44

Quota met by candidates Edward Yang and Angela Souza. Candidates elected. Excess votes are redistributed.

Round 2:

Quota exceeded by candidates Frances Hallen and Evelyn Gondosiswanto. Candidates elected. Excess votes transferred.

Round 3:
No candidates meet quota. Candidate Chris Tan chosen for elimination. Votes are redistributed.

Round 4:

No candidates meet quota. Candidate Eldon Lobo chosen for elimination. Votes are redistributed.

Round 5:
Quota exceeded by **Joseph Ma**. Candidate Elected **Joseph Ma**.

**Round 6:**

**Environment**

**Stephanie Ye-Mowe:** 92 (37.40%)
**Jaskaran Dhillon:** 89 (36.18%)
**Guy Brodsky:** 65 (26.42%)

**Full details of this race:**

Droop Quota: 83
Eligible voters: 2330
Votes cast: 246
Declines: 15

11.20% of students voted in this ballot.

Round 1:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Yes</th>
<th>No</th>
<th>Declines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Ye-Mowe</td>
<td>92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaskaran Dhillon</td>
<td>89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guy Brodsky</td>
<td>65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Mathematics

Catherine Dong
- Yes: 298 (65.78%)
- No: 110 (24.28%)
- Declines: 45 (9.93%)

Eligible Voters: 8105
Number of Voters: 453 (5.59%)

John Hunte
- Yes: 352 (80.92%)
- No: 60 (13.79%)
- Declines: 23 (5.29%)

Eligible Voters: 8105
Number of Voters: 435 (5.37%)

Matthew Schwarze
- Yes: 270 (64.29%)
- No: 114 (27.14%)
- Declines: 36 (8.57%)

Eligible Voters: 8105
Number of Voters: 420 (5.18%)

**Kanan Sharma**

- Yes: 329 (77.78%)
- No: 68 (16.08%)
- Declines: 26 (6.15%)

Eligible Voters: 8105
Number of Voters: 423 (5.22%)

**Mahaveer Jai Ukrani**

- Yes: 227 (56.05%)
- No: 133 (32.84%)
- Declines: 45 (11.11%)

Eligible Voters: 8105
Number of Voters: 405 (5%)

**Karl Zhu**

- Yes: 358 (73.06%)
- No: 100 (20.41%)
- Declines: 32 (6.53%)

Eligible Voters: 8105
Number of Voters: 490 (6.05%)

**Science**

**M. Sikandar Azam**

- Yes: 312 (71.89%)
- No: 88 (20.28%)
- Declines: 34 (7.83%)

Eligible Voters: 6103
Number of Voters: 434 (7.11%)
Nick Dosen
- Yes: 315 (80.15%)
- No: 52 (13.23%)
- Declines: 26 (6.62%)

Eligible Voters: 6103
Number of Voters: 393 (6.44%)

Sumayyah Macci
- Yes: 287 (71.93%)
- No: 75 (18.80%)
- Declines: 37 (9.27%)

Eligible Voters: 6103
Number of Voters: 399 (6.54%)

Mokhash Parmar
- Yes: 227 (61.85%)
- No: 105 (28.61%)
- Declines: 35 (9.54%)

Eligible Voters: 6103
Number of Voters: 367 (6.01%)

Niks Roxas
- Yes: 299 (80.16%)
- No: 50 (13.41%)
- Declines: 24 (6.43%)

Eligible Voters: 6103
Number of Voters: 373 (6.11%)

Stratford Campus
Mehida Ahmed: 74 (66.67%)
Reece McReynolds 37 (33.33%)

Full details of this race:
Droop Quota: 56
Eligible voters: 623
Votes cast: 111
Declines: 3

18.30% of students voted in this ballot.

**Round 1:**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mehida Ahmed</td>
<td>74</td>
</tr>
<tr>
<td>Reece Mcreynolds</td>
<td>37</td>
</tr>
</tbody>
</table>

Quota exceeded by **Mehida Ahmed.** Candidate elected **Mehida Ahmed.**

---

**Waterloo Senate**

**Applied Health Sciences**

Aiman Fatima

- Yes: 235 (86.08%)
- No: 24 (8.79%)
- Declines: 14 (5.13%)

Eligible Voters: 2625
Number of Voters: 273 (10.4%)

**Arts**

Robyn Clarke: 282 (58.75%)
Gunpreet Singh: 198 (41.25%)
Full details of this race:

Droop Quota: 241
Eligible voters: 7111
Votes cast: 480
Declines: 42

7.34% of students voted in this ballot.

Round 1:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robyn Clarke</td>
<td>282</td>
</tr>
<tr>
<td>Gunpreet Singh</td>
<td>198</td>
</tr>
</tbody>
</table>

Quota exceeded by Robyn Clarke. Candidate elected Robyn Clarke.

Engineering

Samuel Rubin: 303 (46.76%)
Frank Chen: 187 (28.86%)
Nicole Sos: 158 (24.38%)

Nicole Sos was eliminated in the first round of STV.

In the second round, voters whose first option was now eliminated had their second ranked option counting as their first ranked choice. For information on ranked voting and STV, see WUSA voting processes.

Full details of this race:

Droop Quota: 325
Eligible voters: 8105
Votes cast: 648
Declines: 99

9.22% of students voted in this ballot.
Round 1:

No candidates meet quota. Candidate chosen for elimination: **Nicole Sos**. Votes are redistributed.

Round 2:
Quota exceeded by **Samuel Rubin**. Candidate elected **Samuel Rubin**.

## Environment

There is **one** Environment undergrad Senate seat for a two-year term (May 1, 2020 – April 30, 2022), and **zero** candidates running. Vacant seats will remain open for a by-election after this election ends. If you’re interested in representing your faculty by filling this empty seat on UWaterloo Senate, please contact the **Chief Returning Officer**.

## Science

**Divy Kochar**

- **Yes:** 267 (70.26%)
- **No:** 75 (19.74%)
- **Declines:** 38 (10%)
Eligible Voters: 6103
Number of Voters: 380 (6.23%)

At-large Representative

Vidyut Ghuwalewala: 638 (30.99%)
Samer Zu'Mot: 1421 (69.01%)

Full details of this race:
Droop Quota: 1030
Eligible voters: 33728
Votes cast: 2059
Declines: 411

7.32% of students voted in this ballot.

Round 1:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Number of votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samer Zu'Mot</td>
<td>1421</td>
</tr>
<tr>
<td>Vidyut Ghuwalewala</td>
<td>638</td>
</tr>
</tbody>
</table>

Quota exceeded by Samer Zu'Mot. Candidate elected Samer Zu'Mot.
# APPENDIX K - POLICY 20 AMENDMENTS

## WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

**Policy Title:** External Political Organization Membership  
**Policy Number:** 20  
**Policy Class:** Corporate  
**Policy Category:** A

<table>
<thead>
<tr>
<th>Effective Date: [DATE]</th>
<th>Approval Date: [DATE]</th>
<th>Last Revision Date: April 1, 2012*</th>
<th>Review Year: [YEAR]</th>
</tr>
</thead>
</table>

*Last found revision date

**Sponsor:** Education Advisory Council  
**Attachment:** None  
**Responsible Bodies:** EAC, PPC, Board of Directors  
**Authority:** Federation Of Students Bylaw 8.7.(3) and 13.2(4)

**Key Words:** Ontario Undergraduate Student Alliance, External Political Organizations, External Advocacy, Provincial Advocacy, Federal Advocacy

## POLICY STATEMENT:
Membership in external political organizations must be conditioned upon respect for autonomy, post-secondary focus ease of leaving, evidence-driven tangibility of policy recommendations, and student-led.

## PURPOSE:
To establish policy parameters around joining and maintenance of membership in external political organizations.

## DEFINITIONS:

*External Political organization*- An organization that engages in lobbying or advocacy activities on behalf of post-secondary students to any level of government, other than WUSA itself.

*Autonomy*- The ability of WUSA to govern its own affairs, including free alteration of bylaws, adoption of independent lobbying priorities and advocacy stances, and to generally administer its affairs by its own democratic processes.

*Tangibility* - Recommendations that while they may be optimistic, are within the realm of government tools, current policy windows and sphere, and acknowledge the political realities of the day.

*Table Officer* - An officer of a Board entrusted with duties above and beyond that of a typical Board member, including a Chair, Treasurer, President, Spokesperson, Secretary, among others.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

SCOPE & EXEMPTIONS:
This policy binds the Corporation with regard to initiation, maintenance, and exiting of External
Political Organizations, as well as advises the Board on contractual relations between WUSA and
any External Political Organization.

This policy exempts organizations that are not incorporated or formalized in nature, and permits
WUSA to engage in exploratory or preliminary activity under these organizations, insofar as they
do not unreasonably infringe on its autonomy.

POLICY COMMUNICATION:
This policy requires no communication plan, and shall be updated on various WUSA information
storage systems and website in the usual fashion.

POLICY:
1. The Waterloo Undergraduate Student Association believes:
   a. In affordable, accessible, accountable and high-quality post-secondary education at the
      institutional, municipal, provincial, and federal level;
   b. That collaboration and compromise with other students, student groups, and student
      associations can lead to effective advocacy for Waterloo undergraduates;
   c. That advocacy should be cost-effective, and membership in these organizations should
demonstrate value to Waterloo students.

2. The Waterloo Undergraduate Student Association is resolved:
   a. That organizations it joins shall ascribe to the following principles
      i. Maintaining a focus on post-secondary issues and student issues
      ii. An evidence-driven environment
      iii. An advocacy approach that prioritizes practicality and stakeholder relations
      iv. Is student led in its leadership
      v. Practices sound financial management;
   b. That WUSA should only seek membership in external political organizations that respect
      the autonomy of WUSA;
   c. That the Board shall only enter membership with an external political organization with
      an annual fee if authorized by a vote of Students’ Council, or upon a verified referendum
      result;
   d. That Students’ Council should maintain a procedure outlining a method of periodic
      review of membership in external political organizations;
   e. That normally, termination of membership in an external political organization shall only
      be in order upon discussion and receipt of a report under aforementioned procedure;
   f. That if Council wishes to proceed with suggesting a termination vote to the Board of
      Directors, a resolution shall require passage by a majority vote at an initial meeting of
      Council, and a two-thirds vote at a subsequent meeting of Council, no less than 28 days
      apart, and no more than 90 days apart.
3. The Waterloo Undergraduate Student Association is further resolved:
   a. That the Education Advisory Committee may from time to time reject policy stances,
      which were adopted by an External Political Organization in which the Federation of
      Students holds membership, by a two-thirds (2/3rd) majority vote in the negative.
   b. That if a policy stance of an External Political Organization in which the Federation of
      Students holds membership is rejected by the Education Advisory Committee, then
      neither the Federation nor any Executive thereof may pursue lobbying or advocacy on
      said stance; and
   c. That such a restriction as imposed by b shall apply to the Vice President, Education,
      whenever they shall be acting in their capacity as a Federation representative, and shall
      not apply if it is a bona fide requirement while serving as a table officer of an External
      Political Organization.

HISTORY:
Re-developed at Education Advisory Committee, Fall 2019
Reviewed, April 2012

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, and is left to the discretion of the Vice
President, Education and speaker to action, and the Council to hold those officers accountable
to.

APPENDICES:
Cipher.
**APPENDIX M - PROPOSED BYLAW AMENDMENTS**

**BOARD OF DIRECTORS**
Waterloo Undergraduate Student Association

**COMMITTEE-OF-THE-WHOLE**
RECOMMENDED BYLAW CHANGES:

A) Elimination of the Fall General Meetings

**ARTICLE 5. GENERAL MEETINGS**

**SECTION 1. TIMING**

1. General Meetings of members shall be held in the Region of Waterloo, at such a location as the Board of Directors may determine.

2. One (1) General Meeting must be held annually in both the Fall academic term before November 30, and in the Winter academic term before March 30 of each year, which for the purposes of the Act shall be considered the Annual General Meeting of the Corporation.

3. The financial statement and report of the auditor must be presented at the Fall/Winter Annual General Meeting each year.

4. For the purposes of the Act, the Fall/Winter General Meeting shall be considered the Annual Meeting of the Corporation.

5. The ratification of Executives, and the election of the Board of Directors from those applications received and screened by the Students’ Council, must be presented at the Winter Annual General Meeting.

**ARTICLE SEVEN: BOARD OF DIRECTORS**

**SECTION 2. MEMBERSHIP**

3. All Directors, other than the Executive, shall be elected by ranked ballot at the Winter Annual General Meeting to hold office for the subsequent fiscal year. Candidates for such election shall only be eligible if they have submitted an advance application as specified in procedures established by Council.

6. In the event of a vacancy among the elected Directors, including due to failure of the Annual Winter General Meeting to elect a full seven (7) Directors, the Board of Directors may temporarily appoint a qualified member to fill the vacancy, subject to ratification by the Students’ Council.

7. Vacancies that occur prior to the Winter academic term Fall General Meeting will be appointed by the Board only until the Fall Students’ Council or a General Meeting elects a qualified member to serve for the remainder of the fiscal year. Vacancies that occur after the Fall General Meeting during the Winter academic term will be appointed by the Board, subject to ratification by the Students’ Council at the next available meeting.

**SECTION 6. POWERS**

4. The Board of Directors is expressly further empowered to:
BOARD OF DIRECTORS
Waterloo Undergraduate Student Association

a) Approve the annual budgets of the Corporation;
b) Review the finances of the Corporation, including the annual audit;
c) Oversee the Executive and all other Officers of the Corporation in the execution of their duties;
d) Oversee the strategic direction of the Corporation;
e) Determine the dates of the Fall and Winter General Meetings;
f) Establish the staff structure and the human resources procedures of the Corporation;
g) Establish such committees and procedures as are necessary for the effective execution of its duties.

Rationale: General Meetings are costly, the corporation cannot afford the staff time and resource drain of two such—ineffectual—meetings. This is particularly poignant considering that the Fall General Meeting regularly fails to achieve quorum or loses it nearly immediately. The Winter General Meeting remains an important tool for communication with membership, direct member-driven decision-making, and similar. Elimination of the Fall General Meeting does not prohibit town halls and other less resource and staff-time intensive efforts to engage members.
BOARD OF DIRECTORS
Waterloo Undergraduate Student Association

B) Restructure of the Board of Directors to Comply with ONCA Changes

ARTICLE SEVEN: BOARD OF DIRECTORS

SECTION 2. MEMBERSHIP

(1) The Board of Directors shall consist of:
   a) The four (4) Executive The President;
   b) The Vice President, Operations & Finance;
   c) Two (2) members elected as Councillors of Students’ Council; and,
   d) Five (5) other full members of the Corporation.

(2) The General Manager shall sit as a non-voting resource member of the Board of Directors.

The non-voting resource members of the Board of Directors shall consist of:
   a) The Vice President, Education;
   b) The Vice President, Student Life;
   c) The General Manager; and
   d) The Secretary of the Corporation.

(6) In the event of a vacancy among the elected Directors, including due to failure of the Annual Winter General Meeting to elect a full seven (7) Directors, the Board of Directors may temporarily appoint a qualified member to fill the vacancy, subject to ratification by the Students’ Council.

ARTICLE NINE: OFFICERS

SECTION 2. EXECUTIVE

(2) The Executive shall be elected by the members in accordance with Article 11.4(1), and must be a full member of the Corporation and, where applicable, eligible to sit on the Board at the time of their election.

Rationale: The Federation is very likely to be positioned to be considered a “Public Benefit Corporation (PBC)” under the Ontario Not-for-Profit Corporations Act (ONCA). Portions of this Act and its applicable regulations are coming into force in a piecemeal fashion due to Bill 154, “Cutting Unnecessary Red Tape Act, 2017” that was assented to already. Consequently, the PBC status would require that not more than one-third (1/3) of the Directors of the Corporation may be employees of the Corporation or of its affiliates/subsidiaries (including ex-officio Directors, i.e. the Executive). Therefore, to comply with current and forthcoming changes to the governing law under which the Federation is incorporated, the proposed changes are necessary. This would still allow some Directors to serve in PT roles within the Federation and its affiliates/subsidiaries.

Corollary Bylaw Amendment re: Director Honoraria – it is recommended that the bylaws be updated to allow for honoraria for Directors (where approved the Students’ Council, in accordance with Council’s
BOARD OF DIRECTORS
Waterloo Undergraduate Student Association

procedures) to help reduce the financial pressures on students (i.e. to remove barriers that would unduly prohibit poorer students from applying and serving as Directors).

ARTICLE SEVEN: BOARD OF DIRECTORS

SECTION 8. HONORARIA

(1) Directors shall not receive monetary remuneration, excluding discounts, for serving as such; though they may receive remuneration for serving as officers or employees or in other capacities. Directors, excluding the Executive, may receive remuneration in the form of monetary honoraria and discounts for serving as such.

(2) Students’ Council shall, in a manner not contrary to these bylaws, annually determine the value of Directors honoraria, and may establish Procedure to determine the timing of Directors’ remunerations, in addition to the minimum conditions that must be met in order for a Director to qualify. All Procedures established in accordance with the foregoing shall be of no force or effect until the commencement of the subsequent fiscal year.

(3) Those Directors elected by virtue of their role as Councillors shall be entitled to all remunerations they may claim, for serving as such.

(4) Directors may receive additional remuneration for serving as officers or employees or in other capacities.

(5) A Director removed from office in accordance with Article 7.9 of these bylaws, shall forfeit all related remuneration, notwithstanding any honoraria that may have already been granted.
C) Staggered Board Elections Bylaw Amendment

ARTICLE 5. GENERAL MEETINGS

SECTION 1. TIMING

(5) The ratification of Executives, and the initial election of Directors for the Board of Directors from those applications received and screened by the Students’ Council, must be presented at the Winter General Meeting.

SECTION 6. AGENDA

(1) The following ordered list of items, as applicable, shall be the fixed order of the agenda for all General Meetings, unless otherwise specified by the Board of Directors:

   a) Call to Order
   b) Comments from the Chair
   c) Approval of the Agenda
   d) Approval of the Minutes
   e) Receiving the Auditor’s Report and Financial Statements
   f) Motion to Appoint the Auditors
   g) Election of Directors to the Board of Directors
   h) Ratification of Elections and Referenda Results
   i) Other Agenda Items

ARTICLE 7. BOARD OF DIRECTORS

SECTION 2. MEMBERSHIP

(3) All Directors, other than the Executive, shall be elected in rotation by ranked ballot at the Winter Annual General Meeting to hold office on the schedule as outlined in Article 7.3(1) for the subsequent fiscal year. Candidates for such election shall only be eligible if they have submitted an advance application as specified in procedures established by Council.

(6) In the event of a vacancy among the elected Directors, including due to failure of the Annual Winter General Meeting to elect a full seven (7)-Directors, the Board of Directors may temporarily appoint a qualified member to fill the vacancy, subject to ratification by the Students’ Council.

(7) Vacancies that occur prior to the Winter academic term of the final year of office of a Director Fall General Meeting will be appointed by the Board only until the Fall Students’ Council or a General Meeting elects a qualified member to serve for the remainder of the term of office fiscal year. Vacancies that occur after the Fall General Meeting during the Winter academic term of the final year of office of a Director will be appointed by the Board, subject to ratification by the Students’ Council at the next available meeting.
BOARD OF DIRECTORS
Waterloo Undergraduate Student Association

SECTION 3. TERM OF OFFICE AND ELECTION IN ROTATION

(1) Each Director shall hold office for one (1) year or until their successor is duly elected.

(2) Councillor Directors and Executive Directors shall hold office for one (1) year or until their successor is duly elected.

(3) At the first General Meeting at which At-Large Directors are to be elected after the passage of this provision, the Board shall be elected in the following manner:

   a. Two (2) At-Large Directors shall be elected for a term of two (2) years; and
   b. Two (2) At-Large Directors shall be elected for a term of one (1) year;

   Or until their successor is duly elected.

(4) Subsequently, the term of office of any At-Large Director whose term has expired shall be two (2) years, such that the election of the Board remains staggered.

Rationale – With the potential removal of Executive Directors as voting members of the Board, some significant operational knowledge may be removed from a decision-making capacity on the Board. In order to minimize the risks of turn-over from the Board’s annual election and that of the student governance to which the Board is accountable, the election of Directors in rotation may prove valuable. As requested by the Chair of the Board, in consultation with legal counsel, the foregoing bylaw amendments are proposed to provide such a framework. In this setting, the initial election of Directors would be conducted for either a one year or two year term, with each subsequent election being for two years. In the event of a vacancy, the Board could temporarily appoint if it sees fit, or could wait for the next regular Students’ Council Meeting or General Meeting to confirm or otherwise elect a member to fill the vacancy for the remainder of the term of that office.
APPENDIX N - SUSTAINABLE CAMPUS INITIATIVE RESTRUCTURING PROPOSAL

Sustainable Campus Initiative Proposed Changes
Draft Jan 9, 2020

Summary
Sustainable Campus Initiative (SCI) as a WUSA service has fulfilled much of its original mandate. As such, this proposal is to consider making meaningful and creative changes to both the operations and purpose of SCI to reflect a more modern approach to sustainability from WUSA.

Overview and History
Sustainable Campus Initiative is a WUSA service with a long history of advocacy, practical projects and events around sustainability on this campus. The biggest effort that Sustainable Campus Initiative put forward over the past 10 years was successfully advocating for the implementation of dedicated UW Sustainability Office. The UW Sustainability Office was created in 2015 as a direct result of pressure from both SCI and WUSA. Four years later, the Sustainability Office has taken on projects such as releasing an Environmental Sustainability Strategy, taking over the Eco Summit event and provides direct leadership to the SCI coordinators through bi-weekly meetings.

SCI has been successful over the years in encouraging the University to pursue a more sustainable campus through direct student action. These actions have included: the creation of an annual Eco Summit which continues to be successful and has been taken on by the University Sustainability Office; the installation of a permeable pathway between DC and MC; the installation of several water filling stations which replaced older water fountains; the introduction of reusable containers by Food Services; a massively successful twice yearly used clothing sale which diverts hundreds of pounds of clothing from the landfill; and the continued support of the Campus Compost group as well as many more projects and programs over the years that educated and created a more sustainable campus.

Sustainable Campus Initiative has effectively completed much of their mandate:

The purpose of SCI is to:
1. To address and increase awareness of environmental sustainability issues on campus;
2. To act as a liaison with all organizations on campus that are concerned about the sustainability, and to assist and participate as appropriate; and
3. To encourage and support the formation of student chapters of professional environmental organizations;
4. To advocate for sustainability within the University of Waterloo and the surrounding areas.

SCI have addressed the first purpose through continued advocacy and ensured the University created a Sustainability Office. Through this new plan, they will focus their efforts on specific sustainability issues rather than a large scale effort to create awareness.

The second purpose is now out of date. With the creation of the UW Sustainability Office and the creation of the Environmental Sustainability Strategy, everyone on campus is concerned with sustainability and now channels that focus through one office.

For the third purpose, this was never a large focus of the group and is mostly outdated.
For the fourth purpose, UW now has a Sustainability Office which makes this mandate a duplication of efforts and can easily be consolidated to the main UW office with student support. In addition, the creation of a Commissioner role will ensure accountability is maintained.

For WUSA to continue to be a leader within sustainability, it is recommended that the Sustainable Campus Initiative go “back to its roots” by creating more of a grassroots movement through selected actions.

**Proposed Changes and Additions**

In order to address the changing needs of our students and sustainability on campus, the following are recommendations for action:

- The creation of a sustainability commissioner role with WUSA. This role will address the advocacy side of sustainability by ensuring the student voice is present at all related committee, council and other meetings around campus. This position will connect directly with the UW Sustainability Office regularly to ensure student concerns and requests are brought forward in a timely and direct manner. The commissioner would report to the VPOF.

- The creation of a “Working Group” on sustainability called the “WUSA Sustainability Project” or WSP to continue to provide actionable, practical and realistic projects that benefit the students of Waterloo. The working group would be split into projects with specific directors for each group. Bi-weekly meetings with project leads, the Commissioner, the Services Manager, the VPSL and the Sustainability Office will ensure that all voices are heard.

The following projects should be considered:

- The continuation of the Campus Compost Project, which is already mostly independently run. This project should continue to work with the Sustainability Office to complete the across campus vision of ensuring composting is available to all departments and faculties. The Campus Compost Project is currently run by a successful structure of student volunteers who are passionate about ensuring the growth of this project across campus.

- The creation of a Clothing Project to continue to the successful and ever growing used clothing sale that happens twice per year. This project is extremely successful and continues to grow with the support of campus housing, central stores, and the interest of students. The Clothing Project is financially independent and requires a proper structure to be put in place. In addition, there is potential for the project to have their own grassroots store within the SLC to provide used clothing to students throughout the term rather than only during specific sales.

- Sustainable Purchasing group could have several options
  - Option 1 (Recommended Option) – Continues as a club which would require them to utilize space, but could do this via a locker
  - Option 2 – Continues as a project with 2-3 people running it and continue to promote their products for sale
Option 3 – They move in to the space in Apple II and expand their products to not only offer sustainable products such as plates, cups, etc to departments and other groups on campus, but also offer a re-sale shop in Apple II for small items such as sustainably sourced school products and refurbished/resale items such as calculators, etc. – Becomes the place to go for alternatively sourced items

Option 4 – Shuts down

- The creation of an event volunteer group that works with the Sustainability office to provide support for their initiatives and events. This group would directly report to the director of sustainability at UW.

The Sustainable Campus Initiative office closes and all items contained within are divided up to the remaining working group, the sustainability office or are recycled or re-used for other groups.

Below is the plan for Sustainable Campus Initiative over the next two terms, effectively wrapping up the service and focusing on specific, attainable and effective projects that will ensure WUSA is engaged with students in a sustainability narrative but is not duplicating efforts with the UW Sustainability office.

**Action Plan**

**Winter 2020 Term**

- Reduction of Exec team to the following positions:
  - Advocacy (continues to work with Sustainability Office office)
  - External (continues to promote events, etc)
  - Internal (works on wrapping up the office and managing where items will go and removing all items)
  - Fashion (Fashion Sale Jan 27-28)
  - Suspur (work towards creating an independent project selling sustainable, compostable materials to sell to departments on campus and creating pop-up shops around campus to sell items such as straws, cutlery sets, used school related items, etc. Must solve space issue)
  - Events (Assists with term events)
  - Project Dev (works with other leads to ensure transition happens for Clothing project and Suspur)
  - Campus Compost continues

- Clothing sale planned for Jan 27-28
  - End of Winter term is when we receive the most donated clothing for future sales

- Plan and Implement Earth Hour

- Connect with Sustainability Office to ensure they are aware of changes coming up and how they can take on some of the SCI responsibilities if needed (advocacy, volunteers for events, etc) and potentially take over events such as Ecoloo and Earth Hour.

- Create an action plan to open and program the Sustainability Shop (used clothing store)

- Bring to Council for approval

- Once approved, create a job description and begin hiring process for Sustainability Commissioner role.
Spring 2020

- Sustainability Commissioner role begins
- SCI changes to the following:
  - Clothing Project Continues as a “project”, brings in clothing and sells during Fall and Winter terms. Expands to include sales in Spring term to try to reduce inventory. Explores sales within a “store” setting such as Apple II space during the Fall and Winter terms.
  - Campus Compost Project – Converts to a project within the working group framework and works with Sustainability Office to expand their reach on campus and complete the waste diversion plan to ensure compost is utilized on entire campus
  - Campus Market Garden – No longer in operation. Assets to be sold unless St. Pauls wants to take it on – to be explored
  - Sustainable Purchasing option previously selected is pursued.
  - SCI office closes
- Rebranding and promotion creation of WUSA Sustainability Project

Fall 2020

- Full launch of WSP as well as project promotions based on previous terms approvals and preparations.

Conclusion

The Sustainable Campus Initiative (and previous UWSP) service has done a fantastic job in ensuring the University is held accountable for becoming more sustainable. The major reason for this service to exist was to ensure the University was creating a more sustainable environment. With the creation of the Sustainability Department on campus, much of the focus of the student organization side has shifted to smaller events and specific projects. It is clear that some specific projects have a need to continue such as the clothing sale and Campus Compost as these are student focused and driven and are in high demand. Other projects and events are simply unnecessary, as there has been a massive culture shift toward more sustainable actions on campus. The need for change within this area is important to ensure the success and survival of key projects while shifting practical sustainable programs to have a student focus and providing advocacy through a commissioner role to support and guide the established Sustainability office on campus. Students should remain our main focus and these actions ensure that our successful programs and the needs of our students remain at the forefront.