Federation of Students’ Council Agenda

Regular Meeting

Online Meeting

Chair: Abbie Simpson  Secretary: Alana Guevara

Until further notice, all meetings will be held fully online through the Microsoft Teams platform. All students are welcome to connect to the meeting in order to listen or participate; connection information to be distributed in advance through the Council mailing list or may be requested by contacting speaker@wusa.ca

ATTENDANCE

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

Attendees:

- Simpson, Abigail (Abbie) (President)
- Guevara, Alana (VP Operations and Finance)
- Town, Megan (VP Education)
- Abouelnaga, Nada (VP Student Life)
- Jolicoeur-Becotte, Marie
- Fatima, Aiman
- Ghuwalewala, Vidyut
- Singh, Jaineet
- Yanez, Jairo
- Narang, Aryan
- Dragusin, Rebecca
- Manas, Suri
- Couzens, Nathanial (President, ASU)
- Yang, Eumin (Edward)
- Souza, Angela
- Hallen, Frances
- Gondosiswanto, Evelyn
- Ma, Joseph
- Lindstrom-Humphries, Delainey (President, EngSoc A)
- McGee, Ellen (President, EngSoc B)
- Ye-Mowe, Stephanie
- Dhillon, Jaskaran
- Shi, Victoria (President, ESS)
- Schwarze, Matthew
- Dong, Catherine
- Hunte, John
• Sharma, Kanan
• Ukrani, Mahaveer Jai
• Zhu, Karl
• Wang, Yuqian (Ina) (President, MathSoc)
• Azam, M. Sikandar
• Dosen, Nick
• Macci, Sumayyah
• Parmar, Mokhash

• Roxas, Nikka (Niks) Ysabella
• Surdi, Julian (President, SciSoc)
• Chen, Jason
• Helka, Amanda Nicole
• Ahmed, Mehida
• Ikeno, Victoria (Vicky) (Designate, RASC)
• Easton, Benjamin (Chair of the Board)
### ORDER OF BUSINESS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preliminaries</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Call to order (Attention)</td>
<td>4</td>
</tr>
<tr>
<td>1.2</td>
<td>Territorial Acknowledgement (Information)</td>
<td>4</td>
</tr>
<tr>
<td>1.3</td>
<td>Election of the Officers (Decision)</td>
<td>4</td>
</tr>
<tr>
<td>1.4</td>
<td>Ratification of Society &amp; Pro Tem. Designates (Decision)</td>
<td>4</td>
</tr>
<tr>
<td>1.5</td>
<td>Approval of the Agenda (Decision)</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Approval of the Minutes (Decision)</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Items for Adoption by Consent</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Reports</td>
<td>5</td>
</tr>
<tr>
<td>4.1</td>
<td>Executive Reports (Information)</td>
<td>6</td>
</tr>
<tr>
<td>4.2</td>
<td>Board of Directors Report (Information)</td>
<td>6</td>
</tr>
<tr>
<td>4.3</td>
<td>Representative Reports (Information)</td>
<td>6</td>
</tr>
<tr>
<td>4.4</td>
<td>Officers of Council Reports (Information)</td>
<td>7</td>
</tr>
<tr>
<td>4.5</td>
<td>Standing Committees or Commissioners Reports (Information)</td>
<td>7</td>
</tr>
<tr>
<td>4.5.1</td>
<td>Report of the Policies and Procedures Committee</td>
<td>7</td>
</tr>
<tr>
<td>4.5.1.1</td>
<td>Amendments to Procedures 25 and 26 (Decision)</td>
<td>7</td>
</tr>
<tr>
<td>4.5.2</td>
<td>Ratification of Commissioners for FY2021 (Decision)</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Special Orders</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Business Arising from the Minutes</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>General Orders</td>
<td>8</td>
</tr>
<tr>
<td>7.1</td>
<td>Election of Committees (Decision)</td>
<td>8</td>
</tr>
<tr>
<td>7.2</td>
<td>Scheduling of Meetings (Decision)</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>New Business</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>Announcements</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>Adjournment (4:30PM)</td>
<td>9</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendix A - Executive Reports</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Appendix B - Procedural Amendments</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Appendix C - Commissioners to be Ratified</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>
1 PRELIMINARIES

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

1.1 CALL TO ORDER

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

1.2 TERRITORIAL ACKNOWLEDGEMENT

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

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

1.3 ELECTION OF THE OFFICERS

In accordance with Council Procedure 9, the Election of Officers shall supersede all other business. As such this item cannot be rearranged. Council may not adjourn or proceed with the agenda until a Speaker is elected.

Speaker:

Be it resolved that Council elects _____ as Speaker.

Secretary:

Be it resolved that Council elects _____ as Secretary.

Deputy Speaker:

Be it resolved that Council elects _____ as Deputy Speaker.

Assistant Secretary:

Be it resolved that Council elects _____ as Assistant Secretary.

1.4 RATIFICATION OF SOCIETY & Pro Tem. DESIGNATES

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

Be it resolved that Council ratifies Victoria (Vicky) Ikeno as designate for the Renison Academic Students Council for the Spring 2020 term.
1.5 **Approval of the Agenda**

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

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

2 **Approval of the Minutes**

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

*Be it resolved that* Council approves the minutes, as presented, of following meetings:

(draft minutes to be distributed through the mailing list in advance of the meeting)

1. July 14, 2019
2. August 17, 2019
3. September 15, 2019
4. November 3, 2019
5. December 1, 2019
6. January 19, 2020
7. February 9, 2020
8. March 8, 2020
9. April 19, 2020

3 **Items for Adoption by Consent**

In accordance with Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

No items have been placed on the consent agenda.

4 **Reports**

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

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

1. President (Abbie Simpson)
2. Vice President of Operations and Finance (Alana Guevara)
3. Vice President of Education (Megan Town)
4. Vice President of Student Life (Nada Abouelnaga)

4.2 BOARD OF DIRECTORS REPORT

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

4.3 REPRESENTATIVE REPORTS

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

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

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

1. Speaker
2. Deputy Speaker
3. Secretary

4.5 Standing Committees or Commissioners Reports

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

4.5.1 Report of the Policies and Procedures Committee

4.5.1.1 Amendments to Procedures 25 and 26

Be it resolved that Council amends Procedures 25 and 26, as recommended by the Policies and Procedures Committee in Appendix B.

Submitted By: Abbie Simpson.

4.5.2 Ratification of Commissioners for FY2021

Be it resolved that Council ratifies the commissioners selected for FY2021 as shown in Appendix C.

Submitted By: Abbie Simpson.

5 Special Orders

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

There are no special orders.

6 Business Arising from the Minutes

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

There is no business arising.
7  **GENERAL ORDERS**

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

7.1  **ELECTION OF COMMITTEES**

*Speaker’s Note:* In accordance with Procedure 10, any seats on these committees remaining vacant after the approval of this motion may be filled by that committee, subject to subsequent ratification by Council.

**Standing Committees of Council**

**Be it resolved that** Councillors _____ and _____ as well as members-at-large _____ and _____ be elected to the Policies and Procedures Committee (PPC).

**Be it further resolved that** Councillors _____ and _____ as well as members-at-large _____ and _____ be elected to the Campus Life Advisory Committee (CLAC).

**Be it further resolved that** Councillors _____ and _____ as well as members-at-large _____ and _____ be elected to the Internal Administration Committee (IAC).

**Be it further resolved that** Councillors _____, _____, and _____ as well as members-at-large _____, _____, and _____ be elected to the Education Advisory Council (EAC).

**Be it further resolved that** Councillors _____, _____, and _____ as well as members-at-large _____ and _____ be elected to the Co-op Students Council (CSC).

*Note: All councillors and at-large members on CSC must be enrolled in a co-operative education program.*

**Be it further resolved that** Councillors _____, _____, and _____ as well as members-at-large _____ and _____ be elected to the Internal Funding Committee (IFC).

**Be it further resolved that** Councillor _____ as well as member-at-large _____ be elected to the Budget and Appropriations Committee (BAC).

**Be it further resolved that** members _____, _____, _____, and _____ be elected to the Elections and Referenda Committee (ERC).

*Note: Normally, at least two of elected members of ERC should be at-large members. Under no circumstances shall any member of ERC be a candidate for an active election or by-election, join a referendum committee, or endorse or campaign on behalf of any candidate, team or referendum position.*
Board Committees

Be it further resolved that Councillors ____ and ____ as well as member-at-large ____ be elected to the Strategic and Long Range Planning Committee.

Be it further resolved that Councillor ____ as well as member-at-large ____ be elected to the Planning, Student Spaces, and Works Committee.

Submitted By: Abbie Simpson.

7.2 SCHEDULING OF MEETINGS

Be it resolved that the remaining regular meeting of Council for the Spring term be scheduled for June ____, July ____, and August _____, each starting at 10:30AM.

Submitted By: Abbie Simpson.

8 NEW BUSINESS

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

9 ANNOUNCEMENTS

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

NEXT MEETING

The next regular meeting of Council is scheduled for June ____ (see item 7.2 above), starting at 10:30AM, in the SLC MPR.

10 ADJOURNMENT

Be it resolved that the Chair adjourns the meeting no later than 4:30PM.
APPENDICES
President

Abbie Simpson

10 May 2020

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

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Monthly Summary
May marks the beginning of the governing year. Over the next few weeks the Board of Directors will have their first meeting, committees will start back up again, and the Executive team will begin working on our Annual Plan. Last Sunday Councilors were invited to attend a training session to learn more about their roles and become familiar with our governing documents. Information was shared with the council mailing list for those who were unable to attend. If you attended training and you have feedback, please remember to fill out the Councilor Training Feedback Form.

1.1 Committee on Student Mental Health (CoSMH)
My first meeting of this committee will take place on Friday, May 8th. Over the coming weeks I will be working with the Recommendation 12 working group.

1.2 Volunteer Discounts
As volunteers for WUSA, Councilors, Directors, and Society Executives are eligible for discounts at our Commercial Operations. Go to request.feds.ca, click on IT Requests, and then Customer Discount. Once you fill in your information, the discount will go to me for approval and you will get 10% off at International News.

2.0 Initiatives and Objectives

2.1 Long Range Plan
The Long Range Plan will start back up in the coming weeks. The Strategic and Long Range Plan Committee will be working to create a timeline for the completion of the plan before the August deadline. More updates to come.

3.0 Committee Updates

3.1 Committee of Presidents (COPs)
The first meeting of the Committee of Presidents (COPs) will take place in the coming weeks.

3.2 Policies and Procedures Committee
The first meeting of the Policies and Procedures Committee (PPC) will take place in the coming weeks.
Vice President, Operations & Finance
Council Report

Alana Guevara
May 10, 2020
1.0 Monthly Summary

Hey everyone, welcome to the new fiscal year! I am very excited to get to know you all and see what the year brings.

I have been working very closely with ex-Vice President, Operations & Finance (Seneca Velling) and General Manager (Suzanne Burdett) in transitioning all items related to my position and I look forward to reporting on these over the Spring term.

If anyone has any questions, comments, or concerns, please do not hesitate contact me via email (vpof@feds.ca), phone (ext. 33880), or Teams.

2.0 Transition

2.1 Board of Directors and Student’s Council Transition Training have been completed. Executive and Committee Transition will continue on into the coming weeks.

2.2 Transition of Vice President, Operations & Finance continues throughout May with many meetings scheduled, including:
- Secretary of the Corporation Transition
- Departmental Meetings
- Committee Meetings/Transition
- SLC/PAC Expansion Budget Meeting
- Social Media/Communications Training
- Financial Authority Transition Items
- StudentCare Transition
- Other Organizational Items that will undoubtedly arise

2.3 I welcome any questions if anyone wants clarity on specific items.
3.0 Committee Updates

3.1 Budget & Appropriations Committee (BAC)
This committee assists with the preparation and approval of the WUSA Operational budgets. Director positions for this Committee have been filled. The following seats remain open:
- 1 Councilor (For the fiscal year 2020/2021)
- 1 Student At-large

3.2 Internal Funding Committee (IFC)
This committee assesses and approves the funding requests for the Student Life Endowment Fund (SLEF) and the Enterprise, Opportunity, and Innovation Fund (EOI). The following seats remain open:
- 3 Councilors
- 2 Students At-large

3.3 For more information on these Committees, please feel free to reach out to me (vpo@wusa.ca) or read up on them in the Council Procedures.
Vice President, Education Council Report

Megan Town
May 2020
Monthly Summary

1.1 General

Hello world! I’m writing this after a total of one day “in office”. It was a jam-packed day meeting our senior leadership team in the morning and getting my feet under me. My predecessor, Matthew Gerrits, had drafted a few letters regarding the Canadian Emergency Student Benefit (CESB) which I sent to the Prime Minister’s Office, Minister Qualtrough’s office and Minister Morneau’s office. The upcoming week is going to be very busy with the rest of our executive training and handover meetings for my AVPs.

1.2 Actionables

- Check out my new WUSA-centric socials on Twitter @yourwusaVPEd and Reddit /u/DuckyTheGoose
- Tell me what you think about my report format
- If you might be interested in sitting on any university committees, let me know 😊
- Ask questions!!!

1.0 Projects & Goals

Stay tuned for upcoming plans!

2.0 Key Meetings

I invite questions on details about any of these meetings.

3.1 WUSA

- Lots and lots of executive transition and training meetings
- Several commissioner/AVP handover meetings
- Executive Structure Review Committee handover meeting with the new chair, Alex Eyre

3.2 University

- Initial meeting with Dave DeVidi (Associate Vice President, Academic)
- Initial meeting with Cathy Newell Kelly (Registrar)
- Initial meeting with Government Relations team
- Initial meeting with Co-op and Experiential Education (CEE) leadership

3.3 External

- Sat in on a meeting with the outgoing OUSA Steering Committee
4.0 Committee Updates

4.1 Education Advisory Council
Naturally, this committee hasn’t met yet.

4.2 Co-op Students’ Council
Naturally, this committee hasn’t met yet.
Vice President Student Life
Council Report

May 2020

Prepared by: Nada Abouelnaga

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

1.1 Services
1.2 Clubs
1.3 Orientation
1.4 Miscellaneous

2.0 Committee updates

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

1.1 Services
- Service Coordinator training happened on May 3rd. Let by the Services Manager on Teams.
- The Food Bank continues to operate from the Turnkey Desk on a hamper basis
- Brendan Lowther is working with the services that will be operating this term to create a plan of how the spring term is going to look like
  o Online peer-support will be the focus of the equity services

1.2 Clubs
- The Clubs Manager is working on ways to deliver clubs and societies days on an online platform

1.3 Orientation
- Co-op will be reaching out about potential orientation events that will be done in collaboration with WUSA

1.4 Miscellaneous
- Currently working with my AVP Equity to process an application that was received for the Trans Bursary on April 24th
- The Trans and Racialized Student Survey due date will be extended; potentially until May 15th

2.0 Committee Updates

2.1 Internal Administration Committee
The committee has not met yet. No updates here.

2.2 Campus Life Advisory Committee
The committee has not met yet. No updates here.
A. Overview

I. Purpose
This procedure outlines the definition of a service, and the current services offered by the Federation of Students, and the creation, removal, or review of these services.

II. Date of Approval and Review
This procedure shall be reviewed at least once per year council term.

B. Definitions

Service: Student volunteer-run organizations affiliates of the Federation instituted in order to address unmet needs identified as being important to the student body and best fulfilled by a component of the Federation of Students. Services are coordinated by Service Coordinators who may be volunteers or part-time hourly, dependent on both available budget and administrative direction from the Students' Council and applicable committees.

Advice and Assistance: References to "advising" and "assisting" must be distinguished from suggesting a course of action that must be followed. In all cases, service volunteers must recognize their limitations and be cautious of advising or assisting students in areas where they have not been properly trained. Volunteers may offer suggested courses of action provided they qualify the suggestion by informing students of departments or agencies that they should approach to confirm this.

C. List of Federation of Students Services

I. Food Support Service
The purpose of the Food Support Service is to:

1. To provide discreet and confidential assistance to those students who cannot afford to buy enough food to meet their basic nutritional needs;
2. To ensure that there is enough food available to meet students' needs;
3. To solicit food contributions from the university population and the surrounding community through as many avenues as appropriate.
4. To maintain membership with local food banks.

II. The Glow Centre for Sexual and Gender Diversity (Glow)
The purpose of Glow is to:
1. To establish a campus support network for the queer and questioning community that includes links with on and off campus resources and organizations.
2. To provide supportive and confidential environments to facilitate discussion of issues pertaining to the queer and questioning community.
3. To educate the campus community on issues pertaining to the queer and questioning community in the interests of promoting a campus culture that is aware and accepting of diversity.
4. To ensure all Glow services and resources are accessible to all members of the campus community.

III. Off Campus Community (OCC)
The purpose of the Off Campus Community is to:
1. To provide a sense of community and residence life to those students who live off-campus.
2. To encourage activities that will bring together off-campus students in a social atmosphere.
3. To ensure that students participating in the program can be offered advice and assistance on a variety of issues by a Don.
4. To create a local network of off campus students within the city of Waterloo.

IV. Women’s Centre
The purpose of the Women’s Centre is to:
1. To provide a safe and supportive environment on campus for women and trans* identified students.
2. To inform the university community of various women's issues with an aim of encouraging inclusivity.
3. To provide students with information as requested concerning women's issues.
4. To provide the university community with resources that can help with commonly occurring women’s and trans* issues.
5. To ensure all Women’s Centre services and resources are accessible to all members of the campus community.

V. Campus Response Team
The purpose of the Campus Response Team is to:
1. To enable students to improve their health, safety, and quality of life by providing training and services to the university community.
2. To increase the safety at specific events and across the campus as a whole by providing volunteers who are trained in first aid and CPR, and who are equipped with medical supplies and medical supplies.

3. To increase awareness of health and safety issues in the university community.

VI. The Sustainable Campus Initiative (SCI)
The purpose of SCI is to:

1. To address and increase awareness of environmental sustainability issues on campus;

2. To act as a liaison with all organizations on campus that are concerned about the sustainability, and to assist and participate as appropriate; and

3. To encourage and support the formation of student chapters of professional environmental organizations.

4. To advocate for sustainability within the University of Waterloo and the surrounding areas.

VII. The International and Canadian Student Network (ICSN)
The purpose of the ICSN is to:

1. Connect international, exchange and Canadian students by providing social programming and peer support to University of Waterloo students in order to facilitate their integration process.

2. To advocate on behalf of International and Exchange students to the University administration on topics including but not limited to student fees, Orientation improvement, improved and expanded services, and leadership opportunities on campus.

3. To create and maintain partnerships with the Student Success Office and the Waterloo International office.

4. To provide peer support for International and Exchange students.

5. To provide opportunities for connections and bonding between Canadian, International and Exchange students.

VIII. The Bike Centre
The purpose of the Bike Centre is to:

1. Provide affordable and accessible bike repair services for students.

2. Provide an affordable bike rental opportunity for students.

3. Provide additional learning and leadership opportunities for students.

4. Offer bike-centric programming and social activities for students to connect and expand their peer-networks.

IXVIII. Co-op Connection
The purpose of the Co-op Connection is to:

1. Connect students on cooperative work terms in the same cities in order to provide social programming, peer support and information from the Federation of Students in order to enhance communication and advocate for the needs of co-op students.
2. To provide opportunities for connections and bonding and support between students on co-op terms in the same city.
3. To better understand the unique needs and advocate for necessary change on behalf of co-op students.

IX. Racial Advocacy for Inclusion, Solidarity and Equity (RAISE)

The purpose of RAISE is to:
1. Establish a campus support for racially marginalized students that includes links with on- and off-campus resources and organizations.
2. Provide supportive and confidential environments to facilitate discussion of issues pertaining to racially marginalized students.
3. Educate the campus community on issues pertaining to racially marginalized students in the interests of promoting a campus culture that is aware and accepting of diversity.
4. Advocate to relevant university stakeholders on issues pertaining to racialized students in the interest of creating an inclusive and equitable campus.
5. Ensure all RAISE services and resources are accessible to all members of the campus community.

XI. Mentor Assistance Through Education and Support (MATES)

The purpose of MATES is to:
1. To provide supportive and confidential peer-to-peer support.
2. To promote personal life, balance, self-confidence, resiliency, and well-being.
3. To support students who are having academic, social, physical, emotional, cultural, and/or psychological challenges.

D. Service Administration

All services shall be administered by the relevant management, under the general oversight from the office of the Vice-President, Internal Student Life. The Campus Response Team shall be jointly administered from under the general oversight of the office of the Vice-President, Internal Student Life and the Associate Provost, Human Resources and Student Services of the University.

E. Creation, Removal, or Review of Services

I. Creation of New Services

Whenever there is a gap identified in the student experience, and the University is unable to address it, when able, the office of the Vice-President, Internal Student Life shall investigate the feasibility of a new student service. The responsibility of identifying the needs for a service belongs to the Campus Life Advisory Committee, who shall also be responsible for the planning and creation of new services. Before a service is created, the committee must consider the
financial and time requirements of the new service, and whether or not they can be accommodated by the Federation. Final approval to create a new service must ultimately be received from the Students’ Council.

II. Removal of Existing Services

Services that are run by the Federation will continue to operate and advocate for students until it can be determined that there is no longer a need for that service. Where appropriate, active efforts should be made for the roles of services should be actively trying to be taken on by the university.

They only acceptable reasons for the removal of an existing service are:

1. The University has agreed to take over the mandate of the service, and it is the belief of the Federation of Students’ Council and AND the Board of Directors that the University can maintain the service at the same or a higher standard than the Federation of Students was able to;

2. The mandate of the service is no longer relevant to student issues, as which must be agreed upon by the Federation of Students’ Council; or

3. The mandate of the service can be taken on by another area of the organization while maintaining the mandate at the same or a higher standard that the service was able to.

III. Review of Services

In order to keep services relevant and effective, each service shall be reviewed by the Campus Life Advisory Committee each year during the Winter Term. The review process, at the discretion of the committee, should include interviews with all services to identify whether or not the services’ mandates are being achieved. The review should also be used to ensure that the services’ mandate remains of relevance to the student body.
Service Operations

A. Overview

I. Purpose

This procedure outlines how services (as defined in Procedure 25, Federation of Students' Services) shall operate, including their rights, responsibilities, leadership, and governance structures, as well as the hiring and management discipline of a service coordinator.

II. Date of Approval and Review

This procedure shall be reviewed once every two years, or council terms.

B. Service

A service is entitled to certain rights, privileges, and resources (subject to availability) that include but are not limited to:

1. Administrative
   a. The use of the Federation of Students' name branding on publications and Service-oriented correspondence, upon approval of the Vice President, Internal Student Life or the Services Manager; and
   b. Assistance from the appropriate Federation of Students executive or support staff.

2. Communication
   a. The use of a mailbox in the Federation of Students main office and ability to send and receive mail and fax in care of the Federation of Students;
   b. Use of marketing services, including the Federation’s poster-run, and feds.ca website;
   c. Use of the Federation’s Main Office and/or Turnkey Desk front-desk as a ticket vendor; and
   d. Use of the Federation’s bookable equipment.

3. Resources
a. Use of a designated office space in the Student Life Centre as determined by the relevant Committees on the advice of the Vice President, Operations and Finance, and acting in consultation with the Vice President, Internal Student Life;
b. Use of arts and crafts materials provided by the Federation of Students for Clubs and Services in the Student Life Centre Resource Room;
c. Use of University of Waterloo facilities, subject to the regulations of the University of Waterloo (e.g. Audio-Visual, Graphic Services, Room Bookings) and to existing agreements between the University of Waterloo and the Federation of Students for provision of facilities and services; and
d. Use of any available discounts at Federation of Students venues for Service events.

C. Responsibilities of a Service

Each service has responsibilities to the Federation of Students and its members. These responsibilities include, but are not limited to:

1. Administrative
   a. Each service will have a webpage on the Federation of Students site;
   b. The primary email address and mailing lists of each service must be hosted by the Federation of Students;
   c. Collecting the contents of their mailbox at least once per week;
   d. Replying to all correspondence within a reasonable time;
   e. Abiding by all Federal, Provincial, and Municipal laws, University of Waterloo policies, and Federation of Students’ bylaws, policies, and procedures;
   f. Meeting on a weekly basis with the Services Manager;
   g. Representing the best interests of the Federation of Students and, where applicable, the University of Waterloo.

2. Governance
   a. Consistently use the services’ recognized name of the service as outlined in Procedure 25, Federation Services, the Federation of Students bylaws;

3. Events & Marketing
   a. All events, guest speakers, sponsorship, marketing and informational materials, and publications must be approved by the Services Manager or the Vice President, Internal Student Life;
   b. Display the Federation of Students and the Service’s logo or name on all marketing and informational materials;
c. Consult with the Services Manager to minimize risk prior to participating in any high risk or liability event; and

d. Hold ticketed events in accordance with Federation of Students’ procedures.

D. Service Financing

All Services shall comply with the following:

1. Accounting
   a. Have an accounting portfolio in the Federation of Students’ accounting system;
   b. Use the Federation of Students’ accounting department to hold all monies and for all financial dealings;
   c. Adhere to all accounting procedures and policies as set out in the Service Coordinator Handbook and by the Federation of Students’ Accounting Department; and
   d. Ask for assistance if required to understand the accounting procedures within the Federation of Students.

2. Administrative
   a. Services can request a cash float from the Services Manager. Such requests shall be made no less than twenty-four (24) hours before the cash float is needed.
   b. The Services Manager, Vice-President, Internal Student Life, and the Vice-President, Operations and Finance may conduct reviews of any Service of the Federation of Students in order to determine the integrity of the finances and general operations of the Service. The Service Coordinators and Service volunteers must assist in the review, upon request.

3. Budget
   a. Services shall be assigned an annual budget, a draft of which shall be prepared by the Services Manager and furnished to the Budget and Appropriations Committee for consideration and approved by Students’ Council and the Board of Directors.
   b. All expenditures exceeding $500 must be pre-approved by the Vice-President, Internal Student Life.
   c. All expenditures must be justified through itemized receipts or in any other manner acceptable by the Federation of Students’ Accounting Department.
   d. Services may raise funds to supplement their own budget upon approval by the Vice President, Internal Student Life.

4. Expenditures
a. A deviation in the expenditures of a budget line from the budgeted amount must be in compliance with Policy 67, Budget and Appropriations, and its applicable procedures by greater than 10%, if equal to or exceeding $500, must be presented to the Board of Directors for approval.

5. Fundraising for external organizations
   a. The Services Manager must be informed prior to any fundraising events;
   b. Funds required for or generated from such events must be passed through the Service's financial accounts; and
   c. While budgeted money can be used to run the event, those funds must be replaced before any donations from the service can be made. Donations can only be made when positive net revenue has been generated.

E. Working Groups

1. Eligibility
   a. Their purpose must fall under the mandate of the Service, or Commissioner, or Associate Vice President;
   b. There must not be a Service currently fulfilling that need; and
   c. It must not duplicate a club or service already offered by the Federation of Students or the University of Waterloo.

2. Creation of a Working Group
   a. To be considered an active working group, a working group package must be submitted to the Service Coordinator no later than the end of the first month of the term or at the beginning of the term of the relevant Associate Vice President. It must include but is not limited to:
      i. Typed cover letter stating the rationale for the creation of the working group;
      ii. The names, student number, telephone number, and email address of the past (if applicable) and present working group executives, working group mandate, goals and objectives, and any positions within the working groups including job descriptions;
      iii. A line item budget for proposed expenses during the upcoming term; and
      iv. A completed service procedure acknowledgment form.
   b. Upon approval of the Service Coordinator, the Service Coordinator must submit the proposal on behalf of the group to the Internal
Administration Committee outlining the benefits and advantages of adding this working group;

c. The Internal Administration Committee will pass or reject the proposal;

d. In cases where the proposal is rejected the Internal Administration Committee will provide a rationale for the rejection;

e. The Clubs and Services Manager will meet with any Service that has had a proposal rejected within fourteen days to discuss the rationale; and

f. Appeals on the decision to reject a proposal must be made to the Students’ Council in writing within seven days.

3. Working Group Governance

a. Working Group Directors/Managers must submit a monthly report to the Services Manager or the applicable Service Coordinator outlining the activities of the working group;

b. They must have approval for any purchases from the Services Manager or the applicable Service Coordinator;

c. They must create and submit their yearly budget to the Service Coordinator or the Services Manager;

d. They must follow applicable services policies and procedures for services; and

e. Directors/Managers are selected hired each term by application to the Service Coordinator or the Services Manager or the applicable Associate Vice President; and

f. Working Group Directors/Managers must meet regularly with the applicable Associate Vice President or the Services Manager.

4. Removal of a Working Group

a. A working group will be removed if inactive for three consecutive terms; and

b. The Internal Administration Committee and the appropriate Vice President Internal must approve of the dissolution of a working group upon the recommendation of the Service Coordinator or Services Manager.

F. Service Coordinators

The Service Coordinator(s) shall oversee the Service and act as the main liaison between the Service, the Federation of Students, and all third parties.

1. Eligibility and Term of Office

a. Service Coordinators must be a full-time or part-time undergraduate student;

b. Should a service be without a Service Coordinator for any given period of time, the Vice President, Internal Student Life and Services Manager will act as the
interim Service Coordinator, taking on all administrative responsibilities until a new coordinator is appointed.

c. The term of office shall be for one school term may be for up to three (3) academic terms. Students must re-apply to be considered to be a coordinator for any additional terms beyond their original term of office.

2. Selection of Service Coordinators
   a. The number of Service Coordinators for each service shall be determined by the Vice President, Internal Student Life prior to the application process.
      i. Each service shall have at least one coordinator.
   b. Service Coordinators shall be selected through an application process which may include a written application and/or an interview with the outgoing Service Coordinator(s), service executive teams, and/or the Services Manager, and shall be based upon a prescribed job description.¹
      i. Applications for the position must be made available the term prior to the appointment start date;¹
      ii. Service Coordinators are ultimately selected by the Vice-President, VP Internal Student Life with consideration from the outgoing Service Coordinators and the Services Manager.
      iii. If the current Service Coordinator(s) is seeking to be hired again, the executives of the service, in conjunction with the Services Manager and Vice President, Internal Student Life will select the next Coordinators.
   c. The Vice President Internal Student Life’s recommendations shall be ratified by a vote of Students’ Council at its the first next regular meeting of every term.
   d. Exceptions to the above selection procedures are at the discretion of the Vice President, Internal Student Life, subject to the approval of Students’ Council.

3. Expectations and Duties
   Service Coordinators must fulfill the following responsibilities:
   a. Administrative
      i. Agreeing Service Coordinators must sign and agree to abide by the Service Coordinator Agreement form;
      ii. Recruiting, managing, and appreciating service volunteers;
      iii. Assisting the Vice President, Internal Student Life in recruitment and training of their successor;
      iv. Meeting weekly with the Services Manager;
      v. Submitting an end of term report to the Services Manager within two weeks of the end of regular classes (unless an exception to the timeline has been granted by the Services Manager);
vi. Ensuring that the office space and all equipment / resources belonging to or used by the Service, the Federation of Students, and the University of Waterloo are maintained; and

vii. Communicating any potentially contentious issues or liability matters to the Vice President, Internal Student Life as soon as possible.

b. Governance
   i. Service Coordinators are non-voting members of Students’ Council and are expected to maintain all necessary communications with Students’ Council, including attending any Council meetings at which a matter related to the service or its mandate is on the agenda; and
   ii. Ensuring the Service is in compliance with all Federation of Students governing documents of the Federation and directives from Students’ Council; 

c. Financial
   i. Reporting any gifts or donations made to the Service to the Vice President, Internal Student Life;
   ii. ManagingCreate and manage the Service’s budget;
   iii. Signing cheque request forms and submitting them to the Services Manager in a timely manner; and
   iv. Administering volunteer appreciation funds on a termly basis.

4. End of Term Reporting
   a. The End of Term Report is meant to provide continuity between Service Coordinators and to ensure accountability to Students’ Council on the Service’s activities each term. It must contain, but is not limited to:
      i. Description of all events held including expenses/revenues, contact information for equipment, attendance, summary of its successes and/or failures, and future recommendations;
      ii. Number of volunteers and their roles; and
      iii. Summary of office hours held by the Service Coordinators and the general volunteers, including usage statistics and general attendance; and
      iv. Other key performance indicators determined by management, the Campus Life Advisory Committee, or the Students’ Council.

b. Normally, as Service Coordinators are part-time staff (implementation to be approved for an upcoming date), they shall be ineligible for honoraria in addition to their part-time wage. However, in accordance with the bylaws, should Council determine it is appropriate to administer services on a volunteer basis or should the budget limit the ability of the Federation to provide part-time wages to Service Coordinators, then Upon review of the end of term report, a stipend will may be
awarded to each Service Coordinator upon review of their end of term report, based on the merit of the report as determined by the Vice President, Internal Student Life.

G. Service Volunteers

1. Eligibility
   a. Any University of Waterloo student, faculty, staff, or community member may become a general volunteer of a Federation of Students Service upon paying the Federation’s social membership fee.
   b. Only undergraduate students are eligible to hold executive positions.
   c. Priority will be given to undergraduates for executive positions. Exceptions to the foregoing are permissible at the discretion of the Services Manager, provided that approval has been granted by the Vice President, Internal Student Life.

2. Recruiting Volunteers
   a. The following are acceptable means of recruiting volunteers:
      i. Organized recruitment as a part of any official WUSA event, including Feds events during Orientation, and any other electronic volunteer recruitment services available through the University;
      ii. Posters or banners inviting prospective members to information meetings, social gatherings and other events;
      iii. Awareness days or weeks, which are focused on highlighting various themes;
      iv. Offering flyers or electronic invitations whereby the individual has the option to accept or deny the flyer and/or invitation; and
      v. Any other recruitment method deemed appropriate by the Vice President, Internal Student Life, Services Manager and the Director of Marketing and Communications.

3. Discipline for Service Coordinators, Executives and Volunteers
   a. All disciplinary actions will be in accordance with the Federation and University of Waterloo Human Resources policies, and procedures, and guidelines.
   b. The Vice President Internal Student Life shall act as the designated Human Resources representative for all disciplinary issues, subject to oversight by the Personnel Committee of the Board of Directors; in accordance with applicable
procedures of the Board, the Personnel Committee may designate an alternative Human Resources representative for such purposes.

c. Progressive discipline follows a prescribed path, progressing to the next level only if the previous step proved ineffective. One or more stages of this progressive discipline model may be bypassed under exceptional circumstances such as proven dishonesty, physical assault, serious insubordination, or other actions which could be considered cause. In all but exceptional circumstances, these stages are:

i. A verbal warning delivered in a formal meeting, serving to emphasize the ongoing concern(s) and stressing the need for improvement;

ii. A subsequent written warning delivered in a formal meeting attended by the Service Coordinator (in the case of the issue being with a Service Coordinator, then the Services Manager) and Vice President Internal Student Life;

iii. Dismissal delivered in a formal meeting attended by the Service Coordinator, Vice President Internal Student Life and the Services Manager.

iv. Once the person is made aware that a notice has been issued, until the time that the person acknowledges and accepts the terms, the person shall not be an active member of the service.

d. Grievances with any disciplinary actions are to be reported to the Federation of Students President, in writing within seven days of the decision.

i. Any grievances reported to the President must be brought forward to the Executive Committee; and

ii. May be appealed to the Internal Administration Committee (IAC) for review, or should the IAC be unable to meet may be adjudicated by the Executive Committee, with notice of the decision on appeal provided to the IAC.

e. This process is not limited to those working within a service but also to anyone who violates the rules and spirit of the service.
APPENDIX C - COMMISSIONERS TO BE RATIFIED

FY2021 Commissioners

Vice President, Education

AVP Experiential & Co-op Affairs
Laura Kwan

AVP Academic Affairs
Matthew Gerrits

AVP Provincial & Federal Affairs
Muriuki Njonjo

Vice President, Student Life

AVP Equity
Victoria Rodney