Federation of Students Policies

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Policy Title: Administration of Policies
Policy Number: 000
Policy Class: Corporate Policy
Policy Category: A, G

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Sponsor: Policies & Procedures Committee (PPC)
Attachment: Policy Template
Responsible Bodies: Policies & Procedures Committee (PPC)
Authority:
- Letters Patent and Supplementary Letters Patent (hereafter in all policies, “Charter of the Federation of Students” or “Charter”): "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo" and "to promote and maintain responsible student government"
- Bylaws, Article 1: Interpretation: "To the fullest possible extent, the governing documents of the Corporation will be interpreted and implemented with a view to upholding the Federation of Students' policies."
- Bylaws, Article 8: Students' Council: “Council shall have the power ... to set the Policies of the Corporation.”
- Bylaws, Article 7: Board of Directors: “Directors shall, to a reasonable extent, respect and uphold the Policies of the Corporation in the execution of their duties.”
- Bylaws, Article 9: Officers: “[The Officers] shall to the fullest possible extent, respect and uphold the Policies of the Corporation in the execution [their] duties.”
- Bylaws, Article 13: Membership in External Political Organizations: All membership agreements with, governing documents and operating policies and/or procedures of, external political organizations may not conflict with the Policies of the Corporation.
- Bylaws, Article 14: Amendments: All bylaw amendments are subject to the provisions of Article 14: Amendments and the Policies of the Corporation.

Key Words: Policy, Administration, Compliance, Template

POLICY STATEMENT:
The Federation of Students, University of Waterloo, operating as the Waterloo Undergraduate Student Association (WUSA), is committed to formalizing a well-defined and transparent process for the creation, management, retention and review of the Policies of the Corporation (hereafter “Policies”).

This policy is designed to: provide a uniform presentation of WUSA policies; allow for better record keeping and ease of reference to WUSA policies; allow for understandable structure; and streamline systematic review and updating of policies.

PURPOSE:
The Students’ Council is empowered to determine the proceedings for the development and evaluation of the policies, programs, and services offered by the Corporation and to ensure that policies exist to bind the Corporation to action, interpretation, or belief, which is carried out by the procedures of the Board of Directors or Students Council. Traditionally, this is done via a Policy or advocacy stance with execution being mapped out in procedures and internal protocols.

This policy will provide consistent guidelines for the creation, management, retention, approval and review of all policies, in order to facilitate well-defined and transparent governance within the organization.

DEFINITIONS:
Policy – a statement of intent or belief regarding an issue to guide, direct and provide a framework for consistent decision-making. Policies affect the objectives, operations, plans, and the interpretation of governing documents. Policies are subdivided into two categories based on their purpose:

- Corporate Policy – those policies which highlight actionable, governance, operational, and administrative beliefs. Such policies may affect more than one department, employees of more than one department, members of the UW Community, or has an administrative or budgetary impact.
- Advocacy Policies – those policies which highlight student beliefs and long-term advocacy goals of the student body. Such policies principally impact advocacy to the University or various levels of Government by the Office of the President and/or Vice President Education, although are not restricted to such Offices.

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.

Procedures – governing and operational rules of the Corporation, including special rules of order. Procedures are a detailed description of how a policy and/or bylaw is to be implemented to clarify accountabilities, responsibilities, and timelines. All procedures and other resolutions shall comply with the Policies and Bylaws of the Corporation, and shall be interpreted and implemented with a view of upholding the Policies and Bylaws of the Corporation to the fullest possible extent under the law. Procedure are strictly limited to being an implementation method for the Policy and Bylaws of the Corporation, or for guiding operational matters that are not questions of interpretation, intent, or belief.
Responsible Bodies – Committee(s), Officer(s), or another body charged with the oversight, review, and amendment of a policy as may be determined by Council or a committee thereof authorized to make such determination.

Sponsor – The individual, committee, or body authorized to propose a policy to the Students’ Council, in accordance with this Policy and relevant procedures.

Effective Date – This is the date that a policy shall come into effect. If a date is not listed on a policy, it is to be assumed the policy comes into effect the day it is approved. A policy’s expiry or review date may be no more than three (3) years in the future. Prior to approval, a proposed effective date is to be listed on the draft policy.

Approval Date – This is the date Council approval was originally granted to the policy. Prior to approval, an expected consideration date is to be listed on the draft policy.

Last Revision Date – This is the date Council approval was most recently granted to the policy or any revisions thereto. Prior to approval, an expected consideration date is to be listed on the draft policy.

Policy Class – This is the type of policy which can be either a Corporate or Advocacy, or combined policy. This determination may impact how a policy is to be reviewed, voting thresholds for consideration, and consultative requirements as may be set out in procedure.

Policy Category – This defines the general category the policy falls in for ease of identification.

Authority – The legal or technical authority under which a policy is being established. Generally, this will be a specific Object or Article of the Charter, Bylaws, or another Policy. This section shall normally be completed by the Policies & Procedures Committee with the assistance of the Secretary of the Corporation, or a designate, as part of the policy development process.

Purpose – Why this policy is being proposed and what its goals are.

Scope & Exemptions – Policies shall state the circumstances under which they are applicable in general terms and any exceptions to the policy, either in terms of applicability, or for specific sections of the policy, shall be listed here. i.e. who and what it applies to and any exemptions.

Definitions – Any terms that are defined for the purposes of the policy shall be listed here. If a term is already defined for another policy, every effort should be made to ensure that the same definitions are used if appropriate. Terms defined by the Charter and Bylaws shall have those meanings and shall not be required to be listed, unless otherwise defined for a particular policy. Notwithstanding any definitions contained in those authorities, policies may narrow the scope of a definition or reasonably interpret or extend its spirit.
History – Generally, just the titles and dates of previous policies are all that are needed. The inclusion of text from past policies is discouraged but a short narrative may be supplied if necessary. History is additive, no historical context should be removed during policy review, rather new information and context added.

Attachments – Any relevant material that should not be included in the main text but that is still part of the policy shall be included here. References to the attachment or appendix must be set out in main text of the policy if an attachment or appendix is to be included. With the exception of relevant reports, the use of appendices is discouraged except for long lists that would disrupt the readability of a policy.

SCOPE & EXEMPTIONS:
This policy applies to all members of the organization including members of Council, Directors and Officers of the Corporation, full, part-time and contract staff, members of Advisory Boards or Committees, and volunteers engaged in the process of creating, reviewing or amending a policy.

This policy does not apply to:
   a. Policies or rules of a Constituency or Affiliated Group that only affect the internal affairs of that Constituency or Affiliated Group, e.g. the policies of a Constituency set by the Council-recognized Constituency Society;
   b. Non-policy matters requiring the consideration of Council or the Board; or matters specified under or as set out in the Bylaws of the Corporation; and

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

POLICY:
1. Policy Manual
   The Office of the Secretary of the Corporation, including any clerks, recording secretaries, and the Research & Policy Officer, will maintain the master policy list in the form of a manual and assign to each policy a number organized within the following categories:
      - Governance (G) – Includes policies directly relating to Council, the Board of Directors, committees thereof, commissions, and/or the means by which the organization is governed and the Board or Council is held accountable.
      - Administration (A) – Includes policies relating to operational and administrative items.
      - Financial Control (FC) – Includes policies relating to the high-level internal financial controls and operation of the Corporation, including those related to member dues.
      - Human Resources (HR) – Includes policies directly related to employees and volunteers.
      - Clubs and Services (CS) – Includes policies pertaining to member resources, programming, clubs, and student-run services.
      - Societies and Affiliates (SA) – Includes policies pertaining to Societies and Affiliate groups, including external political or advocacy groups to which the Corporation is a member.
- University Advocacy (UA) – Includes policies pertaining to advocacy to the University and any departments thereof.
- External Advocacy (EA) – Includes policies pertaining to advocacy to the municipal & regional government, provincial government, and federal government, or agencies, departments, and corporations thereof.

A policy may be categorized under all categories it may reasonably fit.

Unless otherwise provided by Council, all Council policies shall be numbered, codified, and uniformly formatted in the manner specified by this policy and in the template attached hereto.

2. **Creation of Policies**

Policies may only be proposed to Council by the Committees of Council, the Executive, the Board of Directors, or by a Councillor-sponsored proposal. Commissions, Department Managers, resource parties, and Students at-large may propose policies to Committees or the Executive, which may, at their discretion, propose them to Council. Notwithstanding the foregoing, policies may also be brought before Council for consideration via a resolution of a general meeting or by a referendum.

All draft policies shall clearly be marked as such, and shall include a version number. In the place of “Effective Date” and “Approval Date”, the expected or proposed dates of consideration and effectiveness should be listed and noted as such.

3. **Policy Approval Process**

All Policies and any amendments thereto must be approved by the Students’ Council, subject to the procedures of Council and devolution of authority. The policy sponsor(s) are accountable for initiating consultations with relevant departments or committees as required.

Normally, the Policies & Procedures Committee, or the responsible body in the assigned policy, shall review the draft policy to ensure it does not conflict with other Policies, Bylaws or relevant legislation. During review, the Committee, acting on the advisement of and through the Office of the President, may consult the following:
- The Secretary of the Corporation,
- The Research & Policy Officer,
- Corporate Legal Counsel,
- Executive and/or Senior Management,
- The Chair of the Board

The Committee shall assign to each policy draft a title, number, class, and category, at the recommendation of the Secretary of the Corporation. Upon approval, the Secretary of the Corporation, or a designate, shall devise an indexing system and keywords in accordance this policy for ease of reference based upon topics covered by each policy and their applicability.
Only the material in the policy itself is binding upon the Corporation; any other information provided to Council in either written or oral form (e.g., a memo, FAQ, or recorded in the minutes of Council) are only provided for motivation, background and reference and are not binding policy unless included in appropriate section of the policy itself, or where the other information has been accepted Council in the record.

Policies must be adopted, amended, or rescinded by a minimum two-thirds (2/3) vote of Council.

4. Policy Maintenance
A policy shall be reviewed at least once every three years after its most recent adoption or renewal, unless Council directs that it be reviewed sooner, to ensure it continues to meet the needs of the organization and/or ensure advocacy objectives remain current and research informed. The responsible body is responsible for ensuring policies are kept current and relevant, however any policy may still be made subject to general review by the Policies & Procedures Committee.

5. Formatting of Policies
To ensure the uniform presentation of material, the format used in this policy shall be used for all other policies; this includes, but is not limited to, the following requirements:
- Policies shall be set out in Calibri font, size 12;
- The use of bolding, italics, and other styles shall follow that used in this policy and the attached template; and
- Policies shall follow a standard format and template, as shown in the attached template.

The Secretary of the Corporation, or a designate, may from time to time make editorial and formatting changes to policies, but shall ensure uniformity in the application of any formatting changes. All editorial changes must be approved by the Policies & Procedures Committee.

6. Publication and Access to Policies
All Bylaws, Policies, and procedures shall be public to the members and published on the WUSA website in a timely manner.

Policies or procedures that devolve limited policy-approval powers to Committees or Boards shall be included in the policy manual and noted as such.

HISTORY:
This is the first draft of this policy. Before this point, policy requirements were loosely classified in procedures of Council and not in plain language, leading to confusion. This policy formatting change serves to restructure policies to better support organizational adherence to legislative directives of the organization’s governing body, the Students’ Council.
COMPLIANCE AND ENFORCEMENT:
The Board, acting through Chair and President, shall ensure compliance of the Corporation and its Officers with the Governing Documents and Policies of the Corporation. In cases of policy violation, normally the President shall investigate and determine appropriate corrective action(s) unless otherwise determined.

In cases where a policy cannot be or is not being complied with, the matter shall be brought to the attention of the Responsible Body.

The Council and Board shall have power to enforce policies by appropriate procedures or by devolution of authority, except where a policy includes a non-assignability provision for a power or responsibility. No procedure or resolution may be adopted or enter into force and effect that does not comply with the Policies and Bylaws of the Corporation.

APPENDICES:
- Policies Template
POLICY TEMPLATE

Policy Title: [Title of Policy]
Policy Number: [policy number, e.g. 0XX]
Policy Class: [Corporate, Advocacy, Both]
Policy Category: [G, A, FC, HR, CS, SA, UA, EA]

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Sponsor: [Committee Name, Private Member/Councillor Name, Board of Directors, Executive(s)]
Attachment: [X, or None]
Responsible Bodies: [Policies & Procedures Committee by default, or another committee or party, e.g. EAC and/or the Office of the VP Education]
Authority: [Charter, Bylaws/Constitution, Policy]

Key Words: [list of key words/topics for quick review purposes determined by PPC]

POLICY STATEMENT:
[Describe issue addressed by the policy including, where appropriate, linkage to the Strategic Plan]

PURPOSE:
[Click here & describe the intent of the policy, why it is written, etc.]

DEFINITIONS:
[Click here & list relevant definitions]

SCOPE & EXEMPTIONS:
[Click here & describe who and what it applies to and any exemptions]

POLICY COMMUNICATION:
[Describe communication plan in the Administration Policy]

POLICY:
[Outline Policy]

HISTORY:
[Description of the historical revisions and summary of changes to the policy; should be additive, no history should be removed]

COMPLIANCE AND ENFORCEMENT:
Compliance requirements and mechanisms for enforcement

APPENDICES: appendices or attachments
Secrecy in University Governance

WHEREAS the essence of higher education is open and free discussion;

WHEREAS this ideal is not realized when the governance of institutions of higher learning is conducted in secrecy;

WHEREAS in such situations students staff and faculty are unable to exercise their rights and responsibilities as members of the institutions; and

WHEREAS a restricted flow of information produces unnecessary and harmful tensions within the institution; and

WHEREAS an atmosphere of openness, integrity, accountability and transparency are highly valued and are crucial to the effective operation of the University,

BIRT All decisions in the government of an institution of post-secondary education should be made in a democratically open, transparent, and accountable manner; and

BIFRT Every exception to the principles of open decision-making must be justified by the person or persons making it;

BIFRT Non-confidential documents should be available upon request by a member of the student body in a timely fashion.
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<td>POLICY</td>
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**Hours of Teaching Buildings**

WHEREAS the Federation of Students recognizes the right of all students to receive equal access to their respective faculty teaching buildings; and

WHEREAS there are at present some discrepancies, with some buildings being open 24 hours per day and some closing for the night and on weekends;

BIRT The teaching buildings of all faculties be open on a 24-hour basis to best facilitate a student's access to study areas.
State of Autonomy

WHEREAS the Charter of Incorporation of the Federation of Students approved by the Board of Governors of the University of Waterloo charges the Federation of Students with the responsibility for administering its own affairs; and

WHEREAS the Federation of Students cannot tolerate any arbitrary interference in its internal operations that opposes the spirit of the Charter of Incorporation;

BIRT the faculty student societies shall have the exclusive right to exercise control over and influence in the Federation of Students through methods determined by the Students Council and approved by General Meeting of the Federation; and

BIFRT while the Federation of Students welcomes the opportunity to hear advice and discuss policies, no external entity not herein discussed will be permitted to exercise any control over the activities of the Federation of Students.
University Ancillary Enterprise Operations

RESCINDED – June 8, 2014
**Policy Title:** Parking  
**Policy Number:** 005  
**Policy Class:** Advocacy  
**Policy Category:** UA

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**Sponsor:** Unknown  
**Attachment:** None  
**Responsible Bodies:** Policies & Procedures Committee  
**Authority:**

- Charter: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo" and “to promote and maintain communication between the student body and the duly elected and appointed authorities of The University of Waterloo”

**Key Words:** Parking, Campus Spaces, Fines, Ancillary Funds

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**POLICY STATEMENT:**

Some parking lots on campus are restricted for faculty and staff only. WUSA believes that on-campus parking should be egalitarian.

**PURPOSE:**

This policy will provide a set of advocacy stances regarding the operation of on-campus parking by UW Parking Services.

**DEFINITIONS:**

*Parking Spaces* – All spaces designated for parking of motorized vehicles. This does not include areas utilized for loading/unloading activities.  
*Service Vehicles* – Vehicles utilized for operational purposes belonging to the University, another on-campus group, or a vendor thereof.  
*Carsharing* – Vehicles available for short term (hourly or daily) rental by the members of the applicable service, generally stationned in a fixed conveniently placed spot. Such services allow for members to have occasional access to a vehicle without needing to own one.
Carpooling – The sharing of a journey by automobile such that multiple people are travelling to/from campus in one vehicle.

Electric Vehicles – A vehicle that is propelled by an electric motor and powered through a battery that can be recharged from an external electricity source. This includes cars commonly branded as either “plug-in hybrid vehicles” or “battery electric vehicles”.

SCOPE & EXEMPTIONS:
The policy applies to all University of Waterloo campuses. This policy does not apply to bicycles or any other non-motorized vehicles.

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

POLICY:
1. All parking spaces on campus should be open to all members of the University community on a first-come, first-served basis, with the exception of spaces reserved for one of the following:
   a. service vehicles
   b. individuals with accessibility needs
   c. carsharing and carpooling
   d. electric vehicles
2. The Federation supports the use of fines as penalties for violating University parking regulations, provided that all members of the University community are equally liable to such fines.
3. Parking fees to be paid by users should be levied only to the extent needed to cover the costs of constructing, maintaining, and operating the parking lots and other on-campus transportation infrastructure, including infrastructure designated for pedestrians, cyclists, and transit vehicles.
4. No costs associated with Parking Services, including the expansion of existing lots and the creation of new lots, should be funded by the central funds of the University.
5. All parking lots should be properly lit at night and equipped with easily accessible emergency help phones.
6. No new parking lots should be constructed in areas currently serving as green or recreational space.
7. The University should consider the reclamation of parking lots for other purposes. This can involve constructing multi-level lots in order to have the same amount of parking occupy less land area if necessary.
8. The University should progressively reduce the amount of parking on campus in order to incentivize commuting by other means.
HISTORY:
This policy was approved (either as an initial approval or as a renewal or/and amendment to an existing policy) on April 30, 2010. Any history prior to that point is unknown. In accordance with Council Procedure 9, the policy automatically expired as of April 2013.

November 2019: As part of the policy review process conducted by the Policies & Procedures Committee, the policy was restructured into the current format. Some policy stances were added or modified in order to support the reduction of the volume of cars commuting to campus and to encourage the appropriate use of on-campus land area. Such revisions were approved by Students’ Council at its December 1, 2019 meeting.

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

RESCINDED – June 8, 2014
Request for Minutes of University Bodies

WHEREAS communication between various members of the University of Waterloo should always be developed;

WHEREAS Students’ Council believes that the widespread and accessible circulation of minutes of various governing bodies throughout the University will maintain accountability and transparency; and

WHEREAS Students’ Council maintains a policy of making its minutes available through the Federation of Students website and upon request by any member of the Federation of Students;

BIRT Students’ Council request complete minutes, save business dealing with confidential matters, from each existing faculty council, the Senate, the Board of Governors, and any President’s Advisory Councils which may be in place or created.
Childcare

WHEREAS the cost of childcare seriously impedes a person's ability to get involved and actively participate in the Federation of Students' Council, Committees, and Executive;

BIRT the Federation of Students will reimburse all reasonable childcare costs for members of the following:

- Students' Council;
- Committees of Students’ Council;
- Executive Board; and
- Board of Directors

who attend meetings that are held after normal childcare hours (8:00 a.m. to 5:00 p.m. Monday to Friday);

BIFRT all childcare expenses must be pre-approved by the Vice-President, Operation and Finance;

BIFRT childcare subsidization will be disbursed when the recipient of childcare services presents a receipt to the Vice-President, Operation and Finance who will arrange for the refund.
WHEREAS it is understood that the Federation of Students continually strives to improve the service given to students on an ongoing basis; and

WHEREAS the Federation of Students values its staff members and dedicated volunteers having opportunities for continued professional learning within their roles.

BIRT the Federation of Students Council supports the opportunity for staff members and dedicated volunteers to take part in sessions and or courses to enhance their ability to perform their duties in an efficient and professional manner.
Academic Cost Recovery

WHEREAS post-secondary education is not a commodity but a real and substantial investment in people and society, which provides economic, social and political benefits; and

WHEREAS the Federation of Students’ Council maintains that university funding should be based on the principle of shared benefit and shared responsibility; and

WHEREAS students have a responsibility to contribute a reasonable portion of the cost of their education; and

WHEREAS tuition must be predictable to allow students and families to engage in responsible and effective long-term financial planning;

WHEREAS market forces do not provide a stable or accurate notion of the monetary or market value of a post-secondary degree; and

WHEREAS funding for post-secondary education in Ontario comes from the province of Ontario;

WHEREAS in 1988 Ontario domestic students paid 19% of the cost of their education as tuition;

BIRT the Federation of Students believes that tuition for all programs should be set by the Provincial Government, as they are publicly accountable; and

BIRT The Federation of Students’ council believes all tuition must be regulated by the Provincial Government and that students should never pay for more than 30 percent of their education; and

BIFRT Tuition should reflect a fair portion of the actual cost of program delivery, and not the perceived market value of the degree in question, nor the potential earnings of the student upon graduation; and

BIFRT the Federation of Students’ Council does not support the deregulation of any tuition fees, and believes that any form of tuition deregulation is unjust.
Clubs

WHEREAS the Charter of Incorporation of the Federation of Students, as approved by the Board of Governors of the University of Waterloo, names the Federation of Students as the sole representative of undergraduate students at the University of Waterloo;

BIRT Any student organization applying for recognition by the University of Waterloo must do so through the Federation of Students, a society recognized by the Federation of Students, the Graduate Student Association, or the Department of Athletics and Recreational Services; and

BIFRT The Federation of Students reaffirms the rights of students to form associations without undue interference from the University of Waterloo or the Federation of Students; and

BIFRT The Federation of Students encourages contributions to the university community in the form of various student interest groups.

BIFRT The Federation of Students adheres to the following principles in dealing with Clubs:

1. Although the views expressed by members of our community are diverse and sometimes diametrically opposed, we respect the opinions of all those who respect the rights of others.

2. The Federation of Students strives to aid in the development of students on campus by providing forums for academic, artistic, social, political, spiritual and cultural exploration and communication, and personal well-being.

BIFRT The Federation of Students will, when possible, assist its clubs to achieve their mandates by providing administrative, logistical, and financial support.
Enrollment

WHEREAS the University of Waterloo continually surpasses yearly undergraduate enrolment targets; and

WHEREAS the University of Waterloo has reached the undergraduate enrolment targets outlined by the Board of Governors and the University Administration; and

WHEREAS education quality is improved by student and faculty interaction, superior facilities, and ample student services; and

WHEREAS The University of Waterloo, in 2013, had the second highest full-time equivalent students to full-time tenure and tenure-stream faculty ratio among U15 universities; and

WHEREAS admissions are completely determined by the faculties disregarding the market opportunity for co-op jobs in that field.

BIRT:

1. The enrollment levels in all programs should accurately reflect the academic, structural and service capacity and capabilities of the University of Waterloo to accommodate students while maintaining and improving the high quality of their Post-Secondary Education; and
2. That enrollment must not be used as a mechanism to offset financial shortfalls of the University; and
3. That increases in enrollment must be met with proportional increases in resource support for student services and facility capacity.
4. That the establishment of satellite campuses reflects academic objectives and the best interests of students, not economic and private sector objectives.
5. That satellite campuses are considered with the same level of quality expected of main campus as a part of Post-Secondary Education.
6. That campus space must be expanded and repurposed to meet student needs as a result of increased enrollment.
7. That program enrollment in co-op must be justified in relation to the market sustainability for hiring co-op students in that field.
FEDERATION OF STUDENTS
POLICY
Number: 15
Effective: Rescinded
Replaces: June 23, 2007

Monetary Impediment

RESCINDED
Academic Autonomy

WHEREAS the Provincial Government is responsible for the financing, and overall health and sustainability of the post-secondary sector; and

WHEREAS Universities in Ontario are semi-autonomous, self-governing entities; and

WHEREAS final decisions involving the curricula at the university should only be made at the university level, following all proper and relevant decision-making processes; and

WHEREAS the University of Waterloo should endeavor to maintain its autonomy regarding the academic programs and courses it provides, when it does not impede the needs of students, the marketplace and society; and

WHEREAS there may be opportunities for partnerships with third parties from the government or private sector to improve the courses the University of Waterloo provides;

BIRT the Federation of Students Council believes that the university, through its faculty, administration and students, should strive to be the final arbiter of the content of courses and curricula offered at the institution;

BIFRT the Federation of Students believes that where it is not overly restrictive to academic autonomy, the University, through its administration, faculty and students, should work with the provincial government to achieve a broader system-wide vision for post-secondary education;

BIFRT the Federation of Students Council believes that where it is not overly restrictive to academic autonomy, the university, through its faculty, administration and students, should pursue opportunities to connect with private and public sector for the purposes of experiential learning and other community partnerships that improve the quality of the broader learning environment, so long as this private partnership does not erode the independence and quality of the learning process;

BIFRT the Federation of Students Council believes that all private sources of funding should in no way infringe upon the academic autonomy of the University and its administration, faculty and students;

BIFRT the Federation of Students Council believes that private funding should not be viewed as the alternative source for operational funding shortfalls, and that the provincial government has the primary responsibility for providing operational funding.
Open Data Formats

WHEREAS it is important that members of the Federation of Students are able to easily receive communications and information from the Federation;

WHEREAS open data formats are accessible through free software on all major computing platforms, while closed formats frequently require the purchase of commercial software; and

WHEREAS not all students may have access to third party sources;

BIRT documents produced by the Federation of Students should be available in platform-neutral formats, including plain text, HTML, Adobe portable document format, and rich text format;

BIRT promotions or information relayed through third party sources should also be made available without registration on the feds.ca website.
Tuition Set-Aside

WHEREAS tuition set-aside is a policy that stipulates a percentage of students’ tuition be reserved for use as financial aid at that institution;

WHEREAS the tuition set-aside policy was established to mandate institutions to use additional tuition revenue to provide financial assistance to students with need;

WHEREAS the tuition set-aside policy is a regressive system, as students are subsidizing students with need;

BIRT The Federation of Students’ Council believes financial aid dollars for the public post-secondary education system must ultimately come from the Provincial Government and not from the students those dollars should assist;

BIFRT The Federation of Students’ Council believes that the Provincial Government must adequately fund student financial aid, instead of relying on the contribution of students who access the system.
WHEREAS cooperative Education is a valuable teaching philosophy but is not offered to every University of Waterloo student; and

WHEREAS the success of a Cooperative Education program relies on the viability of the job market which lies outside the control of the university administration; and

WHEREAS the university imposes strict limits on what is considered appropriate cooperative education employment; and

WHEREAS the job market cannot be guaranteed to grant employment based on financial need or academic excellence; and

WHEREAS the monies received from a student financial aid program act as a response to a student’s financial need or academic excellence while the monies received from cooperative education employment act as remuneration for a student’s effort and time given to a particular employer;

BIRT The Federation of Students opposes any statements and actions by the University of Waterloo to classify the cooperative education program as a student financial assistance program;

BIFRT The Federation of Students opposes any actions by the university administration to classify funding for the cooperative education program as funding for a student financial aid program.
WHEREAS the Federation of Students advocates for an affordable, accessible, high quality and accountable post-secondary education system at the institutional, municipal, regional, provincial, and national level; and

WHEREAS the Federation of Students’ Long Range Plan states that Feds will sustain strong and effective lobbying efforts to maintain an affordable, accessible, and quality post-secondary education system; and

WHEREAS membership with external advocacy organizations has been a common strategy for provincial and national advocacy; and

WHEREAS multiple external advocacy organizations exist that are dedicated to post-secondary education and student issues.

BIRT should the Federation of Students wish to join an external advocacy organization with a membership fee associated, the decision must be made via referendum; and

BIFRT the Federation of Students will only seek membership in external advocacy organizations that provide tangible recommendations and solutions to government; and

BIFRT the Federation of Students will only seek membership with organizations that advocate on issues related primarily to post-secondary education; and

BIFRT the Federation of Students will only seek membership with organizations that maintain the autonomy of the Federation of Students through all membership agreements and policies;

BIFRT the Federation of Students will only seek membership with external advocacy organizations whose decisions are driven primarily by students;
BIFRT the Vice President Education shall present, at the next regular meeting of Council, a substantive summary\(^1\) of all policy stances adopted by any External Lobbying Organization in which the Federation of Students holds membership;

BIFRT the Education Advisory Committee may from time to time reject policy stances, which were adopted by an External Lobbying Organization in which the Federation of Students holds membership, by a two-thirds (2/3rd) majority vote in the negative;

BIFRT if a policy stance of an External Lobbying Organization in which the Federation of Students holds membership is rejected by the Education Advisory Committee, then neither the Federation nor any Executive thereof may pursue lobbying or advocacy on said stance; and

BIFRT the VP Education will work with the Federation of Students Marketing & Communications Department, or equivalent, to determine effective communication of OUSA initiatives to the membership.

\(^1\) A substantive summary shall at minimum include: (1) review of any policy stances adopted by the External Lobbying Organization and how they may impact undergraduate students at the University of Waterloo and the Federation of Students, (2) summary of discussion critical to the adoption of the policy stance; and (3) any portions of the policy stance that are or may be in conflict with the policies of the Federation of Students.
**Freedom of Speech and Expression on Campus**

WHEREAS the Feds Statement on Campus Free Speech and the Chicago Principles on Freedom of Expression guides Feds free speech policy,

WHEREAS the Canadian Charter of Rights and Freedoms & United Nations Universal Declaration of Human Rights recognizes the “freedom of thought, belief, opinion and expression” as well as “freedom of peaceful assembly; and freedom of association”,

WHEREAS the students of the University of Waterloo hold diverse and sometimes opposing moralistic, religious, and political beliefs, and free inquiry is indispensable to the nature of places of higher education

WHEREAS many Canadian and American universities have discriminated against politically-orientated clubs and banned guest speakers on the basis of their political beliefs,

WHEREAS the Federation is committed to the free, robust, and uninhibited debate and deliberation among all members of the university community,

WHEREAS all members of the university community should have the right to freedom of peaceful assembly and association; and no members may be compelled to belong to an association,

WHEREAS Feds strives to improve diversity of thought in accordance with the Feds Statement on Campus Free Speech,

WHEREAS the Federation of Students encourages civility in freedom of expression and thought, as well as environments free from hatred, but shall not allow concerns about civility and mutual respect to justify the prevention of discussion of ideas;

BIRT the Federation of Students endorses the Chicago Principles; and

BIFRT Feds encourages the University of Waterloo Senate endorse the “Chicago Principles” as official university policy; and
BIFRT the Federation of Students shall respond, report, and act accordingly when individuals and or groups express:

1. Threats of violence,
2. Direct harassment of an individual or individuals,
3. Threatens the physical security of an individual, community, or campus security,
4. Violation of privacy consistent with the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F.31)*,
5. False defamation of an individual consistent with *Libel and Slander Act (R.S.O. 1990, c. L.12)*,

and shall not recognize the above as free expression; and

BIFRT Feds must not censor or impede any of its affiliates, subsidiaries, and/or clubs from holding events or hosting speakers unless it violates Feds’ bylaws, provincial, or federal law. Feds must also not censor the promotion of clubs or club events on the basis of their political and/or religious beliefs; and

BIFRT Feds believes that clubs and student societies must not be obliged with hiring security for their events; and

BIFRT Feds must not disinvite or ban guest speakers and will advocate to the university to abandon the practice of disinviting or banning guest speakers invited by clubs or student societies;

BIFRT Feds will work with campus police to uphold peace and civil discourse and to intervene if any disruption at any event causes violence; and

BIFRT Feds will not prevent ratification of any club based on a club's political or religious affiliations, and/or opinions; and

BIFRT Feds shall not discriminate, penalize, or favour any clubs particularly in the services Feds provides, on the basis of a club's political or religious affiliations and/or opinions as per *Federation of Students Policy 41: Political Non Partisanship*;

BIFRT the Council recognizes the Federation and University’s right to prevent the disruption of Federation business, University affairs, and higher education, as the non-obstructionist policy dictates in Feds Statement on Campus Free Speech.
Plagiarism Detection Systems and Intellectual Property

WHEREAS The Federation of Students seeks to maintain a fair and reasonable academic environment, to promote a culture of academic integrity and to protect intellectual freedom at the University of Waterloo; and

WHEREAS academic integrity is the responsibility of all parties at the university including students, faculty and instructors, and university administration; and

WHEREAS the University Policy 73 forbids the licensing and distribution of intellectual property to external organizations; and

WHEREAS plagiarism detection software may compromise the ownership and protection of student intellectual property; and

WHEREAS plagiarism detection software used as a substitute for qualified professors and teaching assistants can interfere with the quality of education at post-secondary institutions; and

BIRT The Federation of Students believes that student intellectual property should not be mandatorily distributed to or stored by any external organization;

BIFRT The Federation of Students supports the optional use of plagiarism detection systems when used as a learning tool prior to assessment, not as a means to detect plagiarism for assessment purposes;

BIFRT The Federation of Students opposes the use of any plagiarism detection systems that do not protect the creator’s ownership of intellectual property, as outlined in the company’s privacy statement and policies;

BIFRT where plagiarism detection systems are in place, faculty must to educate students on the consequences with respect to their intellectual property;

BIFRT any alternatives provided to students in place of plagiarism detection systems must be fair and equitable and not create unnecessary or punitive burdens on students.
The Federation of Students supports a holistic solution to increasing academic integrity including: education for students and professors regarding the nature of plagiarism, what constitutes violations of academic integrity, and the policies of the University of Waterloo; preventative measures such as regular assignment and exam updating by faculty and instructors; and fair, timely, and just punishment of offenders.
WHEREAS the Federation of Students, University of Waterloo, endeavors to create a climate of inclusivity, diversity, and equality; and

WHEREAS Positive space programs seek to prevent discrimination, and sexual prejudice through education and awareness of these issues;

BIRT The Federation of Students, University of Waterloo supports Positive Space programs at the University of Waterloo.
Online Refundable Ancillary Fee Opt Out System

WHEREAS the current system for processing refunds for non-society, non-endowment, refundable ancillary fees does not encompass a comprehensive online opt-out system; and

WHEREAS the lack of a comprehensive online opt-out system creates an unnecessary burden on University of Waterloo undergraduate students; and

WHEREAS in addition to easing the burden on students, a comprehensive online opt-out system would necessarily make non-society, non-endowment groups more responsive to students;

BIRT The Federation of Students supports the employment of a comprehensive online opt-out system for non-society, non-endowment, refundable ancillary fees levied by the University of Waterloo; and

BIFRT in achieving the aforementioned comprehensiveness, the Federation of Students supports an online system that has as a compulsory component, a display of information about the work of the affected organization before a University of Waterloo undergraduate student can opt out of said organization’s fee.
FEDERATION OF STUDENTS
ADVOCACY & CORPORATE POLICY

Number: 25
Effective: March 6, 2016
Replaces: April 7, 2013

Sustainability

WHEREAS the Federation of students exists to enhance the quality of life for students by promoting a safe, secure and environmentally conscious campus; and

WHEREAS the Federation of Students recognizes that it must strive wherever possible to minimize the environmental impact of its operations, reduce barriers to, and provide incentives for environmentally conscious choices on the part of individuals;

WHEREAS bottled beverages are the cause of large volumes of plastic waste; and

WHEREAS the use of cheap reusable bottles filled with tap water is a low-cost, safe, and sustainable alternative;

BIRT the Federation of Students, University of Waterloo will strive towards ethical and environmental responsibility in the conduct of its operations and practices; and

BIFRT the Federation of Students will conduct continual review of its operations and practices, and make improvements to this end when needed.

BIFRT the Federation of Students will advocate for and support initiatives that lead to the University of Waterloo achieving the Fair Trade Campus designation

BIFRT the University of Waterloo, the Federation of Students, and the businesses that operate on campus should produce as little food waste as possible, including disposable containers, plates, cutlery, and bottles; and

BIFRT the University of Waterloo should provide convenient and easy access to water fountains and water bottle refilling stations in all buildings

BIFRT the Federation of Students and the University of Waterloo should educate the campus population about the benefits of sustainability and the environmental damages associated with food waste.
Off Campus Housing Advocacy Strategy

WHEREAS the Federation of Students is the body responsible for empowering and representing students on issues that affect the overall accessibility and affordability of their education; and

WHEREAS the Federation of Students believes that University of Waterloo students are a key stakeholder in strategic discussions around housing and land development; and

WHEREAS University of Waterloo students make up a significant proportion of rental housing consumers in the City of Waterloo, and the student population is anticipated to continue growing for the foreseeable future; and

WHEREAS the Federation of Students recognizes that all students have unique housing needs in terms of location, amenities, room sizing, roommates, number of bedrooms, and contract length; and

WHEREAS there are a variety of community stakeholders in the strategic discussions around housing, including but not limited to, University of Waterloo and Wilfrid Laurier University students and administration, staff and officials of the Cities of Waterloo, Kitchener, Cambridge, Stratford and the Region of Waterloo, and permanent residents from these municipalities:

BIRT the Federation of Students will advocate to all relevant decision-making bodies to ensure affordable, accessible, quality, safe, diverse, and sustainable housing options are available to students attending the University of Waterloo;

BIFRT municipal governments and other community stakeholders work with the Federation of Students to collect data in order to identify specific areas of concern for students living in off-campus housing;

BIFRT the Federation of Students commit to providing direction to students who may be living in accommodations that do not meet legislated standards;

BIFRT the Federation of Students commit to working alongside municipal governments and other community stakeholders to actively address student housing issues through programs and initiatives that improve the overall quality of life experienced by students in the community.
Regional Transit

WHEREAS the Federation of Students is the body responsible for empowering and representing students on issues that affect the overall accessibility and affordability of their education; and

WHEREAS University of Waterloo students make up a significant proportion of transit users; and

WHEREAS the Federation of Students is responsible for the administration of the Undergraduate Universal Bus Pass (UPASS) at the University of Waterloo; and

WHEREAS the Region of Waterloo provides public transit for the campus communities in Waterloo, Kitchener, Cambridge and surrounding areas; and

WHEREAS the City of Stratford provides public transit service for University of Waterloo students enrolled at the Stratford Campus; and

WHEREAS the Region of Waterloo is installing a Light Rail Train system that will significantly impact transit routes across the region;

BIRT The Federation of Students will advocate to all relevant government bodies to ensure affordable, accessible, reliable, efficient transit systems such that all undergraduate students at the University of Waterloo are able to safely and easily travel to and from campus and within the Waterloo region; and

BIFRT The Federation of Students advocate for the University of Waterloo students to be considered a key stakeholder in strategic discussions around transit; and

BIFRT The Federation of Students take measures to educate and seek student feedback about the state of regional transportation issues and their associated costs;

BIFRT the Region of Waterloo, Grand River Transit and the Federation of Students collaborate in order to mitigate the impact of the development of Light Rail Transit on students;

BIFRT the Federation of Students communicate with the City of Stratford and students from the University of Waterloo Stratford Campus in order to better understand and advocate on public transit issues within the City of Stratford.
Policy Title: Gender Neutral Facilities
Policy Number: 028
Policy Class: UA
Policy Category: Advocacy

Effective Date: December 1, 2019
Approval Date: April 1, 2009
Last Revision Date: December 1, 2019
Review Year: 2022

Sponsor: Unknown
Attachment: None
Responsible Bodies: Policies & Procedures Committee (PPC)
Authority:

- Charter: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo" and “to promote and maintain communication between the student body and the duly elected and appointed authorities of The University of Waterloo"

Key Words: Gender-Neutral, Washrooms and Facilities, Inclusivity

POLICY STATEMENT:
The Federation of Students, University of Waterloo, operating as the Waterloo Undergraduate Student Association (WUSA), is committed to ensuring that campus is a safe and inclusive space for all students and faculty members. The promotion and increased nature of gender-neutral facilities contributes to the improved safety, well-being, and inclusivity of the campus community.

PURPOSE:
This policy will provide guidelines for the regulation of gender-neutral facilities across campus, including, but not limited to restrooms, changerooms, and on-campus residences.

DEFINITIONS:

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

POLICY:
1. The Waterloo Undergraduate Student Association believes that gender-neutral facilities, including, but not limited to, bathrooms, changerooms, and on-campus residences, should be accessible to all members of the campus community; and
2. Gender-neutral facilities should be integrated in all new buildings; and
3. Existing gendered facilities, including bathrooms and change-rooms, should be retrofitted for all-gender use, where possible, at a minimum of one per faculty-associated building cluster and residence building. Where only portions of a building are open to all community members, such a facility should exist in an area open to all.

HISTORY:
This policy was approved on April 1, 2009, and in compliance with Council Procedure 9, automatically expired as of April 1, 2012. On November 19, 2019, as part of a policy review conducted by the Policies & Procedures Committee, Policy 28 was restructured into the newest format and minor changes were made to its contents. Such revisions were approved by Students’ Council at its December 1, 2019 meeting.

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

WHEREAS the Ontario Ministry of Training, Colleges, and Universities has mandated that compulsory non-tuition related ancillary fees should remain under the control of students; and

WHEREAS all ancillary fees should be administered in an accountable and transparent manner; and

WHEREAS there are on-campus services that may need supplementary revenue to recover costs of providing those services to students;

BIRT student ancillary fees should only recover costs associated with providing services or activities offered and used only by students;

BIFRT the Federation of Students believes there should only be one protocol between full-time undergraduate students and the University administration to regulate ancillary fees, their introduction, and fee increases;

BIFRT all ancillary fees should be aptly named to describe the department or activity that they intend to fund;

BIFRT any new ancillary fees must be approved by the affected student body through a referendum of the relevant student association;

BIFRT any fee increases above CPI must be approved by a relevant governing body of the Federation of Students.

BIFRT the Ancillary Fee Protocol be overseen by a committee, comprised of a majority of students, to ensure that all ancillary fees remain transparent, student-regulated, and in the best interests of students.
WHEREAS the Federation of Students expects the University to run essential services for students; and

WHEREAS the Federation of Students recognizes the importance of student driven services; and

WHEREAS the Federation of Students runs services primarily to fill gaps in the student experience that are not filled by the university and to further enhance the university experience; and

WHEREAS the Federation of Students also runs services that will serve students more effectively when they are student-driven; and

WHEREAS the Federation of Students has limited resources to provide student services and the loss of one service provides an opportunity to operate a new service.

BIRT the Federation of Students is willing to have its services be transferred to and run by the University provided that they meet the following criteria:

- The same or higher levels of service will be maintained;
- It is not essential for the service to be entirely student-driven;
- The Federation of Students are consulted ahead of the change; and
- The service will continue to have sufficient student input.

BIFRT students believe that the student clubs’ system, student societies, Orientation Week, and special events serve students to their full potential by being student-run and student-driven; and therefore must always be run by the Federation of Students.
Student Space

WHEREAS student space is defined as space in which most students can comfortably: study, either independently or collaboratively; socialize; run and attend events unrelated to academics; play games; engage in physical activity; or enjoy a coffee or other snack; and

WHEREAS students have expressed continuous need for increased social and study space that scales with increased enrollment; and

WHEREAS student space on our campus has been in a continued decline since 1977; and

WHEREAS the University of Waterloo has less athletics, recreation, and study space than most other similarly sized Ontario Universities, far beneath the Council of Ontario Universities Space Guidelines;

BIRT the University of Waterloo should increase the total square metres of study space to the minimum recommended benchmarks of the Council of Ontario Universities; and

BIFRT students should only be charged for the cost of building student space once it is completed to ensure that students are only paying for space they deem useable; and

BIFRT students should not pay for space that is primarily academic, service oriented, administrative, or not directly usable by students; and

BIFRT at minimum, the University should fund half of all study space; and

BIFRT the University should fund any space allocated for use by the University in its administrative activities, academic activities, or service activities through its operating budget; and

BIFRT the Federation of Students should seek to offset the cost of managing student space through external means, external sponsorship, and commercial operations; and

BIFRT students and student representatives from the relevant faculty student societies and the Federation of Students should be consistently involved with the development of the plans for all student space; and
BIFRT students should have full management control of student space; and

BIFRT the consultation and negotiation process regarding all student space should strive to achieve the highest level of transparency and accountability, through constant communication with the student body; and

BIFRT student space should strive to accommodate students’ technology needs; and

BIFRT the university should enhance existing spaces on campus to improve its student friendliness and use, by adding better seating, lighting, power sources, and work space; and

BIFRT any fee charged to students for student space must pass through referendum; and

BIFRT the Federation of Students believes that non-academic ancillary buildings should be eligible for funding from the provincial government; and

BIFRT students should either comprise the majority of any decision-making body, or hold a percentage proportional to their financial contribution to the project budget, whichever is higher, in student buildings; and

BIFRT the University in its allocation of student space and the Federation of Students in its administration of student space should prioritize utilization of space consistent with student wishes (be it recreational, academic, or social in nature).
Course and Instructor Evaluations

WHEREAS student course evaluations are currently used by all six Faculties at the University of Waterloo and the Centre for Extended Learning to assess course content, structure, and teaching quality; and

WHEREAS course evaluations are currently administered by individual Faculties, Schools, departments and units, not by the central administration of the University; and WHEREAS student course evaluations when used appropriately can provide important information regarding the quality of teaching, relevancy of course content, and course structure; and

WHEREAS students should not be primarily evaluating teachers on their knowledge of a subject or the provided course content as they may not have a strong enough background in the subject matter; and

WHEREAS the Students’ Evaluation of Educational Quality (SEEQ) model is utilized by many universities for its adaptability to the needs of Faculties, departments, and individual instructors; and

BIFRT student course evaluations should be administered centrally through the Office of Institutional Analysis & Planning;

BIFRT the Federation of Students recommends the SEEQ model of student course evaluations for use at the University of Waterloo; and

BIFRT student course evaluations should contain some questions that are the same across all faculties to provide common data for comparison, while providing opportunity for faculty-, department-, and instructor-specific questions; and

BIFRT student course evaluations should assess both the quality of the instructor and their teaching practices as well as the course structure itself; and

BIFRT student course evaluations should be administered both mid-term and at the end of the term to allow instructors to alter their teaching style in response to the evaluations; and

BIFRT faculty members should evaluate instructors’ teaching abilities and knowledge and presentation of subject matter through peer evaluations; and

BIFRT the results of student course and peer evaluations should be made available to the University community through an authenticated access point; and
the results of course and peer evaluations by students and faculty should be tied to faculty performance reviews, including tenure and promotions decisions, to incent teaching excellence and reward faculty with superior teaching methods and outcomes.
WHEREAS the Federation of Students’ seeks to maintain a fair and reasonable academic environment and to promote a culture of integrity for all campus community members at the University of Waterloo; and

WHEREAS integrity is a core value of an academic environment, involving honesty and truthfulness in one’s actions, including the unique creation of one’s own academic work, and attributing credit to others’ work where quoted or referenced; and

WHEREAS the value of the education received at the University of Waterloo is only upheld when all faculty, staff, students, and administrators conduct their university-related activities with integrity; and

WHEREAS the University of Waterloo administration has taken steps to discipline the non-academic behavior of students when viewed to reflect negatively on the image and reputation of the University,

BIRT the Federation of Students supports education directed at all campus community members regarding maintaining integrity in all academic and university-related activities; and

BIFRT that the University of Waterloo should require faculty and staff to regularly update coursework and assessments to prevent inappropriate collaboration and academic misconduct; and

BIFRT the Federation of Students opposes the regulation and discipline of any non-academic off-campus conduct when an individual is not completing duties or responsibilities required of them by the University of Waterloo; and

BIFRT any suspected misconduct by a student should first be investigated by University staff designated for such purposes and thereafter discipline should be determined by a panel including student peers; and

BIFRT any disciplinary or punitive action must be directed only at the offending individuals, and never against a whole group of students associated with the offending individuals; and
BIFRT any disciplinary or punitive outcome of an investigation into academic or university-related non-academic discipline must be appealable by the disciplined student.
Grading Equity

Context
I have been receiving multiple complaints from students enrolled in ECON 371 (Business Finance I) about grading equity in their course. The grading system essentially penalizes students for good performance on their first and only midterm, whereas students who do poorly are given exclusive redemption options.

The grading scheme is as follows: If a student does 20% better on their final exam than on their midterm, their entire midterm mark will be discounted and shifted to the weight of their final exam.

To illustrate how this is unfair, consider the following example:
- Student A scores 71% on their midterm, and 90% on their final
- Student B scores 45% on their midterm, and 90% on their final
- As a result, Student A ends up with a final mark around 80, since their final exam mark was not 20% greater than their midterm mark
- Student B ends up with a final mark of 90%, since they received a final exam grade that exceeded a 20% difference from their midterm mark (their poor midterm mark was dropped)
- Meanwhile, although Student A and Student B had the same final exam mark, Student A did far better on the midterm yet still received a lower mark in the course

While some may argue that it is unlikely for a student to get 45% on a midterm and 90% on a final, this system is still unjust and inequitable. Student A may be a hard-working student who devotes all their effort into all tests, even if they know they could technically ‘throw’ the midterm to have their entire grading weight transferred to their final exam. Student B could be a student who decides to put minimal effort into the midterm because they know if they actually try to perform well on the final, they will be able to. Student B also realizes that by doing poor enough on the midterm, they are more likely to end with a difference greater than 20% between their midterm and final exam mark, causing their poor midterm mark to be dropped.

This creates an environment in which dishonest students can benefit from taking advantage of the system and putting less effort into the course prior to the final exam, only to end up with a higher mark than a student who consistently works hard throughout the course.
As a solution, instructors should devote a certain percentage of a student’s mark to the weight of the assessment in which they perform better on, regardless of whether the assessment is a midterm or a final exam. So, if the final exam is worth 60% and the midterm is worth 30%, the remaining 10% would be added to the weight of the assessment in which the student performs better on. This dampens the impact of an unexpectedly poor performance (if the instructor wishes to do so) while still providing equal opportunity and benefits for all students.

The Policy

WHEREAS instructors should establish a learning environment through course design that challenges students to take all methods of assessment seriously, and

WHEREAS students should be able to reasonably expect that they will be graded in a fair and equitable manner, and

WHEREAS students should never be incentivized to not put forth their best effort on any coursework, now therefore be it

BIRT an instructor must only use final grade calculations that are explicitly communicated in the course syllabus; and

BIRT amendments to the syllabus, including new final grade calculations or optional bonus assignment, should only be allowed through unanimous consent of all those enrolled; and

BIRT if an instructor uses differing final grade calculations, they may only use the final grade calculation that corresponds to the highest final grade for the students; and

BIRT instructors should only assign the amount of coursework required to adequately evaluate the students enrolled in their course.
WHEREAS the Federation of Students (Feds) recognizes the historical and persistent inequities and barriers to equitable participation that exist in society and on campus.

WHEREAS the Federation of Students strives to be an equitable and inclusive community, rich with diversity, preserving the human rights of all persons, and based upon understanding and mutual respect for the dignity and worth of every person.

WHEREAS the Federation of Students upholds and promotes the values and policies outlined in the Federation of Students’ Mission and Value Statements, the University of Waterloo’s Policy 33 – Ethical Behaviour, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code; now, therefore, be it hereby

BIRT the Federation of Students upholds and promotes the values of equity, diversity, inclusion, and access, based on the following understanding of these terms:

- Equitable treatment involves acknowledging diversity, recognizing and celebrating our differences, and eliminating the barriers that prevent the full participation of all peoples. (Campus Climate, University of Minnesota Duluth);

- Diversity includes every aspect of a human being and all the ways in which people differ. It is all-inclusive and recognizes everyone and every group as part of the diversity that is valued. Diversity includes visible and non-visible attributes that includes but is not limited to: race, gender, age, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, physical appearance, ideas, perspectives, and values. (Glossary of Terms, University of California, Berkeley, Division of Equity and Inclusion; Trainer’s Diversity Source Book);

- Inclusion is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. (Glossary of Terms, University of California, Berkeley, Division of Equity and Inclusion); and

- Accessibility means giving people of all abilities opportunities to participate fully in everyday life. (Understanding Accessibility, Ontario Ministry of Economic Development, Trade, and Employment);

BIRT the Federation of Students will advocate for an equitable and inclusive community, rich with diversity, preserving the human rights of all persons, and based upon understanding and mutual respect for the dignity and worth of every person; a community that ensures the opportunity for undergraduate students to participate as they see fit in a full range of activities;
BIRT the Federation of Students will ensure to the greatest extent possible that all members enjoy the opportunity to participate as they see fit in the full range of activities that the Federation of Students offers, and to achieve their full potential as members of the Waterloo community;

BIRT the Federation of Students will ensure that its staff and volunteers receive diversity, equity, inclusion, and accessibility training to assist them to serve, empower and represent all undergraduate students of the University of Waterloo; and

BIRT the Federation of Students will undertake reasonable efforts to provide goods or services in a way that respects the dignity and independence of persons with disabilities; including but not limited to access to Feds office space, meetings, and events.
Campus Wellness

WHEREAS the Federation of Students supports the definition of Wellness as “the capacities of each and all of us to think, feel, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of spiritual and emotional wellbeing that respects the importance of culture, equity, social justice, interconnections, and personal dignity” (Government of Canada, 2006). We recognize that Wellness is not simply the absence of illness, but also the capacity of the campus community to support one another and promote healthy choices.

WHEREAS the Federation of Students continually strives to create a healthy, vibrant campus community, and acknowledges that this is in great part made possible by the wellbeing of the students;

WHEREAS this policy aims to reduce the proportion of students declaring mental illness; now, therefore, be it hereby

BIRT the Federation of Students will aim to reduce the barriers to access to service for students whose academic performance may be negatively affected by stress, anxiety, depression or other forms of mental illness;

BIRT the Federation of Students will raise awareness of and reduce the stigma surrounding mental health and mental illness;

BIRT the Federation of Students will initiate and endorse activities, events and campaigns aimed towards promoting a healthy lifestyle, which includes but is not limited to nutrition, exercise, sleep in order to ensure that students’ mental health is adequately supported by their physical health;

BIRT the Federation of Students will advocate for better utilization of existing resources in Counselling and Health Services and reduced wait times for students;

BIRT the Federation of Students will form partnerships with the university administration, Campus Wellness, and other invested stakeholders in order to achieve these aims to the greatest efficiency and effect.
Resolved, that the Federation of Students will form committee(s) operating under the umbrella of Wellness as necessary in order to evaluate existing programs, endeavour to establish new ones, and advocate for change throughout campus.
English Language Proficiency

RESCINDED – July 14, 2019
Multi-Faith Spaces for Spiritual Practice and Study

WHEREAS the students of the University of Waterloo are comprised of different ethnicities, cultures and faiths; and

WHEREAS, the University strives to create an equitable and welcoming environment for all students as per the University of Waterloo’s Policy 33 – Ethical Behaviour, and the Ontario Human Rights Code; and

WHEREAS the Federation of Students upholds and promotes religious freedom as part of its values and policies outlined in the Federation of Students’ Mission and Value Statements, and the University of Waterloo’s Policy 61– Religious Accommodations; and

WHEREAS, the University of Waterloo, as part of its Strategic Plan is committed to “enrich the student experience with a student-focused approach to services”;

BIRT the Federation of Students’ adopts an advocacy stance that multi-faith spaces for spiritual practice and study should exist on the main campus and on satellite campuses; and

BIFRT that multiple facilities should exist in various parts of the main campus so that they are conveniently accessible to all members of the campus community; and

BIFRT that the integration of these facilities should be considered in all new, publicly accessible buildings at any University of Waterloo campus to meet the needs of the growing student population.
Communications

WHEREAS the mission of the Federation of Students is to serve, empower and represent the undergraduate students at the University of Waterloo; and

WHEREAS the Federation of Students is committed to respecting the diversity of its membership; then

BIRT all communication shall be free from discrimination based on, but not limited to: race; ancestry; place of origin; colour; ethnic origin; citizenship; creed/religion; sex; sexual orientation; age; record of offences; partnership status; family status; receipt of public assistance; mental or physical ability; and

BIFRT No communications shall be fraudulent, deceptive or misleading; and

BIFRT No communications shall be published for personal incentives or personal purposes; and

BIFRT No communications may compromise the mission and values of the Federation of Students in any shape or form.

WHEREAS the Federation of Students is committed to transparency and accountability in communications with its staff, membership and external partners; and

WHEREAS the Federation of Students understands that clear communication between its governance bodies and volunteers is important to the progress and success of the organization; and

WHEREAS Students’ Council is responsible for determining the policies of the corporation, and the Board of Directors has fiduciary duty over the organization;

BIRT Council and Board communicate between each other and with staff; and

BIFRT any form of communication made on behalf of Feds, must not be against any stance adopted by Council or Board and must involve the Executive whose portfolio best fits with the topic; and
WHEREAS The Marketing and Communications Department leads the external marketing and communication efforts of the organization; then

BIFRT The Marketing and Communications Department inform the student community the ways their student union serves, empowers and represents them.

WHEREAS The Executives are the designated spokespeople for the organization;

BIRT it is the responsibility of the Executive to inform and educate their direct staff on organizational changes and media pieces relevant to that area of Feds; and

BIFRT if a member of the Executive team is unable to communicate on behalf of the Federation of Students they will designate an individual to speak on their behalf.

WHEREAS the Federation of Students Executive has goals for the corporation; then

BIRT these goals and strategies will align with the Feds Long-Range Plan Strategic Goals; and

BIFRT that the Executive publish their goals and strategies for their term in office within the first month to ensure that students are aware of the Executive goals and provide updates and progress to the student community.
FEDERATION OF STUDENTS

ADVOCACY

POLICY

Number: 40
Effective: December 6, 2015
Replaces: New

Satellite Campus Policy

WHEREAS the University of Waterloo has three satellite campuses that offer undergraduate programs – the School of Pharmacy in Kitchener, the School of Architecture in Cambridge and the UW Stratford Campus in Stratford, Ontario;

WHEREAS all undergraduate students enrolled in courses in these satellite campuses pay the Federation of Students fee and are members of the Federation;

WHEREAS students on satellite campuses pay all or part of the university’s Student Services Fee;

WHEREAS students on satellite campuses may face unique issues and challenges compared to students on main campus;

BIRT the Federation of Students executive or their designate shall strive to meet with student representatives of every University of Waterloo satellite campus at least once per academic term.

BIFRT that the objective of these meetings shall be to identify any academic and/or non-academic campus life issues facing undergraduate students at each of the satellite campuses.

BIFRT the Federation of Students Council shall strive to adopt specific policy and/or advocacy stances in order to address unique issues faced by students on satellite campuses and the executive or their designate shall advocate to the university and/or relevant level of government on these issues.

BIFRT the Federation of Students shall actively promote its Student’s Council (including open seats, committee positions and elections) to satellite campuses.

BIFRT the Federation of Students shall strive to improve access to Federation events and services for undergraduate students on satellite campuses.

BIFRT the Federation of Students adopts an advocacy stance that students on satellite campuses must have adequate access to Health, Counselling, Athletics, Shuttle, academic advising, co-op services and any other university services for which they pay the Student Services Fee.

BIFRT the Federation of Students adopts an advocacy stance that students on satellite campuses must not be charged through the Student Services Fee for any services not accessible to them.
Policy Title: Political Non-Partisanship
Policy Number: 041
Policy Class: Corporate
Policy Category: A, HR, CS, SA, EA

Effective Date: March 6, 2016
Approval Date: March 6, 2016
Last Revision Date: December 1, 2019
Review Year: 2022

Sponsor: Stéphane Hamade (VP Education, 2014-2016)
Attachment: None
Responsible Bodies: Policies & Procedures Committee
Authority:
- Charter: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo"

Key Words: Political Parties, Government, Advocacy, Candidates

POLICY STATEMENT:
As advocacy is a key element of the mandate of the Federation, it is necessary for the Executives and certain staff members to communicate with federal, provincial, regional, and municipal politicians, as well as with political parties, in order to advocate on issues that pertain to students. However, it is necessary to maintain political impartiality in order to ensure cordial working relations with all external political organizations. It is also essential to recognize that the members of the Federation have diverse political leanings, with many members having volunteered for various parties.

PURPOSE:
This policy sets standards with regards to the political activities of the Federation in order to ensure non-partisanship.

DEFINITIONS:
Political Parties – Includes any provincial or federal party recognized by Elections Canada or Elections Ontario.
Partisan Political Activities – A public activity, statement, or message in support of, within, or opposition to a political party, a candidate, or someone seeking nomination as a candidate.
**Political Lobbying Organizations** – An organization, other than a political party, that engages in lobbying or advocacy activities to any level of government. This includes any student or labour unions or associations that engage in government lobbying or advocacy as part of their work.

**SCOPE & EXEMPTIONS:**
The policy applies to all political activities at the federal, provincial, regional, and municipal levels of government.

**POLICY COMMUNICATION:**
The policy will be posted on the Corporation’s website and internal network drives. Staff, Councillors, Directors and Officers of the Corporation, and other affected parties (including clubs of a political nature) will be advised of the new policy via distribution by the President, or a designate. This advisement of the policy is to be repeated at the start of the official campaigning period of every electoral event.

**POLICY:**
1. The Federation, including the Executives for so long as they are in office, will not, in any capacity, expressly endorse a candidate or political party.
2. The Federation, including the Executives for so long as they are in office, will not, in any capacity, make public statements that oppose a candidate or political party.
3. No Executive, Officer, Staff Member, or volunteer shall allow a candidate or political party to unilaterally use equipment, facilities, or other resources belonging to the Federation unless it is in conjunction with a WUSA club and all external political parties and candidates are given equal access. This applies to, but is not limited to, posters, booths, and web servers.
4. While a polling station on-campus is open, no partisan political activities in public spaces on-campus shall be acceptable, including posters, booths, and any other form of campaigning.
5. No Executive, Officer, Staff Member, or volunteer shall make public statements that attribute the support or opposition of the Federation to a political candidate, party, or platform.
6. No Executive, Officer, Staff Member, or volunteer shall, while at work or engaged in a Federation activity related to work, promote or make statements, verbally or otherwise, that expressly endorses or opposes a political candidate, party, or platform.
7. Any WUSA club whose primary activity is advocacy on behalf of a political party is exempt from the standard timelines regarding purging and inactive status.
   a. This provision shall be reflected in the Procedures of Students’ Council.
8. No subsidiary, club, society, officer, or director of the Federation, as well as any candidate for executive, councillor, or director of the Federation, may be financed by, or otherwise receive external funds or in-kind donation from, any external political lobbying organizations in which the Federation is not a member.
a. Exceptions to this provision may be granted by a three-fourths (¾) majority of Students’ Council.

9. The Federation and its subsidiaries should not be a member of any political lobbying organization that engages in partisan political activities, in accordance with this Policy and with Policy 20, *External Lobbying Organization Membership*.

**HISTORY:**
This policy was initially approved on March 6, 2016.

November 2019: As part of the policy review process conducted by the Policies & Procedures Committee, the policy was restructured into the current format. Policy stances were added on the subjects of partisan activities while on-campus polling stations are open, financing from external student unions and political lobbying organizations, and membership in an organization engaging in partisan activities. Such revisions were approved by Students’ Council at its December 1, 2019 meeting.

**COMPLIANCE AND ENFORCEMENT:**
The Board, acting through the Chair and President, shall ensure compliance of the Corporation and its Officers with this policy. In the case of a violation, the Board shall investigate and determine appropriate corrective action(s), which may include warning, censure, or other disciplinary measures.

In cases where a policy cannot be or is not being complied with, the matter shall be brought to the attention of Students’ Council.

A significant violation of this policy by an Executive, Officer, or Director shall be considered to be reasonable grounds for impeachment or removal from office (as applicable).
Undergraduate Course Syllabi

Whereas the undergraduate calendar at the University of Waterloo requires all course instructors to develop a syllabus and provide it to students by the last day of the first week of classes;

Whereas the Federation of Students believes that unfettered access to course syllabi is essential for effective degree planning and a benefit to students’ long term academic success; and

Whereas the Federation of students believes that the widespread and accessible circulation of course syllabi will enhance accountability and transparency and support the ability for students to independently verify whether or not courses are meeting the expected curricular standard;

Whereas the Federation of Students understands that course content may change from term to term, but believes that all students should have as much information as possible available to them when selecting courses;

BIRT the Federation of Students believes that all syllabi from the most recent undergraduate course offerings should be made available before the start of course selection period in a given term and, prior to the first day of class, a preliminary syllabus should be provided to the respective undergraduate faculty offices where a publically accessible digital repository of current and recent syllabi should always be maintained;

BIFRT after the first week of class, syllabi should only be changed with the unanimous consent of the students in said class and while course syllabi should clearly describe course structure, content and class-specific policies, the University should provide general, non-specific components with a one-time digital communique at the beginning of each term;

BIFRT the VP Education shall work with the undergraduate operations committee to ensure adherence across campus to this and related university policy on syllabi and the Academic Affairs Commission shall be responsible for liaising with the student societies on a regular basis to verify that each Faculty is updating their repository consistently.
Commercial Operations

Definitions
1. “Commercial Services” or “commercial operations” shall refer to any service that operates primarily as a business and sells goods and services to generate revenue.
2. “Competitive Prices” means prices that are comparable to the prices of market competition.

WHEREAS no entity on campus, Feds or otherwise, should have a commercial monopoly on providing services to students,

WHEREAS the Federation of Students provides services to further enhance the student experience and to fill gaps in the student experience that are not filled by the university,

WHEREAS the Federation of Students recognizes the importance of student driven services and providing leadership opportunities for students is a key pillar of the Feds mandate,

WHEREAS the Federation of Students strives to offer commercial services that offer a high quality service at competitive prices to students while maximizing surplus from non-student sources of revenue,

THEREFORE, BE IT RESOLVED THAT commercial services will ensure that the overwhelming majority of employment opportunities are for undergraduate students;

BIFRT the Vice President Operations & Finance must demonstrate to the Board of Directors that the hiring of any non-student personnel for commercial services is essential due to the hours of operation, individual’s education, experience required for the position, or student interest

BIFRT commercial services management will ensure that at least one commercial venue owned or operated by the Federation offers students access to food and retail services twenty-four (24) hours a day, seven (7) days a week;

BIFRT no money collected by the Feds Student Fee shall be used to pay for expenses, direct or indirect, incurred by commercial services, unless expressly authorized by the Board of Directors at the recommendation of the Vice President Operations & Finance;

BIFRT if surpluses are generated from commercial services, they will be reinvested back into students by transferring said surpluses to the Federation’s general operating fund, or such other purposes as deemed appropriate by the Board of Directors.

2 With the proviso that any currently employed personnel shall not be affected.
Local Transit Policy

WHEREAS the majority of students in Waterloo use public transit to get to campus making transit a critical part of students’ ability to access and excel in post-secondary education;

WHEREAS a transit strike would be a significant barrier to accessing campus; and

WHEREAS the Toronto Transit Commission was deemed an essential service in 2011;

BIRT the Federation of Students believes that the provincial government should legislate that local transit in the Waterloo Region be an essential service while still respecting transit workers’ rights to negotiate for a fair and safe workplace conducive to high-quality student service; and

BIFRT the Vice President Education will lobby stakeholders to designate Grand River Transit an essential public service with the right to arbitration;

BIFRT the Vice President Education will be responsible for educating and informing students about disruptions of transit service in the case a strike should ever occur; and

BIFRT the Vice President Education should work with the University of Waterloo administration to develop university regulations regarding accommodations for students who are unable to access campus in the event of a transit strike.

With the proviso that this policy shall expire after one (1) years in the absence of a full review by Students Council.
Partial Grade Return

WHEREAS the academic withdrawal deadline is a crucial date in the academic term for every student; and

WHEREAS a course withdrawal beyond the termly deadline poses significant risks to a student’s academic standing and continuing status at the University; and

WHEREAS it is critical that all students be provided with sufficient information regarding their standing in a course prior to the withdrawal deadline; and

WHEREAS the absence of a University regulations respecting the return of graded work on early grade returns facilitates a disparate and frustrating undergraduate academic experience, thereby exacerbating problems related to student stress and psychological wellbeing; and

WHEREAS ongoing assessment in courses is known to be significantly more effective than single, large cumulative assessments;

BIRT the Federation of Students believes that instructors should weight course material and return graded assignments such that students know the majority of their grade prior to the withdrawal deadline and thereby have sufficient opportunity to withdraw from a course with no academic penalty;

BIFRT the Vice President of Education, in concert with the Academic Affairs Commission, shall liaise with all relevant University committees, senior administrators, and the faculty association for the purpose of drafting a University regulation respecting the timely return of graded assignments, in accordance with this policy; and

BIFRT the aforementioned regulation shall include exceptions for nonconventional courses, including but not limited to capstone design projects, reading courses, and final-year theses.
Ombudsman’s Office

Whereas the Federation of Students believes that organizations are most effective when they are committed to accountability and having the ability to report shortcomings in the institution;

Whereas pursuing the establishment of a new university position is a long lobbying process.

BIRT the Federation of Students calls upon the University of Waterloo to establish an ombudsman’s office; and,

BIFRT The Federation of Students requests that the Federation be part of any consultation conducted on the establishment of an Ombudsman’s office.
Sexual Violence Prevention and Response

Whereas the University of Waterloo has committed to fostering a safe, welcoming and inclusive environment for all community members and as the University has a responsibility to promote a safe and respectful environment;

Whereas the University of Waterloo has the ability to create policies and programs which can both assist in the prevention of sexual assault and shape the experience of those who are victims of sexual assault; and

Whereas the Federation of Students is committed to proactive and informed action to prevent and effectively respond to incidences of sexual assault;

Therefore, BIRT Feds calls on the University to empower the Sexual Violence Response Coordinator by providing them the resources, independence, autonomy and mandate to protect and serve the university community.

BIFRT the university shall ensure all students receive mandatory, wellgrounded and substantive sexual violence prevention and response education.

BIFRT the university commit to conducting periodic surveys to investigate the climate on campus.

BIFRT the university should conduct periodic, thorough and methodical campus safety audits.

BIFRT Feds shall also advocate for bystander intervention training on other drinking establishments on campus.
Counter-Discrimination Policy

Whereas the Canadian Parliament, Ontario Legislature, the University of Waterloo and Federation of Students prohibit discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, age, record of offences, marital status, receipt of public assistance, mental or physical handicap,

Whereas the Ontario Human Rights Code and the Occupational Health and Safety Act of Ontario require the University to ensure an environment free from harassment and discrimination,

Whereas the undergraduate students at the University of Waterloo value strong international academic relationships rooted in widespread global academic cooperation and similarly value the attendant scholarly and experiential benefits and opportunities these relationships provide, and

Whereas a referendum was held on January 28, 2016 to endorse the Boycott, Divestment, and Sanctions movement, which promotes discrimination on the basis of national origin, and to “Sever Ties,”

Whereas this referendum failed failed by a vote of 2329 against (56.36%) to 1803 in favour (43.63%), a margin of more than twelve (12) percentage points, with students rejecting calls to sever academic ties with Israeli institutions,

Whereas Feds’ clubs and societies may express their opinions and beliefs as per Policy 21, Freedom of Speech and Expression on Campus,

BIRT the Federation of Students opposes the politicization of international academic agreements, educational exchanges, and work-related study;

BIFRT the Federation of Students rejects any action which seeks to sever academic or institutional ties;

BIFRT the Federation of Students will not adopt stances or policy in support of the promotion of discrimination, violation of academic freedoms, severance of academic or institutional relationships, and marginalization of student communities;
BIFRT Council shall not ratify referendums\(^3\) pertaining to severing academic or institutional ties.

\(^3\) Notwithstanding this requirement, Councillors shall maintain rights under parliamentary procedure to amend the agenda or entertain a motion to ratify a referendum by overturning the decision of the Speaker.
Sustaining Safety Policy

Whereas FEDS is responsible for the interests of all of their constituents and has an obligation to protect them from undue harm stemming from the actions of the Federation,

Whereas controversial motions have the potential to negatively impact large student groups, BIRT such motions merit study and discussion for an informed vote.

Whereas FEDS has an obligation to prevent their actions or policies from directly or indirectly causing harm to Waterloo undergraduate students,

Whereas motions should adhere to FEDS values as outlined in its policies and bylaws, human rights, and the law, BIRT the FEDS should have mechanisms in place for preventing motions that may negatively impact large student groups

Furthermore, BIRT every proposed policy or bylaw change be first reviewed by the Board and the Council or their appointed representative(s), before it goes to a vote; the Board shall provide their opinion on whether the proposed change is consistent with the views of the organization and shall not harm it; the Council shall provide their opinion on whether the proposed change is consistent with the views of their constituents and shall not harm them. The opinions of the Board and Council on the proposed change 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.

BIFRT FEDS as a whole, as well as the Council, the Board, all the volunteers and staff, and any other subsidiary, will to the best of their abilities continue to take reasonable action and observe due process to prevent nontrivial harm from coming to any Waterloo undergraduate student(s) on a collective, academic, financial, or professional level.
Indigenous Engagement and Inclusivity

Definitions
In this policy:

1. Indigenous peoples means “Indigenous communities, peoples and nations are those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories, or parts of them. They form at present non-dominant sectors of society and are determined to preserve, develop and transmit to future generations their ancestral territories, and their ethnic identity, as the basis of their continued existence as peoples, in accordance with their own cultural patterns, social institutions and legal system” (Jose Martinez Cobo, 1983).

The Policy

WHEREAS all students in Ontario must be able to access and excel within Ontario’s post-secondary education systems;

WHEREAS the University of Waterloo is situated on and operates on the traditional territory of the Six Nations;

WHEREAS Indigenous students continue to face ongoing significant historic and cultural barriers, disproportionate challenges, and disadvantages to participation in post-secondary education;

WHEREAS the University of Waterloo has a commitment to addressing education gaps and to maintaining a positive and welcoming environment and successful student experience for the undergraduate Indigenous students, as the University of Waterloo has the responsibility to promote inclusivity by adjusting procedures, activities and physical environments;

WHEREAS the University of Waterloo has the obligation and responsibility to have policies and procedures in place to support Indigenous students in all educational capacities on the University of Waterloo campuses;

WHEREAS the University of Waterloo must ensure its commitment to develop opportunities for Indigenous students and to contribute to the national process of reconciliation between

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4 Jose R. Martinez Cobo, the Special Rapporteur of the Sub-Commission on Prevention of Discrimination and Protection of Minorities, wrote the most cited definition of “Indigenous peoples” in his report entitled “Study on the Problem of Discrimination against Indigenous Populations.”

5 Further information regarding the University of Waterloo’s campus community and diversity can be found here: https://uwaterloo.ca/about/what-we-stand/campus-community
Indigenous and non-Indigenous students, staff, and faculty as an exemplary practice in Indigenous education, as set out in the Truth and Reconciliation Commission;

WHEREAS the University of Waterloo and the Federation of Students recognize the importance of promoting diversity and unity in all aspects of campus life and providing equal opportunity for all undergraduate students;

WHEREAS Indigenous knowledge, perspectives, cultures, and history have not been adequately integrated in post-secondary education;

WHEREAS the Federation of Students shall acknowledge the necessity of inclusionary practices for undergraduate Indigenous students and recognize the importance of providing knowledge for non-Indigenous students on the histories, cultures, beliefs, and traditions of Indigenous peoples in Canada;

WHEREAS recognizing ST. Paul’s Waterloo Aboriginal Education Centre is the de facto Indigenous student centre of the University of Waterloo campus and has achieved great strides in facilitating Indigenous knowledge and promoting Indigenous support services for all staff, faculty, and students in the Waterloo community;

BIRT as a part of continuing the commitment in decolonizing the institution and creating a welcoming environment, the term ‘Indigenous’ will be used when referring to the First Nations, Metis, and Inuit peoples at the University of Waterloo, as it is a form of acknowledgment of their international legal rights;

BIFRT the Federation of Students shall strive to state traditional territorial acknowledgement of the Six Nations land on the Haldimand tract at events, including but not limited to the Board of Directors meetings, Students’ Council meetings, the Annual General Meetings, and all other meetings and events hosted by the Federation of Students;

BIFRT It is recommended that the following statement for the official territorial acknowledgement should read:

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

BIFRT the Federation of Students shall actively engage and consult with Indigenous peoples and communities on matters concerning Indigenous education at the University of Waterloo and do so by establishing an ad-hoc Truth and Reconciliation sub-committee in accordance with Student Council procedures;

BIFRT the Federation of Students shall advocate for the “Indigenization” of University curricula in the form of Indigenous-based courses in various faculties focused on Indigenous pedagogies and academic programming, as well as Indigenous language courses;
BIFRT the Federation of Students shall advocate for the creation of an Indigenous major and minor to be made available to all undergraduate students;

BIFRT the Federation of Students shall advocate for the removal of barriers for the hiring of Indigenous staff and faculty;

BIFRT the Federation of Students shall advocate for, and monitor the collection of, data on retention, graduation, dropout or withdrawal, and enrolment rates of undergraduate Indigenous students in order to evaluate Indigenous student-specific services on campus;

BIFRT the Federation of Students shall continually advocate that the University of Waterloo increase financial assistance, in the form of scholarships and non-repayable emergency bursaries, for Indigenous students;

BIFRT the Federation of Students shall advocate for the incorporation of Indigenous cultures by supporting the construction of larger spaces for Indigenous students;\(^6\)

BIFRT the Federation of Students suggests that future University of Waterloo initiatives with respect to Indigenous student services be offered through or in coordination with the Waterloo Aboriginal Education Centre.

\(^6\) OUSA states that increased Indigenous spaces on university campuses can reduce the feelings of isolation while also promoting awareness of Indigenous programs amongst non-Indigenous staff, faculty, and students (Policy Paper: Aboriginal Students (Toronto: Ontario Undergraduate Student Alliance, 2014)).
Value-for-Money

Definitions

1. “Request for Proposal” (RFP) refers to a solicitation for proposals, through a bidding process, by the Federation of Students for interest in procurement of vendors, services or assets (eg. Auditor or Legal Counsel). RFP is a standard process for any large procurement expense on an external contract.
   a. “Proponent” or “Bidder” refers to the entity that submits a Proposal in response to this RFP.
   b. “Services” refers to any services proposed by the Proponent as a response to this RFP.
   c. “Selected Proponent” refers to the Proponent that has been awarded the right to negotiate and complete an Agreement with the Federation of Students to be approved by the Board of Directors.

2. “Ongoing Contracts” means a contracted service provided to Federation of Students that would normally be provided year-over-year.

3. “Agreement” refers to an agreement executed with the Federation of Students for the provisioning of the services on terms and conditions deemed satisfactory by the Board of Directors. The terms and conditions of the Agreement will be discussed and negotiated between the Board of Directors of the Federation of Students and the Proponent.

4. “Value-for-money” (VFM, “value”) is the achievement of a desired procurement outcome at the most suitable, but not necessarily the lowest, price based on balanced consideration of financial and nonfinancial factors relevant to the procurement which is used to benchmark expenditure in service provision, use, and conclusion.

5. “Principal Actors” is defined as the governing body, person, or persons, directly responsible for the design, tendering, approval, and/or ratification of an agreement, memorandum, or contract involving the provision of services to the Corporation in exchange for money. In accordance with the Bylaws, the Board of Directors is the ultimate principal actor on all such matters, though this definition may also include those to whom they have lawfully delegated authority.

Policy

WHEREAS Requests for Proposal should reflect the long term strategy and short term operational objectives of the corporation,

WHEREAS the Federation of Students believes in achieving the optimum value per student dollar spent and strives for continuous improvement in all aspects of service delivery to students,
WHEREAS the Federation of Students believes in balanced consideration of minimum cost to students for services and quality of service;

BIFRT principal actors responsible for any major expenditures or ongoing contracts must always be able to demonstrate the superior value-for-money of that expense relative to comparable options;

BIFRT any ongoing contractual expenses shall be reviewed for value by the responsible principal actor at least once every five (5) years through a reportable mechanism, such as a Request for Proposal;

BIFRT summary documentation to describe the nature of any contractual expenses of the Federation of Students shall be developed and updated periodically, in a manner determined by the Board of Directors, to inform the general membership of such;

BIFRT the Board of Directors shall regularly review the corporation for continuous improvement in the way in which it exercises its functions, having regard to the value-for-money of membership dues through assessment of:
   a. effectiveness -- reviewing the impact of spending by reviewing outcomes, and
   b. efficiency -- reviewing the productivity of the corporation, and
   c. economy -- reviewing contributing factors to the provision of services and operations,
and shall provide Students’ Council an annual report of such;

BIFRT the Board of Directors shall develop operating procedures to reflect the above principles that shall:
   a. prioritize accountability, transparency, long term strategy considerations, and maximization of free market competition weighted by performance history, and
   b. Incorporate assessment of flexibility to adapt to changes, analysis ensuring whole-life costs of any such actions are commensurate with budgeting and long term financial considerations and include associated transaction costs, and
   c. seek to achieve or advance the Federation of Students' policy or advocacy objectives in a manner that satisfies stakeholders;

BIFRT the Students’ Council and its committees shall attempt to maximize value-for-money in the regular assessment of student-run services and annual budgetary preparation:
   a. through appraisal of the needs and priorities of the undergraduate student body, and
   b. by ensuring appropriate cost with regard to level of quality provided in the provision of services to students, and
   c. by ensuring services are adequately delivered to meet students’ needs, and
d. through regular review of student services' reporting to ensure continuous improvement;

BIFRT the Students’ Council shall develop procedures to reflect the above principles.
Freedom of Information and Secrecy in Corporate Governance

Definitions

1. An "Entity" refers to any employee, agent, subsidiary, organ, service, society, club, commercial operation, commission, committee, or governing body within the Federation or with which the Federation participates or is party to. This classification shall be stratified:
   a. "University Entity" shall indicate a body to which the Federation holds membership, seats, or serves on within the governing structure of the University of Waterloo (e.g. UW Senate);
   b. "External Entity" shall indicate a body to which the Federation is member of or party to (e.g. Ontario Undergraduate Student Alliance);
   c. "Internal Entity" shall indicate any entities internally governed, administered, or overseen by or reported to within the Federation of Students; and
   d. "Autonomous Entity" shall indicate those societies or subsidiaries with autonomous financial control and independent governing boards within the Federation structure.

2. "Freedom of Information Request" or "Request" means any request by membership for documentation of the Federation or entities of the Federation that complies with the law and those restrictions established by the Board of Directors pursuant to this policy.

3. "Exemption" refers to the right or privilege to dispense with general rules, policies, or procedures pertaining to Freedom of Information requests subject to the limitations as established herein.

4. "Confidential" or "Confidential Matters" refers to deliberations, records, or documents that fall under confidential or in camera sessions of governing bodies, or any other information reasonably restricted by the Board of Directors through procedures established pursuant to this policy.

Policy

WHEREAS, Policy 1 Secrecy in University Governance declares the "essence of higher education is open and free discussion" which is "not realized when the governance of institutions of higher learning is conducted in secrecy" which begets situations where students and staff are unable to exercise their rights and responsibilities as members of the institution,
WHEREAS a restricted flow of information, inability to access such information, or failure to disclose what should be public information produces unnecessary and harmful tensions within the institution and degrades the atmosphere of openness, integrity, accountability, and transparency that are crucial to the effective oversight and operations of the organization,

WHEREAS the Federation shall strive to provide reasonable opportunities for public review and questioning by the membership of any major decisions that are likely to impact undergraduate students,

WHEREAS the Federation of Students believes in reasonable access to documentation regarding the corporation or arising from the regular business or operations of the corporation by the membership; and therefore,

BIRT all decisions in the governance, administration, and operation of the Federation should be made in a democratically open, transparent, and accountable manner;

BIFRT all documents, save those portions with business dealing with confidential matters, should be made publically accessible and available upon request by the membership in a timely fashion without information withheld;

BIFRT the Federation will acknowledge requests for information within five (5) business days;

BIFRT the Federation will comply with all solicitations from the membership for information in a timely manner, not exceeding twenty (20) business days, save where:

1. Such disclosure would breach confidentiality or contractual obligations,
2. The time required to determine if the Federation holds the requested information, combined with the time required to collect and deliver the requested information exceeds sixteen (16) business hours⁷;

BIFRT the Federation will make public and accessible all procedures for request of documentation from any entity of the Federation;

BIFRT the Federation shall notify the requester if the Federation cannot comply with or will require additional time to process the information request;

BIFRT the Federation shall not unduly withhold publication or disclosure of decisions of governing bodies within the Federation; and, further, the Federation shall disclose all records of

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⁷ The Federation can combine multiple requests which are similarly themed, whether from one person, or multiple people, as one (1) request to determine the amount of time required.
deliberations of its governing bodies within five (5) business days of approval of records unless directed by the relevant governing body that it shall be made available sooner;

BIFRT any bylaws, charters, policies, procedures, plans, contracts where not restricted by the Board, and reports of the Federation of Students shall be made publically available to membership and listed on the Federations’ website; any modifications or amendments made to policies or procedures by the relevant governing body shall be updated and disclosed within five (5) business days unless directed by the relevant governing body that it shall be made available sooner;

BIFRT Every exception to the principles of open decision-making and free access to information must be justified by the person or persons making it. Exemptions to freedom of information requests from membership and exemptions from timely public disclosures shall include:

1. Those specifically authorized under criteria established by the Board of Directors to be kept confidential in the interest of legal affairs, commercial operations which under good business practice would not ordinarily be publicly disclosed, matters pertaining to human resources, or such other matters as deemed by the Board to be reasonably expected to harm the Federation;
2. Those related solely to the internal personnel rules, discipline, and practices that are restricted under UWaterloo Human Resources policy and related agreements with the Federation’s Board of Directors;
3. Documentation the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F.31);
4. Those records or information compiled for contractual purposes prior to the finalization of contract negotiations, but only to the extent that the production of such records or information,
   a. could reasonably be expected to interfere with negotiation proceedings, or,
   b. would disclose techniques, procedures, and other critical information limiting the negotiation capability of the Federation;

BIFRT the Federation shall encourage the public disclosure, or development of procedural mechanisms for public disclosure, of information by external and university bodies;

BIFRT the Federation shall assist the membership and other parties approved by Students’ Council in the pursuit, acquisition, and release of documentation from university and external bodies;

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8 Any such criteria or procedures for authorized exemptions shall be made publically available pursuant to this Policy.
BIFRT contracts to be deliberated on or authorized by Board of Directors shall be reviewed by Council or their appointed representative(s), before such a measure goes to a vote, who shall provide their written opinion on whether the proposed contract is consistent with the views of their constituents and shall not harm them⁹;

BIFRT the Board of Directors shall develop operating procedures to reflect the above principles that shall prioritize accountability and transparency; and,  

BIFRT the Students’ Council shall develop procedures to reflect the above principles that shall prioritize accountability and transparency.

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⁹ Any such written opinion of Council shall be non-binding and shall be made publically available to the membership.
Committee Transparency

WHEREAS members of Students’ Council and the Board of Directors are available on the Federation website,

WHEREAS Committees conduct important work and so members of Committees should be held accountable,

WHEREAS Council Procedure 10, Committees of Students’ Council, establishes that “all committee meetings shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, and may be redacted at the consent of the chairperson of the committee and Speaker of Council”;

WHEREAS Council Procedure 10, Committees of Students’ Council, establishes that “any member of the Federation may request that the chair of a committee inform them of the time and location of meetings of that committee, and the chair shall honour such a request”;

BIRT the membership of Committees be published on the Federation website, including the member’s name and class of committee membership (viz., Councillor, Director, Executive, At-Large member);

BIFRT meeting agendas, locations, and times of public Committees of Council be circulated to the Council mailing list no later than one (1) business day prior to the committee meeting;

BIFRT the chair of each Committee, or their designate, provide the agenda to the Secretary of the relevant governing body no fewer than two (2) days before the meeting;

BIFRT the Secretary of each governing body will be responsible for consolidating the agendas of Committees of their governing body;

WHEREAS attendance of key meetings is a quick quantitative measure of an elected or appointed official’s commitment to the role;

BIFRT the chair of each Committee, or their designate, shall notify the Secretary of the relevant governing body in the event of excessive absenteeism by a committee member in accordance with procedure;

BIFRT the description and the contact information of the chair, and vice chair where applicable of each committee be published on the Federation page.
WHEREAS attendance of meetings of the Board of Directors and Students’ Council are already publicly available, albeit not clearly, by reading the minutes of every Board and Council meeting,

WHEREAS attendance of key meetings is a quick quantitative measure of an elected official’s commitment to the role;

BIRT members’ attendance at Council and the Board be published on the Federation website, for all Council and Board of Directors meetings;

BIFRT this page be kept up to date within reasonable bounds, especially around elections;

BIFRT The Secretary of Council be responsible maintaining records and, in consultation with the appropriate staff, ensuring these records are kept up-to-date on the Federation’s website;

BIFRT The Secretary of the Corporation be responsible maintaining records and, in consultation with the appropriate staff, ensuring these records are kept up-to-date on the Federation’s website

BIFRT in the event of discrepancy, error, or belief of inaccuracy, any Councillor or Director may appeal the records kept by the Secretary to the Students’ Council or Board of Directors, respectively; such action should not be taken prior to first attempting to resolve the concern with the appropriate Secretary.
Society Presidents and Designates on Council

WHEREAS Article 8: Students' Council, Section 2: Membership of the bylaws, provides that each constituency Society President or a “designate selected in accordance with Procedure” shall be a voting member of the Students’ Council,

AND WHEREAS no two voting society representatives on Council may represent the same constituency,

I. General Requirements:

Therefore, be it resolved that in each academic term of a governing year, the President of each constituency society recognized under the bylaws of the Federation of Students shall be the ex officio representative to Students’ Council of that constituency society, unless a designate be selected for that term pursuant to this policy;

BIFRT in the event that the President of a constituency society cannot or chooses not to fulfil these obligations during an academic term, that society’s governing body shall be empowered to select a designate to serve as a representative of that constituency society at the Students’ Council;

BIFRT notwithstanding the foregoing, the governing body of each constituency society shall be entitled to name a designate in lieu of the President of its respective society should it so choose; and similarly shall be empowered to recall their designate who is serving as a representative of that constituency society at the Students’ Council;

BIFRT in the event that a designate resigns their station, that society’s governing body shall be empowered to select a designate to fill such a vacancy at the Students’ Council;

BIFRT in the event of vacancy on the Students' Council, the appropriate constituency society may select a designate to serve in a pro tempore capacity on the Students' Council until such time as a by-election has determined the elected candidate to fill such a vacancy;

BIFRT this policy shall be implemented to the fullest extent while maintaining and respecting the role of the proportional and directly elected representation of Councillors by their constituents as a whole; in the event of conflict, this policy shall be interpreted so as to protect the proportional and direct election of Councillors;

BIFRT a recognized constituency for which there is two or more societies shall be permitted to send a designate to attend Council in a non-voting capacity and may participate in discussion at the discretion of the Speaker; and
the Board of Directors shall approve no bylaws that pertain to designates on the Students’ Council without the consultation and approval of Council.

II. Designate Qualifications:

WHEREAS the Students’ Council constituted under the bylaws of the corporation is considered, for the purposes of the Corporations Act, R.S.O 1990, c. C.38, to be a meeting of delegates of the corporation’s membership,

WHEREAS the Memorandum of Understanding between the Federation of Students and Societies (hereafter "Feds: Societies Agreement") constitutes the Committee of Presidents;

AND WHEREAS the Committee of Presidents, pursuant to Students’ Council Procedure 28, Committee of Presidents, maintains and upholds the Feds: Societies Agreement and has the explicit power to formulate its own policies and procedures in accordance with the Federation of Students policies and bylaws;

Therefore, be it resolved that, in accordance with section §130(3) the Corporations Act, R.S.O 1990, c. C.38, all members of the Students’ Council may have a maximum of one vote and are prohibited from naming a proxy or issuing votes by proxy;

in compliance with the foregoing, should a designate be named for the reasons enumerated in this policy, the President shall cease to be a voting member of the Students’ Council and in their stead there shall be such designate as selected in accordance with this policy; and thus the selected designate shall not be considered a proxy;

in accordance §130(4) the Corporations Act, R.S.O 1990, c. C.38, no person shall be selected as a designate for a constituency society who is not a member of the corporation;

no person shall be selected as a designate for a constituency society who is not a full member of the constituency society for which they shall serve as a representative;

procedures for the qualification of and limitations in the selection of designates may be developed by the Committee of Presidents (COPs) pursuant to those requirements stipulated in this policy and elsewhere in the policies and procedures of the Students’ Council;

III. Ratification of Selected Designates:

the selection of a designate by the governing body of a constituency society shall be ratified by the Students’ Council at the first regular meeting following any such selection or, if Council is unable, by the Federation of Students’ Board of Directors; and

10 Viz., the President of a constituency society cannot simultaneously serve as a Councillor while a designate is selected; and once a designate is selected, the President or designate cannot fill this role at their leisure or otherwise proxy the role to any third party.
the ratification of selection shall not be unreasonably withheld by the Students’ Council or, in the case that Council is unable, by the Federation of Students’ Board of Directors.
Selection and Vacancies of Directors

WHEREAS members of the Board of Directors play a critical role in ensuring the continued stable and effective operation of the Federation,

WHEREAS only allowing nominations for candidates for At-large and Council Director positions during the General Meeting in which they are to be elected limits the potential candidates to those available to present themselves during said meeting,

WHEREAS nominating candidates for Directorship during the General Meeting in which they are to be elected does not allow the opportunity for sufficient consideration of candidates on such an important election process,

WHEREAS no new business or proposals may be included with or amended to the agenda of a General Meeting that are not submitted to the Board of Directors in accordance with notice requirements, and

WHEREAS in accordance with the bylaws, the Board of Directors may establish rules and procedures pertaining to the conduct of General Meetings and Students’ Council may establish procedures for elections and referenda not contrary to the bylaws,

I. Initial Selection of Directors

THEREFORE, BE IT RESOLVED THAT a process shall exist in which students eligible to be an At-large or Council Director, per the requirements stated in the bylaws, are able to submit an online application for the position during a designated period following the end of the Federation’s General Election process;

BIFRT Council Director positions may only be filled from those eligible Councillors having been duly elected to Council for the entire governing year of office;

BIFRT such applications shall be reviewed by a screening panel, none of whom may be seeking selection for Directorship, who shall determine which applicants meet eligibility requirements and assess eligible applicants on a variety of factors relevant to their suitability for the role of Director;
BIFRT this screening panel shall produce a report listing all applicants and commenting on their qualifications and release said report to all members of the Federation in advance of the General Meeting in which Directors are to be elected;

BIFRT, at the meeting in which Directors are to be elected, the candidates to be voted on shall be those applicants deemed eligible by the aforementioned screening panel with no other nominations being permitted;

BIFRT, in accordance with §127.2 of the Act, only Councillors present at the General Meeting may elect a Council Director; and all Councillors present and voting shall note that they voted in the record; and in the event that no Councillors shall be in attendance, the assembly shall elect from the list of eligible screened applicants the Council Directors;

BIFRT that, due to conflict of interest, no applicants for Directorship shall be eligible to vote in an election for Directors at a General Meeting of the Corporation; and

BIFRT Students’ Council shall set procedure implementing and expanding on the application and reasonable standards for the conduct of the screening process dictated by this policy and the Board of Directors shall set procedures of governing General Meetings that respects those requirements set in said Council procedure and in this policy.

II. Handling of Vacancies on the Board

WHEREAS §127.2(2) of the Act specifies that “a director elected by a group of members [councillors] that has an exclusive right to elect the director may be removed only by a resolution passed by a majority of the votes cast by the members of that group at a general meeting, of which notice specifying the intention to pass such resolution has been given…”,

WHEREAS §127.2(3) of the Act specifies that “a vacancy created by the removal of a director may be filled for the remainder of the term at the members’ meeting at which the director is removed or under subsection 288 (2), (3) or (4)”,

WHEREAS §288(2) of the Act specifies that provided a quorum of the Directors exists “any vacancy occurring in the board of directors may be filled for the remainder of the term by the directors then in office…”, subject to those bylaws approved and duly ratified by a General Meeting of the Corporation, and

WHEREAS it is prudent to ensure appointment of interim directors for the purposes of the Federation is conducted in a fair, transparent, and accountable manner for the membership,
THEREFORE BE IT RESOLVED THAT vacancies that occur prior to the Fall General Meeting will be appointed by the Board only until the Fall General Meeting elects a qualified member to serve for the remainder of the fiscal year;

BIFRT that applications for the filling of vacancies of Directors shall be advertised and circulated to the membership for no fewer than ten (10) business days prior to the Board decision to fill such a vacancy from the eligible applicants;

BIFRT, in accordance with §127.2(1) of the Act, vacancies of Council Directors may only be selected from the list of eligible Councillors having been duly elected to Council for the entire governing year of office; and Students’ Council shall, time permitting\textsuperscript{11}, be first given the opportunity to elect a new Council Director whose appointment to fill the vacancy of Council Directors the Board shall ratify, subject to those eligibility requirements of Directors established in the Act and the Bylaws of the Corporation;

BIFRT that no vacancies of At-Large Directors may be filled by Councillors, with the exception that if no eligible or interested applicants for At-large Directorship are submitted, the Board may then opt to open such applications to all voting members of Students Council;

BIFRT that Directors holding vacancies until the Annual General Meeting of the Corporation or until the next regular election shall be styled pro tempore Directors with all rights and privileges afforded to them, and limitation imposed upon them, under the Act and bylaws of the corporation;

BIFRT, in accordance with the bylaws, in the event of vacancy of an Executive, the Board may determine the appropriate course of action, including the appointment of an Executive pro tempore to fill the role, or may leave the role vacant, dividing the responsibilities thereof amongst the Directors as it deems necessary\textsuperscript{12}, until such time as a by-election called by Council has been carried out, with the proviso that no by-election shall be called to fill a vacancy created within four months of the opening of the polling period of the General Election (ie. Winter Term);

BIFRT that any Executive pro tempore appointed by the Board may serve in such capacity until the next available regular meeting or special meeting of the Students’ Council, whereupon such an appointment shall be ratified\textsuperscript{13};

\textsuperscript{11} In the event that such opportunity has significant dilatory effect on the corporation, such as in the event of multiple resignations and risk to quorum of the Board, this requirement may be waived in the interests of operational continuity.

\textsuperscript{12} In the event that no by-election is called, the decision of the Board is sustained until such time as the office may be filled by General Election.

\textsuperscript{13} Any Pro Tempore Executive shall serve at the pleasure of the Board and may be removed by a decision of the Board.
BIFRT notice of all vacancies and selection of *pro tempore* Directors to fill such vacancies shall be provided to the membership through those mechanisms determined by the Board, or such other body as charged by the Board.
Accountable Bylaw Amendment Process

WHEREAS the bylaws of the corporation represent the constitution of the corporation and, second to the letters patent and supplementary letters patent, are the highest form of governing documents in the corporation,

WHEREAS Object One of the letters patent notes the Federation is "to act as the representative of [undergraduate] students of the University of Waterloo" and object specifies that the Federation’s purpose is "to promote and maintain responsible student government",

WHEREAS amendments to the bylaws of the corporation should be open, transparent, and changes thereto should be done in an accountable manner,

WHEREAS the governing documents of the Corporation must be interpreted and implemented to uphold its policies to the fullest extent possible,

I. Consultation on and Approval of Bylaw Amendments:

BIRT the Board of Directors shall only consider and approve amendments to the bylaws of the Corporation, to take effect immediately or on a date set by the Board, through proper consultation with the membership’s duly elected representatives, the Students’ Council;

BIFRT the Board must receive the exact text of any proposed bylaw amendment no less than ten (10) business days prior to the meeting at which it is to be voted upon;

BIFRT all amendments to the bylaws of the corporation shall only take effect following approval by a two-thirds (2/3) vote of the Board, with Students’ Council having been given an opportunity to provide recommendations on the proposed amendments;

BIFRT amendments to Article 1: Interpretation, Article 3: Membership, Article 4: Dues, Article 5: General Meetings, Article 7: Board of Directors, Article 8: Students’ Council, Article 11: Elections and Referenda, Article 13: Membership in External Political Organizations, and Article 14: Amendments will only take effect once approved by a two-thirds (2/3) vote of the Board and a majority vote of Students’ Council;
BIFRT all other amendments may only take effect once approved by a two-thirds (2/3) vote of the Board;

BIFRT notwithstanding any other requirements in the policies or procedures of the corporation, nothing shall prevent the Board from placing a bylaw amendment protected under these provisions on the agenda for a General Meeting of the Corporation, provided the unanimous consent of all Directors, which shall not take effect until after it has been duly ratified by a General Meeting, and

II. Ratification of Bylaw Amendments:

BIRT, in accordance with §129(2) of the Act, all amendments to the bylaws of the Corporation, including the repeal or re-enactment of any part thereof, shall require confirmation at the next General Meeting of the Corporation, or in default of confirmation thereat, shall cease to have effect at and from that time;

BIFRT a simple majority vote at a General Meeting shall be sufficient to ratify a Bylaw amendment passed under §129 of the Act;

BIFRT, in accordance with §130(2) of the Act, all amendments to the Bylaws of the Corporation respecting Students’ Council or powers, election, meeting or membership thereof, or such other matters pertaining to delegates as defined by the Act, shall be of no force or effect until receiving confirmation by at least two-thirds (2/3) of votes cast at a General Meeting of the Corporation duly called for considering those by-laws;

BIFRT in default of confirmation of any bylaws approved by the Board under §129 or §130 of the Act, no new bylaw amendments of the same or like substance to those shall have effect until confirmed at a General Meeting;

BIFRT, in accordance with §129(3) of the Act, the members may at the General Meeting confirm, reject, amend or otherwise deal with any bylaw approved by the Board and duly submitted to the meeting for confirmation in accordance with procedures of the corporation and this policy, but no act done or right acquired under such bylaw shall be prejudicially affected by any such rejection, amendment or other dealing; and

BIFRT no bylaw or bylaw amendment that has not received approval in accordance with this policy and those other procedures of the corporation may be considered for ratification at a General Meeting.
Cooperative Education and Experiential Learning

WHEREAS all students enrolled in cooperative education programs at the University of Waterloo should feel empowered to resolve issues that occur at any time during the hiring and employment cycle,

WHEREAS all students need to know who they can talk to within the Co-operative Education (CE) Department depending on the issue at hand,

WHEREAS when students experience an issue during the employment cycle, they often do not know who to consult with or may not feel satisfied with the resolution after consulting their assigned student advisor,

BIRT clear communication framework must be implemented to ensure issues are escalated effectively to resolve problems in a timely fashion.

WHEREAS the interview process is an essential part of the hiring cycle in the cooperative education program,

WHEREAS the current interview process prevents students from turning down interviews they are no longer interested in taking,

WHEREAS the current interview process does not allow students to communicate with employers outside of WaterlooWorks, which forces students to complete interviews despite having another job offer available that they have already accepted or have the intention of accepting, which disadvantages both students and employers,

WHEREAS the current interview process disadvantages other students in the hiring cycle who have been selected as alternates and do not get the opportunity to interview in place of a student who is unable to turn down the interview,

BIRT the University empower students with the ability to manage interview conflicts proactively, including interacting directly and professionally with employers.

BIFRT CE should work with external employers to insert their offer into the match sequence so that students are able to make informed decisions with all opportunities available.
WHEREAS students face a variety of challenges in the workplace that they may not feel adequately prepared for, particularly during their first coop experience.

WHEREAS students are more vulnerable in the workplace due to their lack of coverage under certain jurisdiction’s labour laws and related legislation.

WHEREAS students may be inexperienced in workplace expectations, making it challenging to determine what is acceptable workplace behaviour.

BIRT Feds should work with CE to create a workplace resources module to outline important information that students should be aware of while in the workplace, including but not limited to:

- Basic employment laws;
- WHMIS;
- Identifying, reporting, and dealing with sexual and racial harassment;
- Workplace safety and WSIB.

WHEREAS WaterlooWorks was a significant financial investment in the cooperative education infrastructure as a replacement for Jobmine,

WHEREAS WaterlooWorks has been designed to enhance the hiring cycle process for students,

WHEREAS the development of WaterlooWorks extended beyond 5 years and totaled over $5,700,000, in which the first attempt took 3 years, costed approximately $3,000,000, and was funded entirely through co-op fees,

WHEREAS the ongoing annual maintenance fee of WaterlooWorks is paid through student co-op fees and has a maximum cost of $129/student/payment term as of FY2019,

WHEREAS WaterlooWorks has not shown the desired level of functionality expected from a program with an extended consultation and development period and the amount of financial investment that occurred.

BIRT Feds must remain involved in the ongoing development period for WaterlooWorks to ensure student feedback is incorporated as upgrades continue to be made.

BIFRT Feds should hold CEE accountable through the development process to ensure transparency and student visibility.
WHEREAS employer accountability is an essential component in ensuring students participate in a safe and educationally valuable experience,

WHEREAS employers must adhere to expectations as set by their internal human resources policies and by the principles of Co-operative Education at the University of Waterloo,

WHEREAS some employers are providing inaccurate job descriptions that do not accurately portray the position they will be hiring for, misleading students during the application process,

WHEREAS employers are failing to follow through on job offers as extended through the match function,

WHEREAS some employers are creating work environments that are potentially unsafe or uninformative for their co-op students,

WHEREAS students have limited recourse in addressing issues of this nature as they may be concerned about potential repercussions that may arise from speaking out,

WHEREAS students may feel trapped in a situation due to the nature of their short tenure with a company, leaving them to suffer through an non-ideal situation,

WHEREAS the job search is a demanding process that takes significant amounts of time away from students that are enrolled in a full time course load and some employers place additional unrealistic expectations on students.

BIRT CE must implement a student-informed employer accountability model to ensure employers are providing experiences of an appropriate quality for the co-operative education program;

BIFRT CE shall continue to allow students to sign off on job positions if the job description strongly deviates from the interviewer’s description of the position during the application process;

BIFRT to protect future students and the reputation of the University of Waterloo, employers who have created poor working environments, including enabling harassment or abuse of power, be banned from posting on WaterlooWorks for a minimum of two terms and CE should work with the employer to see if issues can be resolved to an appropriate standard for students in the future;
BIFRT to protect students against the potential repercussions from employers when they report workplace harassment, students who speak out will still receive their co-op credit and a performance evaluation of at least “Very Good” if upon investigation, CE finds the allegations to be credible;

BIFRT Feds should work with CE to develop guidelines for employers on what constitutes a reasonable interview process taking into consideration factors such as number of interviews, length of interviews, and required travel distance to interviews;

WHEREAS there is a reasonable expectation to be informed of an expected compensation range when making the decision to apply for a job,

WHEREAS some employers elect not to provide students with compensation information on job postings in WaterlooWorks,

WHEREAS many students depend on earnings made during co-op terms to pay for tuition, accommodations and other related expenses,

WHEREAS during the application process, students are not able to make an informed choice on what jobs that they can afford to apply to base on their personal financial situation,

BIRT all job postings on WaterlooWorks should include information on the expected compensation range and benefits, where applicable, for the position;

BIFRT all job postings should have a search parameter for compensation range and benefits, where applicable;

BIFRT Feds should work with CE to develop guidelines on acceptable levels on minimum compensation that students receive while working in high cost of living regions;
**Open Educational Resources**

**Definitions:**

1. “Open Educational Resource (OER)” : An Open Educational Resource is a form of learning material which has less restrictive licensing terms than those sold by traditional publishers. Use of the resource is typically either free or nominal to cover the cost of replication.

2. “eCampus Ontario Open Library”: eCampus Ontario is an arms-length not-for-profit, funded by the Government of Ontario, and is responsible for promotion of open learning culture. One way this is facilitated is by the maintenance of the Open Textbook Library, a free hosting platform for various open license textbooks.

3. “Policy 77”: Policy 77 governs the tenure and promotion system of tenure track faculty at the University of Waterloo.

4. “Learning Management System (LMS)” : A Learning Management System is an online resource used to host educational content, and may also comprise functions of course administration such as uploading of assignments or tracking student progress.

5. “Online Course”: An online course is a course which has little or no traditional lecture based content, and content otherwise delivered by lecture is instead by an online medium. Most online courses use a Learning Management System to facilitate the course.

**Policy**

I. Promotion of Open

WHEREAS students greatly benefit from affordability in education. Principle: Open Educational Resources can represent high-quality instructional materials with more affordability for students than conventional textbooks,

WHEREAS a well-supported open ecosystem requires platform infrastructure, instructor buy-in, general awareness and institutional support,

WHEREAS Waterloo students paid an average of 635 dollars on textbooks in 2017\(^{14}\)

WHEREAS adoption of OERs by university faculty has not occurred at a satisfactory pace,

WHEREAS the culture surrounding OERs is one that requires continuing promotion Concern: Students aren’t aware of Open Educational Resources

\(^{14}\) [https://www.macleans.ca/education/most-expensive-books/](https://www.macleans.ca/education/most-expensive-books/)
BIRT the Federation of Students VP Education will advocate for the promotion and adoption of OERs for university courses;

BIFRT the Federation of Students VP Education will broadly support high-quality open learning on and beyond the university campus;

BIFRT the Federation of Students VP Education will promote eCampus Ontario and its open library in provincial advocacy as a platform for the promotion of open licenses across Ontario;

BIFRT the Federation of Students supports explicit mention of OER development as a positive indication in University Policy 77 for purposes of evaluation in Tenure and Promotion;

BIFRT the Federation of Students should promote knowledge of Open Educational Resources to students.

II. Open Textbook Development

WHEREAS open textbooks comprise one of the largest opportunities for cost savings for students,

WHEREAS the university should be committed to tearing down barriers to an open culture and open adoption on campus,

WHEREAS the University should be placing more resources behind open textbook development,

WHEREAS first year students are told to expect to pay over $2000 in textbook and learning supply materials in their first year,

BIRT the university should support the production of at minimum three open educational textbooks each year;

BIFRT the university should consider the following when allocating resources to Open Educational Resources: access to a subject-matter expert to create the resource, departmental willingness to commit to using a prospective OER, cost of typical textbook typical enrolments in the course or courses where a textbook may be used, cost and time to produce the resource, and amount of money saved by students;

BIFRT resources developed by Waterloo professors should be available to students for the cost of printing or the cost of hosting and online upkeep, according to its format;

15 https://uwaterloo.ca/future-students/financing/budget-calculator
BIFRT the University should provide support for open resource development in the Centre for Teaching Excellence or Centre for Extended Learning, including design, reviewing, and editing services;

BIFRT where possible, support should be given to enable interactive elements and supporting open courseware to supplement open textbooks;

BIFRT the university should identify and eliminate barriers to faculty wishing to create open resources.

III. Purchase of Digital Learning Resources
WHEREAS the Federation of Students supports the guidelines of the university secretariat on bundling and cost of learning resources16,

WHEREAS learning management systems and courseware should be provided in a cost-efficient manner,

WHEREAS new technology poses new use cases for the secretariat’s guideline,

WHEREAS academic freedom and the emergence of multiple learning management and courseware tools may mean students may have to buy resources across multiple platforms which would have been unnecessary if there was a standard provider;

WHEREAS iClickers represent a large hardware investment which are often only used in first year courses,

BIRT the Federation of Students supports adoption of courseware products if conducted in compliance with the secretariat guidelines on learning resources;

BIFRT the University should harmonize paid technology use across the university where possible;

BIFRT the university should explore more affordable options for in-class participation, including exploring a software or online option.

IV. Where Open Educational Resources Are Not Available

16 https://uwaterloo.ca/secretariat/guidelines-pertaining-learning-resources-and-field-trips
WHEREAS Open Education Resources are not always available or represent the best value for students,

WHEREAS University professors often do not take cost of texts into consideration when choosing course materials,

WHEREAS high cost of textbooks can discourage students from taking courses or obtaining texts,

BIRT Feds should advocate for instructors, departments and the university to consider both quality and cost in determining learning resources;

BIFRT Feds shall attempt to provide opportunities to make acquisition of conventional textbooks more affordable.

V. Online Learning

WHEREAS online courses represent a key development in technology in learning,

WHEREAS online learning should offer a similar level of quality to conventional instruction,

WHEREAS high-quality online learning necessitates different approaches and practices than conventional teaching,

WHEREAS online learning increased flexibility in receiving instruction to students,

WHEREAS different modes of content delivery complement the diversity of ways of learning that students possess,

WHEREAS it can be easy for online courses to simply mirror presentations given in a lecture style,

WHEREAS more resources may be needed to successfully address demand for online course design,

BIRT the university should focus on creation of high-quality online courses;
BIFRT the university should continue and expand support to the Centre for Extended Learning, including promotion of using principles from CEL’s UXDL Honeycomb\(^\text{17}\) to all prospective online course offerings;

BIFRT CEL should pursue opportunities to integrate high-quality online experiential learning opportunities into online courses, such as simulations, projects, or case-based learning.

\(^{17}\) [http://cel.uwaterloo.ca/honeycomb/valuable.html](http://cel.uwaterloo.ca/honeycomb/valuable.html)
FEDERATION OF STUDENTS
ADVOCAacy
POLICY

Number: 60
Effective: March 16 2019
Replaces: New

**Mandatory Meal Plans**

WHEREAS students living in Claudette Millar Hall (CMH), Ron Eydt Village (REV), Village 1 (V1) are required to purchase a “Mandatory Meal Plan”\(^\text{18}\),

WHEREAS Mandatory Meal Plans are subject to a mandatory Overhead Deduction which, as of Winter 2019, is larger than the Meal Plan portion,

WHEREAS UW Food Services (UWFS) states that the Overhead Deduction is “withheld at the beginning of the term to cover costs of labour, repairs, programming extended hours and other fixed costs. It also contributes to capital improvement and resident program enhancement”,

WHEREAS the 50% food price reduction is only valid during the term students purchased the meal plan,

WHEREAS many students do not use the entirety of their meal plan dollars before moving out of Residence and so forfeit half of the remaining meal plan balance to the University;

BIRT the Federation of Students shall advocate to UWFS and other relevant University Bodies or Persons to examine the necessity of the Overhead Deduction,

BIFRT if the Overhead Deduction is required, the Federation of Students shall advocate for the elimination of the time limit on the 50% food price reduction,

BIFRT the Federation of Students shall advocate to UWFS to collect data on the number of students who have not used the entirety of their meal plan by the end of the term and the dollar amount that remains unused,

BIFRT if the UWFS does not collect the aforementioned data, then the Federation of Students shall collect it and make its collected data publicly accessible.

\(\text{18}\) https://uwaterloo.ca/food-services/meal-plans/mandatory-meal-plans
**Policy Title:** Exam Scheduling and Relief  
**Policy Number:** 61  
**Policy Class:** Advocacy  
**Policy Category:** UA

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**Sponsor:** Megan Town (Councillor, 2019-2020)  
**Attachment:** None  
**Responsible Bodies:** Education Advisory Council (EAC)

**Authority:**
- Charter of the Federation of Students: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo"
- Bylaws, Article 8: Students' Council: “Council shall have the power ... to set the Policies of the Corporation.”
- Bylaws, Article 9: Officers: “The Vice President, Education shall be generally responsible for advocating on behalf of undergraduate students to the University of Waterloo...”

**Key Words:** exams, exam scheduling, exam relief, mental health

**POLICY STATEMENT:**
This policy describes advocacy objectives on exam scheduling and relief within the context undergraduate student mental health and workload.

**PURPOSE:**
The intention of this policy is to document the student opinion and recommended practices on exam scheduling and relief. Applicable representatives will advocate for the objectives herein laid out. This policy was written as a result of constituent feedback on the inadequacies of the current exam relief accommodations.

**DEFINITIONS:**
*Exam Relief* – the process of requesting alternative scheduling arrangements in the event of a student’s exams scheduled close together.
SCOPE & EXEMPTIONS:
This policy applies to anyone who is representing student opinion on exam scheduling and relief on behalf of the undergraduate student body as a whole. This includes executives, commissioners, and at-large undergraduate senators.

POLICY COMMUNICATION:
The policy will be posted on the Corporation’s website and internal network drives. Affected parties, including undergraduate university senators, will be advised of the new policy via distribution by the Vice President, Education, or a designate.

POLICY:
The 2017 PAC-SMH report recommended “Final exam schedules and availability of the exam schedule during the course enrollment period.” [1] In addition, exams, particularly closely scheduled exams, continue to put undue stress and demands on students.
The current university commitment to students is inadequate. Students may only seek relief in the following two situations, [2]
- Writing two examinations in a row
- Writing in the last period on one day and the first period on the next day

Students are only able to move one of their exams by one hour as per the options below, [3]
- I will write the following exam one hour before the regularly scheduled start time.  
  (Available for 12:30 p.m., 4:00 p.m., 7:30 p.m. exams.)
- I will write the following exam one hour after the regularly scheduled start time.  
  (Available for 9:00 a.m., 12:30 p.m., 4:00 p.m. exams.)

Relief is not available for exams written in a computer or wet lab. [3]
Furthermore, moving an exam by one hour does not provide enough time for students to take a break and travel between exams.

The following advocacy objectives shall apply for final exams:
1. More extensive and effective exam relief policies should exist, which should contain, at minimum, the following.
   a. Students should not have more than two exams in a 36-hour period.
      i. Students should be eligible for exam relief if they have more than two exams in any given 36-hour period.
      ii. Such relief should not result in the violation of another advocacy objective.
   b. Students should not have two or more consecutive exams.
      i. Students should be able to request a recess of at least one exam timeslot between consecutive examinations.
c. There should not exist unreasonable limitations on exam relief including, but not limited to the following.
   i. Students should be permitted to work with their instructor to reschedule exams undertaken in a lab.
   ii. Students should have the ability to ask questions of a knowledgeable proctor when accessing exam relief, including through remote or electronic means.

d. In the event of exam cancellation,
   i. Cancelled exams should be rescheduled for the next available Sunday or other suitable make-up day.
   ii. Students should still be able to request exam relief if an exam so rescheduled violates another exam scheduling guideline.
   iii. The University should make reasonable attempts to reschedule exams for students who have a justifiable reason for accommodation including International students who intend to travel home.
      1. Rescheduling may include but is not limited to scheduling the exam sooner than the next exam make-up day and allowing a student to write the exam another term.
   2. More extensive exam scheduling policies should exist which should contain, at minimum, the following.
      a. Exam scheduling should consider and prioritize student wellness.
      b. For cohort-based programs, reasonable attempts should be made to avoid scheduling of the cohort’s exams on the same or consecutive days.
      c. Exams not scheduled by the registrar’s office should be scheduled prior to or in comparable timeline with release of the exam schedule by the registrar’s office.

HISTORY:
This is the first draft of this policy. Previously, advocacy objectives on exam scheduling and relief were not encompassed in policy. This policy was approved by Council on November 3rd, 2019 subject to the Policies and Procedures Committee (PPC) making clerical and formatting edits. On November 19, 2019, PPC approved this policy with slight formatting changes as well as a change to the Scope & Exemptions section as well as the Compliance and Enforcement section in recognition of the fact that the undergraduate Senate caucus acts with autonomy in consideration of the best academic interests of their constituents.

COMPLIANCE AND ENFORCEMENT:
The President and Vice President, Education shall work with the relevant University administration and the Senate Undergraduate Council to achieve the advocacy objectives laid out herein.
The Senate’s undergraduate caucus should ensure the advocacy objectives laid out herein are a priority in the University Senate, unless otherwise determined by their constituency.

REFERENCES:
[2] https://uwaterloo.ca/registrar/final-examinations/relief-information
POLICY STATEMENT:
The Waterloo Undergraduate Student Association (WUSA) believes that the University of Waterloo should provide greater clarity on inclement weather closures and the means by which the University makes such decisions.

PURPOSE:
The University has, on occasion, exhibited reluctance to close the University under severe weather conditions. This results in instruction given to students to make their own judgements regarding personal safety and to seek accommodations after the occurrence. This creates an actual, potential, or perceived risk of lost marks from assessment with no guarantee of University support on accommodations so sought. Subsequent closure of the University on two occasions for icy conditions in winter 2019 led to confusion among students about what informs inclement weather decisions. This policy seeks for clarification.

DEFINITIONS:

Inclement Conditions- Conditions created, most typically by weather, that impede either transportation to and from the university, or the safe and effective operation of the university.

Extreme Weather Conditions- A subset of inclement conditions caused by weather, including presence of significant ice on driving and walking surfaces, significantly impassable volumes of
snow, extreme thunderstorms, hail, extreme fog, tornado watches or warnings, or extreme precipitation causing debilitating flooding.

*University Closure* - Closures of the university, including cessation of work for most employees, and the cancellation of instruction and assessment, referenced in the University Secretariat’s Weather Closing Guidelines.

**SCOPE & EXEMPTIONS:**
This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion.

This policy shall extend to comparable advocacy to ensure consistent practice at all University of Waterloo undergraduate campuses.

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

**POLICY:**
1. The Waterloo Undergraduate Student Association believes:
   a. That its role is as an advocate for the interests of the undergraduate student population of the University of Waterloo.
   b. That significant interest in university closure is evidence by the over 4000 students who signed a petition to the university in 2013.
   c. That interest is also evidenced by frustration that has historically been expressed on social media toward the University of Waterloo’s hesitation to close the campus during extreme weather conditions.
   d. That there are limitations faced by the University of Waterloo with regard to consistent decisions respecting university closure, and that recent actions under Provost Dr. James Rush have appeared to indicate a more balanced approach has been adopted.

2. The Waterloo Undergraduate Student Association is concerned:
   a. That the University of Waterloo has historically resisted closures during extreme weather despite closures being undertaken by nearby institutions including Wilfrid Laurier University and Conestoga College- Waterloo Campus, and when local transit may be similarly non-operational;
   b. That as the University’s Weather Statement states, “those who judge that it may be unsafe to come to campus should discuss alternate work and study arrangements with their instructor or supervisor”, that this does not guarantee such arrangements will be
provided and thus requires students to decide between risking wellness by engaging in unsafe travel to and from the University, or forfeiting marks and academic performance;

3. Therefore, the Waterloo Undergraduate Student Association recommends:
   a. That the University of Waterloo should conduct a review of its university closure policies to ensure such policies do not unintentionally harm or endanger the safety of students;
   b. That the University of Waterloo consult with relevant stakeholders, including WUSA, before concluding its review;
   c. That the University of Waterloo should include a reassessment of its communication strategy and channels during inclement conditions as a component of its review to ensure adequate and up-to-date information is provided to students, faculty, staff and other appropriate stakeholders;
   d. That the university should create guidelines or policies that protect students who reasonably determine that they cannot safely attend an examination or other assessment when the university has declined to undertake university closure;
   e. That the university should permit that, if a student’s travel plans would be affected by an examination being rescheduled to a contingency day, such a student be permitted to take the examination at a date in the following academic term; and
   f. That the Vice President, Education shall report to a meeting of Students’ Council should all these goals be met, and that this policy shall expire forthwith that meeting unless renewed.

HISTORY:
Initiated at Students’ Council, Winter 2019
Developed at Education Advisory Council, Winter & Spring 2019
Approved at Students’ Council, December 1, 2019

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<td>A review of university closure communication strategy</td>
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COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.
**Policy Title:** University Class G Policies  
**Policy Number:** 63  
**Policy Class:** Advocacy  
**Policy Category:** UA

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**Sponsor:** Jacob Siemens (Director, 2018-2019)  
**Attachment:** None  
**Responsible Bodies:** Policies and Procedures Committee  
**Authority:** Federation of Students Bylaws s. 8.7(3)

**Key Words:** University Secretariat, University Policy, Undergraduate Student Relations Committee

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**POLICY STATEMENT:**
University policies have significant potential to affect undergraduate students. University policies currently exhibit an approval structure that does not provide for mandatory undergraduate approval for policies that may substantially and primarily affect undergraduates. Furthermore, policies with broad implications are under the sole purview of the President of the University, with review by the Board of Governors of the University as the only recourse.

**PURPOSE:**
This policy identifies some shortcomings of the classification system for policies at the University of Waterloo and makes recommendations to rectify these shortcomings.

**DEFINITIONS:**

*University Policy* - Mandatory operational requirements within the University, empowered and promulgated through the policy governing such policies, University Policy 1. Such policy is classified based on its primary area of jurisdiction. Such policy binds all members of the University with the full force and effect of the University’s Board of Governors.

*Class G Policy* - A subset of policy affecting the entire University, and in such a way that does not support alternative classification. It may be enacted and amended by approval solely of the
President of the University, with optional but non-mandatory review by USRC as well as other consultation committees.

**Policy 1** – The University policy that establishes policy classes and approval process.

*Undergraduate Student Relations Committee* - A committee populated by six undergraduate students and various University staff that serves as a mandated University committee for review of initiatives and issues pertaining to undergraduate students and undergraduate education.

**SCOPE & EXEMPTIONS:**
This policy guides the advocacy of the President and Vice President, Education, to prioritize according to capacity, opportunity and discretion.

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

**POLICY:**
1. The Waterloo Undergraduate Student Association believes:
   a. That University policy, including Class G policy, devolves power from the Board of Governors to the University President, including unilateral power to initiate, refer, approve, and amend all Class G policies;
   b. That Class G policies are broad in scope, including, “University policies that concern use of buildings, grounds and physical plant, the conduct of persons (students, staff, faculty and visitors) on University premises, and other matters of a general nature...”;
   c. That a general policy class is useful; and
   d. University policy should meet a minimum requirement of mandatory review by affected stakeholders.

2. The Waterloo Undergraduate Student Association is concerned:
   a. That the general policy class embodies a broad function that encompasses many policies with substantial effect on undergraduate students, including alcohol use, grievances, petitions and appeals, sexual violence prevention and response, and student discipline;
   b. That no University policy classification exists for policies with substantial or sole focus on undergraduate members of the University that requires mandatory review or approval by Undergraduate Student Relations Committee;
   c. That Class G policies, while useful, could be easily subject to abuse; and
   d. That while the University' Secretariat has implemented referral of policies to undergraduate committees for review prior to approval by the President of the
University to a near universal degree. Policy 1 still does not require this consultation.

3. Therefore, the Waterloo Undergraduate Student Association recommends:
   a. That the Waterloo Undergraduate Student Association oppose the lack of accountable process for review of Class G policies, and endorses reforms as established in this policy;
   b. That the scope of Class G policies should be reformed so as to exclude matters pertaining solely to the conduct and regulation of students;
   c. That the development of Class G policies should include mandatory consultation with any relevant stakeholders before approval, instead of solely recommending their engagement;
   d. That Class G policies should be restricted in Policy 1 to exclude policies that might otherwise reasonably fall under another category;
   e. That where required for purposes of legal compliance, urgency, or other extenuating circumstances, that Policy 1 may provide for exceptions of recommendations in this policy, provided that the President of the University provide a justification in writing to the President, and that such a policy should immediately undergo the typical approval process;
   f. That the Federation of Students’ seeks the establishment of a three new independent policy classification under University of Waterloo Policy 1, Initiation and Review of University Policies, styled as a “Class U: Undergraduate Students Policies”, “Class GS: Graduate Students Policies” and “Class UG: Undergraduate and Graduate Student Policies” that shall be dedicated to policies affecting undergraduate and graduate students either disjointly or jointly, according to their primary stakeholder or stakeholders;
   g. That such policies shall require, at minimum, consultation with the Undergraduate or Graduate Student Relations Committee, as appropriate, and shall strive for approval by these bodies;
   h. That all policies affecting undergraduate students should normally be provided to the Waterloo Undergraduate Student Association’s Students’ Council, or a committee thereof tasked with matters pertaining to education and university affairs, for information and discussion prior to review by the “Undergraduate Student Relations Committee”, or equivalent;
   k. That if the “Undergraduate Student Relations Committee”, or equivalent, or the Students’ Council feels a policy is contentious or broad enough in scope so as to considerably impact or harm undergraduate students, then those bodies should be empowered to table the approval or review of such policies pending a period of public consultation no greater than thirty days unless approved by the President of the University, and typically no less than fourteen business days, unless determined by that body;
   l. That the Waterloo Undergraduate Student Association should strive to partner with the University to provide appropriate avenues for consultation with students; and
   m. That the body ordering the consultation shall receive the analysis as well as underlying data from the consultation to the greatest extent possible.
HISTORY:
Initiated at Students’ Council, Winter 2019
Developed at Education Advisory Council, Winter & Spring 2019
Approved at Students’ Council, December 1, 2019

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.
Policy Title: Student Pedestrian Safety
Policy Number: 64
Policy Class: Advocacy
Policy Category: UA/EA

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Sponsor: Linyi Cheng and Deon Hua (Councillors, 2018-2019)
Attachment: None
Responsible Bodies: Policies and Procedures Committee
Authority: Federation of Students Bylaws s. 8.7(3)

Key Words: Ring Road, Pedestrian Safety, Safety, Pedestrian, Municipal Advocacy

POLICY STATEMENT:
This policy addresses the overall safety of the large portion of students who are pedestrians in the immediate vicinity of the University of Waterloo and the greater Waterloo community. Students deserve an education in an environment that is safe from unreasonable hazard. Automobiles, when not appropriately constrained by adequate pedestrian safety measures, can pose an unreasonable hazard.

PURPOSE:
This policy aims to increase pedestrian safety measures where they can be beneficial to University of Waterloo students on the main campus. This policy encourages research and advocacy to reduce the incidence of student injuries and improve actual and perceived student pedestrian safety.

DEFINITIONS:
Pedestrian - A person who, on an occasional or frequent basis, chooses non-vehicular modes of transport that may place them at a higher risk of injury or death from impact due to lack of protection. Such modes of transportation include walking, and in some circumstances may encompass those making use of other human-powered forms of transportation such as bicycles, scooters, rollerblades or skates, or skateboards or longboards, among others.
Pedestrian Safety Measure - One of a variety of design choices, whether physical or otherwise, that facilitate greater safety and lower risk of physical harm to pedestrians while engaging in pedestrian activities.

SCOPE & EXEMPTIONS:
This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion.

The general spirit of the scope extends to all University of Waterloo campuses, and while making explicit reference to the City of Waterloo and Region of Waterloo, municipal bodies and other references shall be suitably substituted for equivalent bodies and references for University of Waterloo campuses other than the University’s main campus.

Where ambiguity may exist within this policy, interpretation shall defer to the Vice President, Education. Should such interpretation fail to satisfy another party’s interpretation of this policy, first review and re-interpretation of this policy shall be reserved by the Education Advisory Council.

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

POLICY:
1. The Waterloo Undergraduate Student Association believes:
   a. That students deserve to be safe in the university and local environment.
   b. That students deserve, and should in all cases be able to safely travel to and from campus, without unreasonable fear nor injury to person.

2. The Waterloo Undergraduate Student Association is concerned:
   a. That the University is bounded by higher volume arterial roads, including Westmount Road, University Avenue, and Columbia Street.
   b. That consequently, with a high density of student housing within walking distance of the University, that the volume of student foot-traffic, these arterial roads represent potential for significant harm to student safety.
   c. That the density of pedestrian safety measures in the vicinity of the University is insufficient in some areas, leading to an unreasonable level of incidence of jaywalking, putting students at greater risk.
   d. That generally, research and dialogue on student pedestrian safety is lacking within the University community as well as within the municipal environment.
3. Therefore, the Waterloo Undergraduate Student Association recommends:
   a. That the Region of Waterloo and City of Waterloo should jointly investigate pedestrian foot-traffic patterns in areas of high densities of student residents in the vicinity of the university.
   b. That the Region of Waterloo or City of Waterloo should build pedestrian safety measures at areas with high incidences of jaywalking and no nearby crosswalks or other appropriate pedestrian safety measures.
   c. That the Region of Waterloo or City of Waterloo should waive customary restrictions on density of crosswalks on roads if such policies may otherwise become obstacles to obtaining a reasonable density of pedestrian safety measures.
   d. Conducting independent research for student demand for pedestrian safety measures of varying types, and advocating for construction of such measures, where appropriate, including requesting exemptions to usual road traffic design standards where appropriate.
   e. That authorities from municipal and regional governments should, as a matter of course, review existing pedestrian safety measures and pedestrian capacity when areas are developed or redeveloped to ensure that sufficient safety measures are in place to enhance student safety and that additional pedestrian volumes anticipated due to developments are accommodated appropriately and adequately.
   f. That the University advocate for student pedestrian safety in any such avenue that may be appropriate for advancing of the spirit of this policy.
   g. Research, advocacy, and coordination with the University to establish and periodically review student perceptions of safety around Ring Road.
   h. Researching the feasibility of improvements to pedestrian safety measures and non-vehicular modes of transport around Ring Road, including but not limited to investigating options of reducing Ring Road traffic, establishing one-way clockwise flow and corresponding expansion of a protected bike lane, or other such measures as may seem beneficial.
   i. In accordance with the recommendation immediately above, that the University configure Ring Road in such a way as to optimize both the safety of pedestrians and the convenience of the members of the university community who commute. Such optimization should consider both the circulation of transit vehicles and of private automobiles.

**HISTORY:**
Initiated at Students’ Council, *Winter 2019*
Developed at Education Advisory Council, *Winter & Spring 2019*
Approved at Students’ Council, *December 1, 2019*

**COMPLIANCE AND ENFORCEMENT:**
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.