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)
- Nasir, Syeda Shehnoor
- O’Meally, Taijah
- Dragusin, Rebecca
- Tait, Abigail
- Dack, Caroline (President, ASU)
- Town, Megan
- Ren, Andy
- McGee, Ellen (President, EngSoc B)
- Brodsky, Guy
- Mathouda, Damanpreet
- Giesbrecht, Michelle (President, ESS)
- Schwarze, Matthew
- Chang, Diana
- 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)
Expected Absences:

- Lindstrom-Humphries, Delainey (President, EngSoc A)
# Order of Business

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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, Anishinaabeg, 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 Matthew Schwarze as pro tem. councillor for the Mathematics constituency as selected by the Mathematics Society 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.

There are no minutes ready 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 & 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.

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 9

Be it resolved that Council amends Procedure 9, Meetings of Students’ Council, as recommended by PPC in Appendix C.

Submitted By: Michael Beauchemin and Jason Small.

3.5.2 Report of the Internal Funding Committee

3.5.2.1 Ratification of SLEF Bylaws

Whereas Student Life Endowment Fund (SLEF) Board of Directors has approved the fund’s bylaws in accordance with its Constitution, the Federation’s bylaws, and the University Board of Governor’s resolutions on the same,

Whereas said bylaws have been provided for consultation to Council thrice in the 2019-2020 governing year, and received feedback has been reflected and implemented in the bylaws of the fund, and

Whereas the bylaws of SLEF are to reside in the Procedures of Students’ Council, and shall, into here forward, have confirmation requirements by Council.

Be it resolved that Council ratifies the SLEF Board of Directors approved and recommended bylaws for the Student Life Endowment Fund, as presented in Appendix D, to be listed as Procedure 17, Bylaws of the Student Life Endowment Fund, replacing the currently rescinded “Environmental Projects Committee” procedure;

Be it further resolved that Council accepts the recommended amendments to Procedure 10, Committees of Students’ Council, §J(VIII), Internal Funding Committee, as presented in Appendix E.

Submitted By: Seneca Velling.
3.5.2.2 SLEF Voluntary Student Contribution

Whereas the Student Coordinated Plan (approved by the Federation and UW) collected $25 termly until the “Coordinated Plan to Improve the Quality of Student Life at U.W.” concluded,

Whereas the constitution of the Student Life Endowment Fund permits the Board of Directors of the Fund to raise and solicit funds, solely in the form of donation,

Whereas the increased marketing and use of the fund as well as expected increases to applications due to optional fee structure of many student groups on-campus under the Student Choice Initiative warrant available student funding for projects that improve student life, wellness, and experience on all UWaterloo campuses,

Whereas all fees collected and remitted to the fund could be considered voluntary donations and tax-deductible pending arrangement with the University of Waterloo, and

Whereas the Student Life Endowment Fund (SLEF) Board of Directors approved the opening of voluntary student contributions to the Fund, based on the foregoing terms and historical context, in an amount less than or equal to $25 termly, to be determined by and subject to ratification from the Students’ Council.

Be it resolved that Council ratifies a voluntary student contribution to SLEF of ____ per term for all full-time and part-time on-campus students, as approved by the SLEF Board of Directors.

Note: the SLEF Board recommended a fee between $15-25 termly.

Submitted By: Seneca Velling.

4 Special Orders

A special order is an item of business that will take precedence over all other business at the designated time for the special order. As it suspends the normal rule that each item must be disposed of before another can be brought up, setting or removing a special order requires a two-thirds majority vote unless originally included in the agenda.

4.1 Long Range Plan Consultation

This item is scheduled to begin at 1:00PM. At such time the Speaker shall suspend debate for consideration of this Order. If debate has not been suspended, Councillors are encouraged to call for the Orders of the Day.

Discussion: Consultation session regarding the Federation’s Long Range Plan
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 **ELECTION TO COMMITTEES**

Be it resolved that non-executive councillors ____ and ____ as well as members at-large ____ and ____ be elected to the Director Candidate Screening Panel.

Be it further resolved that councillor ____ be elected to the Campus Life Advisory Committee.

*Speaker’s Note: Regarding the Director Candidate Screening Panel, please take note of the following per Council Procedure 31:*

1. Under no circumstance may any of the committee members be persons who are interested in applying for a Director position.
2. It is strongly recommended that the Councillor seats not be occupied by someone who is also a current Director.
3. It is strongly recommended that none of the seats be occupied by an incoming Executive.
4. It is recommended that one of the At-large students be an incoming Councillor who is not currently a Councillor.
5. Current Councillors or Directors may not occupy the At-large seats unless there are not enough interested At-large students. If any committee seats remain unfilled by virtue of requirements set in this procedure, the seats shall be made available first to At-large and then Council members.

Submitted By: Jason Small.

5.2 **APPROVAL OF THE RENEWAL OF UPass**

The Vice President of Operations & Finance will give a presentation on the UPass renegotiations and will seek the approval of Council to renew the UPass program. Presentation materials and the motion(s) will be sent to the Council mailing list at least 48 hours in advance of the meeting.

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

NEXT MEETING

The next regular meeting of Council is scheduled for March 8th, starting at 12:30PM, in the SLC MPR.

8  ADJOURNMENT

Be it resolved that the Chair adjourns the meeting no later than 6:00PM.
APPENDICES
APPENDIX A - EXECUTIVE REPORTS

President

Michael Beauchemin

9 February 2020
1.0 Monthly Summary

Where did January go? Seriously, I want it back. Well, anyway, by this Council meeting it will be the end of the election period and we should hopefully be ready to ratify candidates, but right now, we’re deep into voting days, so if you’re reading this and you haven’t voted, you’re not doing your job. It also hasn’t been an exceptionally long time since the last Council meeting, so there’s not a whole ton to update on. In summary, it’s been a month.

I sat on the hiring panel for the next Manager, Student Experience, for the SSO; I took my team away for a prioritization exercise to better manage workload over the next 4 months; I got updates on the SLC/PAC expansion (prognosis is not good); I got my butt in gear on elections events; I started the planning process for the next general meeting; opened the call for and started planning the Presidents’ Leadership Awards; met (briefly) with the new Senior Director, Indigenous Initiatives; and travelled 500+ km to represent our students federally.

1.1 Senate

There has not been a senate meeting since the last one, for which Jason shared his notes.

1.2 Board of Governors

Since this report is coming to you a little bit late, I can provide a detailed written update on the Board of Governors instead of just speaking it at you.

First, the Buildings and Properties Committee met and decided to move forward with a ~$5,000,000 renovation of the sewage piping and service tunnel heading out to V1. This work will occur over the spring term and I have been assured that it will not hinder or hamper O-Week or move-ins, despite the extensive nature.

At the Board of Governors meeting, our fee increases were approved for the spring term, as well as the increase to the student services fee, detailed below:

<table>
<thead>
<tr>
<th>Service</th>
<th>Approved Fee per Term</th>
<th>Previous Fee per Term</th>
<th>Increase</th>
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<tbody>
<tr>
<td>Accessible Transportation</td>
<td>0.29</td>
<td>1.27</td>
<td>-77%</td>
</tr>
<tr>
<td>Campus Wellness</td>
<td>53.37</td>
<td>44.56</td>
<td>20%</td>
</tr>
<tr>
<td>SSO</td>
<td>18.52</td>
<td>16.85</td>
<td>10%</td>
</tr>
<tr>
<td>Writing Centre</td>
<td>2.35</td>
<td>2.13</td>
<td>10%</td>
</tr>
<tr>
<td>Athletics and Recreation</td>
<td>101.68</td>
<td>96.06</td>
<td>6%</td>
</tr>
<tr>
<td>Center for Career Action</td>
<td>22.49</td>
<td>20.13</td>
<td>12%</td>
</tr>
<tr>
<td>Student Buildings</td>
<td>4.93</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>203.63</td>
<td>181.00</td>
<td>12.5%</td>
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The Board also approved a 2.2% increase to residence fees, across the residences, an amount that is about commensurate with inflation and historical increases have been less than the rate of inflation. (on the topic of residence, we are consulting with Housing on their strategic/master plan, so if you have anything for me, send me an email)

The Board also received updates from its various committees, an update on the budgeting process, and on the implementation/framework for the Uni’s strategic plan. Refer to the attached presentations.

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 have taken over the day-to-day work of approving event forms for the Societies and the Society clubs/sub-Societies. I have also taken on the task of revitalizing the Societies handbook because it is very sorely out of date.

1.4 Committee on Student Mental Health (CoSMH) (Feedback Form)
At the last CoSMH meeting, we had a guest presenter from each of the Conflict Management and Human Rights Office, and the Policy 33 drafting committee. Policy 33 is nearing completion, and CMAHRO provides a supportive role for students, staff, and faculty who are in conflict, undergoing a policy process, or more.

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
On hold until the election is over.

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
You should be getting a nice, juicy update at this Council meeting.
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
Did a real good number on this by spending a day off-site with the entire senior leadership team to prioritize things for the next three months. The Long Range Plan continues this process.

2.7 Policy and Procedures Updates
So much to do, still. Proc 9 should be coming to this meeting, other procedures incoming.

2.8 Satellite Campus Engagement
We are still planning a trip to Stratford, which is upcoming.

2.9 Societies Memorandum of Understanding
I have picked up review of this and am hoping to have it signed and done by the end of the governing year. Regardless, some changes are being/will need to be implemented prior to the new fiscal year.

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 Ad-Hoc Committee on Organizational Transition (Board)
This committee has been dissolved by the Board. Decisions have been delegated to the Executive Committee.

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

3.4 Policies and Procedures Committee
Procedure 9 is at this meeting, hopefully we can get through a few more procedures and policies before the next Council meeting.

3.5 Waterfowl Mascot Committee
This committee is meeting again! Thursday, Feb 6, but we need to fill an at-large vacancy on the Committee.
Vice President,
Operations & Finance

Seneca J. Velling

9 February 2020

Waterloo Undergraduate Student Association
operated by the Federation of Students, University of Waterloo
1.0 Monthly Summary

1.1 Human Resources
Strategic prioritization exercise undertaken with Senior Management to prioritize the significant list of ongoing projects.

1.2 Student Choice Initiative and Fee Review
No further updates at this time.

1.3 Budget & Appropriations Committee
No significant updates at this time. The Committee has been circulated a proposed funding flowchart for the various reserves and operating funds for consultation.

1.4 Internal Funding Committee
The Committee has met to approve funds for students and groups applying to the EOI and Special Projects Fund.

The SLEF Board has approved a suite of resolutions and the proposed bylaws. Refer to IFC Committee update on the Council agenda for items related to the bylaws and proposed voluntary student contribution. will be asked to determine an appropriate voluntary student contribution for the endowment.

Per popular request, I am including the following memes because apparently 80% of my requests are for money (which should surprise absolutely no one, as this role is first and foremost a VP Finance role after all):
1.5 Planning, Student Space, and Works Committee (PSWC)
The Committee met for its first meeting and heard updates on infrastructure, building operations, business build-outs, and SLC/PAC Expansion. The Committee approved direction for SLC/PAC Expansion stairwell design, window shades/blinds, and interior design elements. The Committee also approved funding for the build-out of the Campus Bubble/Wasabi space which will, when re-opened, contribute to covering off overheads for staff salaries and benefits.

The Committee is reviewing and has tasked the Chair with initial development of a draft Capital Improvement Plan, and budget. The budget proposal will go to the Budget & Appropriations Committee, and then jointly be presented by both committees to the Board for approval.

1.6 Ginny Lee Emergency Memorial Loan Fund
The terms of reference for the fund have been liberalized to reduce the need for regular emergency Board meetings. Now the VP Operations & Finance may review and make exceptional appeals for students, subject to the President’s approval of the same.

1.8 SLC/PAC Expansion Construction
Construction is on track for the opening of the food court in late-February, early March 2020.

2.0 Contractual Affairs

2.1 Health Plan
The Committee will meet shortly to review claims experience, financial position, and review benefits. Any changes the Council wishes to have the Committee (health plan) or Office of the Vice President Operations & Finance (dental plan) consider should be raised.

2.2 Negotiation of U-Pass Renewal
Negotiations are ongoing and continuous. A letter of intent has been drafted for review and approval. The Council will be asked to approve the renewal of the UPass program in preparation of the Board’s consideration of contract renewal.

WUSA is also actively working to determine the appropriate method to refund students regarding the recent transit disruption caused by labour dispute between Unifor Local 4304 and the Region of Waterloo. Updates will be provided at Council.

2.3 Societies Memorandum Legal Review
Societies Agreement review and preparation by the Office of the VP Operations & Finance has completed. Recommended changes (an entirely new updates document reflective of statutory and regulatory changes to which the Federation is legally bound anyhow) is being recommended to the Committee of Presidents. The President has taken over the agreement now and together with the Committee, and the Committee’s legal counsel, will review and refine the agreement.
Matthew Gerrits
Vice President Education
Report

February 2020

Federation of Students
University of Waterloo
0.0 Announcements

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 met since last report, for more information, please contact members of the committee or coop.affairs@wusa.ca.

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: Was not able to attend most recent meeting.

CEPT2/CTAPT
Responsibilities: Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
Synopsis: CTAPT’s final report is in a holding pattern while final wording is hammered out.

Verification of Illness Forms Working Group
Responsibilities: Explore options for reform of the Verification of Illness Form and consideration process.
Synopsis: I have not attended recent meetings, and have delegated to the Academic Affairs Commissioner.
Open Scholarship Committee
Responsibilities: Promote open learning on campus.
Synopsis: Met a 2nd time to discuss the creation of a white paper for university funding for open resource development and open more generally at the university.

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: Is scheduling a fourth meeting.

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 met and discussed our ongoing consultation efforts.

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: Has met since the last meeting, and is working towards its final report. Disagreements over resource sharing should be of concern to Council.

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: No updates of note. Moving towards budgeting cycle and consideration of an office move.

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: Currently in Ottawa lobbying

3.0 Stakeholder Meetings

3.1 University-level:

Shawn Gilbertson, Course Materials Specialist: Had a meeting to discuss Mobius adoption and a 3rd party assessment fee.

James Rush, Provost & Feridun Hamdullahpur, President: Met with Eddy Avila to discuss OUSA’s status in government relations.

Sarah Hadley, Allan Starr, Tyler Wendland: Had two meetings, both with Sarah and one each with the others listed, to discuss both divestment progress and international co-op tuition calculations.

Cathy Newell-Kelly: Discussed UOPS priorities and data sharing.

3.2 Municipal/Regional-level:

None of note.

3.3 Provincial-level:

Standing Committee on Finance and Economic Affairs: Presented WUSA priorities to the committee.

3.4 Federal-level:

Will deliver a more substantial update in the next report, after UCRU Advocacy week has ended.

3.5 Other:

None of Note.
4.0 Other Activities

4.1 Correspondence:

David Piccini: In contact with his office.

Premier Doug Ford: Received a letter in response to one of our priorities.

Standing Committee on Finance and Economic Affairs (COMPLETED): Submitting a request for speaking to SCEFA

4.2 Research:

Research Proposal for Housing Report
Key Methods and Findings: A first draft of the first report has been completed, and is being revised for report to Council. Planning around stage 2 is underway.

Various UCRU Related Research
Note: I do not have time to get into detail at this time.

OUSA International Paper Research
Note: I do not have time to get into detail at this time.

4.3 Writing:

Expect a consolidated update in next report, or ask during Council.

4.4 Engagement:

None of Note.

4.4 Media:

CTV Interview: Was interviewed on student affordability and debt, as well as “sugar babies”. I confined my comments to the former two.
4.5 Other:

Reaction to Student Choice Initiative
Notes: I’ve communicated with council, however, there is certainly a lot of deliberation and potential action to come.

CAPS Hiring
Notes: Hiring has been completed and onboarding is in progress.

Updates to Performance, Strategic Plan, and Resourcing
Notes: Created a document for the WUSA Board of Directors that outlines a potential structure for the department, potential expansions to capacity and what costs they would entail, as well as an overview of advocacy topics pursued within my portfolio.

Advocacy Training
Notes: Delivered module mentioned in last report.

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’m hoping to advance the draft of how to review an external advocacy organization.

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 (REVISED from Last)
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.

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

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

Amanda Fitzpatrick

February 2020

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

- We are still working on creating an MOU between CRT and Health Services.
- We are working on creating a new tracking system for service budgets. The goal is to better keep track of outstanding amounts rather than every individual amount being entered.
- Details of transition of OCC to Orientation are still being finalized, as well finding OCC Coords for next year.
- More furniture is coming in for the Women’s Centre
- A date has been set for Glow’s 50th Anniversary Celebration! It will be held in Fed Hall on September 30th, 2021.
- RAISE’s annual XChanges conference will be happening on March 14th
- Sustainable Campus initiative has written a proposal for the service to be wound down. The proposal recommends that in its absence a sustainability commissioner should be created in the VPOF portfolio as well as the development of a working group responsible for the continuation of projects such as the clothing sale and Campus Compost.

1.2 Clubs

- We have been working with ITMS to finalize a process to sign out fobs for clubs/societies
- The Clubs Support team has been working on the planning of Clubs Week, which will be held from March 9th-13th

1.3 Orientation

- O-Team training went extremely well with all members of the team present for both days!
- Coordinator interviews have been completed and offers for those positions have been sent out.
- Leader applications have also closed.
- A Year at a Glance document is being worked on for the Orientation Advisors and for the central staff.

1.4 Miscellaneous

- All staff in The Campus Life Department have completed the new AODA training
- I will be working on an AODA review for the whole organization. This will include the building, how we run events, treat staff, operate our businesses, and more.
- Welcome week was very successful with nearly 800 people in attendance for Warriors on Ice, a new record!
- The Trans Student Bursary is officially online!! You can find the application form on the WUSA website on the Glow page under Trans Resources.

Federation of Students February 9, 2020

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
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 3, 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
The last meeting of the Board of Directors occurred on January 16th. We have not met since the last meeting of Council and all major updates from that meeting were provided at the January Council meeting. Therefore, I don’t really have anything new to update you on. Our next meeting is scheduled for February 13th.

2.0 Director Screening Panel
Time has really flown by and we now need to start thinking about transition to a new set of Directors for the next governing year. As per Council Policy 31, Selection and Vacancies of Directors, a screening panel is to be formed to review all Director applications that are received, determine qualified candidates and prepare a summary report that will be available to the membership when the General Meeting selects the new Directors. For this panel, we will need two current members of Council, and two at-large students (one of which is recommended to be an incoming member of Council). This should go without saying, put panel members cannot be interesting in a seat on the Board themselves.

3.0 Other
Please do not hesitate to contact me with questions or concerns at any time at chair@wusa.ca or connor.plante@uwaterloo.ca.
MEETINGS OF STUDENTS' COUNCIL

A. Overview

I. Purpose

This procedure:

1. Sets out operational procedures regarding the holding and conduct of business during meetings of Students' Council. The goal is to provide for effective, fair, and democratic meetings of Council;

2. Describes the role and duties of the offices of Speaker, Deputy Speaker, Secretary, and Assistant Secretary;

3. Provides some special rules of order for Council meetings;

4. Establishes procedure governing Policy implementation, suspension, amendment, and rescission;

5. Sets out the standards for submitting reports to Students' Council; and

6. Outlines attendance requirements for Councillors, and the associated processes for removing a councillor from office due to attendance.

II. Application

1. In all matters not addressed by this procedure or by the bylaws of the Federation, the parliamentary authority of the Federation shall govern.

III. Review

1. This procedure shall be reviewed at least annually, during the fall term.

B. Officers

I. Election

1. All Officers of Students' Council shall be elected immediately at the first meeting of Council in each term, with the Speaker elected first and the Secretary elected immediately after. The election of officers of Council shall take priority over all other business.

2. Prior to the election of the Speaker, or if there is no Speaker and no Deputy Speaker, the President shall fulfill the duties of the Speaker and has the powers of the Speaker necessary to arrange the next meeting of Council, if applicable, and to elect a new Speaker.
3. Any full member of the Corporation is eligible to hold any Officer position of Students' office of Council.

4. The term of office of all officers of Students' Council is to the end of the Council governing year in which they are elected.

II. Speaker

1. The Speaker is the presiding officer of Council and accordingly shall have no vote, unless the Council be equally divided. The President shall serve in this role until such time as Council elects a Speaker or the President resigns this station.

2. The Speaker is required to carry out their duties as presiding officer in an impartial manner and with the objectives of fairness, transparency, and democracy in mind. To that end, the Speaker should temporarily step down from the chair in situations where their impartiality is in question. Such situations include, but are not limited to:
   a) When the Speaker has a conflict of interest with the matter on the floor, as declared in accordance with Procedure 30;
   b) If the Speaker is under removal proceedings;
   c) If the Speaker wishes to debate the motion on the floor with the exception of an initial speech and the direct answering of questions on a motion moved by them; and
   d) If the President is serving as the Speaker:
      i. During their reports as President to the Assembly (including during questions and motions arising from the report); and
      ii. During the impeachment proceedings of any Executive.

3. The Speaker shall be responsible for advanced proficiency with the parliamentary authority of the Federation (RONR 11th Edition).

4. The Speaker is responsible for arrangements necessary to hold Council meetings, such as ensuring that a room is booked and that any necessary equipment will be brought to the meeting.

5. The Speaker shall prepare the agenda for each meeting of Council in accordance with the procedures.

6. The Speaker shall serve as a resource to Council members, to ensure that they are able to effectively raise their concerns and issues to the appropriate part of the Federation, and to assist them in crafting any motions that they may wish to bring before Council.

7. The Speaker, with the assistance of Officers of Council, shall ensure committee chairs provide Council with an oral summary of the on-goings of their committee.

8. The Speaker shall ensure that the Deputy Speaker is capable of taking over from the Speaker when necessary.

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¹ For the purposes of this clause, the Speaker advising the assembly on historical, organizational, or procedural matters relevant to the matter on the floor shall not be considered debating
9. In the event of a casual vacancy in the office of Speaker arising during the governing year, through removal, resignation, death, or ceasing to be a member of the Federation, the Deputy Speaker shall automatically become Speaker.

III. Deputy Speaker
1. The Deputy Speaker is the second presiding officer of Council. The Deputy Speaker shall preside whenever the Speaker is unable or unwilling to do so.
2. In the event that both the Speaker and the Deputy Speaker are unable or unwilling to preside, then Council shall select a Speaker pro tem.
3. The Deputy Speaker shall be prepared to take on the office of Speaker should a vacancy arise in that office.
4. The Deputy Speaker shall assist the Speaker in fulfilling his or her duties. When possible, this should include monitoring the conferencing system during meetings to ensure that councillors participating remotely in meetings are fully included in deliberations and voting.
5. The Deputy Speaker shall be the Parliamentarian of Council, to advise the presiding officer and ensure debate is consistent with bylaws, policies, procedures, and parliamentary authority. In this role, the Deputy Speaker shall advise on procedural questions under the governing documents of the corporation, rule, and precedent as well as preparing and compiling, with the consent of Speaker and assistance of Secretary, documentation of such to be made available to the members of Council. As Parliamentarian, the Deputy Speaker shall be responsible for advanced proficiency with parliamentary authority. (RONR 11th Edition).

IV. Secretary
1. The Secretary of the Corporation, determined by the Board of Directors, shall be the recording Secretary of the Council or shall cause to be named a Recording Secretary to serve as the same, until such time as Council elects a Secretary. As it pertains to their duties on Council, the Secretary shall serve at the pleasure of the Speaker and may be dismissed at the recommendation of Speaker by approval from Council.
2. The Secretary shall produce the minutes and proceedings of each meeting of Council and submit them to Council for approval.
3. During each meeting, the Secretary shall keep a record of business conducted during the meeting, to be distributed to the Officers of Council immediately following any meeting, for the convenience of the presiding Officers and of Council.
4. The Secretary shall ensure that copies of all approved minutes and proceedings, all changes to the policies and procedures, and all committee reports are submitted to the responsible employee of the Federation for filing.
5. The Secretary shall keep track of the membership of each Council and each committee of Council and inform Council of any resignations or the removal of Councillors as governed by procedure.

6. The Secretary shall inform newly-appointed committee members of their appointment and ensure that the chair of the committee has their contact information.

7. The Secretary, with the assistance of the Officers of Council as necessary, shall be responsible for ensuring reports of Committees of Council are submitted for deliberation.

8. The Secretary shall communicate on behalf of Council when appropriate such as to ensure that the Board of Directors is formally informed of any recommendations made to it by Council, or to communicate any external appointments made by Council.

9. The Secretary is responsible for preparing their records at the end of their term so that their successor will be able to pick up their duties, such as outstanding committee appointments, vacancies, membership, or contact information.

10. The Secretary, with notice given to the appropriate Communications and Media Relations staff member, shall formally invite all news groups on campus no later than three (3) days after the agenda is sent to Council, to cover the upcoming Council meeting. The invitation shall include a copy of the agenda, location and time of the meeting, and, at the Secretary’s discretion, an explanation of the more substantive items of business to be deliberated on by Council.

V. Assistant Secretary

1. The Assistant Secretary shall assist the Secretary in carrying out their duties.

VI. Additional Duties

1. Each officer may have such additional duties as are assigned to them by procedure or by other decisions of Council.

2. The principal officer of Council shall be the Speaker. If the President does not serve as Speaker, the President shall be an ex officio Officer of Council with all the rights and duties afforded to that role.

3. The Officers of Council shall collectively exercise the powers and duties assigned to them by procedure and shall ensure compliance with decisions of Council between regular meetings.

C. Meeting Dates

I. Regular Meetings

1. Students' Council shall regularly meet at least four times in each academic term. It is recommended that regular meetings be at least three weeks apart. No regular meeting
shall be held during the final exam period (not including the study days preceding it) of a term.

2. After consulting with Councillors and before the end of each term, the Speaker shall submit to Council recommended dates of meetings for the next term. Spring term meeting dates shall be set by the incoming President before the end of the Winter term following consultation with incoming Councillors and the outgoing Officers of Council.

3. Students' Council meetings shall normally be held at 12:30 PM on Saturdays or Sundays in the Student Life Centre.

4. If, for any reason, Council has failed to set the time and date of its next regular meeting, then the Speaker, with the advice of the Officers of Council, shall do so as soon as possible.

II. Special Meetings

1. The Speaker shall call a special meeting of Council when requested to do so by the President, Board of Directors, or one-third (1/3) of the members of Council, and in addition may do so at their discretion.

III. Cancellation

1. Barring exceptional circumstances, the Speaker shall not cancel a duly scheduled meeting of Council less than forty-eight (48) hours prior to the scheduled meeting time listed on the Agenda. Notwithstanding the foregoing, the Speaker may cancel or delay a meeting that is non-quorate, subject to parliamentary authority.

D. Agenda

I. Deadlines

1. The Speaker shall set a deadline for the submission of items for inclusion on the agenda of each regular meeting. This deadline shall be no more than ten (10) days before the meeting, and at least four (4) days notice of the deadline shall be given.

2. Members of Council must submit items for inclusion to the Speaker before this deadline. When submitting an item for the agenda, enough information must be provided for Councillors to have a general idea of what the content of a motion will be.

3. The Speaker may assist members of Council who submit items for the agenda in preparing their items for Council's consideration, or resolving their concerns in other ways.

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2 In accordance with the Bylaws, the first meeting of the Spring term must occur within the first two weeks of May.
4. The Speaker shall distribute the agenda of each regular meeting to Council at least four (4) days before the meeting.

II. Order of Business
1. The order of business for regular meetings of Council shall be as follows:
   a. Ratification of Society & Pro Tempore Designates (when applicable)
   b. Approval of the Agenda
   c. Reading and Approval of the Minutes & Proceedings
   d. Adoption of the Consent Agenda
   e. Reports
      i. Executives
      ii. Representatives
      iii. Officers of Council
      iv. Standing Committees and Commissioners
      v. Special Committees
      vi. Other
   f. Special Orders
   g. Business Arising
   h. General Orders
   i. New Business
   j. Announcements
   k. Adjournment

III. Content of the Agenda
1. The Speaker shall include in the agenda all items of business received by the deadline, unless withdrawn.
2. When the Speaker prepares the agenda, the Speaker shall choose the order of items within each category on the Order of Business. Reports should normally be ordered in the order in which the officers, committees, or other reporting entities are ordered in the appropriate governing documents. Other items should normally be ordered in the order that they are received by the Speaker.
3. The Speaker shall select reports or motions they believe to be uncontroversial and of small significance to be included in the consent agenda. An item can only be included in the consent agenda if its entire text is distributed with the agenda.
4. If a report is included in the consent agenda, it is assumed to be included for information only unless the agenda explicitly indicates otherwise.

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3 Special Orders items with a set start time will be heard at that time, regardless of what point of the agenda is reached at that point, provided that the agenda has been approved.
5. When the Speaker prepares the agenda, the Speaker may at their discretion allocate time limits of debate to each motion and discussion within the Special Orders, Business Arising, and General Orders sections. In such an instance, at least ten (10) minutes must be allocated to each such item, but the Speaker may allocate more time to an item at their discretion.

6. The adjournment time on the agenda must be at least late enough from the start time to allow for the full time allocation to be used for each time-limited item in addition to a general allocation of sixty (60) minutes to allow for preliminaries, reports, and new business items.

E. Conduct of Business

I. Adoption of the Agenda

A. At the beginning of each meeting, the Speaker shall assume a motion to adopt the agenda.

B. The vote requirement for amending the agenda is as follows:
   1. Adding new items requires a two-thirds vote.
   2. Modifying or removing items requires unanimous consent, in order to protect the right of a member to bring business that they choose before Council.
   3. Changing the order of items, changing the adjournment time (provided that §D(III)(6) is not violated), changing the time limit of debate for an item, or adding, changing, or removing a time set for an item, requires a majority vote.
   4. The agenda is not to be voted on. Once there is no more debate or amendment on the motion to adopt the agenda, it is automatically adopted.

II. Adoption of the Consent Agenda

1. When the consent agenda is reached, the Speaker shall assume a motion to adopt the consent agenda.

2. The Speaker shall ask if any members of Council wish to have an item removed from the consent agenda. If any member requests that an item be removed, then it shall be moved to an appropriate place on the rest of the agenda. Each moved item shall automatically be given a time limit of ten (10) minutes and the adjournment time shall be shifted accordingly.

3. The adoption of the consent agenda shall be decided without debate or amendment.

4. No items may be added to the consent agenda.

5. The effect of adopting the consent agenda is to receive all reports and adopt all motions contained in the consent agenda.
III. Debate & Discussion
1. Each member of Council is entitled to four (4) turns of debate on each motion. The first turn may be no more than four (4) minutes long, and any subsequent turns may be no more than two (2) minutes long each.
2. Discussions may be held when there is no business pending. Unless otherwise directed by Council, discussions shall be limited to 10 minutes total but there are no individual speaking limits.
3. The subsidiary motions Limit or Extend Limits of Debate, Previous Question, and Lay on the Table may be applied to a discussion, as well as the motion to Take from the Table. If the Previous Question is adopted, its effect is to end the discussion. Any extension to a time limit of debate shall result in the adjournment time being shifted by the same amount as the increase.
4. Members at-large of the Federation are permitted to debate a motion or participate in a discussion upon recognition by the Speaker or the yielding of time by a member of Council.

IV. New Business
1. If a member of Council wishes to make a motion related to or have a discussion on a subject that was not included in the adopted agenda of a regular meeting, they must first make the motion or briefly introduce the subject of the discussion, and it must be seconded.
2. The Speaker shall then ask Council if it agrees to consider the motion or hold the discussion. The question is not debatable and requires a two-thirds (2/3) vote. If it is defeated, then the motion or discussion shall not be considered. If it passes, the motion or discussion shall by default be allocated a time limit of ten (10) minutes and the adjournment time shall be shifted accordingly.
3. A motion relating directly to the subject of an item on the agenda, such as a motion relating to a committee's report, is not subject to this requirement.

V. Voting
1. Any vote shall be counted if any member so requests.
2. The vote (or abstention) of any member on any motion shall be recorded in the minutes if that member so requests.
3. A one-fifth (1/5th) vote is required to order a roll call to be taken on any motion except for an election.
4. A member must be present to vote. Per the Act and parliamentary authority, electronic and telephonic communication is permitted and a member of Council who, through those means, votes at the meeting or establishes a communications link to the meeting is deemed to be present at the meeting. Absentee and proxy voting are not permitted.
5. All elections undertaken by Council for which there are more candidates than positions available shall be conducted by secret ballot. The Speaker shall not announce the vote count unless requested by any member. The vote count shall still be included in the minutes.

VI. Breaks
1. If more than two hours have passed since the call to order or since the last recess, then the next time there is no business pending, the Speaker shall assume a privileged motion to recess for 10 minutes.
2. Members may motion for unmoderated caucus to deliberate and discuss freely without presiding officers. During unmoderated caucus, no formal decisions or votes may take place and members may break from discussion. Members of Council who leave Council during unmoderated session, who after being recalled for moderated debate are not in attendance shall be considered absent for all procedural purposes.

VII. Announcements
1. Announcements can be given by any member of Council for the purpose of giving brief information to the assembly.
2. An announcement cannot exceed one (1) minute in duration as well as two (2) minutes for follow-up questions and may not introduce any motions.

F. Classes of Motions

I. Policies
1. A policy is a formal stance made by Council that sets out the beliefs, governing principles, or views of the Corporation, including with regards to philosophical matters or government policies relating to or associated with post-secondary education or university policies, but not including a recommendation to the Board of Directors regarding internal operations. Policies affect the Federation of Students' objectives, operations, plans, and the interpretation of governing documents. Policies are subdivided into two categories based on their purpose:
   a. Advocacy Policies — those policies which highlight student beliefs and long-term advocacy goals of the Federation.
   b. Corporate Policies — those policies which highlight the Federation’s actionable, governance, operational, and administrative beliefs.
      i. All proposed corporate policies or non-editorial amendments shall first be reviewed by the Board of Directors or their appointed representative(s), before such a policy goes to a vote at Council;
ii. The Board shall provide their written opinion on whether the policy or amendment is consistent with the views of the corporation and shall not harm it; and

iii. The opinions of the Board on policy shall be non-binding but shall be made public in advance of the vote, and announced after the motion statement for the proposed change is read.

Taken together, Advocacy and Corporate policies represent an outline of known and knowable situations and circumstances, and determine the formulation and implementation of strategic objectives, direction and planning, decisions, and actions of the Federation and its officers, and so compliance with is expected.

2. In the event that a policy is both Corporate and Advocacy in nature it shall be styled as a "Corporate & Advocacy Policy" and shall be held to the standard for Corporate policies unless the question be divided, severing the policy into two portions.

3. Council shall ensure compliance with policies through the general oversight of the Officers of the Corporation, Officers of Council, and the Board of Directors.

4. Unless Council directs that it expires sooner, an advocacy policy expires at the conclusion of the first meeting that occurs at least three years after its most recent adoption or renewal; a corporate policy shall not expire, but shall be reviewed at least once every three years by the appropriate bodies. This rule may not be suspended.

5. Policy Adoption Format:
   1) First Reading:
      a) The motion is presented to Students’ Council in the following format:
         i) The main objective of the motion is provided to Students’ Council in writing;
         ii) Debate and clarification only on the motion’s objective is permitted;
         iii) Once debated and approved by Council, the proposed policy is referred to the Policies & Procedures Committee (PPC), or to a more appropriate body determined by Council, where they will consider the questions and recommendations made in the debate to make the appropriate changes.
         iv) If the main objective of the motion is deemed to be a proposal of corporate policy, then the Speaker shall inform the Chair of the Board.
   2) Policies and Procedures Committee or another body as determined by Council:
      a) With the assistance of the Research and Policy Officer (RPO), the committee will review the councilor’s new policy:
         i) The RPO and the committee members will identify if the policy requires amendments;
         ii) The RPO and the committee members may draft a new policy based on the principles passed in the first reading.
         iii) If the revised draft policy is a corporate policy, the Speaker or President shall inform the Chair of the Board and present the policy to the Board of Directors for their written opinion.
b) Once changes are made by the appropriate body, the policy shall be brought to the PPC who shall ensure the policy is compliant with the bylaws of the Corporation and formatted properly.

3) Second Reading:
   a) The motion is presented at Students’ Council in the following format:
      i) The previously debated motion will be provided to the Council in writing;
      ii) Amendments to the new policy will be presented in writing;
      iii) If the revised draft policy is a corporate policy, then the Speaker shall inform the assembly in advance of debate of the opinion of the Board of Directors. with the proviso that Council shall not vote on the policy until Board has provided their opinion pursuant to this procedure.
   b) Debate begins on the newly amended policy and if the principles established under the first reading were satisfactorily included.
   c) A vote on the motion will take place, requiring a two-thirds (2/3) simple (50% + 1) majority of Students’ Council;
   d) Adoption of the motion will take effect immediately upon adjournment of the meeting at which it was approved, unless otherwise specified by Students’ Council.

Note: A member of Council may call for a vote on any policy or procedure submitted to Council for first reading, without involvement of the PPC, provided that if the policy is classified as a corporate policy it is first referred to the Board of Directors for written opinion pursuant to this procedure. In such an instance, the threshold for policy approval shall be two-thirds (2/3) of the properly constituted Students’ Council voting in the affirmative. A policy that fails to pass at first reading shall be automatically directed to the PPC for further consideration, provided that more than half (1/2) voted in support. Calling the Question at first reading shall carry the same voting threshold as suspension of the rules (per parliamentary authority) and hence shall require two-thirds of the properly constituted Students’ Council voting in the affirmative.

II. Procedures
   1. A procedure is any lasting operational or administrative rule governing aspects of the Federation managed by Council, including but not limited to: Council, its committees, elections and referenda, clubs, commissions, and services.
   2. The Speaker of Council, under advisement from the Deputy Speaker (Parliamentarian), is responsible for determining which procedures or portions of procedures constitute special rules of order of Council and informing Council of the higher or lower vote thresholds for motions to enact, amend, or rescind them as the need arises.

III. Renewal, Temporarily Suspension, or Rescission of Policies
   1. A motion to renew, amend, or rescind a policy is considered to be a form of the motion to Rescind or Amend Something Previous Adopted. It may be made on its own, or as part of amendments to be made to the policy.
2. A motion to renew may, by amendment, be converted to or from another form of motion to Rescind or Amend Something Previously Adopted.

3. A motion to renew a policy requires a majority vote for adoption if it does not make any amendments to that policy and notice.

4. A motion to rescind a policy prior to its renewal date requires a two-thirds (2/3rd) majority vote for adoption and notice. No policy may be voted on which expressly contradicts another policy without first rescission of said policy.

5. A motion to amend a policy does not renew that policy unless explicitly specified.

6. A motion to temporarily suspend a policy shall require a majority vote for adoption if it does not make amendments to that policy and notice. Temporary suspension of corporate policy shall require the opinion of the Board of Directors pursuant to this procedure. Temporary suspension shall last not more than two (2) months and may be renewed by Council no more than twice, after which it shall be automatically put into force or a vote to remove the policy shall occur. If the policy fails to be re-suspended or can no longer remain suspended by this procedure, it shall be automatically put into force.

7. This section may not be suspended.

G. Reports

I. Representative Reports

1. Each Councillor is expected to provide a report, either oral or written, each meeting on the major goings-on in their constituency and their own work. Constituency caucuses may submit joint written reports in lieu of individual oral or written report if they so choose.

2. Councillors are expected to consult with and provide feedback from their constituency Society to the Council in their reports.

II. Format of Reports

1. Reports of Executives and Representatives shall be given in writing where possible with a summary given orally when the report is called during the meeting.

2. Reports of Committees shall be submitted in writing. Reports shall include committee membership, attendance and, if applicable, absences excused or unexcused and their justification. The Secretary, with the assistance of the Officers of Council as necessary, shall be responsible for ensuring reports of Committees of Council are submitted for information. The Speaker shall ensure relevant committee chairs provide Council with an oral or written summary of the on-goings of their committee.
H. Minutes & Proceedings

I. Format of Minutes
1. Except as otherwise ordered by Council, the minutes shall be prepared in accordance with the parliamentary authority. Minutes shall be recorded at every meeting and must include the exact text and outcome of every motion voted upon, along with a summary of discussion that was held for each item of business.
2. The results of every counted vote shall be included in the minutes.
3. The text and outcome of any motion shall be recorded in the minutes if any member so requests.

II. Format of Proceedings
1. The Proceedings of Council shall be prepared in the format described by *Robert's Rules of Order, Newly Revised*.
2. The Proceedings shall include all motions made, along with an abstract of each speech on each motion that captures the main substance of the speech.

III. Distribution
1. The minutes and proceedings of each meeting of Council shall be sent to Council no more than two weeks after the meeting, with a draft watermark.
2. Once the minutes and proceedings are approved by Council, they shall be posted to the Federation's website within two weeks. However, any minutes from the current fiscal year unapproved after April 20th, including the final minutes of Council from the governing year, may be approved by a joint decision of the Speaker, the President, the Deputy Speaker if the President is serving as Speaker, and the Secretary.

I. Attendance Requirement

I. Absences
1. A Councillor is considered to be absent from a meeting if they either miss the meeting, arrive 30 or more minutes late, or leave before the meeting adjourns or the scheduled adjournment time in the distributed agenda, whichever is earlier; but not if they live outside the Region of Waterloo, were incapable of participating in the meeting through electronic or telephonic communication, and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors.
2. Committee attendance of Councillors shall constitute general absence. Councillors shall be considered generally in attendance if they have attended two-thirds (2/3) of their committee obligations. Councillors shall be considered absent if they have missed more than one-third (1/3) of their committee obligations, but not if they either live outside the Region of Waterloo and are incapable of participating through electronic or telephonic-
communication or are engaged in co-operative education and committee obligations unreasonably interfere with employment.

3. Pursuant to the bylaws, Councillors shall be considered absent if they fail to attend or proxy their vote for any General Meetings of the Corporation.

4. The Speaker has the discretion to determine whether or not an absence is excused. This decision of the Speaker cannot be appealed.

5. The Speaker shall not excuse a Councillor who does not notify the Speaker of their absence in advance unless extenuating circumstances prevented the Councillor from doing so.

II. Notice & Reporting

1. The Secretary shall maintain a public record of attendance for all committee obligations, for Council meetings, and General Meetings.

2. After a Councillor's first unexcused absence or third total absence, the Speaker shall notify them of this and remind them that a further absence may result in them being subject to a motion for removal.

3. After a Councillor's second unexcused absence or fourth total absence, and after every further unexcused absence, the Speaker shall notify them of this and shall report the absences to Council at its next meeting.

III. Consideration of Motion

1. Once a Councillor has accumulated two unexcused absences or a fourth total absence, and after every further unexcused absence, any Councillor may make a motion to remove them from their seat.

2. A motion to remove a councillor must be voted on by secret ballot.

3. A motion to remove a councillor is subject to additional procedural requirements as described in the bylaws.

with the proviso that no policy already adopted will expire sooner as a result of this procedure, and with the proviso that no Councillor shall be removed from their seat as a result of these procedure amendments until after these amendments go into force.

J. Voting Outside of Meetings

1. A vote of Council to be conducted outside of a meeting shall require a motion to refer to electronic ballot, made during a duly constituted meeting of Council. Unless specified in the referral, the Officers of Council shall be responsible for formulating the exact motion to be voted on and setting the timeline for voting.
2. Under no circumstances may a vote to expel a Councillor, impeach an Executive, or reconsider a previously passed motion be conducted outside of a meeting. This rule cannot be suspended.

3. Unless otherwise specified in Procedure 5, a vote to approve the General Operating Budget, any other budget exceeding $250,000 funded out of membership dues, or an increase in dues cannot be conducted outside a meeting unless the proposed budget or increase has first been discussed during a meeting.

4. All votes outside of meeting shall be conducted through an online medium that allows for the following:
   a. Validating quorum of the body to which it is referred
   b. The collection of votes for an extended period of time.
   c. The ability for Councillors to choose to have their votes noted and, if they so choose, for them to submit comments for the record.
   d. The ability for the Speaker and Secretary of Council to directly monitor and observe the individual votes cast (including the ability to pair each vote with the person who cast that vote).
   e. For each motion to be voted on, Councillors must vote for or against, or abstain from:
      i. The motion itself;
      ii. A motion to order a roll call vote on the motion; and
      iii. A motion to order the destruction of the electronic ballots following the successful completion of the voting process. A motion to destroy ballots shall only remain valid if the motion to order a roll call vote fails. If the motion to destroy ballots is successful, destruction shall only occur following the ratification of the Electronic Voting Record.

5. Announcing the start of the vote must occur in writing. Notice (accompanied with the full motion(s) and any supporting materials) of at least ninety-six (96) hours must be given before the voting period begins. The call to have a Special Meeting shall always take precedence over a referral to electronic ballot.

6. The voting period must last at least forty-eight (48) hours.

7. Participation in the electronic vote shall be noted in the attendance record of Councillors but shall not be counted towards expulsion. The Speaker may, at their discretion excuse the Councillor.

8. The Secretary shall produce an Electronic Vote Record which shall serve as the official record of the vote and shall contain the following:
   a. The names of the Councillors who participated and who did not participate in the vote;
   b. The manner and reasoning by which the vote was authorized;
c. The timeline during which the vote took place (including any applicable notice periods); and

d. For each motion voted on:
   i. The full text of the motion, including relevant supporting materials
   ii. The number of votes for, against, and abstaining from the motion.
   iii. A list of all noted votes and any accompanying comments.
   iv. The number of votes for, against, and abstaining from ordering a roll-call.
   v. If the roll call vote passed, the full list of the names of people that voted for, against, and abstaining from the motion.
   vi. If the roll call vote failed, the number of votes for, against, and abstaining from ordering that the ballots be destroyed.

9. The Speaker and Secretary shall jointly review the Electronic Voting Record, which shall be included for ratification of the record at the next regular meeting during approval of minutes.
Appendix D - SLEF Bylaws

Student Life Endowment Fund

PROPOSED BYLAWS

Prepared 10 June 2019
Revised 6 January 2020
Approved 31 January 2020

Section 1. Introduction and Interpretation

(1) Purpose

The objects of the Endowment Fund, as defined in the Constitution of the Fund, are to raise funds to be used for an On-going Commitment to Improving the Quality of Student Life at the University of Waterloo and to make recommendations with respect to the investment and administration of such funds and the application of such funds in furtherance of such improvement.

The Endowment Fund is always to act in the best interests of undergraduate students and to make recommendations only with respect to expenditure of Income in a fair and equitable manner keeping in mind the needs of all undergraduate students at the University of Waterloo.

(2) Definitions

For the purposes of these bylaws, unless the context requires others:

a. The name of the organization is the University of Waterloo Student Life Projects Endowment Fund, herein referred to as the "Endowment Fund" or "Fund" or "Student Life Endowment Fund";

b. The term “Funds”, as defined in the Constitution, shall mean the funds raised by the Endowment Fund and held by the University on separate account in accordance with this constitution and all income accrued thereto;

c. “Board of Directors” in these bylaws shall refer to the Fund’s Board of Directors, unless otherwise indicated.

d. “Income” shall refer to only those funds generated through the investment of principal, which may be spent;

e. “Funding Amount” or “Net Funds Available” refers to the amount of money allocate towards funding grants for the current fiscal year;

f. “Endowment Principal” denotes the section of Funds that shall not be used for expenditure, save whereas otherwise provided for by the Board of Directors;

g. “Funding Grants” or “Approved Funding” or “Funding Allocated” denotes monies awarded, or to be awarded, for specific purposes as approved by the Funding Committee or the Board of Directors.

Unless otherwise specified in the above definitions, the definitions of the Federation of...
Students’ Bylaws and Procedures shall be understood to apply to these bylaws.

(3) Restrictions

At no time may any part of these bylaws be suspended, unless the part being suspended specifically provides for such action.

(4) Resolution of Conflict

In the event of a conflict between the Fund’s governing documents, preference shall be assigned to each type of document from most to least significant as follows:

a. The Constitution of the Student Life Endowment Fund and any indentures or amendments thereto;

b. The Letters Patent and Supplementary Letters Patent of the Federation of Students, relevant contracts or agreements between University and the Federation of Students, and other documents executed by the University of Waterloo Board of Governors.

c. The Bylaws of the Federation of Students;

d. These Bylaws of the Student Life Endowment Fund and other Procedures of Council;

e. Funding guidelines adopted by the Funding Committee

To the fullest possible extent, the governing documents of the Fund will be interpreted and implemented with a view of upholding and enforcing the Federation of Students’ Policies.

(5) No Power to Sign on Behalf of the Federation or University

The Endowment Fund shall have no power to make any financial commitments or undertakings of any kind that might be contractually binding on the Federation of Students or University of Waterloo and all formal documents making any commitments or contracts shall be signed in the name of the Federation and the University in a manner and by such persons as shall be directed by the Board of Directors of the Federation and University of Waterloo Board of Governors, respectively.

(6) Federation of Students not to be Affected

The powers of the Endowment Fund as provided in the Constitution and herein, or as they may be executed, shall in no way interfere with or otherwise adversely affect the autonomy of the Federation of Students in the exercise of its powers, authorities, duties, or regular conduct of its affairs. The funds raised for the Endowment Fund and the interest earned shall not have an adverse effect on the funding of the Federation of Students.

(7) Federation to be Reimbursed for Expenses

All direct and indirect expenses of the Endowment Fund shall be paid by the Endowment Fund from its earnings, and that the general accounts of the Federation and/or University shall be fully reimbursed from the particular accounts of the Endowment Fund, unless otherwise stipulated in
a written agreement with the Federation and/or University, for all or any services provided to the
Endowment Fund or expenditures made by the Federation or University in connection with
management or operation of the Endowment Fund including the cost of hiring a separate
“money manager” to administer the Funds, as approved by the University of Waterloo Board of
Governors.

(8) Periodic Review by the Federation

The Endowment Fund, its Constitution, these bylaws, and funding guidelines shall be subject to
periodic review by the Federation of Students, such review to be carried out in light of any new
or revised policies or procedures established by the Federation of Students for the purpose of
defining or controlling the affairs of earnings of funds held in trust by the University on behalf of
the undergraduate students. Recommendations as to the Constitution of the Fund and
investment of its principal balance shall be issued to the University of Waterloo for consideration
by the University of Waterloo Board of Governors.

Section 2. Membership

(1) The membership of the Fund shall include but not be limited to, all Full Time University of
Waterloo Undergraduate Students, and members of the Board of Directors and Funding
Committee. Generally, the membership of the Federation of Students shall constitute
membership of the fund.

(2) Membership in the fund shall not be tied to any dues or fees paid.

(3) Full members shall be represented by the Federation of Students’ Council, who shall be
considered the delegates of the membership, elected in accordance with the Bylaws, Policies,
and Procedures of the Federation of Students.

(4) Full members may:
   a. Vote in elections, referenda, and general meetings of the Fund held by the Federation of
      Students;
   b. Nominate a candidate for election to the position of committee member of the Funding
      Committee or director of the Endowment Fund;
   c. Stand as a candidate for election to the position of committee member of the Funding
      Committee or director of the Endowment Fund; and
   d. Any other rights of full members of the Federation of Students and as may be
determined by the Students’ Council, as it may pertain to the Endowment Fund.

Section 3. General Meetings

(1) Timing and Organization

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

The Annual General Meeting of the Fund shall be considered the January Regular Meeting of the Students’ Council, as determined in accordance with the procedures of Council. Councillors shall be considered the voting members of the fund at such a meeting. The financial statements must be presented at the Annual General Meeting of the Fund.

A Special General Meeting of the Fund may be called by any of the following:
   a. The Students’ Council;
   b. The Executive Director of the Fund;
   c. The Treasurer of the Fund;
   d. The Board of Directors of the Fund.
A call for a Special General Meeting must include the general nature of the business to be presented at the meeting.

(2) Notice

The notice period shall be that of the Students’ Council for regular meetings. In addition, initial notice shall be provided by the Executive Director of the Fund, or a designate thereof, at the preceding regular meeting of Students’ Council.

A member is entitled to participate in debate at the Annual General Meeting of the Fund, subject to the procedures of Students’ Council.

Only business included with the notice shall be transacted during the meeting, and all amendments proposed must be within the scope of the original motion.

(3) Quorum

Quorum for the transaction of business at any General Meeting shall normally be considered a quorum of Students’ Council. Notwithstanding the foregoing, a quorum for the transaction of business at any meeting may otherwise consist of at least fifteen-percent (15%) of full members present in person.

(4) Agenda

The following ordered list of items, as applicable, shall be the fixed order of the agenda for all General Meetings of the Fund, unless otherwise specified by the Board of Directors of the Fund:
   a. Call to Order (or motion to consider a special session of the Students’ Council)
   b. Comments from the Executive Director of the Fund
   c. Approval of the Minutes*
   d. Receiving the Financial Statements and Report of the Treasurer
   e. Other Agenda Items

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Section 4. Board of Directors of the Fund

(1) Purpose

The Board of Directors shall primarily be responsible for high-level financial, operational, and strategic planning considerations of the Fund.

(2) Membership

There shall be a minimum of seven (7) and a maximum of nine (9) directors of the Board of Directors of the Fund, as defined in the Constitution. Directors must be at least eighteen (18) years of age, not found by a court to be of unsound mind, not bankrupt.

The Board of Directors shall consist of the following voting members:

a. U.W. Vice President Academic & Provost, or their designate (ex officio);
b. Associate Provost, Students (ex officio);
c. Federation of Students President (ex officio);
d. Federation of Students Vice President Student Life (ex officio);
e. Federation of Students Vice President Operations & Finance (ex officio);
f. Two (2) additional Federation of Students’ Board of Directors members;
g. Up to two (2) additional undergraduate student directors*.

* Normally, the undergraduate student directors shall be Councillors, unless otherwise determined by the Students’ Council.

The Board of Directors of the Federation of Students shall elect reserved membership at their discretion. The Students’ Council shall elect any additional undergraduate student directors, in accordance with procedure.

No individual may hold multiple seats on the Board of Directors of the Fund.

The Executive Director of the Fund shall be Chair of the Funding Committee, unless otherwise provided for in procedures of Students’ Council.

(3) Term of Office

Excluding the ex officio members, the term of office for a director shall be twelve (12) months from the date of appointment or election, or the end of the governing year of the Students’ Council. Directors shall be eligible for re-election.

The office of a director shall be automatically vacated:

a. If a director resigns an office by delivering a written resignation to the Executive Director and the Secretary of the Fund;
b. If the director is found by a court to be of unsound mind;
c. If the director becomes bankrupt; or
d. If in the general meeting of members, duly called for that purpose, a resolution is passed by three-quarters (3/4) of voting members present at the meeting that the director be removed from office.

Provided that if any vacancy shall occur for any reason contained in this paragraph, the remaining members of the Board of Directors by majority vote, may fill the vacancy with a member of the Funding Committee.

(4) Quorum and Meetings

Quorum shall consist of a two-thirds (2/3) majority of the voting members of the Board of Directors of the Fund.

The Board of Directors of the Fund shall meet as necessary for the conduct of its business. Special meetings of the Board of Directors of the Fund may be called for any sufficiently urgent purpose, by:
   a. The Executive Director of the Fund;
   b. The Treasurer of the Fund;
   c. The Provost or Associate Provost, Students;
   d. The Students’ Council; or
   e. A resolution of the Board of Directors of the Fund.

Notice of meetings of the Board of Directors of the Fund shall be given to all directors no less than ten (10) business days in advance. Notice of special meetings must be given to all directors no less than three (3) business days in advance, and state the general purpose of the business to be transacted. Meetings may be held without notice if every director provides written consent.

(5) Powers

The Board of Directors of the Fund shall oversee the management and administration of the affairs of the Fund and, save as hereinafter provided, generally may exercise all such other powers and do all such other acts and things as the Fund is by its Constitution and bylaws or otherwise authorized to exercise or do.

The Board of Directors is expressly empowered to:
   a. Propose changes to the voluntary contribution levels of the fund, subject to ratification by the Students’ Council, which shall be submitted to the University of Waterloo Board of Governors for final approval;
   b. Set the funding priorities and accountability guidelines beyond what may be set out in these bylaws or other procedures of the Students’ Council;
   c. Appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as
prescribed by the Board of Directors of the Fund at the time of such appointment, subject to the Bylaws, Policies, and Procedures of the Federation of Students;
d. Review the finances of the Endowment Fund;
e. The power to make any changes to the reporting, decisions, or act on behalf of the Funding Committee, as may be necessary for the proper financial management of the fund; and
f. Draft bylaws of the Endowment Fund, as may be required, in concert with the general aims and objects of the Endowment Fund relevant to the management of the affairs of the Endowment Fund, meetings of directors and of the Funding Committee, and without limiting the generality of the foregoing; these shall include at least the following:
i. Definition of quorum, frequency and notice of meetings, minutes and legal records, etc.,
ii. Formality of making and passing of resolutions, and voting procedures,
iii. Establishment of officers of the Endowment Fund and their duties and responsibilities,
iv. Establishment of any standing committees, and their powers, duties, and responsibilities,
Subject to ratification by the Students’ Council.

(6) Authentication of Acts of Directors

All acts of the directors of the Endowment Fund shall be taken or confirmed by way of resolution of the directors passed at a duly constituted meeting and duly recorded by written minutes. Within a period of not more than ten business days following the date of any duly constituted meeting of the directors, a copy of the minutes of the said meetings shall be forwarded or delivered, to all members of the Board of Directors of the Fund.

Section 5. Funding Committee

(1) Purpose

To act in the best interests of the undergraduate students and to make recommendations and decisions only with respect to the expenditure of Income, as defined in the Constitution, in a fair and equitable manner keeping in mind the common needs and interests of all undergraduate students at the University of Waterloo.

(2) Composition

The Funding Committee shall be defined as a Committee of Students’ Council, determined in accordance and subject to the terms of office, quorum, and meeting frequency as required by the Procedures of the Students’ Council.

(3) Powers
The Funding Committee shall administer the funds available including any available income, shall raise funds to be used for an *On-going Commitment to Improving the Quality of Student Life at the University of Waterloo* and to make recommendations with respect to the investment of such funds and the application of such funds in furtherance of such improvement.

The Funding Committee is expressly empowered to:

a. Generally, manage the affairs of the Fund, subject to these Bylaws and the Bylaws, Policies, and Procedures of the Federation of Students;

b. To review and grant approval for applications submitted to the Fund;

c. Solicit funds or use the available expendable funds for any operating expenses the Endowment Fund may incur, or in other ways approved by the Board of Directors and the University of Waterloo, subject to the provisions of these bylaws;

d. To guide the Board of Directors and the University of Waterloo by making recommendations to the administration of the University with respect to the use of the Funds held by the University on behalf of the Endowment Fund;

e. To receive monthly and yearly reports from the University with respect to the income and capital of the Funds;

f. Determination of funding rules and guidelines which comply with the priorities established by the Board of Directors and Constitution of the Endowment Fund;

g. To make recommendations to the Board of Directors on any other matter pertaining to the Fund.

(4) Conflict of Interest

In addition to those rules pertaining to the declaration of conflicts of interest for the Federation of Students, any Funding Committee member who chooses to present a proposal for funding before the Funding Committee must do the following:

a. Declare all potential, perceived, or actual conflicts of interest with respect to any matters under consideration by the Funding Committee, identifying the nature and extent of the interest;

b. Withdraw from the meeting when the matter is being discussed, and refraining from taking part in any discussion or vote in relation to the matter.

When the Funding Committee is of the opinion that a conflict of interest exists and has not been declared, the Funding Committee may declare, by resolution, carried by two-thirds (2/3) of its members present at the meeting, that a conflict of interest exists and the Funding Committee member thus declared to be in conflict shall withdraw from the meeting when the matter is being discussed and refrain from taking part in any discussion or vote in relation to the matter.

Section 6. Officers

(1) Officers

The Officers of the Endowment Fund shall be the:
a. Executive Director, who shall be the Vice President Operations & Finance of the Federation of Students, or their designate, and shall serve as Chair of the Endowment Fund;
b. Treasurer, who shall be appointed by the Vice President Operations & Finance of the Federation of Students, who shall serve as Vice Chair of the Endowment Fund;
c. Secretary, who shall be the Secretary of the Corporation of the Federation of Students, or their designate;
d. Those other officers or agents employed by the Board of Directors of the Fund for the management of the affairs of the Fund.

(2) Duties of Officers

The Executive Director of the Endowment Fund, or a designate, shall preside at all meetings of the Endowment Fund and shall see that all orders and resolutions of the Funding Committee and Board of Directors of the Fund are carried into effect.

Contracts, documents, letters of approval, or any instruments in writing approved by the Funding Committee or the Board of Directors of the Fund, requiring the signature of the Endowment Fund, shall be signed by the Executive Director or their designate, and documents so signed shall be binding upon the Endowment Fund without any further authorization of formality, subject to Section 1(5) of these bylaws and the Constitution.

The Secretary shall give or cause to be given all notices required to be given by the Endowment Fund, shall be custodian of the Endowment Fund’s logo and all minute books of the Endowment Fund and shall have such other powers and duties as may from time to time be assigned to them by the Executive Director, these bylaws, and the Board of Directors.

The Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Endowment Fund. The disbursement of the Funds of the Endowment Fund, as directed by the Funding Committee, shall be monitored by the Treasurer and they shall render to the Funding Committee Members at the regular meeting, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Endowment Fund. In addition, the Treasurer shall furnish at all regular meetings, or whenever they may require it, and accounting of all transactions and a statement of the financial position of the Endowment Fund for the directors of the Endowment Fund.

Section 7. Funding Sources

(1) Voluntary Student Contribution

The Voluntary Student Contribution (VSC) is a student donation to the Endowment Fund included on the list of optional and voluntary fees for undergraduate students, in an amount set by the Board of Directors of the Fund, subject to ratification by the Students’ Council, and approved by the University of Waterloo Board of Governors.
All efforts will be made to ensure that monies collected through the VSC are tax deductible and such status shall be, to a reasonable extent, communicated to the parties from whom voluntary contributions are sought.

Any change in the level of the VSC shall be approved by the Board of Directors of the Fund, subject to ratification by the Students’ Council, prior to submission to the University of Waterloo Board of Governors for final approval. The Funding Committee may make recommendations to the Board of Directors of the Fund as to changes to the VSC based on the overall activity of the fund. No more than once per fiscal year at the Annual General Meeting of the fund may approve on behalf of the Board of Directors, at the recommendation of the Funding Committee, the indexing of the VSC for inflation.

The collection of the VSC is subject to the following conditions:
   a. The VSC is collected according to the University of Waterloo’s policies on incidental fees, and complies with any fee protocols or agreements entered into between the Federation of Students and the University of Waterloo;
   b. All proceeds generated by the VSC become part of the Endowment Fund;
   c. The VSC shall be entirely voluntary/optional at point-of-payment, insofar as possible; otherwise, all VSCs contributions shall be made fully refundable.

(2) External Contributions

The Endowment Fund, its Officers, and directors, shall strive to seek external contributions and solicit donations to the Endowment Fund. Efforts will be made to work with the relevant University administration to solicit donations from alumni, partners, University affiliates, and other external parties that seek to improve student life and experience at the University of Waterloo.

Section 8. Expenditures

(1) Administrative and Promotional Costs

The Funding Committee may set aside up to 5% of the total funding amount generated through Endowment Fund investment each year for administrative and promotional expenditures, which may also be included in the Federation of Students’ approved budgets.

(2) Priorities of and Eligibility for Funding

Any Full Time undergraduate student or group of students can apply to the fund. The submission should be student driven and should not be representing a Department on Campus. The submission and work resulting from a successful application should be completed by students.

The Funding Committee shall determine the use of funds for such student life needs that fit...
within the stated priorities below, and such other purposes as the Board of Directors may consider appropriate.

As amended from the original guidelines, the priorities for student life projects shall be defined to be:

a. The improvement of health, wellness, and safety on all campuses;
b. The improvement of accessibility on all campuses;
c. Building a stronger student community;
d. The renovation to student operated or managed spaces;
e. Connecting students to available university resources;
f. The improvement of current lounge and study spaces;
g. Activities promoting or furthering the academic goals of the Federation of Students;
h. Joint projects with Municipal or Regional governments that improve student wellbeing;

Any projects outside the sphere of these priorities would still be eligible for funding, but as funds are limited, such projects would receive slow and careful consideration before any funding is granted.

Any party deemed eligible for funding must consent to the public release of their organization or affiliation, and, if approved for funding the following: their application package, the amount of funding allocated, and any associated documentation arising from the decision of the Funding Committee in the distribution of funds to the applicant.

(5) Public Disclosure and Accountability

A list of all projects funded shall be made publically available to the membership and be listed. Listed information shall include:

a. Applicant, their organization, or their affiliation;
b. Project’s name and purpose;
c. Term in which funding was approved;
d. Amount granted; and
e. Projected budget breakdown, and the written decision of the Internal Funding Committee.

The Funding Committee shall not authorize funding for any applicant who refuses to comply with the above public disclosure requirements.

The following measures are in place to ensure the funds disbursed through the Endowment Fund are spent as intended. Once a decision has been made to fund a project, the following must occur:

a. An implementation timeline must be presented to the Funding Committee Chair from the project’s coordinator or their office;
b. The appropriate Department Head or Faculty Dean (for the University) or manager (external or otherwise) will be notified of any decision to fund a project within their area of responsibility;
c. The project’s coordinator or their office must agree to present an implementation report to the Chair of the Funding Committee for consideration that will detail the effectiveness (or lack thereof, as the case may be) of the project, confirmation that the funds for the
project comply with the approved use of the funds, and provision of all invoices and itemized receipts; If the Chair deems it necessary, the project’s coordinator will be asked to appear before the Funding Committee to answer questions;

d. Any other conditions deemed necessary or appropriate for approval of funds by the committee.

The Funding Committee may set additional regulations or conditions as to access for additional funding, dates before or after which funding may not be requested, requirements as use of funds, and conditions for forfeiture of funding which shall be outlined in guidelines provided to the project’s coordinator or party awarded funding.

Section 9. Amendments

(1) Approval of Amendments

Any part of these bylaws may be amended from time to time by a two-thirds (2/3) vote of the Board of Directors of the Fund, and shall take effect immediately or on a date set by the Board.

Normally, the Funding Committee shall review and provide recommendation on all proposed amendments to be voted upon by the Board of Directors of the Fund.

(2) Ratification of Amendments

All amendments to these bylaws, including the repeal or re-enactment of any part thereof, shall require confirmation by the Students’ Council at a regularly scheduled meeting, and, in default of confirmation thereat, ceases to have effect at and from that time, and in that case no new amendment of the same or like substance has any effect until confirmed by the Students’ Council.

The Students’ Council may confirm or reject any proposed amendments to these bylaws. Further amendment shall not be permitted without first the review and approval of the Board of Directors of the Fund.
APPENDIX E - PROCEDURE 10 AMENDMENTS (IFC)

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.