

Waterloo Undergraduate Student Association Policies

Table of Contents

Policy Title: Administration of Policies.....	4
Secrecy in University Governance.....	13
Hours of Teaching Buildings	14
Statement of Autonomy	15
University Ancillary Enterprise Operations.....	16
Policy Title: Parking.....	17
Counselling Services	20
Policy Title: University Records	21
Policy Title: Childcare	24
Policy Title: Professional Development.....	26
Academic Cost Recovery	28
Clubs.....	29
Policy Title: Enrollment and Quality of Education.....	30
Monetary Impediment	33
Academic Autonomy.....	34
Policy Title: Open Data Formats	35
Policy Title: Financial Aid & Tuition Set-Aside.....	37
Co-op as Student Financial Aid	41
Policy Title: External Political Organization Membership.....	42
Freedom of Speech and Expression on Campus	45
Policy Title: Assessment Software and Student Intellectual Property.....	47
Positive Space	50
Online Refundable Ancillary Fee Opt Out System.....	51
Sustainability.....	52
Off Campus Housing Advocacy Strategy	53
Policy Title: Local and Regional Transit.....	54
Policy Title: Ancillary Fees and Member Dues	59
Services	71

Student Space	72
Course and Instructor Evaluations	74
Policy Title: Student Discipline	76
Policy Title: Differential and Relative Grading	79
Equity, Diversity, Inclusion, and Access	82
Campus Wellness	84
English Language Proficiency	86
Multi-Faith Spaces for Spiritual Practice and Study	87
Communications.....	88
Satellite Campus Policy	90
Policy Title: Political Non-Partisanship.....	91
Policy Title: Undergraduate Course Syllabi.....	94
Commercial Operations.....	96
Local Transit Policy	98
Partial Grade Return.....	99
Policy Title: Ombudsperson Office.....	100
Policy Title: Sexual Violence Prevention and Response	103
Counter-Discrimination Policy	105
Sustaining Safety Policy.....	107
Indigenous Engagement and Inclusivity	108
Value-for-Money.....	111
Freedom of Information and Secrecy in Corporate Governance	114
Committee Transparency	118
Attendance Transparency	119
Society Presidents and Designates on Council	120
Selection and Vacancies of Directors.....	123
Accountable Bylaw Amendment Process	127
Cooperative Education and Experiential Learning	129
Open Educational Resources.....	133
Mandatory Meal Plans	138
Policy Title: Exam Scheduling and Relief	139
Policy Title: University Closures due to Inclement Conditions.....	143
Policy Title: University Class G Policies.....	146
Policy Title: Student Pedestrian Safety.....	150

Policy Title: Student Refugee Program.....	153
Policy Title: Budget and Appropriations	159
Policy Title: Reserves and Reserve Funds	168
Policy Title: Emergency Management and Response.....	174
Policy Title: Societies Agreement.....	183
Policy Title: Carbon-Neutral Investing	186
Policy Title: Editorial Independence and Codes of Ethics for Student Publications	191
Policy Title: President’s Anti-Racism Task Force.....	200

Policy Title: Administration of Policies

Policy Number: 000

Policy Class: Corporate Policy

Policy Category: A, G

Effective Date: October 6, 2019	Approval Date: October 6, 2019	Last Revision Date: N/A	Review Year: 2022
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Sponsor: Seneca Velling (VP Operations & Finance, FY2020), Policies & Procedures Committee (PPC)

Attachment: Policy Template

Responsible Bodies: Policies & Procedures Committee (PPC)

Authority:

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

Key Words: Policy, Administration, Compliance, Template

POLICY STATEMENT:

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

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

PURPOSE:

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

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

DEFINITIONS:

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

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

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

Procedures – governing and operational rules of the Corporation, including special rules of order. Procedures are a detailed description of how a policy and/or bylaw is to be implemented to clarify accountabilities, responsibilities, and timelines. All procedures and other resolutions shall comply with the Policies and Bylaws of the Corporation, and shall be interpreted and implemented with a view of upholding the Policies and Bylaws of the Corporation to the fullest possible extent under the law. Procedure are strictly limited to being an implementation method for the Policy and Bylaws of the Corporation, or for guiding operational matters that are not questions of interpretation, intent, or belief.

Responsible Bodies – Committee(s), Officer(s), or another body charged with the oversight, review, and amendment of a policy as may be determined by Council or a committee thereof authorized to make such determination.

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

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

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

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

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

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

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

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

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

Definitions – Any terms that are defined for the purposes of the policy shall be listed here. If a term is already defined for another policy, every effort should be made to ensure that the same definitions are used if appropriate. Terms defined by the Charter and Bylaws shall have those meanings and shall not be required to be listed, unless otherwise defined for a particular policy. Notwithstanding any definitions contained in those authorities, policies may narrow the scope of a definition or reasonably interpret or extend its spirit.

History – Generally, just the titles and dates of previous policies are all that are needed. The inclusion of text from past policies is discouraged but a short narrative may be supplied if necessary. History is additive, no historical context should be removed during policy review, rather new information and context added.

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

SCOPE & EXEMPTIONS:

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

This policy does not apply to:

- a. Policies or rules of a Constituency or Affiliated Group that only affect the internal affairs of that Constituency or Affiliated Group, e.g. the policies of a Constituency set by the Council-recognized Constituency Society;
- b. Non-policy matters requiring the consideration of Council or the Board; or matters specified under or as set out in the Bylaws of the Corporation; and

POLICY COMMUNICATION:

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

POLICY:

1. Policy Manual

The Office of the Secretary of the Corporation, including any clerks, recording secretaries, and the Corporate Secretary, will maintain the master policy list in the form of a manual and assign to each policy a number organized within the following categories:

- Governance (G) – Includes policies directly relating to Council, the Board of Directors, committees thereof, commissions, and/or the means by which the organization is governed and the Board or Council is held accountable.
- Administration (A) – Includes policies relating to operational and administrative items.
- Financial Control (FC) – Includes policies relating to the high-level internal financial controls and operation of the Corporation, including those related to member dues.
- Human Resources (HR) – Includes policies directly related to employees and volunteers.

- Clubs and Services (CS) – Includes policies pertaining to member resources, programming, clubs, and student-run services.
- Societies and Affiliates (SA) – Includes policies pertaining to Societies and Affiliate groups, including external political or advocacy groups to which the Corporation is a member.
- University Advocacy (UA) – Includes policies pertaining to advocacy to the University and any departments thereof.
- External Advocacy (EA) – Includes policies pertaining to advocacy to the municipal & regional government, provincial government, and federal government, or agencies, departments, and corporations thereof.

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

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

2. *Creation of Policies*

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

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

3. *Policy Approval Process*

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

Normally, the Policies & Procedures Committee, or the responsible body in the assigned policy, shall review the draft policy to ensure it does not conflict with other Policies, Bylaws or relevant legislation. During review, the Committee, acting on the advisement of and through the Office of the President, may consult the following:

- The Secretary of the Corporation,
- The Research & Policy Officer,
- Corporate Legal Counsel,
- Executive and/or Senior Management,

- The Chair of the Board

The Committee shall assign to each policy draft a title, number, class, and category, at the recommendation of the Secretary of the Corporation. Upon approval, the Secretary of the Corporation, or a designate, shall devise an indexing system and keywords in accordance with this policy for ease of reference based upon topics covered by each policy and their applicability.

Only the material in the policy itself is binding upon the Corporation; any other information provided to Council in either written or oral form (e.g., a memo, FAQ, or recorded in the minutes of Council) are only provided for motivation, background and reference and are not binding policy unless included in appropriate section of the policy itself, or where the other information has been accepted by Council in the record.

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

4. *Policy Maintenance*

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

5. *Formatting of Policies*

To ensure the uniform presentation of material, the format used in this policy shall be used for all other policies; this includes, but is not limited to, the following requirements:

- a. Policies shall be set out in Calibri font, size 12;
- b. The use of bolding, italics, and other styles shall follow that used in this policy and the attached template; and
- c. Policies shall follow a standard format and template, as shown in the attached template.

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

6. *Publication and Access to Policies*

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

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

HISTORY:

This is the first draft of this policy. Before this point, policy requirements were loosely classified in procedures of Council and not in plain language, leading to confusion. This policy formatting change serves to restructure policies to better support organizational adherence to legislative directives of the organization's governing body, the Students' Council.

COMPLIANCE AND ENFORCEMENT:

The Board, acting through Chair and President, shall ensure compliance of the Corporation and its Officers with the Governing Documents and Policies of the Corporation. In cases of policy violation, normally the President shall investigate and determine appropriate corrective action(s) unless otherwise determined.

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

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

APPENDICES:

- Policies Template

POLICY TEMPLATE

Policy Title: [Title of Policy]

Policy Number: [policy number, e.g. 0XX]

Policy Class: [Corporate, Advocacy, Both]

Policy Category: [G, A, FC, HR, CS, SA, UA, EA]

Effective Date: [DATE]	Approval Date: [DATE]	Last Revision Date: [DATE]	Review Year: [YEAR]
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Sponsor: [Committee Name, Private Member/Councillor Name, Board of Directors, Executive(s)]

Attachment: [X, or None]

Responsible Bodies: [Policies & Procedures Committee *by default*, or another committee or party, e.g. EAC and/or the Office of the VP Education]

Authority: [Charter, Bylaws/Constitution, Policy]

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

POLICY STATEMENT:

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

PURPOSE:

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

DEFINITIONS:

[Click here & list relevant definitions]

SCOPE & EXEMPTIONS:

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

POLICY COMMUNICATION:

[Describe communication plan in the Administration Policy]

POLICY:

[Outline Policy]

HISTORY:

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

COMPLIANCE AND ENFORCEMENT:

[Compliance requirements and mechanisms for enforcement]

APPENDICES: [appendices or attachments]

Secrecy in University Governance

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

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

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

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

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

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

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

BIFRT Non - confidential documents should be available upon request by a member of the student body in a timely fashion.

FEDERATION OF STUDENTS
ADVOCACY
POLICY

Number: 2
Effective: Expired
Replaces: April 30, 2010

Hours of Teaching Buildings

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

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

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

FEDERATION OF STUDENTS
CORPORATE
POLICY

Number: 3
Effective: September 17, 2017
Replaces: June 8, 2014

Statement of Autonomy

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

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

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

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

FEDERATION OF STUDENTS
POLICY

Number: 4
Effective: June 8, 2014
Replaces: March 12, 2005

University Ancillary Enterprise Operations

RESCINDED – June 8, 2014

Policy Title: Parking
Policy Number: 005
Policy Class: Advocacy
Policy Category: UA

Effective Date: December 1, 2019	Approval Date: April 30, 2010 <i>(oldest known date)</i>	Last Revision Date: December 1, 2019	Review Year: 2022
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Sponsor: Unknown

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority:

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

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

POLICY STATEMENT:

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

PURPOSE:

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

DEFINITIONS:

Parking Spaces – All spaces designated for parking of motorized vehicles. This does not include areas utilized for loading/unloading activities.

Service Vehicles – Vehicles utilized for operational purposes belonging to the University, another on-campus group, or a vendor thereof.

Carsharing – Vehicles available for short term (hourly or daily) rental by the members of the applicable service, generally stationed in a fixed conveniently placed spot. Such services allow for members to have occasional access to a vehicle without needing to own one.

Carpooling – The sharing of a journey by automobile such that multiple people are travelling to/from campus in one vehicle.

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

SCOPE & EXEMPTIONS:

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

POLICY COMMUNICATION:

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

POLICY:

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

HISTORY:

This policy was approved (either as an initial approval or as a renewal or/and amendment to an existing policy) on April 30, 2010. Any history prior to that point is unknown. In accordance with Council Procedure 9, the policy automatically expired as of April 2013.

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

COMPLIANCE AND ENFORCEMENT:

The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.

FEDERATION OF STUDENTS
POLICY

Number: 6
Effective: June 8, 2014
Replaces: April 30, 2010

Counselling Services

RESCINDED – June 8, 2014

Policy Title: University Records

Policy Number: 8

Policy Class: Advocacy

Policy Category: UA

Effective Date: November 4, 2020	Approval Date: November 4, 2020	Last Revision Date: November 4, 2020	Review Year: 2023
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Sponsor: WUSA President

Attachment: Register of designated university contraventions of this policy

Responsible Bodies: Policies & Procedures Committee

Authority: Federation of Students Bylaws 8.7.3

Key Words: Transparency, University Committees, Communication, Archival

POLICY STATEMENT:

This policy addresses access to university information, which are of benefit to association membership and leadership.

PURPOSE:

The decisions of University bodies are of interest to both the effective operation of the Waterloo Undergraduate Student Association and to its members. Having such records be available where appropriate, clear, accessible, and otherwise user-friendly is in the interests of students and the broader University of Waterloo community.

DEFINITIONS:

Appropriate Student Representation- Undergraduate student membership on a committee, in either a non-voting or voting role on a committee, either elected, appointed by the association, or selected by a meritocratic process with clear.

Committee- For the purposes of this policy, a group of two or more individuals convened either officially or casually with the purpose or intent to undergo deliberation or some process, or to achieve some result.

Competitive Advantage- Differentiating “trade secrets” or innovations of the University of Waterloo which improve its operation, teaching quality, or research output, not to be construed to include information that is simply kept quiet to avoid bad press.

Confidential- Committees or processes that occur without documentation available to either the public or to all members of the University of Waterloo community

Deliberation- Any formalized process of decision-making, not excluding committees or processes that create reports or recommendations, or committees that act in an advisory fashion. Excludes decision making made by an individual.

Process- Any prescribed or typical set of actions taken by a formal or semi-formal group designed to weigh considerations to deliver an end result which then carries authority or sets direction for other actions within the university.

Results- The outcome of a process, or a decision made by an individual weighing considerations to exercise discretion under their authority, that sets direction for other actions. Also, reports, memos or other documents created through deliberation or as a result of a process.

SCOPE & EXEMPTIONS:

1. This policy does not take a stance on whether university committees should be open to public attendance.
2. Certain exceptions to provisions under 2.c. and 2.d. may be revocably sanctioned by the Executive Committee.
3. Other exceptions to the broad statements of this policy are to be adjudged by the executive most responsible for that area pursuant to 2.f.
4. For avoidance of doubt, this policy does not bind the University of Waterloo as it is a separate legal entity, and simply illustrates the principles under which the Waterloo Undergraduate Student Association believes the university should act.
5. The register attached serves not as an element of this policy, but as an organizational structure to record a certain subclass of Council stances.
6. This policy does not address student membership on non-confidential committees
7. This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion, except with regard to the specific stakeholder communication requirements of 2.h. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:

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

POLICY:

- a. The Waterloo Undergraduate Student Association believes:
 - a. In achieving functioning governance at the University of Waterloo that instills trust in all stakeholders in its decision-making;
 - b. That decisions generally engender trust when processes, deliberation and results can be clearly explained to members of affected communities;
 - c. In balancing the value of proprietary information where such sensitivity of information has benefits for some or all stakeholders in a decision-making process;
 - d. That the Waterloo Undergraduate Student Association plays an accountability role on behalf of its members, and as such has a distinct claim to information that must be balanced against value arising from sensitive information; and
 - e. That in many instances the accountability function of the association necessitates a division in information between the Executive leadership and Board of the association, and its membership.
- b. Therefore the Waterloo Undergraduate Student Association establishes
 - a. That unless there are strong articulable reasons related to protecting the University of Waterloo's competitiveness, the association expects full transparency from the University on deliberative processes, decision making timelines, and clear identification of decision-making authorities;
 - b. That university committees and their deliberation should be by default nonconfidential when substantially and directly affecting the affairs of undergraduate students, unless there are legitimate articulable reasons that outweigh the benefits of having those committees be public in nature;
 - c. That where a committee is to be confidential, and where items or discussion normally under the purview of that committee have substantial direct impacts on

- undergraduate students or upon the association, the University must compensate for such balancing by providing the option of association executive or other appropriate student membership on that committee. Justifications for confidentiality may be broad and inclusive of but not limited to, substantial risk to decision quality due to lack of candor, deliberation over issues of sensitive personal nature, or discussion of legal, fiduciary or competitive details of university affairs;
- d. That both confidential and non-confidential committees should engage in minute taking of the substance of discussions of their deliberations;
 - e. That results of decision-making processes should generally be made public, and done so in an expedient manner. Exceptions to results of deliberations may include sensitive personnel matters, matters of competitive advantage, and matters that require particular sequencing of release of information;
 - f. Where any executive, acting as a subject-matter expert of the association, is of the opinion that a university process or body is lacking in such transparency as befits the principles of this policy, or where there is justified belief that the University is unfairly withholding results of a certain process that should be public, that executive may bring a motion to amend the register attached to this policy, to be approved by a simple majority of Students' Council. Such an addition should clearly indicate the date of the meeting, and if desired, a date for automatic removal from the register;
 - g. Non-automatic removal of a process, body, or result may be initiated by any executive, with the same threshold, or may be initiated by the Policies and Procedures Committee if it feels that such a designation is obsolete. Should such a motion be discussed and rejected at Council, the date of discussion should be added to the Register; and
 - h. Upon being added to the register, the executive who made the original motion shall indicate to an appropriate university personnel member that such an action has occurred.

HISTORY:

Created or revised, July, 11, 2010

Revised, June 8, 2014

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES:

REGISTER

1. University processes:
 - a. None.
2. Universities unreasonably confidential committees:
 - b. None.
3. Confidential university committees requiring appropriate student representation:
 - c. None.
4. Decisions, Reports or other Documents requested for public sphere:
 - d. None.

Policy Title: Childcare
Policy Number: 009
Policy Class: Corporate
Policy Category: G, FC, HR

Effective Date: July 11, 2010*	Approval Date: July 11, 2010*	Last Revision Date: April 19, 2020	Review Year: 2023
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*earliest known date

Sponsor: Policies & Procedures Committee
Attachment: None
Responsible Bodies: Policies & Procedures Committee
Authority: Bylaws Article 8.7;

Key Words: Childcare, Compensation, Benefits, Expenses

POLICY STATEMENT:

The cost of childcare may seriously impede a person's ability to get involved and actively participate in the Federation of Students' Council, Committees, and Executive.

PURPOSE:

The purpose of this policy is to reduce the number of barriers to allow more people to participate in the governance process, particularly the cost of arranging for childcare in order to attend Federation commitments.

DEFINITIONS:

Childcare: Services rendered to care for infants, toddlers and pre-school aged children, as well as after-school care for children in school.

SCOPE & EXEMPTIONS:

All childcare expenses must be pre-approved by the Vice-President, Operation and Finance. Childcare subsidization will be disbursed when the recipient of childcare services presents a receipt to the Vice-President, Operation and Finance who will arrange for the refund.

POLICY COMMUNICATION:

This policy will be distributed and communicated by the Vice-President, Operation and Finance and published on the website. The Officers of Council and the Chair of the Board shall be responsible for communicating this policy to incoming Councillors and Directors.

POLICY:

The Federation will reimburse all reasonable childcare costs related to the attendance of its members at any meetings and related commitments outside of normal childcare hours (8:00 a.m. to 5:00 p.m. Monday to Friday) arising from their position with the Federation, unless otherwise defined in the employee or volunteer job requirements.

The Board of Directors may adopt procedures to narrow or expand the terms of this policy at its discretion.

HISTORY:

This policy was originally approved or amended on July 11, 2010; any action before this date is unknown. Amendments to the policy were made on November 2, 2014.

During the Fall 2019 and Winter 2020 terms, PPC converted the policy into the new policy format, broadened it to encompass all commitments of members related their WUSA position outside of normal childcare hours (policy was previously limited to the meetings of certain bodies), and added an appeal mechanism; these changes were approved by Council on April 19, 2020.

COMPLIANCE AND ENFORCEMENT:

Decisions regarding the reasonableness of childcare expenses made by the VP Operations and Finance may be appealed to the Board of Directors as needed.

APPENDICES: N/A

Policy Title: Professional Development

Policy Number: 10

Policy Class: Corporate

Policy Category: HR

Effective Date: July 11, 2010 *	Approval Date: July 11, 2010 *	Last Revision Date: April 19, 2020	Review Year: 2023
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* *earliest known date*

Sponsor: Unknown

Attachment: None

Responsible Bodies: Board of Directors

Authority: Bylaws Article 8.7(3)

Key Words: Professional Development, Training, Staff

POLICY STATEMENT:

The Federation values its staff members and dedicated volunteers, and advocates opportunities for continued professional learning within their roles.

PURPOSE:

The purpose of this policy is to clarify the organization’s stance on professional development opportunities for its staff members and dedicated volunteers.

DEFINITIONS:

Professional Development - Learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities.

Program - A continuous or one-time event/course which is created for the purpose of professional development.

Dedicated Volunteers - Volunteers identified in Council Procedure 24 (*Volunteer Appreciation, Skill Development, and Team Building*) as belonging to volunteer categories 1, 2, 3, 4, and 7.

SCOPE & EXEMPTIONS:

This policy shall be understood to generally apply to staff members and dedicated volunteers of the Federation, with the staff and volunteers of the societies being included in programs when deemed appropriate by the executives of the Federation.

POLICY COMMUNICATION:

Information about courses, sessions and other opportunities pertaining to professional development will be communicated to the staff members and dedicated volunteers as and when these are offered, including through appropriate mailing lists.

POLICY:

The Federation supports the opportunity for staff members and dedicated volunteers to take part in sessions and/or courses to enhance their ability to perform their duties in an efficient and

professional manner. These programs may be hosted autonomously or with another organization(s) as deemed suitable and necessary.

HISTORY:

Date:	Details:
April 19, 2020	Revised for new policy format with details added
November 02, 2014	Amendments made to policy
July 11, 2010	Creation or revision of policy (<i>any earlier history unknown</i>)

COMPLIANCE AND ENFORCEMENT:

Executives and management are responsible for determining appropriate programs for the staff members and volunteers reporting to them. The Budget and Appropriations Committee is responsible for allocating funding for programs, subject to any further requirements specified in Board Procedure. The Board of Directors is responsible for resolving any disputes as to the reasonable application of this policy.

APPENDICES: N/A

Academic Cost Recovery

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

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

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

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

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

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

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

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

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

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

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

FEDERATION OF STUDENTS
**CORPORATE
POLICY**

Number: 13
Effective: July 6, 2014
Replaces: July 11, 2010

Clubs

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

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

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

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

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

1. Although the views expressed by members of our community are diverse and sometimes diametrically opposed, we respect the opinions of all those who respect the rights of others.
2. The Federation of Students strives to aid in the development of students on campus by providing forums for academic, artistic, social, political, spiritual and cultural exploration and communication, and personal well-being.

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

Policy Title: Enrollment and Quality of Education

Policy Number: 14

Policy Class: Advocacy

Policy Category: UA

Effective Date: November 4, 2020	Approval Date: November 4, 2020	Last Revision Date: November 4, 2020	Review Year: 2023
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Sponsor: Vice President, Education

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority: Federation of Students Bylaw 8.7.3

Key Words: Enrollment, Capacity, Students, Infrastructure

POLICY STATEMENT:

Quality of education is a key objective of the Waterloo Undergraduate Student Association, which aligns with the mission of the University, but may conflict with the economic considerations of the university's enrollment strategies.

PURPOSE:

To establish a position of moderated growth for the University of Waterloo that does not interfere with quality of education.

DEFINITIONS:

None.

SCOPE & EXEMPTIONS:

This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:

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

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. That the university has no shortage of qualified applicants for undergraduate programs, as evidenced by consistently increasing entrance averages;
 - b. The university frequently achieves its aggregate undergraduate enrolment targets;
 - c. The mission of the university should include a commitment to world-class education;
 - d. That the university deserved commendation for relatively stable faculty to student ratios and maintaining the average below the U15 ratio since 2014;

- e. That Waterloo's improvement on regular faculty hiring and low level of sessional usage both deserves commendation and leaves room for improvement;
 - f. That full-time ad tenure-track faculty increase quality of educational programming.
 - g. Every University of Waterloo student deserves the chance for success; and
 - h. Co-op constitutes a key academic component of University of Waterloo students' educations.
2. The Waterloo Undergraduate Student Association is concerned:
- a. That market pressures as provincial basic operating grant funding remains stagnant and human resources costs increase will lead to larger class sizes;
 - b. That admittance sizes into co-op programs continue, since the 2013 iteration of this policy, to be regulated by their respective departments and not co-op, giving no safeguard against departments' incentive to over-admit students without regard for consideration of the co-op job market;
 - c. Future expansion may put stress on already stressed student services such as, but not limited to, counselling services and the Student Success Office;
 - d. Enrollment planning is a largely secretive process without WUSA awareness of the guiding principles of the process, nor the results; and
 - e. That current satellite campuses serve as a net negative to student availability to student services and to economies of scale that would make the university more efficient to run without providing increased geographic access to students.
3. Therefore the Waterloo Undergraduate Student Association recommends:
- a. That information about enrollment planning be made more available to the association;
 - b. That enrollment levels in all programs should accurately reflect the academic structural and service capacity and capabilities of the University of Waterloo to accommodate students while maintaining and improving the high quality of their education;
 - c. That strategic targeting of higher student-to-faculty ratios must not be used as a mechanism to address financial shortfalls, entailing;
 - d. That proportional increases in student population should lead to proportional increases in instructor numbers, and corresponding increases in student services where student-to-staff ratios are meaningful;
 - e. That satellite campuses should receive increased attention and strategic targeting to achieve similar levels of student services to those available on main campus;
 - f. That the University of Waterloo shall not pursue any new satellite campuses in Southwestern Ontario or the Greater Toronto-Hamilton Area;
 - g. That the Provost, in conjunction with Waterloo Co-op develop a protocol enabling the tying of sustained unemployment rates of co-op students in appropriately themed job placements to restrictions on recruitment levels for those programs;
 - h. That the university set aggressive public targets for student space, caps on deferred maintenance and student services service levels.; and
 - i. That the university continue to increase its full-time and tenure-track instructor complement as a proportion of its full academic staff.

HISTORY:

Created or revised, November 14, 2010

Revised, August 3, 2014

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: Cipher.

FEDERATION OF STUDENTS
POLICY

Number: 15
Effective: Rescinded
Replaces: June 23, 2007

Monetary Impediment

RESCINDED

Academic Autonomy

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

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

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

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

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

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

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

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

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

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

Policy Title: Open Data Formats

Policy Number: 17

Policy Class: Corporate

Policy Category: A, G

Effective Date: April 30, 2010*	Approval Date: April 30, 2010*	Last Revision Date: October 4, 2020	Review Year: FY2024
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* earliest available date

Sponsor: Policies & Procedures Committee

Attachment: None

Responsible Bodies: Policies & Procedures Committee, Students' Council

Authority: Policy 1: *Secrecy in University Governance*

Key Words: Platform-neutral formats, data accessibility

POLICY STATEMENT:

Online documents published by WUSA should be available to members in platform-neutral formats.

PURPOSE:

This policy addresses concerns of accessibility of information for members of WUSA.

DEFINITIONS:

Platform-neutral formats refers to digital content which is accessible on any type of computer, cell phone or other device.

SCOPE & EXEMPTIONS:

This policy applies to all public documents of the Corporation, except for the Budget which may be published in Microsoft Office Excel format.

POLICY COMMUNICATION:

This policy will be available on the Corporation's website.

POLICY:

WHEREAS communications and information from WUSA should be accessible to all members; and,

WHEREAS open data formats are accessible through free software on all major computing platforms, while closed formats may require proprietary software; and,

WHEREAS students may not have access to such proprietary software;

BE IT RESOLVED THAT WUSA shall strive to make documents and promotions available to members on the organization's website in platform-neutral formats, including plain text, HTML, Adobe portable document format, and rich text format.

HISTORY:

Earliest reference to the policy is 2010-04-30. Amendments to the policy were made effective 2014-11-30. In Fall 2020, PPC reviewed and approved amendments to the policy.

COMPLIANCE AND ENFORCEMENT:

This policy has no formal enforcement mechanism and is left to Council to hold accountable the Executive in the day-to-day operations of WUSA.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Financial Aid & Tuition Set-Aside

Policy Number: 18

Policy Class: Advocacy

Policy Category: EA

Effective Date: November 4, 2020	Approval Date: November 4, 2020	Last Revision Date: November 4, 2020	Review Year: 2023
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Sponsor: Vice President, Education

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority: Federation of Students Bylaw 8.7.3

Key Words: Affordability, Tuition, Student Financial Aid, International Student Aid

POLICY STATEMENT:

Affordability is something always on members' minds. Government funding of student financial aid has been the major component of how university has remained affordable for Canadian student even while tuition rates have steadily increased at this university and others. Effective design of this system and continued investments into the future are essential to continuing to address affordability at the University of Waterloo.

PURPOSE:

To address the financial implications of increasing tuition rates, and establish a set of recommendations for government action on increasing equity and affordability in the post-secondary system.

DEFINITIONS:

Canada Student Grants and Loans Programs- Programs of the federal government that give out non-repayable grants and repayable loans, and is integrated under the Canada-Ontario Integrated Student Loans agreement, and is included in OSAP amounts

Ontario Student Assistance Program- A program of the Ontario government established to improve affordability to students by providing loans and grants

Post-Secondary Student Support Program- A program of the federal government and administered by band councils intended to provide free tuition and living expenses to Indigenous students in Canada. This program is limited by the funds budgeted for it, and years of decreased funding have led to shortfalls relative to qualified applicants.

Professional Second Entry Programs- Programs that are entered into after a first undergraduate degree for preparation in a non-academic profession, such as optometry, pharmacy, medicine,

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

public policy, law or masters in business or accounting.

Repayment Assistance Program- A program of the Ontario government which assists graduates without the financial means to repay their student loans.

Student Access Guarantee- A policy of the provincial government which asserts that no Ontario student shall face an inability to afford post-secondary education.

Tuition Set Aside- A policy mandate of the provincial government that allocates 10% of any increases in university budgets attributable to tuition increases towards further available support for OSAP-eligible students. This funds Waterloo work-study jobs and some Waterloo bursary funding.

SCOPE & EXEMPTIONS:

This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by the Vice President where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:

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

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. That post-secondary education should be affordable;
 - b. That universities and governments have an obligation to ensure that individuals are not held back from a university education by chance of birth and socio-economic status, and that all willing and qualified students should have access to postsecondary education;
 - c. International students play a role in subsidizing the operation of the university, but deserve respect and the same consideration for socio-economic equity as domestic students;
 - d. That financial aid, when government facilitated, should generally be geared toward needs-based funding; and
 - e. That direct government funding of financial aid, especially the Ontario Student Assistance Program, Canada Student Loans and Grants programs and the Post-Secondary Student Support program, remains necessary to provide equitable access to students.
2. The Waterloo Undergraduate Student Association is concerned:
 - a. Tuition continues to expand, with compounding effects;
 - b. That though government financial aid kept pace with increased tuition costs until cuts to Ontario funding in 2019, some Waterloo programs are of a significantly

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- higher tuition and may require additional measures beyond direct government funding to make post-secondary education affordable;
- c. That international tuition, if increased at 15% each year, will culminate in tuition doubling every five years, leading to substantial effects for the many Waterloo international students from families with limited financial means; and
 - d. That there are multiple improvements that could be made to increase financial security for students that could be implemented to improve financial security for both domestic and international students, putting them on the right foot to engage fully in the Canadian economy after graduation.
3. Therefore, the Waterloo Undergraduate Student Association recommends:
- a. Increased funding to the Canada Student Grant and Ontario Student Assistance Program grants, targeted based on needs assessments that include regional living disparity and program tuition disparity, including partial or full restoration of funding cut by the Ontario government in 2019.
 - b. The Canadian government should assure sufficient funding and administrative reform to the Post-Secondary Student support program such that each Indigenous person who meet admission requirements and wishes to attend university receive tuition, a regionally tailored living stipend based on a needs assessment, and a travel stipend reflecting cost of a round trip at least two times per year;
 - c. The Ontario government should remove recent penalties for financial aid in professional second entry programs to reflect the need for highly skilled doctors and lawyers even at a time when professional program tuition is increasing rapidly;
 - d. That governments make use of loans as a tool to leverage public dollars further, but should not do so to an extent that saddles students with unreasonable amounts of debt;
 - e. That both provincial and federal governments collaborate on improvements to education savings plans, especially those where progressively designed incentives are given, however, priority in public expenditure should be given to needs-based student grants, which are the most accurate way of targeting need equitably in the post-secondary system;
 - f. That the Ontario government continue the Repayment Assistance Program;
 - g. That the Ontario government continue the Student Access Guarantee for domestic students;
 - h. That alongside the provincial domestic tuition set-aside, the provincial government partner with the federal government and international revenue agencies to design a system of 10% international tuition set-asides across Ontario;
 - i. That the Ontario government require annual public reporting on set-aside funding and operations at each university;
 - j. That the Ontario government mandate a minimum university percentage expenditure of set-aside funds in direct aid not related to employment; and

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

- k. That the Ontario government permit unneeded set-aside funding to be placed in investment accounts for further use.

HISTORY:

Created or revised, April 30, 2010

Revised, July 6, 2014

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: Cipher.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 19

ADVOCACY

Effective: July 6, 2014

POLICY

Replaces: April 3, 2005

Co-op as Student Financial Aid

WHEREAS cooperative Education is a valuable teaching philosophy but is not offered to every University of Waterloo student; and

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

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

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

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

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

BIFRT The Federation of Students opposes any actions by the university administration to classify funding for the cooperative education program as funding for a student financial aid program.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

Policy Title: External Political Organization Membership

Policy Number: 20

Policy Class: Corporate

Policy Category: A, EA

Effective Date: April 1, 2012*	Approval Date: April 1, 2012*	Last Revision Date: March 8, 2020	Review Year: 2023
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*Earliest found date

Sponsor: Unknown

Attachment: None

Responsible Bodies: EAC, PPC, Board of Directors

Authority: Bylaw Articles 8.7(3) and 13.2(4)

Key Words: Ontario Undergraduate Student Alliance, External Political Organizations, External Advocacy, Provincial Advocacy, Federal Advocacy

POLICY STATEMENT:

Membership in external political organizations must be conditioned upon respect for autonomy, post-secondary focus ease of leaving, evidence-driven tangibility of policy recommendations, and student-led.

PURPOSE:

To establish policy parameters around joining and maintenance of membership in external political organizations.

DEFINITIONS:

External Political organization - An organization that engages in lobbying or advocacy activities on behalf of post-secondary students to any level of government, other than WUSA itself.

Autonomy - The ability of WUSA to govern its own affairs, including free alteration of bylaws, adoption of independent lobbying priorities and advocacy stances, and to generally administer its affairs by its own democratic processes.

Tangibility - Recommendations that while they may be optimistic, are within the realm of government tools, current policy windows and sphere, and acknowledge the political realities of the day.

Table Officer - An officer of a Board entrusted with duties above and beyond that of a typical Board member, including a Chair, Treasurer, President, Spokesperson, Secretary, among others.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

SCOPE & EXEMPTIONS:

This policy binds the Corporation with regard to initiation, maintenance, and exiting of External Political Organizations, as well as advises the Board on contractual relations between WUSA and any External Political Organization.

This policy exempts organizations that are not incorporated or formalized in nature, and permits WUSA to engage in exploratory or preliminary activity under these organizations, insofar as they do not unreasonably infringe on its autonomy.

POLICY COMMUNICATION:

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

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. In affordable, accessible, accountable and high-quality post-secondary education at the institutional, municipal, provincial, and federal level;
 - b. That collaboration and compromise with other students, student groups, and student associations can lead to effective advocacy for Waterloo undergraduates;
 - c. That advocacy should be cost-effective, and membership in these organizations should demonstrate value to Waterloo students.

2. The Waterloo Undergraduate Student Association is resolved:
 - a. That organizations it joins shall ascribe to the following principles
 - i. Maintaining a focus on post-secondary issues and student issues
 - ii. An evidence-driven environment
 - iii. An advocacy approach that prioritizes practicality and stakeholder relations
 - iv. Is student led in its leadership
 - v. Practices sound financial management;
 - b. That WUSA should only seek membership in external political organizations that respect the autonomy of WUSA;
 - c. That the Board shall only enter membership with an external political organization with an annual fee if authorized by a vote of Students' Council, or upon a verified referendum result;
 - d. That Students' Council should maintain a procedure outlining a method of periodic review of membership in external political organizations;
 - e. That normally, termination of membership in an external political organization shall only be in order upon discussion and receipt of a report under aforementioned procedure;
 - f. That if Council wishes to proceed with suggesting a termination vote to the Board of Directors, a resolution shall require passage by a majority vote at an initial meeting of Council, and a two-thirds vote at a subsequent meeting of Council, no less than 28 days apart, and no more than 90 days apart.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

3. The Waterloo Undergraduate Student Association is further resolved:
 - a. That the Education Advisory Committee may from time to time reject policy stances, which were adopted by an External Political Organization in which the Federation of Students holds membership, by a two-thirds (2/3rd) majority vote in the negative.
 - b. That if a policy stance of an External Political Organization in which the Federation of Students holds membership is rejected by the Education Advisory Committee, then neither the Federation nor any Executive thereof may pursue lobbying or advocacy on said stance; and
 - c. That such a restriction as imposed by b shall apply to the Vice President, Education, whenever they shall be acting in their capacity as a Federation representative, and shall not apply if it is a *bona fide* requirement while serving as a table officer of an External Political Organization.

HISTORY:

Policy written or revised, *April 2012* (any earlier history unknown)

Re-developed at Education Advisory Committee, *Fall 2019*

Changes approved by Council, *March 2020*

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, and is left to the discretion of the Vice President, Education and speaker to action, and the Council to hold those officers accountable to.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 21

CORPORATE

Effective: October 22, 2017

POLICY

Replaces: April 7, 2013

Freedom of Speech and Expression on Campus

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

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

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

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

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

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

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

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

BIRT the Federation of Students endorses the Chicago Principles; and

BIFRT Feds encourages the University of Waterloo Senate endorse the “Chicago Principles” as official university policy; and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

BIFRT the Federation of Students shall respond, report, and act accordingly when individuals and or groups express:

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

and shall not recognize the above as free expression; and

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Assessment Software and Student Intellectual Property

Policy Number: 22

Policy Class: Advocacy

Policy Category: UA

Effective Date: November 4, 2020	Approval Date: November 4, 2020	Last Revision Date: November 4, 2020	Review Year: [YEAR]
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Sponsor: Vice President, Education

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority: Federation of Students Bylaw 8.7.3.

Key Words: Plagiarism, Academic Integrity, Marking, Intellectual Property, Student Discipline

POLICY STATEMENT:

This policy addresses student rights to their own intellectual property, including how this applies to plagiarism and discipline at Waterloo. WUSA believes that any software which is recommended for use by students should be optional, without penalty, and robustly protect students' privacy and security.

PURPOSE:

This policy originated to protect the intellectual property of students from compulsory licensing to anti-plagiarism corporations, and preserve the right of students to have their intellectual property privy to only the university. It has been extended to include WUSA's positions regarding plagiarism and student intellectual property, generally.

DEFINITIONS:

Academic Integrity- The application of ethics and upstanding behaviour to academic work, including both following established rules within the academy, and a dedication to the spirit of fairness, respect of others' work, accurate representation of your own abilities & the value of the University of Waterloo brand.

Intellectual Property- Property enshrined by law that comes from creativity or production of the human mind, and typically belonging to its creator, unless lawfully acquired by another party.

Plagiarism- A broad class of academic offences stemming from lack of or improper attribution of ideas to those requiring credit, and extends to but is not limited to failure to cite sources for quotes, copying other's assignments, using services either paid or free to create content for assignments, or paraphrasing other material without attribution.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

Plagiarism Detection Software- Software, such as Turnitin and MOSS that checks submitted work against other submitted work by other students, and a database of other past submissions to highlight potential instances of plagiarism to instructors for further investigation.

SCOPE & EXEMPTIONS:

This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by the Vice President where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:

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

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. That student assignments and assessments are works that contain thought and personal expression, and therefore answers or student created works are copyrighted works¹.
 - b. That submission for marking provided by the university constitutes an exclusive and non-transferrable license of copyrighted works to those staff associated with the course.
 - c. That the expectation that students not plagiarize is fair, and instructors have a responsibility to follow disciplinary procedures to punish those who plagiarize to protect the value of a University of Waterloo credential.
 - d. That discipline should be fair, but remedial where possible.
 - e. Alternatives to automatic plagiarism detection should be fair and equitable
 - f. That all members of the university community have a role to play in cultivating a culture of academic integrity
 - g. The university should, at all times, safeguard the privacy and security of students' information.
2. The Waterloo Undergraduate Student Association is concerned:
 - a. That use of automatic plagiarism detection software retains copies of students' intellectual property, and its destruction is not assured.
 - b. That automatic plagiarism checking can show similarity due to the large database of other submissions, and onus may easily fall on students to disprove plagiarism from those who they do not know.
 - c. That issues of plagiarism are exacerbated by lack of variance in assessment.
 - d. The University may neglect students' privacy or security in the use of 3rd party assessment software.
3. Therefore, the Waterloo Undergraduate Student Association recommends:
 - a. That the University continue its practice of providing students an alternative to use of private plagiarism detection services, and that such actions be made universal across all courses using plagiarism detection software at the University if not already in place

¹ <https://www.lib.sfu.ca/help/academic-integrity/copyright/students/protection-students>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

- b. That the University expand this practice to include all 3rd party assessment software or web applications, including proctoring software
- c. That student permission for any licensing of work, including for marking by individuals other than the instructor or TAs, must be explicit
- d. That students continue to be informed about these options clearly within their course syllabi
- e. That all University of Waterloo plagiarism detection systems must robustly protect the creator's ownership of intellectual property, as outlined in the company's privacy statement and policies
- f. That alternatives provided to 3rd party assessment tools should not constitute undue extra burden as a means of dissuading students from exercising their rights including through adding extra work to the assignment or providing bonuses for using automatic software
- g. That the University ensure any software suggested for use in the courses or research robustly protects students' privacy and security

HISTORY:

Date of Origination unknown

Updated or written, October 2013

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: Cipher.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 23

ADVOCACY

Effective: Expired

POLICY

Replaces: April 7, 2013

Positive Space

WHEREAS the Federation of Students, University of Waterloo, endeavors to create a climate of inclusivity, diversity, and equality; and

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

BIRT The Federation of Students, University of Waterloo supports Positive Space programs at the University of Waterloo.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 24
Effective: June 8, 2014
Replaces: November 25, 2007

Online Refundable Ancillary Fee Opt Out System

RESCINDED AND SUBSUMMED UNDER POLICY 29

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY & CORPORATE
POLICY**

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

Sustainability

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

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

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

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 26

ADVOCACY

Effective: July 6, 2014

POLICY

Replaces: November 13, 2011

Off Campus Housing Advocacy Strategy

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

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

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Local and Regional Transit

Policy Number: 27

Policy Class: Advocacy

Policy Category: UA

Effective Date: October 4, 2020	Approval Date: October 4, 2020	Last Revision Date: October 4, 2020	Review Year: 2023
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Sponsor: Education Advisory Council

Attachment: None

Responsible Bodies: Education Advisory Council

Authority:

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

Key Words: transit, GRT, GO Transit

POLICY STATEMENT:

WUSA believes that University of Waterloo undergraduate students should have access to plentiful, convenient and affordable travel within the region of Waterloo and between regions in Ontario.

PURPOSE:

The intention of this policy is to voice students' opinions and aid in the development of advocacy objectives pertaining to local and regional transit.

DEFINITIONS:

GRT – Grand River Transit

ION LRT – The Region of Waterloo's Light Rail Transit System

GO Transit – regional public transit system serving the Greater Golden Horseshoe region of Ontario operated by Metrolinx, an Ontario Crown Corporation.

SCOPE & EXEMPTIONS:

This policy applies to all University of Waterloo undergraduate students, those on the main campus and satellite campuses.

POLICY COMMUNICATION:

The Vice President, Education shall be responsible for informing student representatives and other relevant advocates about this policy.

POLICY:

The Waterloo Undergraduate Student Association believes:

1. Students should have access to reliable and efficient transit.
2. A significant number of students rely heavily on public transit to travel to and from campus, making it a critical component to achieving success in post-secondary education.
 - a. Students on the main campus have difficulty reaching satellite campuses, and vice-versa.
3. Students have been inconvenienced by the recent changes to GRT service along the University Avenue corridor.
 - a. Students in the area would be further inconvenienced by these changes as density increases in accordance to the Northdale plan.
4. A transit strike occurrence would be detrimental to many students, hindering their access to campus and other resources.
 - a. That the Region of Waterloo should not place students and transit riders in a position where they may be affected by a strike.
5. In compulsory pooled purchasing of transit passes for students, under the conditions that fees are not levied while a student is unable to use services, and that the negotiated rate represents savings of 70% compared to the price of full-use passes during the same period of coverage.
6. That as a result of the University of Waterloo transit plaza currently under construction, GRT service changes may be detrimental to the efficiency and accessibility of transit for students throughout campus.
7. That expansion of the Kitchener line to enable two-way, all-day GO train service between Toronto and Waterloo Region would have highly beneficial outcomes for students.
 - a. This service would offer students a safe, fast and convenient way to travel within the Toronto-Waterloo Innovation Corridor.
 - b. Metrolinx Board of Directors has approved a recommendation for the expansion of the Kitchener Line.

The Waterloo Undergraduate Student Association recommends:

1. That the Regional Municipality of Waterloo create a fiscal environment where GRT is well funded so that it can deliver fair wages, and affordable and expansive service.
2. That in the case of a regional transit strike, students should not be penalized for missed attendance marks.
3. That students have improved mobility options through public transit and/or campus shuttles to access satellite campuses and vice-versa;

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- a. through the expedient construction of Phase 2 LRT in the Region, and future expansions to provide rapid transit options for connectivity.
4. That Vice President, Education advocates for increased transit service levels; including
 - a. that service hours of the GRT, including the LRT, be expanded on Friday and Saturday nights to better service student patrons of local establishments looking for transit connectivity after 12:30AM, and
 - b. that GRT increases service levels along University Avenue.
5. That the Vice President, Education advocates the Region immediately implement funding to support "Bundle 2" proposed in 2020, including 15,000 service hours per year to adjust to changed bus usage as a result of Ion implementation.
6. That the Vice President, Education advocates for the construction of an automated GO Transit ticketing booth/kiosk at Davis Centre (DC).
7. That the Vice President, Education advocates alongside other stakeholders for \$1 billion in Provincial funding for Two-Way-All-Day-GO train service between Toronto and Kitchener as detailed and approved in Metrolinx's Board of Directors' Initial Business Case on November 22, 2019.
8. That the provincial government should support expansion of GO bus connections to provide direct connections to Hamilton and Guelph from Waterloo.
9. That the Vice President, Education advocates for increased commuter times for the 25F bus route to better accommodate student travel patterns.
10. That federal and provincial governments should take action to fill municipal fiscal gaps in transit strategies originating from the effects of COVID-19.

HISTORY:

Policy was developed in consultation with EAC – September, 2020

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Gender Neutral Facilities

Policy Number: 028

Policy Class: Advocacy

Policy Category: UA

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

Attachment: None

Responsible Bodies: Policies & Procedures Committee (PPC)

Authority:

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

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

POLICY STATEMENT:

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

PURPOSE:

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

DEFINITIONS:

SCOPE & EXEMPTIONS:

The policy applies to all University campuses.

POLICY COMMUNICATION:

The policy will be posted on the Corporation's website. Staff, Councillors, Directors and Officers of the Corporation, and other affected parties will be advised of the new policy via distribution by the President, or a designate.

POLICY:

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

HISTORY:

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

COMPLIANCE AND ENFORCEMENT:

The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Ancillary Fees and Member Dues

Policy Number: 29

Policy Class: Advocacy & Corporate

Policy Category: A, FC, UA

Effective Date: October 14, 2013 *	Approval Date: October 14, 2013 *	Last Revision Date: April 19, 2020	Review Year: 2023
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* *oldest known date*

Sponsor: VP Operation and Finance

Attachment: None

Responsible Bodies: Budget and Appropriations Committee, Education Advisory Council

Authority:

- Charter: "To administer the affairs of the members of the Corporation, including ... the receipt and administration of all funds which may accrue to the Corporation from subscriptions collected and remitted by The University of Waterloo and such other funds as may become the property of the Corporation by donation, gift, return, legacy, bequest or in any manner whatsoever..."
- Ontario *Corporation's Act*, R.S.O. 1990, §129(1): A corporation without share capital may pass bylaws, not contrary to the letters patent or supplementary letters patent, to regulate the fees and dues of members.
- Bylaws, *Article 4*: "Unless otherwise determined by the Students' Council, payment of the Federation of Students fee is compulsory for all undergraduate students of the University of Waterloo, and may not be refunded. Further, nothing shall prohibit the Students' Council from determining the apportionment the Federation of Students fee into a suite of distinct fees, subject to the aforementioned agreement with the University of Waterloo."
- Bylaws, *Article 4*: Increased to member dues in an amount less than or equal to increases in the Consumer Price Index of Canada or due to staff salary growth may be approved by the Board, subject to ratification by the Students' Council or a General Meeting.
- Bylaws, *Article 8*: "Council shall have the power to determine student priorities regarding the general expenditure of members' dues..." and that Council shall have the power to both prepare budgets and apportion member dues.
- University of Waterloo and Federation of Students Agreement, *March 1968 Indenture*: "The Board of Governors agrees to give full and reasonable consideration to the University fee schedule ... which is adequate to meet the needs of the Federation and a programme of student activities... and the University shall endeavour to collect such fees as are agreed to... and the fees so collected shall be remitted to the Federation..."
- Tuition Fee Framework and Ancillary Fee Guidelines Publicly-Assisted Universities, *Ministry of Training, Colleges and Universities (MTCU) 2019-20 and 2020-21*: The student governing body may establish fees, including via referenda sponsored or co-sponsored by them, which are exempt from any fees protocol between the University and the student governing body, subject to provisions of the MTCU's guidelines. In

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

addition, the guidelines provide that the student governing body agree to a protocol regulating most University ancillary fees, which are not exempted by the ministry.

- Canadian Federation of Students v. Ontario, 2019 ONSC 6658, Remedy of *Certiorari*, in particular paragraphs 49-53, 55-57, 76-97, and 107-121.
- Relevant Memoranda of Understanding with the UW Vice President Administration & Finance pertaining to ancillary fees.

Key Words: Ancillary Fees, Administered Fees, Operating Levies, Capital Levies, Fees Protocol

POLICY STATEMENT:

This policy is meant to outline the high-level regulations and responsibilities pertaining to creation, adjustment, elimination and administration of ancillary fees assessed to undergraduate students, including those jointly assessed by/with the University of Waterloo under relevant fees protocols.

PURPOSE:

Outlined in this policy are the requirements by which ancillary fees are to be governed. All ancillary fees, including WUSA member dues, societies or affiliated group levies, third party levies, and administered fund fees fall within the purview of this policy. This Policy additionally sets standards for Executives and other Student Representatives selected in accordance with Council procedures to serve on University committees or bodies that determine fees in accordance with fee protocols. WUSA believes that all ancillary fees should be administered in an accountable and transparent manner.

DEFINITIONS:

Ancillary Fee – An ancillary fee is defined as a fee imposed or administered by the University of Waterloo, or one of its constituent parts or its Federated and/or Affiliated Institutions, in addition to regular tuition fees, which a student pays for a service or product. This includes fees collected on behalf of and remitted to the student governing body and approved third party groups. Such fees are classified into four types based on the nature of their payment:

- *Compulsory, non-refundable fees* – A compulsory, non-refundable ancillary fee is defined as a fee which a student is required to pay in order to enroll in, or successfully complete, any credit courses.
- *Compulsory, refundable fees* – A compulsory, refundable ancillary fee is defined as a fee which a student is required to pay in order to enroll in, or successfully complete, any credit courses, which are made refundable to the student based on circumstance (e.g. at request or with some form of proof-of-coverage).
- *Optional, non-voluntary fees* – An optional, non-voluntary fee is defined as a fee which a student may opt-out of at point of payment of tuition and fees for which no tax receipt is issued.
- *Optional, voluntary fees* – An optional, voluntary fee is defined as a fee which a student may opt-out of at point of payment of tuition and fees for which a tax receipt is issued (this includes charitable donations via voluntary student contribution).

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

Student Governing Body Representatives – The term student governing body representatives is defined as one or more representatives from each of the student governing body, as defined in relevant agreements with the University of Waterloo. For the purposes of this policy, Student Councillors (“Councillors”) or Executives shall be considered the Student Governing Body Representatives.

Governing Documents – The term governing documents refers to constitutions, letters patent or supplementary letters patent, bylaws, policies, and procedures of the Student Governing Body or the University of Waterloo, context depending.

Subsidiaries (“subsidiary”) – The term subsidiary means any constituent societies, affiliates, or other subsidiaries of the Federation or otherwise accountable to and overseen by the Federation.

Approved Student Groups – The term approved student groups refers to any groups on behalf of which the University assesses an ancillary fee which have been expressly approved by the student governing body in accordance with the bylaws, policies, and procedures thereof (e.g. via referendum).

AFIW (Affiliated and/or Federated Institutions of Waterloo) – Affiliated and Federated Institutions of Waterloo (AFIW) includes Conrad Grebel University College, Renison College, St. Paul's University College, and St. Jerome's University.

Ancillary Fee Directive – The term Ancillary Fee Policy refers to "Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities" for 2019-2020 and 2020-2021 set by the Ministry of Colleges, and Universities (MCU), and any successors thereto (including applicable legislation and regulation).

Bucket – The term bucket means any collection or bundling of ancillary fees of sufficiently similar nature together, in such a manner that clarity and transparency of the contents of that collection are understood by the student. As each bucket has an associated apportioned fee, the term “bucket” shall be synonymous with “fee” within this agreement.

Member Dues – As referred to in the Ontario *Corporations Act*, R.S.O. 1990 or a successor thereto (the “Act”), are those fees required to be paid to receive membership in the corporation.

SCOPE & EXEMPTIONS:

This policy applies to all undergraduate ancillary fees and their administration, including those of subsidiaries. This policy is not intended to act as a budget or appropriations policy/procedure, but rather to supplement such policies and procedures.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

In addition, this policy does not regulate or affect those fees governed by a fee protocol with the University, although it outlines requirements that such a protocol must reasonably meet. Portions of this policy do not apply to fees exempted by the Ancillary Fee Directive.

POLICY COMMUNICATION:

The President, or Vice President, Operations & Finance as designated, shall be responsible for communicating policy requirements for undergraduate ancillary fees appropriately to interested parties, current fee recipients, and other stakeholders.

POLICY:

1. *General Principles regarding Undergraduate Ancillary Fees*

All ancillary fees levied by the University on students and increments thereto, whether determined by WUSA, set in accordance with fees protocols between the University and student governing bodies, or otherwise, should be:

- a. Aptly named to describe the department, function, or activity that is to be funded;
- b. Announced prior to collection through the University's calendar or the published fee schedule(s) on WUSA's website; and
- c. Compliant with the Ancillary Fee Directive, if applicable.

Announcement and publication of fees must provide a breakdown of all ancillary fees. The announcement must explain the purpose(s) of the fee sufficiently to allow students to understand the materials, services or facilities that have been rendered through payment of the fee(s).

2. *Introduction of New Undergraduate Ancillary Fees*

All new ancillary fees collected from undergraduate students shall be approved by the Waterloo Undergraduate Student Association, or a designate thereof selected by the Students' Council, subject to the following requirements:

- a. Ancillary fees collected for and remitted to WUSA shall only be approved in accordance with the governing documents thereof, including those of any subsidiaries, where applicable;
- b. Voluntary ancillary fees collected for an Endowment Funds shall only be approved in accordance with the governing documents of the endowment fund; and
- c. All other ancillary fees, including those for Approved Student Groups, may only be approved following a referendum carried by a simple majority of votes in the affirmative or by a three-quarters (3/4) vote in the affirmative at a properly constituted meeting of the Students' Council.

New ancillary fees to be voted upon by referendum must be sponsored and administered by WUSA, its constituency societies, or in coordination with the University administration where expressly approved by the Students' Council.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

3. *Increments to Undergraduate Ancillary Fees*

All increments to the total value of ancillary fees, or the sum total of ancillary fee buckets, collected from undergraduate students must be approved by the WUSA through the following process:

- a. All changes to the total value or assessment of ancillary fees shall be submitted by the petitioning party to the Vice President, Operations & Finance, and copied to the Secretary of the Corporation;
- b. The President and Vice President, Operations & Finance will review all requested changes and ensure they comply with governing documents of the petitioning party and reasonably justified;
- c. Requested changes that are compliant with the governing documents of the petitioning party, in compliance with this policy, and are reasonably justified shall be submitted to the University of Waterloo for inclusion on the agenda of the Board of Governors in the form of a consolidated schedule of all such changes from all requesting groups;
- d. The consolidated schedule of fee adjustments shall include the recommendation of WUSA for each fee submitted to the Agenda of the Board of Governors;
- e. Normally, the President shall support and motivate, as necessary, any fees recommended by WUSA.

Prior to increments to fees being submitted to the Board of Governors for approval, they will be published on the WUSA website for information and included in the regular report of the Vice President, Operations & Finance, to the Students' Council.

Notwithstanding any other provisions within this section, undergraduates or members of the constituency affected by an approved increment to a fee may file a petition of appeal with the President (or Speaker) and the Secretary of the Corporation, objecting to such an increment, for consideration by the Students' Council.

- a. A petition of appeal must be signed by 10% or 500, whichever is fewer, of the undergraduate members of the constituency affected by the fee.
- b. President may, at their discretion, issue an injunction prohibiting any further action to implement the increment to the fee(s) in question, until such time as Council has considered an appeal to quash an approved increase.
- c. The Students' Council, or an authorized committee thereof, shall consider the appeal and may sustain the increase, overturn the increase, or refer the increase back to the appropriate party for reconsideration.
- d. The decision of Council on appeal shall be final and may not be appealed further, or again by any member for a period of one (1) calendar year therefrom.

4. *Temporary Suspension of Ancillary Fees*

Subject to the bylaws and any relevant agreements², the Students' Council may vote to

² WUSA Operating and Administered Funds, including those of Societies, may only be amended in the manner they are incremented in accordance with the bylaws, policies, and procedures. Further, increments to the Societies' Fees shall be conducted in a manner congruous with the Societies Agreement.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

temporarily suspend the assessment of an undergraduate ancillary fee, provided a two-thirds (2/3) vote in the affirmative. The President and Vice President, Operations & Finance, shall bring to the attention of the University such a decision to be accommodated wherever possible. Temporary suspension may last no longer than three (3) consecutive terms before reinstating or removal of the fee must occur. If no action to re-instate is taken by the Students' Council, the fee will be understood to have been recommended for removal. Any such decision shall require the consent of the UW Board of Governors, or their appointed officers where permitted.

5. *Review & Removal of Undergraduate Ancillary Fees*

The Students' Council shall be notified in the event that an optional or refundable fee sees sustained opt-out in excess of 50% of students for more than three (3) terms. In such a case, Council will review the value-for-money of the fee and issue recommendations for corrective actions. In the event that an optional or refundable fee experiences a sustained opt-out in excess of 75% of students for more than three (3) terms, the Students' Council shall, at its next regular meeting, consider a question on the removal of the fee from the fees statement.

Notwithstanding rules to the contrary, including the relevant governing documents for any Approved Student Group, if the Students' Council or a lawful requisition by students in accordance with the bylaws seeks to remove an ancillary fee from the fee schedule it may propose to do so via the following mechanisms provided that at least one (1) months' notice has been provided to the affected party or parties:

- a. By a three-quarters (3/4) vote in the affirmative at a properly constituted meeting of the Students' Council; or
 - b. By a referendum carried by a two-thirds (2/3) majority voting in the affirmative;
- And such a decision shall be submitted to the UW Board of Governors for final approval.

Council must consider any recommendations for removal of a fee made by a General Meeting or by the Committee of Presidents.

6. *Student Government Levies and Member Dues*

As the student governing body for undergraduates, WUSA assesses various fees to carry out its required duties, including the policing of undergraduate ancillary fees, in the manner that a government collects taxes. Fees assessed by the student governing body are categorized as follows:

a. Operating Levies:

Operating Levies are considered those fees which fund operating costs for services, facilities, or other costs of resources and offerings supported by WUSA or its subsidiaries.

i. Federation of Students' Fee –

The Federation of Students' Fee, as defined in the bylaws, shall be considered an operating levy.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

To best uphold the Charter as the representative body of all undergraduate students, the association shall only consider Member Dues to be considered those compulsory components of the Federation of Students' fee.

Optional components of the Federation of Students' fee shall not be considered a required Member Due in any capacity in order to satisfy requirements for membership in the corporation under the Act and the governing documents of the Corporation. However, opting-out of optional components of the Federation of Students' fee may preclude members from accessing those resources, services, or offerings at the determination of the Executive Committee, in accordance with this policy.

- ii. **Societies' Fees –**
Societies' Fees shall be considered an operating levy. Societies may preclude members of their constituency who have opted-out of their fee from accessing their resources, services, or offerings supported by that fee, however payment or lack thereof of a Society's fee shall not affect membership within that constituency.
 - iii. **Other Operating Levies –**
Other Levies shall mean any fees levied on undergraduate students by WUSA which are not tied to membership in the corporation, and may be compulsory, optional, or voluntary.
- b. **Capital Levies**
Capital levies are considered those fees which fund capital maintenance, renewal, improvement, and expansion costs.
 - c. **Administered Fund Levies**
Administered Fund Levies are considered those fees which fund programs which are administered on behalf of that program ("administered programs"). Administered programs shall constitute only those programs and their dedicated levies, determined by referendum or the Students' Council to be on the approved schedule of programming. Administered levies shall contribute to dedicated administered funds, respectively, out of which those approved programs shall be administered by the Board of Directors.
 - d. **WUSA Administered Endowment Fund Levies**
WUSA Administered Endowment Fund Levies are considered those voluntary student contributions to such an Endowment Fund administered directly by WUSA

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

All fee changes to student governing body fees should be evaluated and agreed upon with the principles of affordability, predictability, and access for students. WUSA will seek to maintain an affordable suite of fees, without harming the ability of the organization to deliver its services and engage in advocacy efforts, and without endangering its long-term financial wellbeing. As fiduciaries of the organization, the Board of Directors shall be responsible for approval of any changes to student governing body fees, in accordance with this policy, unless expressly provided for herein.

Changes to Operating Levies shall be subject to the following requirements:

- a. Increments to Societies' Fees shall be approved in accordance with the governing documents of that Society, relevant agreements, and WUSA's governing documents.
- b. Increments to the Federation of Students' Fee shall be treated in accordance with the requirements of WUSA's governing documents; and
- c. Increments to all other operating levies may be determined by the Board of Directors in accordance with the procedure and shall be subject to ratification by the Students' Council, a General Meeting, or confirmation via Referendum.

Changes to Capital Levies shall be approved by the Board of Directors in accordance with the procedure and shall be subject to ratification by the Students' Council, a General Meeting, or confirmation via Referendum.

Changes to Administered Fund Levies shall be approved by the Board of Directors in accordance with procedures thereof, provided that the Board:

- a. Regulate inflationary adjustments in a manner of its choosing;
- b. Faithfully provide for the long-term financial health of relevant administered funds based on actual or projected costs and service-level considerations;
- c. Develop and maintain reasonable limitations for fee increases which are stratified based on the current dollar amount of the fee and the percentage of increment of a given fee up to a cap, and that increments exceeding such limitations be confirmed via referendum or ratified by a General Meeting or the Students' Council;
- d. Ensure administered programs under contract meet agreed upon contractual obligations; and
- e. Notice of adjustments be regularly provided to the student body.

Changes to WUSA Administered Endowment Fund Levies shall be approved directly by the Students' Council, at the recommendation of the appropriate governing body or committee for that administered endowment fund (e.g., Internal Funding Committee), unless otherwise delegated in the procedures of Council (e.g., Student Life Endowment Fund Board of Directors).

7. Apportionment and Distribution of Fees

The Budget & Appropriations Committee, on behalf of the Students' Council, shall be

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

responsible for apportionment of the WUSA Fee(s) into those fee buckets it determines appropriate, including the determination of programs supported by each bucket and the dollar amount of the bucket. The Committee, acting on the advice of the Executive, auditors, and other appropriate counsel, shall endeavor not to unreasonably bundle fees within buckets and shall ensure costing of fees sufficiently supports programs for which Council intends to budget. The apportionment of fees shall normally be presented in the Fiscal Year Budget package, or otherwise shall be subject to ratification by the Board of Directors before coming into force and effect.

8. *Status of Ancillary Fees as Optional or Compulsory*

a. Default Assessment Method –

The Students' Council shall provide for the manner of determination of fees as compulsory or optional through procedure, provided that any modification in status of student governing body fees shall first be approved by the Board of Directors, subject to ratification by Council.

Normally, a review of the ancillary fee or fees in question shall be conducted before any changes are approved which shall include: the solicitation of feedback from students, the group or department funded by the fee, and other relevant stakeholders. Such a review will, at minimum, consider the funding structure for the group or program to be funded, impacts of the fees classification, need and use case for the group or program to be funded, ability for verification of fee payment and restriction of access to services in accordance therewith, tax considerations, equal consideration of costs and benefits associated with a fees classification, and the manner in which the fee was created (via Council, Referendum, or otherwise).

The classification as compulsory or optional for a fee that has been determined by Referendum shall be respected and normally shall not be reclassified without a Referendum expressly approving or

b. Assessment Method where Required by Governmental Regulation –

Notwithstanding section 8(a) above, where governmental regulation applies as to the classification of fees, the President and Vice President, Operations & Finance, shall be authorized to engage with the University in the classification of any undergraduate ancillary fee or bucket of ancillary fees as compulsory, optional, or otherwise. The Students' Council shall determine, or shall otherwise strive to provide a recommendation regarding, the classification of all undergraduate ancillary fees to be included on the University's fee schedule, based reasonably upon the Ancillary Fee Directive.

Any ancillary fee or bucket that is determined by the University or WUSA to not

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

reasonably satisfy the requirements of a compulsory fee under the Ancillary Fee Directive, shall be made optional.

To the fullest extent possible, WUSA shall endeavor to ensure Optional fees provide students the right to opt-out of paying the fee at or before point-of-payment. All optional fees will present at the point of selection a description of that fee, its function, and benefits or costs associated with payment or opt-out. To the fullest reasonable extent, WUSA shall ensure descriptions for all undergraduate student fees are up-to-date and presented in a centralized and clear format on the WUSA website.

9. *Handling of Refunds and Opt-ins*

Normally, optional ancillary fees may not be refundable following payment. The Vice President, Operations & Finance, may issue case-by-base exceptions to this rule at their discretion. Refunds for optional administered programs shall be handled in accordance with relevant contracts or constating documents for such programs.

WUSA, its subsidiaries, or Approved Student Groups may, at their discretion, permit students to opt back into applicable fees which they had previously opted-out of paying. Students opting back into such fees may be subject to a late payment surcharge by the payee as a penalty for administrative burden in an amount not exceeding twenty percent (20%). Notice of any surcharges approved in accordance with the governing documents of any subsidiary or Approved Student Group must be provided to the Vice President, Operations & Finance. Notwithstanding the foregoing, WUSA may require a harmonized surcharge across all opt-ins should such action be required due to operational constraints.

10. *Application of Harmonized Sales Tax on Applicable Fees*

The Office of the Vice President, Operations & Finance, in collaboration with the auditors and UW Finance, will assess taxable status for all optional undergraduate ancillary fees to determine what, if any, Harmonized Sales Tax (HST) should be applied.

The HST shall be collected separately from the applicable fee and shall not be considered part of that approved fee.

WUSA shall maintain a register of the taxable status of all optional fees which WUSA's Accounting Department shall periodically review when determining whether HST expenses can be recovered to net against collected HST amounts charged during fee payment. The Accounting Department shall issue updates to all senior managers regarding rates at which HST is claimable for those department's expenses.

WUSA will endeavor to have all Harmonized Sales Tax (HST) collected on applicable undergraduate ancillary fees be remitted to the association. In the event that WUSA cannot comply with this rule or that the Board determines it appropriate to elect the University as an agent to account for the HST on taxable fees, then the HST shall not be

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

required to be remitted to WUSA, but shall be handled by the Office of the Vice President Operations & Finance according to Canadian Revenue Agency rules pertaining to the election and revocation of the election between principal and agent.

11. *Affiliated & Federated Institutions of Waterloo*

Constituencies from Affiliated & Federated Institutions of Waterloo (AFIW) may develop subsidiary ancillary fee protocols or agreements with AFIW administration to specifically regulate their ancillary fees. All such protocols or agreements should comply with this policy and the relevant agreements between WUSA and the University of Waterloo, unless a waiver is jointly granted by the University and WUSA.

12. *Principles for Fee Protocols*

There shall only be one fee protocol between undergraduate students, graduate students and the University Administration to regulate ancillary fees, their introduction, and increments thereto. Undergraduate student governing body representatives shall not support stand-alone fee protocols which have not expressly been supported by the Students' Council. All fees governed by a fee protocol must be overseen by a committee composed of majority students, to ensure that all ancillary fees remain transparent, student-regulated, and in the best interests of the students.

Undergraduate students believe that all ancillary fees should be administered in an accountable and transparent way where opting-out of fees should be done easily and accessible to all students.

On-campus services that may need supplementary revenue to recover costs of providing those services to students should be able to do so, however only those costs associated with providing services or activities offered and used only by students should be recoverable.

Undergraduate students support the continued employment of a comprehensive online opt-out system for all optional and voluntary ancillary fees levied at the University of Waterloo. Such a system should continue to provide a display of all fees, the deadline by which decision as to payment or opt-out is to be made (if different than the end of the tuition payment period), and a description of the fee including the work funded by the fee.

Such a comprehensive online opt-out systems should offer both quantitative feedback and optional qualitative feedback prior to opting-out of any fee.

13. *Notice of Amendment*

Notice of amendments to be made to this Policy must be provided at least fifteen (15) business days prior to the Council meeting at which they are to be voted upon, and to all affected student groups and other appropriate parties, as determined by the President.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Amendments shall normally be reviewed and approved by the Board of Directors prior to consideration by Council.

14. *Suspension*

This policy may not be suspended.

HISTORY:

October 14, 2013: Policy was approved or amended (prior history unknown).

April 19, 2020: This policy was reformatted and rewritten to incorporate Policy 24, Online Refundable Ancillary Fee Opt-Out System. Changes to the policy reflected changes to Provincial regulation pertaining to University Ancillary fees, the quashing of such regulation by the Courts, as well as a desire by the student government to formalize conventions and streamline rules for the introduction, incrementing, temporary suspension, and removal of ancillary fees.

COMPLIANCE AND ENFORCEMENT:

The President shall take care that this policy is faithfully executed and upheld by all undergraduate representatives on University decision-making. The President shall revoke a student governing body representative's appointment or recommend their removal, where appropriate, for any representative who knowingly fails to comply with this policy.

The Students' Council, or appropriate committees thereof, may request those resources and documentation that they deem necessary to ensure comfort in the adherence to this policy.

APPENDICES: N/A

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 30
Effective: Expired
Replaces: October 14, 2012

Services

WHEREAS the Federation of Students expects the University to run essential services for students; and

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY & CORPORATE
POLICY**

Number: 31
Effective: September 17, 2017
Replaces: April 7, 2013

Student Space

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

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

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

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

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

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

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

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

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

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

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

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

BIFRT students should have full management control of student space; and

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 32

ADVOCACY

Effective: Expired

POLICY

Replaces: June 9, 2013

Course and Instructor Evaluations

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

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

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

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

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

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

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

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

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

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

BIFRT the results of student course and peer evaluations should be made available to the University community through an authenticated access point; and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

BIFRT the results of course and peer evaluations by students and faculty should be tied to faculty performance reviews, including tenure and promotions decisions, to incent teaching excellence and reward faculty with superior teaching methods and outcomes.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Student Discipline

Policy Number: 33

Policy Class: Advocacy

Policy Category: UA

Effective Date: November 4, 2020	Approval Date: November 4, 2020	Last Revision Date: November 4, 2020	Review Year: 2023
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Sponsor: Vice President, Education

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority: Federation of Students Bylaw 8.7.3 & Federation of Students Object 8

Key Words: Student Discipline, University Policy 71, Appeals, Academic Integrity, Plagiarism

POLICY STATEMENT:

PURPOSE:

This policy establishes the Waterloo Undergraduate Student Association's position with regard to academic integrity and student discipline, and to guide the work of the Executive with regard to advocacy on University discipline policies.

DEFINITIONS:

Academic Integrity- The application of ethics and upstanding behaviour to academic work, including both following established rules within the academy, and a dedication to the spirit of fairness, respect of others' work, accurate representation of your own abilities & the value of the University of Waterloo brand.

SCOPE & EXEMPTIONS:

This policy guides the advocacy of the Vice President, Education, and President to prioritize according to their capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:

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

POLICY:

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

1. The Waterloo Undergraduate Student Association believes:
 - a. That students have an obligation to one another to participate in the University environment in a fair manner reflecting integrity
 - b. That academic integrity increases the value and prestige of University of Waterloo degrees, diplomas and other designations, and instills dignity in quality work of all members of the community
 - c. That fair academic discipline is required to ensure these benefits.
 - d. That academic discipline can, should and must be accompanied by other measures to promote a culture of academic integrity at the University of Waterloo.
 - e. That an academic discipline system must balance punitive measures to dissuade actions and remedial opportunity for growth.
 - f. That unintentional transgressions of academic integrity are signals of systemic and cultural failure, rather than personal failure.
 - g. That all members of the University community have a role to play in cultivating a culture of academic integrity.
 - h. That the Waterloo Undergraduate Student Association, as a collective representative for students, should have a prominent role in stakeholder consultation by the University for student discipline policy development
 - i. That a university culture and system of promoting academic integrity must rely on education, practice and reinforcement, leadership, and resources.
 - j. That the Waterloo Undergraduate Student Association's role is that of an advocate for the mistreated, and general compassion within the system, but to support disciplinary decisions where justified and fair.
2. The Waterloo Undergraduate Student Association is concerned:
 - a. Punishments for academic misconduct may not be commensurate with the action undertaken and associated circumstances
 - b. Students may not understand the value, or reasons for enforcement, of proper academic conduct
 - c. The University may prioritize punishment over restorative justice and building a culture of academic integrity
 - d. Students may be unfairly punished for the actions of others, particularly as a result of online communications
 - e. Students may be unaware of the permissible forms of collaboration for assessments throughout the term
 - f. Academic conduct is not equivalently enforced for instructors
3. The Waterloo Undergraduate Student Association therefore recommends:
 - a. That the University review the assessment penalty guidelines for undergraduates no less often than every five years, and include substantive consultation with the Vice President, Education, or another undergraduate student as the Vice President sees fit.
 - b. That evaluations of appropriate penalties with regards to academic integrity violations—especially those regarding plagiarism—attempt to ascertain likelihood that the transgression was intentional, and if unintentional, to treat as a mediating factor in applying the penalty assessment guidelines
 - c. That the University adequately fund and support academic integrity resources on campus, including but not limited to the Academic Integrity Office, the academic integrity app.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- d. That students should be exposed, through a portion of a lecture in a mandatory 100-level course in their discipline, information dedicated to the importance and the practice of academic integrity, and academic integrity resources on campus.
- e. That specific rules for discipline in the case of wildly circulated communications, such as emails or online messages, be developed in consultation with the Waterloo Undergraduate Student Association
- f. That the University create a requirement for each course to explicitly state, in the syllabus, the accepted aids in each assessment
- g. That the University uniformly enforce academic integrity for instructors and students

HISTORY:

Date of Origination unknown

Updated or written, June 2013

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

Students' Council recommends that the Vice President, Education, inquire with appropriate University personnel to determine the prospect of the Waterloo Undergraduate Student Association having involvement in regular review of undergraduate penalty guidelines.

APPENDICES: Cipher.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

Policy Title: Differential and Relative Grading

Policy Number: 34

Policy Class: Advocacy

Policy Category: UA

Effective Date: August 23, 2020	Approval Date: August 23, 2020	Last Revision Date: Unknown	Review Year: 2023
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Sponsor: Education Advisory Council

Attachment: None

Responsible Bodies: PPC

Authority: Federation of Students Bylaw 8.7.(3).

Key Words: Grading Schemes, Academic Fairness, Marking

POLICY STATEMENT:

Differential Grading can have effects that affect different students to differing degrees, especially when applied part way through a term. This policy establishes the Waterloo Undergraduate Student Association's stance on these schemes. Furthermore, this policy takes a stance against the practice of relative grading, which can be detrimental for mental health.

PURPOSE:

To address and mitigate detrimental effects of differential grading and relative grading.

DEFINITIONS:

Differential Grading- Where an assessment or a series of assessments may be graded by multiple marking weighting schemes to yield different marks.

Syllabus/Course Outline (interchangeable)- A document for mandatory distribution that outlines critical information about the course, that serves as a contract between an instructor and students as to administration of the course.

Marking Scheme- The determination and representation of which assessments in the course will contribute to the final grade, and in which proportion.

Drop-No-Penalty Period- the period at the beginning of each term where a student may disenroll from a course without financial penalty.

Relative Marking- The practice of assigning marks relative to the performance of other students within the class, capping the total amount that the class as a whole can get at below 100% per student.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Positive bell curving- The alteration by an instructor of all individuals' grades within a class to move the class from its average after an assessment to a higher desired average, moving most or all individual marks higher.

SCOPE & EXEMPTIONS:

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

Differential grading in this policy does not cover bonus marks, extra credit assignments, positive bell-curving or otherwise beneficially changing the grades resulting from an assessment, changes to a mark on the basis of a Verification of information Form, grievance, petition, or appeal, or any policy that could be reasonably interpreted to be outside of the instructors control.

POLICY COMMUNICATION:

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

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. That students are entitled to information about weighting at the beginning of a course through a course outline or syllabus;
 - b. That alterations to a syllabus are a bilateral negotiation between students and an instructor after the first version of a syllabus has been completed by the instructor within the first two weeks of class;
 - c. That grades should generally reflect performance accurately, and that marks should not be unreasonably withheld;
 - d. That students should be able to reasonably expect that they will be graded in a fair and equitable manner;
 - e. That competition at the University of Waterloo should be structured to lead to higher academic achievement and a sense of self-competition, rather than inter-personal competition
2. The Waterloo Undergraduate Student Association is concerned:
 - a. That some instructors do not adequately inform students of marking schemes in their course outline.
 - b. That differential grading, specifically when applied as a syllabus change during the term, can lead to adverse outcomes, such as disadvantaging a student who invested equal time and effort into each assessment
 - c. That students are unaware of their rights and have minimal avenues of recourse to address syllabus changes
 - d. That relative grading is not a sound practice for assessment of adequate mastery of material, or for demonstrating learning, and that relative grading can inspire competition where it is detrimental to mental health, with little benefit.
3. Therefore, the Waterloo Undergraduate Student Association recommends:

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

- a. That the University of Waterloo should obligate a preliminary marking scheme to be included in each course outline.
- b. That the University of Waterloo develop Academic Calendar text demonstrating that if multiple marking schemes are used, that the student shall be assessed using that which returns the highest mark.
- c. That the University of Waterloo develop guidelines respecting amendments to grading schemes after the drop-no-penalty period ends;
- d. That the University of Waterloo institute that such a guideline require that any change to a marking scheme that would conceivably lead to a student having a lower grade shall require unanimous consent of all students present in a class;
- e. That in the case of cumulative assessments, that ad-hoc marking schemes dropping earlier assessments be encouraged when a later good mark shows mastery of earlier material.
- f. That students must always retain the right to be marked under the old marking scheme as one of multiple potential marking schemes.
- g. That the University of Waterloo ban relative grading through a guideline, or language in the Academic Calendar text.

HISTORY:

Developed by EAC, *Winter 2014*

Passed by Students' Council, *4 April, 2014*

Expired, *4 April, 2017*

Redeveloped by EAC, *Spring & Fall 2019*

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES:

Cipher.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS	Number:	35
ADVOCACY & CORPORATE	Effective:	Expired
POLICY	Replaces:	April 6, 2014

Equity, Diversity, Inclusion, and Access

WHEREAS the Federation of Students (Feds) recognizes the historical and persistent inequities and barriers to equitable participation that exist in society and on campus.

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

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

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

- Equitable treatment involves acknowledging diversity, recognizing and celebrating our differences, and eliminating the barriers that prevent the full participation of all peoples. ([Campus Climate](#), University of Minnesota Duluth);
- Diversity includes every aspect of a human being and all the ways in which people differ. It is all-inclusive and recognizes everyone and every group as part of the diversity that is valued. Diversity includes visible and non-visible attributes that includes but is not limited to: race, gender, age, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, physical appearance, ideas, perspectives, and values. ([Glossary of Terms](#), University of California, Berkeley, Division of Equity and Inclusion; Trainer's Diversity Source Book);
- Inclusion is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. ([Glossary of Terms](#), University of California, Berkeley, Division of Equity and Inclusion); and
- Accessibility means giving people of all abilities opportunities to participate fully in everyday life. ([Understanding Accessibility](#), Ontario Ministry of Economic Development, Trade, and Employment);

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

BIRT the Federation of Students will ensure to the greatest extent possible that all members enjoy the opportunity to participate as they see fit in the full range of activities that the Federation of Students offers, and to achieve their full potential as members of the Waterloo community;

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 36
Effective: Expired
Replaces: April 6, 2014

Campus Wellness

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

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

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

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

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

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

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

BIRT the Federation of Students will form partnerships with the university administration, Campus Wellness, and other invested stakeholders in order to achieve these aims to the greatest efficiency and effect.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

Resolved, that the Federation of Students will form committee(s) operating under the umbrella of Wellness as necessary in order to evaluate existing programs, endeavour to establish new ones, and advocate for change throughout campus.

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**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 37
Effective: Rescinded, July 14, 2019
Replaces: April 6, 2014

English Language Proficiency

RESCINDED – July 14, 2019

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 38

ADVOCACY

Effective: Expired

POLICY

Replaces: September 21, 2014

Multi-Faith Spaces for Spiritual Practice and Study

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 39

CORPORATE

Effective: February 8, 2015

POLICY

Replaces: New

Communications

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

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

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

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

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

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

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

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

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

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

BIFRT any form of communication made on behalf of Feds, must not be against any stance adopted by Council or Board and must involve the Executive whose portfolio best fits with the topic; and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

WHEREAS The Marketing and Communications Department leads the external marketing and communication efforts of the organization; then

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

WHEREAS The Executives are the designated spokespeople for the organization;

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS

Number: 40

ADVOCACY

Effective: December 6, 2015

POLICY

Replaces: New

Satellite Campus Policy

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

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

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

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

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

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

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

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

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

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

BIFRT the Federation of Students adopts an advocacy stance that students on satellite campuses must not be charged through the Student Services Fee for any services not accessible to them

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Political Non-Partisanship

Policy Number: 041

Policy Class: Corporate

Policy Category: A, HR, CS, SA, EA

Effective Date: March 6, 2016	Approval Date: March 6, 2016	Last Revision Date: December 1, 2019	Review Year: 2022
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Sponsor: Stéphane Hamade (VP Education, 2014-2016)

Attachment: None

Responsible Bodies: Policies & Procedures Committee

Authority:

- Charter: "To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo"

Key Words: Political Parties, Government, Advocacy, Candidates

POLICY STATEMENT:

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

PURPOSE:

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

DEFINITIONS:

Political Parties – Includes any provincial or federal party recognized by Elections Canada or Elections Ontario.

Partisan Political Activities – A public activity, statement, or message in support of, within, or opposition to a political party, a candidate, or someone seeking nomination as a candidate.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Political Lobbying Organizations – An organization, other than a political party, that engages in lobbying or advocacy activities to any level of government. This includes any student or labour unions or associations that engage in government lobbying or advocacy as part of their work.

SCOPE & EXEMPTIONS:

The policy applies to all political activities at the federal, provincial, regional, and municipal levels of government.

POLICY COMMUNICATION:

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

POLICY:

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

- a. Exceptions to this provision may be granted by a three-fourths ($\frac{3}{4}$) majority of Students' Council.
9. The Federation and its subsidiaries should not be a member of any political lobbying organization that engages in partisan political activities, in accordance with this Policy and with Policy 20, *External Lobbying Organization Membership*.

HISTORY:

This policy was initially approved on March 6, 2016.

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

COMPLIANCE AND ENFORCEMENT:

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Undergraduate Course Syllabi

Policy Number: 042

Policy Class: Advocacy

Policy Category: UA

Effective Date: March 8, 2020	Approval Date: July 24, 2016	Last Revision Date: March 8, 2020	Review Year: 2023
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Sponsor: Sarah Wiley (VP Education, 2016-2017)

Attachment: None

Responsible Bodies: Policies & Procedures Committee (PPC)

Authority:

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

Key Words: Course syllabi, undergraduate, academic success

POLICY STATEMENT:

The *Federation of Students, University of Waterloo*, operating as the *Waterloo Undergraduate Student Association* (WUSA), is committed to ensuring the long-term academic success of students. The undergraduate calendar at the University of Waterloo requires all course instructors to develop a syllabus and provide it to students by the last day of the first week of classes. WUSA believes that unfettered access to course syllabi is essential for effective degree planning and a benefit to students' long-term academic success. In addition to this, WUSA believes that the widespread and accessible circulation of course syllabi will enhance accountability and transparency. While course content may change from term to term, students should have access to as much information as possible when choosing their courses.

PURPOSE:

This policy will provide guidelines for the release of undergraduate course syllabi in a manner that allows for transparency and accountability of course instructors. Furthermore, it will ensure continuous access to a repository of course syllabi for the purpose of academic planning.

DEFINITIONS:

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

Course syllabi - The “course outline” for each offering of a course, as required by the UW Undergraduate Studies Academic Calendar to be distributed to all students in the course.

Course selection period - As defined in the UW Undergraduate Studies Academic Calendar.

SCOPE & EXEMPTIONS: This policy is applicable for all University of Waterloo undergraduate courses, with the exception of “independent study” courses where the course content and/or expectations are individually tailored to the student.

POLICY COMMUNICATION:

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

POLICY:

1. All syllabi from the most recent undergraduate course offerings should be made available before the start of course selection period in a given term. Prior to the first day of class, a preliminary syllabus should be provided to the respective undergraduate faculty offices where a publicly accessible digital repository of current and recent syllabi should always be maintained.
2. Following the first week of class, syllabi should only be changed with the unanimous consent of the students in said class. While course syllabi should clearly describe course structure, content and class and department-specific policies, the University should provide an email at the beginning of each term detailing the academic rights of students.
3. The VP Education shall work with the university’s Undergraduate Operations Committee to ensure adherence across campus to this and related university policy on syllabi. The Academic Affairs Commissioner shall be responsible for liaising with the student societies on a regular basis to verify that each Faculty is updating their repository consistently.

HISTORY:

This policy was approved on July 24, 2016, and in compliance with Council Procedure 9, automatically expired in July 2019. On February 14, 2020, as part of a policy review conducted by the Policies & Procedures Committee, Policy 42 was restructured into the newest format and minor changes were made to its contents; these changes were approved by Council on March 8, 2020.

COMPLIANCE AND ENFORCEMENT:

The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 43
Effective: March 31, 2019
Replaces: December 04, 2016

Commercial Operations

Definitions

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

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

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

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

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

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

BIFRT the Vice President Operations & Finance must demonstrate to the Board of Directors that the hiring of any non-student personnel for commercial services is essential due to the hours of operation, individual’s education, experience required for the position, or student interest³

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

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

³ *With the proviso* that any currently employed personnel shall not be affected.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 44
Effective: April 4, 2017
Replaces: New

Local Transit Policy

RESCINDED AND SUBSUMMED UNDER POLICY 27– October 4, 2020

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 45
Effective: April 4, 2017
Replaces: New

Partial Grade Return

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

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

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Ombudsperson Office

Policy Number: 46

Policy Class: Advocacy

Policy Category: UA

Effective Date: December 6, 2020	Approval Date: December 6, 2020	Last Revision Date: November 30, 2020	Review Year: 2023
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Sponsor: Abbie Simpson, President FY2021

Attachment: None

Responsible Bodies: Policies and Procedures Committee

Authority: Charter (Objects 1, 5 & 8)

Key Words: Ombudsperson, accountability, procedural fairness, conflict resolution

POLICY STATEMENT:

The *Waterloo Undergraduate Student Association* (WUSA) believes that the University of Waterloo should establish an Ombudsperson's Office.

PURPOSE:

This policy will set advocacy direction for work on the creation of an Ombudspersons Office, or similar.

DEFINITIONS:

Ombudsperson - An official who is charged with representing the interests of the [stakeholder](#) groups - in this case students, faculty - by investigating and addressing complaints of maladministration or a violation of rights at the University.

SCOPE & EXEMPTIONS:

This policy relates only to the advocacy work of the President or designate and issues relating to the support and creation of an Ombudsperson's Office at the University of Waterloo.

POLICY COMMUNICATION:

The policy will be posted on the Corporation's website and internal network drives. University staff and administrators will be advised of the new policy via distribution by the President, or a designate.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

POLICY:

1. The Waterloo Undergraduate Student Association believes:
 - a. Students should be able to access services which support procedural fairness and just, reasonable outcomes for students; and
 - b. An independent ombudsperson should be empowered to provide a safe, confidential environment in which students can discuss a University-related problem or concern; and
 - c. An ombudsperson should be impartial – providing both students and the University of Waterloo with an independent stakeholder equipped to facilitate an equitable dispute resolution process; and
 - d. Students at the University of Waterloo should have access to an independent ombudsperson, or similar; and
 - e. Data and tracking of issues students face including discrimination, human rights violations, and adjudication of academic processes are not currently maintained, and this should be done by a neutral third party responsible for reporting and holding internal processes accountable
2. The Waterloo Undergraduate Student Association is concerned:
 - a. Many undergraduate students experience conflicts with a faculty member, an advisor, or university administration; and
 - b. Students can face serious conflicts and power imbalances that require support and advocacy that existing policies and campus stakeholders cannot fully provide; and
 - c. There are no accountability structures to ensure policy is appropriately followed nor ways to address issues that recur with a faculty member, advisor, or university administration
 - d. Lack of tracking and data reporting typically present at universities with ombudspersons has not been present at the University of Waterloo since the abolition of the Ombudsman's Office.
3. Therefore, the Waterloo Undergraduate Student Association recommends:
 - a. Reinstitute an independent ombudsperson position to support procedural fairness and just and reasonable outcomes for all students.
 - b. The scope of the ombudsperson should include academic issues (e.g., grades, scholastic offenses, program requirements, instructor conflicts, etc.) and non-academic issues (e.g., tuition, residence, etc.).
 - c. The ombudsperson should also be responsible for accountability of internal processes and making recommendations to improve University policy and procedure
 - d. Selection and hiring, as well as reporting and accountability of the ombudsperson should include at minimum equal student representation
 - e. An Ombudsperson Office should be established in line with the Standards of Practice of the Association of Canadian College and University Ombudspersons as established by the International Ombudsman Association.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

HISTORY:

April 4, 2017 – NEW Ombuds Office Policy. March 2018 University adopts PAC-SMH Report including Recommendation #12: Faculty and Staff Roles.

Rewritten November 30th, 2020

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: None.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Sexual Violence Prevention and Response

Policy Number: 047

Policy Class: Advocacy

Policy Category: UA

Effective Date: April 4, 2017	Approval Date: April 4, 2017	Last Revision Date: August 23, 2020	Review Year: 2023
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Sponsor: Matthew Gerrits (Councillor, 2016-2017)

Attachment: None

Responsible Bodies: Policies & Procedures Committee (PPC)

Authority:

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

Key Words: sexual violence, sexual assault

POLICY STATEMENT:

WUSA believes that the University of Waterloo is responsible for fostering a safe, welcoming and inclusive environment. To that end, the university should evaluate current systems for sexual violence prevention and response, make students more aware of sexual violence response resources that are available, require students to receive education in sexual violence prevention and response and make bystander intervention training available on campus.

PURPOSE:

The purpose of this policy is to document student beliefs and recommendations with respect to sexual violence, prevention and response on campus. Applicable representatives will advocate for the objectives herein laid out.

DEFINITIONS:

Sexual Violence - any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Sexual Violence Prevention and Response - Sets of measures that seek to prevent sexual violence, or provide resources to help survivors in the aftermath of sexual violence or harassment. Such measures can include, but are not limited to: education, built design,

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

bystander awareness training, pursuing cultural shifts, provision of mental and physical healthcare, points of contact for survivors of sexual violence or harassment, and accommodations for those affected by sexual violence or harassment.

SCOPE & EXEMPTIONS:

This policy applies to anyone advocating to the University on behalf of the undergraduate student body as a whole regarding sexual violence prevention and response strategies. This includes executives, commissioners, and at-large undergraduate senators.

POLICY COMMUNICATION:

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

POLICY:

1. The University should endeavor to make students more aware of sexual violence resources available on campus, including the Sexual Violence Response Coordinators;
2. The University should ensure all students receive mandatory, well-grounded, and substantive sexual violence prevention and response education;
3. The University should commit to conducting periodic surveys to investigate the student attitudes towards and experiences with sexual violence and response;
4. The University should conduct periodic, thorough, and methodical campus safety audits; and
5. The Federation will advocate for bystander intervention training being available on campus.

HISTORY:

This policy was originally approved in April 2017. PPC proposed amendments in February 2020 to reflect the new policy format as well as changes to the University's Policy 42 - Prevention of and Response to Sexual Violence. These amendments were approved by Council on March 8, 2020. The Policy Statement and Purpose were updated on August 23, 2020.

COMPLIANCE AND ENFORCEMENT:

The Executives shall advance the aims of this policy in communications with University stakeholders as appropriate.

APPENDICES: None

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 48
Effective: September 16 2018
Replaces: April 4 2017

Counter-Discrimination Policy

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

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

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

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

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

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

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

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

BIFRT the Federation of Students will not adopt stances or policy in support of the promotion of discrimination, violation of academic freedoms, severance of academic or institutional relationships, and marginalization of student communities;

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

BIFRT Council shall not ratify referendums⁴ pertaining to severing academic or institutional ties.

⁴ Notwithstanding this requirement, Councillors shall maintain rights under parliamentary procedure to amend the agenda or entertain a motion to ratify a referendum by overturning the decision of the Speaker.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 49
Effective: April 4 2017
Replaces: New

Sustaining Safety Policy

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

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

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

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

Furthermore, BIRT every proposed policy or bylaw change be first reviewed by the Board and the Council or their appointed representative(s), before it goes to a vote; the Board shall provide their opinion on whether the proposed change is consistent with the views of the organization and shall not harm it; the Council shall provide their opinion on whether the proposed change is consistent with the views of their constituents and shall not harm them. The opinions of the Board and Council on the proposed change shall be non-binding but shall be made public in advance of the vote, and announced after the motion statement for the proposed change is read.

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

Indigenous Engagement and Inclusivity

Definitions

In this policy:

1. *Indigenous peoples* means “Indigenous communities, peoples and nations are those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories, or parts of them. They form at present non-dominant sectors of society and are determined to preserve, develop and transmit to future generations their ancestral territories, and their ethnic identity, as the basis of their continued existence as peoples, in accordance with their own cultural patterns, social institutions and legal system” (Jose Martinez Cobo, 1983).⁵

The Policy

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

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

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

WHEREAS the University of Waterloo has a commitment to addressing education gaps and to maintaining a positive and welcoming environment and successful student experience for the undergraduate Indigenous students, as the University of Waterloo has the responsibility to promote inclusivity by adjusting procedures, activities and physical environments⁶;

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

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

⁵ Jose R. Martinez Cobo, the Special Rapporteur of the Sub-Commission on Prevention of Discrimination and Protection of Minorities, wrote the most cited definition of “Indigenous peoples” in his report entitled “Study on the Problem of Discrimination against Indigenous Populations.”

⁶ Further information regarding the University of Waterloo’s campus community and diversity can be found here: <https://uwaterloo.ca/about/what-we-stand/campus-community>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Indigenous and non-Indigenous students, staff, and faculty as an exemplary practice in Indigenous education, as set out in the Truth and Reconciliation Commission;

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

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

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

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

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

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

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

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

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

BIFRT the Federation of Students shall advocate for the "Indigenization" of University curricula in the form of Indigenous-based courses in various faculties focused on Indigenous pedagogies and academic programming, as well as Indigenous language courses;

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

BIFRT the Federation of Students shall advocate for the creation of an Indigenous major and minor to be made available to all undergraduate students;

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

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

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

BIFRT the Federation of Students shall advocate for the incorporation of Indigenous cultures by supporting the construction of larger spaces for Indigenous students;⁷

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

⁷ OUSA states that increased Indigenous spaces on university campuses can reduce the feelings of isolation while also promoting awareness of Indigenous programs amongst non-Indigenous staff, faculty, and students (Policy Paper: Aboriginal Students (Toronto: Ontario Undergraduate Student Alliance, 2014)).

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS CORPORATE POLICY

Number: 51
Effective: June 17 2018
Replaces: New

Value-for-Money

Definitions

1. “*Request for Proposal*” (*RFP*) refers to a solicitation for proposals, through a bidding process, by the Federation of Students for interest in procurement of vendors, services or assets (eg. Auditor or Legal Counsel). *RFP* is a standard process for any large procurement expense on an external contract.
 - a. “*Proponent*” or “*Bidder*” refers to the entity that submits a *Proposal* in response to this *RFP*.
 - b. “*Services*” refers to any services proposed by the *Proponent* as a response to this *RFP*.
 - c. “*Selected Proponent*” refers to the *Proponent* that has been awarded the right to negotiate and complete an *Agreement* with the Federation of Students to be approved by the Board of Directors.
2. “*Ongoing Contracts*” means a contracted service provided to Federation of Students that would normally be provided year-over-year.
3. “*Agreement*” refers to an agreement executed with the Federation of Students for the provisioning of the services on terms and conditions deemed satisfactory by the Board of Directors. The terms and conditions of the *Agreement* will be discussed and negotiated between the Board of Directors of the Federation of Students and the *Proponent*.
4. “*Value-for-money*” (*VFM*, “value”) is the achievement of a desired procurement outcome at the most suitable, but not necessarily the lowest, price based on balanced consideration of *financial* and *nonfinancial* factors relevant to the procurement which is used to benchmark expenditure in service provision, use, and conclusion.
5. “*Principal Actors*” is defined as the governing body, person, or persons, directly responsible for the design, tendering, approval, and/or ratification of an agreement, memorandum, or contract involving the provision of services to the Corporation in exchange for money. In accordance with the Bylaws, the Board of Directors is the ultimate principal actor on all such matters, though this definition may also include those to whom they have lawfully delegated authority.

Policy

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

WHEREAS the Federation of Students believes in achieving the optimum value per student dollar spent and strives for continuous improvement in all aspects of service delivery to students,

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

WHEREAS the Federation of Students believes in balanced consideration of minimum cost to students for services and quality of service;

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

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

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

BIFRT the Board of Directors shall regularly review the corporation for continuous improvement in the way in which it exercises its functions, having regard to the value-for-money of membership dues through assessment of:

- a. effectiveness -- reviewing the impact of spending by reviewing outcomes, and
 - b. efficiency -- reviewing the productivity of the corporation, and
 - c. economy -- reviewing contributing factors to the provision of services and operations,
- and shall provide Students' Council an annual report of such;

BIFRT the Board of Directors shall develop operating procedures to reflect the above principles that shall:

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

BIFRT the Students' Council and its committees shall attempt to maximize value-for-money in the regular assessment of student-run services and annual budgetary preparation:

- a. through appraisal of the needs and priorities of the undergraduate student body, and
- b. by ensuring appropriate cost with regard to level of quality provided in the provision of services to students, and
- c. by ensuring services are adequately delivered to meet students' needs, and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

- d. through regular review of student services' reporting to ensure continuous improvement;

BIFRT the Students' Council shall develop procedures to reflect the above principles.

Freedom of Information and Secrecy in Corporate Governance

Definitions

1. An “*Entity*” refers to any employee, agent, subsidiary, organ, service, society, club, commercial operation, commission, committee, or governing body within the Federation or with which the Federation participates or is party to. This classification shall be stratified:
 - a. “*University Entity*” shall indicate a body to which the Federation holds membership, seats, or serves on within the governing structure of the University of Waterloo (e.g. UW Senate);
 - b. “*External Entity*” shall indicate a body to which the Federation is member of or party to (e.g. Ontario Undergraduate Student Alliance);
 - c. “*Internal Entity*” shall indicate any entities internally governed, administered, or overseen by or reported to within the Federation of Students; and
 - d. “*Autonomous Entity*” shall indicate those societies or subsidiaries with autonomous financial control and independent governing boards within the Federation structure.
2. “*Freedom of Information Request*” or “*Request*” means any request by membership for documentation of the Federation or entities of the Federation that complies with the law and those restrictions established by the Board of Directors pursuant to this policy.
3. “*Exemption*” refers to the right or privilege to dispense with general rules, policies, or procedures pertaining to Freedom of Information requests subject to the limitations as established herein.
4. “*Confidential*” or “*Confidential Matters*” refers to deliberations, records, or documents that fall under confidential or *in camera* sessions of governing bodies, or any other information reasonably restricted by the Board of Directors through procedures established pursuant to this policy.

Policy

WHEREAS, Policy 1 *Secrecy in University Governance* declares the "essence of higher education is open and free discussion" which is "not realized when the governance of institutions of higher learning is conducted in secrecy" which begets situations where students and staff are unable to exercise their rights and responsibilities as members of the institution,

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

WHEREAS a restricted flow of information, inability to access such information, or failure to disclose what should be public information produces unnecessary and harmful tensions within the institution and degrades the atmosphere of openness, integrity, accountability, and transparency that are crucial to the effective oversight and operations of the organization,

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

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

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

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

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

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

1. Such disclosure would breach confidentiality or contractual obligations,
2. The time required to determine if the Federation holds the requested information, combined with the time required to collect and deliver the requested information exceeds sixteen (16) business hours⁸;

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

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

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

⁸ The Federation can combine multiple requests which are similarly themed, whether from one person, or multiple people, as one (1) request to determine the amount of time required.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

deliberations of its governing bodies within five (5) business days of approval of records unless directed by the relevant governing body that it shall be made available sooner;

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

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

1. Those specifically authorized under criteria⁹ established by the Board of Directors to be kept confidential in the interest of legal affairs, commercial operations which under good business practice would not ordinarily be publicly disclosed, matters pertaining to human resources, or such other matters as deemed by the Board to be reasonably expected to harm the Federation;
2. Those related solely to the internal personnel rules, discipline, and practices that are restricted under UWaterloo Human Resources policy and related agreements with the Federation's Board of Directors;
3. Documentation the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F.31);
4. Those records or information compiled for contractual purposes prior to the finalization of contract negotiations, but only to the extent that the production of such records or information,
 - a. could reasonably be expected to interfere with negotiation proceedings, or,
 - b. would disclose techniques, procedures, and other critical information limiting the negotiation capability of the Federation;

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

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

⁹ Any such criteria or procedures for authorized exemptions shall be made publically available pursuant to this Policy.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

BIFRT contracts to be deliberated on or authorized by Board of Directors shall be reviewed by Council or their appointed representative(s), before such a measure goes to a vote, who shall provide their written opinion on whether the proposed contract is consistent with the views of their constituents and shall not harm them¹⁰;

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

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

¹⁰ Any such written opinion of Council shall be non-binding and shall be made publically available to the membership.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

FEDERATION OF STUDENTS
**CORPORATE
POLICY**

Number: 53
Effective: November 18 2018
Replaces: New

Committee Transparency

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

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

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

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

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

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

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

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

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

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

BIFRT the description and the contact information of the chair, and vice chair where applicable of each committee be published on the Federation page.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 54
Effective: November 18 2018
Replaces: New

Attendance Transparency

WHEREAS attendance of meetings of the Board of Directors and Students' Council are already publicly available, albeit not clearly, by reading the minutes of every Board and Council meeting,

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 55
Effective: November 18 2018
Replaces: New

Society Presidents and Designates on Council

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

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

I. General Requirements:

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

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

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

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

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

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

BIFRT a recognized constituency for which there is two or more societies shall be permitted to send a designate to attend Council in a non-voting capacity and may participate in discussion at the discretion of the Speaker; and

BIFRT the Board of Directors shall approve no bylaws that pertain to designates on the Students' Council without the consultation and approval of Council.

II. Designate Qualifications:

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

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

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

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

BIFRT in compliance with the foregoing, should a designate be named for the reasons enumerated in this policy, the President shall cease to be a voting member of the Students' Council and in their stead there shall be such designate as selected in accordance with this policy; and thus the selected designate shall not be considered a proxy¹¹;

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

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

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

III. Ratification of Selected Designates:

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

¹¹ Viz., the President of a constituency society cannot simultaneously serve as a Councillor while a designate is selected; and once a designate is selected, the President or designate cannot fill this role at their leisure or otherwise proxy the role to any third party.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

BIFRT the ratification of selection shall not be unreasonably withheld by the Students' Council or, in the case that Council is unable, by the Federation of Students' Board of Directors.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 56
Effective: April 19, 2020
Replaces: December 12, 2018

Selection and Vacancies of Directors

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

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

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

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

I. Initial Selection of Directors

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

BIFRT in accordance with the bylaws, the Board of Directors may establish rules and procedures pertaining to the conduct of General Meetings and Students' Council may regulate the selection and nomination of Directors, as well as establish procedures for elections and referenda not contrary to the bylaws;

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

BIFRT such applications shall be reviewed by a screening panel, none of whom may be seeking selection for Directorship, who shall determine which applicants meet eligibility requirements and assess eligible applicants on a variety of factors relevant to their suitability for the role of Director;

BIFRT this screening panel shall produce a report listing all applicants who meet the minimum requirements, commenting on their qualifications, and recommending said candidates to the membership; the panel shall release said report to all members of the Federation in advance of the General Meeting, or delegated General Meeting, in which Directors are to be selected;

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

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

BIFRT Students' Council shall set procedure implementing and expanding on the application, reasonable standards for the conduct of the screening process dictated by this policy, and the nomination of recommended candidates to the membership; and the Board of Directors shall set procedures of governing General Meetings, including delegated General Meetings, that complies with those requirements set in said Council procedure and in this policy.

II. Handling of Vacancies on the Board

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

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

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

WHEREAS it is prudent to ensure appointment of interim directors for the purposes of the Federation is conducted in a fair, transparent, and accountable manner for the membership,

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

THEREFORE BE IT RESOLVED THAT vacancies that occur prior to the Winter academic term of the final year of office of a Director will be appointed by the Board only until the Students' Council or a General Meeting elects a qualified member to serve for the remainder of the term of office; and vacancies that occur during the Winter academic term of the final year of office of a Director will be appointed by the Board, subject to ratification by the Students' Council at the next available meeting.

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

BIFRT, in accordance with §127.2(1) of the Act and Article 7.1(8) of the bylaws, vacancies of Council Directors may only be selected from the list of eligible Councillors having been duly elected to Council for the entire governing year of office; and Students' Council shall, time permitting¹², elect, or otherwise ratify the temporary appointment by the Board of, a new Council Director to fill the vacancy, subject to those eligibility requirements of Directors established in the Act and the Bylaws of the Corporation;

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

BIFRT, notwithstanding the foregoing, in the event of a vacancy created by the removal of a Director from office in accordance with the bylaws, the Students' Council or General Meeting may, at their discretion, immediately take-up an item of business to fill the vacancy by such a removal; prior to such action, the Chair of the assembly shall advise the assembly that vacancies amongst the At-Large Directors are to normally be conducted in accordance with the foregoing application process.

BIFRT Directors holding vacancies until the Annual General Meeting of the Corporation or until the next regular meeting of the Students' Council shall be styled *pro tempore* Directors with all rights and privileges afforded to them, and limitations imposed upon them, under the Act and bylaws of the Corporation;

BIFRT, in accordance with the bylaws, in the event of vacancy of an Executive, the Board may determine the appropriate course of action, including the appointment of an Executive *pro tempore* to fill the role, or may leave the role vacant, dividing the responsibilities thereof

¹² In the event that such opportunity has *significant dilatory effect* on the corporation, such as in the event of multiple resignations and risk to quorum of the Board, this requirement may be waived in the interests of operational continuity.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

amongst the Directors as it deems necessary¹³, until such time as a by-election called by Council has been carried out, *with the proviso that* no by-election shall be called to fill a vacancy created within four months of the opening of the polling period of the General Election (ie. Winter Term);

BIFRT any Executive *pro tempore* appointed by the Board may serve in such capacity until the next available regular meeting or special meeting of the Students' Council, whereupon such an appointment shall be ratified¹⁴;

BIFRT notice of all vacancies and selection of *pro tempore* Directors to fill such vacancies shall be provided to the membership through those mechanisms determined by the Board, or a designate as charged by the Board.

¹³ In the event that no by-election is called, the decision of the Board is sustained until such time as the office may be filled by General Election or Council.

¹⁴ Any Executive pro tempore shall serve at the pleasure of the Board and may be removed by a decision of the Board.

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

**FEDERATION OF STUDENTS
CORPORATE
POLICY**

Number: 57
Effective: February 10 2019
Replaces: New

Accountable Bylaw Amendment Process

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

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

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

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

I. Consultation on and Approval of Bylaw Amendments:

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

BIFRT all other amendments may only take effect once approved by a two-thirds (2/3) vote of the Board;

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

II. Ratification of Bylaw Amendments:

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

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 58
Effective: February 10 2019
Replaces: New

Cooperative Education and Experiential Learning

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

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

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

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

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

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

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

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

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

BIFRT CE should work with external employers to insert their offer into the match sequence so that students are able to make informed decisions with all opportunities available.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

WHEREAS students face a variety of challenges in the workplace that they may not feel adequately prepared for, particularly during their first coop experience.

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

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

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

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

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

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

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

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

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

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

BIFRT Feds should hold CEE accountable through the development process to ensure transparency and student visibility.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

WHEREAS employer accountability is an essential component in ensuring students participate in a safe and educationally valuable experience,

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

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

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

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

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

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

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

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

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

BIFRT to protect future students and the reputation of the University of Waterloo, employers who have created poor working environments, including enabling harassment or abuse of power, be banned from posting on WaterlooWorks for a minimum of two terms and CE should work with the employer to see if issues can be resolved to an appropriate standard for students in the future;

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

BIFRT to protect students against the potential repercussions from employers when they report workplace harassment, students who speak out will still receive their co-op credit and a performance evaluation of at least “Very Good” if upon investigation, CE finds the allegations to be credible;

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

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

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

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

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

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

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

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

Open Educational Resources

Definitions:

1. “Open Educational Resource (OER)”: An Open Educational Resource is a form of learning material which has less restrictive licensing terms than those sold by traditional publishers. Use of the resource is typically either free or nominal to cover the cost of replication.
2. “eCampus Ontario Open Library”: eCampus Ontario is an arms-length not-for-profit, funded by the Government of Ontario, and is responsible for promotion of open learning culture. One way this is facilitated is by the maintenance of the Open Textbook Library, a free hosting platform for various open license textbooks.
3. “Policy 77”: Policy 77 governs the tenure and promotion system of tenure track faculty at the University of Waterloo.
4. “Learning Management System (LMS)”: A Learning Management System is an online resource used to host educational content, and may also comprise functions of course administration such as uploading of assignments or tracking student progress.
5. “Online Course”: An online course is a course which has little or no traditional lecture based content, and content otherwise delivered by lecture is instead by an online medium. Most online courses use a Learning Management System to facilitate the course.

Policy

I. Promotion of Open

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

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

WHEREAS Waterloo students paid an average of 635 dollars on textbooks in 2017¹⁵

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

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

¹⁵ <https://www.macleans.ca/education/most-expensive-books/>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

BIRT the Federation of Students VP Education will advocate for the promotion and adoption of OERs for university courses;

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

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

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

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

II. Open Textbook Development

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

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

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

WHEREAS first year students are told to expect to pay over \$2000 in textbook and learning supply materials in their first year¹⁶,

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

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

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

¹⁶ <https://uwaterloo.ca/future-students/financing/budget-calculator>

BIFRT the University should provide support for open resource development in the Centre for Teaching Excellence or Centre for Extended Learning, including design, reviewing, and editing services;

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

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

III. Purchase of Digital Learning Resources

WHEREAS the Federation of Students supports the guidelines of the university secretariat on bundling and cost of learning resources¹⁷,

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

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

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

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

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

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

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

IV. Where Open Educational Resources Are Not Available

¹⁷ <https://uwaterloo.ca/secretariat/guidelines-pertaining-learning-resources-and-field-trips>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

WHEREAS Open Education Resources are not always available or represent the best value for students,

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

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

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

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

V. Online Learning

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

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

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

WHEREAS online learning increased flexibility in receiving instruction to students,

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

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

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

BIRT the university should focus on creation of high-quality online courses;

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

BIFRT the university should continue and expand support to the Centre for Extended Learning, including promotion of using principles from CEL's UXDL Honeycomb¹⁸ to all prospective online course offerings;

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

¹⁸ <http://cel.uwaterloo.ca/honeycomb/valuable.html>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

**FEDERATION OF STUDENTS
ADVOCACY
POLICY**

Number: 60
Effective: March 16 2019
Replaces: New

Mandatory Meal Plans

WHEREAS students living in Claudette Millar Hall (CMH), Ron Eydt Village (REV), Village 1 (V1) are required to purchase a “Mandatory Meal Plan”¹⁹,

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

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

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

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

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

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

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

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

¹⁹ <https://uwaterloo.ca/food-services/meal-plans/mandatory-meal-plans>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Exam Scheduling and Relief

Policy Number: 61

Policy Class: Advocacy

Policy Category: UA

Effective Date: November 19, 2019	Approval Date: November 3, 2019	Last Revision Date: August 23, 2020	Review Year: 2021
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Sponsor: Megan Town (Councillor, 2019-2020)

Attachment: None

Responsible Bodies: Education Advisory Council (EAC)

Authority:

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

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

POLICY STATEMENT:

WUSA believes that current exam scheduling and relief practices do not adequately prioritize student mental health and wellbeing. More extensive exam scheduling policies should be developed to address the concerns identified in this policy.

PURPOSE:

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

DEFINITIONS:

Exam Relief – the process of requesting alternative scheduling arrangements in the event of a student's exams scheduled close together.

SCOPE & EXEMPTIONS:

This policy applies to anyone who is representing student opinion on exam scheduling and relief on behalf of the undergraduate student body as a whole. This includes executives, commissioners, and at-large undergraduate senators.

POLICY COMMUNICATION:

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

POLICY:

The 2017 PAC-SMH report recommended "Final exam schedules and availability of the exam schedule during the course enrollment period." [1] In addition, exams, particularly closely scheduled exams, continue to put undue stress and demands on students.

The current university commitment to students is inadequate. Students may only seek relief in the following two situations, [2]

- Writing two examinations in a row
- Writing in the last period on one day and the first period on the next day

Students are only able to move one of their exams by one hour as per the options below, [3]

- I will write the following exam one hour before the regularly scheduled start time.
(Available for 12:30 p.m., 4:00 p.m., 7:30 p.m. exams.)
- I will write the following exam one hour after the regularly scheduled start time.
(Available for 9:00 a.m., 12:30 p.m., 4:00 p.m. exams.)

Relief is not available for exams written in a computer or wet lab. [3]

Furthermore, moving an exam by one hour does not provide enough time for students to take a break and travel between exams.

The following advocacy objectives shall apply for final exams:

1. More extensive and effective exam relief policies should exist, which should contain, at minimum, the following.
 - a. Students should not have more than two exams in a 36-hour period.
 - i. Students should be eligible for exam relief if they have more than two exams in any given 36-hour period.
 - ii. Such relief should not result in the violation of another advocacy objective.
 - b. Students should not have two or more consecutive exams.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

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

HISTORY:

This is the first draft of this policy. Previously, advocacy objectives on exam scheduling and relief were not encompassed in policy. This policy was approved by Council on November 3rd, 2019 subject to the Policies and Procedures Committee (PPC) making clerical and formatting edits. On November 19, 2019, PPC approved this policy with slight formatting changes as well as a change to the Scope & Exemptions section as well as the Compliance and Enforcement section in recognition of the fact that the undergraduate Senate caucus acts with autonomy in consideration of the best academic interests of their constituents. The Policy Statement was updated on August 23, 2020.

COMPLIANCE AND ENFORCEMENT:

The President and Vice President, Education shall work with the relevant University administration and the Senate Undergraduate Council to achieve the advocacy objectives laid

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

out herein.

The Senate's undergraduate caucus should ensure the advocacy objectives laid out herein are a priority in the University Senate, unless otherwise determined by their constituency.

REFERENCES:

[1] <https://uwaterloo.ca/mental-health-wellness/pac-smh-report-and-recommendations/findings-and-recommendations>

[2] <https://uwaterloo.ca/registrar/final-examinations/relief-information>

[3] <https://uwaterloo.ca/forms/undergraduate-studies/request-relief-consecutive-final-exams>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: University Closures due to Inclement Conditions

Policy Number: 62

Policy Class: Advocacy

Policy Category: UA

Effective Date: December 1, 2019	Approval Date: December 1, 2019	Last Revision Date: NEW	Review Year: 2022
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Sponsor: Joshua Mbandi (Councillor, 2018-2019)

Attachment: None

Responsible Bodies: Policies and Procedures Committee

Authority: Federation Of Students Bylaws s. 8.7(3)

Key Words: Inclement Weather, Student Safety, Transportation, Assessment, Accommodation

POLICY STATEMENT:

The Waterloo Undergraduate Student Association (WUSA) believes that the University of Waterloo should provide greater clarity on inclement weather closures and the means by which the University makes such decisions.

PURPOSE:

The University has, on occasion, exhibited reluctance to close the University under severe weather conditions. This results in instruction given to students to make their own judgements regarding personal safety and to seek accommodations after the occurrence. This creates an actual, potential, or perceived risk of lost marks from assessment with no guarantee of University support on accommodations so sought.

Subsequent closure of the University on two occasions for icy conditions in winter 2019 led to confusion among students about what informs inclement weather decisions. This policy seeks for clarification.

DEFINITIONS:

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

Extreme Weather Conditions- A subset of inclement conditions caused by weather, including presence of significant ice on driving and walking surfaces, significantly impassable volumes of

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

snow, extreme thunderstorms, hail, extreme fog, tornado watches or warnings, or extreme precipitation causing debilitating flooding.

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

SCOPE & EXEMPTIONS:

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

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

POLICY COMMUNICATION:

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

POLICY:

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

2. The Waterloo Undergraduate Student Association is concerned:
 - a. That the University of Waterloo has historically resisted closures during extreme weather despite closures being undertaken by nearby institutions including Wilfrid Laurier University and Conestoga College- Waterloo Campus, and when local transit may be similarly non-operational;
 - b. That as the University's Weather Statement states, "*those who judge that it may be unsafe to come to campus should discuss alternate work and study arrangements with their instructor or supervisor*", that this does not guarantee such arrangements will be

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

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

HISTORY:

Initiated at Students' Council, *Winter 2019*

Developed at Education Advisory Council, *Winter & Spring 2019*

Approved at Students' Council, *December 1, 2019*

Recommendation	Completed	Completion Date
A review be undertaken of university closure policies.		
Consultation for a review be undertaken with the Waterloo Undergraduate Student Association		
A review of university closure communication strategy		
Creation of accommodations guidelines		

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: University Class G Policies

Policy Number: 63

Policy Class: Advocacy

Policy Category: UA

Effective Date: December 1, 2019	Approval Date: December 1, 2019	Last Revision Date: August 23, 2020	Review Year: 2022
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Sponsor: Seneca Velling (Councillor, 2018-2019), Jacob Siemens (Director, 2018-2019)

Attachment: None

Responsible Bodies: Policies and Procedures Committee

Authority: Federation of Students Bylaws s. 8.7(3)

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

POLICY STATEMENT:

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

PURPOSE:

The purpose of this policy is to document student beliefs and recommendations with respect to University Class G Policies, Applicable representatives will advocate for the objectives herein laid out.

DEFINITIONS:

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

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

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

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

SCOPE & EXEMPTIONS:

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

POLICY COMMUNICATION:

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

POLICY:

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

2. The Waterloo Undergraduate Student Association is concerned:
 - a. That the general policy class embodies a broad function that encompasses many policies with substantial effect on undergraduate students, including alcohol use, grievances, petitions and appeals, sexual violence prevention and response, and student discipline;
 - b. That no University policy classification exists for policies with substantial or sole focus on undergraduate members of the University that requires mandatory review or approval by Undergraduate Student Relations Committee;
 - c. That Class G policies, while useful, could be easily subject to abuse; and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- d. That while the University' Secretariat has implemented referral of policies to undergraduate committees for review prior to approval by the President of the University to a near universal degree. Policy 1 still does not require this consultation.
3. Therefore, the Waterloo Undergraduate Student Association recommends:
 - a. That the Waterloo Undergraduate Student Association oppose the lack of accountable process for review of Class G policies, and endorses reforms as established in this policy;
 - b. That the scope of Class G policies should be reformed so as to exclude matters pertaining solely to the conduct and regulation of students;
 - c. That the development of Class G policies should include mandatory consultation with any relevant stakeholders before approval, instead of solely recommending their engagement;
 - d. That Class G policies should be restricted in Policy 1 to exclude policies that might otherwise reasonably fall under another category;
 - e. That where required for purposes of legal compliance, urgency, or other extenuating circumstances, that Policy 1 may provide for exceptions of recommendations in this policy, provided that the President of the University provide a justification in writing to the President, and that such a policy should immediately undergo the typical approval process;
 - f. That the Federation of Students' seeks the establishment of a three new independent policy classification under University of Waterloo Policy 1, Initiation and Review of University Policies, styled as a "Class U: Undergraduate Students Policies", "Class GS: Graduate Students Policies" and "Class UG: Undergraduate and Graduate Student Policies" that shall be dedicated to policies affecting undergraduate and graduate students either disjointly or jointly, according to their primary stakeholder or stakeholders;
 - g. That such policies shall require, at minimum, consultation with the Undergraduate or Graduate Student Relations Committee, as appropriate, and shall strive for approval by these bodies;
 - h. That all policies affecting undergraduate students should normally be provided to the Waterloo Undergraduate Student Association's Students' Council, or a committee thereof tasked with matters pertaining to education and university affairs, for information and discussion prior to review by the "Undergraduate Student Relations Committee", or equivalent;
 - k. That if the "Undergraduate Student Relations Committee", or equivalent, or the Students' Council feels a policy is contentious or broad enough in scope so as to considerably impact or harm undergraduate students, then those bodies should be empowered to table the approval or review of such policies pending a period of public consultation no greater than thirty days unless approved by the President of the University, and typically no less than fourteen business days, unless determined by that body;
 - l. That the Waterloo Undergraduate Student Association should strive to partner with the University to provide appropriate avenues for consultation with students; and

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

- m. That the body ordering the consultation shall receive the analysis as well as underlying data from the consultation to the greatest extent possible.

HISTORY:

Initiated at Students' Council, *Winter 2019*

Developed at Education Advisory Council, *Winter & Spring 2019*

Approved at Students' Council, *December 1, 2019*

Policy Statement and Purpose updated August 23, 2020

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Policy Title: Student Pedestrian Safety

Policy Number: 64

Policy Class: Advocacy

Policy Category: UA/EA

Effective Date: December 1, 2019	Approval Date: December 1, 2019	Last Revision Date: August 23, 2020	Review Year: 2022
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Sponsor: Linyi Cheng and Deon Hua (Councillors, 2018-2019)

Attachment: None

Responsible Bodies: Policies and Procedures Committee

Authority: Federation of Students Bylaws s. 8.7(3)

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

POLICY STATEMENT:

This policy addresses the overall safety of the large portion of students who are pedestrians in the immediate vicinity of the University of Waterloo and the greater Waterloo community. Students deserve an education in an environment that is safe from unreasonable hazard. Automobiles, when not appropriately constrained by adequate pedestrian safety measures, can pose an unreasonable hazard. WUSA recommends that local governments and the University investigate student pedestrian concerns and implement appropriate safety measures.

PURPOSE:

The purpose of this policy is to document student beliefs and recommendations with respect to Student Pedestrian Safety. Applicable representatives will advocate for the objectives herein laid out.

DEFINITIONS:

Pedestrian - A person who, on an occasional or frequent basis, chooses non-vehicular modes of transport that may place them at a higher risk of injury or death from impact due to lack of protection. Such modes of transportation include walking, and in some circumstances may encompass those making use of other human-powered forms of transportation such as bicycles, scooters, rollerblades or skates, or skateboards or longboards, among others.

Pedestrian Safety Measure - One of a variety of design choices, whether physical or otherwise, that facilitate greater safety and lower risk of physical harm to pedestrians while engaging in pedestrian activities.

SCOPE & EXEMPTIONS:

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

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

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

POLICY COMMUNICATION:

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

POLICY:

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

2. The Waterloo Undergraduate Student Association is concerned:
 - a. That the University is bounded by higher volume arterial roads, including Westmount Road, University Avenue, and Columbia Street.
 - b. That consequently, with a high density of student housing within walking distance of the University, that the volume of student foot-traffic, these arterial roads represent potential for significant harm to student safety.
 - c. That the density of pedestrian safety measures in the vicinity of the University is insufficient in some areas, leading to an unreasonable level of incidence of jaywalking, putting students at greater risk.
 - d. That generally, research and dialogue on student pedestrian safety is lacking within the University community as well as within the municipal environment.

3. Therefore, the Waterloo Undergraduate Student Association recommends:
 - a. That the Region of Waterloo and City of Waterloo should jointly investigate pedestrian foot-traffic patterns in areas of high densities of student residents in the vicinity of the university.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- b. That the Region of Waterloo or City of Waterloo should build pedestrian safety measures at areas with high incidences of jaywalking and no nearby crosswalks or other appropriate pedestrian safety measures.
- c. That the Region of Waterloo or City of Waterloo should waive customary restrictions on density of crosswalks on roads if such policies may otherwise become obstacles to obtaining a reasonable density of pedestrian safety measures.
- d. Conducting independent research for student demand for pedestrian safety measures of varying types, and advocating for construction of such measures, where appropriate, including requesting exemptions to usual road traffic design standards where appropriate.
- e. That authorities from municipal and regional governments should, as a matter of course, review existing pedestrian safety measures and pedestrian capacity when areas are developed or redeveloped to ensure that sufficient safety measures are in place to enhance student safety and that additional pedestrian volumes anticipated due to developments are accommodated appropriately and adequately.
- f. That the University advocate for student pedestrian safety in any such avenue that may be appropriate for advancing of the spirit of this policy.
- g. Research, advocacy, and coordination with the University to establish and periodically review student perceptions of safety around Ring Road.
- h. Researching the feasibility of improvements to pedestrian safety measures and non-vehicular modes of transport around Ring Road, including but not limited to investigating options of reducing Ring Road traffic, establishing one-way clockwise flow and corresponding expansion of a protected bike lane, or other such measures as may seem beneficial.
- i. In accordance with the recommendation immediately above, that the University configure Ring Road in such a way as to optimize both the safety of pedestrians and the convenience of the members of the university community who commute. Such optimization should consider both the circulation of transit vehicles and of private automobiles.

HISTORY:

Initiated at Students' Council, *Winter 2019*

Developed at Education Advisory Council, *Winter & Spring 2019*

Approved at Students' Council, *December 1, 2019*

Policy Statement and Purpose updated August 23, 2020

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Student Refugee Program

Policy Number: 65

Policy Class: Corporate

Policy Category: A, FC

Effective Date: March 8, 2020	Approval Date: March 8, 2020	Last Revision Date: N/A	Review Year: 2025
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Sponsor: Seneca Velling (VP Operations and Finance, 2019-2020)

Attachment: UW WUSC Student Refugee Program Constitution

Responsible Bodies: Policies & Procedures Committee (PPC), UW WUSC Local Committee

Authority:

- Charter: "To administer the affairs of the members of the Corporation, including ... the receipt and administration of all funds which may accrue to the Corporation ... and such other funds as may become the property of the Corporation by donation, gift, return, legacy, bequest or in any manner whatsoever..."
- Bylaws, *Article 8: Students' Council*: "Council shall have the power to determine student priorities regarding the general expenditure of members' dues" and "The power to establish procedures regarding the formation, administration, discipline, and disbandment of all Federation of Students' Clubs and Services".
- Policies, *Policy 29: Ancillary Fees and Member Dues*: Council is empowered to regulate undergraduate ancillary fees.
- Referendum, *UW WUSC Student Refugee Program Referendum (2008)*: Supporting implementation of a refundable fee to support the UW World University Services Canada (WUSC) Student Refugee Program, as part of the Federation of Students' Administered Fees each academic term, to be implemented through a system designed at the discretion of the Federation of Students, and to begin in the Fall 2008 term.
- UW WUSC Student Refugee Program Constitution.
- Resolution of Council, *17 August 2019 Regular Meeting*: Acceptance of the Student Refugee Program: Financial Sustainability and Growth Report, regarding the continuation and support for the Student Refugee Program.

Key Words: Student Refugee Program, financial management

POLICY STATEMENT:

This policy aims to ensure that the Student Refugee Program Fund maintains sufficient working capital and other good financial management practices, in coordination with relevant stakeholders.

PURPOSE:

The purpose of this policy is to provide direction to the UW World University Services Canada (WUSC) Student Refugee Program (SRP) Local Committee ("SRP Committee") and Vice

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

President, Operations & Finance regarding both the allocation and administration of the Student Refugee Program Administered Fund Account (“SRP Fund”). In partnership with the WUSC, campus partners, and the participating Affiliated and Federation Institutions of Waterloo (AFIW), the Waterloo Undergraduate Student Association endeavours to support student refugees studying at the University of Waterloo.

DEFINITIONS:

SRP Committee — SRP Committee means the UW World University Services Canada (WUSC) Student Refugee Program (SRP) Local Committee.

SRP Fund — SRP Fund refers to the Student Refugee Program Administered Fund, a reserve fund held by WUSA in an account separate from the general operating fund for the purposes of administering the Student Refugee Program.

Affiliated and Federated Institutions of Waterloo (AFIW) — AFIW refers to the University Colleges that are contractually, academically, administratively, and financially affiliated or federated with the University of Waterloo and are considered part of the university community.

Currently participating AFIW are:

- St. Paul’s University College (STP); and
- Conrad Grebel University College (CGUC).

SRP Administrative Working Group — The SRP Administrative Working Group is an administrative subcommittee that works under and supports the SRP Committee in the exercise of its functions, in accordance with this policy and the Constitution. The working group is composed of the chief administrators of the Student Refugee Program, namely:

- The Vice President, Operations & Finance;
- The Vice President, Student Life;
- The Director of Campus Life;
- The Financial Officer;
- St. Paul’s University College Administrative Assistant;
- St. Paul’s University College Manager of Finance & Administration;
- The President of each participating AFIW, or a designate;
- The Vice President, Academic & Provost, or a designate;
- The Associate Vice President, International, or a designate; and
- Those other campus partners who may, from time to time, substantially participate in the Student Refugee Program.

SRP Administered Fee — The SRP Administered Fee is a fee levied by WUSA as an administered levy to provide for cost recovery of operations, administration, and provision of services to student refugees in accordance with this Policy and the Constitution, as well as applicable Bylaws, Policies, and Procedures regulating undergraduate administered fees as may, from time to time, be in force or effect.

SCOPE & EXEMPTIONS:

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

This policy applies to the SRP Committee, the administrators of the Student Refugee Program, and other applicable parties participating in the program. The Policy and both supplements and supersedes the SRP Committee Constitution. Nothing in this Policy shall restrict the Students' Council from passing additional procedures regulating and administering this program nor shall it impede the Board of Directors from sound financial management of the SRP Fund.

POLICY COMMUNICATION:

The policy will be posted on the Corporation's website and internal network drives. Staff, SRP Administrators, campus partners in the Student Refugee Program, Officers of the Corporation, and other affected parties will be advised of the new policy via distribution by the President, or a designate.

POLICY:

1. *Eligibility for Grant Funds*

The SRP Fund shall be made available for the assistance of student refugees in paying for academic and living expenses associated with attending the University of Waterloo.

Disbursements must be compliant with the WUSA's corporate objects as well as its mission and vision. Particularly, funds are expected to enhance the educational experience and quality of life for undergraduate students enrolled at the University of Waterloo, including its Affiliated and Federated Institutions.

2. *SRP Fund Budget*

Decisions related to allocations from the SRP Fund, including the preparation of the SRP Fund Budget, shall be the responsibility of the SRP Committee in coordination with program administrators. Approved SRP Fund Budgets shall include both sufficient reserves so as to ensure healthy working capital exists for the fund and discretionary funds to allow flexibility for the Vice President, Operations & Finance and program administrators to adapt to changing needs of student refugees and external pressures.

In the normal course of business for the Student Refugee Program, the SRP Fund Budget shall be submitted to the Vice President, Operations & Finance within 30 days of the beginning of term. The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall be responsible for approval of the SRP Fund Budget.

Funds appropriated in the SRP Fund Budget shall be disbursed in accordance therewith by the program administrators. The Vice President, Operations & Finance shall not reduce or cause to be reduced the allocation of any funds to be disbursed in accordance with the approved budget during the fiscal year, where doing so would impact a student refugee.

Any amendments to the SRP Fund Budget during the fiscal year shall normally be

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

reviewed by the SRP Committee and recommended to the Vice President, Operations & Finance for approval. Notwithstanding the foregoing, where the financial position of the SRP Fund is at risk (due to low contribution rates or otherwise), the Vice President, Operations & Finance may at any time order a hold on any part of the budget, until the next regular meeting of the SRP Committee, where the Committee may propose a continuation of the hold or provide alternative direction (including budget cuts) to Vice President, Operations and Finance.

Out of budget allocation of grant funds shall be determined in accordance with Section 4 of this policy.

Any unallocated money in the SRP Fund account at the end of the fiscal year shall be carried forward as reserve, in accordance with applicable policies and procedures, to provide for the future expansion of the program in supporting more student refugees and ensure healthy working capital of the fund is maintained.

3. *Room and Board Supports*

In contribution to the Student Refugee Program, some of the AFIW, namely St. Paul's University College (STP) and Conrad Grebel University College (CGUC), generously provide for the residency ("room") and meal plans ("board") for student refugees within the University of Waterloo community.

These contributions are reflected in the program budget but are excluded from the cost recovery provided by the undergraduate student contributions to SRP made via the optional/voluntary SRP Administered Fee.

4. *Allocation of Extraordinary Grant Funds Outside of Budget*

Where additional funds are required, the SRP Committee may recommend to the Vice President, Operations & Finance for approval the allocation of extraordinary grant funds. The application process shall be as follows:

- a. The requesting party shall submit an application form to the program administrators and Vice President, Operations & Finance;
- b. Requests for funding are due five (5) business days prior to each scheduled meeting of the SRP Committee. Requests received less than five (5) business days prior to a scheduled meeting may be considered at the next scheduled meeting. To the fullest extent possible, a list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester to all student refugees, program administrators, and to the Vice President, Operations & Finance;
- c. The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- d. The applicant shall include any further details that the Committee may need to reach a decision; and
- e. The applicant may request to make a presentation to the SRP Committee at its next duly constituted meeting, but a presentation is not a requirement.

The Committee shall work with WUSC representatives and program administrators to determine the merit of individual claimants; this clause does not restrict the ability of claimants not affiliated with WUSC from receiving funds.

Notwithstanding the foregoing, where time is of the essence or logistical constraints prohibit the SRP Committee from deliberating on the granting of funds outside of the budget, the Vice President, Operations & Finance shall be authorized to approve such expenditure.

5. *Administration of Granted Funds*

All monies disbursed through the SRP Fund shall be used solely for the purposes of assisting student refugees with living and academic expenses and those other approved expenses approved in the SRP Budget, or for the administration thereof by WUSA.

The WUSA Finance and Accounting Department, on the authorization of the Vice President, Operations & Finance, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper backup for expenses, or if there is concern that the funds are not being used for their intended purpose, exceed budget caps, or put at risk the solvency of the SRP Fund account.

The SRP Committee shall be empowered to establish additional policies and procedures governing the Student Refugee Fund.

Where appropriate, the SRP Committee members shall be required to maintain confidentiality regarding the business of the committee to protect the privacy of fund beneficiaries.

6. *Adjustment of the SRP Administered Fee*

The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall recommend to the Board of Directors if the SRP Administered Fee should be incremented reflective of changes in the Consumer Price Index of Canada according to Statistics Canada for the calendar year immediately previous.

7. *SRP Administrative Support*

In agreement with the WUSA, St. Paul's University College (STP) provides administrative support for and regular oversight of the SRP Committee. This partnership for administrative support provides for the good functioning of the Student Refugee Program and supplements the SRP Committee during instances where a lack of volunteer engagement would otherwise cripple the program's operations.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

For the purposes of this policy, where, in the opinion of the Vice President, Operations & Finance, the SRP Committee cannot fulfil its functions in accordance with this policy or the Constitution, the SRP Administrative Working Group shall be empowered to exercise all such powers and responsibilities of the committee on a *pro tempore* basis.

8. *Conflict*

In case of any conflict between the terms of this Policy and the terms of the UW WUSC Student Refugee Program Constitution (“Constitution”), the terms of this Policy shall prevail.

HISTORY:

Previously, high-level regulations and standard operating procedures for the Student Refugee Program were limited to those provided for by the SRP Committee and the Vice President, Operations & Finance. Following financial solvency concern, the associated Student Refugee Program: Financial Sustainability and Growth Report, and increment to the SRP Administered Fee to correct for concerns with the SRP Fund account’s financial position, Council sought improved management of the Fund, clarified lines of accountability between program administrators, the WUSA Accounting and Finance Department, and the SRP Committee. This policy has been consulted on by all relevant stakeholders. This policy was approved by Council on March 8, 2020.

COMPLIANCE AND ENFORCEMENT:

The Vice President, Operations & Finance, on behalf of WUSA, shall be responsible for administration of the Student Refugee Program Fund in accordance with this policy, the UW WUSC Student Refugee Program Constitution, Resolutions of Council, and other applicable procedures and internal guidelines.

Failure of WUSA to insist on strict performance of any of the obligations or expectations imposed herein shall neither be deemed a waiver of any rights of remedies that WUSA may have nor considered a waiver of any subsequent breach or default.

APPENDIX: UW WUSC Student Refugee Program Constitution

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Budget and Appropriations

Policy Number: 66

Policy Class: Corporate

Policy Category: G, FC

Effective Date: April 19, 2020	Approval Date: April 19, 2020	Last Revision Date: NEW	Review Year: 2023
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Sponsor: Seneca Velling (VP Operations and Finance, 2019-2020), Budget and Appropriations Committee

Attachment: 1

Responsible Bodies: Budget and Appropriations Committee, Board of Directors

Authority: Charter Objects 3 and 7; Bylaw Articles 7.6(1) and 8.7(3)

Key Words: Budget Preparation, Budget Approval, Finances

POLICY STATEMENT:

The Waterloo Undergraduate Student Association is committed to demonstrating value-for-money, fiscally sound long-term planning, and financial sustainability. This policy assists in formalizing a defined, transparent, and flexible process for the budget process and other appropriations. Also addressed by this policy, in accordance with requirements set out in Policy 29: *Ancillary Fees*, is a streamlined mechanism for adjustment of the various fees assed by WUSA for its operating budget, funding for capital projects according to the Capital Improvement Plan established by the Board which may be reflected in the operating budget, and the reporting on transfers-out made for administered program funds and subsidiaries.

PURPOSE:

This policy aims to provide WUSA with greater adaptability in budgeting, reduce potential pressures year-to-year for unnecessary expenditure of budget lines for fear of cuts, and to ensure the budget implements the Long-Range Plan (LRP) and other strategic plans adopted by the organization. This policy guides the scope, preparation, and approval process for the budget. The purpose of this policy is to define the roles actors and establish responsibilities for the Board and Council with which operating procedures must comply for budget approval and the expenditure or disbursement of funds.

DEFINITIONS:

Executive Committee – Executive Committee is responsible for outlining and communicating the yearly goals that are to be achieved through resource allocation, in accordance with the approved Annual Plan, Long Range Plan, Capital Improvement Plan, and other strategic prioritization as applicable. The Executive Committee will act in the best interests of students,

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

and work towards implementation of their action plans where reasonable and financially feasible for the Corporation.

Budget & Appropriations Committee – The Budget & Appropriations Committee is responsible for the budget development and review, preparation and recommendation of the Budget Report, in-depth review of budgets to actuals, review of all proposed resolutions regarding appropriations of revenues for funds other than the administered funds, and the review of a general nature on the health of the corporation's financial position. The Committee shall be a joint committee of the Board of Directors and Council, and must review any amendments affecting budgeting and appropriations prior to their adoption.

Net Zero Permission – The net zero permission allows for adjustments categorized as "housekeeping" to be made, whereby budget funds can be reallocated within a portfolio, service, or department to realign the existing budget.

SCOPE & EXEMPTIONS:

This policy applies to all members of the organization including Councillors, Directors, volunteers, part-time, contact, and permanent staff.

POLICY COMMUNICATION:

The Chair (Vice President, Operations & Finance) and Vice Chair of the Budget & Appropriations Committee shall provide a memorandum to management regarding the adoption of this Policy. This Policy shall be posted on the organization's internal network drive for review by staff, as well as on the website for public dissemination.

POLICY:

1. *Principles for Appropriations and Spending*
 - a. *Origination Rule*

All budget resolutions for the expenditure of student government levies, as defined by Policy 29: *Ancillary Fees and Member Dues*, with the exception of levies pertaining to administered funds, shall originate in the Students' Council; but the Board of Directors may propose and concur with amendments to the appropriation of funds.
 - b. *Expenditure Rule*

Normally, no monies shall be drawn from the Corporation's fund accounts or reserves, but in the consequence of appropriations made by budget, special, or standing resolution²⁰ of the Students' Council, Board of Directors, or both, as procedure may ascribe the case to be.

Notwithstanding the above, in accordance with the Bylaws and Policies, the

²⁰ Standing resolutions shall be understood to include all approved governing documents and policies.

Board may authorize by special resolution the transfer of funds between accounts, the financing of expenditure from reserves; and, without limiting the generality of the foregoing, may approve continuing appropriations necessary to finance operations prior to the adoption of a budget, upon such terms and conditions as it may deem advisable, subject to procedures pertaining to budgeting and appropriations established by the Students' Council.

c. **Balanced Budget and Debt Rules**

Exempting temporary, incidental, or casual deficits, the Federation shall follow the principle of keeping the expenditure within the limits of revenues in drawing up its budget, and shall strive to achieve a fiscal balance, avoid deficits, and keep budget levels sufficient to ensure service levels remain commensurate with the growth rate of enrollment.

In the normal course of its affairs, the Federation shall not incur any debts or liabilities, unless the same have been authorized by a budget resolution for some single object or work distinctly specified therein. Further, the Federation shall borrow only to invest in capital projects and not for the purposes of funding current spending.

d. **Handling of Incidental Deficits (Surplus)**

From time to time, due to factors such as changes in enrollment rates, fluctuations in optional levies, sourced sponsorship, or otherwise, the Corporation may run incidental deficits or surpluses. Such cases shall be handled in accordance with the following standards:

i. **Cases of Deficiency**

Whenever the expenses of any fiscal year shall exceed the income in the same period, the Vice President, Operations & Finance shall prepare for approval by the Board of Directors increments to the levies collected from the membership for the ensuing fiscal year, sufficient, with other sources of income, to pay the deficiency as well as the estimated expense of the ensuing fiscal year to ensure the preservation of service levels.

Should the Board refuse increments to the levies collected from the membership, the Vice President, Operations & Finance shall, in consultation with the Executive Committee, propose to the Students' Council amendment to the schedule of approved programming to reduce service levels or eliminate programs, or shall otherwise recommend changes in the staffing structure of the Federation to the Board of Directors.

ii. **Cases of Excess**

Whenever the income of any fiscal year shall exceed the expenses in the same period, the Board of Directors shall be responsible for determining

an appropriate course of business, in accordance with procedure, including any of the following options:

1. Contribution of the overage, or a portion thereof, to the Capital Program Fund;
2. Donation of the overage, or a portion thereof, to a WUSA Administered Endowment fund held by the University of Waterloo (UW) on behalf of undergraduates; and/or
3. Issue rebates on applicable levies to each undergraduate student for a proportion of the overage. In such an instance, the Office of Vice President, Operations & Finance shall work with the UW Finance Department to credit students accounts with the approved rebate, pro-rated based on full-time or part-time enrollment status.

Further, if incidental excesses in revenue over expenditure persist for more than three years (“chronic overage”) the Board shall relatively reduce the year-over-year inflationary adjustments or shall approve a one-time decrease to the applicable levies, subject to ratification by the Students’ Council.

2. *General Budget Requirements*

All monies for the support of the Federation and for other purposes as far as can be ascertained or reasonably foreseen, shall be provided for in one regular budget resolution (the General Operating Budget) covering at a period of one (1) fiscal year. The General Operating Budget shall explicitly note any anticipated cost recovery for the expenses incurred for capital projects that have been approved as part of the Capital Improvement Plan.

The Budget shall ensure sufficient discretionary spending exists in each budget department to allow for term-over-term adaptability.

3. *Budget Preparation*

The Vice President, Operations & Finance and General Manager, shall prepare the draft General Operating Budget based upon each portfolio or department’s strategic plans, the Capital Improvement Plan, and Long-Range Plan. Each portfolio or department shall justify budget requests accompanied by a budget request form that meets all standards of budget preparation required by procedure.

Business budgets shall be understood not to be caps on performance or unreasonably burdensome on expense levels, but rather a forecasts of performance based on a projections of expenses and conservative estimations of revenue. Deviation may and are often anticipated to occur in these budget forecasts, and therefore provisions respecting deviation, outlined in Section 5, shall only apply to business budgets when

management falls short of forecast targets in excess of 10%.

The draft General Operating Budgets shall be presented to the Budget & Appropriations Committee for consideration.

In accordance with Council Procedures, the Committee shall prepare a summary Operating Budget Report, inclusive of:

- a. The previous fiscal year budgets and actuals, along with the proposed budget for the upcoming fiscal year;
- b. A summary of strategic considerations as to the allocation of funds within each portfolio or department in meeting objectives;
- c. Demonstration of value-for-money in the expenditure of any student government levies;
- d. Significant changes in line items, and their creation or deletion, explained in a concise manner;
- e. Summaries for portions of the budget where restricted by the Board of Directors which shall, at minimum, include both a description of operations and presentation of the bottom-lines (revenues, costs of goods and sales, and expenses) of those restricted budgets;
- f. A corporate overview that summarizes the income from student government levies by term, transfers out for administered fees and those of societies, summary of corporate salaries and organizational structure;
- g. 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); and
- h. Recommendations/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.

4. *Budget Approval*

a. Bicameral Approval Required

The Council and the Board of Directors shall both consider and approve the General Operating Budgets, in accordance with procedures thereof, subject to the following guidelines:

- i. Council shall be presented the Committee-adopted Budget Report and relevant documentation for approval, exempting those portions restricted by the Board in accordance with the Policies and Bylaws, but shall be primarily responsible for reviewing the budgets as it pertains to the specific allocation of student funds.
- ii. The Board shall be presented the Council-approved Budget Report, including all restricted portions, for approval, but shall be primarily responsible for reviewing the budget in the context of the financial

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

position of the organization, ensuring all obligations are met and that the budget furthers strategic priorities set out the Long Range Plan.

- iii. Due to its fiduciary duty to the organization, the Board shall have the final approval of the budget.

b. Question and Answer Period

The approval process shall provide adequate time for Councillors and Directors to become informed on the contents of budget documents and allow sufficient opportunity for dialogue with one another and with students. In addition, the Committee shall provide for a one-week Question & Answer period on the Committee-prepared Budget Report, preceding the Council meeting at which the report is to be voted on.

c. Amendment and Dispute Resolution

Amendments made to the Committee-prepared Budget Report shall be considered, debated, and referred back to the Budget & Appropriations Committee, as provided for in the Council procedures.

Should the Board have concerns with or seek modification of the appropriations determined by the Students' Council in the Council-approved Budget Report, it may propose amendments to the budget that shall be referred to Council with an accompanying memorandum explaining the proposed amendment. Unless otherwise delegated, Council shall promptly take up the amendment for consideration or may otherwise delegate such roles.

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 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 called 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 section 1(b), the Board shall be empowered to provide for continuing appropriations by resolution, until such time as a dispute has been reconciled.

5. In-year Operating Budget Adjustments

Flexibility should exist to make in-year adjustments to the approved General Operating Budget, while also ensuring transparency and appropriate approval and oversight from the Board of Directors and Council, respectively, when adjustments are required.

In the case of line items within a Department, funds may be transferred between lines

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

by the appropriate manager with approval of their responsible supervisor or Executive, as the case may be, for that budget, 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 of this 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.

A deviation in expenditures of or transfer between budget lines relative to the budgeted amount greater than 10%, if equal to or exceeding \$500, must be approved by the Vice President, Operations & Finance. Any deviations or transfer equal to or exceeding \$1,500 must be presented to the Budget & Appropriations Committee for approval, unless otherwise delegated by the Board of Directors, in accordance with procedure. Notwithstanding the foregoing, deviations in excess \$25,000, having been first reviewed by Budget & Appropriations Committee for approval, must be ratified by the Board of Directors. Notwithstanding the foregoing, the Board may, through procedure, set more stringent standards for any deviations or transfers.

If the Office of the Vice President, Operations & Finance determines at any time that the probable receipts from levies and any other sources for any appropriation (e.g. revenues) will be less than what was anticipated, and that consequently the amount available for the remainder of budgeted period will be less than that amount estimated or allotted therefore, the Vice President, Operations & Finance, with the approval of the President, and after notice to the departments or services concerned, reduce the amount allotted or to be allotted so as to prevent a deficit.

Further, the President or Vice President, Operations and Finance may, at any time, order a hold on any part of the budget, until the next regular meeting of the Board of Directors, where the Board may order a continuation of the hold or provide alternative direction to the President and Vice President, Operations and Finance.

6. *Portfolio & Departmental Budget Planning*

The budgets will aim to establish consistent service level targets within a fiscal year, in consideration of anticipated expenses, labour targets, costs of goods and sales where applicable, and needed revenue requirements.

Portfolios and departments thereof are expected to operate within their approved budget, subject to the permission of business operations to operate within their gross profit margin relative to budget forecasts as noted in Section 3. The Students' Council charges the Board of Directors with financial management. As such, it shall be the responsibility of the Board to ensure it is reasonably confident of such compliance and where it deems prudent, the Board shall verify this compliance. Moreover, it shall be the

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

responsibility of the Vice President, Operations & Finance to oversee the management control of finances day-to-day such that compliance (or any adjustments) demonstrable.

Annually, if a surplus exists it will be allocated, in accordance with established governance processes, by the Board of Directors. Portfolios and departments thereof may plan projects and expenditures across multiple years of the budget where expressly permitted as part the General Operating Budget Report, or otherwise by special resolution, which shall be respected by the Budget & Appropriations Committee in the appropriation of funds. The Budget & Appropriations Committee shall expressly note any departure from approved multi-year plans in the Budget Report.

7. *Fees and Member Dues*

WUSA Fees and Member Dues will be reviewed as part of the budget process. These student government levies will be adjusted to reflect market influences and operational needs based on approved programming, services, and operations as well as Board-approved plans. Recommendations on fee adjustments shall be provided to the Board, assessing whether the probable receipts from levies and any other sources for any appropriation will continue to provide for reasonably estimated expenses.

Unless expressly directed otherwise, the Budget & Appropriations Committee shall preserve the time value of money prior to any changes in budget allocation, by assuming the indexation of applicable levies for inflation.

8. *Review of Actuals and Business Arising*

The actual expenditure against the approved General Operating Budget shall be reviewed by the Budget & Appropriations Committee and Board of Directors during the fiscal year following the closure of an accounting period. Review shall provide a measure of surety on budgetary compliance, as well as providing for a general review of the year-to-date income and expenditure against budgeted projections which may realistically fluctuate with enrollment, optional fees payment, and external factors.

Resulting from such a review, the Vice President, Operations & Finance shall normally provide to the Budget & Appropriations Committee a schedule of recommended adjustments to be made, as may be deemed advisable by management. The Budget & Appropriations Committee will consider budgets shifts in accordance with Section 5. The approved schedules of adjustments made by the Committee shall be presented to the Board of Directors for information or approval, as the case may be.

HISTORY:

April 19, 2020: This is the first version of this policy. Prior to this policy, the Board of Directors and Students' Council operated separate procedures on the preparation and execution of budgets. At the recommendation of the Budget & Appropriations Committee, as part of the FY2020 Budget Report (attached), it was determined appropriate to enshrine in policy the

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

expectations of budget preparations, the various overlapping and distinct responsibilities of the Board and Council with respect to finances and appropriations, and improved mid-term considerations for the maintenance of healthy working capital for the meeting of all obligations faced by the Federation.

COMPLIANCE AND ENFORCEMENT:

Compliance with this Policy shall be strictly enforced. In accordance with the governing documents, the Board of Directors shall be responsible for ensuring the sound financial management of the organization, including execution of and compliance with approved budgets. The Vice President, Operations & Finance shall supervise the day-to-day management of finances, actual expenditure with relation to the budget, and the controls thereof, on behalf of the Board of Directors.

In cases where a policy cannot be or is not being complied with, the matter shall be brought to the attention of the Budget & Appropriations Committee for immediate review, and appropriate corrective actions or amendment shall be proposed to reconcile non-compliance.

The Council and Board shall have power to implement and enforce the provisions of this Policy by appropriate procedures or by devolution of authority, including as specified herein (i.e. case of dispute resolution). Unless expressly exempted by the Students' Council or Board of Directors in accordance with the bylaws, no procedure or resolution may be adopted or enter into force and effect that does not comply with this Policy.

APPENDICES:

Relevant documentation and examples of expected Budget Reporting:

- [FY2020 Budget Report](#) | Budget & Appropriations Committee

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Reserves and Reserve Funds

Policy Number: 67

Policy Class: Corporate

Policy Category: FC

Effective Date: April 19, 2020	Approval Date: April 19, 2020	Last Revision Date: NEW	Review Year: 2023
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Sponsor: Seneca Velling (VP Operations and Finance, 2019-2020)

Attachment: None

Bodies: Budget & Appropriations Committee, Board of Directors

Authority: Charter Objects 2 and 3; Bylaw Articles 7.6(1), 8.7(3), among others; Adopted reports and directives of the Council and Board pertaining to reserves.

Key Words: Reserves, Funds, Internal Borrowing, Savings

Policy Statement: The Waterloo Undergraduate Student Association is committed to sound financial management. The Board of Directors is responsible for administering and managing the Council's funds and other corporate revenues in an accountable manner that secures long-term financial stability, predictable fee levels, and the Corporation's strategic investments. It is therefore prudent to establish and maintain dedicated reserves and reserve funds whether discretionary or internally restricted, and establish expectations for the Board's management of such resources.

Purpose: The primary objective of this policy is to ensure that monies are set aside for dedicated purposes or strategic objectives which ensure the organization is well-placed to meet long-term targets, provide for dedicated administered programs, and that funds will be available during times of uncertainty. Reserves and Reserve Funds are important mid- and long-term financial planning tools for corporations, and are used to set aside funds for future purposes including, but not limited to, the buffering-out of fluctuations in fee/tax rates, dedicated capital planning, and operational continuity and preparedness for emergencies. Many of the Reserve Funds and Reserves have funding included in the Operating Budget, and are the main funding sources of the Capital Program. There are a number of instances where using Reserves or Reserve Funds is appropriate, including, but not limited to:

- To provide for the cost of equipment or facility maintenance, renewal, improvement, and replacement; for financing of major capital projects over time; and supporting strategic expansion (i.e. Capital Program Fund);
- To buffer fee rates during times of change or short-term uncertainty (i.e. Student Fee Stabilization Reserve);

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- To smooth out opt-out impacts term-to-term or year-over-year to provide for effective planning and recalibration of operations (i.e. Student Fee Stabilization Reserve or Societies Fluctuation Reserve);
- To absorb the cost of one-time expenses not included in the operating budget (i.e. Operating Fund and the associated internally restricted Short-term Reserve account);
- To facilitate long-term financial planning and stability, fund known future obligations, support organizational survival into the medium-term if the corporation suffers a serious impairment to one of its revenue sources, and cover unpaid obligations in the event of organizational dissolution (i.e. internally restricted Long-term Reserve account);
or
- To allow unused funds to generate additional revenue for the corporation via investment returns.

Definitions:

Fund – The term fund refers to monies set aside for a specific purpose in a reserve, reserve fund, or operational fund. A fund consists of a self-balancing set of accounts, the net assets (fund balance) of which are reported as either unrestricted, internally restricted, or externally restricted.

Reserve – Monies set aside by approval of Council and/or the Board of Directors from which earnings on the investment (i.e. interest) are unrestricted and may be allocated to the operating budget as investment revenue. Reserves can be related to projects that are of a nature prescribed and managed by approval of Council or the Board.

Reserve Fund – Monies set aside for a specific purpose as required by legislation, regulation, governing documents or policies, or agreements. All earnings (i.e. interest) from the investment of Reserve Funds must be allocated to and form part of the Reserve Fund, unless otherwise expressly directed by the Board of Directors. The organization holds or administers various Obligatory, Discretionary, and Endowed Funds.

Discretionary Reserve/Reserve Funds – Monies set aside for a specific purpose by Council and/or the Board of Directors and regulated by corporate bylaw, policy, and/or procedure for that dedicated purpose.

Obligatory Reserve Fund – Monies set aside and legally/externally restricted by legislation, regulation, or agreement. The funds are raised for a specific purpose and, with the exception of internal borrowing approved by the Board of Directors, cannot be used for any other purpose. The main Obligatory Reserve Funds are those supporting group student insurance plans (e.g. the Student Health Plan Fund) that are governed by statute and contract.

Endowed Funds – Monies set aside from endowment contributions, including voluntary student contributions, and investment income for a dedicated purpose. Allocations of resources to the endowment fund that result from the imposition of internal restrictions are recorded as

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

interfund transfers. Such funds held by the University of Waterloo, subject to the ultimate governance thereof, from funds contributed by WUSA on behalf of undergraduates, as approved by Council or Referendum. The current Endowed Funds are the *Enterprise, Opportunity, and Innovation (EOI) Fund* and the *Student Life Endowment Fund (SLEF)*.

Restricted – The term restricted refers to stipulations and restrictions on how resources in a fund must be used. Restrictions are either internal or external. Internal restrictions are imposed in a formal manner by Referendum, Council, or the Board of Directors, usually by a resolution, procedure or an internal agreement (“Internally Restricted”). External restrictions are imposed from outside the organization, usually by statute, regulation, contractual agreement or in some cases by the contributor of the resource (“Externally Restricted”).

Scope & Exemptions:

The Reserves and Reserve Funds Policy applies to all Reserves and Reserve Funds established by WUSA, including those administered by WUSA on behalf of the University of Waterloo or third parties.

Funds administered in conjunction with or on behalf of the University of Waterloo, particularly Endowed Funds, are subject to the constating documents for such funds (e.g. SLEF Constitution and Bylaws) and the ultimate authority of the University of Waterloo (UW) Board of Governors. This Policy shall apply in all respects to the administration of such funds unless otherwise indicated by the UW Board of Governors or their appointed officers.

All other exceptions to this policy must be reviewed by the Budget & Appropriations Committee and approved by the Board of Directors at a duly scheduled meeting, and further, nothing shall prohibit the Board of Directors from contravening this policy at the advice of the auditors and legal counsel, including maintenance of the Corporation’s not-for-profit status. Notice of any approved exceptions and contraventions will be provided to the Students’ Council by the next regular meeting of Council.

Policy Communication:

This policy will be posted on the Corporation’s website and internal network drives. Directors, Officers, and applicable Staff will be informed of this policy and any associated procedures.

Policy:

1. *Authority*

The Board shall administer, manage, and oversee all reserves and reserve funds held *directly* by the Corporation subject to governing documents and policies. The Board may elect to appoint a qualified money manager or financial advisor to manage its funds. The cost of such a money manager may be paid out of the fund, where legally

permissible.

Funds established by Council so as to be expressly regulated under Council Procedures shall be managed in accordance with such procedures, unless otherwise determined by the Board of Directors.

Endowed Funds held by the University of Waterloo in trust for undergraduate students and administered by WUSA shall be administered or managed in accordance with the constitutions, bylaws, and other constating documents thereof.

While on-going reserves and reserve funds for dedicated purposes shall normally be created by Council through amendment of the schedule of programming, the Board shall be empowered to establish new, temporary internally restricted accounts in which funds for a specific purpose or planned expenditure may be placed.

2. *Financial Responsibility*

Financial assets will be managed in a responsible manner that balances the goals of spending available monies to advance the organization's objectives in compliance with Council's appropriation of funds provided for in the budget with the need to have sufficient savings to protect against unexpected occurrences, to insulate dedicated funds from significant risk, and to maximize the capacity of the Corporation to achieve its strategic objectives.

WUSA will manage risk considerations and return on investment so as to reasonably protect funds while generating additional revenue for the corporation via investment returns. No such returns will be budgeted for or expected; rather they will be treated as incidental income and used to further the objects or strategic objectives of the Federation.

Each applicable Fund shall have a target level established in Board Procedure. In the event that a Fund is short of a target level, a contribution of up to 10% of the shortfall (or another amount determined by the Board) shall be included in the annual Operating Budget or the Board shall provide for adjustments to the applicable fees until the difference is corrected. The relevant committees and the Vice President, Operations & Finance shall periodically issue recommendations to the Board regarding the targets for each reserve and reserve fund.

3. *Internal Borrowing*

WUSA shall aim for sufficient working capital to exist to meet short-term obligations and satisfy cash needs at all points during the fiscal year, so as to minimize and eventually eliminate the reliance on the internal borrowing between funds.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Internal borrowing shall refer to any arrangement where the Board of Directors grants funds from one reserve or reserve fund to another with a plan to repay those funds, over time, with any applicable interest. Internal borrowing shall exclude the withdrawal of investments during the fiscal year, which shall be regulated exclusively under Board Procedures.

The Board shall be responsible for regulating the administration of internal borrowing, which shall at minimum adhere to the following guidelines:

- a. All internally financed loans shall be considered in the context of the cost and value of a project and other anticipated future needs of the organization;
- b. Any loan shall be repaid over a defined, fixed period not normally exceeding the lesser of fifteen (15) years or the anticipated useful lifetime of the asset, if applicable;
- c. Interest shall be charged to mitigate the cost of the loan against the source reserve or reserve fund and the risk associated with the loan;
- d. The Board shall determine an appropriate interest rate based on foregone investment revenues or other returns, risk associated with the loan, external market lending rates, and other factors it deems advisable;
- e. All other considerations, including the repayment amortization schedules, penalties, forgiveness of interest or principle, or suspension of payments shall be approved by the Board of Directors at the recommendation of the Budget & Appropriations Committee.

Loans spanning multiple years must be reported and presented within the Operating Budget by the Budget & Appropriations Committee.

4. *Permanent Relocation of Funds or Amendment of Purpose*

Should the Board of Directors wish to permanently direct a portion of funds from one internally restricted reserve or reserve fund to another (in contrast to an internally financed loan), it may approve the shift, subject to ratification from the Students' Council, General Meeting, or referendum. In default of ratification of any such resolution by the Board, no new resolution of the same or like substance shall have effect until confirmed by a future meeting of the Students' Council, General Meeting, or referendum.

Without limiting the generality of the foregoing, if the initial purpose for a restricted reserve or reserve fund no longer exists or the conditions since its inception are materially changed, the Board, acting under appropriate advisement, shall recommend to the Students' Council either:

- a. The amendment of the terms of reference of the applicable fund to satisfy prevailing and future needs of the organization; or

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

- b. The dissolution of the reserve or reserve fund, and thereby the permanent relocation of funds to long-term savings or for other such purpose as it deems advisable.

The Students' Council shall promptly consider the recommendation of the Board of Directors and amend the schedule of programming accordingly.

History:

This is the first draft of the Reserves and Reserve Funds Policy. Council determined the need for overarching guidelines for the organization's reserves and reserve funds given the Student Choice Initiative, a prior patchwork of Council and Board regulated funds, and advisement from auditors on accountable shifts between collected operating levies and other internally restricted funds. This policy outlines the Corporation's responsibilities for its funds and establishes high-level requirements for Board Procedure.

Compliance and Enforcement:

Board shall implement and ensure compliance with this policy through its procedures. At minimum, Board Procedure shall meet outlined guidelines and list all reserves and reserve funds.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Emergency Management and Response

Policy Number: 68

Policy Class: Corporate

Policy Category: A, FC, HR, UA

Effective Date: April 19, 2020	Approval Date: April 19, 2020	Last Revision Date: NEW	Review Year: Fall 2021
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Sponsor: Executive Committee

Attachment: 2 (references from COVID-19 Response)

Responsible Bodies: Board of Directors

Authority:

- Policy 0: *Administration of Policies*.
- Memorandum: Student Governance during COVID-19 Pandemic (20 March 2020) | Office of the President, University of Waterloo

Key Words: emergency preparation, emergency response, continuity of governance

POLICY STATEMENT:

The Emergency Management and Response process coordinates and integrates all activities necessary to build, maintain, and improve the Federation's ability to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused emergencies or disasters. This Policy is aimed to ensure the continued operations and recovery of normal operations under any emergency, with a recognition to the student government's responsibility for supporting students and staff as well as providing critical services, programming, and maintenance of building operations.

PURPOSE:

The primary purpose of this Policy is to provide for an organized and coordinated response to emergencies or disasters that can affect the operations and programming of the Federation and the University of Waterloo. The response may require the use of all the Federation's resources and require that activities be coordinated with the university administration. Secondly, this policy aims to ensure that business continuity plans are developed, maintained, and implemented when appropriate; that staff are trained to respond effectively to emergency situations; that communications are coordinated to avoid confusion; to provide a lean governance framework for key decision-making during a crisis; and to mitigate the long-term effects of emergencies on the Federation's operations and mission.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

DEFINITIONS:

Emergency Management – The process for mitigating, preparing, responding to, and recovering from an emergency. This policy is the cornerstone of this process and provides for a concise line of command for relevant decision-making.

Situational Management Committee – The Committee’s role is to set protocol and direction for planning, mitigation, preparedness, emergency response, recovery, and business continuity. The Committee has the authority to expend monies (notwithstanding normal budgetary procedures) and take actions required to achieve an effective response to an emergency insofar as the student government is concerned, subject to the direction of the President and ultimate authority of the Board of Directors. The Committee shall be composed of the following:

- Members of the Executive Committee; and
- Those Senior Managers as determined by the General Manager and the VP Operations and Finance.

Business Continuity Plan – A business operation, building or facilities management, or department’s plan to ensure the continuity of operations and an orderly return to primary business operations after an emergency.

Mitigation – Actions and activities taken to eliminate or reduce hazards and their impacts.

Preparedness – Measures undertaken in advance to ensure that individuals and the Federation will be ready to react to emergencies, including emergencies plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.

Response – The activities that address the direct effects of an incident, and are designed to promote health and safety, as well as limit the loss of life, personal injury and property damage. Response begins when an emergency is imminent or as the event occurs.

Recovery – Actions and activities to restore programming and operations to regular business capacity.

SCOPE & EXEMPTIONS:

This Policy applies to all employees of the Federation, its subsidiaries and affiliates, and the operations thereof, students, and contractors or third parties that the Federation may from time to time engage, as well as buildings and facilities. Exceptions to this policy may be granted by the Board of Directors, or applicable committees thereof charged with emergency

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

management and response. This Policy is ultimately subject to any policies, procedures, or guidelines issued by the University of Waterloo or the government relating to emergency management, health and safety, or situational response generally. In the event of conflict, the policies, procedures, guidelines, and directives issued by the University of Waterloo shall prevail.

POLICY COMMUNICATION:

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

POLICY:

1. Guiding Principles

The Federation is committed to providing the necessary resources and procedures to ensure that it responds effectively to any emergency or disaster, so students and employees can learn and work in a safe environment.

The Federation will ensure that its approach and response to, and management of, emergencies complies with all relevant policies, procedures, guidelines, and directives of the University of Waterloo.

A desire for consistency and uniformity calls for a cohesive response, therefore the Federation will work with its subsidiaries and affiliates to centralize response, while providing reasonable discretion and flexibility for a more local-level of response, where it deems appropriate.

The President, as the Chief Executive Officer, shall be responsible for all decisions during a time of emergency and may delegate their authority as they deem appropriate, subject to the ultimate authority of the Board of Directors.

2. Preparedness

Every Executive and Department Manager and every agency, board, commission, subsidiary, and affiliate designated by the VP Operations and Finance shall develop and implement an emergency preparedness and management program consisting of:

- a. An emergency plan that will identify types of emergencies to be reasonably anticipated, lead actors, the provision of services and the requisite service levels during an emergency, and the manner in which staff, volunteers, or other persons will respond;

- b. Training programs and exercises for staff, volunteers, and other persons with respect to the provision of necessary services and the procedures to be followed in standard emergency response and recovery activities;
- c. Education on risks to health, safety, and preparations for emergencies; and
- d. Any other elements considered by management to be advisable to consider under an emergency management program for that department.

In developing an emergency management program, every Executive and Department Manager and every designated agency, board, commission, subsidiary, and affiliate shall identify and assess the various hazards and risks to students and public safety that could give rise to emergencies and identify the facilities and services for which that department is responsible that are at risk of being affected by emergencies. To the extent that identification of hazards and risks is required by this section, assessments by the University (including its Safety Office) shall be understood to suffice.

Those operations, departments, subsidiaries, and affiliates determined by the Vice President, Operations and Finance shall be required to prepare and maintain up-to-date business continuity plans for the conduct of operations or programming during emergencies.

The Federation shall undertake reasonable efforts to ensure that sufficient training occurs for handling of the most probable emergencies that might be encountered.

3. *Duties and Responsibilities*

Declaration – In consideration of any determinations by the government or University, the Board of Directors shall be responsible for declaring an emergency and determining when an emergency response plan is to enter into force and effect. An order declaring that an emergency exists is to be issued if, in the opinion of the Board of Directors the following criteria are satisfied:

- a. There is an emergency that requires immediate action to prevent, reduce, or mitigate a danger of reasonably significant proportions that could result in serious harm to persons or substantial damage to property.
- b. One of the following circumstances exists:
 - i. The resources normally available to the Federation or an agency, board, commission or other branch of the student government, including existing policies or procedural framework, cannot be relied upon without the risk of serious delay.
 - ii. The foregoing resources may be insufficient to address the emergency.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

- iii. It is not possible, without the risk of serious delay, to ascertain whether the foregoing resources can be relied upon.

The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the students and other parties in times of declared emergencies in a manner that is subject to all policies, procedures, guidelines, and directives of the University of Waterloo and its officers or agents.

Termination – Such a declaration may remain in effect for a period of 120 calendar days, unless the President or the Board declares the plan terminated sooner. Declarations may be renewed as necessary should an emergency remain. Notwithstanding any determination by the President, the Board of Directors may terminate an emergency order. Further, the Students' Council shall reserve the right to review and disallow the declaration of an emergency howsoever made by the Federation.

Notice – The President shall notify the Board, the Associate Provost, Students and other relevant university administration, and the Council when such a determination, or any changes thereto, is made.

Limitations on Emergency Orders – Orders made under this section are subject to the following limitations:

- a. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness;
- b. An order shall only apply to the areas, programs, and operations where it is strictly necessary; and
- c. An order shall be effective only for as long as is necessary.

Once declared, the Situational Management Committee, chaired by the President, shall be responsible for further mitigation, effective management, and handling of emergency response. The Situational Management Committee shall act as both a decision-making body and advisory body for the President and may issue directives as to the operational administration and management of emergency orders and their execution. By default, the Committee shall have all powers as may be delegated in accordance with Section 5 of this Policy.

4. *Conformity and Assistance*

All emergency plans and decisions of any subsidiary or affiliate of the Federation shall conform to the emergency plan of the Federation as approved or amended, and any directives issued thereunder. Emergency plans and decisions of any subsidiary or

affiliate of the Federation shall have no effect to the extent of any inconsistency with that of the Federation and, for the purposes of this section, the President or Board of Directors shall be understood to have the powers to suspend or amend any such emergency plans or decisions.

The President or Board of Directors may require any officer, employee, agency, board, commission, committee, subsidiary or affiliate to provide such assistance as the President or Board considers necessary to adequately respond to an emergency or any part thereof, and may direct and control the provision of such assistance, and the President or Board of Directors may authorize the payment of the cost thereof from the Federation's resources.

5. *Powers during Emergency Declarations*

Enumerated Powers – In accordance with all limitations and conditions ascribed by this Policy in addition to other policies and governing documents, the President or Board of Directors may make orders in respect of the following during an emergency order:

- a. Implementing any emergency plans and/or directives formulated in accordance with this Policy and relevant University policies.
- b. Regulating or prohibiting use or access to student spaces and common areas, or portions thereof, including the closure of any places or facilities operated or managed by the Federation or its subsidiaries and affiliates, including without limitation any business, office, or other establishment, subject to any regulations or agreements thereof with the University of Waterloo, if applicable.
- c. Supporting students, staff, and volunteers in making arrangements for at-home work, their adequate care and protection, and for the care and protection of property.
- d. To prevent, respond to or alleviate the effects of the emergency, constructing necessary works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
- e. Collecting, transporting, storing, processing and disposing of waste. Centrally recovering the costs of wastage borne by business operations of the Federation and those of its subsidiaries and affiliates.
- f. Using any reasonably necessary and unrestricted goods, services, and resources within any part of the Federation, including the distribution and provision thereof.
- g. Procuring necessary goods, services and resources to adequately respond to and manage emergencies, subject to budgetary constraints.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

- h. Fixing prices for goods, services, and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources offered by the Federation.
- i. Withdrawing and spending monies from the Corporation's fund accounts or reserves not in excess of \$25,000, where not restricted in nature, that were not authorized in the consequence of appropriations made by budget, special, or standing resolution of the Students' Council, Board of Directors, or both, as procedure may ascribe the case to be; or otherwise requesting such funds in accordance with the applicable governance processes.
- j. Freezing any previously approved appropriations made by budget, and any other cash preservation measures that may be deemed advisable.
- k. Review of volunteer and staffing levels and service levels, and by consequence consideration of furlough, layoff, termination, or otherwise, where conducted in accordance with relevant policies and procedures.
- l. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Situational Management Committee considers necessary in order to prevent, respond to or alleviate the effects of the emergency.

Direction of Subsidiaries and Affiliates – During a period of emergency, the President or Board of Directors, whether they consider it necessary, may by written notice, direct and control the administration, facilities and equipment of a subsidiary or affiliate in direct response to emergency. Without restricting the generality of the foregoing, the exercise by the subsidiary or affiliate of its powers and duties in response to an emergency, whether under an emergency plan or otherwise, is subject to the direction and control of the President.

Delegation of Powers – After an emergency order has been made, the President or Board of Directors may delegate to any officer or agent any of the powers provided for in this Policy, save where expressly prohibited. An officer or agent to whom powers have been delegated under this section may further delegate any of their powers.

Power to Convene, Recess, and Provide Alternatives for Continuity of Governance – The President or Board of Directors shall be permitted to convene any special meetings of Committees, Boards, General Meetings, or those of the Students' Council as they deem necessary and advisable, or otherwise recess or amend the schedule of such meetings, notwithstanding normal rules of order, but in accordance with the Bylaws. Notwithstanding any normal rules of business, the President or Board of Directors shall

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

be empowered to determine appropriate alternative arrangements for all the conduct of governance, which for the utmost certainty is understood to include the delegation of members meetings in accordance with Article 8.1 of the Bylaws and Section 130 of the Act.

6. *Reporting and Oversight*

Interim Reporting – During an emergency order, between regular meetings of the Board, Council, and Committees thereof charged with pertinent oversight functions, the President shall provide periodic updates regarding the status of the emergency and responses taken to address the matter. Decisions of the President deemed to be out-of-scope of the emergency order or beyond what is a reasonable of policy and governing documents, may be overturned by the Board of Directors, and ultimately by the Students' Council.

Termly Reporting and Reporting at Termination of Emergency – The President shall provide a written report in respect of the emergency order to the Students' Council at least once per term and within thirty (30) days after the termination of an emergency declared under this Policy. The report of the President shall include information,

- a. In respect of making or issuing any orders authorized under this Policy, an explanation of how the order met the criteria for making an order, and how the order satisfied the limitations set out in this Policy; and
- b. In respect of making any directives because of the emergency and any explanation as to why they considered it necessary to issue such a directive.

7. *Right of Review by Council*

Notwithstanding any procedural rules to the contrary, a special meeting of Council must be called, in accordance with bylaw requirements, if requested by one-third (1/3) of the members of the Students' Council in order to review, restrict, or narrow the scope of an emergency order(s), and any directives issued, or emergency powers employed thereunder by the President or Board of Directors.

HISTORY:

April 19, 2020: This is the first version of this policy. Prior to the COVID-19 Pandemic, which led to the closures of Waterloo campuses and shuttering of most all operations, no such need for policy had been envisioned. With response to COVID-19 Pandemic posing governance challenges and identifying a deficit in corporate preparedness for major emergencies and disasters, some semblance of governance normalcy was determined necessary. In an effort to collect standard approaches agreed to in the handling of the pandemic response and

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

management plan that the Federation undertook in Winter 2020 onwards, it was determined a robust, high-level policy structure for emergency management and response was needed.

COMPLIANCE AND ENFORCEMENT:

Strict compliance with this Policy is required. Violations of this policy or the refusal to enforce its provisions is unacceptable.

APPENDICES:

Relevant documentation from the COVID-19 Pandemic Response:

- [Memorandum: Action taken on General Meeting \(18 March 2020\)](#) | Chair, Board of Directors
- [Memorandum: Student Governance during COVID-19 Pandemic \(20 March 2020\)](#) | Office of the President, University of Waterloo

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Societies Agreement

Policy Number: 69

Policy Class: Corporate

Policy Category: G, A, FC, HR, SA

Effective Date: May 1, 2020	Approval Date: April 22, 2020	Last Revision Date: April 11, 2016	Review Year: 2023
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Sponsor: Michael Beauchemin (President, FY2020), Committee of Presidents

Attachment: 2

Responsible Bodies: Committee of Presidents, Board of Directors

Authority:

- Policy 0: *Administration of Policies*.
- Charter, Object 1: "To act as the representative of the students ... of The University of Waterloo... including, without limiting the generality of the foregoing, those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo".
- Bylaws, Article 8.7: "...Council shall have: ... the power to establish procedures regarding general oversight of the constituency societies".
- Bylaws, Article 9.3: "The President shall be generally responsible for the day-to-day oversight and support of all Federation of Students' societies, subject to those procedures established by Council and relevant contractual agreements."
- Council Procedure 28: *Committee of Presidents*.
- Societies Agreement 2016: "Federation and the Societies recognize the existence of the Societies under the auspices of the Federation as entities ... and being responsible to said constituencies".
- The original "Constitution of the Federation of Students", as approved by the UW Board of Governors, providing for the supremacy of the Students' Council; and in accordance therewith, the constitution of the Societies' Constitution by the Students' Council.

Key Words: Societies, Constituencies, Autonomy

POLICY STATEMENT:

Confirming a relationship of mutual respect between the Federation of Students and Societies at the University of Waterloo for the purpose of serving all undergraduate students of the University of Waterloo.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

PURPOSE:

See attached Societies Agreement.

DEFINITIONS:

See attached Societies Agreement and Schedule A: *Interpretation*.

SCOPE & EXEMPTIONS:

The Societies Agreement and all included schedules constitute a Policy of the Federation, as adopted unanimously by the Committee of Presidents on behalf of Council, and confirmed by the Board of Directors resolution in accordance with its predecessor *Memorandum of Understanding: Federation-Societies Agreement* (11 April 2016), Section 7(c). In accordance with the revised and amended Societies Agreement (22 April 2020), this Policy may only be amended pursuant to the terms thereof.

POLICY COMMUNICATION:

The policy will be posted on the Corporation's website and internal network drives. Staff, Directors and Officers, and other affected parties will be advised of the new policy via distribution by the President, or a designate. The Federation's Executive and outgoing Society Executives shall proactively ensure that incoming Society Executives and Federation Executives are aware of the existence of this Policy.

POLICY:

See attached Societies Agreement.

HISTORY:

The Waterloo Students' Council, in consideration of and with the unanimous agreement by its constituency Societies, incorporated on April 27, 1967 as the Federation. Since its inception, the Federation has been the sole legal representative of all undergraduate students of the University, including those Affiliated & Federation Institutions of UW which are or may become a part of or associate with the University. The Societies were constituted by the Students' Council to officially represent the interests of undergraduate students within, and to, their constituency, the university, and community at large. The Council-approved constitutions thereof provided for methods of their self-regulation and further amendment without the need for Council's intervention. The original "Constitution of the Federation of Students", as approved by the UW Board of Governors, prescribed for the governance, regulation, and responsibility for Societies by Council. The supremacy of the Students' Council for this regulation has continued as is reflected in the Objects of the Federation enshrined in the Charter as well as in the bylaws. In November 1968, The Federation agreed to codify its

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

relationship and agreement to general autonomy of the Societies under its auspices in the Federation-Societies Agreement. Since then, the Societies Agreement has been regularly reviewed and updated. The predecessor agreement was the *Memorandum of Understanding: Federation-Societies Agreement* (11 April 2016), which has as of 1 May 2020 been superseded by a newly revised Societies Agreement.

COMPLIANCE AND ENFORCEMENT:

See attached Societies Agreement.

APPENDICES:

Content of this Policy is outlined in the attached Memorandum of Understanding between the Federation of Students, University of Waterloo and the Federation's constituent undergraduate student societies at the University of Waterloo, and its incorporated Schedule A: *Interpretation* (collectively the "Societies Agreement"):

- Memorandum of Understanding: *Federation-Societies Agreement* (22 April 2020); and
- Schedule A: *Interpretation* (22 April 2020).

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: Carbon-Neutral Investing

Policy Number: 70

Policy Class: Advocacy

Policy Category: UA

Effective Date: August 23, 2020	Approval Date: August 23, 2020	Last Revision Date: N/A	Review Year: 2023
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Sponsor: Education Advisory Council

Attachment: None

Responsible Bodies: Education Advisory Council

Authority:

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

Key Words: divestment, fossil fuel, ESG, investing

POLICY STATEMENT:

In light of social and environmental responsibility as well as economic benefits, the University of Waterloo should strive for a carbon-neutral investment portfolio by 2030. Board of Governors' should communicate openly about progress towards carbon neutrality while soliciting stakeholder feedback.

PURPOSE:

The intention of this policy is to document the student opinion and develop advocacy objectives for responsible investing. Applicable representatives will advocate for the objectives herein laid out. This policy was written as a result of constituent feedback on the Board of Governors' actions.

DEFINITIONS:

ESG - Environmental, social and governance (ESG) criteria are a set of standards for a company's operations that socially conscious investors use to screen potential investments.

Divestment - reduction of an asset or business through sale, liquidation, closure, exchange or any other means for financial or ethical reasons

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

SCOPE & EXEMPTIONS:

This policy applies to anyone who is representing student opinion on University of Waterloo investments on behalf of the undergraduate student body as a whole. This includes executives, commissioners/associate vice presidents, and at-large undergraduate senators.

POLICY COMMUNICATION:

The Vice President, Education shall be responsible for informing student senators and other relevant advocates about this policy.

POLICY:

The Waterloo Undergraduate Student Association believes:

The University of Waterloo should strive for a carbon-neutral investment portfolio by divesting from fossil fuels and other carbon-intensive industries by 2030.

The Waterloo Undergraduate Student Association recommends:

1. The University of Waterloo's investments should continue to uphold ESG principles.
2. The Board of Governor's should strive to minimize carbon intensive investments.
 - a. Therefore, the Board of Governors shall consult with their fund managers on reduction in carbon-intensive investments.
 - b. In line with minimizing carbon-intensive investments, the Board of Governors shall divest completely from fossil fuels by 2023.
 - c. The Board of Governors should strive to achieve a completely carbon neutral portfolio by 2025 through gradual reduction in carbon-intensive investments and evaluation of risks, social benefits and fiduciary responsibility.
3. The University of Waterloo should investigate and report on the performance of their portfolios following incorporation of ESG principles.
4. The Board of Governors should regularly update students and other stakeholders on ESG investment progress including technical and plain-language reports.
5. The Board of Governors should provide opportunity for student input via open consultation or submission opportunities.
 - a. Furthermore, student membership should be included on future investment working groups and committees
6. The University of Waterloo should develop distinct investment portfolios to allow key stakeholders greater input in where their money is invested.

Further to these beliefs and recommendations, the following background information is provided:

University of Waterloo has committed to ESG principles through United Nations' Principles for Responsible Investing.²¹ However, ESG investing does not guarantee divestment from fossil

²¹ Responsible Investment Working Group, "University of Waterloo RESPONSIBLE INVESTING WORKING GROUP Report to the Board of Governors," *University of Waterloo*, June 5, 2018, https://uwaterloo.ca/secretariat/sites/ca.secretariat/files/uploads/files/riwg_2018-06-05_board_report_regular_w_attachment_0.pdf

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

fuels and other carbon intensive industries. In addition, the Board of Governors has not been regularly updating students on progress towards responsible investments. As of June 2020, the latest detailed communication was released in 2019.²²

Most recently, the university has signed the Responsible Investment Charter for Canadian Universities.²³ This includes commitment to,

1. Adopting a responsible investing framework to guide decision-making, in line with recognized standards such as the UN-supported Principles of Responsible Investment (UN-PRI)
2. Regularly measure the carbon intensity of our investment portfolios and set meaningful targets for their reduction over time;
3. Evaluate progress towards these objectives on a regular basis and share the results of such assessments publicly;
4. Ensure that the performance evaluation of our investment managers takes into account their success in achieving such objectives, alongside the other criteria for assessing their performance

An analysis of investment performance with and without fossil fuel stocks from 1927-2016 showed that divestment would not have reduced portfolio performance.²⁴ Although there has been mixed support for the efficacy of divestment, some studies have shown that stock boycotts can be effective in influencing company behaviors.²⁵

Failure to divest from fossil fuels has been shown to have risks which adversely affect investments' success. As the world shifts away from fossil fuels, oil and gas companies continue to hold significant reserves.²⁶ Use of these reserves along with current production would exceed IPCC targets for CO₂ emissions.²⁷ This means that the valuation of these companies relies on assets which are not able to be realized. In addition to public shifts in perception, regulatory frameworks and government perceptions are changing. For example, Prime Minister Trudeau announced that companies seeking a federal loan as a result of COVID-19 will need to "demonstrate that they are disclosing their climate footprint, and the challenges that they

²² Dennis Huber, "Responsible Investing update," *University of Waterloo*, May 29, 2019, <https://uwaterloo.ca/secretariat/responsible-investing-update>

²³ Feridun Hamdullahpur, "Waterloo signs Responsible Investment Charter for Canadian Universities," *University of Waterloo*, June 18, 2020. <https://uwaterloo.ca/sustainability/news/waterloo-signs-responsible-investment-charter-canadian>

²⁴ Arjan Trinks, Bert Scholtens, Machiel Mulder and Lammertjan Dam. "Fossil Fuel Divestment and Portfolio Performance," *Ecological Economics* 146, April 2018: 740-748. <https://doi.org/10.1016/j.ecolecon.2017.11.036>

²⁵ Ning Ding, Jerry Parwada, Jianfeng Shen and Shan Zhou, "When Does a Stock Boycott Work? Evidence from a Clinical Study of the Sudan Divestment Campaign," *J Bus Ethics* 163, 2020: 507-527. <https://doi-org.proxy.lib.uwaterloo.ca/10.1007/s10551-018-4021-0>

²⁶ U.S. Energy Information Administration, "International Data," 2018. <https://www.eia.gov/international/data/world>

²⁷ IPCC, "Special Report: Global Warming of 1.5°C Summary of Policymakers." <https://www.ipcc.ch/sr15/chapter/spm/>

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

might face in that regard.”²⁸ This follows Canada’s commitment to 2030 emission reduction goals.²⁹ The European Union has also set a climate & energy framework which includes greenhouse gas emission reductions.³⁰

Other universities have committed to divestment principles including Université Laval,³¹ Université du Québec à Montréal,³² University of Guelph,³³ Concordia University,³⁴ University of British Columbia,³⁵ Queen’s University³⁶ and University of Guelph.³⁷

²⁸ Alex Ballingall, “Justin Trudeau says companies will need to show they’re ‘thinking about’ climate change to get government loans. Here’s what that means,” *The Star*, May 12, 2020. <https://www.thestar.com/politics/federal/2020/05/12/justin-trudeau-says-companies-will-need-to-show-theyre-thinking-about-climate-change-to-get-government-loans-heres-what-that-means.html>

²⁹ Government of Canada, “Progress towards Canada's greenhouse gas emissions reduction target,” January 9, 2020. <https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/progress-towards-canada-greenhouse-gas-emissions-reduction-target.html>

³⁰ European Commission, “2030 climate & energy framework,” *European Union*, 2018. https://ec.europa.eu/clima/policies/strategies/2030_en

³¹ <http://www.mcgilltribune.com/news/universite-laval-first-university-in-canada-to-divest-from-fossil-fuels-989800/>

³² Audrey Carleton, “Université Laval first university in Canada to divest from fossil fuels,” *The McGill Tribune*, March 8, 2017. <https://montreal.ctvnews.ca/uqam-halts-investments-in-fossil-fuels-1.4426978>

³³ Kenneth Armstrong, “U of G votes in favour of divesting from fossil fuels,” *GuelphToday.com*, April 22, 2020. <https://www.guelphtoday.com/coronavirus-covid-19-local-news/u-of-g-votes-in-favour-of-divesting-from-fossil-fuels-2275472>

³⁴ Vannina Maestracci, “Concordia University Foundation to divest and aim for 100% sustainable investments by 2025,” *Concordia University*, November 8, 2019. <https://www.concordia.ca/news/stories/2019/11/08/concordia-university-foundation-to-divest-and-aim-for-100-percent-sustainable-investments-by-2025.html>

³⁵ CBC News, “UBC votes to divest \$380M from fossil fuels, but students demand more,” November 24, 2019. <https://www.cbc.ca/news/canada/british-columbia/ubc-divestment-vote-1.5371719>

³⁶ Carolyn Svonkin, “Trustees pass climate change action recommendations,” *Queen’s Journal*, March 10, 2020. <https://www.queensjournal.ca/story/2020-03-09/news/trustees-pass-climate-change-action-recommendations/>

³⁷ Kenneth Armstrong, “U of G votes in favour of divesting from fossil fuels,” *GuelphToday.com*, April 22, 2020. <https://www.guelphtoday.com/coronavirus-covid-19-local-news/u-of-g-votes-in-favour-of-divesting-from-fossil-fuels-2275472>

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

At time of writing, the world is amidst a global pandemic due to COVID-19. The oil and gas industry was already in a downturn prior to a global crisis causing significant losses.³⁸ The current situation demonstrates further concerns surrounding investment in carbon-intensive industries.

HISTORY:

Policy developed in consultation with EAC and members of Fossil Free UW in Spring 2020.

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: N/A

³⁸ Kyle Bakx, What's worse than losing billions of dollars in the oilpatch? Not knowing when it will stop," *CBC News*, April 30, 2020. <https://www.cbc.ca/news/business/oilpatch-q1-earnings-billions-1.5549867>

Policy Title: Editorial Independence and Codes of Ethics for Student Publications

Policy Number: 71

Policy Class: Corporate

Policy Category: G, A

Effective Date:	Approval Date:	Last Revision Date:	Review Year:
January 1, 2021	October 4, 2020	N/A	2023

Sponsor: Board of Directors

Attachment: None

Responsible Bodies: Board of Publications, Board of Directors

Authority:

- Charter, Object 7: "To initiate, sponsor and promote activities in which the interest of the member students at The University of Waterloo are involved..."
- Charter, Object 9: "To sell and publish books, papers, journals, reports, periodicals and printed material generally"
- Letters Patent of the Imprint Publications (former): the former Letters Patent of the Imprint Publications as approved by the Federation upon its original incorporation, at the recommendation of the 1978 Board of Publications.
- Constitution of the Federation of Students (UW Board of Governors, 1965), Chapter 3: "To determine which clubs, societies, organizations and publications shall receive recognition... and to make grants of money" [to the same], "To administer the finances of the Federation [including recognized groups]"; Chapter 7: To provide for the fees from students and dues from members of Societies subject to approval by the Student Council; "In all matters to remain subject to the ruling of the Student Council", and "... to draw up regulations [and agreements] for the better fulfillment of its duties... [subject to] approval by the Student Council".

Other Reference Documents:

- Board of Publications Report and Proceedings (1978): The Report of the Board of Publication at the culmination of the so-called "Chevron Affair", and the resulting recommendations for the separate incorporation of a tangentially related corporation from the then Imprint Publications student newspaper (which was accountable to the Students' Council), to be accountable to the students and overseen by the student government indirectly but not directly administered thereby.
- Report to the Board of Directors of the Imprint Acquisition Working Group (16 April 2020), as accepted on 22 April 2020.
- Letter of Intent regarding the Proposal to Purchase the Assets of the student publishing house at the University of Waterloo operated by Imprint Publications, as executed on 29 May 2020, and any successors thereto (i.e. the Definitive Purchase and Gift Agreement)

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- Letter of Understanding re: mathNEWS (14 March 1988, as amended): Initial letter provided for mathNEWS to be under the custodial administration of the Dean of Mathematics, acting as an independent steward for mathNEWS after a series of editorial independence concerns with relation to the Mathematics Society, as agreed to by the society, editors, and Dean, and approved by the Students' Council; amended in 1996 to reflect regularity of funding to resolve budget disputes with the Mathematics Society, under mediation by the Federation's Ombudsperson and the Dean.
- Constitutions, agreements, and operating procedures of the MathNEWS (Mathematics Society) and the Iron Warrior (Engineering Society), as amended.

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

POLICY STATEMENT:

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

PURPOSE:

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

DEFINITIONS:

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

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

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

Improper Content – Any materials deemed libelous or otherwise contrary to law, or materials contrary to the bylaws, corporate policies or the Student Publications’ own operating procedures (including charter, constitution, and/or memorandum of understanding, as the case may be).

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

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

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

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

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

including artists.

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

SCOPE & EXEMPTIONS:

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

POLICY COMMUNICATION:

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

POLICY:

1. This policy consists of principles for general application: the morals, scruples, and rules to which all specific publication content of Student Publications should adhere. This policy is the framework upon which the governing documents of Student Publications are governed and operated, and
2. Applicable procedures of Student Publications shall adhere with this policy.
3. Editorial Independence, implemented through this policy, shall
 - a. Maintain and protect Student Publications' status as editorially independent and organizationally autonomous from its Publisher in all respects, and particularly in respect of published content, without regard to the sources of funding by WUSA or advertisers, or otherwise by virtue of the University of Waterloo's administration.
 - i. The Board of Publications may provide for, delegate, or otherwise establish subsidiary Publishers for constituency Student Publications where provided for in the applicable Student Publication Charter.
 - ii. The Publisher(s), with or without consultation or consensus of the Editorial Board, shall have the final authority and responsibility for all publication content in each Student Publication, subject to the oversight and authority of the Board of Publications and any constraints imposed in the Student Publication Charter thereof. The WUSA Board of Directors ultimately has the power to rule that materials published are deemed

- Improper Content, as determined by a qualified member of the Ontario Bar, with serving the public good held as the ultimate editorial priority.
- iii. Those participating in WUSA's governance, directors, fiduciaries, and paid staff, excepting those staff directly associated with the Student Publications themselves, will not be involved in the Publication Processes of any publications without approval of the Executive Editor or Editorial Board, as the case may be, of the Student Publication in question; and may not, under any circumstances dictate content for publication, exempting the prohibition of Improper Content and the submission of content.
 - iv. All opinions published shall be strictly those of the authors of said publication and shall not necessarily reflect the opinions of WUSA, any Student Publications, or their officers and publication staff and volunteers.
- b. Ensure that Student Publications' content for publication is researched, written, confirmed, edited and approved for publication in accordance with professional journalistic standards and best practices, and with the goal of continuous improvement in all aspects, but without prejudice to, or the diminishment of, historic iconoclastic, humorous, and lampooning style as Student Publications.
 - c. Facilitate Student Publications' ability to inform, educate, entertain, and provoke discussion and thought on the part of Waterloo students by the publication of interesting, relevant, accurate, objective, funny, critical, satirical, creative, insightful, and well-researched articles, graphics, cartoon, photographs, or other media.
 - d. Promote the journalistic education and fulfillment of every contributing member of Student Publications, both on an individualistic and team basis.
4. The Board of Publications shall be responsible for adopting a Code of Ethics, as adapted from the Canadian Association of Journalists' Statement of Principles, which at minimum will include the following principles and their definitions:
- a. *Inclusiveness and Discrimination.* Exempting satire, to the extent compliant with and respecting Policy 21: *Freedom of Speech and Expression on Campus*, all Student Publications should foster an environment of inclusiveness for all, regardless of race, religion, sexual orientation, disabilities or gender. Student Publications will not refer to a person's race, colour or religion unless it is relevant to the story; they will avoid stereotypes of race, gender, age, religion, ethnicity, sexual orientation or social status.
 - b. *Independence.* All Student Publications must be free of any obligation to any interest other than informing and serving Waterloo students, including their readership's right-to-know. WUSA will ensure that Student Publications will remain free of associations that may compromise integrity or damage

organizational credibility. Student Publications should be empowered to be vigilant and courageous about holding those with power accountable.

- c. *Accuracy.* Student Publications must guard against inaccuracies, bias, distortions or omissions. The publication staff and volunteers must work diligently to ensure the accuracy of their publications, including images, prior to publication. Editors specifically responsible for the accuracy of any facts they add or changes they make to publications. Student Publications shall not unreasonably refuse to publish corrections as they arise.
- d. *Fairness.* Reporting must be fair, accurate, honest, and in context. When mistakes are made, they should be corrected, and facts must not be ignored or tempered for the publication's or individual's own interests. Student Publications' staff and volunteers will strive to uphold the same high standards as professional journalists.
- e. *Identification.* Student Publications' staff and volunteers should clearly identify themselves as members of a Student Publication to avoid misleading sources in any interviewing context. Reporters should only go undercover in rare cases when the public interest justifies it as a last resort. The Editorial Board of the respective Student Publication may allow for anonymity in publication (by use of a pseudonym).
- f. *Balanced coverage.* There can be multiple sides to every news story. A duty of responsible Student Publications is to seek information from various sources and perspectives and appropriately acknowledge sides of any controversy or dispute. Every effort must be made to contact all sides and to notify the readership if one side did not wish to comment. Opinion pieces shall be exempt from the requirement for balanced coverage.
- g. *Impartiality.* To be impartial does not require Student Publications to be unquestioning or to refrain from editorial expression. All Student Publications must maintain a clear distinction for the reader between news and opinion. Articles that contain explicit opinion or personal interpretation should be clearly identified.
- h. *Sources.* Typically, use of anonymous sources shall be avoided. If anonymous sources are used, reporters will independently corroborate facts. Anonymous sources shall not be permitted to make malicious and destructive comments about individuals or organizations. Student Publications shall strive to treat everyone — editors, staff and volunteers, sources and readers — in the most fair and open manner. Sources and subjects of stories will be treated as human beings deserving of respect, not merely as means to a journalistic end. Fairness also requires that sources of information should be identified, except when there is a clear and pressing reason to protect their anonymity. Persons publicly accused should promptly be given the opportunity to respond.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

- i. *Privacy and Confidentiality.* All parties have a right to privacy and at times confidentiality under the law, which may arise from time to time require care and due consideration. There are inevitable conflicts between the right to privacy or confidentiality and the public good or the right to be informed about the conduct of public affairs. Each case should be judged in the light of common sense and humanity.
- j. *Conflicts of Interest.* In accordance with this Policy and the various governing rules pertaining to conflicts of interest, Student Publications must make a tireless effort to avoid conflict of interest in a story. Conflicts of interest, biases or the appearance thereof, must be avoided in all instances to maintain a high standard of journalism. Editors of Student Publications should neither accept nor pursue any activity that might compromise or seem to compromise their integrity or that of the Student Publication. Editors of Student Publications shall be responsible for disclosing any actual, perceived or potential conflict of interest to the Executive Editor and/or the Editorial Board, of the Student Publication. The Executive Editor, or otherwise a representative of the Editorial Board as the case may be, shall be responsible for disclosing their actual, perceived or potential conflict of interest to the Board of Publications.
- k. *Affiliations and External Organizations.* The following general provisions shall apply with respect to affiliations and external organizations:
 - i. Editors of Student Publications may not be a representative of a political party or be involved with organizing events for political parties on campus, without public disclosure of the potential conflicts of interest this may create reported to the Board of Publications.
 - ii. Those participating in WUSA's governance, including directors, fiduciaries, and paid staff, shall not simultaneously serve as Editors of any Student Publication
 - iii. Unless otherwise determined by the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, participants in WUSA governance must have their position is readily disclosed when authoring content for publication.
 - iv. Furthermore, Contributors to a Student Publication should disclose to the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, any relevant affiliations to organizations which may cause their contribution to appear biased.
 - v. Editors of Student Publications should not be participating in, campaigning in, organizing or sponsoring any specific topic about which their publication is reporting.
 - vi. Exceptions to any requirement in this section may be approved by the Executive Editor or Editorial Board, as the case may be, and shall be

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

reported to the Board of Publications for reasonable and inconsequential involvement with the prohibited item.

- I. *General Provision*. It should be borne in mind that no policy can anticipate every eventuality in the day-to-day operation of a publication. Common sense and good judgment should govern conduct at all times as Student Publications strive to adhere to the determined principles.
5. *Autonomy of Constituency Student Publications* – Those publications that are constituted by, operated by, or affiliated with a specific constituency or constituency society, shall be entitled to operational autonomy or continuation of such affiliation. WUSA shall not unreasonably interfere with constituency student publication affairs, and shall respect operating agreements, memoranda of understanding, and Student Publication Charters heretofore established.
6. *Notice of Amendment* – Notice of amendments to be made to this Policy must be provided at least fifteen (15) business days prior to the Council meeting at which they are to be voted upon, and shall normally require review by all affected student publications, and other appropriate parties as determined by the Board of Publications. Further, all amendments to this policy shall normally originate with the Board of Publications or a Student Publication, prior to any consideration by the Students' Council.
7. *Interpretation and Conflict* – The Board of Publications shall be responsible for interpretation of this Policy. In case of any conflict between the terms of this Policy and the terms of a Student Publication Charter, where interpretation alone cannot reconcile the same, the terms of this Policy shall prevail.
8. *Suspension* – This policy may not be suspended.

HISTORY:

Created July 27th, 2020 by Vice President, Operations & Finance Velling and President Simpson.

Revised August 24, 2020 by President Simpson and Vice President, Education Town. Considering consultation and feedback from Imprint Publications and mathNEWS, the Student Publication Regulatory Select Commission was established by President Simpson. The Select Commission provided historical review, further consolidated amendments, and prepared final policy content for the Students' Council.

COMPLIANCE AND ENFORCEMENT:

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

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

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

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

APPENDICES:

N/A

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

Policy Title: President's Anti-Racism Task Force

Policy Number: 72

Policy Class: Advocacy

Policy Category: UA

Effective Date: January 17 th , 2021	Approval Date: December 6 th , 2020	Last Revision Date: November 30 th , 2020	Review Year: 2022
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Sponsor: Vice President Abouelnaga (FY 2021) and President Simpson (FY 2021)

Attachment: None

Responsible Bodies: Executive Committee

Key Words: equity, anti-racism, university committees, BIPOC student representation

POLICY STATEMENT:

The Waterloo Undergraduate Student Association believes that students should be included in decision making processes to ensure quality student experiences. WUSA will commit to working with the University to ensure PART runs with student interests and needs in mind while prioritizing safe, inclusive student involvement. We believe that for this committee to move forward in the best interests of students, the University should allow the Equity Office to have oversight and student leaders must be prioritized in consultation and dialogue.

PURPOSE:

This policy will set advocacy direction for any work related to the President's Anti-Racism Task Force (PART) and any student involvement needed to advance items arising from PART.

DEFINITIONS:

President's Anti-Racism Task Force (PART) – A task force created by the President of the University of Waterloo ("President") to consult and execute all items relating to tackling systemic racism, anti-Black racism and anti-Indigenous racism on campus in response to calls to action from Black and Indigenous students, faculty and staff over the Spring 2020 term.

BIPOC – Refers to Black, Indigenous, People of Colour.

Community Collaborative – A forum of over 40 BIPOC volunteers brought together for broad consultation on the initiation and development of PART.

Equity Office – Department of the University's Human Rights, Equity, and Inclusion Office.

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION POLICIES

Equity Data Working Group – A University of Waterloo working group tasked with the collection of race-based data.

SCOPE & EXEMPTIONS:

This policy guides the work of advocacy and WUSA's involvement in the President's Anti-Racism Task Force, Community Collaborative, and any advocacy concerning committees or workgroups related or stemming from the creation of PART.

POLICY COMMUNICATION:

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

POLICY:

1. Background:
 - a. The President and the Vice-President Student Life have met with the University on multiple occasions to learn more about the work of PART. Within these meetings there has been little clear, direct communication of the work PART will be taking on.
 - b. There is currently no clear distinction in the eyes of students between the work of PART and the Community Collaborative.
 - c. The University has asked for student representation without a clear path as to what these students are taking on, the work they will be asked to do, and any timeline for their engagement.
 - d. Therefore, the Waterloo Undergraduate Student Association must take steps to ensure students recruited to join these committees and working groups have adequate support from their Association and the University as a whole.
2. The Waterloo Undergraduate Student Association believes:
 - a. Students involved on campus committees should understand the scope of the work they are taking up; and
 - b. Any student involved on a campus committee or working group should be provided with the assistance of their student association; and
 - c. To ensure success, a committee or working group should have a clear initial timeline and scope prior to being formed, though such a timeline and scope should allow for the working group to adapt and request changes to its work and timelines given the context of its preliminary findings; and
 - d. PART should be under the leadership of the Equity Office to ensure meaningful relationship building with our students; and
 - e. The University should have a standard method for data collection to ensure students are not repetitively sharing experiences with separate groups; and
 - f. Students involved in any committee or working group related to PART should be compensated for their participation; and
 - g. Work on PART committees and working groups should be led by BIPOC students.
3. The Waterloo Undergraduate Student Association is concerned:

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

- a. The University is engaging in inefficient consultation with University stakeholders, including undergraduate students, without proper direction and coordination from PART; and
 - b. The University is not engaging with relevant active student groups; and
 - c. Students are unsure of the role they play in the creation and execution of items arising from PART; and
 - d. The University is engaging in equity work without the leadership of the Equity Office which best supports this work and has a record of accomplishment of working with our students; and
 - e. The University does not have standard practices for collecting race-based data and is proceeding without a well-defined process; and
 - f. The University has committed to compensating BIPOC students but has not further discussed this commitment with the student association.
4. Therefore, the Waterloo Undergraduate Student Association recommends:
- a. The University should develop a clear timeline for committee and sub-group activities to ensure measurable actions are taken in a timely manner, and that students can hold the University accountable; and
 - b. The University should consult with WUSA before including undergraduate students to ensure WUSA can best support any student on a committee or sub-group and ensure broader communications with the student body; and
 - c. The University should move the leadership of PART to the Equity Office to ensure centralized forms of data collection from students to reduce duplication of student experience consultations; and
 - d. PART and the Community Collaborative should not move forward until the Director of HREI is hired; and
 - e. The University should instead focus their resources on the public commitments made by the President on August 19th, 2020[1]; and
 - f. The University should not engage in consultation until the work of the Equity Data Working Group has been completed to ensure a standard practice is in place for the collection of data and student experiences; and
 - g. All BIPOC students involved in the working groups' activities who are actively sharing their experiences with the campus community are entitled to compensation.

HISTORY:

This is the first policy outlining advocacy work related to the President's Anti-Racism Task Force and Community Collaborative.

COMPLIANCE AND ENFORCEMENT:

This policy has no compliance and enforcement plan, as is typical fashion regarding advocacy policies.

APPENDICES:

[1] President's Update on August 19th, 2020: <https://uwaterloo.ca/stories/university-commits-actions-address-systemic-racism>

**WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES**

[2] Timeline of Action on Anti-Racism: <https://uwaterloo.ca/anti-racism/timeline-action> (added on Feb 24th 2021; not updated since Dec 11th 2020)

[3] Outline of PART Membership: <https://uwaterloo.ca/anti-racism/part-membership>