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

Expected Absences:
• Singh, Jaineet
• Dosen, Nick
• Macci, Sumayyah

• Roxas, Nikka (Niks) Ysabella
• Benson, Carly (Designate, SciSoc)
• Chen, Jason
• Ahmed, Mehida
• Leo, Shanelle
• Hymers, Meaghan (Designate, SJUSU)
• Easton, Benjamin (Chair of the Board)

• Helka, Amanda Nicole
• Ikeno, Victoria (Vicky)
ORDER OF BUSINESS

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1 PRELIMINARIES

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

1.1 CALL TO ORDER

Be it resolved that the Speaker calls the meeting to order at 10:30 AM.

1.2 TERRITORIAL ACKNOWLEDGEMENT

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

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

1.3 RATIFICATION OF SOCIETY AND 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.

Whereas the President of the Mathematics Society currently holds an at-large seat on Council; then

Be it resolved that Council ratifies ____ as designate for the Mathematics constituency for the Fall 2020 term as selected by President of the Mathematics Society.

(Next motion)

Be it resolved that Council ratifies Matthew Casale as the EngSoc B representative, for the Engineering constituency.

1.4 APPROVAL OF THE AGENDA

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

The Speaker assumes the motion to adopt the Agenda, as presented or amended
2 Approval of the Minutes

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

No minutes have been received for approval at this time.

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)
   (a) 2020-2021 Services Review

2. Vice President of Operations and Finance (Alana Guevara)

3. Vice President of Education (Megan Town)

4. Vice President of Student Life (Nada Abouelnaga)
   (a) Ratification of Service Coordinators for Fall 2020

        Be it resolved that Council ratifies the Service Coordinators as presented by the Vice-President, Student Life.
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. Please see Appendix B for the written report.

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. Submitted reports can be found in Appendix C.

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

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. The individual whom typically fills a role shall give the report of that role.

1. Speaker (Abbie Simpson)
   (a) The report of the Speaker was included as a part of the President’s report.

2. Deputy Speaker (John Hunte)
   (a) The report on Councilors eligible for removal is not available at this time.

3. Secretary (Alana Guevara)
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 COMMITTEE OF PRESIDENTS**

See the attached report from the Committee of Presidents regarding the Ad Hoc Committee on Student Safety and associated minutes, in Appendix D - Other Reports.

**Be it resolved that** Council accepts the report of the Committee of Presidents and ratifies the formation of the Ad Hoc Committee on Student Safety for those purposes identified in the report.

4.5.2 **REPORT OF THE POLICIES & PROCEDURES COMMITTEE**

**Be it resolved that** Council accepts the report of the Policies & Procedures Committee, and approves Policy X: Editorial Independence and Codes of Ethics for Student Publications, as included in Appendix D - Other Reports.

Submitted By: *President Simpson and Deputy Speaker Hunte.*

4.5.3 **REPORT OF THE EDUCATION ADVISORY COUNCIL**

**Be it resolved that** Council accepts the resignation of Adrian Ali from the Education Advisory Council.

**Be it further resolved that** Council elects _____ to the vacant at-large seat on the Education Advisory Council.

Submitted By: *Vice-President, Education Town.*

4.5.4 **REPORT OF THE STUDENT PUBLICATION REGULATORY SELECT COMMISSION**

This report was not available by the agenda submission deadline and is to be circulated prior to the meeting.

*Commissioner Velling*

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.*
5.1 INTERNATIONAL STUDENT INITIATIVE

Speaker’s Note: This item is scheduled to commence at 11:30am.

Whereas international students have been placed in an especially precarious situation as a result of COVID-19; and

Whereas a member of EAC is working to organize advocacy initiatives to support international students; and

Whereas the Migrant Worker Alliance and Migrant Rights Network are calling on the government to make permanent residency more accessible and support international students through COVID-19; and

Whereas support for these groups would include actions like promoting events and information on social media and assisting student members of the organizations with government relations; then

Be it resolved that Council approves WUSA’s support of the work of the Migrant Worker Alliance and Migrant Rights Network.

Submitted By: Vice-President, Education Town.

5.2 PRESENTATION OF THE LONG RANGE PLANNING COMMITTEE

President Simpson will present the first draft of the Long Range Plan for information. A comment period will open in the following 72 hours, ending at 5PM on September 16th.

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 TUITION INCREASE STANCE

Whereas at the August 23 council meeting, the Vice President Education reported on atypical tuition increases caused by a miscalculation in the tuition system for co-op students; and
Whereas students should have predictably in their tuition and should not be subject to tuition increases at the fault of the university; and

Whereas students may see changes in their tuition as a result of making changes to their courses; then

Be it resolved that Council mandates the Vice President, Education, or designate, to develop an appropriate policy stance on this issue; and

Be it further resolved that Council mandates the Vice President, Education, or designate, to continue advocacy on this issue.

Submitted By: Vice-President, Education Town and Councillor Sharma.

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 September 13th, 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
APPENDIX A - EXECUTIVE REPORTS

President

Abbie Simpson

13 September 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

1.1 August Special Meeting Actions
In the past few weeks, myself and the Deputy Speaker have met with at-large members and Councillors to discuss the events of the August meeting. I have begun compiling this information and recommendations from those interviewed for the final report. I have met with Conflict Management and Human Rights (CMHR) to discuss the investigation process. I am meeting with the CMHR team next week to discuss and will provide updates when possible.

1.1.1 Business Arising from Approved Memorandum
The memorandum presented at the August 23rd Council meeting provided an overview of some actions by the Executive. I would like to provide status updates on the following items:

- **Review of all AVP job descriptions, expectations, and training with a full review of the commissioner procedure (Procedure 27)**
  - Myself and the VP Operations and Finance have reviewed job descriptions and expectations and will have the AVPs sign new employment contracts. This process will continue into September.

- **Creation of Social Media Policy and continued review of Policy 39: Communications, focusing on a review of internal communications and statements**
  - The Social Media Policy is in draft form and Policy 39 is incorporating new scenarios arising from events following the special meeting. We will be reviewing the first draft of both policies at the September 22nd meeting of the Policies and Procedures Committee (PPC).

- **Equity review of all student-run services, as part of the equity environmental scan.**
  - This will begin in January 2021 with the hiring of the external consultant. I will continue the request for proposal (RPF) process in the coming weeks.

- **Full review of student-run services**
  - I worked with staff involved in the process, as well as reviewed standard methods used for this review in past years (2006, 2013), to develop this proposal. CLAC and IAC will review and approve the proposal at their meetings next week. Please see attached for the student-run services review proposal.

1.2 Anti-Black Racism Actions
In June we announced that we will be hiring an external consultant to undergo an environmental scan of the organization to assess areas for improvement. Due to an increase in the number of businesses looking for similar services, we are unable to access an external consultant until January 2021. I am currently working on our request for proposal which will go out this month to secure the services of an external consultant for January 2021. I have met with one consultant who advised that the process will take 4 months, beginning in January and ending in April. I will provide more information once we have confirmed an external consultant and solidified timelines.
2.0 Students’ Council Initiatives and Officer Report

2.1 Caucus emails and mailing lists
Councillors have recently requested more tools to consult and communicate with constituents. Each caucus was given the opportunity to request a mailing list, which will allow constituents to subscribe for updates from your caucus. The mailing list works the same way the Council list works. It will allow you to send messaging to all subscribers to notify them about upcoming decisions, ask questions, etc. Please request a mailing list at pres@wusa.ca. I am currently working with IT to create caucus emails (example, mathcaucus@wusa.ca) which will make communications between members and your caucus easier. Please stay tuned for updates.

2.2 Speaker report
After the September 13th Council meeting I will be circulating an end of term survey as part of an ongoing effort to improve Council for all members. This survey will be similar to the one completed in May and will focus on your experience as a Councillor and your hopes for the Fall Term. At the end of the year, all information from end of term surveys will be compiled into feedback for the incoming Speaker.

3.0 Committee Updates

3.1 Policy and Procedures Committee
The Committee reviewed and approved the first draft of the Editorial Independence Policy. The Committee spent the last week reviewing and making additional comments based on feedback from mathNEWS. Council will review the policy for first reading on September 13th and the Committee will make final comments September 22nd at the next meeting.

3.2 Strategic and Long Range Planning Committee
I have worked on the first draft of the Long Range Plan for review by presentation at the Council meeting. I will send information in advance for Councillors to reference during the presentation. After the presentation I will open up a comment period for 72 hours, ending on September 16th at 5 PM.

3.3 Committee of Presidents
The Committee met on August 26th and approved the Societies Resource Manual (SRM). The Committee requested additional information to be added to the handbook and felt the most recent version captured all the information they required. In addition to the approval of the SRM, the Committee discussed and approved an Ad-Hoc Committee on Student Safety. Please see the attached report of the Committee of Presidents for minutes from the discussion and motions for Council’s approval.

3.4 Report of the Chief Returning Officer (CRO) Hiring Committee
Dear Council,

After reviewing the resumes of and interviewing applicants, the CRO Hiring Panel has made the decision to hire Elizabeth Schnurr on the basis of her demonstrated qualifications and suitability for the position.
Elizabeth has expressed her keenness to involve herself in the governance of her student association, especially with elections and referenda. She has extensive experience in preparing for and assisting in the execution of various aspects of multiple municipal elections, as well as past involvement with high school student government and observing sessions of City Council. She demonstrated excellent verbal and written communication through her interview and written application. Also vital to success in the role, Elizabeth has established her capacity for effective time and task management. She also has experience training others in new roles and environments, which is relevant in regard to her working relationship with the position of ERO and others involved with WUSA elections. She displayed appropriate judgement in regards to potential scenarios potentially relevant to the CRO position.

The Hiring Committee is confident that Elizabeth will be very capable in the position and a strong asset to the team.

CRO Hiring Committee

The CRO will begin work on September 9th, 2020 for training and review of Electoral and Referendum Officer (ERO) applications. The preparation process for the September 15th by-election continues with the hiring of the ERO. Interviews will begin next week with the CRO, President, and Director, Marketing, Communications & Outreach (who will take the place of the Research and Policy Officer on the hiring committee, as this position is current vacant).
2020-2021
CLAC and IAC Service Review
Proposal

For the Campus Life Advisory Committee (CLAC) and Internal Administration Committee (IAC)
Presented by: Abbie Simpson
Background

The Campus Life Advisory Committee (CLAC) is responsible for conducting regular evaluation of all programs within the student life portfolio to examine the effectiveness and classification of each service, commission, or working group. The Internal Administration Committee (IAC) administers the Federation of Students’ clubs and services in accordance with the provisions of the Council procedures governing clubs and services. Both Committees have a unique opportunity to evaluate different aspects of programming and service administration to create recommendations for improved service operations and internal processes.

After the events of the August 9th Students’ Council meeting members expressed concerns with the level of operations students receive from student-run services. The Executive identified that our student-run services have not had a full review since 2013. However, the Executive believe that our student body has not had opportunity for proper consultation since the 2006 services review, Serving Students in the 21st Century.

At the August 23rd, 2020 Students’ Council meeting, the assembly approved a services review to ensure our services our meeting the diverse needs of our student population.

Scope of the Review

Campus Life Advisory Committee (CLAC) Review

CLAC will review the following areas of the services and provide recommendations for the report.

- User experience,
- Volunteer experience,
- Mandate review,
- Long-term planning.

Internal Administration Committee (IAC) Review

- Service administration
  - Training for Coordinators,
  - Executive structures,
  - Internal (and external) communications,
  - Service oversight.

Proposed Review Process

The review process is expected to take up to 8 months, with multiple services up for review at the same time. The process will begin in September 2020 and continue to the end of the governing year, with possibility for extension. The following section will outline the services which will undergo a full review, the timeline for review, and the method.

Services

CLAC and IAC will review services by grouping and select 3 services per term. The following
services will be evaluated during the 2020-2021 Services Review:

- Co-op Connection
- GLOW Centre for Sexual and Gender Diversity
- International and Canadian Student Network
- MATES
- RAISE – Racial Advocacy for Inclusion, Solidarity, and Equity
- Women’s Centre

In the past few years, some services were already extensively reviewed to modify service operations or do not require a full review at this time. CLAC and IAC identifies the following services as services which do not require full review, and recommend the 2021-2022 Committee undertake a review of the following services in Spring – Fall 2021:

- Bike Centre
- Campus Response Team (CRT)
- Centre for Academic Policy Support (CAPS)
- Food Support Service

Timeline for Review

- Fall 2020 – RAISE – Racial Advocacy for Inclusion, Solidarity, and Equity, Women’s Centre, GLOW Centre for Sexual and Gender Diversity
- Winter 2021 – Co-op Connection, International and Canadian Student Network, MATES

CLAC recommend the following schedule for the 2021-2022 governing year:

- Spring 2021 – Campus Response Team (CRT), Centre for Academic Policy Support (CAPS)
- Fall 2021 – Food Support Service, Bike Centre

Method

CLAC and IAC will review and follow the Federation of Students Program Evaluation Guide (2012) and questions created by CLAC and IAC. A needs assessment to find out what (if any) needs are currently not being met by the service will be completed. The following tools will be available to the Committee to meet consultation objectives:

Student Surveys

CLAC and IAC will create questions for the student services review survey, which will go live in the Fall term. Executive Committee will review survey priorities for the Fall term at the September 10th meeting. The survey will ask questions about service use in general, and about the services under review. The Committee will have the ability to propose survey dates to the President for review by the Director, Marketing, Communications and Outreach.

Student Focus Groups
CLAC and IAC will establish focus groups, and utilize time within the scheduled Town Halls, to ask questions and learn more about how students interact with the services and what they would like to see from WUSA.

In addition to meeting with students at-large, CLAC and IAC will meet with current coordinators, and the Services Manager, to learn more about their experiences and their understanding of service operations.

Review of Internal Documents

CLAC and IAC will utilize end of term reports and other materials the Committees deem necessary for review, including training materials and past proposals. The Committees will review governing documents and suggest recommended edits to the Policies and Procedures Committee (PPC).

Expected Actions

At the conclusion of each review, the Committees will undergo the following actionable items:

• A revised mandate for each service (if needed),
• An action plan to implement and communicate any changes or decisions made by the Committees,
• Revisions to policies and procedures to reflect mandate and service review process,
• Timeline for future review.
Vice President, Education
Council Report

Megan Town
September 2020
1.0 Monthly Summary

1.1 General

It hasn’t been very long since our last Council meeting so this report should be relatively brief.

In the past couple weeks, I’ve been very busy moving out of my old house and in to my new apartment. As a result, my work has been a little delayed while I’ve taken a few days off.

I’m proud to report that the letter to Premier Doug Ford, calling for increased funding for social services, has received support from the University of Ottawa Students’ Union and the offices of MPP Lindo and MPP Fife. We will be re-releasing the letter with additional signatories and promoting the partnership on social media.

I am also incredibly exciting to note that my two co-op students started on September 8. Please welcome Teresa to the Student Research and Policy Assistant Role and Muriuki to the AVP Government Relations position. They can be reached at t29tan@wusa.ca and mnjonjo@wusa.ca respectively. If you have any requests for research work, please connect directly with me first.

1.2 Communications

- MPP Lindo’s rally on post-secondary education
- Interview about the Special Council Meeting
- Interviews about Orientation Week
- Orientation video
- WUSA box video
- Welcome email to students

2.0 Projects & Goals

2.1 Teaching and Course Quality in Response to COVID-19

We are preparing to enter a round of consultations on the fall term. The AVP Academic Affairs and I will be discussing students’ experiences and how they differ from or align with the guidance that the university is providing.

We are also hoping to visit the councils of each of the main faculty societies. Keep your eyes out for that opportunity!
2.2 WUSA Town Halls

I’m looking to transition some of the planning work for this outside of my portfolio. Right now, it’s not clear if that will be possible for the fall term.

Regardless, the next town hall will be on October 8.

2.3 Student Research Program

With my new co-op student starting, I’ve assigned her to work on the research development side of things while I handle the logistics. Some of the upcoming tasks include working with IT to figure out the technical side of things and developing the structure for surveys/incentives.

2.4 Expanding Research Capacity

There isn’t much to report here. I will be hiring another research co-op student for winter 2021 and I am supporting the revision of the full-time Research and Policy Officer job description.

2.5 Race-Based data

Another project for my co-op students will be collaborating with the Vice President, Student Life and AVP Equity on this annual plan goal. Further details to come.

2.6 External Advocacy

Since my last update, UCRU sent a letter regarding supports for international students and a letter in response to the prorogation of parliament. We had a follow up meeting with Minister Mendicino’s office to discuss our asks. We also have a meeting coming up with a policy advisor in the Ministry of Indigenous Affairs.

2.7 Additional goals

Pursuant to my additional goals, I’ve developed a list of my current priorities to help Council gain a better understanding of my workload.

Please see this list attached in the appendix. I request that Council be aware of my workload as advocacy priorities emerge. With the addition of the Ad Hoc Committee on Student Safety and emerging advocacy priorities, I am not confident that I can maintain all of the ongoing initiatives.

3.0 Key Meetings

I invite questions on details about any of these meetings.
3.1 WUSA
- Onboarding my new co-op students
- Helped with WUSA box distribution in residences

3.2 University
- Attended part of Feridun’s town hall
- Met with UW government relations team to update on current work
- CoSMH Recommendation 12 meetings
- Co-op fee setting committee meeting
- Meeting on co-op experience for BIPOC students

Note: many university committees go on hiatus during the summer so those will be ramping back up

3.3 External
- Unsettling OUSA committee meetings
- Ongoing UCRU meetings
- Advocacy meeting on Indigenous students

4.0 Committee Termly Summary

4.1 Education Advisory Council
This committee has not met since our last Council meeting.

4.2 Co-op Students’ Council
This committee has not met since our last Council meeting.
## VPEd Priorities

### Annual Plan

<table>
<thead>
<tr>
<th>VPEd Priorities</th>
<th>Anticipated actions</th>
<th>Time commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics, re: COVID</td>
<td>Visiting main faculty society councils to gather info</td>
<td>Medium-high</td>
</tr>
<tr>
<td>Town halls</td>
<td>Planning fall town hall</td>
<td>Medium-low</td>
</tr>
<tr>
<td>Student research program (research incentives)</td>
<td>Many actions to kick start program</td>
<td>High</td>
</tr>
<tr>
<td>Expanding research capacity</td>
<td>Reviewing full-time research staff job description</td>
<td>Medium-low</td>
</tr>
<tr>
<td>Race-based data</td>
<td>Meeting with Nada and Victoria to discuss next steps and work with SRPA</td>
<td>Medium-low</td>
</tr>
<tr>
<td>Rewarding student roles</td>
<td>Continuing hiring of new co-op student</td>
<td>Low</td>
</tr>
<tr>
<td>External advocacy</td>
<td>UCRU advocacy chair duties and OUSA policy paper duties</td>
<td>High</td>
</tr>
</tbody>
</table>

### Council Mandates

<table>
<thead>
<tr>
<th>VPEd Priorities</th>
<th>Anticipated actions</th>
<th>Time commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing report</td>
<td>Overseeing co-op students and developing next phase of report</td>
<td>Medium-high</td>
</tr>
<tr>
<td>Policy work</td>
<td>&quot;12 expired policies tasked to EAC, managing revisions and writing policy arising</td>
<td>High</td>
</tr>
<tr>
<td>Student Safety Committee</td>
<td>See ToR</td>
<td>High</td>
</tr>
</tbody>
</table>

### Other Goals and Work

<table>
<thead>
<tr>
<th>VPEd Priorities</th>
<th>Anticipated actions</th>
<th>Time commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improving advocacy and surrounding processes</td>
<td>Review of current informal processes, drafting formal processes</td>
<td>High</td>
</tr>
<tr>
<td>Management of staff</td>
<td>One-on-ones with 4 staff members</td>
<td>Medium-low</td>
</tr>
<tr>
<td>University committee work</td>
<td>UOps, SUC, Co-op C3, SSAC, USRC</td>
<td>Medium</td>
</tr>
<tr>
<td>EAC</td>
<td>Identifying topics for discussion, facilitating meetings</td>
<td>Medium</td>
</tr>
<tr>
<td>Board and Council preparation</td>
<td></td>
<td>Medium-high</td>
</tr>
<tr>
<td>Communications</td>
<td>Appearances on news, drafting communications like student emails</td>
<td>Medium-high</td>
</tr>
<tr>
<td>One-off advocacy priorities</td>
<td>For example: social services, tuition increases, legal service concerns</td>
<td>Medium</td>
</tr>
</tbody>
</table>
Vice President Student Life
Council Report

September 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
- Working with the OCC to develop programming for students as there has been an increase in the need to connect students with the online delivery model of classes
- Finalizing the layout of the MPR to abide by government regulations to allow students to receive in person peer support
  - Services that will be holding office hours in the MPR: RAISE, OCC, MATES
- Prepping for the virtual Services Fair that is happening next week
  - Will be happening as an Instagram Live event

1.2 Clubs
- Improving traction to our Clubs and Societies Community Facebook page – to take place of the in-person Clubs and Societies Days
  - We are at 525 members
- Working on a plan for continued club engagement throughout the term

1.3 Special Events
- Finalizing plans for Welcome Week – happening week of September 14th.

1.4 Orientation
- Wrapped up Orientation 2020
  - Registration was at 77% this year (for reference, registration for a traditional orientation is around 85%)
- Working with the SSO on first steps for the review requested of Council to look at the PT pay role for O-Team
- Preliminary conversations about Waterloo Ready, spring 2021 version, and potentially expanding the role of Orientation Leaders into it
- Attended the Art Orientation Instagram live as a special guest to talk a bit about WUSA

2.0 Committee updates

2.1 Internal Administration Committee
The committee had its first fall meeting this week. Processed a few new club applications. Reviewed the services review proposal

2.2 Campus Life Advisory Committee
The committee had its first fall meeting this week. Reviewed the services review proposal
<table>
<thead>
<tr>
<th>OCC</th>
<th>Cristina Sanchez</th>
<th><a href="mailto:csanche@uwaterloo.ca">csanche@uwaterloo.ca</a></th>
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<tr>
<td>OCC</td>
<td>Wren Tourout</td>
<td><a href="mailto:retourou@edu.uwaterloo.ca">retourou@edu.uwaterloo.ca</a></td>
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<td>Food Bank</td>
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<td>CRT</td>
<td>Christina Zanella</td>
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<tr>
<td>CRT</td>
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<td>Clothing Project Manager</td>
<td>Manaswi Sharma</td>
<td><a href="mailto:M6sharm@uwaterloo.ca">M6sharm@uwaterloo.ca</a></td>
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<td>Campus Compost</td>
<td>Lucy Huang</td>
<td><a href="mailto:l99huang@edu.uwaterloo.ca">l99huang@edu.uwaterloo.ca</a></td>
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<tr>
<td>CAPS</td>
<td>Rania Datoo</td>
<td><a href="mailto:R3datoo@uwaterloo.ca">R3datoo@uwaterloo.ca</a></td>
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Chair of the Board of Directors
Report to Students’ Council

Benjamin Easton

13 September 2020

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

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Meetings of the Board and General Updates

26 August 2020 Emergency Meeting

The Board approved the FY2021 Budget, considered the new Corporate Policy on Editorial Independence, amended the Committees of Board Procedure and approved a new Board of Publications Procedure.

2.0 Attendance at Board Meetings

All directors were present for the emergency meeting except Vice President Abouelnaga who was excused.

Attendance through the Spring Term is as follows:

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<tr>
<th>Name</th>
<th>Role</th>
<th>Total Meetings</th>
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<th>14-May</th>
<th>09-Jun</th>
<th>19-Jun</th>
<th>06-Jul</th>
<th>14-Jul</th>
<th>11-Aug</th>
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<td>Benjamin Easton</td>
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<td>7</td>
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<td>Edward Yang</td>
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E=excused

3.0 Other

As always, please do not hesitate to contact me with questions or concerns at any time at chair@wusa.ca.
Ad Hoc Committee on Student Safety

At the August 26th meeting of the Committee of Presidents the Committee voted to create an Ad Hoc Committee on Student Safety to address campus safety, current programs, and campus police.

The Committee passed the following resolution:

Whereas, the Committee of Presidents wants to address student safety on campus; then

Be it resolved that, at the September meeting of Council an ad-hoc committee on student safety is elected from Councillors and at-large members to investigate student safety on campus; and

Be it further resolved that, the Committee will work with the Societies to investigate student safety concerns on campus and what University resources would help them feel safer on campus and in our UWaterloo community.

Purpose:
To develop a list of student services which address the safety needs of students on campus and identify gaps in WUSA and University services. This Committee will create recommendations for advocacy and service creation/provision of services to the Students’ Council in a final report.

Responsibilities:
1. To consult with relevant stakeholders, as determined by the Committee;
2. To research existing policies, procedures, and services pertaining to the purpose and subject of the Committee;
3. To present to the Students’ Council, monthly progress updates on the work of the Committee, and;
4. To present the Committee’s final findings and recommendations to the Students’ Council.

Proposed Membership:

Voting Membership
1. The Vice President Education, who shall serve as Chair,
2. Representatives appointed by the following:
   a. One (1) University College Representative
   b. One (1) Satellite Campus Representative
   c. One (1) Arts Students’ Union
   d. One (1) Applied Health Sciences Undergraduate Members
   e. One (1) Environment Students’ Society
   f. One (1) Engineering Society ‘A’
   g. One (1) Engineering Society ‘B’
   h. One (1) Mathematics Society
   i. One (1) Science Society
3. Two (2) voting members of Students’ Council,
4. Two (2) students at-large.

Non-voting Membership

Formatted: Normal, No bullets or numbering
1. The Associate Vice President, Academic Affairs
2. Research support staff as deemed necessary by the Vice President, Education

Meetings:

1. Meetings shall be held at least three (3) times per academic term.
2. Quorum shall be 7 members where at least two (2) of the four (4) Councillors or students at-large and four (4) of the appointed representatives are present.
Policy Title: Editorial Independence and Codes of Ethics for Student Publications
Policy Number: TBD
Policy Class: Corporate
Policy Category: G, A

Effective Date: [DATE]  
Approval Date: [DATE]  
Last Revision Date: N/A  
Review Year: [YEAR]

Sponsor: Board of Directors
Attachment: None
Responsible Bodies: Board of Publications, Board of Directors

Authority:

- Charter, Object 7: "To initiate, sponsor and promote activities in which the interest of the member students at The University of Waterloo are involved..."
- Charter, Object 9: "To sell and publish books, papers, journals, reports, periodicals and printed material generally"
- Constitution of the Federation of Students (UW Board of Governors, 1965), Chapter 3: "To determine which clubs, societies, organizations and publications shall receive recognition... and to make grants of money" [to the same]. "To administer the finances of the Federation [including recognized groups];" Chapter 7: To provide for the fees from students and dues from members of Societies subject to approval by the Student Council; "in all matters to remain subject to the ruling of the Student Council;", and "... to draw up regulations [and agreements] for the better fulfillment of its duties... [subject to] approval by the Student Council";

Other Reference Documents:

- Board of Publications Report and Proceedings (1978): The Report of the Board of Publication at the culmination of the so-called "Chevron Affair", and the resulting recommendations for the separate incorporation of a tangentially related corporation from the then Imprint Publications student newspaper (which was accountable to the Students' Council), to be accountable to the students and overseen by the student government indirectly but not directly administered thereby.
- Report to the Board of Directors of the Imprint Acquisition Working Group (16 April 2020), as accepted on 22 April 2020.
- Letter of Intent regarding the Proposal to Purchase the Assets of the student publishing house at the University of Waterloo operated by Imprint Publications, as executed on 29 May 2020, and any successors thereto (i.e. the Definitive Purchase and Gift Agreement)
- Letter of Understanding re: mathNEWS (14 March 1988, as amended): Initial letter provided for mathNEWS to be under the custodial administration of the Dean of Mathematics, acting as an independent steward for mathNEWS after a series of editorial independence concerns with relation to the Mathematics Society, as agreed to by the society, editors, and Dean, and approved by the Students' Council; amended in 1996 to...
reflect regularity of funding to resolve budget disputes with the Mathematics Society, under mediation by the Federation’s Ombudsman and the Dean.

- Constitutions, agreements, and operating procedures of the MathNEWS (Mathematics Society) and the Iron Warrior (Engineering Society), as amended.

Key Words: editorial independence, code of ethics, student publications

POLICY STATEMENT:
The Federation of Students, University of Waterloo, operating as the Waterloo Undergraduate Student Association believes that all undergraduate students have the right to contribute to Student Publications. The Waterloo Undergraduate Student Association is committed to editorial autonomy of Student Publications and any chartered/constituted student newspapers under WUSA or any constituency thereof (eg. specific student publications serving a faculty or college student body).

PURPOSE:
It is the responsibility of Student Publications (and including any chartered/constituted student newspapers thereunder) to serve as a watchdog of the student government, the University of Waterloo and the administration thereof, and the broader university community as it affects students. The Student Government, including its constituency Societies, involvement in day-to-day publication decisions or practices would compromise the objectivity of Student Publications, and therefore WUSA has established this Policy to ensure that the role of Student Publications’ to remain responsible but autonomous of its Publisher is respected.

DEFINITIONS:
Board of Publications – The Board of Publications shall be constituted by Board of Directors procedure, in accordance with this Policy. Broadly, the Board of Publications provides oversight for all Student Publications, although day-to-day operations, publishing, and management shall be administered in accordance with the Student Publication Charter of the relevant Student Publication.

Editor(s) – The Editor(s) of Student Publication shall refer to the parties responsible for editorial functions of a Student Publication.

Editorial Board – The Editorial Board is the management board of a given Student Publication composed of its Editors, including the Executive Editor of that publication if applicable, or an alternative structure provided for in the Student Publication’s Charter.

Executive Editor – The Executive Editor is the editor who is ultimately responsible for the publication and oversight of the publication staff and volunteers for a specific Student Publication, or alternative(s) provided for in the Student Publication’s Charter (eg. multiple Editors that share this responsibility).

Commented [SJV1]: Per MathNEWS request, this was opened up a bit. They make a fair point that a small volunteer based publication like them runs a lot less formally. So their charter ought to have a way to provide alternative structures.
Improper Content – Any materials deemed libelous or otherwise contrary to law, or materials contrary to the bylaws, corporate policies or the Student Publications’ own operating procedures (including charter, constitution, and/or memorandum of understanding, as the case may be).

Student Publication Charter – The charter, constitution, and/or memorandum of understanding that constitutes a grant by which a specific Student Publication is founded and its rights, privileges, and objects defined.

Student Publications – Student Publications refers to any of the following print and digital newspapers or journals currently in publication: Student newspapers, Quetzal, Waterloo Journal of Environmental Studies, and any chartered/constituted student newspaper including, but not limited to, Math NEWS, math NEWS, and Iron Warrior, whether they be operated by charter, constitution, and/or memorandum of understanding; or any publications hereafter established, chartered or modified by the Board of Publications. Student Publications do not include WUSA’s internal, directly managed communications (i.e. those administered by the Communications & Media Relations Manager).

Participants in WUSA’s governance – Participants specifically include those who are elected to WUSA positions and those serving as members on WUSA committees. This includes but is not limited to, Councilors, Executives, and at-large members serving on committees. Students at-large engaging in the process and constituency society executive, representatives and management board members are specifically excluded.

Publication Processes – Publication Processes include all operations undertaken by Student Publications in the fulfillment of their objects. This includes, but is not limited to, research, writing, editing, photography, layout, and management.

Publication staff and volunteers – Publication staff and volunteers include all paid and unpaid roles within a Student Publication. This includes, but is not limited, researchers, writers, journalists, editors, photographers, support staff, management, and other contributors, including artists.

Publisher – Unless otherwise specified, or delegated by the Board of Publications in accordance with the governing documents, the Publisher of all Student Publications is the Waterloo Undergraduate Student Association (WUSA).

SCOPE & EXEMPTIONS:
This policy requires the establishment of a permanent Board of Publications, to be under the auspices of the Board of Directors, and applies to the Board of Publications and all Student Publications, including any chartered/constituted student newspaper.

POLICY COMMUNICATION:
The policy will be posted on the Corporation’s website and internal network drives. The Board of Directors, Board of Publications, and all Student Publications will be advised of the new policy via distribution by the President, or a designate. Similarly, prior to revision, the President shall consult with the Board of Directors, Board of Publications, and all Student Publications.

POLICY:
1. This policy consists of principles for general application: the morals, scruples, and rules to which all specific publication content of Student Publications should adhere.
2. This policy is the framework upon which the charters and constitutions governing documents of Student Publications are governed and operated, and a...
   a. Applicable procedures of Student Publications shall adhere with this policy.
3. Editorial Independence, implemented through this policy, shall
   a. Maintain and protect Student Publications’ status as editorially independent and organizationally autonomous from its Publisher in all respects, and particularly in respect of published content, without regard to the sources of funding by WUSA or advertisers, or otherwise by virtue of the University of Waterloo’s administration.
      i. The Board of Publications may provide for, delegate, or otherwise establish subsidiary Publishers for constituency Student Publications where provided for in the applicable Student Publication Charter.
      ii. The Publisher(s), with or without consultation or consensus of the Editorial Board, shall have the final authority and responsibility for all publication content in each paper Student Publication, subject to the oversight and authority of the Board of Publications, and any constraints imposed in the Student Publication Charter thereof. The WUSA Board of Directors ultimately has the power to rule that materials published are deemed Improper Content, as determined by a qualified member of the Ontario Bar, with serving the public good held as the ultimate editorial priority.
      iii. Those participating in WUSA’s governance, directors, fiduciaries, and paid staff, excepting those staff directly associated with the Student Publications themselves, will not be involved in the Publication Processes of any publications without approval of the Executive Editor or Editorial Board, as the case may be, of the Student Publication in question, and may not, under any circumstances dictate content for publication, exempting the prohibition of Improper Content and the submission of content.
   b. Ensure that Student Publications’ publication content is researched, written, confirmed, edited and approved for publication in accordance with professional journalistic standards and best practices, and with the goal of continuous improvement in all aspects, but without prejudice to, or the
diminishment of, historic iconoclastic, humourous, and lampooning style as Student Publications.

c. Facilitate Student Publications’ ability to inform, educate, entertain, and provoke discussion and thought on the part of Waterloo students by the publication of interesting, relevant, accurate, objective, funny, critical, satirical, creative, insightful, and well-researched articles, graphics, cartoon, photographs, or other media.

d. Promote the journalistic education and fulfillment of every contributing member of Student Publications, both on an individualistic and team basis.

4. The Board of Publications shall be responsible for adopting a Code of Ethics, as adapted from the Canadian Association of Journalists’ Statement of Principles, which at minimum shall will include the following principles and their definitions:

a. Inclusiveness and Discrimination. Exempting satire, to the extent compliant with and respecting Policy 21: Freedom of Speech and Expression on Campus, all Student Publications should foster an environment of inclusiveness for all, regardless of race, religion, sexual orientation, disabilities or gender. Student Publications will not refer to a person’s race, colour or religion unless it is relevant to the story; they will avoid stereotypes of race, gender, age, religion, ethnicity, sexual orientation or social status.

b. Independence. All Student Publications must be free of any obligation to any interest other than informing and serving Waterloo students, including and serving their readership’s right-to-know. WUSA will ensure that Student Publications will remain free of associations that may compromise integrity or damage organizational credibility. Student Publications should be empowered to be vigilant and courageous about holding those with power accountable.

c. Accuracy. Student Publications must guard against inaccuracies, bias, distortions or omissions. The publication staff and volunteers must work diligently to ensure the accuracy of their publications, including images, prior to publication. Editors specifically responsible for the accuracy of any facts they add or changes they make to publications. Student Publications shall not unreasonably refuse to publish corrections as they arise.

d. Fairness. Reporting must be fair, accurate, honest, and in context. When mistakes are made, they should be corrected, and facts must not be ignored or tempered for the publication’s or individual’s own interests. Student Publications’ staff and volunteers will strive to uphold the same high standards as professional journalists.

e. Identification. Student Publications’ staff and volunteers should clearly identify themselves as members of a Student Publication to avoid misleading sources in any interviewing context. Reporters should only go undercover in rare cases when the public interest justifies it as a last resort. The Editorial Board of the respective Student Publication may allow for anonymity in publication (by use of a pseudonym).

f. Balanced coverage. There can be multiple sides to every news story. A duty of responsible Student Publications is to seek information from various sources and perspectives and appropriately acknowledge sides of any controversy or
dispute. Every effort must be made to contact all sides and to notify the readership if one side did not wish to comment. Opinion pieces shall be exempt from the requirement for balanced coverage.

g. **Impartiality.** To be impartial does not require Student Publications to be unquestioning or to refrain from editorial expression. All Student Publications must maintain a clear distinction for the reader between news and opinion. Articles that contain explicit opinion or personal interpretation should be clearly identified.

h. **Sources.** Typically, use of anonymous sources shall be avoided. If anonymous sources are used, reporters will independently corroborate facts. Anonymous sources shall not be permitted to make malicious and destructive comments about individuals or organizations. Student Publications shall strive to treat everyone — editors, publication staff and volunteers, sources and readers — in the most fair and open manner. Sources and subjects of stories will be treated as human beings deserving of respect, not merely as means to a journalistic end. Fairness also requires that sources of information should be identified, except when there is a clear and pressing reason to protect their anonymity. Persons publicly accused should promptly be given the opportunity to respond.

i. **Privacy and Confidentiality.** All parties have a right to privacy and at times confidentiality under the law, which may arise from time to time require care and due consideration. There are inevitable conflicts between the right to privacy or confidentiality and the public good or the right to be informed about the conduct of public affairs. Each case should be judged in the light of common sense and humanity.

j. **Conflicts of Interest.** In accordance with this Policy and the various governing rules pertaining to conflicts of interest, Student Publications must make a tireless effort to avoid conflict of interest in a story. Conflicts of interest, biases or the appearance thereof, must be avoided in all instances to maintain a high standard of journalism. Publication staff and volunteers of Student Publications should neither accept nor pursue any activity that might compromise or seem to compromise their integrity or that of the Student Publication. All publication staff and volunteers of Student Publications shall be responsible for disclosing any actual, perceived or potential conflict of interest to the Executive Editor and/or the Editorial Board, of the Student Publication. The Executive Editor, or otherwise a representative of the Editorial Board as the case may be, shall be responsible for disclosing their actual, perceived or potential conflict of interest to the Board of Publications.

k. **Affiliations and External Organizations.** The following general provisions shall apply with respect to affiliations and external organizations:

i. **Publication staff and volunteers of Student Publications may not be a representative of a political party or be involved with organizing events for political parties on campus without public disclosure of the potential conflicts of interest this may create reported to the Board of Publications.**
ii. Those participating in WUSA’s governance, including directors, fiduciaries, and paid staff, shall not simultaneously serve as Editors of any Student Publications or publication staff or volunteers.

iii. Unless otherwise determined by the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, such participants in WUSA governance or individuals are permitted to contribute opinion pieces must have written whose their position is readily disclosed when authoring content for publication.

iv. Furthermore, contributors to a Student Publication the paper should disclose any affiliations to organizations to the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, any relevant affiliations to organizations which may cause their contribution to appear biased.

v. Editors of Student Publications should not be participating in, campaigning in, organizing or sponsoring any specific topic about which they their publication are reporting.

vi. Exceptions to any requirement in this section may be approved by the Executive Editor or Editorial Board, as the case may be, and shall be reported to the Board of Publications for reasonable and inconsequential involvement with the prohibited item.

5. Autonomy of Constituency Student Publications – Those publications that are constituted by, operated by, or affiliated with a specific constituency or constituency society, shall be entitled to operationally autonomy or continuation of such affiliation. WUSA shall not unreasonably interfere with constituency student publication affairs, and shall respect operating agreements, memoranda of understanding, and Student Publication Charters heretofore established.

6. Notice of Amendment – Notice of amendments to be made to this Policy must be provided at least fifteen (15) business days prior to the Council meeting at which they are to be voted upon, and shall normally require review by all affected student publications, and other appropriate parties as determined by the Board of Publications. Further, all amendments to this policy shall normally originate with the Board of Publications or a Student Publication, prior to any consideration by the Students’ Council.

7. Interpretation and Conflict – The Board of Publications shall be responsible for interpretation of this Policy. In case of any conflict between the terms of this Policy and the terms of a Student Publication Charter, where interpretation alone cannot reconcile the same, the terms of this Policy shall prevail.

8. Suspension – This policy may not be suspended.

HISTORY:

Federation of Students
September 13, 2020
Consideration has been made of feedback from the Student Publications. The Select Commission has been established by President Simpson. The Select Commission prepared final policy content for the Students’ Council.

COMPLIANCE AND ENFORCEMENT:
The Board of Directors has a fiduciary responsibility to supervise the management of Student Publications, which shall be directly administered by a Board of Publications on its behalf, in a manner determined in procedure. The Board of Publications shall be responsible for adopting and upholding the Code of Ethics, chartering Student Publications, and establishing procedures to regulate the affairs of Student Publications, or delegating the same.

There shall be an appeal mechanism administered by the Board of Publications for any alleged breaches whether claimed by a Student Publication or the Publisher of this Policy, a Student Publication’s Charter, applicable procedures established hereunder, or other matters of germane to student publications and their relation to WUSA including without limiting the generality of the foregoing the case of Improper Content. The Board of Publications shall have both original and appellate jurisdiction on any such matter, and the decision of the Board of Publication shall be considered final and may not be further appealed.

This policy shall be interpreted and compliance ensured by the Board of Publications.

APPENDICES:
N/A