

COUNCIL PROCEDURES

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FEDERATION OF STUDENTS
COUNCIL PROCEDURE

Number: 1
Effective: March 15, 1998
Replaces: March 24, 1996

SECRECY IN UNIVERSITY GOVERNMENT

Rescinded

STUDENT APPOINTMENT TO COMMITTEES

1. In all cases where a committee, a delegation, a board, or any such group is formed either by the Federation of Students or the University of Waterloo to which students are to be appointed at large, students will be advised by the Federation of Students of the opportunity.
 - a. If a student must be appointed, the Federation of Students President or his/her designate shall appoint the representative(s).
 - b. If a student must be elected, the Federation of Students Council shall elect the representative(s).

2. In all cases where a committee, a delegation, a board or any such group is formed either by the Federation of Students or the University of Waterloo to which students from a particular faculty are to be appointed in their capacity as students of that faculty, the appropriate faculty society will be advised by the Federation of Students of the opportunity such that the Society can make recommendations for these positions.
 - a. In the event that there is no recommendation forthcoming from the appropriate faculty society within a reasonable period of time, the Federation of Students President or his/her designate shall appoint a representative.

FEDERATION OF STUDENTS CLUBS

A. Membership of Federation Clubs

1. Any and all members of the Federation of Students shall be eligible for club membership upon recognition given by the Federation of Students. A Club will be permitted to restrict its membership only in a limited number of cases where such limitation is necessary to avoid a complete undermining of the Club's mandate. Such restriction must be approved by the Internal Administration Committee.
2. All members of a Club shall be fee-paying members of the Federation of Students, with the sole exception of registered University of Waterloo graduate students. Clubs may charge a membership fee, as approved by the Internal Administration Committee.
3. Faculty, Staff and members of the community-at-large may be recognized as Club members under the designation of associate club members. Associate members may not vote or hold executive positions.
4. The membership of a club shall normally be no fewer than seven.

B. Club Constitution and Executive Officers

1. Each club is required to have a constitution which meets the following minimum requirements:
 - a. Is approved by the Internal Administration Committee;
 - b. States clearly that it is not an agent or a representative of the Federation of Students and that its views and actions in no way represent the Federation of Students;
 - c. Clearly outlines the following areas:
 - i. Name of the club
 - ii. Purpose of the club
 - iii. Membership criteria, roles, and duties

- iv. Executive positions
 - v. Executive duties
 - vi. Meeting requirements and procedures
 - vii. Election procedures
 - viii. Amendments
 - ix. Signing officers
 - x. Membership fees
- d. A Federation of Students club name
 - e. Must be consistent with both the University's and the Federation of Students' mission and mandate
2. Executive Officers
- a. Executive members of a club must be students of the University of Waterloo who are fee-paying members of the Federation of Students, with the sole exception of registered University of Waterloo graduate students.
 - b. Graduate Students may not comprise the majority of any club's executive.
 - c. All Clubs must hold an election for the Executives at least once a year. Elections must be called for all club executive positions at a general club meeting that is open to all club members. Voting for executive positions can take place at the same meeting that nominations are called. If the elections take place at a time after nominations are called, the elections must take place in a general club meeting that is open to all club members.
 - d. A list of the executive officers including names, ID numbers, titles, telephone numbers, and e-mail addresses must be provided to the Clubs Director. Any change in the club executive must be communicated to the Clubs Director (or designate) of the Federation of Students within one week of the change. It is the responsibility of the Clubs Director to verify that all club executives meet the eligibility requirements.

C. Recognition of New Clubs

- 1. The Internal Administration Committee will accept proposals for new clubs during the first three weeks of each academic term. Under special circumstances, exceptions to this rule may be made by the Chair of the Internal Administration Committee.

2. A club may be recognized by the Federation of Students if it:
 - a. Opens its membership to all individuals as defined under Section A;
 - b. Intends to carry on activities which do not violate any federal or provincial laws, municipal by-laws, or university regulations; and which do not infringe upon the rights and privileges of others. These rights include, but are not limited to, the rights to privacy and freedom of expression and association;
 - c. Has a mandate which is not duplicated by any other club ratified by the Federation of Students on the same campus; and
 - d. Submits a constitution which adheres to the constitutional requirements, as outlined in Section B.
3. The Federation of Students will not ratify any clubs which practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques on their membership or potential membership, nor any clubs who are found to be associated with an outside body which practices coercion, or knowingly violates any of the procedures contained herein.
4. The Federation of Students will not recognize any club which practices discrimination in the acceptance of its members or executive members, or knowingly violates any of the procedures contained herein.
5. In the event that a club is not recognized by the Internal Administration Committee, a club may request an appeal before Students' Council.
6. To be considered for ratification, the applicant club must submit a package containing the following items to the Clubs Director:
 - a. A typed cover letter stating the club's desire to be ratified along with the names, student numbers, telephone numbers, email addresses, and signatures of the past and present club Executives;
 - b. A typed copy of the proposed constitution for the club;
 - c. A typed list containing the names, student numbers and up to date telephone numbers of no fewer than seven students interested in joining the club; and
 - d. A line item budget for proposed expenses during the upcoming academic term.

A. Active Status

1. Clubs must complete and submit the required forms (as per Section C.6) in order to be considered an active club for the academic term. These forms must be submitted to the Clubs Director at a time designated by the Clubs Director.
2. The Federation of Students shall consider any club which is not active for three consecutive academic terms to be dissolved.

D. Rights of Federation of Students Recognized Clubs

1. Upon recognition, a club is entitled to access certain Federation of Students and University of Waterloo services. These include:
 - a. Be listed as an official Federation of Students Club;
 - b. Solicit members and to collect membership fees;
 - c. Use University of Waterloo facilities, subject to regulations of the Administration (e.g. Audio-Visual, Graphic Services, Bookings) and to existing agreements between the University of Waterloo and the Federation of Students for provision of facilities and services;
 - d. Participate in Federation of Students Clubs Days;
 - e. Request assistance from the Federation of Students Club Director's office to help set up club events or to assist with any general problems during the year;
 - f. Request available Federation of Students office and locker space;
 - g. Access Federation of Students funding (see Section G);
 - h. Use Federation poster boards (subject to Federation procedures regarding poster boards);
 - i. Have its mail, faxes, and other like forms of communication sent in care of the Federation of Students;
 - j. Have a mailbox in the Federation of Students office;
 - k. Have space on the Federation of Students world wide web home page, with appropriate links, as desired;
 - l. Book the clubs meeting room; and

- m. Use the names of the University of Waterloo and the Federation of Students.
- n. Request the assistance of the Federation of Students Marketing Department, subject to availability

E. Responsibilities of Federation of Students Recognized Clubs

1. Every Federation of Students Ratified Club has important responsibilities to the Federation of Students and to its membership. These responsibilities shall include, but not be limited to a club's duty to:
 - a. Abide by all Federation and University of Waterloo administrative policies and procedures.
 - b. Have all events and publications approved by the Clubs Director or Vice-President, Internal.
 - c. Undertake all financial dealings in accordance with Section G;
 - d. Collect the contents of their mailbox located in the Federation of Students' office at least once per week;
 - e. Adhere to the mandate as stated in the club's constitution;
 - f. Inform the Clubs Director of any sponsors that they plan to bring onto campus prior to the event. Sponsorship is subject to approval by the Federation of Students such that sponsors do not conflict with Federation of Students or UW businesses and services;
 - g. Reply to all correspondence within 14 days;
 - h. Send a representative to all Federation of Students club meetings each term in which the club is active;
 - i. Hold at least one general meeting per active term;
 - j. Take a detailed set of minutes at each club general meeting, and present them to the Clubs Director;
 - k. Forward all constitutional amendments to the Internal Administration Committee in a

- timely manner. The new constitution is subject to the approval of the Internal Administration Committee;
- l. Seek the approval of the Clubs Director before using the Federation of Students logo or name;
 - m. Have all advertising and publications clearly stating the name of the Club publishing the material;
 - n. All publications produced by the club must clearly state the name of the club sponsoring the material and include the Federation of Students Club Logo;
 - o. Ensure that all advertising material meet the requirements outlined in the appropriate Council procedures;
 - p. Not misrepresent or slander the Federation of Students or the University of Waterloo
 - q. Consult with the Clubs Director prior to hosting or participating in any high risk or liability event, in order to obtain advice on minimizing risk;
 - r. Consistently use the club's recognized name; and
 - s. Hold ticketed events in accordance with Federation of Students' procedure.
2. The failure of a club to uphold its responsibilities will result in disciplinary action taken against the club.
 - a. Failure of a club to send a representative to mandatory Federation of Students club meetings may result in forfeiture of financial sponsorship

F. Club Financing

1. All clubs shall:
 - a. Use the Federation of Students' accounting department for all financial dealings;
 - b. Adhere to all accounting procedures and policies as set out in the Clubs Manual;
 - c. Hold all monies within an account held within the Federation of Students.
2. All Federation-recognized Clubs shall be sponsored equally by the Federation of

Students. All receipts for expenditures that are to be paid for through this sponsorship must be provided to the Clubs Director for approval. All expenditures must be justified via receipts or in writing.

3. Clubs' executive members shall be responsible for payment of any expenditures charged to their account that are in excess of the Federation of Students sponsorship amount.
4. The Clubs Director shall be responsible for providing clubs with an update on their account charges upon request.
5. Clubs may apply to the Internal Funding Committee for special projects funding.
6. The Clubs Director, Vice-President, Internal, and the Vice-President, Administration and Finance reserve the right to conduct reviews of any club ratified by the Federation of Students in order to determine the integrity of the finances and general operations of the club.
7. Federation of Students' clubs will not be permitted to operate in debt. Any club having a deficit in its account will be dissolved unless it proves to the Internal Administration Committee that it has a viable plan to return to financial solvency in a reasonable time frame. The onus falls on the club to demonstrate this ability to the Internal Administration Committee.
8. Clubs may apply to the Internal Administration Committee for exemptions from section G based on need. Exemptions to section G will be at the discretion of the Internal Administration Committee.
9. All clubs may request a cash float from the Clubs Director. Such requests shall be made no less than 5 business days before it is needed for an event.
10. Federation of Students Clubs may donate funds from their club accounts, accumulated via approved club events, and activities. To make such a contribution, clubs must follow all afore mentioned policies, and in addition, may donate to any organization enumerated in the following list:
 - a. Any organization, which maintains valid status as a Registered Charitable Organization, with the Canada Revenue Agency;
 - b. Any organization, which maintains valid status as a not-for-profit corporation with the Government of any Province or Territory within Canada; or
 - c. Any organization deemed appropriate by the Vice-President, Internal, and the Internal Administration Committee

G. Recruiting

Club recognition brings with it a set of responsibilities to the Federation of Students, the University of Waterloo, and to other recognized clubs and their members. Respect for the individuality and independence of each member of the university community is of paramount importance.

3. The following are acceptable means of recruiting:
 - a. Organized recruitment as a part of the Federation of Students Club Days;
 - b. Posters or banners inviting prospective members to information meetings, social gatherings and other events;
 - c. Accepting members through the Clubs sign-up campaign;
 - d. Awareness days or weeks which are focused on highlighting various themes; and
 - e. Offering flyers whereby the individual has the option to accept or deny the invitation.
4. The following are not acceptable means of recruiting:
 - a. Repeated individual solicitation either in writing or in person;
 - b. Deliberate misrepresentation of a club's mandate or goals; and
 - c. Solicitation of membership with the intention of garnering total adherence attached to cultural values and religious beliefs.
5. Anything not in the 'accepted' list above is not an acceptable means of recruiting unless approved by the Clubs Director or Vice-President Internal:
4. For the duration of Orientation Week, posters or banners inviting prospective members to events and web sites are the only acceptable means of recruitment.

H. Disciplinary Procedures

1. Probation
 - a. The following will be cause for clubs to be placed on probation by the Federation of Students:
 - i. Breach of any of the responsibilities outlined in this resolution; or

- ii. Misuse of Federation of Students services or privileges.
 - b. While on probation, a club may:
 - i. Have its Federation of Students account frozen; and
 - ii. Be suspended from all rights outlined in part E. of this resolution.
 - c. A club which fails to rectify its probationary status with the Federation of Students within the timeline designated by the Internal Administration Committee will be scheduled for dissolution at the discretion of the Internal Administration Committee. The onus falls on the club to take all necessary measures to rectify its probationary status.
 - d. When placed on probation, a club will be notified by one notice in its Federation of Students mailbox and each club executive member will be notified by one notice via telephone or email.
2. Dissolution
- a. Should a club fail to rectify its probationary status, a Internal Administration Committee meeting may be called to consider dissolution of the club. This entails:
 - i. Loss of any or all privileges conferred on the club by the Federation of Students; and
 - ii. Recovery of any of the clubs' monies by the Federation of Students.
 - b. When scheduled for dissolution, a club will be notified by one notice in its Federation of Students mailbox and each club executive member will be notified by email.
 - c. Upon notice of dissolution, a maximum of three delegates from the club in question will be given the opportunity to explain to the Internal Administration Committee why the club should not be dissolved. The onus rests on the club to demonstrate this to the Internal Administration Committee.
 - d. Conditions for dissolution include, but shall not be limited to:
 - i. Abuse of Federation of Students services;
 - ii. Violation of the terms or spirit of this procedure, as determined by the Federation of Students;
 - iii. Breach of the procedures as outlined in Section F of this procedure;
 - iv. Failure to abide by the club's own constitution;
 - v. Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities;
 - vi. Committing an offence which is contrary to federal or provincial laws, municipal by-laws, University of Waterloo regulations, or Federation of Students' policy or procedure.

- e. The Clubs Director may bring to the attention of the Internal Administration Committee any club to be considered for dissolution which appears to be in breach of the terms or spirit of this procedure.
- f. Any club may be dissolved without having previously been on probation provided the Executive members of the club have been afforded the opportunity to come before the Internal Administration and plead the club's case.
- g. Should a club not be satisfied with the decision of the Internal Administration Committee, the club may request an appeal before the Federation of Students' Council. Students' Council may grant or deny leave to the appeal.

I. Club Lockers

1. Long-Term Storage

- a. Clubs may apply for use of a locker each academic term.
- b. The locker may only be used to store club equipment and belongings that value over \$500 in total or are used at least once per week. Lockers may not be used to store personal or illegal items.
- c. Clubs in possession of a locker during one academic term and wishing to continue using that locker during the next academic term must complete and submit a reapplication along with their clubs package during the current term. The Internal Administration Committee will review and approve or deny reapplication requests at least one month prior to the last day of classes. Clubs whose reapplication requests are denied must remove all belongings from the locker by the last day of classes. Any remaining items will be disposed of by the Clubs Manager.
- d. Clubs not in possession of a locker may submit an application for use of a locker at any time. The Internal Administration Committee will begin to allocate available lockers at the end of the second week of classes of each academic term.
- e. A lock will be assigned to the club once their locker is allocated. Any lock found on the locker other than the assigned one will be removed immediately, and the IAC will be notified of the infraction by the Clubs Manager. The Clubs Manager will have access to all lock combinations.
- f. No more than one locker will be allocated to each club.

2. Temporary Storage

- a. A number of lockers, at the discretion of the Clubs Manager and the Internal Administration Committee, will be made available for temporary storage. Temporary storage is defined as storage of club items for less than 14 days. Clubs using lockers for temporary storage must abide by 1 b, e, and f above.

Temporary locker bookings will be managed by the Clubs Manager.

BUDGET PREPARATION AND OTHER APPROPRIATIONS

Scope and Definitions:

1. *Students' Council:* Students' Council shall ensure the VP Operations & Finance's formulated budget vetted and recommended for adoption by the Budget & Appropriations Committee is in the best interests of membership and shall review the Executive Action Plan and Annual Plan to generally establish whether the proposed budget conforms to the strategic direction of the Corporation as established through policy, Executive goals, and strategic planning. Council is empowered to prepare and approve the Federation of Students' annual budget, insofar as the budget pertains to the expenditure of members' dues and exempting those portions of the budget restricted by the Board.
2. *Board of Directors:* The Board of Directors holds the final authority for approval of the Federation of Students financial expenditures. The Board will consider the budget prepared and approved by Council, in conjunction with the strategic directions established in the Long Range Plan, the Annual Plan, other strategic plans, and the overall financial health of the organization.

Budget Preparation:

Continuing Appropriations prior to Budget- May – August or until the VPOF-elect creates and receives approval for the current fiscal year's budget.

Operating budget

The outgoing Vice-President, Operations & Finance shall, with the advice and consent of the outgoing Budget & Appropriations Committee, create a draft fiscal year budget that, at minimum, provides for 4-months of expenditure by continuing appropriations. This draft budget will identify operating costs that are fixed along with targets that are deemed appropriate for organizational need for the first 4 months of the fiscal year. These expenditures shall generally be based on the allocations from the previous fiscal year budget. The expenditures allocated in this budget shall be based off the actual operating costs to ensure the organization is operational for the initial portion of the Spring term. These appropriations will bridge new Executive, Councillors, and Directors into their Office during the finalization of the fiscal year budget, from the draft prepared by the outgoing Vice-President.

In accordance with applicable policies, this budget shall authorize expenditure in the form of continuing appropriations commensurate with the prior fiscal year, indexed for inflation and amended as deemed appropriate by the Budget & Appropriations Committee, for the period of the Spring term. Continuing appropriations will expire on the 31st of August of each fiscal year, or at a later date as otherwise exceptionally determined jointly by the Board and Council, unless:

- A resolution to provide for further appropriations is adopted by the Students' Council and Board of Directors through a bicameral process; or
- Upon such a resolution on continuing appropriations being superseded by the adoption of the fiscal year budget by both Students' Council and the Board of Directors.

With the exception of the foregoing conditions, no expenses shall be incurred except as a consequence of appropriations made by Council, or by the Budget & Appropriations Committee on behalf of Council where permitted in accordance with the Bylaws, Policies, and procedure.

Fiscal Year Budgeting Process

The dates within this procedure apply to the case in which the target date for presentation of the budget to the Students' Council second meeting. This schedule is to act as a guideline to the Vice-President, Operations and Finance and the Budget & Appropriations Committee of the Federation of Students.

March: The Vice-President, Operations and Finance obtains projected enrolment figures for the Spring and Fall terms and calculates the expected total student government levies to be collected for the upcoming fiscal year's budget. In co-operation the General Manager, the Vice-President, Operations & Finance shall circulate a Budget Request Package to all Department Managers. To the fullest reasonable extent, the Vice-President, Operations and Finance shall communicate and engage the Vice-President, Operations and Finance-*elect* in initial preparation of the draft budget.

March/April: All current Executives shall work with Executives-*elect* and the appropriate departmental managers to determine requested budget allocations for the upcoming year based on the Long-Range Plan, the Annual Plan, other strategic priorities, and any mandatory spending set out in the policies and governing documents..

First Meeting of Students' Council: The Budget & Appropriations Committee will be struck at the first meeting of the new Students' Council. Notwithstanding this provision, Council may choose to elect Councillor and At-Large student membership of the Committee during transition or at such other times as it sees appropriate. Director membership of the Committee shall be selected by the Board of Directors.

Note: The term Vice-President, Operations and Finance refers to the newly elected Vice President, Operations and Finance from this point forward in this procedure.

May: The completed Budget Request Packages from Department Managers together with the draft fiscal year budget shall be circulated to the Budget & Appropriations Committee, and other relevant parties as determined by the Office of the Vice-President, Operations & Finance. Concerns can be addressed to the Vice-President, Operations and Finance, and justification for suggested changes will be received in writing. The Budget & Appropriations Committee shall meet to discuss the draft budget, any questions or concerns raise, and consider the proposal of amendments as it deems fit and upon those conditions it may deem advisable. If changes are deemed warranted and possible, in the estimation of the Committee, they shall be implemented in the draft budget.

May/June: The Committee shall finalize all amendments to the budget and the associated budget report (collectively the “Budget Report”). A draft Budget Report will normally be circulated internally to Executive and Department Managers for input one week prior to the consideration of the Committee on the adoption of the Budget Report. The Budget Report shall be voted on by the Committee by roll-call vote for recommendation to Council, subject to any terms and conditions that are found advisable. For the utmost clarity, it is understood that the Executive and relevant Department Managers may make recommendations or requests for additional funding to the Budget & Appropriations Committee, but ultimate budget development and review authority rests with the Budget & Appropriations Committee.

June/July: The budget shall be brought forward no later than the third regular meeting of Council for a fiscal year for presentation. Prior to Council approval of the prepared budget and recommendation on adoption to the Board, the Vice-President, Operations and Finance, acting on behalf of the Budget & Appropriations Committee, will open a Question & Answer period lasting no fewer than seven (7) calendar days to solicit any questions, in writing, from Councillors and Directors regarding the Budget Report. The Budget & Appropriations Committee will review and respond to those questions collected, which will be provided to Council and the Board for information prior to consideration of the adoption of the budget.

This is to allow for proper actuals to be obtained from year previous and to have more accurate budget proposal. This in turn will also mitigate the changes needed to be made in subsequent months due to having more accurate data to calculate resource allocation.

Ongoing termly: The Vice-President, Operations and Finance is responsible for providing a termly updates to the Budget & Appropriations Committee regarding the budget-to-actuals up to, at minimum, the most recent reconciled accounting period, or otherwise providing that information which the Committee may request. The Budget & Appropriations Committee will review the information and compile a summary report for the Board of Directors, including a schedule of any significant changes to the allocations approved by the Committee or Board of Directors. This will be completed at least once per academic term in a governing year. The Budget & Appropriations Committee shall provide any such summaries and schedules, where not restricted by the Board, to Council upon request.

Under the guidance of the Vice President, Operations & Finance, the Budget & Appropriations Committee will regularly evaluate budgetary process and underlying procedures to improve efficiency in budget preparation.

The Budget & Appropriations Committee is not limited in the number of meetings and so, shall meet as required throughout this process to ensure information and resource allocation is appropriately communicated and that any amendments, deviations, or transfers are approved in an effective manner. It is essential that Budget & Appropriations Committee works in the most efficient manner possible. It is recommended that Budget & Appropriations Committee meet at least termly to assess appropriations and year-to-date expenses.

Appropriations review and consideration of the changes to the dues paid by students, other than those collected as administered fees, shall be conducted in the Winter term, or as otherwise needed where changes in appropriations is deemed necessary. The Committee will review the need for changes to applicable student government levies, determine the appropriate amount of any changes, and shall make a recommendation to the Board of Directors on approval. Notice of those changes approved by the Board shall be provided to Council by the Vice-President, Operations and Finance at the next regular meeting.

The Committee shall periodically, or otherwise at its discretion, review the financial position of the Corporation and its funds, including, without limiting the generality of the foregoing, an assessment of liquidity, activity, cash flow and working capital. During such a review, the Vice-President, Operations & Finance shall invite the attendance of the Federation's Financial Officer (or a designate), who shall advise the Committee on all such assessments. The Committee shall propose recommendations to the Board of Directors, where appropriate, to ensure the continued sound financial health of the organization.

Formatting of the Budget

The Budget shall be presented as a report which shall include:

1. The previous fiscal year's budgeted allocations and actuals along with the proposed budget for the upcoming fiscal year.
2. A written component to the budget that outlines strategy, highlights and explains how the allocations further strategic priorities, and demonstration of the value-for-money for all expenditures.
3. Significant changes in line items, and their creation or deletion, explained in a concise manner;
4. Portions of the budget restricted by the Board of Directors shall be presented in the form of a summary of the bottom-line (revenues, costs of goods and sales, and expenses) within the Budget Report;
5. A corporate overview that explains the income from student government levies by term, transfers out for administered fees and those of societies, summary of corporate salaries and organizational structure;

6. Those relevant appendices (viz. summary optional fees data, assessment of trends in the financial position of the organization, and the status of recommendations from the prior year's report);
7. Any recommendations or future considerations to each department and portfolio generally, issued in consideration of the short-term needs, long-term objectives, items for consideration in future budget cycles, and any noteworthy financial trends to be considered; and
8. Conditions placed on the adoption of the budget with which, if adopted without amendment thereto, Executive and management shall be expected to comply.

The report shall be published to be available to the entire membership. Time permitting, the Vice-President, Operations and Finance shall work with the Communications & Stakeholder Relations Department to develop infographics and easily digestible summaries of the budget report which shall be conveyed publicly to the student body.

Presentation of the Budget Draft

Prior to the Meeting

1. The Budget Report shall be circulated to Councillors and Directors as part of the Agenda package. This draft should include the budget figures from the previous year as well as available actuals (or best approximations where necessary). In addition, the report shall include the requirements set out above.
2. A copy of the Committee-prepared Budget Report will be made available on the Federation of Students Website.
3. A copy of the Committee-prepared Budget Report will be made available for review in the Federation of Students Office.
4. In addition to the Budget Question & Answer period, the Vice-President, Operations and Finance will make themselves available to Councillors and Directors in the weeks leading up to the Council meeting for consideration of Budget to answer applicable questions.
5. All budget inquiries will be responded to as soon as reasonably possible.

At the meeting of Council:

1. The Vice-President, Operations & Finance shall explain how student government levies contribute to the budget and justify the figures presented.
2. The Vice-President, Operations and Finance shall present the budget figures and provide justification where they deem necessary. Further, the Vice-President, Operations & Finance shall answer questions directed from Students' Council and provide clarification where necessary.
3. The President (or Speaker, as the case may be) shall invite commentary on the Budget Report, following the overview by the Vice-President, Operations & Finance.
4. Suggested modifications will be presented by members of Students' Council to the Vice-President, Operations & Finance and referred back to the Budget & Appropriations Committee for amendment, where deemed advisable by Council.

5. If no concerns are brought forth, and the presented Budget Report as prepared and recommended by the Budget & Appropriations Committee shall be brought to a vote for approval.

Consideration of Proposed Modifications and Revision of the Budget Report

1. The Budget & Appropriations Committee shall take up the suggested modification deemed advisable by Council and revise the draft Budget Report where necessary and possible.
2. An updated Budget Report containing those amendments made in accordance with the proposed modifications shall be presented at the subsequent meeting of the Students' Council, or at an emergency budget meeting called by the President, if so requested by the Vice-President, Operations & Finance. The presentation shall follow the same procedure as outlined above. At this time, the Vice-President, Operations and Finance will either recall the Budget & Appropriations Committee to make further revisions based on the new set of recommendations or seek a motion to approve the budget as updated. If the budget does not gain approval, the Budget & Appropriations Committee shall be recalled to further modify the budget based on these recommendations and seek approval at the next Council meeting.

Final Approval, Bicameral Amendment, and Resolution of Dispute

1. Once Council has adopted the Budget Report, exempting those portions restricted by the Board of Directors in accordance with the Bylaws and Policies, it shall be referred to the Board of Directors for final approval.
2. Final authority to approve or reject financial expenditures rests with the Board of Directors. However, if the Board of Directors wishes to modify or amend the proposed budget as it pertains to allocation of funds, any such amendments shall be referred back to the Students' Council for approval. If Council concurs with the proposal, the amendment shall be deemed to have been ratified and the budget so amended referred back to the Board of Directors for final approval. In those cases where Council is unable to meet to consider the amendment or a required decision is timely, the Budget & Appropriations Committee is expressly authorized to approve such amendments on behalf of Council, provided all such approved amendments are ratified by Council at the next regular meeting.
3. In the event that the Board of Directors and the Students' Council cannot agree on a final budget, a special meeting of the Budget & Appropriations Committee shall be recalled by the Vice-President, Operations & Finance to resolve the impasse in a fair and expeditious manner so that a budget can be implemented. In accordance with the Bylaws and Policies, the Board shall be empowered to provide for continuing appropriations by resolution, until such time as a dispute has been reconciled.

Note: Council may, through a motion to "suspend of the rules", per parliamentary authority (RONR 11th Edition), move to approve budgetary modifications and line-items on the floor prior to the adoption of the fiscal year budget. Following the adoption of a fiscal year budget, Council may propose special resolutions for funding outside of the approved budget or the amendment thereto, which shall normally be referred to the Budget & Appropriations Committee for

consideration, and then passed to the Board of Directors for concurrence with the same, in accordance with the principles of bicameral budgeting.

Budget Revision, Deviation, and Procedure Review

1. The Vice-President, Operations and Finance shall review the approved Budget with the Executive and any relevant staff members.
2. In accordance with relevant policies, Council shall permit the transfer of funds between line items where within a single department, by the appropriate manager subject to approval from their responsible supervisor or the applicable Executive, as the case may be, provided that:
 - a. The transferred amount is less than or equal to 10% or \$500 of the originating budget line, whichever is fewer;
 - b. The transfer satisfies the net zero provision outlined in policy (i.e. no change in that departments bottom line); and
 - c. Notice of such changes are provided to the Vice President, Operations & Finance for information.
3. Deviations from, transfer within, or holds on the approved budget shall be permitted, if conducted in accordance with policy and subject to any applicable procedures established by the Board of Directors. The Budget & Appropriations Committee shall be informed in the event of changes to the Students' Council approved budget.

Budget-to-Actuals Review

1. Budget & Appropriations Committee shall be recalled by the Vice President, Operations and Finance, to review the actual expenditure no fewer than once per academic term. Actuals shall be compared to the budget and deviations shall be justified.
2. Budget & Appropriations Committee shall prepare budgetary and procedural recommendations with the out-going Vice President, Operations and Finance, to the incoming Vice President, Operations & Finance, Council, and/or Board of Directors.

Committee Proceedings and Confidentiality

1. By default, the deliberations of Budget & Appropriations Committee shall be conducted in confidence. For the utmost certainty, prior to the disclosure of a draft Budget Report to the Students' Council and Board of Directors, the Committee's business shall be confidential. All proceedings in consideration of restricted budgets, the review of financial position, or matters of similar sensitivity shall be conducted confidentially.
2. All members of the Budget & Appropriations Committee will be required to complete and submit an annual Confidentiality Declaration, which will be in congruence with the requirements of those procedures established by the Students' Council and Board of Directors, to the Vice President, Operations & Finances upon their election or appointment to the Committee.
3. The Committee may vote to make any matter or records pertaining to budget deliberation public, save those which are restricted by the Board of Directors. No such action shall be conducted without the support of the Vice President, Operations & Finance.

4. All changes to the policies and procedures affecting budgeting and appropriations shall be subject to review by the Budget & Appropriations Committee, prior to their adoption.

ELECTION AND REFERENDA PROCEDURES

A. Purpose and Scope

1. The purpose of the Elections and Referenda Procedure is to provide a set of guidelines, rules, and regulations to govern all Elections and Referenda associated with the Federation of Students in a fair, independent, and consistent manner.
2. Students' Council is given authority to establish procedures for Elections and Referendum not contrary to the by-laws of the corporation or the rules and regulations set by the University of Waterloo, as may pertain to University Senatorial elections. In the event of discrepancy between this procedure and the by-laws, the by-laws shall always supersede this procedure.
 - a. This procedure shall also apply to Elections of undergraduate student representatives to the University Senate, subject to Senate By-law 3.
3. No changes or suspensions of these rules may be made to the Elections and Referenda Procedure during any active Electoral Event unless any section expressly provides for suspension.
 - a. In accordance with these procedures, an active Electoral Event is defined to run from the first day of the Nomination Period until the results of such an Electoral Event are ratified, inclusive

B. Elections and Referenda Code of Conduct

1. It is expected that all candidates, members of referenda committees, members of non-arm's length parties, and Administrators understand and abide by the rules and regulations set herein, and by the Federation of Students at all times.
2. In spite of any differences or disagreements that may arise during a particular Election or Referendum, all participants, all non-arm's length parties, and Administrators are expected to maintain decorum at all times, and to be polite, courteous, respectful, and refrain from discrimination. Ultimately, individual conduct and behaviour may be considered a direct reflection of the candidate's suitability to lead and represent their peers.
3. All campaigns are to be conducted in good faith, and in the spirit of fair play. In addition to upholding the principles of honesty, mutual respect, and fair competition, examples of bad faith behaviour or actions that violate this Code include, but are not limited to, the following:
 - a. Sabotage of the campaigns of opposing candidates or referendum committees;

- b. Repeated frivolous or vexatious complaints, allegations and/or appeals, where the complainant ought to know that the complaints have little to no reasonable chance of success;
 - c. Defaming or knowingly misrepresenting the statement or character of another individual;
 - d. Making, condoning, or endorsing derogatory statements or messaging, spoken, written, or electronic;
 - e. Abuse of benefits acquired by virtue of a candidate's Office;
 - f. Aggressive campaigning, harassment, or otherwise engaging in behaviour that is either known, or ought reasonably to be known, to be unwanted by any other individual;
 - g. Knowingly or purposefully engaging in behaviour that would result in the assignment of Demerit Points, as outlined in Section F of these procedures. Demerit Points are intended to deter certain behaviours that are deleterious or damaging to the spirit of the Elections process or to the University community and should never be used as a tool to bolster or further a campaign;
 - h. Persistent attempts to undermine the ability of the CRO, ERO, ERC, or any Administrator to carry out their responsibilities
 - i. Any attempt to undermine the electoral process
4. Proven violations of this or of any other provision, in part or in whole, of any governing document of the Federation of Students will be subject to sanctions as deemed appropriate by the ERO or CRO, in conjunction with the Elections & Referenda Committee (ERC). The ERC is expressly empowered to, based on a positive result of an investigation, faithfully assign penalties enumerated herein or disqualify a candidate, campaign team, or a referendum committee from an active Election, By-election or Referendum.

C. Definitions

1. "Administrator" shall refer to any staff member or volunteer of the Federation of Students directly or indirectly involved in the operation of any Electoral Event hosted by the Federation of Students. This may include the Federation's President, the Chief Returning Officer, each Election & Referendum Officer, members of the Elections & Referenda Committee, and Polling Clerks.
2. "Allegation" shall refer to an official claim that a candidate, campaign team, or a referendum committee has, in part or in whole, violated these or any other procedure, by-law, or policy of the Federation of Students or of the University of Waterloo.
3. "Appeal" shall refer to an official request made by any member of the Corporation to review a ruling of the ERO in response to a duly submitted allegation.
4. "Arm's length party" shall refer to any individual or group of individuals not involved in any way with a candidate, campaign team, or referendum committee.

5. "Campaigning" shall refer to any activity or attempt to solicit votes in favour or against a candidate, campaign, or referendum position during any Electoral Event. Campaigning can occur even in the absence of active campaigning, or of campaign materials electronic, physical, or otherwise.
6. "Campaign Team" shall refer to a group of two (2) or more candidates in any active Electoral Event, including non-arm's length party members. The number of candidates on any campaign team running for the same position may not exceed the number of available vacancies in a given Election or By-election. All material branded with a shared Identifying Mark will be equally expensed to all team members.
7. "Complainant", in these procedures, shall refer to any individual or group of members from which the ERO has received an official complaint, allegation, or appeal during any Electoral Event.
8. "Electoral Event" shall refer to any Election, By-election or Referendum executed by the Federation of Students.
 - a. "Election" shall refer to a formal voting process by which the members of the Federation of Students designate an individual to hold office;
 - i. "Election Period" shall refer to the Council-approved days when an Electoral Event is underway. These days include nomination period, interim period, campaign period, and polling period;
 - ii. "Nomination Period" shall refer to the period in which undergraduates are self-selected or selected by their peers for an available position;
 - iii. "Interim Period" shall refer to the period that prospective candidates are prohibited from campaigning or engaging in any activity that may be construed as campaigning;
 - iv. "Campaign Period" shall refer to the only period in which campaign activities are permitted, as determined by the Elections and Referenda Officer;
 - v. "Polling Period" shall refer to the period that eligible voters are allowed to cast a ballot;
 - b. "General Election" shall generally refer to an Election held, typically in the winter academic term, in which all executive, council, and some undergraduate Senate seats are open;
 - c. "By-election" shall refer to an election that occurs outside of the General Election period;
 - d. "Referendum" shall refer to an event conducted by the Federation of Students in which all of its members are posed a question with a "Yes" or "No" answer, or such other answers as may be determined by the Students' Council;
9. "Executive" shall refer to the President and Vice Presidents of the Corporation.
10. "Fair Market Value" shall refer to the lowest price of a product or service, without special concessions or discounts, from a set of at least three prices from merchants in Waterloo

Region or easily accessible electronically. Discounts that are allowed must be easily accessible by all other candidates and committees and include, but are not limited to, sales and group deals.

11. “The Federation”, the “Waterloo Undergraduate Student Association (WUSA)”, the “Corporation”, or another business operating name or similarly derived terms shall all collectively refer to the Federation of Students, University of Waterloo.
12. “Frivolous Allegation”, “Frivolous Appeal” or similarly derived terms shall, for the purposes of these procedures, refer to those proceedings initiated without merit, a sufficient basis on which to argue or sufficient evidence or proof, whether physical, anecdotal, documentary, or otherwise.
13. “Governing Year” shall mean the period between May 1st and April 30th of the following calendar year.
14. “Full Week” refers to a 7 calendar-day period beginning on a Sunday and ending on a Saturday.
15. “Identifying Mark” shall refer to any mark, symbol or combination of marks and symbols that can be used to clearly identify or distinguish a candidate or team from any other candidates or campaign committees in their Election, By-election or Referendum. Identifying marks include, but are not limited to, the candidate’s name, URL, design, picture, logo, or team affiliation.
16. “Instant Runoff Voting” (IRV) refers to a ranked choice voting system for single-winner elections. IRV shall be used for Executive and Senate candidate races;
17. “Member of the Federation of Students” or similarly derived terms in this procedure shall be congruent with all provisions, terms, and considerations as stipulated in the bylaws of the Federation of Students.
18. “Nomination Form” shall refer to the official document indicating the intention of any member of the Federation of Students to run for a vacancy in an Election or By-election. The Form must indicate, at minimum, the following:
 - a. The Nominator and the Nominee, both of whom must be members of the Federation;
 - b. The Nominee’s legal and preferred name(s);
 - c. The Nominee’s desired position of candidacy;
 - d. The Nominee’s faculty and year of study;
 - e. The Nominee’s student identification number;
 - f. The signatures of verified undergraduate members;
 - g. The Nominee’s local and permanent addresses; and
 - h. If applicable, the team with which the nominee will identify during the applicable Campaign Period
19. “Non-arm’s length party” shall refer to any individual or group of individuals who have volunteered, supported, or provided assistance in any way to a candidate’s or referendum

committee's campaign. Activities of "non-arm's-length party" members shall also include, but are not limited to, the following:

- a. Public campaigning with a candidate, campaign team, or referendum committee,
 - b. Campaigning using the official materials of any candidate, campaign team, or referendum committee
 - c. Performing any task that supports or assists a campaign that is not considered campaigning, exempting services that are available to the public and purchased at fair market value.
20. "Respondent", in these procedures, shall refer to any party named in a complaint, allegation or appeal received by the ERO during any Electoral Event.
21. "Signature" shall refer to either a written signature on a physical nomination form, or an authenticated electronic signature on an online nomination form.
22. "Single Transferable Vote" (STV) refers to a voting system where eligible voters rank all candidates in order of preference. STV aims to achieve proportional representation and shall be used to confirm undergraduate representatives on the University Senate and on Students' Council;
23. "Vexatious Act" shall refer to any act or proceeding initiated with an intention to harass, delay, overwhelm, or embarrass any candidate, campaign team, non-arm's length party, any member of a referendum campaign committee, any voting member, or any Administrator.

D. Independent Commission for Elections and Referenda

1. The Commission shall be composed of a management committee, known as the Elections and Referenda Committee, an independent Commissioner, and the appropriate staff relevant to the planning, administration, and execution of Elections and Referenda.
 - a. The Commission shall be headed by the Elections and Referenda Committee and shall be responsible for the oversight of all Electoral Events
 - b. The Commission shall act through its executive officer, the independent Commissioner, who shall be the Chief Returning Officer;
2. The Commission shall report to the Secretary of the Corporation, and exist within the purview of the President as an autonomous division of governance.
3. The Commission shall be empowered to use the full resources of the Federation, including necessary and appropriate staff support. The CRO and/or Corporate Secretary shall normally request resources and staff support through the Vice President, Operations & Finance, in consultation with the President, who shall not unreasonably refuse such requests.

4. Commission Structure

a. Elections and Referenda Committee (ERC)

- i. The Elections & Referenda Committee (ERC), through the Chief Returning Officer (CRO) of the Federation of Students, is responsible for the oversight, and the fair and impartial execution of all Elections, By-elections, and Referenda administered by the Federation of Students.
- ii. In the execution of their roles, the ERC shall:
 - (a) Act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum committee during any Electoral Event for which they are a member of the ERC;
 - (b) Not sign any nomination form of any candidate or any document related to a referendum position during any Electoral Event for which they are a member of ERC.
- iii. The ERC shall have the following membership:
 - (a) four (4) full members of the Corporation as elected by Students' Council, and the Chief Returning Officer, who shall be Chair.
 - (i) Normally, at least [2] of these members shall be at-large members of the Federation of Students. Under no circumstances shall any voting member of ERC be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position.
 - (ii) The President, the Speaker of Council, and the Corporate Secretary, as non-voting resource members. If either the Speaker or the President is a candidate for election in a given Electoral Event, they shall withdraw themselves from the ERC and appoint a designate, who shall not be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position.
- iv. The Students' Council shall always reserve the right to remove or replace any member of ERC due to a real or perceived conflict of interest, misconduct, or breach of any of the rules and regulations set herein.
- v. Additional duties and responsibilities of the ERC shall include, but not be limited to, the following:
 - (a) Final adjudication and ruling on all appeals to decisions made by the Federation's CRO during an active Electoral Event
 - (b) Ruling on all allegations for which the recommended or determined penalty is disqualification or rescission of a member's candidacy in an Electoral Event

- (c) Having sufficient and adequate knowledge of the Elections & Referenda Procedures of Students' Council to review and rule on all appeals to decisions made by Elections & Referenda Officers and the Chief Returning Officer
- (d) In conjunction with the President, CRO, EROs, Corporate Secretary, and all other relevant persons, reviewing the Elections & Referenda Procedures and suggesting amendments to or rescission of any portion of these procedures, as necessary, to the Policies and Procedures Committee for consideration
- (e) Working in conjunction with the Chief Returning Officer and other relevant Officers of the Corporation or Council to propose solutions to issues arising during an active election, by-election, or referendum
- (f) Determining Referenda wording, and ensuring that fair, unbiased language is used
- (g) Approving the timelines and dates of each Election, By-election, and Referendum
- (h) Providing feedback on other aspects of Electoral Events, as necessary
- (i) In accordance with the Bylaws, referring all matters relating to Electoral Events of substantial controversy to Students' Council
- (j) Assisting the Chief Returning Officer in the execution and operation of Electoral Events

b. Chief Returning Officer (CRO)

- i. There shall be a Chief Returning Officer (CRO), who shall be the Chair of the ERC and provide day-to-day supervision of the execution of Elections, By-elections, and Referenda.
- ii. Responsibilities and duties of the CRO of the Federation shall include, but shall not be limited to, the following:
 - (a) Being an authority on interpretations of the Federation of Students Elections and Referenda Procedure, subject to the policies and by-laws of the Federation of Students and any interpretations thereof
 - (b) Receiving any and all appeals on rulings made by any of the Federation's EROs during an active Electoral Event and where necessary convening the ERC to execute its duties
 - (c) Conducting independent reviews and appeals of any rulings of EROs and issuing an appellate decision for the matter in question
 - (d) Ensuring that the Elections & Referenda Procedures and all relevant rules and regulations of the Federation and the University are upheld during any and all Elections, By-elections, and Referenda
 - (e) Running any All-Candidates Meetings with the support of any EROs

- (f) Together with the appropriate officers and staff, preparing the transition and orientation of their replacement, ensuring continuity of the role, with consideration of the needs of the incoming CRO
 - (g) Planning regularly schedule Electoral Events, in consultation with relevant staff and compliance with procedure
 - (h) Normally serving as the Chair of the Elections & Referenda Committee (ERC), and executing those duties associated with and required of a Chairperson
 - (i) Approving all informational packages and content, issued by the Federation, for all candidates and referendum campaign committees
 - (j) Notwithstanding the President as the primary spokesperson of the Federation of Students, being the official spokesperson for the ICER, and for those responsibilities delegated or required of ERC
 - (k) In conjunction with the appropriate Administrators, preparing a debrief report, including a summary of all allegations and appeals, of the any Elections, By-elections, and Referenda for public access and, if necessary, presentation of the same, within sixty (60) days of the conclusion of such Electoral Events
 - (l) In conjunction with the Corporate Secretary and one (1) additional member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period
 - (m) In conjunction with relevant Administrators, confirm and publish for ratification at the next possible General Meeting or meeting of Students' Council the official results of the Electoral Event
 - (n) Other duties arising from or relating to the above, as required.
- iii. The Chief Returning Officer shall be hired by a panel consisting of the Secretary of the Corporation (or the Corporate Secretary if designated), President, and one elected Councillor selected by Students' Council
- (a) Normally the CRO shall be hired at the beginning of the governing year, after the first meeting of Students' Council
 - (b) Under no circumstances shall the CRO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position
 - (c) Moreover, the CRO shall sign a statement of intent not to participate in any other capacity in an Electoral Event, except for casting their ballot
- c. Electoral and Referenda Officer (ERO)**
- i. There shall be at least one (1) Electoral & Referenda Officer (ERO) per Electoral Event, who is a full undergraduate member of the Federation of Students, and who shall be hired by and liaise with the Federation of Students' Chief Returning

Officer and Corporate Secretary for the period of one Electoral Event at a time, unless otherwise determined by the CRO.

- ii. Under no circumstances shall any ERO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, campaign team or referendum position.
- iii. Responsibilities and duties of the ERO shall include the following:
 - (a) Being an authority on interpretations of the Federation of Students Elections and Referenda Procedures, subject to the policies and by-laws of the Federation of Students, and interpretations and rulings of the CRO
 - (b) Determine whether a candidate, team of candidates or campaign committee has violated the Election & Referenda Procedures,
 - (c) With the assistance of the Corporate Secretary and CRO, ensuring that candidates, campaign teams, and referendum committees are informed and aware of these procedures, and any other by-laws, policies, and procedures, as it pertains to Elections & Referenda
 - (d) Supporting the CRO with running any All-Candidates Meetings in pursuit of the above
 - (e) Adjudicating allegations of misconduct or breach of any provision provided in this procedure
 - (f) Assessing penalties against candidates, campaign teams, or referendum committees found to have been acting in violation of any portion of these procedures
 - (i) In all cases where the resulting penalty is disqualification or any other decision which may result in the rescission of a member's candidacy, the matter shall be referred to the CRO for resolution as soon as feasible
 - (g) Enforcing reporting of and verifying all campaign spending by all candidates, campaign teams, and referendum committees and reporting the same to the CRO
 - (h) Assessing Fair Market Value, determining campaign reimbursements, and ensuring compliance of Section G of these procedures, Budgets & Spending Limits
 - (i) Remaining impartial and unbiased in all Elections and Referendum matters and ensuring that the Elections and Referenda are fairly run,
 - (j) Assisting the CRO in settling, recording, and publishing all allegations and disputes between candidates and teams, and
 - (k) Additional duties and responsibilities as assigned by the CRO and/or the ERC

d. Polling Clerks

- i. There shall be multiple polling clerks hired to ensure the smooth operation of each polling location for the duration of the Polling Period.

- ii. All Polling Clerks shall be hired by and liaise with the Federation of Students' Chief Returning Officer and Corporate Secretary. This shall not exclude the use of the Federation's promotional teams serving in such capacity.
 - iii. Under no circumstances shall any Polling Clerk be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position. Nor shall Polling Clerks be any full-time staff member of the Federation of Students.
 - iv. The duties of the Polling Clerks shall include:
 - (a) Being familiar with and upholding Section K of these procedures
 - (b) Being the first point of contact and a resource for all voters
 - (c) Verifying the eligibility of all voters
 - (d) Administering online and paper ballots, and enabling voters to cast their vote,
 - (e) Monitoring the voting area to which they are assigned
 - (f) Assisting students with voting process on the days of elections, and
 - (g) Other duties assigned by the Chief Returning Officer and Corporate Secretary.
- e. Corporate Secretary**
- i. The Corporate Secretary, or another party designated by the Secretary of the Corporation, ("Corporate Secretary") serves as a resource for all electoral matters of the Federation, and shall assist the CRO in serving as the main point of contact with candidates and committees in any electoral event.
 - ii. The Corporate Secretary's duties and responsibilities as it pertains to Elections & Referenda shall include the following:
 - (a) Serving as a non-voting resource member of the ERC.
 - (b) Supporting the hiring, oversight, and adequate and sufficient training of all Polling Clerks
 - (c) Assisting the CRO with oversight of the operation of all polls during the Polling Periods of all Electoral Events
 - (d) Assisting the CRO in the preparation and execution of the All-Candidates' Meeting
 - (e) The Preparation of any informational materials and packages for approval by the CRO
 - (f) Verifying Nomination Forms for all Electoral Events
 - (g) In conjunction with the CRO and one (1) additional voting member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period

5. Role of the President in Electoral Events

- a. In addition to those duties and responsibilities specified in the by-laws, policies, and procedures of the Federation of Students, the President shall oversee the marketing

and promotions of all Electoral Events and shall aim to maximize member engagement in all Electoral Events

- b. In the event that an incumbent President is or wishes to be a candidate in an upcoming Electoral Event, the duties and responsibilities set herein shall be delegated to another Executive or Officer at the discretion of the ERC.
 - i. Unless expressly permitted by the Students' Council, the President shall always remain impartial and unbiased in all Referenda, and shall not serve as a member of any Referendum committee.
- c. The President's duties and responsibilities as it pertains to Elections and Referenda shall include the following:
 - i. Serving as a non-voting resource member of the ERC
 - ii. Publicizing and promoting all Electoral events operated by the Federation of Students¹

E. By-elections and Referenda Outside of the General Election & Referendum Period

1. For an Electoral Event occurring outside of the Annual General Election, the Nomination Period shall ordinarily only occur during the following periods
 - a. Between May 1st and August 31st of each year, inclusive
 - b. Between the beginning of the third (3rd) Full Week of September to the end of the first (1st) Full Week of October
2. Under extraordinary, or otherwise extenuating, circumstances Students' Council may call an Electoral Event outside of the guideline provided above
3. It is recommended that each phase of an Electoral Event be conducted at minimum in accordance with the following guidelines:
 - a. Nomination Period: 7 days
 - b. Interim Period: 2 days
 - c. Campaign Period: 5 days
 - d. Voting Period: 3 days
 - i. At least two (2) days of the Voting Period shall occur on full business days of the Corporation.
 - ii. The voting period is recommended to coincide with the end of the Campaign Period
4. **Handling of Vacancies on Students' Council**
 - a. In accordance with Policy 55: Society Presidents and Designates on Council, the appropriate constituency society may select a designate to serve in a *pro tempore*

¹ This clause covers all Electoral Events endorsed and executed by the Federation, and should not be construed to mean all votes hosted on the Federation's electronic platforms and *executed* by other student groups.

capacity on the Students' Council to fill a vacancy until such time as a by-election has determined the elected candidate to fill such a vacancy

- b. Sections E(1), E(5)(c)(2), and E(6)(b)(ii) of these procedures shall ordinarily be used to determine the timing of By-elections to fill a vacancy of one or more seats on Students' Council

5. Handling of Executive Vacancies

- a. In accordance with Policy 56: Selection and Vacancies of Directors, in the event of a vacancy of an Executive, the Board may determine an appropriate course of action until such time as a By-election called by Students' Council is carried out. Such a course of action may include, but are in no way limited to, the following:
 - i. Appointing an Executive *pro tempore* to fill the role
 - ii. Leaving the role vacant, and dividing the responsibilities thereof amongst the Directors as it deems necessary
- b. Sections E(1) and E(6)(b)(ii) of these procedures shall ordinarily be used to determine the timing of By-elections to fill Executive vacancies.
- c. In the event that one or more Executive seats continue to remain vacant after the Annual General Election period, a By-election shall be called to fill these vacancies at the earliest possible convenience, on a date to be decided by the ERC or Students' Council.
 - i. Notwithstanding the above, the decision to call a By-election should be made in consideration of the current capacity and remaining resources of the Corporation and its departments to do so.
 - ii. At the discretion of the ERC or Students' Council, a By-election called to fill remaining Executive vacancies may also include any Councillor and Undergraduate Senator vacancies.

6. Handling of Vacancies of Undergraduate Seats on the University Senate

- a. Sections E(1) and E(5)(c)(ii) of these procedures shall ordinarily be used to determine the timing of By-elections to fill a vacancy of one or more undergraduate seats on the University Senate
- b. In the event that one or more undergraduate seats on the University Senate continue to remain vacant after the Annual General Election & Referendum period, a By-election shall be held to fill these vacancies no later than March 31st, on a date to be decided by the ERC or Students' Council.
 - i. Notwithstanding the above, the decision to call a By-election should be made in consideration of the current capacity and remaining resources of the Corporation and its departments to do so.
 - ii. At the discretion of the ERC or Students' Council, a By-election called to fill remaining Undergraduate Senator vacancies may also include any Executive and Councillor vacancies.

F. Allegations, Decisions, Penalties, Appeals

1. **Allegations**

- a. By submitting an allegation form, a member of the University Community alleges that a candidate, campaign team or referendum committee, or any of Non-arm's length party, has violated portions of this procedure, or any relevant by-law, policy, or procedure of the Federation of Students.
- b. General Rules for Submission of Allegations
 - i. All allegations pertaining to an active Electoral Event shall be submitted in writing via an online submission form found on the Federation of Student's website or main office. Allegations submitted via any other means will not be accepted.
 - ii. Normally, allegations must not be submitted anonymously, and all Complainants must agree to identify themselves to the ERO or CRO. Anonymously submitted allegations may be dismissed at the discretion of the CRO.
 - iii. Submissions of allegations will be accepted by the ERO until two (2) hours after the conclusion of the Polling Period. Any allegations submitted after this deadline will be considered for review at the discretion of the CRO.
- c. Once an allegation is received, the ERO shall notify the complainant(s) of its receipt
- d. Candidates, campaign teams, and referendum committees shall be immediately notified by the ERO of any allegations made against them, and shall be permitted to present a defense or pieces of counterevidence against the allegation to the ERO. At the discretion of the CRO, the ERO may withhold information regarding the complainant from the respondent. All pieces of counterevidence and/or an accompanying defense shall be prepared and submitted no later than forty-eight (48) hours after being notified of an allegation.
- e. The ERO shall normally endeavour to process individual allegations and come to a ruling within seventy-two (72) hours of its receipt, but may take as much time as reasonably necessary where permitted by the CRO.
- f. All allegations shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the ERO.
- g. The ERO reserves the right to dismiss any allegation which causes reasonable suspicion that the allegation was made Frivolously or Vexatiously or for purposes that violate, in letter or spirit, any portion of this procedure.
- h. Any candidate, campaign team, or referendum committee may file a grievance against an ERO or the CRO alleging failure to enforce procedure and uphold and apply rules fairly and equitably to the CRO or ERC, respectively. All such allegations shall be provided to the ERC for information or decision, respectively.

2. Decisions

- a. The ERO shall separately inform the complainant and the respondent of their decision within two (2) hours of having made said decision, and shall make accessible to all members of ICER all documents associated with that particular allegation, and the rationale behind the ruling.
- b. The ERO shall, within four (4) business hours, inform the public of their decision after informing the complainant and respondent. At minimum, the ERO shall prepare for publication on the Federation's website a listing of the allegation, including all parties involved, all relevant pieces of evidence, the decision of the ERO in light of the evidence presented, a summary of the rationale behind the decision, and the determined penalty

3. Appeals

- a. After receiving the decision of the ERO, the respondent or complainant may appeal the decision to the CRO by submitting an online submission form found on the Federation of Student's website or a completed, written form delivered to the main office.
 - i. Appeals must be submitted to the CRO within twenty-four (24) hours of receiving notice of the decision of the ERO or within two (2) hours of the end of the polling period. Any appeals submitted after this deadline will be considered for review at the discretion of the CRO.
 - ii. Appeals shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the CRO.
- b. A decision of the ERO shall be considered appealable if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the following:
 - i. There is evidence that a procedural error or a set of procedural errors were made significant enough to alter the final decision made by the ERO
 - ii. There is reasonable belief that portions of this procedure has been improperly applied in letter or spirit
 - iii. There is reasonable suspicion of bias during any portion of the decision-making process
 - iv. There is new information relevant to the original allegation that was not originally discovered or presented, especially pieces of information that could alter the final decision
 - v. That the determined penalty exceeds the nature of the violation or offense
 - vi. That inadequate consideration was given to the provided evidence
 - vii. If a complaint was dismissed as Frivolous or Vexatious and the appellant believes themselves to have a reasonable case

- c. A decision of the CRO may be further appealed to the ERC if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the requirements set out in the foregoing provision or requests independent review by the ERC.
- d. The appellant must include in their appeal, the following information:
 - i. All relevant case information, such that the CRO or ERC, as the case may be, will be able to accurately identify the allegation in question
 - ii. A description of and the reasoning for appeal, including grounds for appeal.
 - iii. A description of what the appellant(s) are seeking
 - iv. All relevant documentation to supplement or support the above
- e. The CRO shall immediately notify the ERO or ERC, as the case may be, the respondent and the complainant that an appeal has been received.
- f. Within twenty-four (24) hours of receiving the appeal, or twelve (12) hours after the end of the polling period, the CRO or ERC, as the case may be, shall make its decision. The CRO or ERC may, in consideration of all evidence gathered and presented, do any of the following:
 - i. Uphold the original decision
 - ii. Alter the penalty of the original decision, within the limits of this procedure
 - iii. Refer the ERO or CRO, as the case may be, to review a decision in light of new information or with consideration to a specific section of this procedure
 - iv. Overturn the decision and present an alternate ruling, thereby eliminating the decision's penalties so received
- g. All rulings rendered by the ERC with respect to a further appeal of a decision made by an CRO shall be final.
- h. Notwithstanding any provisions within this section, the ERC shall be empowered to initiate a review of any decision of the CRO or ERO at any time until the conclusion of the Electoral Event.

4. Penalties

- a. The ICER and its agents shall have the discretion to assign demerit points for confirmed allegations made against a candidate, campaign team or referendum committee not exceeding those limits stipulated in section F(5): Demerit Point Schedule.
- b. Candidates or campaign teams shall have a maximum of ten (10) demerit points. If a candidate receives eleven (11) demerit points or more, they shall be disqualified from the election, thereby voiding their candidacy and forfeiting 100% of their potential reimbursement for incurred campaign expenses²

² See Section VII of these procedures for additional information on reimbursement reductions.

- c. Referendum committees shall have a maximum of ten (10) demerit points. If a referendum committee receives eleven (11) demerit points or more, they shall be disqualified from the referendum.
 - i. Any referendum committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall be prohibited from further campaigning. The committee will be required to remove all posters and campaign materials, and shall not participate in public forums. The ICER and its agents will not set up interviews with newspapers, or any other forms of campaigning as decided by the CRO. Upon disqualification and during the polling period, signs will be posted and the Federation’s website will be updated, informing voters of the disqualification
 - ii. Notwithstanding section F(4)(c) and section F(4)(c)(a), the referendum option associated with a disqualified referendum committee shall remain on all ballots.

5. Demerit Point Schedule

Any penalty that would singularly and immediately disqualify any candidate or referendum committee must be confirmed by a two-thirds (2/3) vote of the ERC

Violation	Penalty (maximum penalty, <i>per infraction</i>)
Spending over the allotted budget	2 points for every \$15 over the allowable ³ budget, rounded up
Failure to declare campaign expenditures	2 points
Purposefully and significantly misrepresenting a candidate’s own character or statement(s), or the character or statement(s) of another candidate, campaign team, or committee	10 points
Impersonation of another candidate or committee	11 points
Campaigning outside of campaign period	2 points, up to a maximum of 8

³ See Section VII of these procedures for a full listing of budgets

Speak to or email a class without the permission of the instructor	2 points
Directly providing a method of voting to voters during polling period, or campaigning to a voter while voting	3 points
Distribute money, drugs, or alcohol, or any other form of bribery, for campaign purposes	11 points
Enter into contractual obligations ⁴ with any group(s) on or off campus that may affect the Federation of Students during their term in office	11 points
Lying to, or intentionally misleading ICER or its agents regarding matters pertaining to their role(s) or allegations and appeals	11 points
Making a public allegations that another candidate, campaign team or referendum committees has violated any rules before a decision has been delivered and made public by the commission or its agents	5 points
Receiving or soliciting funding or monetary equivalent from students or other individuals.	8 points
Receiving funding and staff, volunteer, or material support from external political/advocacy organizations or external unions/associations (e.g. funding from CUPE, CFS, OUSA, or other schools' student associations)	No fewer than 11 points
Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)	11 points

⁴ As distinguished from a campaign promise

Minor ⁵ contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of the Federation of Students	6 points
Major ⁵ contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of the Federation of Students	11 points

G. Budgets and Spending Limits

1. Spending limits for all Electoral Events shall be the following:

Seat	Spending Limit (Canadian Dollars)
Councillor	
Single (1) Candidate	150
Two (2) Candidates	180
Three (3) Candidates	200
Four (4) or more Candidates	200 + [10 x (Total Candidates - 3)]
Executive	
Single (1) Candidate	375
Two (2) Candidates	400
Three (3) Candidates	425
Four (4) or more Candidates	450
Senator	
Faculty Candidate	150
At-large Candidate	250
Referendum Committee	500

2. In accordance with Senate Bylaw 3, all campaign costs for undergraduate senatorial candidates seeking Senate membership shall be borne by the candidate and will not be reimbursed by the University of Waterloo. The senatorial candidates may request reimbursement for all campaign expenses through the ICER.

a. Declaration of Campaign Expenses

⁵ The ERO or CRO shall have discretion in determining if a violation is minor or major based on the other described violations.

- i. Candidates, campaign teams, and referendum committees must submit to the CRO and ERO a complete, categorized listing of all campaign expenditures with accompanying receipts no later than the End of Business one (1) day after the end of the polling period. Photocopies or non-original receipts of expenditures may be accepted at the discretion of the Federation of Students' Accounting Department or Vice President, Operations and Finance
 - ii. Candidates or referendum committees that do not have any expenditures are still required to indicate to the ERO that no campaign expenses were incurred. Written or electronic communication to this effect is sufficient to satisfy this provision.
- b. Spending Limits for Candidates Seeking Multiple Positions**
- i. The spending limits stipulated in Section VII(a) may not be combined. An individual may use the greatest spending limit available to them, and must still submit a complete, categorized listing of campaign expenditures, which includes expenditures shared for both positions sought.
- c. Rules Regarding Reimbursements**
- i. Upon receipt of a candidate's, campaign team's, or referendum committee's listing of campaign expenditures, the CRO or ERO shall tally and prepare a cheque request totaling all approved campaign expenses which shall be made payable to the candidate, or to a representative member of the campaign team or referendum committee.
 - ii. In case of disagreement, the CRO shall have final say as to what will be considered a campaign expense.
 - iii. The Fair Market Value of all donated or significantly discounted campaign materials and gifts-in-kind will be assessed by the ERO or CRO and will count towards the candidate, campaign team, or referendum committee's Spending Limit.
 - (a) Notwithstanding the above, only the net cost incurred to acquire a product or service will be reimbursed.
 - iv. Candidates, campaign teams, and referendum committees accruing three (3) or more demerit points in any Electoral Event shall receive a reimbursed amount reduced by the following amounts:

Accrued Demerit Points	Reimbursement Reduction
0	0%
1	0%
2	0%

3	20%
4	30%
5	40%
6	50%
7	60%
8	70%
9	80%
10	90%
11+	100%

H. Nominations & Nomination Period

1. During the nomination period, Nomination Forms shall be made available in the Federation of Students office and on its website. Nomination forms and informational packages shall normally be reviewed and approved by the CRO prior to an Electoral Event.
2. Any undergraduate member of the Federation of Students may run for any Executive or Students' Council position.
 - a. **Executive Seat**
 - i. Nominations for Executive positions shall require the signature of the candidate and the signature of, at minimum, one hundred (100) members of the Federation of Students.
 - ii. Nominations for an Executive position shall also require the candidate to indicate their agreement to the following statement: "I understand that, as an Executive, I will be expected to balance the best interests of the undergraduate student body and those of the corporation. I understand that, if elected, I will be required to complete Conflict of Interest Declaration forms and to follow all other responsibilities indicated in Council and Board Procedures, as well as the policies and bylaws of the Corporation."
 - b. **Students' Council Seat**
 - i. Nominations for a Students' Council position shall require the signature of the candidate as well as the signature of, at minimum, twenty-five (25) other members of the Federation of Students from the appropriate constituency.

- ii. Nominations for a Students' Council position shall also require the candidate to indicate their agreement to the following statement: "I understand that, as a Councillor, I will be expected to act in the best interests of my constituents. I understand that, if elected, I will be required to complete a Conflict of Interest Declaration form and to follow all other responsibilities indicated in Council Procedures and the Corporation's bylaws"
- c. University Senate Undergraduate Seat**
- i. Nominations for an undergraduate faculty seat on the University Senate shall require the signature of the candidate as well as the signatures of twenty-five (25) other members of the Federation of Students from the appropriate constituency
 - ii. Nominations for an undergraduate at-large seat on the University Senate shall require the signature of the candidate as well as the signatures of one hundred (100) other members of the Federation of Students.
3. Submitted nomination forms shall not be open for public inspection. However, the names of nominated candidates shall be public.
 4. All team names and their associated Identifying Marks are subject to approval by the Chief Returning Officer or designate with the following criteria:
 - a. Team names cannot be similar, to the point where a reasonable voter would confuse one with another,
 - b. Teams shall not unreasonably associate themselves with the branding of the University of Waterloo or the Federation of Students, including any colours or mascots thereof, and may not outright assume the colours of any constituency for the purposes of election to that constituency, and
 - c. Team names should not include overly offensive language.
 5. If more than one team submits a nomination form with the same name, the team that first submitted a completed nomination form shall have right of that name
 6. The CRO, or designate, with the assistance of the Corporate Secretary, shall check the validity of each Executive, Councillor, and Senate nomination form.
 - a. Qualifications for undergraduate members of the University Senate are set out in the bylaws of the University of Waterloo Senate.
 - b. The CRO, or designate, shall additionally inform the University Secretary of the validity of each Senate nomination form.
 7. If a nomination is found to be invalid, the nomination shall be rejected and the candidate shall be notified. Candidates may correct and resubmit rejected nomination forms, provided that they are successfully resubmitted by the end of the second (2nd) business day following the close of the Nomination Period.

8. Unopposed Candidates

a. Executive Candidates

- i. If, by the conclusion of any Election or By-election Nomination Period, there is only one nomination for any Executive position the members who submitted the valid and complete nomination forms for seats for that Executive position shall be subject to a confirmation vote during the Polling period of the same Election or By-election. For such a case, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for that candidate. The candidate shall be elected to that Executive position if the number of “yes” votes exceeds the number of “no” votes.

b. Students’ Council Candidates

- i. If, by the conclusion of the General Election Nomination Period, the number of nominations for any Students’ Council position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for seats for that Students’ Council position shall be subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.
- ii. If, by the conclusion of a *By-election* Nomination Period, the number of nominations for any Students’ Council position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for seats for that Students’ Council position shall be subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

c. Undergraduate Senate Candidates

- i. If, by the conclusion of any Election or By-election Nomination Period, the number of nominations for any undergraduate Senate position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for that undergraduate Senate seat shall be subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

9. Exclusivity

- a. A member of the Federation of Students may not run concurrently for two Students’ Council positions. This shall be taken to include the candidacy of an Executive

concurrently with that of a Councillor or candidacy for two Executive positions concurrently. Additionally, members of the Federation of Students may not concurrently run for or hold two positions with Students' Council within the same governing year.

- b. Members of the Federation of Students running for an Executive position or Students' Council seat may concurrently run for any one undergraduate vacancy on the University Senate unless prohibited by the Chief Returning Officer of the University.
- c. A member of the Federation of Students may not run concurrently for two University Senate positions. This shall be taken to include, but is not limited to, the candidacy for a Senate at-large seat concurrently with that of a constituency seat. Additionally, members of the Federation of Students may not concurrently run for or hold two positions with the University Senate within the same governing year.

10. Special Rules Concerning Incumbents

- a. Anyone holding a paid, unpaid, elected, or volunteer positions within the Federation is expected to continue to execute the duties and responsibilities required of their current roles during all Electoral Events.
- b. Candidates, members of Referendum committees, and Non-arm's length parties are not permitted to use their position(s) to gain advantage in elections. This includes, but is not limited to:
 - i. Use of official social media for campaign purposes
 - ii. Abuse of powers of office to influence voters (e.g. promising or awarding of prizes or money).
- c. No Council meeting may be held during the campaign or voting period, with the exception of Committees as needed. Exempting the Executive and Elections & Referenda Committees, it is not recommended that committees meet during the campaign or voting periods unless required for expedient execution of business. It is further recommended that no Board meetings be held during the campaign or voting period.
- d. Candidates who are members of the Internal Funding Committee and the Internal Administration Committee are expected to take a leave of absence during the Interim, Campaign, and Polling periods.
- e. The Board of Directors may overturn the above and require an Executive to carry out specific duties pertaining to their role, as necessary, with notice provided to the CRO for the same.

I. All-Candidates' Meeting & Interim Period

- 1. The Interim Period of any Electoral Event is intended to allow all candidates, campaign teams, and referendum committees to prepare and finalize their campaigns and campaign

strategies. Absolutely no campaigning may occur during this period, and until the beginning of the Campaign Period. This provision shall be strictly enforced by the CRO.

2. During the Interim Period, the CRO and ERO shall hold a meeting to explain the rules for the election, by-election and/or referendum. At this meeting, the ERO shall, at minimum, distribute summaries of the most recent version of the Elections and Referenda Procedure and other documents to candidates and committees, as well as how to obtain other informational resources.
3. All candidates and committee members are required to attend this meeting in person or online, or send a proxy on their behalf to receive the necessary information and documentation.
 - a. The ERO must be notified forty-eight (48) hours prior to the meeting if a candidate or committee member is unable to attend or send a proxy on their behalf.
 - b. It is then the candidates and/or committee's responsibility to thoroughly read the Procedures and notify the ERO that they have read, understood, and will abide by all rules and regulations.
 - c. Candidates and committee members will be prohibited from campaigning until they have satisfied the above requirement.
4. A mailing list of all candidates, campaign committees, and all campaign support persons shall be created by the CRO. The list shall additionally be made available to the ICER and its agents, and shall be used to communicate important updates to all candidates, and their agents and supports as necessary. It is the responsibility of each candidate and campaign committee member to ensure that they are receiving all elections- and referenda-related communications from the ICER and its agents, that they are kept apprised of important updates, and that they report any problems they might encounter in this regard to the EROs immediately.

J. Campaign Rules & Regulations

1. Campaigning may consist of, but is not limited to, any and all activities undertaken by an individual candidate, a campaign team, a campaign committee, or a non-arm's-length party that serves to influence voters in favour or in opposition of a particular candidate, group of candidates, or referendum position during an Electoral Event. Such activities may include, but are not limited to, the following:
 - a. Promotion of a candidate's or campaign team's candidacy during an Election or By-election
 - b. The distribution and/or posting of any and all forms of advertising or communication likely to influence voters towards a particular candidate or Referendum option;
 - c. Speeches, rallies, or any other form of public demonstration or campaigning.
2. The following is not considered campaigning:
 - a. Publicly declaring an intention to run in an upcoming Election;

- b. Wearing branding associated with a team or Referendum position;
3. All candidates, campaign teams, and referendum committees shall publicly declare, and have readily available a listing of, all members of their campaign, including their agents and supports, for the entirety of the Campaign Period.
In addition to holding a physical listing, the aforementioned list shall additionally:
 - a. Be posted in an easily accessible location on the Federation of Students website, and on the candidate's, campaign team's, and referendum committee's website, if applicable.
 - b. Be readily available for inspection if requested by any member of the Federation of Students
4. Physical materials such as posters, signs, and banners, are permitted at the discretion of University of Waterloo Plant Operations. As such, there are restrictions to these materials to ensure compliance with Plant Operations. At any time, candidates may receive notice either directly from Plant Operations or from the ERO requiring alterations to physical materials.
5. All printed campaign materials will not be hung up on walls or surfaces with harmful materials, this includes, but is not limited to, duct tape, glue, etc.
6. The CRO shall provide all candidates with a digital copy of the official Federation Elections logo, which shall be used on all election-, referendum- and campaign-related materials. The CRO, in consultation with appropriate marketing staff, shall obtain permission from University of Waterloo Plant Operations to physically post campaign and elections-related materials on campus for the duration of the Campaign Period, and shall notify all candidates of applicable posting restrictions and requirements.
7. Candidates, campaign teams, and referendum committees shall be responsible for ensuring that all social media postings organized by the candidate, their campaign team or their committee follow the rules outlined in this procedure.

K. Polling Procedures & Regulations

1. The voting period for any Electoral Event shall last at least forty-eight (48) hours.
2. Each vote shall have the value of one (1) and shall represent a unique, eligible voter
3. The CRO, in conjunction with the Corporate Secretary and Marketing Specialist for Elections, shall decide where to place physical polling stations on the University campus during each election cycle. The CRO will endeavor to place polling stations in areas frequented by sizeable concentrations of undergraduate students and ensure that the locations of polling stations will allow equitable access to students from each faculty.
 - a. Each physical polling station shall be set up to accept physical paper ballots, and include portable electronic devices to allow voters to submit online ballots

- b. There shall be at least one physical Polling Station during any Electoral Event, and at least one physical Polling Station shall be situated in an easily accessible location within the Student Life Centre
 - c. Societies are expected to make at least one online polling station available in a location of their choosing, upon request of the Federation of Students. Societies that are reasonably unable to comply with this request should notify the CRO of the same.
4. Polling Stations for the General Election will be held in various locations on the University of Waterloo main campus for the duration of the Polling Period.
 5. The Elections & Referenda Committee shall have the power to extend the voting period no more than seventy-two (72) hours beyond the date and time previously established, in the event of extenuating circumstances where inclement weather, mass power or internet connection failures occur during elections, or similar, which, in the measure of the committee requires extension to ensure fair and equal right to suffrage.
 - a. In the case of a voting period extension, if there are not adequate resources for staffing a polling station (e.g. polling clerks unavailable), the requirement for a polling station is waived.
 6. No member of the ICER, save only the CRO, may have access to live polling data during the polling period that is not generally accessible to all members of the Federation.
 7. **Electronic & Paper Ballots**
 - a. Ballots for elections, whether electronic or paper, shall list, in random or alphabetical order, the preferred name(s) of the candidates, surname(s) first, if applicable. If a candidate has declared their affiliation with a particular Campaign Team, the Team name should also be listed, in parentheses, following the preferred name(s) of the Candidate.
 - b. The CRO, in conjunction with the IT Department of the Federation of Students, shall ensure that electronic ballots are functional prior to the first day of the Voting Period
 - c. Each paper ballot shall be uniformly marked with a distinctive sign that indicates its validity.
 8. **Online Voting Platform**
 - a. The online voting platform shall be usable only by members of the Federation of Students.
 - b. The online voting platform shall ensure that voters cannot cast more votes than they are entitled to cast.
 - c. The online voting platform shall use the list of voters prepared by the CRO, in conjunction with the Corporate Secretary and IT Department, to validate voters.
 - d. The online voting platform shall provide immediate feedback to voters about the status of the ballots that they have cast.
 - e. The online voting platform shall allow a voter to decline the ballot.

- f. The online voting platform shall store each vote and the time that the vote was cast in an electronic medium.
- g. Votes cast shall not be traceable to the voter who cast them.
- h. The results of the electronic vote shall be stored in a non-electronic medium.

9. Voting Methods and Eligibility

- a. For all elections and by-elections, votes shall be tallied using Instant-Runoff Voting (IRV) for single-seat elections and by-elections, and BC Single Transferable Vote (BC-STV) for multi-seat elections and by-elections.
- b. For Senator elections and by-elections, each full member of the Federation shall be eligible to vote once for each constituency in which they are registered, and once for at-large candidates.
- c. Results of votes (excluding referendums) conducted using IRV and BC-STV shall be interpreted by administrators under the principle that not ranking one or more candidates means that the voter prefers the seat(s) to remain unelected if the candidates that they ranked aren't elected. Explanatory text (or verbal instructions for in-person voting) communicating this principle shall be included in applicable ballots.

10. Members Unable to Vote Online

- a. Voters who are not on the list of voters approved by the CRO and could not successfully vote online shall, if they can show that they are members of the Federation of Students or a constituency thereof, be eligible to vote via paper ballots at a physical polling station during the Voting Period.

11. Polling Stations

- a. Polling stations shall be staffed by two (2) polling clerks.
- b. Polling clerks shall act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum committee during any Electoral Event in their capacity as a Polling clerk, even if those opinions are solicited.
- c. Physical polling stations shall have at least one electronic device that is connected to the Internet.
- d. Polling clerks may assist voters with online voting, but are prohibited from voting or casting a vote on behalf of another voter, except where requested to do so by a voter for the purposes of a physical accommodation.

12. Voting at the Polling Station

- a. Paper ballots shall be counted and signed out by the Chief Returning Officer at the start of the polling period and counted upon their return.
- b. To vote by paper ballot, students must present a valid University of Waterloo student ID card.
- c. Polling clerks shall initial ballots for qualified electors.

- d. The voter shall mark the ballot in private, seal the ballot within a marked envelope provided by the Polling Clerk, and place it in the ballot box under the supervision of the polling clerk.
- e. A voter who has received a ballot and returns it to the polling officer declining to vote forfeits the right to vote and the polling officer shall immediately write the word "declined" upon the back of the ballot and preserve it. The declined ballot is to be returned to the CRO, who shall note it in the official vote count.
- f. If a voter marks the ballot incorrectly, the student may request another ballot. The polling clerk must, under the scrutiny of the student, destroy the original ballot immediately-but must keep a record of destroyed ballots.

13. Counting Ballots

- a. The CRO, one (1) additional voting member of the ERC, and Corporate Secretary shall be responsible for overseeing the counting of paper ballots.
- b. Only the CRO, the voting member of the ERC named above, and the Corporate Secretary shall be present during the counting of paper ballots.
- c. A paper ballot shall be considered spoiled if:
 - i. It is not obvious which candidate or option was the voter's choice;
 - ii. It is not initialed by a polling clerk;
 - iii. Any marks signifying the identity of the voter are present; or
 - iv. It is not appropriately stamped.
- d. All paper ballots shall be retained until the ratification of the election; at which time they shall be destroyed in accordance with this procedure. Spoiled ballots shall be held separately, and the number of spoiled ballots shall be reported by the CRO with the announcement of election results.
- e. Any candidate or committee shall be entitled to a recount of the paper ballots if they request it from the CRO within seventy-two hours of the announcement of the election results.
- f. Following the counting of the ballots, the ERC shall issue a statement certifying the election and its fair conduct (known as the 'unofficial results'). Unofficial results shall be published on the Federation's website within two (2) Business Days following the conclusion of the Polling Period and shall be noted as unofficial results, pending ratification.
- g. All disputes regarding the counting of ballots shall be received by the Elections & Referenda Committee (ERC) via the CRO and shall be settled before the ratification of the results of the electoral event(s) in question.
- h. Notwithstanding any portion of these procedures, the results of any and all Electoral Events shall remain unavailable and inaccessible until the conclusion of the Polling Period, save only for the CRO.

14. Ties

- a. Normally, in the event of a tie, a run-off vote will be held as soon as is practical, in which only those candidates or referenda options with the most votes will be eligible.
- b. Otherwise, in any Electoral Event where all members of the Federation of Students may vote, the CRO shall hold their ballot for the duration of the polling period. If, at the end of the Polling Period, there exists a tie, the CRO shall determine the result of the vote with their ballot.
- c. Notwithstanding these provisions, the Students' Council may, prior to the beginning of any Electoral Event, determine the method by which a tie is handled, and may choose to hold a vote of Council in the event of a tie. In such a case, Councillors maintain the right to vote in the election *and* in the vote of Council.

15. Rules for Candidates and Committees During the Polling Period

- a. Candidates, campaign volunteers, and referendum committees may still campaign during the polling period
- b. Candidates, campaign volunteers, and referendum committees are not permitted to provide a mechanism of voting (e.g. laptop, tablet, phone) to any eligible voters
- c. Candidates, Non-arm's length parties, and referendum committees shall not be present and shall not in any way influence a voter's decision while a voter is in the process of voting

16. Ratification of Results

- a. Results of all Electoral events shall only be finalized and considered official once confirmed at the next available General Meeting of the Corporation or meeting of Students' Council.
- b. Ratified results shall be provided to the Secretary of the Corporation as soon as reasonable following ratification.

L. Referenda

1. Scope

- a. The purpose of this section is to outline additional rules and regulations that specifically concern referenda hosted by the Federation of Students. Unless explicitly stated, all rules and regulations that normally govern Elections and By-elections conducted by the Federation of Students shall also apply to referenda endorsed and conducted by the Federation.

2. General Rules for Referenda:

- a. A referendum, other than a recall referendum, may be initiated by any one of the following methods:
 - i. A Requisition or Petition as defined in the bylaws;
 - ii. A General Meeting;

- iii. Students' Council;
 - iv. The President; or,
 - v. The Board of Directors.
- b. A referendum pertaining only to a constituency may also be initiated in accordance with the constituency Society's governing documents, provided the referendum shall only concern and impact members of such constituency, and shall not alter the nature of the relationship of such constituency with the University of Waterloo, the Federation of Students or other constituencies thereof⁶.
 - c. Exempting requisitions or petitions for referenda from the membership, referenda shall not normally be called for any matter that can reasonably be considered or approved by the Students' Council, unless referred by Council to ballot.
 - d. Only members of the Federation of Students, as outlined in the by-laws of the Federation of Students, may be a member or chairperson of an ERC-approved referendum committee. Only members of referendum committees may campaign on behalf of a referendum position.
 - e. In accordance with section J(4) of these procedures, the chairperson of each committee shall publicly declare, and have readily available a listing of, all members of their campaign, including Non-arm's length parties, for the entirety of the Campaign Period.
 - f. Rules governing referendum campaigns shall not impede any officer or member of the corporation from carrying out duties reasonably incident to their portfolio.
- g. Recall Referenda**
- i. In accordance with the bylaws, a recall referendum of an Executive may be initiated only by a petition signed by at least 2900 or ten percent (10%), whichever is fewer, of the voting members of the Federation of Students.
 - ii. A recall referendum of a Councillor may be initiated only by a petition signed by at least 500 or ten percent (10%), whichever is fewer, of the voting members of the respective constituency of the Councillor as defined in the bylaws.
 - iii. All recall referenda are subject to the following:
 - (a) The question of all recall referenda shall be "Should [name] be removed from the office of [office]?"
 - (b) The results of a recall referendum do not carry unless the number of votes in favour of removing an Executive or Councillor is at least the number of votes cast in favour of electing that Executive or Councillor in the most recent Election or By-election;
 - (c) All recall referenda shall be ratified by Students' Council, however recall referenda for the removal of an Executive shall not be ratified without the

⁶ Students' Council reserves the rights to ratify any such referendum itself and to quash the execution of any such referendum if it has already been ratified by the constituency Society, but shall not do so unreasonably.

- Board of Directors first providing reasonable assurance of the continuity of day-to-day operations of the Federation of Students to the Students' Council;
- (d) Ratification for recall referenda shall not be unreasonably withheld by Students' Council; and,
 - (e) Notwithstanding normal Elections & Referenda Procedures, polls during a recall referendum shall be open for no fewer than seventy-two (72) hours.

h. Requisition or Petition Process for Referenda

- i. A petition shall be considered valid if it collects the number of signatures required by the By-laws, and if it is submitted within the same academic term as when it was reviewed, excluding those signatures found to be invalid. Unless explicitly exempted by ERC or Students' Council, petitions with signatures collected in a previous academic term must be reviewed and re-approved.
- ii. All petitions to hold a referendum must be submitted in writing or electronically and must include, at a minimum for each signatory, the following information:
 - (a) Name,
 - (b) University of Waterloo Student ID,
 - (c) Program,
 - (d) Term,
 - (e) University of Waterloo email,
 - (f) Date signed, and
 - (g) Signature or electronic equivalent;
- iii. The CRO, or a suitable designate, shall ensure the validity of the petition and of each signature upon the submission of the petition. Validity of digital and physical signatures will, at a minimum, require legibility, accuracy and completeness of the petition contents listed above, and membership of the signatory in the Federation of Students. The submission of a petition, and the collection of signatures for the petition must be completed within the same academic term, unless otherwise permitted by ERC or the Students' Council. If any of these conditions is unmet for a signatory, their signature will be considered invalid for the petition.
- iv. Electronic and physical petitions must clearly state the general nature of and intent for the referendum, any proposed text for ballot questions being requested, and a reasonable effort shall be made to inform each potential signatory of the above prior to their signing of the petition.
- v. All remaining valid signatories of petitions shall be sent an official email from the CRO, or a suitable designate, confirming that they indeed signed this petition and did so of their own free will. If any signatory replies in the negative, then their signature will not count towards the required number for the petition to be considered valid.

3. Referenda Questions

- a. If a petition garners the necessary number of valid signatures under the above conditions, the Elections & Referenda Committee will be responsible for interpreting the text and spirit of the petition and, if appropriate, selecting an appropriate, unbiased Arm's-length party to consult on writing an unbiased question for the resulting referendum.
 - i. The Committee will normally strive to develop positively-worded questions that are simple and may be answered in a clear "yes" or "no" manner, where "yes" denotes agreement with the spirit of the question.
 - ii. Notwithstanding the foregoing, Council may draft, reject, or otherwise amend any language for a referendum developed by the Elections & Referenda Committee provided at least one-third (1/3) of Councillors file a notice with the President or Speaker of Council for the same. Upon receipt of such a request, the President or Speaker shall promptly call a special meeting of Council for consideration of the item.
- b. If a referendum is initiated in any way other than a petition, then the Elections & Referenda Committee will be responsible for interpreting the text and spirit of the proposed question and if appropriate selecting an appropriate, unbiased Arm's-length party to consult on writing an unbiased question for the resulting referendum.
- c. The text, method of voting, and timeline for all referenda approved or developed by the Elections & Referenda Committee, or another committee or body as charged by Council, shall be subject to approval by Council before the measure proceeds to ballot.
- d. If Council deems a proposed referendum question not to be in line with any law, bylaw, procedure, or policy, or deems it to be misleading, open to misinterpretation, discriminatory in any way against any group of students, factually incorrect, or unrelated to matters of the Federation, and they cannot amend it to be compliant with these criteria, then Council shall not ratify such a referendum and the Board of Directors shall not include within any General Meeting agenda the ratification of such a measure.

4. Polling Period for Referenda

- a. The rules concerning the polling period for all referenda shall be congruous with those for General Elections, unless otherwise determined by Council. Generally, referenda conducted by the Federation of Students shall always be congruous with the by-laws.
- b. Normally, Instant-Runoff Voting (IRV) will be used as the voting method of all referenda in which a single outcome is required. BC Single-Transferable Voting (BC-STV) will normally be used as the voting method of all referenda in which more than two (2) outcomes are permissible.

- c. Votes in referenda will be tallied according to the voting methods above, with the option receiving the most votes declared the winner.

5. Quorum of Voters

- a. Quorum for any referendum question open to all members of the Federation of Students shall normally be 5% of the total membership of the Federation of Students. In addition, the Students' Council may separately determine the quorum for any question, in an amount not less than 5% of the membership of the Federation of Students, provided the level of quorum is commensurate with other similar referenda questions.
- b. Normally, in the event that a question impacts only a particular voting demographic⁷, and not the entirety of the membership of the Federation, only those parties shall be queried. Quorum for any such referenda questions shall normally be 5% sum total of those members, unless otherwise determined by the Students' Council. If a constituency Society has determined quorum requirements, they must meet this minimum standard or receive exemption on a case-by-case basis from the Students' Council.

6. Ratification of Referenda Results

- a. All referenda conducted by the Federation shall normally be ratified by the Students' Council. Referenda occurring in conjunction with the General Election may be ratified by the next available General Meeting.
- b. All referenda of a constituency Society may be ratified by the Students' Council, however, such referenda shall normally be ratified in accordance with the Society's governing documents.
- c. Ratification shall not be construed as consideration of the outcome of a referendum, but rather agreement that the referendum and ballot for the question was conducted in a fair and accessible manner.
- d. Ratification for referenda shall not be unreasonably withheld by Students' Council; any such refusal or failure to ratify must be justified and provided in writing to the membership and posted across the Federation's media platforms.
 - i. In the event of failure or refusal of Council to ratify the results of a referendum, the ICER will conduct a review of the referendum, the polling process, and any peculiarities that may have warranted such action and provide a summary report to Council. The results of such a review shall be similarly made public.

⁷ E.g. A referendum may involve only part time students or members of a particular constituency.

MEETINGS OF STUDENTS' COUNCIL

A. Overview

I. Purpose

This procedure:

1. Sets out operational procedures regarding the holding and conduct of business during meetings of Students' Council. The goal is to provide for effective, fair, and democratic meetings of Council;
2. Describes the role and duties of the offices of Speaker, Deputy Speaker, Secretary, and Assistant Secretary;
3. Provides some special rules of order for Council meetings;
4. Establishes procedure governing Policy implementation, suspension, amendment, and rescission;
5. Sets out the standards for submitting reports to Students' Council; and
6. Outlines attendance requirements for Councillors, and the associated processes for removing a councillor from office due to attendance.

II. Application

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

III. Review

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

B. Officers

I. Election

1. All Officers of Students' Council shall be elected immediately at the first meeting of Council in each governing year, with the Speaker elected first and the Secretary elected immediately after. The election of officers of Council shall take priority over all other business.
2. Prior to the election of the Speaker, or if there is no Speaker and no Deputy Speaker, the President shall fulfill the duties of the Speaker and has the powers of the Speaker necessary to arrange the next meeting of Council, if applicable, and to elect a new Speaker.

3. Any full member of the Corporation is eligible to hold any Officer position of Students' Council.
4. The term of office of all officers of Students' Council is to the end of the governing year in which they are elected.

II. Speaker

1. The Speaker is the presiding officer of Council and accordingly shall have no vote, unless the Council be equally divided. The President shall serve in this role until such time as Council elects a Speaker or the President resigns this station.
2. The Speaker is required to carry out their duties as presiding officer in an impartial manner and with the objectives of fairness, transparency, and democracy in mind. To that end, the Speaker shall temporarily step down from the chair in situations where their impartiality is in question. Such situations include, but are not limited to:
 - a) When the Speaker has a conflict of interest with the matter on the floor, as declared in accordance with Procedure 30;
 - b) If the Speaker is under removal proceedings;
 - c) If the Speaker wishes to debate⁸ the motion on the floor with the exception of an initial speech and the direct answering of questions on a motion moved by them; and
 - d) If the President is serving as the Speaker, during the impeachment proceedings of any Executive.
3. The Speaker shall be responsible for advanced proficiency with the parliamentary authority of the Federation.
4. The Speaker is responsible for arrangements necessary to hold Council meetings, such as ensuring that a room is booked and that any necessary equipment will be brought to the meeting.
5. The Speaker shall prepare the agenda for each meeting of Council in accordance with the procedures.
6. The Speaker shall serve as a resource to Council members, to ensure that they are able to effectively raise their concerns and issues to the appropriate part of the Federation, and to assist them in crafting any motions that they may wish to bring before Council.
7. The Speaker, with the assistance of Officers of Council, shall ensure committee chairs provide Council with an oral summary of the on-goings of their committee.
8. The Speaker shall ensure that the Deputy Speaker is capable of taking over from the Speaker when necessary.
9. In the event of a vacancy of the Speaker arising during the governing year, through removal, resignation, death, or ceasing to be a member of the Federation, the Deputy Speaker shall automatically become Speaker.

⁸ For the purposes of this clause, the Speaker advising the assembly on historical, organizational, or procedural matters relevant to the matter on the floor shall not be considered debating

III. Deputy Speaker

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

IV. Secretary

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

7. The Secretary, with the assistance of the Officers of Council as necessary, shall be responsible for ensuring reports of Committees of Council are submitted for deliberation.
8. The Secretary shall communicate on behalf of Council when appropriate such as to ensure that the Board of Directors is formally informed of any recommendations made to it by Council, or to communicate any external appointments made by Council.
9. The Secretary is responsible for preparing their records at the end of their term so that their successor will be able to pick up their duties, such as outstanding committee appointments, vacancies, membership, or contact information.
10. The Secretary, with notice given to the appropriate Communications and Media Relations staff member, shall formally invite all news groups on campus no later than three (3) days after the agenda is sent to Council, to cover the upcoming Council meeting. The invitation shall include a copy of the agenda, location and time of the meeting, and, at the Secretary's discretion, an explanation of the more substantive items of business to be deliberated on by Council.

V. Assistant Secretary

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

VI. Additional Duties

1. Each officer may have such additional duties as are assigned to them by procedure or by other decisions of Council.
2. The principal officer of Council shall be the Speaker. If the President does not serve as Speaker, the President shall be an *ex officio* Officer of Council with all the rights and duties afforded to that role.
3. The Officers of Council shall collectively exercise the powers and duties assigned to them by procedure and shall ensure compliance with decisions of Council between regular meetings.

C. Meeting Dates

I. Regular Meetings

1. Students' Council shall regularly meet at least four times in each academic term. It is recommended that regular meetings be at least three weeks apart. No regular meeting shall be held during the final exam period (not including the study days preceding it) of a term.
2. After consulting with Councillors and before the end of each term, the Speaker shall submit to Council recommended dates of meetings for the next term. Spring term meeting

dates⁹ shall be set by the incoming President before the end of the winter term following consultation with incoming Councillors and the outgoing Officers of Council.

3. Students' Council meetings shall normally be held at 12:30 PM on Saturdays or Sundays in the Student Life Centre.
4. If, for any reason, Council has failed to set the time and date of its next regular meeting, then the Speaker, with the advice of the Officers of Council, shall do so as soon as possible.

II. Special Meetings

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

III. Cancellation

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

D. Agenda

I. Deadlines

1. The Speaker shall set a deadline for the submission of items for inclusion on the agenda of each regular meeting. This deadline shall be no more than ten (10) days before the meeting, and at least four (4) days notice of the deadline shall be given.
2. Members of Council must submit items for inclusion to the Speaker before this deadline. When submitting an item for the agenda, enough information must be provided for Councillors to have a general idea of what the content of a motion will be.
3. The Speaker may assist members of Council who submit items for the agenda in preparing their items for Council's consideration, or resolving their concerns in other ways.
4. The Speaker shall distribute the agenda of each regular meeting to Council at least four (4) days before the meeting.

II. Order of Business

1. The order of business for regular meetings of Council shall be as follows:

⁹ In accordance with the Bylaws, the first meeting of the Spring term must occur within the first two weeks of May.

- a. Ratification of Society & Pro Tempore Designates (*when applicable*)
- b. Approval of the Agenda
- c. Reading and Approval of the Minutes & Proceedings
- d. Adoption of the Consent Agenda
- e. Reports
 - i. Executives
 - ii. Board of Directors
 - iii. Representatives
 - iv. Officers of Council
 - v. Standing Committees and Commissioners
 - vi. Special Committees
 - vii. Other
- f. Special Orders¹⁰
- g. Business Arising
- h. General Orders
- i. New Business
- j. Announcements
- k. Adjournment

III. Content of the Agenda

1. The Speaker shall include in the agenda all items of business received by the deadline, unless withdrawn.
2. When the Speaker prepares the agenda, the Speaker shall choose the order of items within each category on the Order of Business. Items should normally be ordered in the order that they are received by the Speaker.
3. The Speaker shall select reports or motions they believe to be uncontroversial and of small significance to be included in the consent agenda. An item can only be included in the consent agenda if its entire text is distributed with the agenda.
4. If a report is included in the consent agenda, it is assumed to be included for information only unless the agenda explicitly indicates otherwise.
5. When the Speaker prepares the agenda, the Speaker may at their discretion allocate time limits of debate to each motion and discussion within the Special Orders, Business Arising, and General Orders sections. In such an instance, at least ten (10) minutes must be allocated to each such item, but the Speaker may allocate more time to an item at their discretion.
6. The adjournment time on the agenda must be at least late enough from the start time to allow for the full time allocation to be used for each time-limited item in addition to a

¹⁰ Special Orders items with a set start time will be heard at that time, regardless of what point of the agenda is reached at that point, provided that the agenda has been approved.

general allocation of sixty (60) minutes to allow for preliminaries, reports, and new business items.

E. Conduct of Business

I. Adoption of the Agenda

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

II. Adoption of the Consent Agenda

1. When the consent agenda is reached, the Speaker shall assume a motion to adopt the consent agenda.
2. The Speaker shall ask if any members of Council wish to have an item removed from the consent agenda. If any member requests that an item be removed, then it shall be moved to an appropriate place on the rest of the agenda.
3. The adoption of the consent agenda shall be decided without debate or amendment.
4. No items may be added to the consent agenda.
5. The effect of adopting the consent agenda is to receive all reports and adopt all motions contained in the consent agenda.

III. Debate & Discussion

1. Each member of Council is entitled to four (4) turns of debate on each motion. The first turn may be no more than four (4) minutes long, and any subsequent turns may be no more than two (2) minutes long each.
2. Discussions may be held when there is no business pending. Unless otherwise directed by Council, discussions shall be limited to 10 minutes total but there are no individual speaking limits.
3. The subsidiary motions Limit or Extend Limits of Debate, Previous Question, and Lay on the Table may be applied to a discussion, as well as the motion to Take from the Table. If the Previous Question is adopted, its effect is to end the discussion. Any extension to a time limit of debate shall result in the adjournment time being shifted by the same amount as the increase.

4. Members at-large of the Federation are permitted to debate a motion or participate in a discussion upon recognition by the Speaker or the yielding of time by a member of Council.

IV. New Business

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

V. Voting

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

VI. Breaks

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

VII. Announcements

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

F. Classes of Motions

I. Policies

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

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

2. In the event that a policy is both Corporate and Advocacy in nature it shall be styled as a "Corporate & Advocacy Policy" and shall be held to the standard for Corporate policies unless the question be divided, severing the policy into two portions.
3. Council shall ensure compliance with policies through the general oversight of the Officers of the Corporation, Officers of Council, and the Board of Directors. It is the

responsibility of the Board of Directors, as established in Policy 0: *Administration of Policies*, to oversee the President's enforcement and upholding of policy. The Board is responsible for ensuring compliance with policy, on behalf of Council.

4. Unless Council directs that it expires sooner, an advocacy policy expires at the conclusion of the first meeting that occurs at least three years after its most recent adoption or renewal; a corporate policy shall not expire, but shall be reviewed at least once every three years by the appropriate bodies. This rule may not be suspended.
5. Policy Adoption Format:
 - 1) First Reading:
 - a) The motion is presented to Students' Council in the following format:
 - i) The main objective of the motion is provided to Students' Council in writing;
 - ii) Debate and clarification only on the motion's objective is permitted;
 - iii) Once debated and approved by Council, the proposed policy is referred to the Policies & Procedures Committee (PPC), or to a more appropriate body determined by Council, where they will consider the questions and recommendations made in the debate to make the appropriate changes.
 - iv) If the main objective of the motion is deemed to be a proposal of corporate policy, then the Speaker shall inform the Chair of the Board.
 - 2) Policies and Procedures Committee or another body as determined by Council:
 - a) With the assistance of the Corporate Secretary, the committee will review the councilor's new policy:
 - i) The Corporate Secretary and the committee members will identify if the policy requires amendments;
 - ii) The Corporate Secretary and the committee members may draft a new policy based on the principles passed in the first reading.
 - iii) If the revised draft policy is a corporate policy, the Speaker or President shall inform the Chair of the Board and present the policy to the Board of Directors, or their designate, for their written opinion.
 - b) Once changes are made by the appropriate body, the policy shall be brought to the PPC who shall ensure the policy is compliant with the bylaws of the Corporation and formatted properly.
 - 3) Second Reading:
 - a) The motion is presented at Students' Council in the following format:
 - i) The previously debated motion will be provided to the Council in writing;
 - ii) Amendments to the new policy will be presented in writing;
 - iii) If the revised draft policy is a corporate policy, then the Speaker shall inform the assembly in advance of debate of the opinion of the Board of Directors. *with the proviso* that Council shall not vote on the policy until Board has provided their opinion pursuant to this procedure.
 - b) Debate begins on the newly amended policy and if the principles established under the first reading were satisfactorily included.
 - c) A vote on the motion will take place, requiring a two-thirds (2/3) majority of Council;

- d) Adoption of the motion will take effect immediately upon adjournment of the meeting at which it was approved, unless otherwise specified by Students' Council.

Note: A member of Council may call for a vote on any policy or procedure submitted to Council for first reading, without involvement of the PPC, provided that if the policy is classified as a corporate policy it is first referred to the Board of Directors for written opinion pursuant to this procedure. In such an instance, the threshold for policy approval shall be three quarters (3/4) of the properly constituted Students' Council voting in the affirmative. A policy that fails to pass at first reading shall be automatically directed to the PPC for further consideration, provided that more than half (1/2) voted in support.

II. Procedures

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

III. Renewal, Temporarily Suspension, or Rescission of Policies

1. A motion to renew, amend, or rescind a policy is considered to be a form of the motion to *Rescind or Amend Something Previously Adopted*. It may be made on its own, or as part of amendments to be made to the policy.
2. A motion to renew may, by amendment, be converted to or from another form of motion to *Rescind or Amend Something Previously Adopted*.
3. A motion to renew a policy requires a majority vote for adoption if it does not make any amendments to that policy.
4. A motion to rescind a policy requires a two-thirds (2/3rd) majority vote for adoption. No policy may be voted on which expressly contradicts another policy without first rescission of said policy.
5. A motion to amend a policy does not renew that policy unless explicitly specified.
6. Students' Council or the Board of Directors may temporarily suspend a policy, in part or in whole, save where expressly noted otherwise, with immediate effect. A motion to temporarily suspend a policy shall require a simple majority vote in favour of adoption by Council or a unanimous vote in favour of adoption by the Board of Directors, where notice of the same is provided to Directors or waiver of notice is received from Directors.
 - a. A temporary suspension adopted by the Board under this section, and the repeal, amendment, or re-enactment thereof, unless in the meantime ratified by Council, is effective only until the next regular meeting of the Students' Council unless

ratified thereat. In default of ratification by Council, the suspension ceases to have effect.

- b. No act done or right acquired by the suspension of a policy shall be prejudicially affected by the rejection of ratification of that suspension, or other dealing by Council.
 - c. A temporary suspension shall last not more than two (2) months and may be renewed no more than twice, after which it shall be automatically put into force unless Council has a vote to remove the policy.
 - d. If the policy fails to be re-suspended or can no longer remain suspended by this procedure, it shall be automatically put into force.
7. This section may not be suspended.

G. Reports

I. Representative Reports

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

II. Format of Reports

1. Reports of Executives and Representatives shall be given in writing where possible with a summary given orally when the report is called during the meeting.
2. Reports of Committees shall be submitted in writing. The Speaker shall ensure relevant committee chairs provide Council with an oral or written summary of the on-goings of their committee.

III. Board of Directors Report

1. The Chair of the Board of Directors shall submit a written report to each regular meeting that includes, at minimum:
 - a. a summary of the important business transacted by the Board since the last report; and
 - b. the Board's attendance register.
2. As necessary, the Chair of the Board shall provide an oral report expanding on the content of the written report and providing any updates following the submission of the written report.

H. Minutes

1. Minutes shall be recorded at every meeting and must include the exact text and outcome of every motion voted upon, along with a summary of discussion that was held for each item of business.
2. The results of every counted vote shall be included in the minutes.
3. The minutes of each meeting of Council shall be sent to Council no more than two weeks after the meeting, with a draft watermark.
4. Once the minutes are approved by Council, they shall be posted to the Federation's website within two weeks. However, any minutes from the current fiscal year unapproved after April 20th, including the final minutes of Council from the governing year, may be approved by a joint decision of the Speaker, the President, the Deputy Speaker if the President is serving as Speaker, and the Secretary.

I. Attendance Requirement

I. Absences

1. A Councillor is considered to be absent from a meeting if they either miss the meeting, arrive 30 or more minutes late, or leave before the meeting adjourns or the scheduled adjournment time in the distributed agenda, whichever is earlier; but not if they live outside the Region of Waterloo, were incapable of participating in the meeting through electronic or telephonic communication, and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors.
2. Pursuant to the bylaws, Councillors shall be considered absent if they fail to attend or proxy their vote for any General Meetings of the Corporation.
3. The Speaker has the discretion to determine whether or not an absence is excused. This decision of the Speaker cannot be appealed.
4. The Speaker shall not excuse a Councillor who does not notify the Speaker of their absence in advance unless extenuating circumstances prevented the Councillor from doing so.

II. Notice & Reporting

1. The Secretary shall maintain a public record of attendance for Council meetings and General Meetings.
2. After a Councillor's first unexcused absence or fourth total absence, the Speaker shall notify them of this and remind them that a further absence may result in them being subject to a motion for removal.
3. After a Councillor's second unexcused absence or fifth total absence, and after every further unexcused absence, the Speaker shall notify them of this and shall report the absences to Council at its next meeting.

III. Consideration of Motion

1. Once a Councillor has accumulated two unexcused absences or a fifth total absence, and after every further unexcused absence, any Councillor may make a motion to remove them from their seat.
2. A motion to remove a councillor must be voted on by secret ballot.
3. A motion to remove a councillor is subject to additional procedural requirements as described in the bylaws.

with the proviso that no policy already adopted will expire sooner as a result of this procedure.

J. Voting Outside of Meetings

1. A vote of Council to be conducted outside of a meeting shall require a motion to refer to electronic ballot, made during a duly constituted meeting of Council. Unless specified in the referral, the Officers of Council shall be responsible for formulating the exact motion to be voted on and setting the timeline for voting.
2. Under no circumstances may a vote to expel a Councillor, impeach an Executive, or reconsider a previously passed motion be conducted outside of a meeting. This rule cannot be suspended.
3. Unless otherwise specified in Procedure 5, a vote to approve the General Operating Budget, any other budget exceeding \$250,000 funded out of membership dues, or an increase in dues cannot be conducted outside a meeting unless the proposed budget or increase has first been discussed during a meeting.
4. All votes outside of meeting shall be conducted through an online medium that allows for the following:
 - a. Validating quorum of the body to which it is referred
 - b. The collection of votes for an extended period of time.
 - c. The ability for Councillors to choose to have their votes noted and, if they so choose, for them to submit comments for the record.
 - d. The ability for the Speaker and Secretary of Council to directly monitor and observe the individual votes cast (including the ability to pair each vote with the person who cast that vote).
 - e. For each motion to be voted on, Councillors must vote for or against, or abstain from:
 - i. The motion itself;
 - ii. A motion to order a roll call vote on the motion; and
 - iii. A motion to order the destruction of the electronic ballots following the successful completion of the voting process. A motion to destroy ballots shall only remain valid if the motion to order a roll call vote fails. If the

motion to destroy ballots is successful, destruction shall only occur following the ratification of the Electronic Voting Record.

5. Announcing the start of the vote must occur in writing. Notice (accompanied with the full motion(s) and any supporting materials) of at least ninety-six (96) hours must be given before the voting period begins. The call to have a Special Meeting shall always take precedence over a referral to electronic ballot.
6. The voting period must last at least forty-eight (48) hours.
7. Participation in the electronic vote shall be noted in the attendance record of Councillors but shall not be counted towards expulsion. The Speaker may, at their discretion excuse the Councillor.
8. The Secretary shall produce an *Electronic Vote Record* which shall serve as the official record of the vote and shall contain the following:
 - a. The names of the Councillors who participated and who did not participate in the vote;
 - b. The manner and reasoning by which the vote was authorized;
 - c. The timeline during which the vote took place (including any applicable notice periods); and
 - d. For each motion voted on:
 - i. The full text of the motion, including relevant supporting materials
 - ii. The number of votes for, against, and abstaining from the motion.
 - iii. A list of all noted votes and any accompanying comments.
 - iv. The number of votes for, against, and abstaining from ordering a roll-call.
 - v. If the roll call vote passed, the full list of the names of people that voted for, against, and abstaining from the motion.
 - vi. If the roll call vote failed, the number of votes for, against, and abstaining from ordering that the ballots be destroyed.
9. The Speaker and Secretary shall jointly review the Electronic Voting Record, which shall be included for ratification of the record at the next regular meeting during approval of minutes.

COMMITTEES OF THE STUDENTS' COUNCIL

A. Overview

I. Purpose

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

II. Date of Approval and Review

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

B. Duties and Powers

The Committees shall:

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

C. Committee Membership

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

2. Where a committee's terms of reference do not specify otherwise, the term of office of a committee member is until the end of the governing year of the Council that appointed them.
3. Where a committee's terms of reference specify that the term of office of a committee or a member is a year, and no other context is provided, then that means a Council governing year.
4. Exempting Officers of the Corporation and Council, an elected member of the Students' Council shall not normally serve as a voting member on more than one of the Committee of Presidents, Budget & Appropriations, or Internal Funding Committee.
5. At any time after Council initially elects members to a committee in the current governing year, the committee may select people to fill any of its vacant seats, subject to ratification by Council at its next regular meeting. This applies both for vacancies created due to the removal or resignation of a member and for vacancies that existed since the start of the year due to insufficient candidates.
6. Under no circumstances may a single person hold more than one vote in a committee at any given time.
7. The President shall be considered to be a non-voting resource member on all committees of Council in which they are not otherwise a member, but shall not be expected to attend those meetings.

D. Meeting Participation

1. Unless otherwise determined in procedure, all committee meetings shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, and may be redacted at the consent of the chairperson of the committee and Speaker of Council.
2. Any member of the Federation may request that the chair of a committee inform them of the time and location of meetings of that committee, and the chair shall honour such a request.
3. If a member of a committee cannot be physically present, members may participate in a meeting through telecommunications whenever practical.
4. Members may not send a proxy to a committee meeting on their behalf.
5. A committee may limit the amount of debate permitted on a motion or discussion, but not to fewer than two 5-minute speaking turns per member. A member may allow a visitor to use one of their speaking turns if the committee does not grant a turn to the visitor.

E. Removal of Committee Members

1. A committee member shall be considered absent from a meeting if they either do not attend or are more than 15 minutes late. All absences, and their justification, shall be

recorded and provided to the Secretary of Council. The Committees shall determine the removal of members in accordance with the following terms:

- a. If a member three (3) absences to a committee, the chair must notify the member that they are at risk of removal. If, after being warned, they incur an additional absence, as appropriate, then the chair may remove them from the committee, effective immediately.
 - b. When a chair removes a member from a committee, they shall inform the Secretary of Council, who shall report the matter to Council. Council shall consider a motion to reinstate the removed member at its next meeting.
 - c. If Council reinstates the removed member to the committee, then the member's absence count shall reset to zero (0), however, Council may set lower absence thresholds for the member's removal, either for a probationary period or for the remainder of their term on that committee.
 - d. Failure of the Committee to require the strict enforcement of these provisions by the Chair at any given time shall not constitute waiver of the right to do so in the future.
2. If committee's membership status impedes the committee's ability to fulfill its mandate, the chair can request that the Speaker of Council call a special meeting of Council to elect new members onto the committee. The Speaker shall honour such a request if it is feasible and if the matter cannot wait until the next regular meeting of Council.
 3. If a committee's Chairperson fails to hold regular meetings, follow procedure, or is otherwise unable or unwilling to perform their duties, the Vice Chairperson shall hold meetings and, if determined by the Committee, shall assume the role for the remainder of the governing term of Council. If both the Chairperson and the Vice Chairperson are unable or unwilling to execute their duties, the Committee, upon the concurrence of two-thirds (2/3) of its voting membership, may appoint a Chairperson *pro tem* to fill the role and report the matter to the Speaker of Council.
 4. Nothing in this section limits Council's authority to appoint or remove members from committees or to delegate that authority.
 5. In accordance with §E(1) of Procedure 30, *Councillor's Code of Conduct*, the Officers of Council may remove Councillors (including Executives) from committees as a result of any violation of that procedure. Such removal is appealable in accordance with §E(1)(b) of Procedure 30. If a committee's Chairperson is removed from the committee as a result of this provision, they shall be deemed to be "unable to perform their duties" in accordance with §E(6) of this procedure.

J. Standing Committees

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

a. Responsibilities

1. Ensure that Policies and Students' Council Procedures are consistent with the Bylaws of the Corporation;
2. Review student councilor(s) policy proposals;
3. With the assistance of the Corporate Secretary and Councillors, conduct research to develop and draft policies;

4. Propose amendments, renewals, and newly developed policies and procedures to Council;
5. Ensure that any unwritten procedure commonly utilized by the Corporation be proposed in the form of a written procedure;
6. Ensure that the Policy and Procedure manuals are updated and complete.

b. Membership

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

c. Meetings

1. Meetings shall be held at least once a month.

A. Term of Office

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

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

a. Responsibilities

1. Assist with budget preparation in accordance with the Bylaws, Policies, and Procedures governing budget and appropriations.
2. To review year-to-date expenditures and ensure consistency with the approved budget, except where restricted by Board or where limited by Council Procedure procedures.
3. To assess budget-to-actuals and make recommendations to incoming Council and Vice President, Operations and Finance, as needed.
4. To continuously review and recommend improvements to the Council Procedure governing budget, appropriations, and student levies.

b. Membership

1. The VP Operations & Finance, as chair;
2. 2 Directors who are not Executives;
3. 1 Councillor;
4. 1 student at-large;

5. The General Manager as a resource member; and
6. The VP Operations & Finance-elect as a resource member.

c. Meetings

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

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

a. Responsibilities

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

b. Membership

1. The Vice-President, Student Life, who shall be Chair;
2. Two (2) Councillors, one of whom shall be Vice Chair;
3. Two (2) students at-large;
4. The Director, Campus Life as a non-voting resource member; and,
5. The Services Manager as a non-voting resource member and as Secretary.

c. Meetings

1. Meetings shall be held at least three (3) times per academic term. To accomplish regular service review outlined in Council Procedure 25, it is prudent for CLAC to meet every two (2) weeks.

d. Term of Office

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

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

a. Responsibilities

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

b. Membership

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

c. Meetings

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

d. Term of Office

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

V. Education Advisory Council

a. Purpose

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

b. Responsibilities

1. To review and recommend updates of Students' Council's standing policies relating to the Education portfolio to the Students' Council;
2. To propose policy stances, from time to time, to Students' Council on issues of major and ongoing concern to students;

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

c. Membership

The voting membership of the Committee shall be

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

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

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

d. Meetings

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

e. Term of Office

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

f. Other Notes

1. In general, issues related to Cooperative and Experiential Education will not be under the purview of this committee. These will be discussed at Coop Students' Council. When appropriate, updates will be provided by the Vice-President, Education to the Committee.

VI. CO-OP Students' Council *(Elected yearly at the beginning of each governing year)*

a. Responsibilities

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

b. Membership

1. The Vice-President, Education or a representative thereof whose mandate includes cooperative education matters, who shall be Chair;
2. Three (3) voting members of Students' Council enrolled in co-op;
3. Two (2) students-at-large enrolled in co-op;
4. Faculty Society student representatives of the Co-operative Education Council or a designated student enrolled in a co-op program;
5. Representatives from respective student societies operating at a satellite campus and Affiliated and Federated Institutions of Waterloo that offer co-op programs (Cambridge, Kitchener, St. Jerome's, Renison) enrolled in co-op;
6. Co-op Student Experience Manager;
7. Other staff from the Co-operative Education Department, at the invitation of the Chair.

c. Meetings

1. This committee must meet at least three times per academic term.
2. Quorum for any meeting of this committee shall be a majority of those members elected by Students' Council.

d. Term of Office

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

VIII. Internal Funding Committee

a. Responsibilities

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

b. Membership

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

c. Meetings

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

d. Term of Office

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

a. Other Notes

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

X. Honorary Lifetime Membership Committee

a. Responsibilities

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

b. Membership

1. President, or another Executive designated by Council
2. The General Manager;
3. One (1) Director;
4. One (2) Councillor; and
5. Three (3) students-at-large.

c. Meetings

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

d. Term of Office

1. The committee will be formed at the first meeting of the Winter term.
2. The term of the committee shall be one (1) academic term.

VOLUNTEER REMUNERATION

REPEALED

USE OF FEDERATION BULLETIN BOARDS

Rescinded

FEDERATION BRAND

1. In this Procedure:
 - a. The “marketing name” of the Federation of Students, University of Waterloo (hereafter referred to as the Federation) shall be the “Waterloo Undergraduate Student Association” or the abbreviated form “WUSA”;
 - b. The “Federation logo” shall be a logo produced by the Federation’s Marketing Department which bears the Federation’s marketing name and from which may be derived logos for special circumstance;
 - c. The “Federation Brand” shall refer to all individual marketing and communications components which collectively form the Federation’s public identity and convey meaning to stakeholders; and
 - d. “The Federation of Students, University of Waterloo” shall remain the legal and contractual name of the Federation for all matters exempting marketing and communications usage.
2. On all content produced using the Federation’s resources and for activities of all the Departments or Commissions of the Federation, the branding for the Department or Commission or the Federation’s Brand shall be apparent.
3. On any material including, but not limited to, promotional content, media, signage, emails, internal communications and stationery, for any of the Federation's ancillary enterprises or services under Commercial Operations, the name of the enterprise/service and an indication of operation and ownership by the Federation must appear. This indication shall be made in accordance with the Federation’s Brand or the following clause: "Owned and Operated by the [Federation’s marketing name]" or such other identification as approved by the President and Vice President, Operations & Finance.
4. All promotional content and media must be submitted to the President; Director of Communications and Stakeholder Relations (formerly Marketing, Communications, and Outreach); Marketing Manager; or designate before publishing in order to have the copy proofread and validated against the Federation’s Brand.

5. Any individual who is not the representative of an ancillary enterprise or service of the Federation is not permitted to use a Federation logo on any published material without the permission of the President, Director of Communications and Stakeholder Relations,, Marketing Manager, or designate.
6. Where any Federation promotional content or media is written or communicated in any language other than English, a suitable English translation shall be provided.
7. All promotional content and media produced by a Federation Club must include the Federation logo specifically designed for Club use. Such logo implies that the club is not an agent or a representative of the Federation and that its views and actions in no way represent the Federation.
8. Similarly, promotional content and media produced by candidates for the General Election or any by-elections must include the Federation logo specifically designed for Elections use. Such logo implies that the candidate is not an agent or a representative of the Federation and that their views and actions in no way represent the Federation.
9. The following outlines general guidelines and an appropriate governance process by which the Federation may change the Federation logo or marketing name:
 - a. Any change to the Federation logo or marketing name requires the approval of the Students' Council.
 - b. The process to change the marketing name or the Federation logo must be approved by 2/3 super-majority on a resolution at Students' Council, supported by a report which shall at minimum:
 - i. Detail why the change should occur, preferably with reference to the Federation's Long Range Plan and related goals and material,
 - ii. Include a timeline for development and implementation that must include checkpoints to update and receive feedback from Students' Council,
 - iii. Lay out a plan for student consultation and engaging students with the change, and
 - iv. Include a statement from the Federation's legal counsel that the process described would occur in accordance with the law.
 - c. The Executive Committee shall be generally responsible for enacting the report and ensuring that student consultations and timelines are delivered; however, Federation staff in the Marketing or Communications departments shall be responsible for providing professional advice and implementing direction.

- i. At checkpoints, Councillors shall have the right to provide feedback and share constituent feedback.
 - d. The process will be considered concluded when all the actions in the original report have been carried out to the best of the Executive Committee's ability as determined by Students' Council.
 - e. In the twelve (12) months following the conclusion of this rebrand process, the Executive Committee shall prepare a post-mortem, to present to Council, identifying:
 - i. Strengths and areas for improvement of the process,
 - ii. Whether the initial goals appear to have been met,
 - iii. Remaining responsibilities or outcomes to check,
 - iv. Student response data for a pre-determined and consistent set of questions.
- 10. The following outlines general guidelines and an appropriate governance process by which the Federation may modify the Federation's Brand:
 - a. Any significant update to the Federation's Brand, including the Federation's sub-brands, shall require the express approval of the Executive Committee and subsequent ratification by Students' Council.
 - b. Such an update may be motivated by the Federation's staff through internal processes and presented to the Executive Committee by the Director of Communications and Stakeholder Relations.

PUB BOOKINGS

A. Statement of Intent:

The Federation of Students shall take all reasonable measures to accommodate the needs of student groups to book pub facilities on campus. Recognizing the need to run a sustainable business while supporting student interests, the Federation of Students shall offer retail venue rental rates for non-student groups, and discounted rates for recognized groups.

The following are considered recognized groups for pub bookings:

1. The following student groups are recognized:
 - a. Engineering Society "A" & Engineering Society "B";
 - b. Environmental Studies Society;
 - c. Mathematics Society;
 - d. Applied Health Sciences;
 - e. Arts Student Union;
 - f. Science Society;
 - g. St Jerome's Student Union
 - h. Independent Studies;
 - i. Waterloo Architecture Students Association; and
 - j. Federation of Students' Clubs;

2. The following organizations are also allowed one booking per term, but priority will be given to student groups:
 - a. Village Residence Council;
 - b. St. Jerome's University Residence Council;
 - c. Students' Council of St. Paul's United College;
 - d. Students' Council of Conrad Grebel University College; and
 - e. Students' Council of Renison College;

B. Student Group Discounts and Rules:

1. In order to provide student groups with a venue on campus, each student group will be afforded one discounted rental rate for Federation Hall per academic term. This discount will be applied consistently to all recognized groups. This discounted rental rate shall be established and publicized at the beginning of each academic term.

2. Bookings co-sponsored with other student groups shall be permitted and shall be granted the same discount rate mentioned above. Co-sponsored events shall count towards one of the booking student group's termly discount rate and shall be decided by the booking student groups. Any grievances shall be settled by the Vice-President, Internal or designate.
3. Dates of availability for booking the Bombshelter Pub will be determined at the discretion of the Bar Operations Manager, General Manager and bookings coordinator or designate so as not to interfere with business and programming plans.
4. Bookings are to be used by the booking group(s) only and are not transferable to other groups or any other organization.
5. The Federation Orientation Committee will be given priority for bookings of the Bombshelter Pub and Federation Hall for the duration of Orientation Week.

C. Pricing:

1. During normal operational hours, student groups will not have to pay a rental charge for the use of the Bombshelter Pub, so long as the pub may continue with regular business operations.
2. If any student group wishes to book a facility more than twice per term as per section B.2 above, the rental charge shall cover the costs of the facility as determined by the Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate. This cost-recovery rate shall be established at the beginning of each academic term.
3. Any additional fees associated with the booking of the Bombshelter Pub will be determined by the Bar Operations Manager, Vice-President, Administration & Finance, the General Manager or designate and respective student group. The additional fees will be charged to the respective student group.
4. The cost of booking the Bombshelter Pub for non recognized groups will be determined by the Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate.

D. Bookings:

1. All Bookings of the Bombshelter must be approved by the Bar Operations Manager or designate.

2. The Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate reserve the right to cancel any event with reasonable cause. The Bar Operations Manager will provide the group with details of the reasons for cancellation and reasonable efforts will be made to find an alternative booking for the event in question.

1. Block bookings of the Bombshelter Pub will be allowed if the following conditions are satisfied:

- Student groups will still have sufficient use of the facilities
- Block bookings do not impede the ability for the respective business to cover costs

4. Notwithstanding section 2 above, bookings shall not be cancelled in order to let another event take place at the same venue.

E. Cover Charge:

1. The decision about the cover charge will be left to the discretion of the Bar Operations Manager and the General Manager or designate.
2. The Bar Operations Manager or designate shall be responsible for all door proceeds. Within 14 business days, a cheque for the balance (door proceeds minus relevant expenses) shall be delivered to the group.
3. Groups wishing to give away door prizes must have the approval of the Licence Holder and Bar Operations Manager or designate.

F. Tickets:

1. All events with a cover charge must be ticketed. All tickets must be ordered through the Bar Operations Manager or designate. Tickets must be numbered, stubbed and approved by the Bar Operations Manager or designate.
2. The Bar Operations Manager and General Manager or designate will set the ticket prices in consultation with the sponsoring group. Ticket prices will differentiate between Feds and non-Feds members, unless otherwise decided by the Bar Operations Manager, General Manager or designate. Ticket prices may also differentiate between advance and door sales.
3. Sponsoring groups shall nominate one representative who shall be responsible for all tickets allotted to them.
4. Sponsoring groups will be allowed a maximum of twenty (20) "complementary

tickets" and must submit their list of holders eight (8) hours in advance of the show

G. Security

Security at Federation Hall and the Bombshelter will be the responsibility of the Federation of Students. The cost of additional security may be charged to the booking group as per section C.3 above.

SPECIAL PROJECTS FUND

A. OVERVIEW

I. Purpose

This procedure outlines the administration of the Special Projects Fund by the Internal Funding Committee.

II. Date of Approval and Review

This procedure shall be reviewed every two years or when the scope of the fund changes, whichever is sooner.

B. ELIGIBILITY FOR FUNDING

1. Any club, service or commission is eligible to apply to receive additional funds for special projects. Feds members not officially affiliated with a club, service or commission are also eligible to apply for funding to support these initiatives independently.
2. Any applicant must consent to the public release of their organization or affiliation, and, if approved for funding the following: their application package, the amount of funding allocated, and any associated documentation arising from the decision of the Internal Funding Committee in the distribution of funds to the applicant.

C. ADMINISTRATION OF THE SPECIAL PROJECTS FUND

1. The Special Projects Fund will be administered by the Internal Funding Committee.
2. All members of the committee shall fully disclose the names of clubs, services, and commissions with which they have a direct association and shall advise the committee when the member's direct association is altered. No members of the committee who have a direct association with a club, service or commission may vote on items relating to the club, service, or commission with which they have an association.
3. The committee is empowered to grant funding to eligible applicants within the following requirements:
 - a. Projects must benefit the student community at-large.
 - b. Projects must not violate the corporate objects of the Federation of Students.
 - c. Projects must not violate University of Waterloo Policy 33.
 - d. The projects, their applicant, and any awarded funding or conditions shall be made public on the list of projects funded.

4. Applicants should submit their application at least three weeks before the project date in order to ensure enough time for review
 - a. Applications that are submitted less than three weeks in advance are not guaranteed to be decided on before the event/project date.
 - b. Applications that are submitted after the project ends will not be considered.
5. The committee can request applicants resubmit their funding request if the project does not meet the requirements in Section C 3.
6. The committee is empowered to make its funding conditional, provided that:
 - a. The conditions are set out in writing; and
 - b. The conditions are agreed to by all parties involved.
7. All funds committed to an approved project will be distributed through a reimbursement system.
8. The committee can choose to hold a follow-up meeting with groups and individuals that have been funded to review funded projects.
9. The committee can rescind any or all of the previously granted funding, in the event that:
 - a. The funding was not used for the purpose that it was granted.
 - b. If any or all the conditions attached to the funding were not satisfied in the view of the committee.
 - c. The project did not satisfy the requirements set out in Section C 3.
 - d. Project organizers have not exercised due diligence in preventing violations of University of Waterloo Policy 33.
10. The committee shall consider the reasons for the project not meeting the requirements as set out in Section C 3.
11. The committee cannot decide to rescind any previously granted funding in advance of the prescribed follow-up meeting.
12. Internal Funding Committee decisions must be given in writing to the funding applicants.

D. APPEALS

1. Any group or individual may appeal a committee decision to rescind any or all of the previously granted funding to Students' Council.
2. Any group or individual that wishes to appeal a committee decision must submit a written appeal to the President of the Federation of Students. The President must present the appeal at the next scheduled council meeting.
3. The President is not compelled to support the appeal, only to present it.
4. In deciding on such an appeal, Students' Council shall consider both Section C 3 and the decision-making process of the committee.
5. The decision of Students' Council on an appeal is final and may not be appealed.

E. PUBLIC DISCLOSURE AND ACCOUNTABILITY

1. The Federation of Students shall maintain a list of all projects funded to be made publicly available to the membership and be listed on the Federation of Students' website. This list shall include the:
 1. Applicant, their organization, or their affiliation;
 2. Project's name and purpose;
 3. Term in which funding was approved;
 4. Amount granted; and,
 5. Projected budget breakdown, and the written decision of the Internal Funding Committee.
2. The Internal Funding Committee shall not authorize the transfer of funds for any applicant who refuses to comply with the above public disclosure requirements.

THE EQUITY, OPPORTUNITY AND INNOVATION FUND

A. OVERVIEW

I. Purpose

This procedure outlines the administration of the Enterprise, Opportunity, and Innovation Fund by the Internal Funding Committee.

II. Date of Approval and Review

This procedure shall be reviewed every two years or when the scope of the fund changes, whichever is sooner. The percentage apportionment of the different components can be adjusted, based on use, at this time as well.

B. ELIGIBILITY FOR FUNDING

1. The Equity, Opportunity and Innovation (EEOI) fund will provide funding to student projects and initiatives that will further the personal development of UW students, improve the campus culture, or improve student life at the University of Waterloo.
2. The EOI fund is divided into the following three categories. The following percentages are recommendations at the discretion of the committee:
 - a. Equity (20%) – This component of the fund will be dedicated to projects that aim to address systemic issues borne by marginalized groups on campus. Such events and projects that bring awareness to and advocating for marginalized student issues on campus will promote a safer, healthier and more accepting campus culture. Preference will be given to projects which have not applied to this fund in the last two years in an attempt to diversify the equity offerings and to not have annual events which are reliant on this funding.
 - b. Opportunity (20%) - This component of the fund will be dedicated to supporting students who wish to engage in conferences or development projects abroad.
 - c. Innovation (60%) – This component of the fund will be used to remove the financial barriers associated with the development of new student-run initiatives, projects, and/or events. If the project is intended to operate long-term, these funds shall act as 'seed funding', allowing the organizer to establish 'proof of concept' to secure a more permanent revenue source. Any project funded under this portion

should provide a continuing benefit to campus. One-time events are not excluded from this category.

3. The EOI Fund is not primarily intended for club, service, or society projects; although exceptions shall be considered, at the discretion of the committee.
4. Applications to the EOI Fund should be tailored to each component to reflect the distinctions between them.
5. Any applicant must consent to the public release of their project or initiative and, if approved for funding the following: their application package, the amount of funding allocated, and any associated documentation arising from the decision of the Internal Funding Committee in the distribution of funds to the applicant.

C. ADMINISTRATION OF THE FUND

1. The Internal Funding Committee shall administer the EOI fund.
2. The committee can request applicants resubmit their funding requests if the project does not meet the requirements set out in section B.
3. The committee is empowered to make its funding conditional, provided that:
 - a. The conditions are set out in writing; and
 - b. The conditions are agreed to by all parties involved.
4. Consideration will not be given for projects that have already occurred.
5. All funds committed to an approved project shall be delivered in accordance with the university's endowment fund guidelines.
6. The committee can choose to hold a follow-up meeting with groups and individuals that have been funded to review funded projects.
7. The committee can rescind any or all of the previously granted funding, in the event that:
 - a. The funding was not used for the purpose that it was granted.
 - b. If any or all of the conditions attached to the funding were not satisfied in the view of the committee.
 - c. The project did not satisfy the requirements set out in section B.

- d. Project organizers have not exercised due diligence in preventing violations of University of Waterloo policy.
8. Once the Committee has decided to support a project, the Committee Chair will work with the applicant to provide the necessary documentation to the University of Waterloo's Finance Department.
9. The committee will ensure that the applicant is aware of relevant endowment fund guidelines.
10. The committee shall make public on a list of projects funded, the project or initiative funded and any awarded funding or conditions.

D. PUBLIC DISCLOSURE AND ACCOUNTABILITY

1. The Federation of Students shall maintain a list of all projects or initiatives funded to be made publicly available to the membership and be listed on the Federation of Students' website. This list shall include the:
 - a. Applicant, their organization, or their affiliation;
 - b. Project's name and purpose;
 - c. Term in which funding was approved;
 - d. Amount granted; and,
 - e. Projected budget breakdown, and the written decision of the Internal Funding Committee.
2. The Internal Funding Committee shall not authorize the transfer of funds for any applicant who refuses to comply with the above public disclosure requirements.

BYLAWS OF THE STUDENT LIFE ENDOWMENT FUND

Section 1. Introduction and Interpretation

(1) Purpose

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

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

(2) Definitions

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

- a. The name of the organization is the University of Waterloo Student Life Projects Endowment Fund, herein referred to as the “Endowment Fund” or “Fund” or “Student Life Endowment Fund”;
- b. The term “Funds”, as defined in the Constitution, shall mean the funds raised by the Endowment Fund and held by the University on separate account in accordance with this constitution and all income accrued thereto;
- c. “Board of Directors” in these bylaws shall refer to the Fund’s Board of Directors, unless otherwise indicated.
- d. “Income” shall refer to only those funds generated through the investment of principal, which may be spent;
- e. “Funding Amount” or “Net Funds Available” refers to the amount of money allocate towards funding grants for the current fiscal year;
- f. “Endowment Principal” denotes the section of Funds that shall not be used for expenditure, save whereas otherwise provided for by the Board of Directors;
- g. “Funding Grants” or “Approved Funding” or “Funding Allocated” denotes monies awarded, or to be awarded, for specific purposes as approved by the Funding Committee or the Board of Directors.

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

(3) Restrictions

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

(4) Resolution of Conflict

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

- a. The Constitution of the Student Life Endowment Fund and any indentures or amendments thereto;
- b. The Letters Patent and Supplementary Letters Patent of the Federation of Students, relevant contracts or agreements between University and the Federation of Students, and other documents executed by the University of Waterloo Board of Governors.
- c. The Bylaws of the Federation of Students;
- d. These Bylaws of the Student Life Endowment Fund and other Procedures of Council;
- e. Funding guidelines adopted by the Funding Committee

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

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

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

(6) Federation of Students not to be Affected

The powers of the Endowment Fund as provided in the Constitution and herein, or as they may be executed, shall in no way interfere with or otherwise adversely affect the autonomy of the Federation of Students in the exercise of its powers, authorities, duties, or regular conduct of its affairs. The funds raised for the Endowment Fund and the

interest earned shall not have an adverse effect on the funding of the Federation of Students.

(7) Federation to be Reimbursed for Expenses

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

(8) Periodic Review by the Federation

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

Section 2. Membership

- (1) The membership of the Fund shall include but not be limited to, all Full Time University of Waterloo Undergraduate Students, and members of the Board of Directors and Funding Committee. Generally, the membership of the Federation of Students shall constitute membership of the fund.
- (2) Membership in the fund shall not be tied to any dues or fees paid.
- (3) Full members shall be represented by the Federation of Students’ Council, who shall be considered the delegates of the membership, elected in accordance with the Bylaws, Policies, and Procedures of the Federation of Students.
- (4) Full members may:
 - a. Vote in elections, referenda, and general meetings of the Fund held by the Federation of Students;

- b. Nominate a candidate for election to the position of committee member of the Funding Committee or director of the Endowment Fund;
- c. Stand as a candidate for election to the position of committee member of the Funding Committee or director of the Endowment Fund; and
- d. Any other rights of full members of the Federation of Students and as may be determined by the Students' Council, as it may pertain to the Endowment Fund.

Section 3. General Meetings

(1) Timing and Organization

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

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

A Special General Meeting of the Fund may be called by any of the following:

- a. The Students' Council;
- b. The Executive Director of the Fund;
- c. The Treasurer of the Fund;
- d. The Board of Directors of the Fund.

A call for a Special General Meeting must include the general nature of the business to be presented at the meeting.

(2) Notice

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

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

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

(3) Quorum

Quorum for the transaction of business at any General Meeting shall normally be

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

(4) Agenda

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

- a. Call to Order (or motion to consider a special session of the Students' Council)
- b. Comments from the Executive Director of the Fund
- c. Approval of the Minutes*
- d. Receiving the Financial Statements and Report of the Treasurer
- e. *Other Agenda Items*

* Normally, the Students' Council may approve the minutes of General Meetings of the Fund at the next regular meeting of the Students' Council.

Section 4. Board of Directors of the Fund

(1) Purpose

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

(2) Membership

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

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

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

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

The Board of Directors of the Federation of Students shall elect reserved membership at their discretion. The Students' Council shall elect any additional undergraduate student

directors, in accordance with procedure.

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

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

(3) Term of Office

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

The office of a director shall be automatically vacated:

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

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

(4) Quorum and Meetings

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

The Board of Directors of the Fund shall meet as necessary for the conduct of its business. Special meetings of the Board of Directors of the Fund may be called for any sufficiently urgent purpose, by:

- a. The Executive Director of the Fund;
- b. The Treasurer of the Fund;
- c. The Provost or Associate Provost, Students;
- d. The Students' Council; or
- e. A resolution of the Board of Directors of the Fund.

Notice of meetings of the Board of Directors of the Fund shall be given to all directors no less than ten (10) business days in advance. Notice of special meetings must be given to all directors no less than three (3) business days in advance, and state the general purpose

of the business to be transacted. Meetings may be held without notice if every director provides written consent.

(5) Powers

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

The Board of Directors is expressly empowered to:

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

Subject to ratification by the Students' Council.

(6) Authentication of Acts of Directors

All acts of the directors of the Endowment Fund shall be taken or confirmed by way of

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

Section 5. Funding Committee

(1) Purpose

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

(2) Composition

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

(3) Powers

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

The Funding Committee is expressly empowered to:

- a. Generally, manage the affairs of the Fund, subject to these Bylaws and the Bylaws, Policies, and Procedures of the Federation of Students;
- b. To review and grant approval for applications submitted to the Fund;
- c. Solicit funds or use the available expendable funds for any operating expenses the Endowment Fund may incur, or in other ways approved by the Board of Directors and the University of Waterloo, subject to the provisions of these bylaws;
- d. To guide the Board of Directors and the University of Waterloo by making recommendations to the administration of the University with respect to the use of the Funds held by the University on behalf of the Endowment Fund;
- e. To receive monthly and yearly reports from the University with respect to the income and capital of the Funds;
- f. Determination of funding rules and guidelines which comply with the priorities established by the Board of Directors and Constitution of the Endowment Fund;

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

(4) Conflict of Interest

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

- a. Declare all potential, perceived, or actual conflicts of interest with respect to any matters under consideration by the Funding Committee, identifying the nature and extent of the interest;
- b. Withdraw from the meeting when the matter is being discussed, and refraining from taking part in any discussion or vote in relation to the matter.

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

Section 6. Officers

(1) Officers

The Officers of the Endowment Fund shall be the:

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

(2) Duties of Officers

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

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

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

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

Section 7. Funding Sources

(1) Voluntary Student Contribution

The Voluntary Student Contribution (VSC) is a student donation to the Endowment Fund included on the list of optional and voluntary fees for undergraduate students, in an amount set by the Board of Directors of the Fund, subject to ratification by the Students' Council, and approved by the University of Waterloo Board of Governors.

All efforts will be made to ensure that monies collected through the VSC are tax deductible and such status shall be, to a reasonable extent, communicated to the parties from whom voluntary contributions are sought.

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

The collection of the VSC is subject to the following conditions:

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

(2) External Contributions

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

Section 8. Expenditures

(1) Administrative and Promotional Costs

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

(2) Priorities of and Eligibility for Funding

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

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

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

- a. The improvement of health, wellness, and safety on all campuses;
- b. The improvement of accessibility on all campuses;

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

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

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

(5) Public Disclosure and Accountability

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

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

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

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

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

coordinator will be asked to appear before the Funding Committee to answer questions;

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

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

Section 9. Amendments

(1) Approval of Amendments

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

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

(2) Ratification of Amendments

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

The Students' Council may confirm or reject any proposed amendments to these bylaws. Further amendment shall not be permitted without first the review and approval of the Board of Directors of the Fund.

COMMITTEES OF COUNCIL

RESCINDED

BOARD OF ENTERTAINMENT

RESCINDED

STUDENT LEADERSHIP AWARDS

Every year the Waterloo Undergraduate Student Association (WUSA) recognizes student leaders at the University of Waterloo through the Student Leadership Awards. Winners of the awards will have demonstrated exemplary leadership skills in various ways at the University of Waterloo, and/or in the surrounding community. Winners may be presented a cash prize and certificate at the Student Leadership Awards' reception in March.

- I. Student Leadership Award Applications:
 - a. Any member of WUSA can nominate another individual for the Student Leadership Award.
- II. Solicitation of Applications:
 - a. The committee will solicit applications using all available means at its disposal, including: email alerts, posters, postings on the WUSA website, word of mouth, and any other form of communication deemed appropriate by the committee.
- III. Content of Application:
 - a. The application will consist of:
 - i. An information form with contact information of the nominating member and the person being nominated
 - ii. A description of how the individual falls within the scope of one or more of the eligibility criteria in s. V
 - iii. A list of any current or past involvement the individual has held with WUSA (including its constituent Societies). Each activity should include the:
 1. Position held;
 2. Start and end dates;
 3. Details of involvement; and
 4. Reference name and contact information.
 - iv. And a supporting letter from the member nominating the person explaining why the person should be considered for the Student Leadership Award.
- IV. Deadline for Applications:
 - a. All applications must be delivered to the WUSA office in the Student Life Centre no later than the close of business on the first Monday in March of each calendar year.
- V. Eligibility:
 - a. The applications will be reviewed to determine if the individual falls within the scope of one or more of the following eligibility criteria:
 - i. Leadership in a WUSA (including its constituent Societies) student leadership position(s);

- ii. Service to the undergraduate students at the University of Waterloo;
 - iii. Involvement and contributions to undergraduate student life within WUSA and at the University of Waterloo.
- b. The committee has the discretion to determine additional criteria if it so wishes.

VI. Number of Student Leadership Awards Awarded Annually:

The number of Student Leadership Awards to be awarded in any one year shall be at the discretion of the committee, up to a maximum of ten.

HONOURARY LIFETIME MEMBERSHIP

- I. Honourary Membership Applications:
 - a. Any member of the Waterloo Undergraduate Student Association (WUSA) can nominate another individual to become a honorary lifetime member of the Federation of Students.

- II. Content of Application:
 - a. The application will consist of:
 - i. An information form with contact information of the nominating member and the person being nominated
 - ii. A description of how the individual falls within the scope of one or more of the eligibility criteria in s. IV
 - iii. A list of any current or past involvement the individual has held with WUSA (including its constituent Societies). Each activity should include the:
 1. Position held;
 2. Start and end dates;
 3. Details of involvement; and
 4. Reference name and contact information.
 - iv. A supporting letter from the member nominating the person explaining why the person should be considered for honorary lifetime membership.
 - v. Any supporting references that may assist in the committee's deliberations.

- VII. Deadline for Applications:
 - a. All applications must be delivered to the WUSA office in the Student Life Centre by no later than the close of business on the first Monday in March of each calendar year.

- VIII. Eligibility:
 - a. The applications will be reviewed to determine if the individual falls within the scope of one or more of the following criteria:
 - i. Extraordinary service to the undergraduate students at the University of Waterloo;
 - ii. Long service with WUSA (including its constituent Societies);
 - iii. Notable involvement and contributions to the undergraduate student life at the University of Waterloo;

- iv. Outstanding leadership in a student leadership position(s) at the University of Waterloo;
 - b. The committee has the discretion to determine additional criteria if it so wishes.
- IX. Number of Honourary Lifetime Memberships Awarded Annually:
 - a. Normally, a maximum of two honourary lifetime memberships shall be awarded in any one year.
 - b. The committee has the discretion to determine if additional memberships should be granted. The committee may decline nominating any honourary membership if no suitable candidate is advanced.

FEDERATION OF STUDENTS
COUNCIL PROCEDURE

Number: 22
Effective: August 8, 2010
Replaces: New

SERVICE PROCEDURE

RESCINDED

Review of Memberships with External Political Organizations

1. Review Schedule

- a) A review shall occur every five years for each External Political Organization (EPO) for which the Federation of Students is a member.
- b) The review shall normally take between 4 and 8 months to draft at the review body stage, and shall normally be initiated at the first Students' Council meeting of the governing year.
- c) Should the Federation of Students be a member of more than one EPO, the schedule shall be realigned to occur off-cycle from one another.
- d) A report shall typically be received by Council in January, four weeks in advance of a decision to be made at the February meeting.
- e) Failure to initiate a review process at the first Council meeting, or failure to make a decision at the following February meeting shall not prevent Council from consideration of those items.

2. Review Body

- a) The review body shall be a committee elected by the Federation of Students' Council and shall report to the Education Advisory Council.
- b) The review body shall consist of two voting members of the Federation of Students' Council and three students at large. Of these five members, no more than two shall have been OUSA delegates at the time they are added to the committee.
- c) The Vice President, Education, shall be Chair of the body, and shall have a vote only if their vote shall change the outcome of the vote.
- d) A relevant commissioner may be a non-voting member of the body, on the advice of the Vice President, Education.
- e) The Research and Policy Officer shall be an ex-officio non-voting member of the committee.
- f) The review body shall have authority to set its own rules of order, but shall default to the Federation's parliamentary authority.

3. Review Terms

EPOs will be evaluated by the Review Body, which shall at minimum:

- a) Evaluate the organization's policy and advocacy approach, including:
 - i. Tangibility of policy recommendations
 - ii. Research and policy outputs
 - iii. Advocacy priorities
 - iv. Results of advocacy efforts
 - v. Engagement with stakeholders and sector partners
 - vi. Outputs from the organization
- b) Evaluate internal policies and practices of the organization, including:
 - i. Respect for member autonomy and member obligations
 - ii. Financial Position
 - iii. Financial Systems and controls
 - iv. Long-term vision, planning and strategy
 - v. Membership engagement and engagement with students at-large
 - vi. Progress made on any previous recommendations
- c) Evaluate, to the extent that is methodologically feasible, the return on the investment of student fees into the external organization, including consideration of, but not limited to:
 - i. The total aggregate cost of membership in the organization, including paid time of any Executive or other WUSA staff, travel, membership fees, conference fees and any other expenditures.
 - ii. The dollar value to University of Waterloo Undergraduates connected with advocacy attainments claimed by the EPO, with critical attention to alignment of advocacy activity preceding the claimed attainments.
 - iii. Benefits derived from prevention of cuts to programs
 - iv. Benefits to the Federation of Students not represented by advocacy attainments
 - v. Other considerations that might colour the analysis of value for money for Federation of Students members, such as: government disposition toward spending, other actors who have more credible claim to being the cause for certain advocacy attainments, partial or adapted measures that were credibly connected to advocacy but not in the explicit format asked for by the EPO, or other factors as the review body may deem prudent to provide context to its dollar-value number.

4. Review Process & Outcomes

- a) The review body shall report its findings to the Education Advisory Council, which shall include its analysis as well as possible and recommended courses of action for membership, and any other recommendations to the EPO as it deems appropriate.
- b) The Education Advisory Council shall receive the findings of the review body, discuss the findings, and deliver the report, as well as an official recommended course of action for the Federation's membership in the organization.
- c) The Education Advisory Council shall have the authority to alter the report, provided that an original copy is also provided to Students' Council.
- d) The Vice President Education will provide written notice of the vote on membership to the organization under review in accordance with any notice requirements provided for in the EPO's bylaws, and no later than ninety days prior to the anticipated Council meeting for membership consideration, including multiple sets of notice, if required.
- e) Students' Council shall receive a report from the Education Advisory Council no less than four weeks prior to the vote on membership.
- f) After each review, the review body and the Education Advisory Council will advise the Vice President, Education, on the review process, and the Vice President shall maintain and alter a reference handbook for creation of the review body report.

5. Interim Update

- a) The review body, the Education Advisory Council, and Students' Council shall all be authorized to alter the report to include recommendations, if any, for change in practice by the EPO. Upon passage by the Students' Council, these recommendations shall be conveyed to the EPO for information.
- b) In the third governing year following the Council review of an External Political Organization, if the Federation of Students still holds membership in the organization, the Vice President, Education shall draft an interim report to be received by Council for information which outlines how the EPO has or has not responded to recommendations made in the five-year report.
 - i. Such analysis should generally categorize for which reasons recommendations were not acted upon, with avenue for commentary afforded to the management of the EPO.
 - ii. Such analysis shall also include the degree to which options were earnestly considered and voted down in democratic fashion as provided for by the EPO's governance structures, which the Vice President, Education can consider to be a mitigating factor.
 - iii. An additional consideration is to what degree the Vice President, Education was responsible for bringing the recommendations to the appropriate body within the

EPO, and if they or their predecessors failed to do so to an extent which mitigates any non-adoption.

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

Volunteer Appreciation, Skill Development, and Team Building

The Waterloo Undergraduate Student Association (WUSA) strives to ensure that volunteers' contributions are recognized and that volunteers are appreciated. Appreciation is not viewed as compensation for the work that volunteers do, but it is a way for WUSA to thank volunteers. Further, effective volunteer appreciation fosters skill development and team building among all of our volunteers, and provides opportunities to do so where appropriate.

A) Volunteer Categories

During each regular benefits review year, as determined by the Board of Directors, or otherwise at the beginning of each fiscal year the Executive in conjunction with appropriate full-time staff (FTS) members is to place volunteers into one of the following categories:

- **Category 1:** High-level responsibility in managing a WUSA entity, subsidiary, or affiliate (includes joint operations with the University of Waterloo or interrelated programming). Directly manages multiple volunteers and a significant budget. Works with a FTS, University Staff, or PTS Manager who has responsibilities outside of the specific program or operation. Commits at least 10 hours per week.
- **Category 2:** Responsibility and decision-making authority within an area of an entity, subsidiary, or affiliate (includes joint operations with the University of Waterloo or interrelated programming). Manage multiple volunteers and a portion of the program or operation's budget. Work with a FTS, University Staff, PTS manager/coordinator, or a Level 1 volunteer whose primary responsibility is the specific program or operation. Commit between 5 and 10 hours per week.
- **Category 3:** High-level responsibility in overseeing the organization or representing students. Do not regularly manage volunteers or staff. Work with multiple FTS and PTS from both WUSA and the University of Waterloo who have responsibilities outside of the specific program or operation. Commit between 5 and 10 hours per week.
- **Category 4:** High-level responsibility in overseeing an external entity, with whom WUSA has direct relation (e.g. undergraduate UW Senators and Governors).. Do not work, or do not frequently work, with FTS outside of the support areas. Commit several hours per week.
- **Category 5:** Mid-level responsibility within a WUSA program or operation. Do not regularly manage volunteers. Work with multiple FTS or PTS manager/coordinator who have responsibilities outside of the specific program or operation. Commit between 2 and 5 hours per week.

- **Category 6:** Low-level responsibility within a WUSA program or operation. Do not regularly manage volunteers. Do not work with FTS or PTS manager/coordinator. Commit between 2 and 5 hours per week.
- **Category 7:** Mid-level of responsibility in managing a WUSA program or operation. Does not regularly manage volunteers. Does not work with FTS but reports directly to a PTS manager/coordinator, or executive of a service. May be responsible for managing student physical and/or mental health needs on a regular basis. Commit several hours based on need of general event, program or required minimum hours set by the organization.

This categorization shall be reflected in an update to the table attached to this procedure.

The categorization shall be determined using the following criteria:

- **Responsibility level:** The scope and depth of the operation for which the volunteer is solely responsible for.
- **Independence from centralized student or university governance:** Whether or not the group that the volunteer works for is a subsidiary or affiliate, an internal entity, or directly related to university/student governance. Entities are considered internal when their budget is included in the annual WUSA Operating Budget (with the exception of transfers-out). External entities, as referred to in this procedure, are entities for which WUSA may hold responsibility, oversee, or are related to university governance. It will be assumed that volunteers with subsidiaries, affiliates, and external entities will be additionally appreciated through that entity's budget.
- **Number of direct reports:** The number of additional volunteers or staff reporting to the position, and the scope of their responsibilities.
- **Support from Feds staff:** The extent to which the volunteer works with full-time staff, part-time staff, executive, and certain other volunteers.

B) Volunteer Appreciation

Appreciation for one-time volunteers at events, including required one-time use clothing, should be built into that event, program, or operation's budget and should be reflective of the type of work being done at the event.

Operations, programs, or services that generate revenue, primarily externally funded, or funded by a dedicated fee may additionally appreciate their volunteers, where such appropriations have been both approved and provided for in the General Operating Budget. Approval of such excess appreciation beyond the standard guidelines below will be determined jointly by the Vice Presidents, Student Life and Operations & Finance. Such decisions shall be considered standing decisions until determined otherwise.

Volunteer appreciation will include anything spent on a volunteer that is not a direct cost of running an event, or considered skill development or team building (see guidelines below).

Subject to exceptions made by the Budget & Appropriations Committee in the preparation of the General Operating Budget, normally, all volunteer appreciation shall be budgeted for as per the following guidelines:

	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7
Volunteer Extravaganza Invite	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dinner or Appreciation Event (per person in attendance)	\$30* per person, per term	\$30* per person, per term	\$30* per person, per term	\$20* per person, per term	None	\$10* per person, per term	\$20* per person, per term
Gift or Swag	\$30* per person, per term		\$100* per person, per annum			None	
Internal Discounts	Yes	Yes	Yes	Yes	No	No	No
Honorarium	Up to \$500 per person, per term at the discretion of the supervisor		Up to \$500 per person, per term, or another amount determined by Council, where permitted in accordance with the Bylaws and subject to any additional provisions of this procedure				

*To be reviewed every four years, values may be indexed for inflation where approved by the VP Operations & Finance

Note that volunteers holding multiple volunteer positions may receive all appreciation to which they may be entitled, with the exception of discounts.

In accordance with the Bylaws, in the case of honoraria for Category 3 Volunteers, the honoraria and its value shall be annually approved by Council as part of the General Operating Budget, or otherwise through special resolution. In particular, the following guidelines shall normally apply to any honoraria for governance volunteers:

- There shall be a base honoraria that shall be prorated according to the attendance of the governance volunteer at meetings of the Board, Council, and Committees thereof on which said volunteer serves. The proration will be based on the number of meetings less any unexcused absences, unless the applicable chairperson issues an exception.
- The number and scope of committee assignments undertaken by a governance volunteer shall be considered in the determination of the amount of additional honoraria, if any, to be awarded.
- Together the base honoraria and any additional honoraria shall not exceed the limits set in the foregoing table, unless otherwise determined by Council.
- In accordance with this procedure, the President and applicable chairperson shall jointly authorize the issuance of honoraria and provide the requisite documentation of the same to the VP Operations & Finance and the General Manager. A report on all such approved and anticipated honoraria shall be provided to Council by the end of the Fiscal Year.

C) Skills Development (Travel, Conference, and Professional Development)

Skills development may include specialized training such as University organization and human development courses and/or themed networking events hosted for volunteers. Skills development opportunities should be made available to as many volunteers as possible.

Efforts shall be made to provide both necessary training to all volunteers who may require it, and other supplementary training to high-level volunteers.

D) Team Building (Entertainment, Promotion, and Meetings)

Team building may include food at meetings, activities for volunteers during the term, required multi-use clothing, and branded swag handed out during the term that is not an appreciation gift.

Food for governance related meetings, including meetings of committees, shall not constitute a “Dinner or Appreciation Event” for the purposes of this procedure.

E) Budgeting Process

The following will be budgeted for in the appropriate budgetary department, with the exception of the volunteer extravaganza and internal discounts which are to be budgeted in the budget of the VP Student Life:

- Volunteer appreciation, including honoraria and in consideration of the foregoing exceptions, is to be budgeted for in each area, under the Volunteer Appreciation line;
- Skills development is to be budgeted for in each area, under the Travel, Conference, and Professional Development line; and
- Team building is to be budgeted for in each area, under the Entertainment, Promotion, and Meetings line.

(see attached categorization)

Current Categorization of Volunteers

Unless otherwise categorized elsewhere, the following shall be guidelines in the categorization of volunteers:

Category 1	Service Coordinators, if not part-time staff; Commissioners, if not part-time staff; Societies' Presidents; Chair of the Board; Speaker and Deputy Speaker of Council, if not the President; Secretary of the Corporation, if not the VP Operations & Finance;
Category 2	Service Executives; Society Executives (if not categorized elsewhere); Vice Chairs of Committees, if not part-time staff; Welcome Week Coordinators
Category 3	Councillors; Directors; Recording Secretaries; Other high-level governance volunteers
Category 4	Senators; Student-members of University Committees
Category 5	Club Execs
Category 6	Service Volunteers; Committee Members
Category 7	Service volunteers that undergo significant training (ie: CRT Members, OCC Dons, Glow and WC Peer Support)

Federation Services

A. Overview

I. Purpose

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

II. Review

This procedure shall be reviewed at least once per year.

B. Definitions

Service: Student volunteer-run 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. Provide discreet and confidential assistance to those students who cannot afford to buy enough food to meet their basic nutritional needs.
2. Ensure that there is enough food available to meet students' needs.
3. Solicit food contributions from the university population and the surrounding community through as many avenues as appropriate.
4. Maintain membership with local food banks.

II. The Glow Centre for Sexual and Gender Diversity (Glow)

The purpose of Glow is to:

1. Establish a campus support network for the queer and questioning community that includes links with on and off campus resources and organizations.
2. Provide supportive and confidential environments to facilitate discussion of issues pertaining to the queer and questioning community.
3. 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. 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. Provide a sense of community and residence life to those students who live off-campus.
2. Encourage activities that will bring together off-campus students in a social atmosphere.
3. Ensure that students participating in the program can be offered advice and assistance on a variety of issues by a Don.
4. 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. Provide a safe and supportive environment on campus for women and trans* identified students.
2. Inform the university community of various women's issues with an aim of encouraging inclusivity.
3. Provide students with information as requested concerning women's issues.
4. Provide the university community with resources that can help with commonly occurring women's and trans* issues.
5. 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. Enable students to improve their health, safety, and quality of life by providing training and services to the university community.
2. 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.
3. Increase awareness of health and safety issues in the university community.

VI. 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. 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. Create and maintain partnerships with the Student Success Office and the Waterloo International office.
4. Provide peer support for International and Exchange students.
5. Provide opportunities for connections and bonding between Canadian, International and Exchange students.

VII. 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.

VIII. 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. Provide opportunities for connections and bonding and support between students on co-op terms in the same city.
3. 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.

X. Mentor Assistance Through Education and Support (MATES)

The purpose of MATES is to:

1. Provide supportive and confidential peer-to-peer support.
2. Promote personal life, balance, self-confidence, resiliency, and well-being.
3. 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 of the office of the Vice-President, Student Life. The Campus Response Team shall be jointly administered under the general oversight of the office of the Vice-President, Student Life and the Associate Provost, Students 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, 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 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 Students' Council and the Board of Directors that the University can maintain the service at the same or a higher standard than the Federation was able to;
2. The mandate of the service is no longer relevant to students, as agreed upon by the 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 Services*) shall operate, including their rights, responsibilities, leadership, and governance structures, as well as the hiring and management of a service coordinator.

II. Date of Approval and Review

This procedure shall be reviewed once every two years.

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 branding on publications and service-oriented correspondence, upon approval of the Vice President, 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 website;
 - c. Use of the Federation's Main Office and/or Turnkey 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, acting in consultation with the Vice President, Student Life;

- b. Use of arts and crafts materials provided by the Federation 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 for provision of facilities and services; and
- d. Use of any available discounts at Federation venues for service events.

C. Responsibilities of a Service

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

1. Administrative
 - a. Each service will have a webpage on the Federation's site;
 - b. The primary email address and mailing lists of each service must be hosted by the Federation;
 - 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 bylaws, policies, and procedures;
 - f. Meeting on a weekly basis with the Services Manager;
 - g. Representing the best interests of the Federation and, where applicable, the University of Waterloo.
2. Governance
 - a. Consistently use the recognized name of the service as outlined in Procedure 25, *Federation Services*.
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, Student Life;
 - b. Display the Federation's 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 procedures.

D. Service Financing

All services shall comply with the following:

1. Accounting
 - a. Have an accounting portfolio in the Federation's accounting system;
 - b. Use the Federation's 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's Accounting Department; and
 - d. Ask for assistance if required to understand the accounting procedures within the Federation.

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, Student Life, and the Vice-President, Operations and Finance may conduct reviews of any service 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, Student Life.
 - c. All expenditures must be justified through itemized receipts or in any other manner acceptable by the Federation's Accounting Department.
 - d. Services may raise funds to supplement their own budget upon approval by the Vice President, 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.

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 a service, 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 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 by the Services Manager 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 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 fiscal year
- b. The Services Manager 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 Services Manager will meet with the proposal group 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 Associate Vice President outlining the activities of the working group;
- b. They must have approval for any purchases from the Services Manager;
- c. They must create and submit their yearly budget to the Services Manager;

- d. They must follow applicable policies and procedures for services;
 - e. Directors/Managers are hired each term by 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 must approve of the dissolution of a working group upon the recommendation of the Services Manager.

F. Service Coordinators

The Service Coordinator(s) shall oversee the service and act as the main liaison between the service, the Federation, 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 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 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, 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.
 - i. Applications for the position must be made available the term prior to the appointment start date.
 - ii. Service Coordinators are ultimately selected by the Vice-President, 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, Student Life will select the next Coordinators.
 - c. The Vice President Student Life's recommendations shall be ratified by a vote of Students' Council at its next regular meeting.
 - d. Exceptions to the above selection procedures are at the discretion of the Vice President, Student Life, subject to the approval of Students' Council.
- 3. Expectations and Duties

Service Coordinators must fulfill the following responsibilities:

 - a. Administrative
 - i. Agreeing to abide by the Service Coordinator Agreement form;
 - ii. Recruiting, managing, and appreciating service volunteers;
 - iii. Assisting the Vice President, 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 are maintained; and
 - vii. Communicating any potentially contentious issues or liability matters to the Vice President, 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 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, Student Life;
 - ii. Managing 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. 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;
 - 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, a stipend 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, 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 Service upon paying the Federation's social membership fee.
- b. Only undergraduate students are eligible to hold executive positions.
- c. Exceptions to the foregoing are permissible at the discretion of the Services Manager, provided that approval has been granted by the Vice President, 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 events during Orientation, and any 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, Student Life, Services Manager and the Director of Communications and Stakeholder Relations.

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, procedures, and guidelines.
- b. The Vice President 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 Student Life;
 - iii. Dismissal delivered in a formal meeting attended by the Service Coordinator, Vice President 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 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.

Commissions

A. Definitions

1. A “*Commission*” means a group of one or more part-time staff or volunteers under the direct supervision of the Executive, or by an appointed party as determined by the Students’ Council, for the purpose of carrying out a specific function.
2. All Commissions shall be classified as either an:
 - a. “*Executive Commission*,” which shall refer to any commission established by an Executive, in accordance with the bylaws of the corporation; or
 - b. “*Independent Commission*”, which means any commission established by Students’ Council, in accordance with this procedure, which aims to address a specific matters or supporting Council priorities independently.
3. A “*Commissioner*” shall refer to appointed any part-time or volunteer student(s) responsible for a Commission who is under the direct supervision of their respective Executive and reports to supervisory or advisory Committees of Council associated with their portfolio, as defined in Council procedure.
4. “*Chartered Commission*” refers to any commission that has existed for more than three (3) years and whose mandate has been included in procedures of Council.

B. Establishment, Duties, and Mandate

1. Save where otherwise specified in this procedure, Commissions shall be considered an extension of the Executive themselves and serve at the responsible Executive’s pleasure in those capacities for their Commission as charged by the responsible Executive, subject to the bylaws, policies, procedures and any part-time staff human resources protocols.
2. In accordance with the bylaws, the Executive shall have the sole authority to establish or disestablish commissions, save where otherwise specified in this procedure. The Executive must inform Council of the establishment or disestablishment of any Commissions, including the specific mandate of the commission, stipulation of which committee(s) may/does provide oversight of the Commission, and justification of purpose for the establishment or disestablishment.
3. The responsible Executive may, at their sole discretion, amend the scope or mandate of their commissions. Changes to chartered commissions may enter into force immediately, subject to ratification at the next regular meeting of Council. Ratification may not be unreasonably withheld by Council.
4. The management, supervision, and direction of Commissions shall be the purview of the responsible Executive, whereas general oversight shall be the responsibility of the Students' Council. High-level management and human resources matters pertaining to Commissions with part-time staff shall be determined in accordance with Board procedures, as with all other employment and personnel matters, by the Vice President Operations & Finance.

C. Commissioners

1. Commissioners shall be duly-appointed by the responsible Executive who oversees the Commission, subject to ratification at the next regular meeting of Council. Ratification may not be unreasonably withheld by Council.
2. Generally, each Commission will have a Commissioner, who shall:
 - a. Serve as the chief spokesperson of the Commission to the appropriate Executive and to Students' Council;
 - b. Regularly advise the appropriate Executive of the plans, policies, and programs of the Commission;
 - c. Assist the responsible Executive with the development of the Commission's strategic plans, subject to Executive objectives and the long range plan, which shall outline high-level objectives for the governing year and a path to achieving those objectives;
 - d. Once per term provide a written report, approved by their responsible Executive, to Council or a committee thereof charged with oversight of the Commission, on the activities of the commission and progress made towards strategic goals; and
 - e. Serve as an *ex officio* non-voting member of the Students' Council, and shall perform those duties as otherwise required by Council or committees thereof charged with oversight of the Commission.
3. Commissioners are expected to attend meetings of the Students' Council when requested to do so by their supervising Executive or when subject matter on the agenda pertains directly to their portfolio.
4. With the approval of the responsible Executive and in accordance with relevant procedures of the Corporation, Commissioners may bring on volunteer or part-time staff to support the Commission. Part-time staff shall be expected to follow all regulations set out in the part-time staff manual and other directives by the Vice President Operations & Finance, in accordance with Board procedure.
5. Commissioners shall at all times be aware that they represent and act in the name of the Commission. Commissioners should not conduct actions that may discredit or bring disrepute to the Federation of Students, the Students' Council, or the Executive.
6. The responsible Executive may, at their discretion, style any Commissioner in a manner of their choosing, including as an *Associate Vice President*, with those respective responsibilities and authorities the title may confer, for their specific Commission or portfolio.

D. Independent Commissions

1. Students' Council shall have the sole power to establish or disestablish Independent Commissions for the purposes of addressing specific matters or supporting Council priorities independently, for a period of time specified in the terms of reference of the same, not exceeding one governing year. Unless otherwise specified, Independent Commissions shall report to the President of the Federation of Students.
2. Independent Commissions shall have those powers and responsibilities granted by devolution of authority from the Students' Council within the limitations imposed by the bylaws, policies, and procedures.

E. Restrictions

1. No appropriations shall be authorized for any Commissioner or Commission whose appointment has not been ratified by Council. As may be required, Commissions shall be budgeted for by the Students' Council in accordance with Procedure 5, *Budget & Appropriations*, and other relevant procedures.
2. No Commissioners may simultaneously serve as a Councillor during their term of office, save where a waiver to this rule of eligibility has been expressly provided for by the Students' Council and the responsible Executive.

F. List of Chartered Commissions

1. Example
 - a. Purpose --
 - b. Structure --
 - c. Reporting Committee(s) --
 - d. Last amended _____ by _____

COMMITTEE OF PRESIDENTS

A. Responsibilities

1. To maintain and promote communication, liaison, and coordination between WUSA and the Faculty Student organizations.
2. To maintain, uphold, and review the November 1968 Federation-Societies Agreement (a Corporate Policy) or any such statement to follow afterwards.
3. To establish new sub-committees, and abolish or merge old sub-committees, as required.
4. To formulate its own policies and procedures in accordance with the Federation's policies and bylaws and the 1968 Federation-Societies Agreement or its successor. Notice of policies or procedures approved by the Committee to enter into force shall be provided to both the Speaker and Secretary of Students' Council who shall ensure records of the same are included in the appropriate manuals.
5. To fulfil such duties as may be requested from time to time.
6. To encourage and develop student representation in all sectors of the University of Waterloo and to advise the President on decisions made regarding University representation including the business of the University Senate and Board of Governors.
7. Provide advice on or approval of student appointments made by the President, in accordance with the procedure.
8. Make decisions on behalf of the Students' Council between regular meetings of Council, provided:
 - a. Such decisions do not justifiably warrant the consideration of the Students' Council, in the opinion of the Committee and the President;
 - b. The scope of decisions are not already the purview or charge of another standing, select, or *ad hoc* committee of or a joint committee established by Council; and
 - c. Such decisions are promulgated by the President to all councillors, signed in writing or electronically, within forty-eight (48) hours of such a decision having been made. The President must answer affirmatively or negatively to the implementation of the decision. In default of response, the motion adopted automatically enters into force. If it is rejected, the President shall include, or shall otherwise direct the Speaker to include, the question on the next regular Council meeting agenda. The President may not unreasonably withhold promulgation of any item adopted by the Committee.
 - d. During the five (5) days following promulgation, councillors may express to the President their objection to the decision. Implementation of the decision shall be

suspended until the next regular council meeting (or a duly constituted special meeting of council called to consider the decision) if objections are received by at least one third (1/3) of councillors.

The President shall bring all such decisions to the attention of Council for information in the regular report of the Committee and such decisions be appealed, abrogated, or otherwise amended or dispensed with by Council as it may see fit.

9. Make recommendations to the Students' Council pertaining to the governance structures of the WUSA.

B. Membership

1. President of the Federation of Students, University of Waterloo who shall be chairperson;
2. Presidents of the following recognized constituency societies:
 - a. Waterloo Architecture Students Association,
 - b. Arts Student Union,
 - c. Engineering Society A,
 - d. Engineering Society B,
 - e. Environment Students Society
 - f. Math Society,
 - g. Science Society;
 - h. Applied Health Sciences Undergraduate Members;
 - i. Society of Pharmacy Students;
 - j. University of Waterloo Optometry Student Society (UWOSS); and
 - k. Presidents of any other student associations of satellite campuses of the University of Waterloo.
3. Presidents of the Student Associations of the Affiliated and Federated Institutions of Waterloo.
4. The following shall be non-voting members of the Committee of Presidents:
 - a. President of the Graduate Students' Association;
 - b. Presidents of any other organization which may be recognized by Students' Council as solely representing students in a particular academic area.
5. The Speaker (or Deputy Speaker) of Students' Council, as an *ex officio* non-voting resource member who shall be explicitly invited to attend any meeting where a decision on behalf of Students' Council is to be made.
6. Those other parties, as non-voting members, as determined by the voting membership of the Committee.

C. Term of Office

1. The term of office of the Committee of Presidents shall correspond to that of the Students' Council, except:
 - a. The term of office of members of the Committee shall terminate upon their successor taking office.

D. Meetings

1. The Committee of Presidents must hold regular meetings at least once monthly in accordance with the following orders:
 - a. Five (5) business days advance notice must be given in writing of any meeting unless all members of the Committee are present and do not object to the meeting being convened;
 - b. A quorum at an official meeting shall consist of a simple majority of the voting members or their recognized proxies;
 - c. Any voting member of the Committee may appoint a voting proxy to the Committee for one meeting at a time with one hour written notice to the Chairperson of the Committee;
 - d. All decisions shall be carried by a $\frac{2}{3}$ -majority vote in the affirmative, save for any amendments to the Societies Agreement which shall require unanimous approval of all members of the Committee with at least 5 business days of notice having been provided; and
 - e. The Committee is not expected to meet during exam periods unless it is needful for the proper and timely conduct of business.
2. Special meetings of the Committee may be called, with at least forty-eight (48) hours of notice by any of the following:
 - a. The Chairperson or Vice Chairperson;
 - b. A majority vote of the Students' Council; or
 - c. Any two voting members of the Committee.
3. The Chairperson of the Committee shall appoint a recording secretary who shall record any authoritative deliberation or decisions made and prepare such minutes. The Chairperson shall normally append such records in their written report to Council for information, in accordance with procedure.
4. Presidents are empowered to invite their successors to meetings of the Committee, to enable a favourable and informative transition.

Review of Policies and Procedures

A. Overview

I. Purpose of Procedure

This procedure:

1. Provides for the periodic review of the policies & procedures of Students' Council by the Policies and Procedures Committee (PPC) or by other committees of Council.
2. Gives the PPC the power to make editorial changes to the policies & procedures.

II. Purpose of Policy Review

1. The purpose of a policy review is to perform a cursory examination of how circumstances may have changed since the adoption of a policy and to determine whether the policy has become obsolete, is in need of re-examination, or continues to apply.
2. The review also serves to ensure that Students' Council is informed of any potentially-expiring policy before its expiry date.
3. A policy review may also suggest amendments of a minor nature, such as updating facts or making insubstantial changes, or may suggest more substantive changes to reflect the changing priorities and goals of the organization.

III. Purpose of Procedure Review

1. The purpose of a procedure review is to comprehensively examine a procedure and update it as needed.
2. A procedure review may suggest any action related to the subject-matter of the policy, including that an existing procedure be followed or enforced.

B. Review Process

1. When a policy or procedure is due to be reviewed, the committee responsible shall initiate a review of that policy or procedure. It is the chair's responsibility to ensure that the review be started by the committee.
 - a. An advocacy policy is due to be reviewed if it expires in less than a year.
 - b. A corporate policy is due to be reviewed if it was last adopted or reviewed more than three years ago, or it may specify a more frequent interval for review.
 - c. A procedure is due to be reviewed if it was last adopted or reviewed more than four years ago, or it may specify a more frequent interval for review.
2. Nothing in this policy should be interpreted as preventing the committee from initiating a review before the policy or procedure becomes due.

3. Except as otherwise specified in the procedures or policy, or as ordered by Council on a case-by-case basis, the PPC is responsible for all reviews. The PPC may delegate such reviews to other committees as part of that responsibility.
4. The committee shall report the results of the review (or its lack of agreement on the recommendations) to Student's Council upon its completion.
5. The committee should recommend action to be taken on the policy or procedure under review, such as that the policy or procedure be rescinded, amended, and/or renewed, or that Council or another (specified or unspecified) committee should consider the merits of the policy in more detail.

C. Editorial Changes

1. The Policies and Procedures Committee may make editorial changes to policies & procedures, including reformatting, correcting typographical or grammatical errors, renumbering sections, and updating cross-references.
2. Such changes must not affect any substantive aspect of the policy or procedure, and may not include the renumbering of a policy or procedure.
3. When Council makes an amendment to a policy or procedure that relies on out-dated references, the Speaker shall inform Council of the correct intended interpretation of the amendment as soon as it is discovered and this shall be noted in the minutes, and the amendment shall be interpreted accordingly.

Councillor's Code of Conduct

A. Overview

I. Purpose

This procedure:

1. Sets out conduct standards for councillors with regard to their duty to represent and consult their constituents; and
2. Establishes processes for declaring actual, perceived, or potential conflicts of interest with regards to meetings of Students' Council and of committees of Students' Council.

II. Application

1. All references to "councillors" in this procedure shall apply to all voting members of Council (including executives and constituent society presidents with regards to their participation in Students' Council).
 - a. In this procedure, executives shall be considered to be councillors with their constituency being the entire undergraduate student population and their constituency societies being all of the societies recognized by the Federation.
2. While non-voting members of Council and committee members that are not members of council are not generally subject to this procedure, they are expected to orally declare any actual, perceived, or potential conflicts of interest that relate to any item of business if they are participating in the discussion or voting of that item.
3. This procedure cannot be suspended.

III. Review

1. This procedure shall be reviewed at least every two years.

B. General Principles

2. As delegates of the students of their constituency, all councillors are expected to at all times act diligently and in good faith, with loyalty to the best interests of their constituents, and a view to the furtherance of their general interests.
3. Councillors shall be expected to consult their constituents and constituent society regularly.
 - a. Consultation shall not imply that councillors must represent the views of their constituency society.

C. Declaring Conflicts of Interest

1. A councillor shall be considered to have an actual, perceived, or potential conflict of interest when the opportunity exists for the councillor to use the authority, knowledge, or

influence of the Students' Council, or a committee or body thereof, for individual benefit or to preferentially benefit any individual or organization¹¹ with whom the councillor has a familial, personal, fiduciary, or financial relationship.

2. All directly-elected councillors and executives shall be expected to certify, prior to candidacy for election, that if elected they shall fulfil the responsibilities outlined in this procedure. Failure of a candidate for council or executive to certify the same shall render the individual ineligible for candidacy, per Procedure 6.
3. All councillors will be required to annually complete and submit a Conflict of Interest Declaration, which will be in congruence with the requirements of this procedure, to the Secretary of Council upon their election or reelection to Council.
 - a. Directly elected councillors and executives must submit the form no later than the first council meeting of every Spring term.
 - i. For executives, this required form shall be in addition to and separate from their requirements to submit conflicts of interest to the Board of Directors in accordance with Board Procedure 3.
 - b. Councillors elected in a by-election must submit the form no later than the start of the first council meeting that they attend.
 - c. Society Presidents must submit the form once per council year no later than the start of the first council meeting that year that they attend.
4. The Officers of Council shall ensure that copies of all submitted Conflict of Interest Declarations are available for inspection by any member of the Federation during any Council meeting. Additionally, the officers shall make arrangements upon request for a member of the Federation unable to attend a Council meeting to instead view the documents (without being able to preserve copies of it) at the Federation office.
5. Councillors who have an actual, perceived, or potential conflict of interest, with respect to any matter under consideration by Council, or a committee or body thereof, shall declare the nature and extent of the interest immediately and refrain from taking part in any vote in relation to the matter.
6. When Council, or a committee or body thereof, is of the opinion that a conflict of interest exists that has not been declared, Council or the committee or body thereof may declare by resolution, carried by two-thirds of its members present at the meeting, that a conflict of interest exists and the councillor thus declared to be in conflict refrain from taking part in any discussion or in any vote in relation to the matter

D. Confidentiality

1. All meetings of Students' Council shall be open to the public and, in accordance with §130(5) of the Act, no item of business at a meeting of Students' Council may be held in confidence and no member of the Corporation may be prohibited from attending or participating in discussions at such meetings at the discretion of the Speaker. Maintenance of decorum, order in deliberation, or appointing a sergeant-at-arms for the same by the Officers of Council, or by order the assembly as a whole, shall not constitute undue prohibition on member participation in discussion. This clause shall be enforced in accordance with Procedure 9.

¹¹ Constituent society presidents shall not be considered in violation of this procedure for furtherance of the goals of their constituent society on Students' Council as *ex officio* members

2. Save where otherwise noted in procedure, the meetings of any committees or bodies of Council shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, but may be redacted at the consent of the chairperson of the committee and Speaker of Council.
 - a. Committee members will not disclose to any party or person, outside of the members of the committee, any written or oral information or materials disclosed or provided to the committee deemed to be confidential that have been redacted from the public record.
 - b. Joint committees or bodies with the Board of Directors, external groups, or the University of Waterloo shall be deliberated by the terms of reference of such committees or bodies. No terms of reference for joint committees or bodies shall be adopted that expressly violate Federation of Students' Policies.
3. Information deemed to be confidential by the Council, or a committee or body thereof, will be limited to those matters defined in Federation of Students' policy.
4. Once a Councillor's or any committee member's term ends, confidential information and material obtained during that term will remain undisclosed to any party or person. Notwithstanding the foregoing, this nondisclosure will be exempt where:
 - a. Consent to do so has been obtained by resolution of the Council and by any affected party or person; or
 - b. There is a legal right or duty to disclose; or
 - c. Disclosure is compelled by process of law; or
 - d. Otherwise noted in procedure.

E. Breach of Code of Conduct

1. Accusations that a member of Council has violated any part of this procedure will be referred to the Secretary and Speaker of Council. Officers of Council shall be responsible for determining the most appropriate method to address the violation, including but not limited to a meeting with the Councillor in question, removal of the Councillor or member from any relevant committees, or referral of the matter to Council.
 - a. The decision of the Officers of Council and any supporting information, if applicable, shall be included in the report of the Officers at the next regular meeting.
 - i. Council may elect, by $\frac{3}{4}$ -majority, to refer to recall referendum the removal of a directly-elected Councillor found in violation of this procedure by gross negligence or willful misconduct. This motion must be moved by a member of Council representing the same constituency.
 - b. The decision of the Officers of Council may be appealed to the Council, not later than the next regular meeting of Council. Overturning the decision of the Officers of Council shall require a simple majority.
2. In the event that any Officer(s) of Council is/are accused of violating any part of this procedure, Council shall be responsible for addressing the violation in a manner consistent with §D-1.

3. No accusation or discussion of any violation of a part of this procedure by a councillor, officer, or at-large committee member of Council shall be conducted confidentially. This rule may not be suspended.

Selection and Vacancies of Directors

A. Overview

I. Purpose

This procedure:

1. Provides a process for students at-large and incoming Councillors to apply and be considered for a seat on the Board of Directors for the upcoming governing year, elaborating and expanding on Policy 56, *Selection and Vacancies of Directors*.
2. Provides additional guidance on handling vacancies on the Board that may arise.

II. Application

1. This procedure shall supplement the relevant bylaws and policies of the Federation. In case of a discrepancy between this procedure and the bylaws or policies, the bylaws and their policy interpretation shall prevail.

B. Basic Requirements for Directors

In order for an applicant to be further considered, they must meet the following requirements as dictated in the *Ontario Corporations Act*, R.S.O. 1990 and the bylaws:

1. Applicants must be full members of the corporation (as defined in the bylaws) and expect to remain so for at least twelve (12) months of the term of office.
2. Applicants must be at least 18 years of age.
3. Applicants must not be undischarged bankrupts or expect to become bankrupt during the duration of their term of office.

Additionally, applicants must agree that, if they become a Director, they will not hold a Commissioner position at the same time.

C. Applications

I. General

1. All applications are to be collected through an online form, unless accommodation requires an alternative submission method.
2. The Officers of Council and Chair of the Board shall be responsible for ensuring that the form is promoted through appropriate channels (social media, posters, etc.). The applications for Directorship shall not directly be tied to Federation Elections so as to minimize politicization of the Board of Directors.
3. Particular care shall be taken to ensure that all incoming Councillors are informed and provided the opportunity to apply if desired.
4. All applications received shall be segregated into two categories: incoming Councillors and At-large members. For the purposes of this procedure only:

- a. “Incoming Councillors” shall include both existing Councillors who have been re-elected and new Councillors beginning in the new governing year , but shall not include any *ex officio* members of Council or constituent society presidents or their designates.
- b. “At-large members” shall include all other persons meeting the basic requirements of being a Director (see Section B).

II. Timeline for Applications

1. The application form shall normally be opened no earlier than the close of voting for the General Election and no later than two (2) business days after the announcement of the election results, unless expressly determined otherwise by the panel.
2. The application form shall remain open for a period of seven (7) to fourteen (14) calendar days, as determined by the panel.
3. The closing date and time shall be clearly indicated on the application form.
4. If following the close of applications, there is an insufficient number of applicants meeting the basic requirements (see Section B) in either category, the Screening Panel shall have the option to, at their discretion, reopen applications in that category for a fixed period of time not longer than fourteen (14) days.
 - a. An “insufficient number of applicants” shall be defined as fewer than three (3) incoming Councillors or fewer than six (6) At-large members.
 - b. If the Screening Panel elects not to extend the application period then this shall be noted in the summary report.

III. Contents of Application Form

1. Basic information to be collected shall include:
 - a. Full name
 - b. Preferred name
 - c. Student ID number
 - d. Date of birth
 - e. Email address and/or phone number
 - f. Program of study
 - g. Constituency, as defined in the Bylaws
 - h. Term on which the student began studies at the University of Waterloo
 - i. Expected final term of studies, prior to graduation
 - j. “*Are you currently a full member of the Waterloo Undergraduate Student Association? Full members include undergraduate students that are either currently taking courses, currently on a cooperative work term, or were on an academic or work term in the previous term (provided that they haven’t withdrawn or graduated).*” (yes/no)
 - k. “*Is there any reason that you expect to cease being a full member during the period of [term of office]? If so, please explain why. (If your expected final term before graduating is prior to Winter [year], answer yes.)*” (yes/no, explain if yes.
Note: serving one year of a two year at-large Director seat is permitted)

- l. *“Are you currently an undischarged bankrupt or is there any reason that you expect that you may become bankrupt during the period of [term of office]?”* (yes/no)
 - m. *“If selected as a director, do you agree not to hold a commissioner position, as defined in the Bylaws, with the Federation for the period of [term of office]?”* (yes/no)
 - n. *“Have you been elected as a Students’ Councillor for the period of [term of office]?”* (yes/no)
 - o. *“Have you ever been an Executive or Director of the Waterloo Undergraduate Student Association?”* (yes/no)
 - i. *“If yes, in which governing year did you serve in this capacity?”*
 - p. *“Are you currently a paid staff member (full or part time) of the Waterloo Undergraduate Student Association (or of a Student Society recognized by the Federation) or do you expect to become one during the period of [term of office]?”* (yes/no)
 - q. *“If yes, which position do you currently hold or expect to hold?”*
 - r. *“Are you willing to commit to actively participate in at least one regular meeting (lasting typically 3 hours) per month and those committee assignments you may take on as a Director?”* (yes/no)
 - s. *“If elected to become a Director, do you agree to not hold an AVP/Commissioner position while serving?”* (yes/no)
2. Screening questions shall include, but are not limited to, the following:
- a. *“Why do you want to become a Director of the Waterloo Undergraduate Student Association? (1000 characters maximum)”*
 - b. *“Please describe briefly what you know of the roles and responsibilities of the Waterloo Undergraduate Student Association Board of Directors. (1000 characters maximum)”*
 - c. *“List all governance, volunteer, or paid positions you have held in the Waterloo Undergraduate Student Association, a Student Society recognized by the Federation, or any other relevant groups on campus or at other post-secondary institutions. Feel free to elaborate on your duties, responsibilities, and accomplishments. (1000 characters maximum)”*
 - d. *“Describe any other relevant experiences, prior knowledge, or qualifications as well as any other reasons that you are a good candidate for the role of Director. (1000 characters maximum)”*
 - e. *“Other than the academic requirements of your program (including co-op or internships held during an off-term, if applicable), list any planned engagements during the period of [term of office] that may constitute a significant time commitment. This could include, but not be limited to, other leadership positions on or off campus, jobs, planned travel commitments, etc.”*
 - i.
 - f. *“Is there any other information you wish to provide the Screening Panel to inform its consideration of your application for candidacy, prior to the interview?”*

3. For all of the questions asked, the Screening Panel will summarize the general nature of the answer when writing the summary report without including information that could be considered sensitive or personal in nature.
4. The application form shall prominently include the following disclaimers and acknowledgements:
 - a. The form shall be preceded by a disclaimer noting, *“The information you submit in this form should be treated as public record, and as such please do not disclose any sensitive or personal information that you do not wish to become public.”*
 - i. This disclaimer shall be followed by a required checkbox, with the prompt “I understand”
 - b. The form shall be followed by a disclaimer noting, *“The information provided on this form will be reviewed by a screening panel and may be publicly released in part or in full as part of a summary report on all applicants, excluding questions relating to Student ID Number, Date of Birth, and contact information. Additionally, if you are interviewed by the screening panel, information gathered during the interview may be similarly released. By submitting this form, you consent to such a release of your information.”*
 - i. This disclaimer shall be followed by a required checkbox, with the prompt “I understand”
 - c. The form shall be followed by another disclaimer noting, *“In accordance with Board Procedure regarding Director’s Code of Conduct,, all Directors are required to annually complete and submit a Conflict of Interest Declaration and Confidentiality Agreement. By submitting this form, you understand that, if selected for the role of Director, you will be required to submit such a declaration.”*
 - i. This disclaimer shall be followed by a required checkbox, with the prompt “I understand”
 - d. Disclaimers shall be followed with an acknowledgement by the applicant noting, “[Pending its coming into force,] the Ontario Not-for-Profit Corporations Act (ONCA) requires not more than one-third (1/3) of the Directors may be employees of the Corporation. By submitting this form, you understand that the Board may reasonably determine which Directors cannot serve as employees in another capacity for the Federation.”
 - i. This acknowledgement shall be followed by a required checkbox, with the prompt “I understand”
5. The application shall require the applicant to certify, on penalty of fraud, that they completed the application honestly and represented only themselves.
6. The Officers of Council may, at their discretion, add additional items to the application form or make minor changes to the items listed above.
7. The Board of Directors may recommend amendments or additions to application form in a given year, which shall be approved by Council as procedural amendments if they are to be carried forward into future years.

D. Screening Panel

I. Composition of the Panel

1. The Screening Panel shall be styled as the “Director Candidate Screening Panel” and shall be considered to be a joint committee with the following membership:
 - a. The Chair of the Board, on the condition that they are not seeking reappointment to the Board, who shall serve as Chair of the Panel.
 - b. The President, on the condition they have not been re-elected
 - c. Two (2) non-executive Councillors
 - d. Two (2) At-large students
2. Under no circumstance may any of the committee members be persons who are interested in applying for a Director position. This rule may not be suspended. In the event that either the Chair of the Board or the President cannot serve on the panel, the Board shall designate another Director to serve in their place, and if necessary, Chair the committee.
3. The Councillor and At-large seats shall be selected at the first Council meeting following the announcement of election results. If not all seats are able to be filled during this meeting, Council may choose to delegate the filling of all remaining seats to the Officers of Council.
4. It is recommended that one of the At-large students be an incoming Councillor who is not currently a Councillor. To facilitate this, the Officers of Council shall attempt to contact all such people immediately upon the announcement of election results.
5. It is strongly recommended that the Councillor seats not be occupied by someone who is also a current Director.
6. None of the seats may be occupied by an incoming Executive. This rule may not be suspended.
7. Current Councillors or Directors may not occupy the At-large seats unless there are not enough interested At-large students. If any committee seats remain unfilled by virtue of requirements set in this procedure, the seats shall be made available first to At-large and then Council members.
8. Quorum shall consist of a simple majority of committee members.

II. Duties of the Panel

1. The Panel shall review all applications received and determine which candidates are qualified.
 - a. An applicant shall be deemed a qualified candidate if they meet the basic requirements outlined in Section B.
 - b. If there is a disagreement amongst Panel members on which candidates are qualified, it shall be resolved by a two-thirds majority vote.
2. The Panel shall conduct interviews of all qualified candidates.
 - a. The Panel shall interview each candidate individually, with at least two (2) panel members present at each interview.
 - b. Interviews may take place in person or over telephonic or electronic communications, subject to the availability of the candidate and of panel members.
 - c. Reasonable efforts shall be made to schedule the interview at a time convenient to the candidate.

- d. Panel members may prepare interview questions to ask of all candidates or/and ask questions to specific candidates in relation to their applications. Panel members conducting the interview shall honour advance requests from other panel members to ask candidate-specific questions.
 - e. Panel members shall be expected to individually take notes during the interview.
 - f. Candidates who do not participate in an interview may, at the discretion of the panel, have their application rejected by the panel, not to be advanced for consideration by the members.
3. The Panel shall then compile all information gathered in order to produce a summary report (see section E) and shall nominate candidates to the General meeting with any recommendations of the panel as to their selection.
 - a. The report should be completed at least 14 business days prior to the Winter General Meeting.
 - b. Approval of the final report for release shall require a two-thirds vote of panel members. If members of the committee disagree with aspects of the report, they can prepare a dissenting report to accompany the committee's report.

III. Special Notes

1. Notwithstanding any other Procedure, the meetings and internal communications of the Panel shall be *in camera* and restricted to panel members (and the candidate being interviewed when applicable). However, the summary report produced by the Panel shall be publicly released (see Section E).
 - a. All members of the panel shall be expected to complete Confidentiality Agreements prior to the first meeting of the committee.
2. Notwithstanding any other Procedure, the Panel shall have no secretary. Other than the Summary Report, the Panel shall not produce any minutes and will only preserve documentation to the extent that it may be confidentially secured on the Federation's internal network drives following the conclusion of its duties. Otherwise, all other documents, excluding the Summary Report, shall be destroyed by the chairperson upon issuance of the Summary Report.
3. The Panel is encouraged to issue recommendations to the Student's Council for improvement in the Director screening process at the conclusion of the process.

E. Summary Report

1. A public report shall be produced by the Screening Panel containing the following:
 - a. A list of the names of any applicants deemed to be not qualified based on those basic requirements established in §B and explanation of the same;
 - b. For each qualified candidate, a summary of the information gathered through the application and the interview along with commentary from the Panel on their objective assessment of the candidates' attributes and skills relevant to Directorship;
2. Candidates that are incoming Councillors shall be listed separately from At-large candidates; and
3. Returning applicants who are currently Directors shall be identified.

4. Candidates that are only able to serve for part of a two-year term of office shall be identified.
5. Any recommendations of the Panel as to the selection of candidates by the membership to serve as a Director shall be based solely on the information gathered from applications and interviews.

F. Election at a Winter General Meeting

1. Once the summary report is approved for release by the Screening Panel, the chair of the Panel shall immediately send it to the President and the Chair of the Board.
2. The report shall be published alongside the General Meeting agenda; the Board shall include a list of names of the candidates deemed eligible based on those basic requirements established in §B under the appropriate agenda item and on all forms of proxy.
3. When the Election of Directors is reached in the agenda of the General Meeting of the Corporation:
 - a. The qualified candidates listed in the report shall be nominated by the chair of the General Meeting. Incoming Councillor and At-large candidates shall each be nominated for election to their respective seats.
 - b. It shall be assumed that the candidates in question accept their nomination. However, candidates may withdraw their nominations prior to the issuance of a ballot for the election of Directors.
 - c. The chair of the Panel shall present a brief oral summary (lasting no more than one minute per qualified candidate) of the report.
 - d. Discussion shall then open to all present.
 - e. Once there is no more discussion (or a *Motion to Call the Question* has passed), a vote will be held by secret ballot.

i.

Each Councillor present shall be entitled to a ranked ballot to vote for the Councillor seats. Councillors shall elect from amongst the candidates nominated by the Panel to be Council Directors.

- ii. Each member (including Councillors) shall be entitled to a ranked ballot to vote for the At-large seats. Members shall elect from amongst the candidates nominated by the Panel to be At-Large Directors.
- iii. Those voting may rank as few or as many candidates as they desire. Ballots shall be counted according to the Single Transferable Vote system.
- iv. Under no circumstances shall it be considered a conflict of interest for a candidate to vote in an election in which they are a candidate.
- f. In the event that there are fewer than or an equal number of candidates to the number of available seats, the chair of the General Meeting shall call for a confirmation vote of the screened applicants.
 - i. Subsequently, the chair of the General Meeting may open the floor for nominations for the remaining position(s).
 - ii. Otherwise, the chair of the General Meeting may recommend the assembly not nominate any parties for the remaining position, and to allow

the vacancy or vacancies to be filled in accordance with the vacancy processes such that any interested student may apply.

- g. Once the results of the count are announced by the chair, the motion to elect the Directors shall be read with the names of the successful candidates and then confirmed with a final vote.
4. When at-large seats are available for election for both one-year and two-year terms (due to vacancies arising part way through a term), an election shall first occur for the two-year term seats (with the exclusion of any candidates unable to serve the full two years) followed by an election for the one-year term seats (with the inclusion of all remaining candidates).
5. Other than the circumstances described in 3(e) and 3(f), normally incoming Councillors may not be elected to an At-large seat on Board.

G. Handling of Vacancies on Board

- a) If a Councillor director seat becomes vacant, Council may elect an eligible Councillor to be appointed to it. In the event that an appointment is required in a timely fashion that would prevent Council from reasonably being able to elect a Councillor to fill the vacancy, the Board may temporarily appoint a willing and eligible Councillor on the recommendation of Council, subject to ratification the next available Council meeting. Council may refuse ratification and may otherwise elect another party in such instance.
 - a. If a regular council meeting is scheduled to occur within 14 calendar days of the vacancy becoming known to the Officers of Council, a motion to elect a candidate shall be automatically added to the agenda, notwithstanding any procedure that may limit last-minute additions to the agenda (although notice shall be given as soon as possible to all Councillors if the agenda has already been released). When this motion is reached in the agenda, eligible Councillors shall have the opportunity to nominate themselves. Following statements from each nominee and a question and discussion period, voting shall occur through a secret ranked ballot.
 - b. Otherwise, should Council be unable to directly elect a Councillor, it shall issue a recommendation to the Board of Directors through an electronic ballot conducted as follows:
 - i. Notification shall be given to Councillors.
 - ii. There shall be a period of at least five (5) calendar days during which Councillors may nominate themselves. Nominees are expected to submit a statement with their nomination.
 - iii. Once nominations close and they are sent out (alongside statements) to Councillors, there shall be a period of at least two (2) calendar days to allow for discussion and deliberation between Councillors.
 - iv. There shall then be a two (2) calendar day voting period. Voting shall occur through a secret ranked ballot.
 - c. Notwithstanding (a) or (b), the Officers of Council may opt at their discretion to instead hold a special Council meeting called in accordance with Procedure 9 for

the purpose of selecting a Council Director. Such a meeting would be run in a similar manner as in (a).

- b) If an At-large Director seat becomes vacant, the seat shall be filled according to such processes determined by the Board of Directors, pursuant to the Bylaws and Policies of the Corporation.
- c) If an executive position becomes vacant during the Spring or Fall term, Council shall consider a motion to set dates for a by-election to fill the vacancy at its next regular meeting or at a special meeting called in accordance with Procedure 9 for this purpose. No by-election may be called within four (4) months of the opening of the polling period for the General Election, in accordance with those relevant Bylaws and Policies of the Corporations.

Society Seat Reservation

1. In accordance with Article 8.3(4)(a) of the Bylaws, Council hereby reserves the following elected councillor seats:
 - a) One (1) engineering councillor seat is reserved for the President, or designate selected in accordance with procedure, of the Engineering Society A or B (whichever is "off-term" in each academic term)