

**Tuesday, September 8, 2020**  
**6:00PM**  
**Zoom**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

## ORDER PAPER (SC-2020-10)

2020-10/1      SPEAKERS BUSINESS

2020-10/1a      Announcements - The next meeting of Students' Council will take place on **Tuesday, September, 22 2020 at 6:00PM** via Zoom.

2020-10/2      PRESENTATIONS

2020-10/2a      **AGARWAL MOVES TO** allow the International Students' Association (ISA) to present on the proposal to become an SRA as per Bylaw 8100.

See SC-2020-10.10

2020-10/3      EXECUTIVE COMMITTEE REPORT

2020-10/4      BOARD AND COMMITTEE REPORT

2020-10/5      OPEN FORUM

2020-10/6      QUESTION PERIOD

2020-10/7      BOARD AND COMMITTEE BUSINESS

2020-10/7a      **FOTANG/OLIVEIRA MOVES TO** approve the first reading of Bill #5, according to these second principles.

See SC-2020-10.05

2020-10/7b      **FOTANG/EINARSON MOVES TO** approve the second reading of Bill #6, according to these second principles.

See SC-2020-10.06

2020-10/8	<u>GENERAL ORDERS</u>
2020-10/9	<u>INFORMATION ITEMS</u>
2020-10/9a	Executive Committee Reports See SC-2020-10.01-04
2020-10/9b	Council Submissions. See SC-2020-10.05-06
2020-10/9c	Students' Council - Motion Tracking See SC-2020-10.07
2020-10/9d	Students' Council - Attendance See SC-2020-10.08
2020-10/9e	Students' Council, Votes and Proceedings (SC-2020-08) - Tuesday, August 11, 2020 See SC-2020-10.09
2020-10/9f	Presentations See SC-2020-10.10

**Date:** September 10, 2020  
**To:** Students' Union Council  
**Re:** President 2020/21 Report #10

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Dear Council,

With that, the spring and semester has wrapped to an end and we're heading into an incredibly exciting semester filled with many large scale decisions. Fall 2020 brings many challenges, but also incredible opportunities to ensure that we have the ability to study at a high quality institution, have an accessible education and one that financially supports those who need it most.

Monday, the Executive team and I were thrilled to share some words to incoming first year students at [President's Address](#) along with the University of Alberta President, Bill Flanagan and President of the Alumni Association Heather Raymond. Though we were not able to do this in Quad, in person, thousands of students were able to attend online and participate in the traditions and hear of the advice of the presidents.

In addition to the activities occurring during [Week of Welcome](#), which includes a Free movie night, a Speaker Series, Campus Kick off Concert, Art in SUB and of course, RATT on the Patio; we have some exciting work and advocacy ahead of us. The executive



team was also able to

meet with Ellen Schoeck, who was able to give us a fantastic tour of the University of Alberta campus. There is truly an incredible history here at the UofA.

In addition to the week of welcome festivities, I was interviewed on [Alberta Prime Time](#) earlier, talking about some of the challenges and hurdles that face students as we enter into the fall semester. I was asked about safety on campus, academic quality, tuition and mental health. We are continuing to push for the best outcomes in these challenging times.



Here are some more updates from the last while in addition to what has been happening as part of week of welcome:

**Alberta 2030:**

- VP Ley is on the Alberta 2030 guiding coalition where we are ensuring the student voices are heard during the system wide PSE review
- We are working incredibly hard to ensure student perspectives are included in the consultation process. We are preparing a submission which we will send to the Government of Alberta to ensure
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**Board of Governors:**

- September 3rd, and Friday the 4th, I spent ten hours at the Board of Governors Strategic Retreat where we discussed important happenings that are overtaking the minds of a lot of people at the UofA
- We met with Minister Nicolaides and discussed important issues surrounding the state of Post Secondary in Alberta, and the Alberta 2030 Review
- Included in the strategic retreat which will be discussions around the Academic Restructuring initiatives and the Service Excellence Transformation (SET)

**Council of Alberta University Students (CAUS)**

- We are working on a provincial campaign for the fall semester with some fascinating messaging. VP Ley has been doing an incredible job as CAUS chair, and we are doing important work
- The CAUS home office will be officially moving into the UASU Students' Union Building after the board unanimously approved a proposal to shift offices to save finances. We are excited to have the opportunity to host the office in SUB

**Canadian Alliance of Student Associations (CASA)**

- At the Policy and Strategy Conference earlier this year, CASA membership helped set research and advocacy priorities, and are now in the finalization stages. CASA priorities should be released in the next few weeks
- For those of you who may not be aware, former UASU President Akanksha Bhatnagar recently got a job with CASA as Communications and Public Relations Officer! We are so proud of the incredible work she is doing, now, federally as a full time staff!

**Academic Restructuring Working Group (ARWG)**

- Last council meeting, Provost Steve Dew presented the work which the ARWG has been working on. The process is arduous and intense, and we are continuing consultation with many stakeholders on campus.
- Some of the concerns that were raised during that council meeting were surrounding:
  - Consultation
  - EDI
  - CSJ, Augustana and Faculty of Native Studies
  - Faculty autonomy and identity loss
  - Student representation on GFC, Board etc
- I have been bringing these concerns and thoughts to the ARWG and we are engaging in great conversation. I hope to provide a more fulsome report once more materials are publicly available

My office hours are by appointment, and I am happy to meet in person safely on campus if you are comfortable. Email me at [president@uasu.ca](mailto:president@uasu.ca) and I would love to buy you a coffee from Daily Grind! If you read this far, email me with the subject line “pizza” to get a prize (before the end of Council on the 10th).

Yours Sincerely,



**Joel Agarwal**  
University of Alberta Students' Union President

**Date:** 8/09/2020

**To:** Students' Union Council

**Re:** Vice President Academic 2020/21 Report #10

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Dear Council,

It's been a busy time since we've last met! Here is a snapshot of what I've been up to for the past little while. Hope you enjoy it!

### **Meeting with Provost**

- President Agarwal and myself met with Vice Provost Steve Dew ahead of his presentation at council last meeting. At this meeting i had the opportunity to raise concerns around Academic Advising, the SET initiative, and Campus Sexual Violence Prevention.

### **Inaugural meeting of the Program Support Team**

- The first ever meeting of the Program Support Team took place. This is an administrative group which works in conjunction with the GFC Programs committee to help vet and improve program submissions for the committee. This was quite an interesting committee and is currently working on some updates to the university calendar.

### **Meeting with the Associate Registrar**

- One of the topics which was discussed at the PST meeting also led to a very engaging discussion with the Associate Registrar. Due to Covid-19 the university has had to look at other ways of assessing english language requirements for international students as many of the traditional tests have been cancelled or are unavailable in certain parts of the world. Along with many other U15 institutions the U of A has actually started using a specific test available through DuoLingo to gauge english language proficiency, as after the pandemic hit, the app saw its opportunity and developed an exam similar to those already on the market. This exam is free and students can do it in their own home! Due to continued restrictions the University is looking to extend their use of it and gather data surrounding the student success for those who were admitted with that as their language exam. If the exam proves to be a good indicator, then this will be a great win for accessibility to the university, as traditional tests can be quite expensive and difficult to access.

### **Presidents' Address**

- Last monday was the official Presidents' Address! I had the honour of opening and closing the evening and it was a fantastic experience! However I do still find it an odd tradition for us to tell the entire incoming class the address of the president, but I digress.

### **Gov Camp**

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**David Draper, Vice President Academic**

2-900 SUB | 780 492 4241 | [vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca)

- I took part in the closing circle for module 3 of Govcamp last week. The experience was one I truly hope all student representatives will engage with for years to come. The knowledge that was provided to us as well as the opportunity for reflection was greatly appreciated. I would like to specifically thank Kelsi for all of her hard work on the module. I know a lot of emotional labour from many people went into the materials provided to us, and I hope you know how deeply it is appreciated.

**Policy Committee**

- Policy committee met for an unusual meeting which I found very valuable. Abner had us come prepared to the meeting with a list of our goals for the year and reflect on how we can work with the policy committee to achieve them. This was a great opportunity to reflect on what we have done so far and what we can do in the coming months. I think this is a valuable opportunity that would be beneficial to all council committees.

**Public health response team Academic Impacts Group**

- The PHRT met on the second day of classes to reflect on the implementation of the work we put in over the summer. There have definitely been hiccups as of yet in the semester but from what we can see many classes are taking the guidelines we wrote very seriously and have made a conscious effort to structure their courses in student friendly ways.

**Campus Tour with Ellen Schoeck.**

- The Executive team went on a tour of Campus with Ellen Schoeck. Ellen is an absolute wealth of knowledge surrounding the campus and the stories it holds. She has written multiple books about the history of the University through the lived experiences of the people on campus. She's currently working on a book focused on residences and has plans to write about the Students Union after that!

**First Day of Classes**

- Classes are back in full swing! Although there have been issues with the start up of the new semester it is still good to be back. Education is my favourite pastime and I am very excited for my course this semester.

**Personal Life Update.**

- Things have been relatively calm in my personal life. The biggest addition to my household is a new record player / radio I snagged from an online estate sale. The sound quality is unlike anything I've heard before, but I do need to do some maintenance on the needle. I also purchased a globe lamp which has become my new favourite light source in my apartment. As always, if you have any questions, comments, concerns, ideas, dog photos, or anything else,

don't hesitate to reach out!

**David Draper**

*David Draper*

University of Alberta Students' Union Vice President Academic

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**David Draper, Vice President Academic**

2-900 SUB | 780 492 4241 | [vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca)

**Date:** 09/08/2020

**To:** Students' Union Council

**Re:** Vice President Operations & Finance 2020/21 Report #10

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Dear Council,

Hello again! I hope the Fall semester has been starting well for you all. I can't believe that September is already here, and that classes have started. I am very excited to be taking Native Studies 201: Aboriginal Canada: Looking Forward/Looking Back. It is a MOOC (Massive Open Online Course) that is online and asynchronous. Hopefully I can share some particularly interesting pieces of information from that course in these reports now that my garden is gone for the summer (imagine a single tear in my eye).

## **Fall Transit Update**

### **Updates to Ride Transit**

You may recall from my last report that there were three concerns we had with the outcome from City Council: International student qualification, students under 18 qualification, and the nature of the application itself. We have three corresponding updates that are all at least a little bit positive.

First, we met with ETS to ensure that International students are now able to qualify for the Ride Transit Program, if they live in Edmonton and are able to present one of CERB or EI documents. We are continuing to look into the possibility of other documentation for means testing (such as qualifying for certain needs-based University bursaries that would prove that the student earns less than \$33,033/year).

Second, we were concerned that students under 18 years of age would not qualify for the program because of their status as dependents. Now, there is a form that these students can fill out to demonstrate financial independence, to be submitted with their Leisure Access Program application (which, you will recall, then allows someone to purchase a Ride Transit Pass).

The third problem is that the program is cumbersome. The applications do still take several weeks to be processed by ETS, and do need to be mailed in because their service desks are closed due to COVID. It's a very frustrating process. The glimmer of good news is that we are in the process of setting up a service at through Infolink to take students' applications (in an envelope, along with all necessary forms) where we courier the Leisure Access Program applications directly to ETS. This will take an estimated one week off of the time it takes for the applications to be processed because of Canada Post delays (which are greater now than ever due to COVID).

**Progress with Other Municipalities**

As mentioned, we have been in touch with the transit authorities of Leduc, Strathcona County, Spruce Grove, Fort Saskatchewan, and Saint Albert, to see what students living in these municipalities can access for transit fares. We will keep you (and all students) updated in our guide on how to apply, which we are currently making. We want to help students navigate the transit authorities' systems and websites (which, frankly, are mostly very annoying), so that they purchase the correct and most affordable passes.

I am happy to announce that Leduc has already agreed to give students who live there *free access* to transit passes for travel into Edmonton for the Fall semester!

**Noteworthy Happenings****RATT On the Patio!**

Cold drinks, hot food, and sunshine; COVID tracing, health protocols, and sanitization. What more could you ask for to kick off this very strange Fall semester? If you're on campus, I highly encourage you to come to the South side of the Students' Union Building for a nice place to relax with friends. Remember to bring your OneCard and Government-issued photo I.D.!

**Dewey's is Open**

I promise that bar venues opening up are not the only great things happening these days - but in lieu of the WOW Beer Gardens, I do believe this is worthy of your attention. Dewey's, the Students' Union-owned bar in the power plant building, is a nice place to both study and relax. I highly recommend the guac toast.

**GovCamp Module 3**

Last (only in this list) but not least, GovCamp Module 3 has spanned the course of the last month, between opening circles, book clubs, closing circles, and lots of learning in between. I am very appreciative of Kelsi and the whole LEAD Centre team for putting together such an informative module. I learned a lot, and have been inspired to continue learning about my place in the Indigenous/settler relationship in this place we call Canada, and about how to be an active participant in decolonization.

As always, if you have any questions about the contents of this report, or simply want to talk, please feel free to reach out! Stay safe and healthy.

All the best,

**Alana Krahn**

University of Alberta Students' Union Vice President (Operations & Finance)

**Date:** 3/09/2020

**To:** Students' Union Council

**Re:** Vice President Student Life 2020/21 Report #10

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Hello council!

I hope your first week of classes have been going well and you are all adapting to these online classes. Hopefully you all have gotten to experience WOW in some capacity this week.

### **EDI Speakers Series: Angela Davis**

I am thrilled to be announcing that we will be hosting a virtual talk with Angela Davis. For those of you who don't know, she is a social activist who has been active since 1960. We're also having Eternity Martis who wrote "They Said this Would be Fun" about her experience with Western University. Both these women will bring a fascinating perspective and I highly encourage you all to attend the event. Please see our "Events" page on Facebook for more details on registering and viewing.

### **Campus Kickoff Concert Concert**

Due to being unable to host the WOW mainstage or Rezfest we have paired with post-secondary students unions across Canada to host a virtual event. The artist will be The Reklaws, Tyson Ritter (of the All-American Rejects), A Tribe Called Red, Roy Wood\$, Pink Sweat\$, Lennon Stella; and hosted by Nina West (of Rupaul's Drag Race). Check out the facebook event for more details and how to tune in.

### **WOW Events**

Ratt on Patio: Friday September 4th, and Wednesday September 9th to Friday September 11th. 11am to 6pm. Get some great food in the sunshine!

Art Gallery: September 4th to 30th. 9am to 6pm on weekdays. We are proud to bring "Fire and Frost" which was organized by the Art Gallery of Alberta to Myer Horowitz Theater Lobby.

Movie Night: "1917" will be showing on September 8th from 5:30 to 7:30. This is a free movie for students. Seats will be prebooked using Event Bright.

More details about all these events can be found on [uasu.ca](http://uasu.ca)

**President's Address**

I was so excited to be a part of the President's Address, which is our closing event of New Student Orientation. I was especially excited because my little sister, who is a first year, was watching. It was also excellent to meet Bill Flanagan and Heather Raymond in person for the first time. While this event looked different than normal, I still think it brought a sense of community and belonging to the first year students.

**EDI Update**

Last Thursday I was invited to be a part of a EDI town hall with the leaders of the academic restructuring group. This was an interesting time to hear from various members of the University about their concerns. I do hope that the leaders will seriously consider some of the concerns brought forwards. EDIT had a meeting where we elected a chair and officially adopted standing orders, I was voted in as chair. I am really excited to be supporting the members of this committee in their current work. Campus Policing Policy will be meeting next Wednesday. I am currently setting up a presentation from UAPS. I also want to touch on some of the programming the Landing will be offering this fall: Trans Meet Up (Monthly, second Tuesday 4:00-5:30), Weaving Body, Mind and Spirit (Every other Wednesday 3:30-5:00), spACE (second Monday of the month), Drop in (Monday-Wednesday 1-4pm, Thursday 3-7pm). More information can be found on the Landing Instagram.

**Residence**

Residence move in has been going well. I think these communities are extremely important to students, especially in an era of online learning. I am very pleased that residents will be installing hand sanitizer at every entrance. All students in residence were all given reusable masks. Finally I am still working with residence services to ensure there is proper signage.

**Social Media**

Social media has been doing really well recently. We have been gaining a lot of followers recently. This is due to our TikTok about the UPass getting over 1000 views, our most so far. Which means I am officially TikTok famous, move over Charlie D'Amelio. I also did some questions and answers on our instagram story and will begin one with the whole executive team soon.

**Book Club with Myself Update:**

Okay so I will be honest, I have failed again. This is mainly because I discovered Scrubs on Prime and I have not been able to stop watching. The books will make a comeback soon, I have 15 left to read to hit my goal of 50 this year.

Feel free to message me if you want to meet up to discuss anything! I'm always free to listen!

Cheers,

**Katie Kidd**

University of Alberta Students' Union Vice President Student Life

## 2020-21 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, September 8, 2020

**Mover** Fotang

**Email** fotang@ualberta.ca

**Action Requested** [Approval](#)

### Approval

**Motion** FOTANG/OLIVEIRA MOVES TO approve the first reading of Bill #5, according to these second principles.

### Abstract

See attached document

### Attachments



Bill 5 Second Readings of Bylaw 100.pdf

# Bylaw 100: Students' Council

## 12 Standing Committee Membership

1. First principles regarding changes to this bylaw, in regards to standing committee membership, require a recommendation from the standing committee in question.
2. The Bylaw Committee consists of seven (7) members of Students' Council.
3. The Finance Committee consists of
  - a. Seven (7) members of Students' Council;
  - b. The Vice President (Operations and Finance); and
  - c. The Vice President (Student Life).
4. The Policy Committee consists of
  - a. Six (6) members of Students' Council;
  - b. The Vice President (Academic);
  - c. The Vice President (External); and
  - d. The Vice President (Student Life).
5. The Audit Committee consists of seven (7) members of Students' Council who are not also members of the Executive Committee.
6. The Council Administration Committee consists of
  - a. Five (5) permanent members of Students' Council, and
  - b. All members of Students' Council except the Speaker and the General Manager.
7. The Nominating Committee consists of
  - a. Five (5) members of Students' Council;
  - b. The Vice President (Academic); and
  - c. The Vice President (External).
8. The Aboriginal Relations and Reconciliation Committee consists of
  - a. Three (3) permanent members from Students' Council;
  - b. Two (2) permanent members from the Executive Committee;
  - c. Two (2) permanent members from the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified by Students' Council;
  - d. Three (3) Aboriginal Students-at-Large as permanent members, as ratified by Students' Council;
  - e. One (1) elder as a permanent member, chosen by the Committee, as an ex-officio member;
  - f. All thirty-eight (38) Student Council voting Members; and
  - g. Up to thirty-nine (39) self-identifying Aboriginal undergraduate students currently enrolled at the University of Alberta.
9. The Student Group Committee consists of:
  - a. Two (2) voting members of the Students' Council.
  - b. The Vice President Student Life.
  - c. The Vice President Academic.
  - d. Four students-at-large, two of whom must be executives of a student group.

- e. Two staff members of Student Group Services recommended by Student Group Services will have non-voting seats.
  - f. Two staff members of the University recommended by the Dean of Students, one of whom must be from the office of the Dean of Students, will have non-voting seats.
10. The chair of Student Group Committee shall be a member of Students' Council.
11. The Translation Committee consists of ~~five (5) members of Students' Council~~ 7 permanent members who possess the required skills to fulfill the committee's mandate. Three (3) members will be members of Students' Council, and the other four (4) shall be Student at Large positions, with at least (2) being from Campus Saint-Jean.
- a. In the case that there is an insufficient number of French-speaking members of Students' Council, the committee shall appoint additional French-speaking members of the Students' Union pursuant to Bylaw 100 section 12~~(12)~~(13).
12. The Sustainability and Capital Fund Committee consists of:
- i. Three (3) members of Students' Council;
  - ii. One (1) member of the UASU Executive Committee;
  - iii. One (1) member of the UASU Sustainability Committee, as recommended by the Sustainability Committee.
  - iv. Four (4) student-at-large members, as appointed by the UASU Nominating Committee and ratified at Students' Council;
  - v. For one seat, preference will be given to an undergraduate student from Campus St. Jean
  - vi. Two (2) members of the Council of Faculty Associations (COFA), as appointed by the UASU VP Academic and COFA, and ratified at Students' Council;
  - vii. One (1) member of the Council of Residence Associations (CORA), as appointed by the UASU VP Student-Life and CORA, and ratified at Students' Council;
  - viii. One (1) member of the Aboriginal Students' Council, and ratified at Students' Council.
13. Notwithstanding any provision in this bylaw, standing committees may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
14. Non-voting members of standing committees
- a. Are not entitled to move, second, or vote on motions of standing committees,
  - b. Are not entitled to chair standing committees, and
  - c. Do not count
  - d. towards quorum of standing committees.
15. Permanent student-at-large members of standing committees shall be nominated through Nominating Committee via the following process:
- a. Standing committees who wish to fill permanent student-at-large positions shall send a request to Nominating Committee for their fulfilment.

- b. Upon request, Nominating Committee shall solicit and review applications from Students' Union members for permanent student-at-large positions on standing committees.
- c. Once completed, Nominating Committee shall recommend to Students' Council the appointment of Students' Union members to serve as permanent students-at-large on standing committees.

## **17. Mandate of Standing Committee**

1. The Audit Committee
  - a. Shall review any Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
  - b. Shall investigate breaches of contract with the Students' Union;
  - c. Shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;
  - d. Shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
  - e. Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
  - f. Shall annually select the Students' Union auditor
  - g. Shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
  - h. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
  - i. Shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
  - j. Shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
  - k. Shall review all expenditures made on Students' Union credit cards;
  - l. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
  - m. Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;
2. The Bylaw Committee
  - a. Shall draft bylaws as required by Students' Council;
  - b. Shall draft referendum and plebiscite questions as required by Students' Council;
  - c. Shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
  - d. Has the power to make, to Students' Union bylaws alterations to Students' Union bylaws that do not alter the meaning of the bylaws in question.
  - e. Shall review recommendations of the Discipline, Interpretation and Enforcement (D.I.E.) Board by the end of the first August following the ruling's release.
3. The Council Administration Committee

- a. Has authority to recommend changes to standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
  - b. Shall make recommendations to Students' Council on the structure of Students' Council and committees;
  - c. Shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
  - d. Shall oversee the progress of Students' Council's legislative agenda;
4. The Finance Committee
- a. Shall recommend budgets to Students' Council as required by Students' Union legislation;
  - b. Shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
  - c. Shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation;
  - d. Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
  - e. Shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
  - f. Shall make grants and has the authority to set an implement policy regarding the disbursement of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
  - g. Shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
  - h. Shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;
  - i. Has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
  - j. May delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
  - k. May establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, as outlined in Finance Committee Standing Orders;
  - l. Shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
  - m. May establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
  - n. The Finance Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.
5. The Nominating Committee
- a. Shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its

subcommittees, University advisory committees, University executive hiring committees, and the Senate;

- b. Shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
  - c. Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;
  - d. Has authority to determine the criteria and application process for student positions appointed by Students' Council.
6. The Policy Committee
- a. Shall make recommendations to Students' Council on Students' Union political policy;
  - b. Shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;
  - c. Shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
  - d. Can make editorial changes to all political policy.
7. The Aboriginal Relations and Reconciliation Committee
- a. Shall make recommendations to Students' Council on the implementation on the Truth and Reconciliation Commission's Calls to Action;
  - b. Shall assist, after discussion, Students' Council in identifying Aboriginal student priorities;
  - c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
  - d. Shall ensure adequate discussion, as defined by this committee, is completed by the Students' Union in identifying Aboriginal student priorities;
  - e. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;
  - f. Shall foster collaboration between the Students' Union and Aboriginal students;
  - g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with Aboriginal students;
  - h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
  - i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth and Reconciliation Commission Political Policy, the Aboriginal student priorities defined by this committee, and its overall advocacy and representation of Aboriginal students;
  - j. Shall compile a public report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by Students' Council;
  - k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is Aboriginal students;
  - l. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
  - m. Shall ensure that cultural sensitivity training is provided to Students' Council;

- n. Holds the authority to recommend changes to the Acknowledgement of Traditional Territories of Students' Council Standing Orders;
  - o. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political; and
  - p. Shall ensure the Students' Union collaborates with Aboriginal elders on all relevant matters; with relevant being defined by this Committee.
8. Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
9. Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.
10. The Student Group Committee
- a. Shall receive reports on all student group investigations carried out by SU staff;
  - b. Shall make determinations on matters of student group discipline;
  - c. Shall make determinations on matters of registration and event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.
  - d. Review and make recommendations on policy and procedures to Student Group Services and on bylaw to Students' Council.
  - e. Provide general advice and oversight on student group affairs to Student Group Services and Students' Council.
11. The Sustainability and Capital Fund Committee
- a. Shall effectively administer the Sustainability and Capital Fund, in accordance with the referendum passed in March 2020. As per that referendum, the Sustainability and Capital Fund is intended to provide funding that allows for the renovation and improvement of Students' Union-controlled spaces on campus like SUB. The Sustainability and Capital Fund will:
    - 1. Provide funding for projects that improve the environmental, economic, and/or social sustainability of Students' Union spaces (referred to in these Standing Orders as "sustainability and capital projects");
    - 2. Provide up to \$10,000 of funding for each approved student sustainability project that will positively impact the campus community (referred to in Standing Orders as "Student Green Fund projects").
  - b. Shall ensure that all Fund projects demonstrate a clear contribution to environmental, economic, and/or social sustainability.
  - c. In fulfilling the above, the committee shall:
  - d. Operate in accordance with Bylaw 100 of the University of Alberta Students' Union
  - e. Oversee the distribution of the Student Project Green Fund;
  - f. Support the Students' Union in its efforts to implement approved projects;
  - g. Review and refer major Sustainability and Capital Fund projects deemed appropriate to Students' Council for approval, by a two-thirds majority of Students' Council;
  - h. Report the current distribution of the total annual fund each trimester.

**12. The Translation Committee**

- a) Shall review bylaws and political policies to ensure that the translations are up to date
- b) Shall translate bylaws and political policies in a timely manner;

- c) Shall recommend translations of bylaws and political policies to Students' Council.
- d) Advocating for a more equitable and accessible Campus for french speakers



## 2020-21 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, September 8, 2020

**Mover** Fotang

**Email** fotang@ualberta.ca

**Action Requested** [Approval](#)

### Approval

**Motion** FOTANG/EINARSON MOVE TO approve the second reading of Bill #6, according to these second principles

### Abstract

See attached document

### Attachments



\_Bill 6 Second Readings of Bylaw 600 .pdf

# Bill 6 Bylaw 600: Students Union Bilingualism

## 2. Process

The Translation Committee shall be responsible for the creation and maintenance of governing documents in French:

1. The Committee shall begin translation of all new bylaws and policies, or changes thereof, at the ~~first opportunity~~ **at the first meeting of the committee** following their approval by Students' Council, **or within a period of 2 weeks, whichever is sooner**;
  - a. The completion of translation of governing documents by the Translation Committee shall be completed no later than ~~three (3)~~ **one (1)** months after their passage.
2. The Committee shall obtain an annual translation audit of all governing documents that have been created or modified in the Council year;
  - a. The audit shall be executed by a certified professional translator
  - b. The Committee shall begin to rectify inconsistencies noted by the audit at the first opportunity.
    - i. The rectification of inconsistencies shall be completed no more than two (2) ~~months~~ **2 weeks** after ~~the~~ Translation Committee receives the results of the audit.

		Result	Meeting	Date
2020-00/1a	KIDD/EINARSON MOVED to enter the meeting into in camera.	CARRIED	SC-2020-00	21/04/2020
	DRAPER/KIDD MOVED to enter Committee of the Whole.	CARRIED	SC-2020-00	21/04/2020
	KONRAD/BOSE MOVED to enter Committee of the Difference.	CARRIED	SC-2020-00	21/04/2020
	BOSE/EINARSON MOVED to exit the meeting from in camera.	CARRIED	SC-2020-00	21/04/2020
	JARED LARSEN is declared appointed as Students' Council Speaker for its 2020-2021 session.	CARRIED	SC-2020-00	21/04/2020
2020-00/7a	Nomination to Aboriginal Relations and Reconciliation Committee (ARRC) (3)		SC-2020-00	21/04/2020
	DHILLON, DIXON, EINARSON are declared appointed to Aboriginal Relations and Reconciliation Committee via secret ballot.	CARRIED	SC-2020-00	21/04/2020
2020-00/7b	Nomination to Audit Committee (7)		SC-2020-00	21/04/2020
	AKKERMAN, BADESHA, BATYCKI, DHILLON, KORDE, OLIVEIRA, VILLOSO are declared appointed to Audit Committee via secret ballot.	CARRIED	SC-2020-00	21/04/2020
2020-00/7c	Nomination to Bylaw Committee (7)		SC-2020-00	21/04/2020
	DE GRANO, DIXON, EINARSON, FOTANG, KRAHN, MARQUES, OLIVEIRA are declared appointed to Bylaw Committee via secret ballot.	CARRIED	SC-2020-00	21/04/2020
2020-00/7d	Nomination to Council Administration Committee (CAC) (5)		SC-2020-00	21/04/2020
	BID, DRAPER, FOTANG, KIDD, KONRAD are declared appointed to the Council Administration Committee via acclamation.	CARRIED	SC-2020-00	21/04/2020
2020-00/7e	Nomination to Finance Committee (7)		SC-2020-00	21/04/2020
	AKKERMAN, BARAZESH, DHILLON, DIXON, KORDE, SARETZKY are declared appointed to Finance Committee via acclamation.	CARRIED	SC-2020-00	21/04/2020
2020-00/7f	Nomination to Nominating Committee (NomCom) (5)		SC-2020-00	21/04/2020
	DIXON, MONTEIRO, OLIVEIRA, YABUT are declared appointed to Finance Committee via acclamation.	CARRIED	SC-2020-00	21/04/2020
2020-00/7g	Nomination to Policy Committee (6)		SC-2020-00	21/04/2020
	BATYCKI, BRANDWEIN, DHILLON, DIXON, FOTANG, MONTEIRO are declared appointed to Policy Committee via secret ballot.	CARRIED	SC-2020-00	21/04/2020
2020-00/7h	Nomination to the Student Group Committee (2)		SC-2020-00	21/04/2020
	FILIPOVIC, FOTANG are declared appointed to the Student Group Committee via secret ballot.	CARRIED	SC-2020-00	21/04/2020
2020-00/7i	Nomination to the Translation Committee (5)		SC-2020-00	21/04/2020
	EINARSON is declared appointed to Translation Committee via acclamation.	CARRIED	SC-2020-00	21/04/2020
2020-00/8a	DRAPER/EINARSON MOVED to approve the Students' Council 2020-21 Meeting Schedule.	CARRIED	SC-2020-00	21/04/2020
		Result	Meeting	Date
2020-01/1a	KIDD/DRAPER MOVED to approve the agenda	NONE	SC-2020-01	05/05/2020
	DRAPER/EINARSON MOVED to approve the minutes	NONE	SC-2020-01	05/05/2020
2020-01/1d	AGARWAL/DIXON MOVED to approve Students' Council Standing Orders.	CARRIED	SC-2020-01	05/05/2020
2020-01/7a	DIXON MOVES to appoint 3 members of Council and one member of the Executive to the Sustainability Committee.	TABLED	SC-2020-01	05/05/2020
	DIXON/AGARWAL MOVED to re-affirm the ad-hoc Sustainability Committee.	TABLED	SC-2020-01	05/05/2020
	KIDD/DIXON MOVED to update Section 3.3	TABLED	SC-2020-01	05/05/2020
	LEY/BUCHANAN MOVED to table item 2020/01/7a.	CARRIED	SC-2020-01	05/05/2020
2020-01/7b	AGARWAL/KONRAD MOVES to appoint one member of Students' Council to the International Students' Council (ISC).		SC-2020-01	05/05/2020
	BID is declared appointed to the International Students' Council via secret ballot.	CARRIED	SC-2020-01	05/05/2020
2020-01/7c	KRAHN/KONRAD MOVES to appoint one (1) member of Students' Council to the Gateway Student Journal Society Board.		SC-2020-01	05/05/2020
	BADESHA is declared appointed to Gateway Student Journal Society Board via acclamation.	CARRIED	SC-2020-01	05/05/2020
2020-01/7d	KRAHN/KONRAD MOVES to appoint one (1) member of Students' Council to the Aboriginal Students' Council.		SC-2020-01	05/05/2020
	KIDD is declared appointed to Aboriginal Students' Council via acclamation.	CARRIED	SC-2020-01	05/05/2020
2020-01/7e	KRAHN/DRAPER MOVES to appoint one (1) member of Students' Council to the Student Legal Services Board.	TABLED	SC-2020-01	05/05/2020
	BUCHANAN/AGARWAL MOVES to table motion 2020-01/7e to the May 19th Students' Council meeting.	CARRIED	SC-2020-01	05/05/2020
2020-01/7f	KRAHN/FILIPOVIC MOVES to appoint one (1) member of Students' Council to the Alberta Public Interest Research Group Board.		SC-2020-01	05/05/2020
	DHILLON is declared appointed to Alberta Public Interest Research Group Board via acclamation.	CARRIED	SC-2020-01	05/05/2020
2020-01/7g	KRAHN/VILLOSO MOVES to appoint two (2) members of Students' Council to the First Alberta Campus Radio Association Board.		SC-2020-01	05/05/2020
	SARETZKY and YABUT is declared appointed to First Alberta Campus Radio Association Board via acclamation.	CARRIED	SC-2020-01	05/05/2020
2020-01/7h	KRAHN MOVES to appoint two (2) members of Students' council to the World University Services Canada Board of Directors.		SC-2020-01	05/05/2020
	VILLOSO and OLIVEIRA declared appointed to the World University Services Canada Board of Directors via secret ballot.	CARRIED	SC-2020-01	05/05/2020
		Result	Meeting	Date
2020-02/7a	DIXON/YABUT MOVED to approve the Sustainability Committee Standing Orders.	CARRIED	SC-2020-02	05/19/2020
2020-02/7b	DIXON/KONRAD MOVED to appoint three (3) members of Council and one (1) member of the executive to the Sustainability Committee.		SC-2020-02	05/19/2020
	DRAPER, DIXON, BOSE, and AKKERMAN are declared appointed to the Sustainability Committee via secret ballot.	CARRIED	SC-2020-02	05/19/2020
	SPEAKER/KONRAD MOVED to go into recess.	NONE	SC-2020-02	05/19/2020
2020-02/7c	KRAHN/BUCHANAN MOVED to appoint one (1) member of Students' Council to the Student Legal Services Board.		SC-2020-02	05/19/2020
	FOTANG is declared appointed to the Student Legal Services Board via secret ballot.	CARRIED	SC-2020-02	05/19/2020
2020-02/7d	DRAPER/KRAHN MOVED to appoint 1 member of Students' Council to the vacant position on Nominating Committee.		SC-2020-02	05/19/2020
	BRANDWEIN is declared appointed to the Nominating Committee via secret ballot.	CARRIED	SC-2020-02	05/19/2020
2020-02/7e	AGARWAL/VILLOSO MOVED to appoint two members of Students' Council to the Discipline, Interpretation, and Enforcement Board (DIE Board) hiring committee.		SC-2020-02	05/19/2020
	BUCHANAN and HARIHARAN are declared appointed to the Discipline, Interpretation, and Enforcement Board (DIE Board) hiring committee via acclamation.	CARRIED	SC-2020-02	05/19/2020
2020-02/8a	AGARWAL/BUCHANAN MOVED to enter in-camera session.	CARRIED	SC-2020-02	05/19/2020

	AGARWAL/SARETZKY MOVED to enter into the Committee of the Whole.	CARRIED	SC-2020-02	05/19/2020
	AGARWAL/BUCHANAN MOVED to enter the Committee of the Difference.	CARRIED	SC-2020-02	05/19/2020
	AGARWAL MOVED to exit the in-camera session.	NONE	SC-2020-02	05/19/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-03/7a	KRAHN/VILLOSO MOVED, on behalf of the Bylaw Committee, to approve Bill 1 First Principles of Amendments to Bylaw 100.	CARRIED	SC-2020-03	06/02/2020
	BUCHANAN/BOSE MOVED to strike the word "major" from Section 17(1)(c)(iv) of the proposed Standing Orders.	FAILED	SC-2020-03	06/02/2020
	SPEAKER/BID MOVES to go into recess.	NONE	SC-2020-03	06/02/2020
2020-03/7b	KRAHN/SARETZKY MOVED to approve standing orders for the Sustainability and Capital Fund Committee.	CARRIED	SC-2020-03	06/02/2020
2020-03/7c	KRAHN/KONRAD MOVED to appoint three (3) members to the Sustainability and Capital Fund Committee.		SC-2020-03	06/02/2020
	Councillors KIMANI, VILLOSO, and BATYCKI are declared appointed to the Sustainability and Capital Fund Committee via secret ballot.	CARRIED	SC-2020-03	06/02/2020
2020-03/7d	DRAPER/OLIVIERA MOVED on behalf of the Nominating Committee for Students' Council to ratify the appointment of Makboolee Fyith to the vacant faculty of Pharmacy seat on the General Faculties Council.	CARRIED	SC-2020-03	06/02/2020
2020-03/7e	AGARWAL/SARETZKY MOVED to ratify the appointment of ROWAN LEY to the Advisory Search Committee for the Vice-President (Advancement).	CARRIED	SC-2020-03	06/02/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-04/7a	MONTEIRO/LEY MOVED, on behalf of Policy Committee, to approve First Principles of the Academic Materials Political Policy.	CARRIED	SC-2020-04	06/16/2020
2020-04/7b	FOTANG/MARQUES MOVED to approve Bill 1 Second Principles Amendments to Bylaw 2100.	CARRIED	SC-2020-04	06/16/2020
2020-04/7c	FOTANG/MARQUES MOVED to approve Bill 3 First Principles Amendment to Bylaw 2200.	CARRIED	SC-2020-04	06/16/2020
2020-04/7d	DRAPER/EINARSON MOVED to nominate Cllr. OLIVIERA to the Translation Committee.		SC-2020-04	06/16/2020
	Cllr. OLIVIERA accepted the nomination.	CARRIED	SC-2020-04	06/16/2020
2020-04/7e	FOTANG/KRAHN MOVED to approve Bill 1 Second Principles of Amendments to Bylaw 100.	CARRIED	SC-2020-04	06/16/2020
2020-04/7f	DIXON/YABUT MOVED to discuss the SU's efforts to improve diversity and inclusivity in governance and in the SU as a whole.		SC-2020-04	06/16/2020
	DIXON/AGARWAL MOVED into the Committee of the Whole.	NONE	SC-2020-04	06/16/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-05/2a	KRAHN/DRAPER MOVED to allow for a presentation from the Business Students' Association.		SC-2020-05	06/30/2020
	DRAPER/EINARSON MOVED to extend the presentation time limit by fifteen minutes	CARRIED	SC-2020-05	06/30/2020
2020-05/7a	BOSE/BID MOVED to, on behalf of Council Administration Committee, discuss whether voting results should be made public in council.	CARRIED	SC-2020-05	06/30/2020
2020-05/7b	DRAPER/MONTEIRO MOVED to appoint Alessandra Argandona, Anirban Mistry, Janice Ngo, Safwan, and Sezvo-ndinemwi M'pfunya to the Student Group Committee on behalf of the Nominating Committee.	CARRIED	SC-2020-05	06/30/2020
2020-05/7c	DRAPER/BRANDWEIN MOVED to appoint Shenin Mehnaj, Subhana Tazrian, Raya Najiba, and Prabhjyot Arora to the Sustainability Committee on behalf of the Nominating Committee.	CARRIED	SC-2020-05	06/30/2020
2020-05/7d	AGARWAL/SARETZSKY MOVED to ratify the appointment of ALANA KRAHN to the Advisory Search Committee for VP (Finance and Administration).	CARRIED	SC-2020-05	06/30/2020
2020-05/7e	MONTEIRO/DRAPER MOVED, on Behalf of Policy Committee, to approve Second Principles of the Academic Materials Political Policy.		SC-2020-05	06/30/2020
	MONTERIO/YABUT MOVED to table the motion to the next meeting to ensure that Students' Council has enough time to review the motion thoroughly.	CARRIED	SC-2020-05	06/30/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-06/7a	AGARWAL/DRAPER MOVED TO ratify the appointment of Harsh Sisodia, Kienna Shkopich-Hunter, Tanya Chowdhury, Kyle Ramsey and Casandra Corbit to the Discipline, Interpretation, and Enforcement Board (DIE Board).	CARRIED	SC-2020-06	7/14/2020
2020-06/7b	MONTEIRO/DRAPER MOVED TO, on Behalf of Policy Committee, approve Second Principles of the Academic Materials Political Policy.	CARRIED	SC-2020-06	7/14/2020
2020-06/7c	LEY/MONTEIRO MOVED TO approve the First Principles of the Student Financial Aid and Scholarships Policy.	CARRIED	SC-2020-06	7/14/2020
2020-06/7d	KRAHN/SARETZKY MOVED TO approve the proposed changes to the Business Students' Association's club funding model as per last week's presentation.	CARRIED	SC-2020-06	7/14/2020
2020-06/7e	FOTANG/MARQUES MOVED TO approve Bill 3 Second Principles Amendments to Bylaw 2100.	CARRIED	SC-2020-06	7/14/2020
2020-06/7f	FOTANG/MARQUES MOVED TO approve Bill 4 Second Principles Amendments to Bylaw 2200.	CARRIED	SC-2020-06	7/14/2020
2020-06/8	KIDD/BOSE MOVED TO a closed in-camera session.	CARRIED	SC-2020-06	7/14/2020
	BOSE/DE GRANO MOVED TO the Committee of the Whole.	CARRIED	SC-2020-06	7/14/2020
	AGARWAL/DRAPER MOVED TO leave the in-camera session.	CARRIED	SC-2020-06	7/14/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-07/2	AGARWAL/BOSE MOVED TO suspend Standing Orders.	CARRIED	SC-2020-07	7/28/2020
	AGARWAL/MONTEIRO MOVED TO table board and committee reports.	CARRIED	SC-2020-07	7/28/2020
2020-07/2a	BID MOVED TO allow a presentation from the CRO.	CARRIED	SC-2020-07	7/28/2020
2020-07/2b	KRAHN/SARETZKY MOVED TO approve a presentation by Ian Reade on behalf of the Golden Bears and Pandas Legacy Fund Committee.	CARRIED	SC-2020-07	7/28/2020
2020-07/2c	KRAHN/DIXON MOVED TO approve a presentation from Erin van Horn (Building Planner) on the SU's sustainability and capital roadmap.	CARRIED	SC-2020-07	7/28/2020
2020-07/2d	KRAHN/DE GRANO MOVED TO approve a presentation by Marc Dumouchel (General Manager).	CARRIED	SC-2020-07	7/28/2020
2020-07/2e	AGARWAL/BARAZESH MOVED TO present the UASU 2020/21 Executive Goals.	CARRIED	SC-2020-07	7/28/2020
2020-07/7a	DRAPER/LEY MOVED TO appoint Justin Morlock, Palehswan Chitrakar, Rehana Savani, and Xinjun Liu to the Sustainability and Capital Fund Committee.	CARRIED	SC-2020-07	7/28/2020

2020-07/7b	KRAHN/DIXON MOVED TO ratify the following four (4) students to the Sustainability and Capital Fund Committee: Zachary Craig (COFA), Sukhmani Kaur Saggi (COFA), Elizabeth Blanchette (ASC), and Samantha Barr (CORA).	CARRIED	SC-2020-07	7/28/2020
2020-07/7c	DRAPER/BRANDWEIN MOVED TO ratify the appointment of Yintong Liu, Veronica Ortiz-Zelada and Chris Beasley to the Senate.	CARRIED	SC-2020-07	7/28/2020
2020-07/8a	KRAHN/KIDD MOVED TO open a discussion regarding Dedicated Fee Units of the Golden Bears and Pandas Legacy Fund and the Campus Recreation Enhancement Fund.	CARRIED	SC-2020-07	7/28/2020
	KIDD/DRAPER MOVED TO direct the Executive to pursue fee reductions to the CREFC and GBPLF subject to the agreement of the SU's DFU partners .	CARRIED	SC-2020-07	7/28/2020
	BOSE/DRAPER MOVED to call for Division.	CARRIED	SC-2020-07	7/28/2020
2020-07/8b	FOTANG/DE GRANO MOVES TO approve the first reading of Bill #7, according to these first principles.	CARRIED	SC-2020-07	7/28/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-08/2a	LEY/BOSE MOVED TO allow the Alberta 2030 Post-Secondary Education (PSE) Review Presentation.	CARRIED	SC-2020-08	8/11/2020
	DIXON/AGARWAL MOVED TO extend the presentation for ten minutes.	CARRIED	SC-2020-08	8/11/2020
2020-08/2b	AGARWAL/KONRAD MOVED TO allow Chanpreet Singh to present on the International Students' Association.	CARRIED	SC-2020-08	8/11/2020
	EINARSON/BID MOVED TO extend the presentation by ten minutes.	CARRIED	SC-2020-08	8/11/2020
2020-08/2c	BOSE/DRAPER MOVES TO allow Joey Mathieson (ESS President) to present on "2020/21 - ESS FAMF Re-allocation."	CARRIED	SC-2020-08	8/11/2020
	LEY/BID MOVED TO extend the presentation by ten minutes.	CARRIED	SC-2020-08	8/11/2020
2020-08/7a	FOTANG/OLIVEIRA MOVED TO approve the first reading of Bill #5, according to these first principles Bill 5 First Principles Amendments to Bylaw 100.	CARRIED	SC-2020-08	8/11/2020
2020-08/7b	FOTANG/EINARSON MOVED TO approve the first reading of Bill #6, according to these first principles.	CARRIED	SC-2020-08	8/11/2020
2020-08/7c	LEY/BATYCKI MOVED TO approve the First Principles of the Deferred Maintenance Policy.	CARRIED	SC-2020-08	8/11/2020
2020-08/7d	DRAPER/AGARWAL MOVED TO appoint Christian Zukowski as Chief Tribune of the D.I.E Board and Kyle Ramsey as Associate Chief Tribune of the D.I.E Board.	CARRIED	SC-2020-08	8/11/2020
2020-08/7e	FOTANG/DE GRANO MOVED TO approve the second reading of Bill #7, according to these second principles.	CARRIED	SC-2020-08	8/11/2020
2020-08/7f	FOTANG/DIXON MOVED TO approve the first reading of Bill #8 according to these first principles.	CARRIED	SC-2020-08	8/11/2020
2020-08/8a	BOSE/KRAHN MOVED TO suspend standing orders.	CARRIED	SC-2020-08	8/11/2020
	BOSE/LEY MOVED TO table Executive Committee Reports and Board and Committee Reports.	CARRIED	SC-2020-08	8/11/2020
	BOSE/SARETZKY MOVED TO discuss the UPass situation.	CARRIED	SC-2020-08	8/11/2020
	BUCHANAN/AKKERMAN MOVED TO go into an in-camera session.	FAILED	SC-2020-08	8/11/2020
		<b>Result</b>	<b>Meeting</b>	<b>Date</b>
2020-09/2a	AGARWAL/MONTEIRO MOVED TO allow Steve Dew, Provost and Vice-President (Academic) present on "UofA for Tomorrow, Academic Restructuring."	CARRIED	SC-2020-09	8/25/2020
	AGARWAL/EINARSON MOVED TO extend the presentation by 30 minutes.	CARRIED	SC-2020-09	8/25/2020
2020-09/6	KONRAD/BUCHANAN MOVED TO extend the question period by ten minutes.	CARRIED	SC-2020-09	8/25/2020
2020-09/7a	KRAHN/VILLOSO MOVED TO approve the release of funds from the Sustainability & Capital Fund for the planning of the Myer Horowitz Theatre renovation, up to \$195,000.	CARRIED	SC-2020-09	8/25/2020
	BOSE/KIDD MOVED TO extend the discussion by ten minutes.	CARRIED	SC-2020-09	8/25/2020
	BUCHANAN/BOSE MOVED TO table this motion for the September 22, 2020 Students' Council meeting.	FAILED	SC-2020-09	8/25/2020
	BUCHANAN/KONRAD MOVED TO Call for Division on the voting of the motion to table 2020-09/7a.	CARRIED	SC-2020-09	8/25/2020
	BUCHANAN MOVED TO Call for Division on the original motion of 2020-09/7a.	CARRIED	SC-2020-09	8/25/2020
2020-09/7b	BID/BOSE MOVED TO discuss and seek council's approval to changes in the election budget.	CARRIED	SC-2020-09	8/25/2020
2020-09/7c	BOSE/EINARSON MOVED TO approve the Engineering Students' Society 2020/2021 FAMF Reallocation Proposal.	CARRIED	SC-2020-09	8/25/2020
2020-09/7d	DRAPER/MONTEIRO MOVED TO ratify the appointment of David Ren and Adrian Wattamaniuk.	CARRIED	SC-2020-09	8/25/2020
2020-09/7e	BID/BOSE MOVED TO approve the changes to Students' Council Standing Orders.	CARRIED	SC-2020-09	8/25/2020
2020-09/7f	LEY/BRANDWEIN MOVED TO approve the Second Principles of the Student Financial Aid Policy.	CARRIED	SC-2020-09	8/25/2020
2020-09/8a	AGARWAL/BUCHANAN MOVED TO an in-camera session.	CARRIED	SC-2020-09	8/25/2020



**Tuesday, August 25, 2020  
6:00PM  
Zoom**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

VOTES AND PROCEEDINGS (SC-2020-09)

MEETING CALLED TO ORDER AT 6:00PM

2020-09/1 SPEAKERS BUSINESS

2020-09/1a Announcements - The next meeting of Students' Council will take place on **Tuesday, September, 8 2020 at 6:00PM** via Zoom.

**Registered Guests**

Steve Dew - Provost, University of Alberta  
Chanpreet Singh - ISA President  
Adam Lachaz - President, The Gateway  
Rebeca Avila- visitor, Cllr. Viloso's Mentee  
Mitchell Pawluk - Opinion Editor, The Gateway

2020-09/2 PRESENTATIONS

2020-09/2a **AGARWAL/MONTEIRO MOVED TO** allow Steve Dew, Provost and Vice-President (Academic) present on "UofA for Tomorrow, Academic Restructuring."

See SC-2020-09.19

DEW delivered the presentation.

**AGARWAL/EINARSON MOVED TO** extend the presentation by 30 minutes.

**CARRIED**

DIXON inquired about how student consultation will be measured and taken seriously.

DEW responded by explaining the structure responsible for the decision making and the steps that would be taken to recognize students that have been consulted with.

BOSE inquired about how the academic restructuring will impact the representation of students on the General Faculties Council.

DEW explained the formula that would be considered to examine proportion changes on the General Faculties Council.

EINARSON inquired about the potential undermining of Campus Saint Jean through academic restructuring.

DEW provided some context about what is being considered regarding Campus Saint Jean in the restructuring process.

BRANDWEIN inquired about budgeting changes that would occur in the restructuring process.

DEW clarified the relationship between the budgeting and the academic functions that would need to be delivered under a restructuring.

LEY inquired about how frontline services would be protected in areas such as academic advising, maintaining the level of service quality while following through with these changes.

DEW shared information on the processes and priorities being considered in the restructuring process.

BUCHANAN inquired about whether three viable alternative options will be considered versus a single option prioritized versus two nonviable options.

DEW explained how decisions will be weighed in to understand the needs of the community in this process.

DIXON followed up on the previous question shared by inquiring about the ways that students with diverse needs will be included in this process.

DEW provided context for the mediums that will be utilized to engage thoroughly with students and explained that new ideas for this engagement are being considered.

FOTANG inquired about whether the University of Alberta has also considered case studies of universities that have not been very successful in their academic restructuring and whether the lessons learned from those cases have been addressed by the University of Alberta in its current redesign plans.

DEW explained how the university engaged with these previous examples and what

the processes taken by the University of Alberta have done to commit themselves to support the university given these possibilities and changes.

EINARSON inquired about the nature of discussions regarding Campus Saint Jean in the academic restructuring process.

DEW responded with information describing the facilities concern with Campus Saint Jean.

DIXON inquired about how proposals will address concerns of student representation on GFC given the academic restructuring changes being considered.

DEW responded by stating that being open to new ways of maintaining the quality versus quantity of representation would need to be considered in this process in a way that is equitable and effective.

2020-09/3

EXECUTIVE COMMITTEE REPORT

Rowan LEY, Vice President (External) - Report.

Alana KRAHN, Vice President (Operations and Finance) - Report.

Katie KIDD, Vice President (Student Life) - Report.

Joel AGARWAL, President - Report.

2020-09/4

BOARD AND COMMITTEE REPORT

DHILLON, ARRC - Report

BADESHA, Audit Committee - Report

FOTANG, Bylaw Committee - Report

BID, CAC - Report

AGARWAL, Executive Committee - Report

KRAHN, Finance Committee - Report

YABUT, Nominating Committee - Report

MONTEIRO, Policy Committee Report

DIXON, Sustainability Committee Report

KRAHN, Sustainability and Capital Fund Committee

EINARSON, Translation Committee - Report

KONRAD, Undergraduate Board of Governors Representative - Report

KIDD, Student Group Committee

2020-09/5

OPEN FORUM

LACHAZ to AGARWAL: Inquired about whether the UASU had any insight into the rates of students taking gap years at the University of Alberta.

LACHAZ to AGARWAL: Inquired about how the students union is going to push for the value of education if a large number of students are feeling that they are not receiving an equitable student experience for the tuition that they are paying.

LACHAZ to KIDD: Inquired about how the Students' Union will communicate the various health and dental plan coverage tiers to students who may have no access to the plan or not be on campus to access certain aspects of the plan.

2020-09/6

QUESTION PERIOD

DIXON to LEY: Inquired about whether the Executive Committee will be working on meeting student needs more comprehensively with the UPass.

BUCHANAN to AGARWAL: Asked for clarification on whether the Executive was looking to pursue certain changes regarding governance policy in the Post Secondary Learning Act.

KONRAD to LEY: Inquired about how CAUS came to the decision of moving their office into the Students' Union Building.

DIXON to LEY: Inquired about what has changed from the previous Students' Council meeting in terms of the goals of the Executive Committee working on issues of the current arrangement for students through working with the ETS.

MONTEIRO to LEY: Inquired about whether there was any intent by the Executive to address the concerns of students living outside of the Edmonton municipality and the costs for them with transportation surcharges

**KONRAD/BUCHANAN MOVED TO** extend the question period by ten minutes.

BUCHANAN to KRAHN: Inquired about when certain information regarding committee minutes and finances information could be made available.

YABUT to KIDD: Inquired about the level of initiative for LGBTQ+ students through The Landing and other services available to them at this time.

BUCHANAN to KRAHN: Inquired about the level of progress that has been made reaching out to transit authorities regarding the upcoming Fall 2020 semester.

2020-09/7

BOARD AND COMMITTEE BUSINESS

2020-09/7a

**KRAHN/VILLOSO MOVED TO** approve the release of funds from the Sustainability & Capital Fund for the planning of the Myer Horowitz Theatre renovation, up to \$195,000.

See SC-2020-09.20

KRAHN introduced the motion.

BUCHANAN shared concerns with the timeline with this measure and with the financial situation of the Students' Union with this funding.

BOSE shared concerns with student consultation at this time with these proposed changes and whether there could be a feedback collection process at this time.

EINARSON made a Point of Information on a discrepancy in the motion and the attached information.

DUMOUCHEL addressed the concerns that have been raised by Cllrs. Buchanan and Bose regarding the funding that has been allocated for SCF and also provided context behind this motion.

BUCHANAN made a Point of Information regarding clarification on certain deadlines with this project.

DUMOUCHEL responded with context on the potential timelines that could be considered for this project.

DIXON shared concerns with the short amount of time to review this motion and also shared support for the tenets that have been shared regarding what the SCF Committee would like to explore with this project.

BATYCKI shared sentiments in support of the motion and provided more context for the decision that was brought forward from the Sustainability and Capital Fund Committee.

LEY shared sentiments in support of the motion and highlighted the thorough consultation processes that have been engaged with.

AGARWAL acknowledged the concerns that have been raised and asked for councillors to consider the long term implications of the current proposal.

**BOSE/KIDD MOVED TO** extend the discussion by ten minutes.

KIDD spoke on the optics of the motion and the benefits of pursuing this planning now.

BUCHANAN shared concerns of the political nature of this decision and the tough optics of this motion being made given multiple factors currently present.

BID asked for clarification on certain points regarding the financial processes of the motion brought forward.

KRAHN responded to some of the concerns that have been brought forward in this discussion and shared sentiment in favour of this motion.

DUMOUCHEL responded to concerns with optics that have been raised and the concerns with consultation and transparency.

**BUCHANAN/BOSE MOVED TO** table this motion for the September 22, 2020 Students' Council meeting.

BATYCKI shared sentiments opposing this motion and shared information regarding the ballot motion.

**BUCHANAN/KONRAD MOVED TO** Call for Division on the voting of the motion to table 2020-09/7a.

AGARWAL - N  
LEY - N  
KRAHN - N  
KIDD - N  
KONRAD - N  
CARBAJAL - N  
MARQUES - N  
OLIVERIA - N  
VILLOSO - N  
YABUT - N  
BURHANI - N  
SARETZKY - N  
AKKERMAN - N  
BATYCKI - N  
BID - N  
BOSE - N  
HARIHARAN - N  
MONTEIRO - N  
BUCHANAN - Y  
FILIPOVIC - N  
BRANDWEIN - N  
EINARSON - N  
BADESHA - N  
BARAZESH - N  
DHILLON - N  
FOTANG - N  
KIMANI - N  
KORDE - N

**1/27/0 - FAILED**

BUCHANAN made a Point of Information on the need for a secondary on a Call for Division.

**BUCHANAN MOVED TO** Call for Division on the original motion of 2020-09/7a.

AGARWAL - Y  
LEY - Y  
KRAHN - Y  
KIDD - Y  
KONRAD - Y  
CARBAJAL - Y  
DIXON - Y  
MARQUES - Y  
OLIVERIA - Y  
VILLOSO - Y  
YABUT - Y  
BURHANI - Y  
SARETZKY -Y  
AKKERMAN - Y  
BATYCKI - Y  
BID -Y  
BOSE - N  
HARIHARAN - N  
MONTERIO - Y  
BUCHANAN - N  
FILIPOVIC - Y  
BRANDWEIN - Y  
EINARSON - Y  
BADESHA - Y  
BARAZESH - Y  
DHILLON - Y  
FOTANG - Y  
KIMANI - Y  
KORDE - Y

**26/4/0 - CARRIED**

2020-09/7b **BID/BOSE MOVED TO** discuss and seek council's approval to changes in the election budget.

See SC-2020-09.06

BID introduced the motion.

AGARWAL asked for clarification with details on Council Election Candidate allocation.

BUCHANAN stated that he will abstain from this motion.

BID restated that the funding amount has not changed, only the allocation has changed.

AGARWAL shared that he will be voting in favour of the motion.

**20/0/3 - CARRIED (noted abstention from Cllr. Buchanan)**

2020-09/7c **BOSE/EINARSON MOVED TO** approve the Engineering Students' Society 2020/2021 FAMF Reallocation Proposal.

See SC-2020-09.07

BOSE introduced the motion.

**19/0/1 - CARRIED**

2020-09/7d **DRAPER/MONTEIRO MOVED TO** ratify the appointment of David Ren and Adrian Wattamaniuk.

See SC-2020-09.08

MONTEIRO introduced the motion.

BOSE opened the floor to ask if there were any concerns with the procedure.

BUCHANAN thanked the Nominating Committee for the transparent process with this motion.

**23/0/0 - CARRIED**

2020-09/7e **BID/BOSE MOVED TO** approve the changes to Students' Council Standing Orders.

See SC-2020-09.09

BID introduced the motion.

AGARWAL commended the motion and communicated minor changes.

**20/0/0 - CARRIED**

2020-09/7f **LEY/BRANDWEIN MOVED TO** approve the Second Principles of the Student Financial Aid Policy.

See SC-2020-09.10

LEY introduced the motion.

AGARWAL shared support for the motion.

**21/0/0 - CARRIED**

- 2020-09/8 GENERAL ORDERS
- 2020-09/8a **AGARWAL/BUCHANAN MOVED TO** an in-camera session.
- 2020-09/9 INFORMATION ITEMS
- 2020-09/9a Executive Committee Reports  
See SC-2020-09.01-05
- 2020-09/9b Council Submissions.  
See SC-2020-09.06-10.20
- 2020-09/9c Brief Bios for ESS Seats  
See SC-2020-09.21
- 2020-09/9d Committee Trimesterly Chair Reports  
See SC-2020-09.11-15.22-23
- 2020-09/9e Students' Council - Motion Tracking  
See SC-2020-09.16
- 2020-09/9f Students' Council - Attendance  
See SC-2020-09.17
- 2020-09/9g Students' Council, Votes and Proceedings (SC-2020-08) - Tuesday, August 11, 2020  
See SC-2020-09.18
- 2020-09/9h Presentations  
See SC-2020-09.19.(24)

MEETING ADJOURNED AT 9:53PM

## 2020-21 - Council Submissions

### UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

**Council Meeting Date** Tuesday, September 8, 2020

**Mover** Agarwal

**Email** president@uasu.ca

**Action Requested** Presentation

### Presentation

**Motion** Agarwal Moves to allow the International Students' Association (ISA) to present on the proposal to become an SRA as per Bylaw 8100.

### Abstract

The University of Alberta International Students' Association (UAISA, referred to as ISA) is submitting its proposal to become a Student Representative Association (SRA) as per UASU Bylaw 8100. The ISA has also attached its legislatures, i.e. constitution and bylaws for the councils' reference and ISA will give a presentation to the council to support its proposal to become an SRA.

### Attachments





**University of Alberta  
International Students' Association**

**Bylaws**

ISA

# Table of Content

<b>BYLAW 100 - A BYLAW RESPECTING THE ISA'S GRADUATE COUNCIL</b>	<b>4</b>
1. DEFINITIONS:	4
2. COMPOSITION OF THE GRADUATE COUNCIL:	5
3. APPOINTMENT	5
4. RESIGNATION	6
5. IMPEACHMENT	6
6. STRUCTURE OF MEETINGS	7
7. COUNCIL MEETING CONDUCT	8
8. RIGHTS AND DUTIES OF COUNCIL MEMBERS	9
9. POWER SHARE AND CONFLICTS	10
10. COMMITTEES	11
11. ATTENDANCE	11
12. NO FORCE OR EFFECT	12
<b>BYLAW 200 - A BYLAW RESPECTING THE ISA'S UNDERGRADUATE COUNCIL</b>	<b>13</b>
1. DEFINITIONS:	13
2. COMPOSITION OF THE UNDERGRADUATE COUNCIL:	14
3. APPOINTMENT	14
4. RESIGNATION	15
5. IMPEACHMENT	16
6. STRUCTURE OF MEETINGS	16
7. COUNCIL MEETING CONDUCT	17
8. RIGHTS AND DUTIES OF COUNCIL MEMBERS	19
9. POWER SHARE AND CONFLICTS	20
10. COMMITTEES	20
11. ATTENDANCE	21
12. NO FORCE OR EFFECT	21
<b>BYLAW 300 – A BYLAW RESPECTING ISA BOARD</b>	<b>22</b>
1. DEFINITION	22
2. COMPOSITION OF ISA BOARD	23
3. APPOINTMENT	24
4. RESIGNATION	24
5. IMPEACHMENT	24
6. STRUCTURE OF MEETINGS	25
7. ISA BOARD RIGHTS	25
8. ISA BOARD COMMITMENT TO THE COUNCIL	27
9. ATTENDANCE	27
10. NO FORCE OR EFFECT	27
<b>BYLAW 400 - A BYLAW RESPECTING ELECTIONS</b>	<b>28</b>
1. DEFINITIONS	28
2. ELIGIBILITY FOR THE COUNCILLOR POSITION	29
3. ELECTION PROCESS FOR COUNCILLOR POSITION	29
4. ELECTIONS PROCESS FOR THE GRADUATE/UNDERGRADUATE CHANCELLOR POSITION:	29
5. ELECTIONS FOR THE ISA BOARD:	30
6. APPOINTMENTS	31
7. DUTIES AND RIGHTS OF C.R.O	31

8.	ELECTION PROCEDURE AND RULES FOR THE COUNCILS ELECTIONS.	32
9.	NO FORCE OR EFFECT	33
<b>BYLAW 500 - A BYLAW RESPECTING MEMBERSHIP</b>		<b>34</b>
1.	DEFINITIONS	34
2.	MEMBERSHIP CLASSIFICATIONS	34
3.	MEMBERSHIP STANDING	36
4.	ISA'S COMMITMENTS TO ITS GENERAL MEMBERS	36
5.	ISA'S INCLUSIVITY POLICY	37
6.	NO FORCE OR EFFECT	37
<b>BYLAW 600 – A BYLAW RESPECTING OPEN GOVERNANCE</b>		<b>38</b>
1.	DEFINITIONS	38
2.	CLASSIFICATION	38
3.	CONFIDENTIALITY POLICY	39
4.	RIGHT TO INFORMATION	39
5.	CONTRACTS AND AGREEMENTS	39
6.	NO FORCE OR EFFECT	40
<b>BYLAW 700 - A BYLAW RESPECTING FINANCE</b>		<b>41</b>
1.	DEFINITIONS	41
2.	FISCAL YEAR	41
3.	BUDGETS	41
4.	EXPENSES AND REIMBURSEMENTS	41
5.	REPORTING	42
6.	SPONSORSHIP AND MARKETING SERVICES	42
7.	NO FORCE OR EFFECT	42
<b>BYLAW 800 - A BYLAW RESPECTING COMMUNICATION POLICY</b>		<b>43</b>
1.	DEFINITIONS	43
2.	INTERNAL COMMUNICATION	43
3.	EXTERNAL COMMUNICATION	44
4.	SOCIAL MEDIA POLICY	45
5.	NO FORCE OR EFFECT	45



ISA

## Bylaw 100 - A Bylaw respecting the ISA's Graduate Council

The Graduate Chancellor of the ISA-G is responsible for enacting Bylaw 100 on regular operational basis.

### 1. Definitions:

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1. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
2. **Domestic Students:** Students who are not paying international students' differential fees.
3. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
4. **ISA's Graduate Council (ISA-G):** The graduate council of ISA consisting of elected representatives of all international graduate students and ISA Board members.
5. **ISA's Undergraduate Council (ISA-U):** The undergraduate council of ISA consisting of elected representatives of all international undergraduate students and ISA Board members.
6. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
7. **Graduate Chancellor:** The speaker of the ISA's Graduate Council and it's representative in the ISA Board.
8. **Undergraduate Chancellor:** The speaker of the ISA's Undergraduate Council and it's representative in the ISA Board.
9. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  - a. the President of the International Students' Association (ISA);
  - b. Vice Presidents of the International Students' Association (ISA);
  - c. the Chancellors of the Councils;
10. **Student Groups:** Student groups that are currently registered with the Student Group Services (SGS) within the University of Alberta.
11. **Joint Candidates:** Two candidates can contest for an executive position and take the role jointly if elected.
12. **Student Representative Association (SRA):** Any association of undergraduate students that represents a definable and enumerable constituency, to which University of Alberta's Students' Council exclusively delegates its representative authority.
13. **Regional Students' Associations:** Student groups whose members are students from a specific country or region in the world, outside of Canada.
14. **Representative Students' Associations:** The partner Regional Students' Associations or Student Representative Associations (SRAs) that have representation in the ISA's Councils.
15. **Delegate:** An executive delegated by a representative students' association to the ISA's Councils.
16. **Councillor:** Every elected member of the council with voting right.
17. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.

18. **C.R.O.:** Chief Returning Officer of the International Students' Association (ISA).
19. **D.R.O.:** A Deputy Returning Officer of the International Students' Association (ISA).
20. **Simple Majority:** 50% of the votes plus one, rounded down (e.g.: 8 out of 15) of the present voting members with abstentions considered as not present.
21. **Substantive Majority:** two-thirds of the votes, rounded up (e.g.: 14 out of 20) of the present voting members with abstentions considered as not present.
22. **Quorum:** The minimum number of members needed to call a council meeting or the ISA Board meeting.

## 2. Composition of the Graduate Council:

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- a. The graduate council consist of fifteen (15) directly elected graduate councillors with voting right;
- b. The ISA Board members:
  - i. President (non-voting);
  - ii. Graduate Chancellor (non-voting);
  - iii. Undergraduate Chancellor (non-voting);
  - iv. Vice President Academic (voting);
  - v. Vice President Communications (non-voting);
  - vi. Vice President External (non-voting);
  - vii. Vice President Finance (non-voting);
  - viii. Vice President Graduate Affairs (voting);
  - ix. Vice President Internal (non-voting);
  - x. Vice President Student life (non-voting);
  - xi. Manager (non-voting);
  - xii. Graduate Student Governance Officer (SGO-G) (voting);
  - xiii. Undergraduate Student Governance Officer (SGO-U) (non-voting);
  - xiv. One (1) representative of the University of Alberta Graduate Students' Association (voting);
- c. Every voting member of the graduate council has one (1) vote and all the votes are weighted equally.
- d. The required quorum for council meetings shall be at least 50% of the voting council members.
- e. A motion needs a simple majority to pass unless this requirement is raised by the provisions mentioned in the constitution/bylaw for a specific type of motions.

## 3. Appointment

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- a. The following members are automatically given the Graduate Council membership through elections:
  - i. President (non-voting);
  - ii. Graduate Chancellor (non-voting);
  - iii. Undergraduate Chancellor (non-voting);
  - iv. Vice President Academic (voting);
  - v. Vice President Communications (non-voting);

- vi. Vice President External (non-voting);
- vii. Vice President Finance (non-voting);
- viii. Vice President Graduate Affairs (voting);
- ix. Vice President Internal (non-voting);
- x. Vice President Student life (non-voting);
- b. The representative of the University of Alberta Graduate Students' Association is appointed by the University of Alberta Graduate Students' Association Board by a vote on a motion submitted on behalf of the ISA by a GSA Board member.
- c. Graduate Chancellor, Board members, and councillors are elected as per the bylaw respecting elections.
- d. Manager is appointed by the board and shall have a vote if they are a graduate student.
- e. The Standing Council Committee appointments are made in the first council meeting and the councillors can put forward their candidacy. The Council members shall vote on each application to appoint members for the Standing Council Committee.
  - 1. The Graduate Student Governance officer is the chair of the committee.
    - a. The ISA Board will appoint the Graduate Student Governance Officer.

#### 4. Resignation

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- a. Every member has the right to resign with a 2 weeks advance notice to the ISA Board;
  - 1. The resignation letter shall be emailed to the graduate Chancellor;
  - 2. The ISA Board shall be informed about the resignation of any council member by the Chancellor;
  - 3. The board will recommend a general graduate member for the vacant council position and the graduate council have the right to vote and give the councillorship.
- b. If a voting board member resigns, the process of filling an ISA Board's vacant position shall be as follows,
  - 1. The councillors can propose their intention to fill the vacant position to the ISA Board.
  - 2. The ISA Board shall nominate candidates for the vacant position.
  - 3. The Council shall vote for the nominated candidate to fill the position.
- c. If the Chancellor resigns, elections within the council will be held for the position.

#### 5. Impeachment

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- a. An ISA Board graduate member can be impeached by a formal motion submitted by any member of the graduate Council.
  - 1. This motion requires a substantive majority in the graduate council.
- b. Undergraduate council have the right to initiate the impeachment of a graduate

- board member but only graduate council can make the impeachment.
- c. In the case of joint candidates, it is possible to impeach a single candidate.
    - 1. If one candidate is impeached, the other candidate gets the sole control of the executive position for the rest of their tenure irrespective of the position sharing mechanism selected during elections.
  - d. The process of filling an ISA Board's vacant position shall be as follows,
    - 1. The councillors can propose their intention to fill the vacant position to the ISA Board.
    - 2. The ISA Board shall nominate candidates for the vacant position.
    - 3. The Council shall vote for the nominated candidate to fill the position.
  - e. A councillor can be impeached by a formal motion, which must be submitted by a member of the Council;
    - 1. A simple majority is required to impeach a councillor.
    - 2. The board can suggest a general member for a councillor position, and the council can vote to give the councillorship.
  - f. The representatives and delegates cannot be impeached by the Council.
  - g. If the Chancellor is impeached, elections within the council will be held for the position.

## 6. Structure of Meetings

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- a. The Order of Business for the Council shall be:
  - 1. Call to Order;
  - 2. Introduction;
    - a. Approval of Agenda, and
    - b. Approval of Minutes.
  - 3. Motions;
  - 4. Discussion;
  - 5. Presentations;
  - 6. Executive Reports; and,
    - a. President;
    - b. Graduate Chancellor;
    - c. Vice President Academic;
    - d. Vice President Communications;
    - e. Vice President External;
    - f. Vice President Finance;
    - g. Vice President Graduate Affairs;
    - h. Vice President Internal;
    - i. Vice President Student life;
  - 7. Adjournment
- b. The Council meetings shall be held at a minimum frequency of once per month during the academic year, with June, July, and August as possible exceptions.
- c. During the first council meeting of the year, the council shall define the calendar for all future council meetings for the year.

- d. The ISA Board may call for meetings with a prior notice of 24 hours in the event of an emergency.
- e. Council meetings will be of three hours with first hour for undergrad council, second hour as a joint council meeting, and third hour for grad council.
- f. The Council meetings shall be open to the public except in-camera sessions.
- g. Individuals or groups may be invited to give a presentation about an issue of interest to the ISA during council meetings.
- h. The required quorum for council meetings is at least 50% of the voting council members.
- i. Joint ISA-G and ISA-U council meetings can be called by the board.
- j. A motion requires a simple majority to pass unless this requirement is raised by the provisions mentioned in the constitution/bylaws for specific types of motions.

## 7. Council Meeting Conduct

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- a. The Graduate Chancellor of the Graduate Council must maintain the decorum at the Council meeting.
- b. Members presenting the motion must introduce the motion to the council upon recognition by the Graduate Chancellor.
- c. The process to carry a motion shall be:
  - 1. The Council members shall submit the motion to the Standing Council Committee, 24 hours prior to the Council meeting so that the motion can be added to the agenda;
    - a. Chancellor and President are exempted from 24 hour deadline.
  - 2. Members of the council shall exercise the right to speak;
  - 3. The member of council shall move a motion for consideration;
  - 4. At least one distinct Council member shall second the motion for it to be considered.
- d. Discussions in the Council shall be conducted in accordance with the circle and in the following manner:
  - 1. The member who brought the discussion item forward will introduce the motion.
  - 2. From the introducing member, the discussion shall continue in clockwise fashion until each member present has been given an opportunity to speak;
  - 3. After a single rotation, members shall be given the opportunity to ask and answer questions regarding the discussion at hand; and
  - 4. This shall continue, in a clockwise fashion, until the discussion has been resolved.
- e. Members of the Council shall not harass any Council members either inside or outside of the Council meetings.
  - i. Harassment shall be defined within the context of the University of Alberta Discrimination, Harassment and Duty to Accommodate Policy and include conduct or comment, either once or repeatedly, that is:
    - 1. Demeaning, intimidating, threatening, or abusive;

2. Nontrivial or fleeting in nature;
  3. Offensive and should have reasonably been expected to offend;
  4. Non legitimate on purpose;
  5. Undermining the authority or respect; and/or
  6. Creating an intimidating, hostile, or offensive environment.
- f. The ISA board is responsible for dealing with every harassment incident and have the right to classify member in bad standing.
- g. Honorary members can attend the council meetings and are considered as non-voting council members.
1. Honorary council member recognised as advisor of ISA can only attend in-camera sessions.
  2. Councils can decide to award an honorary member with status of an advisor.
- h. In-Camera Session:
1. All discussions during an in-camera session shall stay internal.
  2. The meeting minutes of an in-camera session are stored separately and are only available to the members of the Council.
  3. Disclosing any detail from an in-camera session will result in immediate termination of the Council membership.
  4. An appeal can be made to the ISA Board and the ISA Board shall pass the final verdict.
  5. Any member of the council can ask for an immediate in-person session.
  6. An ISA member without a Council membership cannot attend an in-camera session with exception to honorary members with advisor status.
  7. The votes conducted in an in-camera session shall be made public without disclosing the arguments presented and the details of the voting members from the session.
- i. Any member of the ISA Board can ask for the ISA Board minutes at any time. The ISA Board members can leave the Council Chamber for a maximum of ten (10) minutes, to discuss any matter in confidentiality.
1. the Council cannot decline a request for the ISA Board Minutes;
  2. the Council meeting shall be stopped during the ISA Board Minutes.

## 8. Rights and Duties of Council Members

---

- a. Duties and Rights of the Chancellor
1. The Chancellor is the spokesperson of the Council.
  2. Act as the chair of the Council.
  3. Represent the Council in the ISA Board meetings.
  4. Every decision of the Council requires the signature of the Chancellor sign to become a legislature.
  5. Motions shall be submitted to the Chancellor.
  6. The Chancellor can exercise every power needed to implement a

motion passed by the Council, with or without the support of the ISA Board.

7. Ensure that the constitution/Bylaws of the ISA are followed and safeguard the very spirit of the ISA.
8. Moderate the discussions in the Council and maintain the Council procedures.
9. The Chancellor has the right to change the Order of Business if needed upon the request of a council member.
10. Any member of the council can be asked to leave the council meeting by the Chancellor if the respective member is stopping the council from operating or interfering in the council procedures.
11. The Chancellor has the right to demand the Council's approval on any decision being made by the ISA Board, that the chancellor determines as an important decision.

b. Rights of the directly elected graduate Council members:

1. Right to speak;
2. Right to present motions;
3. Right to ask for an immediate vote on motions self-presented;
4. Right to vote;
5. Right to delegate their rights to a general member for a maximum of one council meeting with a written 24 hours prior notification to the Chancellor.
6. Right to information.
7. Right to request for an emergency council meeting.
8. If a councillor cannot attend a meeting in person, they may attend via an audio or video communications software. If this is not possible, they may designate a proxy.
  - a. Proxy shall not have voting right

c. The requests for emergency council meetings shall be submitted to the Standing Council Committee by any member of the council. ISA Board will decide on such requests.

d. Honorary Members can attend any council/board meeting shall have rights of general members.

1. Honorary members with title of an ISA Advisor shall have all rights of councillors except voting right in a council meeting.
2. Honorary members with title of an ISA Advisor shall have all rights of the board members except voting right in a board meeting.

e. Rights of General Members:

1. Right to attend the Council meetings.
2. Right to speak/present in the Council.
3. Right to information as per bylaw 600.

## 9. Power share and conflicts

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a. Conflicts in Legislatures:

1. In case of a conflict between the constitution and Bylaws, the constitution prevails;
  2. The Standing Council Committee shall provide its suggestions on the conflict in legislatures with explanations about the intentions of the legislature;
  3. The Councils are responsible for the final interpretation and enforcement of the ISA legislation;
  4. The members of the ISA have a right to initiate a complaint before the Councils about the contravention of the ISA legislation.
- b. Conflicts between Councils:
1. In case of conflict between councils, the board shall stay neutral and will not execute decision passed by any council; and,
  2. The Chancellors of respective councils shall advocate/execute their respective council decisions on.
- c. The graduate council cannot vote on any matter affecting undergraduate international students.
- d. Graduate council is elected by graduate international students and thus only represent the graduate international students, reserving its right to advocate for graduate international students.
- e. The executive handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests.

## 10. Committees

---

- a. The Council has the right to form and deform committees.
- b. The council have right to delegates its rights/powers to the committees.
- c. Standing Council Committee
  1. Chaired by the SGO-G.
  2. Act as the internal working body of the Council;
  3. All motions and requests need to be submitted to Standing Council Committee;
  4. The Standing Council Committee shall provide its suggestions on the conflict in legislatures with explanations about the intentions of the legislature.
  5. Responsible for organizing/managing the council meetings.

## 11. Attendance

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- a. If a council member does not attend three consecutive council meetings, it shall be considered as their resignation;
- b. Only members with a 100% attendance rate for a year of their tenure will be featured on the ISA website;
- c. The vacant positions due to a lack of attendance shall be filled as per this bylaw.

## 12. No force or effect

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- a. Any decision of the Graduate Council that is in conflict with the federal or provincial statute, common law, or traditional law and/or practices, is of no force or effect.
  - b. Any decision that violate the GSA political policies or bylaws, is of no force or effect.
  - c. Any decision that violates the constitution or the bylaws, is of no force or effect.
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## Bylaw 200 - A Bylaw respecting the ISA's Undergraduate Council

The Undergraduate Chancellor of the ISA-U is responsible for enacting Bylaw 200 on regular operational basis.

### 1. Definitions:

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1. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
2. **Domestic Students:** Students who are not paying international students' differential fees.
3. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
4. **ISA's Graduate Council (ISA-G):** The graduate council of ISA consisting of elected representatives of all international graduate students and ISA Board members.
5. **ISA's Undergraduate Council (ISA-U):** The undergraduate council of ISA consisting of elected representatives of all international undergraduate students and ISA Board members.
6. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
7. **Graduate Chancellor:** The speaker of the ISA's Graduate Council and it's representative in the ISA Board.
8. **Undergraduate Chancellor:** The speaker of the ISA's Undergraduate Council and it's representative in the ISA Board.
9. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  - a. the President of the International Students' Association (ISA);
  - b. Vice Presidents of the International Students' Association (ISA);
  - c. the Chancellors of the Councils;
10. **Student Groups:** Student groups that are currently registered with the Student Group Services (SGS) within the University of Alberta.
11. **Joint Candidates:** Two candidates can contest for an executive position and take the role jointly if elected.
12. **Student Representative Association (SRA):** Any association of undergraduate students that represents a definable and enumerable constituency, to which University of Alberta's Students' Council exclusively delegates its representative authority.
13. **Regional Students' Associations:** Student groups whose members are students from a specific country or region in the world, outside of Canada.
14. **Representative Students' Associations:** The partner Regional Students' Associations or Student Representative Associations (SRAs) that have representation in the ISA's Councils.
15. **Delegate:** An executive delegated by a representative students' association to the ISA's Councils.
16. **Councillor:** Every elected member of the council with voting right.

17. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
18. **C.R.O.:** Chief Returning Officer of the International Students' Association (ISA).
19. **D.R.O.:** A Deputy Returning Officer of the International Students' Association (ISA).
20. **Simple Majority:** 50% of the votes plus one, rounded down (e.g.: 8 out of 15) of the present voting members with abstentions considered as not present.
21. **Substantive Majority:** two-thirds of the votes, rounded up (e.g.: 14 out of 20) of the present voting members with abstentions considered as not present.
22. **Quorum:** The minimum number of members needed to call a council meeting or the ISA Board meeting.

## 2. Composition of the Undergraduate Council:

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- a. The undergraduate council consist of twenty (20) directly elected undergraduate councillors with voting right;
- b. The ISA Board members:
  - i. President voting);
  - ii. Graduate Chancellor (non-voting);
  - iii. Undergraduate Chancellor (voting);
  - iv. Vice President Academic (non-voting);
  - v. Vice President Communications (voting);
  - vi. Vice President External (voting);
  - vii. Vice President Finance (voting);
  - viii. Vice President Graduate Affairs (non-voting);
  - ix. Vice President Internal (voting);
  - x. Vice President Student life (voting);
  - xi. Manager (voting);
  - xii. Graduate Student Governance Officer (SGO-G) (non-voting);
  - xiii. Undergraduate Student Governance Officer (SGO-U) (voting);
  - xiv. One (1) representative of the University of Alberta Students' Union; and,
  - xv. One (1) delegate from every representative student associations.
- c. Every voting member of the council has one (1) vote and all the votes are weighted equally.
- d. The required quorum for council meetings shall be at least 50% of the voting council members.
- e. A motion needs a simple majority to pass unless this requirement is raised by the provisions mentioned in the constitution/bylaw for a specific type of motions.

## 3. Appointment

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- a. The following members are automatically given the undergraduate Council membership through elections:
  - i. President voting);
  - ii. Graduate Chancellor (non-voting);

- iii. Undergraduate Chancellor (voting);
  - iv. Vice President Academic (non-voting);
  - v. Vice President Communications (voting);
  - vi. Vice President External (voting);
  - vii. Vice President Finance (voting);
  - viii. Vice President Graduate Affairs (non-voting);
  - ix. Vice President Internal (voting); and,
  - x. Vice President Student life (voting),
- b. The representative of the University of Alberta Students' Union is appointed by the University of Alberta Students' Council by a vote on a motion submitted on behalf of the ISA by a Students' Council member.
  - c. Graduate Chancellor, Board members, and councillors are elected as per the bylaw respecting elections.
  - d. The delegates from the representative students' associations are appointed by the executive committees of the representative students' associations and the Council shall ratify the delegate in the first council meeting.
  - e. The delegates must be international students and representatives can be an international student or a domestic student.
  - f. Manager is appointed by the board and shall have a vote if they are an undergraduate student.
  - g. The Standing Council Committee appointments are made in the first council meeting and the councillors can put forward their candidacy. The Council members shall vote on each application to appoint members for the Standing Council Committee.
    - 1. The Undergraduate Student Governance officer is the chair of the committee.
      - a. The ISA Board will appoint the Undergraduate Student Governance Officer.

#### 4. Resignation

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- a. Every member has the right to resign with a 2 weeks advance notice to the ISA Board;
  - 1. The resignation letter shall be emailed to the undergraduate Chancellor;
  - 2. The ISA Board shall be informed about the resignation of any council member by the Chancellor;
  - 3. The board will recommend a general undergraduate member for the vacant council position and the graduate council have the right to vote and give the councillorship.
- b. If a voting board member resigns, the process of filling an ISA Board's vacant position shall be as follows,
  - 1. The councillors can propose their intention to fill the vacant position to the ISA Board.
  - 2. The ISA Board shall nominate candidates for the vacant position.
  - 3. The Council shall vote for the nominated candidate to fill the position.

- c. If the Chancellor resigns, elections within the council will be held for the position.

## 5. Impeachment

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- a. An ISA Board undergraduate member can be impeached by a formal motion submitted by any member of the undergraduate Council.
  - 1. This motion requires a substantive majority in the undergraduate council.
- b. Graduate council have the right to initiate the impeachment of a undergraduate board member but only undergraduate council can make the impeachment.
- c. In the case of joint candidates, it is possible to impeach a single candidate.
  - 1. If one candidate is impeached, the other candidate gets the sole control of the executive position for the rest of their tenure irrespective of the position sharing mechanism selected during elections.
- d. The process of filling an ISA Board's vacant position shall be as follows,
  - 1. The councillors can propose their intention to fill the vacant position to the ISA Board.
  - 2. The ISA Board shall nominate candidates for the vacant position.
  - 3. The Council shall vote for the nominated candidate to fill the position.
- e. A councillor can be impeached by a formal motion, which must be submitted by a member of the Council;
  - 1. A simple majority is required to impeach a councillor.
  - 2. The board can suggest a general member for a councillor position, and the council can vote to give the councillorship.
- f. The representatives and delegates cannot be impeached by the Council.
- g. If the Chancellor is impeached, elections within the council will be held for the position.

## 6. Structure of Meetings

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- a. The Order of Business for the Council shall be:
  - 1. Presentations;
  - 2. Executive Reports;
    - a. President;
    - b. Graduate Chancellor;
    - c. Vice President Academic;
    - d. Vice President Communications;
    - e. Vice President External;
    - f. Vice President Finance;
    - g. Vice President Graduate Affairs;
    - h. Vice President Internal;
    - i. Vice President Student life;
  - 3. Call to Order;
  - 4. Introduction;

- a. Approval of Agenda, and
  - b. Approval of Minutes.
- 5. Motions;
- 6. Discussion; and
- 7. Adjournment
- b. The Council meetings shall be held at a minimum frequency of once per month during the academic year, with June, July, and August as possible exceptions.
- c. During the first council meeting of the year, the council shall define the calendar for all future council meetings for the year.
- d. The ISA Board may call for meetings with a prior notice of 24 hours in the event of an emergency.
- e. Council meetings will be of three hours with first hour for undergrad council, second hour as a joint council meeting, and third hour for grad council.
- f. The Council meetings shall be open to the public except in-camera sessions.
- g. Individuals or groups may be invited to give a presentation about an issue of interest to the ISA during council meetings.
- h. The required quorum for council meetings is at least 50% of the voting council members.
- i. Joint ISA-G and ISA-U council meetings can be called by the board, but no voting can take place in joint meetings.
- j. A motion requires a simple majority to pass unless this requirement is raised by the provisions mentioned in the constitution/bylaws for specific types of motions.

## 7. Council Meeting Conduct

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- a. The Undergraduate Chancellor of the Undergraduate Council must maintain the decorum at the Council meeting.
- b. Members presenting the motion must introduce the motion to the council upon recognition by the Undergraduate Chancellor.
- c. The process to carry a motion shall be:
  - 1. The Council members shall submit the motion to the Standing Council Committee, 24 hours prior to the Council meeting so that the motion can added to the agenda;
    - a. Chancellor and President are exempted from 24 hour deadline.
  - 2. Members of the council shall exercise the right to speak;
  - 3. The member of council shall move a motion for consideration;
  - 4. At least one distinct Council member shall second the motion for it to be considered.
- d. Discussions in the Council shall be conducted in accordance with the circle and in the following manner:
  - 1. The member who brought the discussion item forward will introduce the motion.
  - 2. From the introducing member, the discussion shall continue in clockwise fashion until each member present has been given an opportunity to speak;

3. After a single rotation, members shall be given the opportunity to ask and answer questions regarding the discussion at hand; and
  4. This shall continue, in a clockwise fashion, until the discussion has been resolved.
- e. Members of the Council shall not harass any Council members either inside or outside of the Council meetings.
- i. Harassment shall be defined within the context of the University of Alberta Discrimination, Harassment and Duty to Accommodate Policy and include conduct or comment, either once or repeatedly, that is:
    1. Demeaning, intimidating, threatening, or abusive;
    2. Nontrivial or fleeting in nature;
    3. Offensive and should have reasonably been expected to offend;
    4. Non legitimate on purpose;
    5. Undermining the authority or respect; and/or
    6. Creating an intimidating, hostile, or offensive environment.
- f. The ISA board is responsible for dealing with every harassment incident and have the right to classify member in bad standing.
- g. Honorary members can attend the council meetings and are considered as non-voting council members.
1. Honorary council member recognised as advisor of ISA can only attend in-camera sessions.
  2. Councils can decide to award an honorary member with status of an advisor.
- h. In-Camera Session:
1. All discussions during an in-camera session shall stay internal.
  2. The meeting minutes of an in-camera session are stored separately and are only available to the members of the Council.
  3. Disclosing any detail from an in-camera session will result in immediate termination of the Council membership.
  4. An appeal can be made to the ISA Board and the ISA Board shall pass the final verdict.
  5. Any member of the council can ask for an immediate in-person session.
  6. An ISA member without a Council membership cannot attend an in-camera session with exception to honorary members with advisor status.
  7. The votes conducted in an in-camera session shall be made public without disclosing the arguments presented and the details of the voting members from the session.
- i. Any member of the ISA Board can ask for the ISA Board minutes at any time. The ISA Board members can leave the Council Chamber for a maximum of ten (10) minutes, to discuss any matter in confidentiality.
1. the Council cannot decline a request for the ISA Board Minutes;
  2. the Council meeting shall be stopped during the ISA Board Minutes.

## 8. Rights and Duties of Council Members

---

- a. Duties and Rights of the Chancellor
  1. The Chancellor is the spokesperson of the Council.
  2. Act as the chair of the Council.
  3. Represent the Council in the ISA Board meetings.
  4. Every decision of the Council requires the signature of the Chancellor sign to become a legislature.
  5. Motions shall be submitted to the Chancellor.
  6. The Chancellor can exercise every power needed to implement a motion passed by the Council, with or without the support of the ISA Board.
  7. Ensure that the constitution/Bylaws of the ISA are followed and safeguard the very spirit of the ISA.
  8. Moderate the discussions in the Council and maintain the Council procedures.
  9. The Chancellor has the right to change the Order of Business if needed upon the request of a council member.
  10. Any member of the council can be asked to leave the council meeting by the Chancellor if the respective member is stopping the council from operating or interfering in the council procedures.
  11. The Chancellor has the right to demand the Council's approval on any decision being made by the ISA Board, that the chancellor determines as an important decision.
- b. Rights of the directly elected graduate Council members:
  1. Right to speak;
  2. Right to present motions;
  3. Right to ask for an immediate vote on motions self-presented;
  4. Right to vote;
  5. Right to delegate their rights to a general member for a maximum of one council meeting with a written 24 hours prior notification to the Chancellor.
  6. Right to information.
  7. Right to request for an emergency council meeting.
  8. If a councillor cannot attend a meeting in person, they may attend via an audio or video communications software. If this is not possible, they may designate a proxy.
    - a. Proxy shall not have voting right
- c. The requests for emergency council meetings shall be submitted to the Standing Council Committee by any member of the council. ISA Board will decide on such requests.
- d. Honorary Members can attend any council/board meeting shall have rights of general members.
  1. Honorary members with title of an ISA Advisor shall have all rights of councillors except voting right in a council meeting.

2. Honorary members with title of an ISA Advisor shall have all rights of the board members except voting right in a board meeting.
- e. Rights of General Members:
  1. Right to attend the Council meetings.
  2. Right to speak/present in the Council.
  3. Right to information as per bylaw 500.

## 9. Power share and conflicts

---

- a. Conflicts in Legislatures:
  1. In case of a conflict between the constitution and Bylaws, the constitution prevails;
  2. The Standing Council Committee shall provide its suggestions on the conflict in legislatures with explanations about the intentions of the legislature;
  3. The Councils are responsible for the final interpretation and enforcement of the ISA legislation;
  4. The members of the ISA have a right to initiate a complaint before the Councils about the contravention of the ISA legislation.
- b. Conflicts between Councils:
  1. In case of conflict between councils, the board shall stay neutral and will not execute decision passed by any council; and,
  2. The Chancellors of respective councils shall advocate/execute their respective council decisions on.
- c. The undergraduate council cannot vote on any matter affecting graduate international students.
- d. Undergraduate council is elected by undergraduate international students and thus only represent the undergraduate international students, reserving its right to advocate for undergraduate international students.
- e. The executive handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests.

## 10. Committees

---

- a. The Council has the right to form and deform committees.
- b. The council have right to delegates its rights/powers to the committees or regional student groups.
- c. Standing Council Committee
  1. Chaired by the SGO-G.
  2. Act as the internal working body of the Council;
  3. All motions and requests need to be submitted to Standing Council Committee;

4. The Standing Council Committee shall provide its suggestions on the conflict in legislatures with explanations about the intentions of the legislature.
5. Responsible for organizing/managing the council meetings.

## 11. Attendance

---

- a. If a council member does not attend three consecutive council meetings, it shall be considered as their resignation;
- b. Only members with a 100% attendance rate for a year of their tenure will be featured on the ISA website;
- c. The vacant positions due to a lack of attendance shall be filled as per this bylaw.

## 12. No force or effect

---

- a. Any decision of the Undergraduate Council that is in conflict with the federal or provincial statute, common law, or traditional law and/or practices, is of no force or effect.
- b. Any decision that violate the SU political policies or bylaws, is of no force or effect.
- c. Any decision that violates the constitution or the bylaws, is of no force or

ISA

## Bylaw 300 – A Bylaw respecting ISA Board

ISA President is responsible for enacting Bylaw 300 on a regular operational basis.

### 1. Definition

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- a. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
- b. **Domestic Students:** Students who are not paying international students' differential fees.
- c. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
- d. **ISA's Graduate Council (ISA-G):** The graduate council of ISA consisting of elected representatives of all international graduate students and ISA Board members.
- e. **ISA's Undergraduate Council (ISA-U):** The undergraduate council of ISA consisting of elected representatives of all international undergraduate students and ISA Board members.
- f. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
- g. **Graduate Chancellor:** The speaker of the ISA's Graduate Council and it's representative in the ISA Board.
- h. **Undergraduate Chancellor:** The speaker of the ISA's Undergraduate Council and it's representative in the ISA Board.
- i. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  1. the President of the International Students' Association (ISA);
  2. Vice Presidents of the International Students' Association (ISA);
  3. the Chancellors of the Councils;
- j. **Student Groups:** Student groups that are currently registered with the Student Group Services (SGS) within the University of Alberta.
- k. **Joint Candidates:** Two candidates can contest for an executive position and take the role jointly if elected.
- l. **Department:** ISA shall have seven departments with a Vice President leading each department.
- m. **Student Representative Association (SRA):** Any association of undergraduate students that represents a definable and enumerable constituency, to which University of Alberta's Students' Council exclusively delegates its representative authority.
- n. **Regional Students' Associations:** Student groups whose members are students from a specific country or region in the world, outside of Canada.
- o. **Representative Students' Associations:** The partner Regional Students' Associations or Student Representative Associations (SRAs) that have representation in the ISA's Councils.

- p. **Delegate:** An executive delegated by a representative students' association to the ISA's Councils.
- q. **Councillor:** Every elected member of the council with voting right.
- r. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
- s. **C.R.O.:** Chief Returning Officer of the International Students' Association (ISA).
- t. **D.R.O.:** A Deputy Returning Officer of the International Students' Association (ISA).
- u. **Simple Majority:** 50% of the votes plus one, rounded down (e.g.: 8 out of 15) of the present voting members with abstentions considered as not present.
- v. **Substantive Majority:** two-thirds of the votes, rounded up (e.g.: 14 out of 20) of the present voting members with abstentions considered as not present.
- w. **Quorum:** The minimum number of members needed to call a council meeting or the ISA Board meeting.

## 2. Composition of ISA Board

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- a. The ISA Board comprises of following elected members:
  1. the President (undergraduate);
  2. the Graduate Chancellor (graduate);
  3. the Undergraduate Chancellor (undergraduate);
  4. the Vice President Academic (graduate);
  5. the Vice President Communications (undergraduate);
  6. the Vice President External (undergraduate);
  7. the Vice President Finance (undergraduate);
  8. the Vice President Graduate Affairs (graduate);
  9. the Vice President Internal (undergraduate);
  10. the Vice President Student Life (undergraduate);
- b. The ISA Board comprises of following support members:
  1. Student Governance officer Graduate (SGO-G);
  2. Student Governance officer Undergraduate (SGO-U);
  3. Manager.
- c. The elected board seats are reserved as graduate and undergraduate seats for respective graduate council or/and undergraduate council to elect as per Article 3. The composition is not changeable by any councils, board or referendum.
- d. Joint candidates will exercise their rights as per the mechanism selected from Bylaw 300 during the time of elections.
- e. The quorum for the board meetings is a minimum of four (4) undergraduate board members and one (1) graduate board member;
- f. Decision in board meeting are made based on consensus of all the elected members.
  1. If the Board is not able to make a decision on basis on consensus, then President, Graduate Chancellor and Undergraduate Chancellor can unanimously ask the board to vote and make the decision.

### 3. Appointment

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- a. The following members are considered as elected members:
  - 1. the President (undergraduate);
  - 2. the Graduate Chancellor (graduate);
  - 3. the Undergraduate Chancellor (undergraduate);
  - 4. the Vice President Academic (graduate);
  - 5. the Vice President Communications (undergraduate);
  - 6. the Vice President External (undergraduate);
  - 7. the Vice President Finance (undergraduate);
  - 8. the Vice President Graduate Affairs (graduate);
  - 9. the Vice President Internal (undergraduate);
  - 10. the Vice President Student Life (undergraduate);
- b. The Student Governance Officers and the Manager are appointed members.
  - 1. Appointments are made by the Elected board members at their discretion.

### 4. Resignation

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- a. The ISA Board members can resign with a 2-week advance notice to the ISA Board.
- b. The process of filling an ISA Board's vacant position shall be as follows,
  - 1. The councillors can propose their intention to fill the vacant position to the ISA Board.
  - 2. The ISA Board shall nominate candidates for the vacant position.
  - 3. The Council shall vote for the contested candidates to fill the position.
- c. Any joint candidate can resign solemnly, by-default giving the other candidate a complete authority for the respective position.
- d. If the Chancellor is impeached or resign bylaw 100 or 200 is applicable for filling vacant position.

### 5. Impeachment

---

- a. An ISA Board member can be impeached by a formal motion submitted by any member of the Council.
  - 1. This motion requires a substantive majority in the council that elects for that particular board position.
- b. In case of joint candidates, it is possible to impeach a single candidate.
  - 1. If one candidate is impeached, the other candidate gets the sole control of the executive position for the rest of their tenure irrespective of the position sharing mechanism selected during elections.
- c. The process of filling an ISA Board's vacant position shall be as follows,

1. The councillors can propose their intention to fill the vacant position to the ISA Board.
2. The ISA Board shall nominate candidates for the vacant position.
3. The Council shall vote for the contested candidates to fill the position.

## 6. Structure of Meetings

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- a. The Order of Business for the Board meetings shall be:
  1. Introduction;
    - a. Attendance;
    - b. Call to Order; and,
    - c. Approval of Agenda/Minutes.
  2. Presentations;
  3. Executive Reports;
    - a. President,
    - b. Vice President Academic;
    - c. Vice President Communications;
    - d. Vice President External;
    - e. Vice President Finance;
    - f. Vice President Graduate Affairs;
    - g. Vice President Internal;
    - h. Vice President Student life.
  4. Motions;
  5. General Business; and,
  6. Adjournment
- b. The ISA Board meetings shall take place every week.
- c. Every member of the ISA Board has the right to call an emergency meeting.
- d. Individuals or groups may be invited to attend the ISA Board meetings without a voting right as per a Board member's request.
- e. All board members can submit motions or discussion topics to the SGO's upto 24 hour prior to the board meeting.
  - i. Chancellors and President are exempted from 24 hour deadline.
- f. The board members will finalize a four-month meeting schedule at the beginning of every semester;
- g. Honorary members can attend a board meeting as support board members.
- h. Honorary members with Advisor title, have all rights of elected board members except vote and will not be considered in consensus decision making.

## 7. ISA Board Rights

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- a. Rights of all elected board members with voting right:
  1. Right to speak;
  2. Right to vote only if vote is called by President, Undergrad Chancellor and Grad Chancellor unanimously;

3. Right to delegate their rights to a general member for a maximum of one Board meeting;
4. Right to information; and,
5. Right to request for an emergency Board meeting.
6. If a Board member cannot attend a meeting in person, they may attend via an audio or video communications software. If this is not possible, they may designate a proxy or interim active board member.
  - a. Elected Board members need to vote to make any general member as interim active board member.
  - b. Proxy do not need board approval and shall be considered as guests in the board meeting with no rights of elected board members.
  - c. Interim active board members can be removed from its position at any time by real board member.
  - d. Interim active board member will have all the rights in absence of the real board member.
  - e. If the interim active board member is for more than a period of one month then council that elect for that position need to vote on appointment of interim active board member.
7. The Chancellors have the right to demand the Council's approval on any decision that the Chancellors determines as an important decision affecting the political standing of ISA or advocacy policy.
8. The Board have complete autonomy in the framework of the departments.
  - a. Right to create and remove director/coordinator positions to assist the Board members.
  - b. The respective Executive shall decide the responsibilities of the positions under their respective department.
  - c. Board can appoint, dismiss or transfer the director/coordinators in their respective departments.

b. Rights and Duties of the ISA Board:

1. Review the membership of a member in a bad standing and decide at its discretion;
  - a. The conditions mentioned in bylaw 500 will lead to a member in bad standing.
  - b. The Board is allowed to impeach the members in a bad standing.
2. The ISA Board may call Council meetings with a prior notice of 24 hours in the event of an emergency;
3. The ISA shall have seven departments, one for each Executive for their assistance. The councillors shall fill the positions in these departments as directors or coordinators;
  - a. Internal Department shall suggest candidates for each

- vacant departmental position; and,
- b. Vice President of each department will accept/decline the suggested candidate for the appointment.
4. ISA Board's decision prevails over the council's decision in all internal matters of ISA since the council consists of delegates/representatives of external organizations and they cannot be allowed to interfere in internal matters of ISA.
    - a. The Board has the jurisdiction to decide if a matter is internal to ISA or not.
  5. Internal Matters include and not limited to the following,
    - a. Departmental working policies.
    - b. ISA operations and procedures.
    - c. Management of directors and councillors.
    - d. Internal tasks of ISA.
    - e. Vice President's handling of their respective department.

#### 8. ISA Board Commitment to the Council

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- a. The ISA Board shall respect the Councils rights.
- b. The ISA Board shall take all final decisions on all internal matters of ISA.
- c. The ISA Board is accountable for its actions to the Council with exception to internal matters of ISA.
- d. The Council has the ultimate authority to represent all international students and thus have final say over ISA's political standing and advocacy policies.
- e. The Board handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests.

#### 9. Attendance

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- a. If a Board member does not attend three consecutive board meetings, it shall be considered as their resignation;
- b. The vacant position due to a lack of attendance shall be filled as per this bylaw.

#### 10. No force or effect

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- a. Any decision of the ISA's Councils/board that is in conflict with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
- b. Any decision that violates the rights of the Council as per bylaw 100 or 200, is of no force or effect.

## Bylaw 400 - A Bylaw respecting Elections

Chancellor and C.R.O are responsible for enacting Bylaw 400 during election period.

### 1. Definitions

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- a. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
- b. **Domestic Students:** Students who are not paying international students' differential fees.
- c. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
- d. **ISA's Graduate Council (ISA-G):** The graduate council of ISA consisting of elected representatives of all international graduate students and ISA Board members.
- e. **ISA's Undergraduate Council (ISA-U):** The undergraduate council of ISA consisting of elected representatives of all international undergraduate students and ISA Board members.
- f. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
- g. **Graduate Chancellor:** The speaker of the ISA's Graduate Council and it's representative in the ISA Board.
- h. **Undergraduate Chancellor:** The speaker of the ISA's Undergraduate Council and it's representative in the ISA Board.
- i. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  1. the President of the International Students' Association (ISA);
  2. Vice Presidents of the International Students' Association (ISA);
  3. the Chancellors of the Councils;
- j. **Joint Candidates:** Two candidates can contest for an executive position and take the role jointly if elected.
- k. **Department:** ISA shall have seven departments with a Vice President leading each department.
- l. **Student Representative Association (SRA):** Any association of undergraduate students that represents a definable and enumerable constituency, to which University of Alberta's Students' Council exclusively delegates its representative authority.
- m. **Regional Students' Associations:** Student groups whose members are students from a specific country or region in the world, outside of Canada.
- n. **Representative Students' Associations:** The partner Regional Students' Associations or Student Representative Associations (SRAs) that have representation in the ISA's Councils.
- o. **Delegate:** An executive delegated by a representative students' association to the ISA's Councils.
- p. **Councillor:** Every elected member of the council with voting right.

- q. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
- r. **C.R.O.:** Chief Returning Officer of the International Students' Association (ISA).
- s. **D.R.O.:** A Deputy Returning Officer of the International Students' Association (ISA).

## 2. Eligibility for the councillor position

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- a. Be a general member; and,
  - i. Graduate general members can stand for graduate council member positions.
  - ii. Undergraduate general members can stand for undergraduate council member positions.
- b. A complete nomination package shall be submitted before the deadline.

## 3. Election Process for Councillor Position

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- a. Council elections take place in January and switch take place in the January council meeting.
- b. Every general member is eligible to vote;
  - i. Only graduate general members can vote for graduate council member positions.
  - ii. Only undergraduate general members can vote for undergraduate council member positions.
- c. C.R.O will release the nomination package for all the council membership positions; and,
- d. Elections will be held among all the eligible candidates.
- e. Top fifteen (15) graduate general members contesting elections with a maximum number of votes are elected as graduate council members.
- f. Top twenty (20) undergraduate general members contesting elections with the maximum number of votes are elected as undergraduate council members.

## 4. Elections Process for the graduate/undergraduate Chancellor position:

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- a. Chancellors are elected in February council meeting and shall take office on the May 1.
- b. Graduate councillors can nominate themselves for the graduate chancellor position;
- c. Undergraduate councillors can nominate themselves for the undergraduate chancellor position;
- d. Every nominated councillor will give a speech in their respective council;
- e. Council Members of the respective council will vote to elect their respective chancellor;
- f. Graduate Candidate with a maximum number of votes in ISA-G is elected as Graduate Chancellor;

- g. Undergraduate Candidate with a maximum number of votes in ISA-U is elected as Undergraduate Chancellor; and,
- h. Each council elects its chancellors, independently.

#### 5. Elections for the ISA Board:

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- a. Board is elected in the February council meeting and switch take place on May 1.
- b. Graduate councillors can nominate themselves for the graduate board positions;
- c. Undergraduate councillors can nominate themselves for the undergraduate board positions;
- d. Every nominated councillor will give a speech/presentation in the join council meeting;
- e. Council Members of the respective council will vote to elect their respective representative for the respective board position;
- f. Joint Candidates:
  - 1. Shall declare joint partners at the time of self-nomination in the council and select one of the following ways they intend to work if elected:
    - a. Split terms with mutual understanding and exercise solo authority during their term, with no interference in each other's terms.
      - 1. Splitting of the terms shall clearly mention the dates of each candidate's term over a complete one-year joint tenure;
      - 2. The office can be switched multiple times.
    - b. Hold office jointly throughout the one-year tenure with a single vote and stay abstain in case of conflicts over an issue.
    - c. When one of the candidates is exercising a complete authority over the one-year term with the right to switch with the other candidate at any time of the tenure:
      - 1. The main candidate can decide to never switch leading to second candidate never getting office;
      - 2. The switch date can be declared anytime during the tenure;
      - 3. The office can be switched only once.
  - 2. The selected mechanism cannot be changed after self-nominating.
  - 3. The candidates will contest elections as a single candidate by,
    - a. Making a joint platform and joint posters.
- g. Transition Period:
  - 1. The newly elected candidates cannot exercise any executive powers until May 1;
  - 2. The existing Executives are responsible for the transition process and the training of the newly elected executives.
    - a. Existing executives can modify transition guides by adding

more information but cannot remove anything from transition guides without approval from honorary advisors of ISA.

h. Executive Switch

1. The Chancellors shall jointly oversee the switch and ensure that all assets are transferred properly, and the previous Executives are relieved of their duties permanently on May 1;
2. Newly elected Executives shall be given the executive rights on May 1;
3. Bears Den shall be re-registered, and the new Executives shall be introduced to the SU, GSA and UAI;
4. The Email accounts shall be handed to the new Executives along with bank account authority transfer.

## 6. Appointments

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- a. The ISA Board shall appoint a C.R.O for the elections who meets the following criteria:
  1. Is an international student;
  2. Is not contesting for any council position.
- b. The C.R.O. may also appoint a D.R.O. to assist them with the election tasks.
  1. The D.R.O shall not contest for any council position and shall be an international student.
- c. All appointments shall be made in December and shall be reported to the Councils by the President.
- d. The C.R.O can be impeached with a substantive majority vote in the Councils and a quorum of 75%.
  1. The new C.R.O shall be immediately appointed by the ISA Board.

## 7. Duties and Rights of C.R.O

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- a. Duties of the C.R.O
  1. The C.R.O. (Chief Returning Officer) shall oversee the organization, logistics, promotion and execution of the elections, as well as the distribution of the necessary information to all the candidates.
  2. The C.R.O. and any appointed D.R.O. must be impartial and shall not endorse or promote any candidate.
  3. The C.R.O shall make all the deadlines and election dates public prior to the election period.
  4. The candidates who qualify for a council position as per this bylaw can submit a nomination package.
  5. The C.R.O shall declare the election results and the election data to the public on election results' announcement date.
  6. The C.R.O shall report to the board about the election progress and

take approvals on necessary decisions by the board.

- b. Rights of the C.R.O
  1. The C.R.O has the right to delegate their rights to the D.R.O.
  2. The C.R.O shall decide the date for the elections and the duration of campaigning.
  3. The C.R.O shall make the rules of elections and have final say on interpretation of the bylaw 300.
  4. The C.R.O has the right to disqualify any candidate if the election rules are violated by the candidate.
    - a. Disqualification can be challenged in the respective Council and shall be effective only after the respective Council's vote.
  5. The C.R.O can exercise the rights of a council member in both the councils without voting right.

## 8. Election Procedure and rules for the Councils Elections.

- a. Election Procedure
  1. The C.R.O shall take their position on January 5.
  2. The C.R.O shall declare dates for the following:
    - a. Submission of nomination packages.
    - b. Declaration of the candidates.
    - c. Duration and rules of campaigning.
    - d. Elections and Results.
  3. Election Time Frame:
    - a. The C.R.O is appointed in December;
    - b. The council's elections shall take place in January;
    - c. The switch of the members of the councils will be in the January Council meeting.
  4. The C.R.O shall be handed the details of all ISA: social media, email accounts, website, etc with their ids and passwords.
  5. Results are declared on same day of the elections.
- b. The C.R.O is in charge of using social media/ mailing lists to promote elections and announce the election results.
- c. The boards decision shall always prevail over the C.R.O's decision and all decisions made by the C.R.O can be challenged in the board.
- d. If less than or equal number of candidates are standing for elections compared to the number of seats available in each council, then the candidates are declared winners without elections.
  1. The candidate will be declared winner immediately after the nomination form submission deadline.
- e. Election data made public shall not consist of names, email addresses or personal information of the voters.
- f. Complaints and Rulings
  1. Complaints during the election process shall be sent to the C.R.O. not more than 48 hours from the moment the potential

- contravention happened;
- 2. The C.R.O. shall call for a hearing between the parties involved, to take place not more than 24 hours after the complaint was received.
- 3. The C.R.O. shall decide on the case at the end of the hearing and communicate the results to the parties involved, in the following 12 hours.
- g. Non-contested/Vacant positions shall be filled at discretion of the respective council.
- h. Referendums
  - 1. They will be considered as individuals and all election rules will be applicable accordingly.
    - a. A single individual can officially contest as a candidate for the referendum 'for' or 'against' the side. A preference shall be given to the individual who proposed the referendum.
- i. Election Rules:
  - 1. The candidates cannot use any external organizations' direct or indirect support in elections;
  - 2. No mass mailing is allowed;
  - 3. Use of social media in any manner is permitted without paid advertisements;
  - 4. The ISA's social media platforms will present all candidates in a fair and equal manner;
  - 5. No foul language or accusation based on insufficient facts shall be tolerated;
  - 6. Use of money in elections advertisements by candidates is not allowed;
  - 7. Asking for votes based on religion, origin and ethnicity is not allowed;
  - 8. The candidates cannot contest for more than one position;
  - 9. The candidates cannot favour or stand against any referendum.

## 9. No force or effect

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- a. Any decision of the ISA's Councils/board that conflicts with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
  - b. Any decision that violates the constitution or the bylaws, is of no force or effect.
-

## Bylaw 500 - A Bylaw respecting Membership

VP Internal as responsible for enacting Bylaw 500 on regular operational basis.

### 1. Definitions

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- a. **International Students:** Students currently holding a valid study permit and paying the international students' differential fee at the University of Alberta.
- b. **Council or ISC:** The International Students' Council (ISC) is the council of the International Students' Association (ISA).
- c. **Chancellor:** The speaker of the International Students' Council and the council's representative in the ISA Board.
- d. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  - a. the President of the International Students' Association (ISA);
  - b. Vice Presidents of the International Students' Association (ISA);
  - c. the Chancellors of the Councils;
- e. **ISA Legislature:** Constitution and Bylaw's of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
- f. **UAI:** University of Alberta International
- g. **SU:** University of Alberta Students' Union
- h. **GSA:** University of Alberta Graduate Students' Association
- i. **Delegate:** An executive delegated by a representative students' association to seat on the International Students' Council (ISC).
- j. **Representatives:** A member who represent a representative students' association in the ISC.
- k. **Councillor:** Every elected member of the council with voting right.

### 2. Membership Classifications

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Following are the membership categories in ISA:

- a. General Member:
  1. Every graduate and undergraduate international student studying at the University of Alberta and paying the international students' differential fee is a general member of the ISA by default.
- b. Graduate General Member:
  1. Every graduate international student studying at the University of Alberta and paying the international students' differential fee is a graduate general member of the ISA by default.
- c. Undergraduate General Member:

1. Every undergraduate international student studying at the University of Alberta and paying the international students' differential fee is an undergraduate general member of the ISA by default.
- d. Council Member:
  1. A general member with a membership of the ISA-G or ISA-U and paying the international differential fee is considered as a council member of ISA-G or ISA-U and is known as a councillor; and,
  2. Elected as per Article 3.
- e. Graduate Council Member:
  1. A general member with a membership of the ISA-G and paying the international differential fee is considered as a council member of ISA-G and is known as a graduate councillor; and,
  2. Elected as per Article 3.
- f. Undergraduate Council Member:
  1. A general member with a membership of the ISA-U and paying the international differential fee is considered as a council member of the ISA-U and is known as an undergraduate councillor, and; and,
  2. Elected as per Article 3.
- g. ISA Board Member:
  1. A graduate or undergraduate councillor elected to hold a board position;
  2. Cannot hold an executive position in any representative student association; and,
  3. Considered a member of the ISA Board.
- h. ISA Graduate Board Member:
  1. A graduate councillor elected to hold a graduate board position;
  2. Cannot hold an executive position in any representative student association; and,
  3. Considered a member of the ISA Board.
- i. ISA Undergraduate Board Members:
  1. An undergraduate councillor elected to hold an undergraduate board position;
  2. Cannot hold an executive position in any representative student association; and,
  3. Considered a member of the ISA Board.
- j. Honorary Members:
  1. This membership is granted to individuals who have done exceptional work for the ISA. All members of the other membership classes can apply to be an honorary member and the councils shall decide on every individual application by a simple majority vote in each council;
  2. These members can attend any ISA council/board meeting, and;
  3. Members with advisor title, shall have all rights in the council/board meetings except voting right.

4. Have free access to all ISA hosted or sponsored events for their lifetime.

### 3. Membership Standing

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- a. If a member does not attend at least 50% of the meetings held in the last three months in which they were eligible to attend, they shall be considered in a bad standing with an exception to general members;
- b. If a candidate does not respond to three consecutive official emails sent to them directly, they shall be considered in a bad standing with an exception to general members;
- c. A general member cannot be expelled as long as they pay the international students' differential fee or voluntarily leave the ISA;
- d. Honorary members cannot be impeached or expelled nor can their advisor status be changed or revoked;
- e. If a member is found to be involved in any of the following unethical activities, they shall be subjected to a bad standing with an exception to general members:
  1. Fraud;
  2. using ISA's name for personal means without a permission from the ISA Board;
  3. Violating the university or the SU laws;
  4. Violating the ISA legislature;
  5. Attempting to bypass constitutional procedures;
  6. Using the ISA funds for personal use;
  7. Representing the ISA without an authority to represent;
  8. Making statements on behalf of the ISA without being a spokesperson;
  9. Disclosing in-camera sessions details;
  10. Contesting or manipulating the election process;
  11. Accusing fellow members without sufficient evidences of wrongdoing;
  12. Refusing to handover the ISA assets to the elected executives.
- f. The membership of a member in a bad standing shall be reviewed by the ISA Board and a decision shall be by the ISA Board meeting.
- g. Every ISA member has the right to resign one's membership by notifying ISA.
- h. Every ISA member has the right to reinstate one's membership by notifying ISA.

### 4. ISA's Commitments to its general members

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- a. A general member cannot be expelled as long as they pay the international students' differential fee or voluntarily leave the ISA;
- b. Every member has the right to resign with a 2 weeks advance notice to the ISA Board;
  1. Every general member has the right to reinstate their general membership by notifying ISA.
- c. General members have the right to attend and speak in the ISC;

- d. General members have the right to meet with any ISA Board member;
- e. The ISA Board members shall not ignore any general members' email directed to them;
- f. Every member of the ISA has the right to question and hold the ISA accountable for its actions by participating in the Council meetings;
- g. Make changes on-campus by hosting a referendum;
- h. Every general member of ISA has the right to contest in council elections for their respective council;
- i. Every international student has the equal right to vote in council elections and referendums;
- j. The ISA shall be made by students and ultimately governed by students;
- k. The ISA shall be committed to ultimately stand by best interests of international students, irrespective of its political agendas or self-interests.

## 5. ISA's inclusivity Policy

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ISA is committed to accommodate all the needs of LGBTQ2S+ and other visible minorities.

- a. All ISA legislatures and documents will be gender neutral.
- b. No form or application will ever ask for the gender of any individual.
- c. Any defaming/discriminatory statements by any member of ISA will lead to membership in bad standing.
- d. ISA is dedicated/obliged to ensure that the needs of members of LGBTQ2S+ are respected and accommodated.
- e. Any member of LGBTQ2S+ can file an anonymous complaint against anyone in ISA and the identity of the member will not be disclosed at any cost, thus right to information will not be applicable.
- f. Members of LGBTQ2S+ are an important part of our university and thus for ISA.
- g. No comments based on religion or race shall be tolerated in ISA.
- h. Comments or statements leading to division among the international community will also not be tolerated.
- i. All ISA councils and board members shall use pronouns on all official engagements.

## 6. No force or effect

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- a. Any decision of the ISA's councils/board that conflicts with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
  - b. Any decision that violates the constitution or the bylaws, is of no force or effect.
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## Bylaw 600 – A Bylaw respecting Open Governance

The Vice President Communications and Student Governance Officers are responsible for enacting Bylaw 600 on regular operational basis.

### 1. Definitions

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- a. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
- b. **Domestic Students:** Students who are not paying international students' differential fees.
- c. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
- d. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
- e. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  - i. the President of the International Students' Association (ISA);
  - ii. Vice Presidents of the International Students' Association (ISA);
  - iii. the Chancellors of the Councils;
- f. **Department:** ISA shall have seven departments with a Vice President leading each department.
- g. **Councillor:** Every elected member of the council with voting right.
- h. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
- i. **Internal Communication:** Any email sent to members of the council is considered as internal communication.
- j. **External Communication:** Any email sent to a non-member of the council is considered as an external communication.

### 2. Classification

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- a. Documents can be classified into the following categories:
  - 1. Public: Available to any general member and posted on the ISA website. The Following are public by default:
    - a. Meeting minutes
    - b. Official statements
    - c. ISA Legislature
    - d. Meeting Schedule and names of the members.
  - 2. Internal: Available to members of the Council by default. In-camera session minutes are by-default internal.
  - 3. Strictly Internal: Available to the ISA Board members by default. Meeting minutes with any external organization are by-default strictly internal.

4. Confidential: Available to the intended recipient only. The documents containing email IDs or personal information of the members of the ISA are also considered confidential.

### 3. Confidentiality policy

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- a. Only the net outcome of the votes conducted in any ISA meeting is public, however, votes casted by individual members are confidential and are only available to the Chair of the meeting;
- b. All emails sent to the ISA are confidential to board members, if they contain a confidentiality statement/clause;
- c. All emails sent to any ISA email ID's are available to all ISA Board members and are considered as strictly internal;
- d. All official ISA documents shall be on the ISA letterhead;
- e. Every ISA Council member shall sign the confidentiality policy of the ISA, and;
- f. The violation of Bylaw 600 shall lead to a bad standing.
- g. ISA shall bcc people on the mass emails to protect that recipient email addresses.

### 4. Right to information

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- a. Documents can be accessed in the following manner based on their classification:
  1. Public: Available to any general member and posted on the ISA website. No request is needed to access public documents.
  2. Internal: Available to members of the Council by default. In-camera session minutes are by-default internal.
  3. Strictly Internal: Available to the ISA Board members by default. Meeting minutes with any external organization are by-default strictly internal.
  4. Confidential: Available to the intended recipient only. The documents containing email IDs or personal information of the members of the ISA are also considered confidential.
- b. All right to information requests shall be handled by the Student Governance Officers of the ISA.

### 5. Contracts and Agreements

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- a. Any strictly confidential contract or agreement shall be approved by the ISA Board prior to the President signing it.
- b. Any agreement classified as strictly confidential shall be made on a balance of probability as to whether or not such information contained therein is of such a nature as to warrant the limitation of ISA members' right to access information.
- c. Contracts shall be made available to the ISA's council members upon their request and signing of the confidentiality agreement. The ISA can hide the sensitive content of the contract.

- d. Agreements signed with the University, SU or GSA shall require council's approval.

#### 6. No force or effect

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- a. Any decision of the ISA's Councils/board that conflicts with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
  - b. Any decision that violates the constitution or the bylaws, is of no force or effect.
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## Bylaw 700 - A Bylaw respecting Finance

Vice President Finance was responsible for enacting Bylaw 700 on a regular operational basis.

### 1. Definitions

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- a. **Budget:** A detailed analysis of the expenses over a fiscal year.
- b. **Reimbursements:** A payment made by a member from their personal account for any purpose of the ISA, that needs to be settled by the ISA with the member.
- c. **Trimester:** A system divides the academic year into three sessions: fall, winter, and spring.

### 2. Fiscal Year

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- a. The ISA fiscal year runs from May 1 to April 30;
- b. The VP Finance will be responsible to make deposits every two weeks, or when an amount greater than \$500 has accumulated in the cash box, whichever is sooner;
- c. Bank statements and other financial documents are to be kept in a secure location for 6 years before being shredded;
- d. Financial documents that the ISA can access or generate electronically will not need to be stored physically.

### 3. Budgets

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- a. The Finance Department is responsible for creating and presenting the upcoming fiscal year's budget to the councils at the last council meeting of the period.
- b. The budget will require a substantive majority vote of the councils to pass.
- c. A minimum of 1,000 CAD needs to be maintained in the ISA account at all times.
- d. A minimum of 4,000 CAD needs to be maintained in the ISA account during the transfer of executives every year.

### 4. Expenses and Reimbursements

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- a. The Vice President Finance and the President must approve all expenses under ISA's name prior to an exchange of any funds.
- b. Any expenses above \$100 CAD shall be approved by simple majority of the ISA Board.
- c. The changes to the budget allocation above a \$1000 CAD require the Council's approval.
- d. The President and the Vice President Finance have the authority to sign on all cheques and account transactions of the ISA.

- e. Members may be provided a reimbursement for an approved expenses cheque if the reimbursement requests are made with original receipts, within two weeks after the transaction.
- f. All reimbursements are counted as expenses under ISA's name and thus require an approval.
- g. All bank statements and other financial documents shall be stored at a secure place for 6 years before being shredded.
- h. Financial documents that can be accessed or generated electronically shall not be stored physically.

## 5. Reporting

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- a. VP Finance is responsible for informing the ISA Board every month about the financial standing of the association;
- b. The board needs to be informed about every transaction approved by the President or VP Finance within one week of the transaction.
- c. Bank Account Statement will be shown to Board every month.
- d. VP finance is responsible for informing the Council every semester about the financial standing of the association; and,
- e. VP Finance is responsible to report ISA's finances to the Students' Union within one month from the end of every trimester.

## 6. Sponsorship and Marketing services

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- a. Councils need to approve the annual sponsorship/marketing proposal every year.
- b. The Finance Department cannot sign a partnership agreement with any sponsor as ISA's relationship sponsors is merely an advertising/marketing relationship.
  - 1. ISA shall follow a system of invoices and receipts for sponsors.
- c. ISA can never encourage/advise international students to buy/enroll any product/services from any sponsor. ISA can market/promote sponsors' services/products as advertisements only.
- d. All services invoiced before April 30 to a sponsor need to be provided before April 30.

## 7. No force or effect

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- a. Any decision of the ISA's Councils/board that conflicts with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
- b. Any decision that violates the constitution or the bylaws, is of no force or effect.

## Bylaw 800 - A Bylaw respecting Communication Policy

Vice President Communication as responsible for enacting Bylaw 800 on regular operational basis.

### 1. Definitions

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- a. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
- b. **Domestic Students:** Students who are not paying international students' differential fees.
- c. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
- d. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
- e. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  - i. the President of the International Students' Association (ISA);
  - ii. Vice Presidents of the International Students' Association (ISA);
  - iii. the Chancellors of the Councils;
- f. **Department:** ISA shall have seven departments with a Vice President leading each department.
- g. **Councillor:** Every elected member of the council with voting right.
- h. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
- i. **Internal Communication:** Any email sent to members of the council is considered as internal communication.
- j. **External Communication:** Any email sent to a non-member of the council is considered as an external communication.

### 2. Internal Communication

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- a. The Council
  - 1. The Chancellors shall be responsible for keeping all the councillors well informed about the meetings and their responsibilities;
  - 2. The Chancellors shall be the official spokesperson of the Councils and shall be responsible for keeping the Council updated;
  - 3. All motions shall be submitted to the Standing Council Committee 24 hours prior to the Council meeting;
  - 4. The emergency Council meetings shall be held with a 24-hour prior notice;
  - 5. The Chancellors are responsible for sending meeting invites and agenda documents to all the councillors prior the Council meeting;
  - 6. All meeting minutes and Council decisions shall be made public by the Chancellors;

- a. With exception to in-camera session meetings.
- 7. All remote attendance requests shall be handled and accommodated by the Chancellors.
- b. The ISA Board
  - 1. The President is the spokesperson of the ISA;
  - 2. The Manager is responsible for scheduling the ISA Board meetings and sending email invites to all the Board members with an agenda document;
  - 3. The Student Governance Officers shall take the meeting minutes and make them public;
  - 4. All remote attendance requests shall be handled by the Manager;
- c. Communication with all the delegates shall be handled by the Vice President External;
- d. Communication with all the internal members of the ISA shall be handled by the Vice President Internal.
- e. Communication with all the general members of the ISA shall be handled by the Vice President Communications.

### 3. External Communication

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- a. Any email sent to an ISA official shall be responded within 48 hours post receiving the email;
- b. Only the President, the Chancellors, and the Vice President External shall represent the ISA officially at any event while the ISA Board members can represent the ISA with a prior permission from the ISA Board;
- c. Any public statement must have the President's signature to be classified as an official statement by the ISA;
- d. Any public statement must have the Chancellor's signature to be classified as an official statement by the respective councils;
- e. Any major public statement shall be signed by every member of the Councils to be classified as an official statement on behalf of all international students at the UofA;
- f. The ISA shall follow an equal rank communication policy with an exception to the SU and the GSA.
  - 1. An external organization's president shall receive a response from the President of the ISA;
  - 2. An external organization's vice - president shall receive a response from the respective Vice - President of the ISA.
- g. The President is responsible for media communications and is the primary spokesperson of the ISA.
  - 1. In any discussions with the media, the President must have the confidence of the ISA Board to engage with outside media.
- h. The President can issue press statements on matters needing immediate response from the ISA.
- i. Mass university official email list shall be used at minimum occurrence, probably twice a year only with regards to major statements.

- j. ISA Board members will not interfere directly or indirectly in elections of any external organization in official capacity.
  - 1. President cannot interfere in personal capacity also.
  - 2. Exceptions can be made by the councils.

#### 4. Social Media Policy

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- a. The Vice President Communications shall handle all social media platforms of the ISA.
- b. The Vice President Communications shall be the admin and make other members in the Department of Communications as moderators for social media accounts.
- c. The President of the ISA shall handle the Twitter account of the ISA.
- d. The Vice President Communications shall be responsible for implementing Bylaw 700 and ensure that the right protocols are followed.
- e. All ISA posts shall be authentic and shall positively contribute to the UofA international students' community.
- f. Any foul language or comments on social media posts by the ISA shall be deleted immediately.
- g. No social media post shall publicly blame/accuse any association/organization.
- h. ISA will not use its social media platforms to interfere in any external student associations elections.
  - 1. Councils can create an exception.

#### 5. No force or effect

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- a. Any decision of the ISA's Councils/board that conflicts with the federal or provincial statute, common law, or traditional law and/or practices is of no force or effect.
- b. Any decision that violates the constitution or the bylaws, is of no force or effect.



**Constitution  
of  
the University of Alberta  
International Students' Association  
(UAISA)**

# Preamble

The University of Alberta International Students' Association (UAISA) is an organization that aims to present a united voice and advocate for the entire international student community, while enhancing communications, sparking collaboration, and building relationships between Regional Students' Associations. The ISA will also serve as a support system and advocate for all international students at the University of Alberta and offer them a friendly environment that embraces diversity.

The ISA should be able to represent international students in an inclusive, equity, and efficient manner. We acknowledge the inherent difficulties in representing a diverse and varied international student community comprising of both graduate and undergraduate members. However, this legislature along with bylaws aims to set out a structure in which such differences can be mediated for effective representation.

The executive handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests

ISA will make a united front for all international students by uniting all international students and creating a platform for them to discuss challenges faced by international students and address issues with a collective effort. The ISA's Councils are top decision-making bodies and in all right spirits give ISA the legitimacy to represent the diverse international students' community at University of Alberta.

## Table of Content

<b>PREAMBLE.....</b>	<b>2</b>
<b>DEFINITION AND INTERPRETATION OF THE CONSTITUTION.....</b>	<b>5</b>
<b>ARTICLE 1. NAME AND PURPOSE .....</b>	<b>6</b>
<b>SECTION 1.01 NAME.....</b>	<b>6</b>
<b>SECTION 1.02 COMPLIANCE.....</b>	<b>6</b>
<b>SECTION 1.03 OBJECTIVES AND GOALS.....</b>	<b>6</b>
<b>ARTICLE 2. MEMBERSHIP AND ELIGIBILITY .....</b>	<b>7</b>
<b>SECTION 2.01 CLASSES OF MEMBERSHIP: .....</b>	<b>7</b>
<b>SECTION 2.02 MEMBERSHIP STANDING .....</b>	<b>8</b>
<b>SECTION 2.03 PROCESS FOR EXPULSION AND IMPEACHMENT OF MEMBERS AND EXECUTIVES .....</b>	<b>8</b>
<b>ARTICLE 3. ELECTIONS .....</b>	<b>9</b>
<b>SECTION 3.01 ELIGIBILITY FOR THE COUNCILLOR POSITION .....</b>	<b>9</b>
<b>SECTION 3.02 ELECTION PROCESS FOR COUNCILLOR POSITION.....</b>	<b>9</b>
<b>SECTION 3.03 ELECTIONS PROCESS FOR THE GRADUATE/UNDERGRADUATE CHANCELLOR POSITION:.....</b>	<b>9</b>
<b>SECTION 3.04 ELECTIONS FOR ISA BOARD MEMBERSHIP: .....</b>	<b>9</b>
<b>SECTION 3.05 ELECTION OFFICE.....</b>	<b>10</b>
<b>SECTION 3.06 BY-ELECTIONS AND VACANCY .....</b>	<b>10</b>
<b>SECTION 3.07 COMPLAINTS AND RULINGS .....</b>	<b>11</b>
<b>SECTION 3.08 REFERENDUM BY A MEMBER .....</b>	<b>11</b>
<b>ARTICLE 4. ORGANIZATIONAL STRUCTURE.....</b>	<b>12</b>
<b>SECTION 4.01 TYPE OF ORGANIZATIONAL STRUCTURE.....</b>	<b>12</b>
<b>SECTION 4.04 THE JUDICIARY.....</b>	<b>13</b>
<b>ARTICLE 5. ISA BOARD.....</b>	<b>14</b>
<b>SECTION 5.01 ISA BOARD STRUCTURE.....</b>	<b>14</b>
<b>SECTION 5.02 DUTIES OF THE ELECTED ISA BOARD MEMBERS: .....</b>	<b>14</b>
<b>SECTION 5.03 DUTIES OF THE ISA BOARD SUPPORT MEMBERS .....</b>	<b>18</b>
<b>ARTICLE 6. MEETINGS .....</b>	<b>19</b>
<b>SECTION 6.01 ISA BOARD MEETINGS.....</b>	<b>19</b>
<b>SECTION 6.02 STRUCTURE OF THE GRADUATE AND UNDERGRADUATE COUNCIL MEETINGS .....</b>	<b>19</b>
<b>SECTION 6.03 THE COUNCIL’S DECISION- MAKING PROCESS .....</b>	<b>20</b>
<b>ARTICLE 7. FINANCES.....</b>	<b>21</b>
<b>SECTION 7.01 FISCAL TIMELINES .....</b>	<b>21</b>
<b>SECTION 7.02 BUDGETS.....</b>	<b>21</b>
<b>SECTION 7.03 SPONSORSHIP AND MARKETING SERVICES.....</b>	<b>21</b>
<b>SECTION 7.04 EXPENSES AND REIMBURSEMENTS .....</b>	<b>21</b>
<b>SECTION 7.05 REPORTING.....</b>	<b>21</b>
<b>ARTICLE 8. AMENDMENTS.....</b>	<b>23</b>
<b>SECTION 8.01 AMENDMENTS.....</b>	<b>23</b>

<b>ARTICLE 9.</b>	<b>DISSOLUTION</b> .....	<b>24</b>
<b>SECTION 9.01</b>	<b>CALL TO DISSOLUTION</b> .....	<b>24</b>
<b>SECTION 9.02</b>	<b>DISSOLUTION PROCESS</b> .....	<b>24</b>
<b>SECTION 9.03</b>	<b>DISSOLUTION</b> .....	<b>24</b>

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## Definition and Interpretation of the Constitution

This document uses the definitions outlined below:

1. **International Students:** Students currently holding a valid study permit and paying the international students' differential fees at the University of Alberta.
2. **Domestic Students:** Students who are not paying international students' differential fees.
3. **Councils:** The Graduate and Undergraduate Councils of International Students' Association.
4. **ISA's Graduate Council (ISA-G):** The graduate council of ISA consisting of elected representatives of all international graduate students and ISA Board members.
5. **ISA's Undergraduate Council (ISA-U):** The undergraduate council of ISA consisting of elected representatives of all international undergraduate students and ISA Board members.
6. **Chancellors:** The Graduate and Undergraduate Chancellors of ISA-G and ISA-U respectively.
7. **Graduate Chancellor:** The speaker of the ISA's Graduate Council and it's representative in the ISA Board.
8. **Undergraduate Chancellor:** The speaker of the ISA's Undergraduate Council and it's representative in the ISA Board.
9. **ISA Board (ISA-B):** The Executive Committee of the International Students' Association (ISA). It consists of,
  1. the President of the International Students' Association (ISA);
  2. Vice Presidents of the International Students' Association (ISA);
  3. the Chancellors of the Councils;
10. **Student Groups:** Student groups that are currently registered with the Student Group Services (SGS) within the University of Alberta.
11. **Joint Candidates:** Two candidates can contest for an executive position and take the role jointly if elected.
12. **Student Representative Association (SRA):** Any association of undergraduate students that represents a definable and enumerable constituency, to which University of Alberta's Students' Council exclusively delegates its representative authority.
13. **Regional Students' Associations:** Student groups whose members are students from a specific country or region in the world, outside of Canada.
14. **Representative Students' Associations:** The partner Regional Students' Associations or Student Representative Associations (SRAs) that have representation in the ISA's Councils.
15. **Delegate:** An executive delegated by a representative students' association to the ISA's Councils.
16. **Councillor:** Every elected member of the council with voting right.
17. **ISA Legislature:** Constitution and Bylaws of ISA are considered as ISA legislature and they should be used to govern the framework/operations of ISA.
18. **C.R.O.:** Chief Returning Officer of the International Students' Association (ISA).
19. **D.R.O.:** A Deputy Returning Officer of the International Students' Association (ISA).
20. **Simple Majority:** 50% of the votes plus one, rounded down (e.g.: 8 out of 15) of the present voting members with abstentions considered as not-present.
21. **Substantive Majority:** two-thirds of the votes, rounded up (e.g.: 14 out of 20) of the present voting members with abstentions considered as not-present.
22. **Quorum:** The minimum number of members needed to call a council meeting or the ISA Board meeting.

# Article 1. Name and Purpose

## Section 1.01 Name

- (i) The name of the student association shall be the “University of Alberta International Students’ Association”, hereafter referred to as the “ISA”.

## Section 1.02 Compliance

- (i) The ISA operates at the University of Alberta, subject to the University of Alberta’s policies and practices. The ISA shall also comply with all municipal, provincial, and federal laws and procedures.

## Section 1.03 Objectives and Goals

The ISA shall operate for:

- (i) Act as the representative of all international students on student issues;
  - (ii) Advocating on international students’ issues at the University of Alberta;
  - (iii) Providing general information related to international students’ issues;
  - (iv) Enhancing the global education experience of the University of Alberta students;
  - (v) Providing platforms for discussion of various issues related to the engagement of international students;
  - (vi) Supporting regional students’ associations to enhance the overall experience of international students at the university;
  - (vii) Representing its members to the authorities, governments and organizations in matters in which our members have a vested interest;
  - (viii) Enhancing the relationship between international and domestic students in all University of Alberta campuses;
  - (ix) Helping minority groups get organized into regional students’ associations;
  - (x) Providing an inclusive and welcoming environment for all international students;
  - (xi) Providing regional students’ associations, a platform to unite and raise issues collectively; and,
  - (xii) Giving every international student a voice to make themselves heard in the university.
-

## **Article 2. Membership and Eligibility**

### **Section 2.01 Classes of Membership:**

Following are the membership categories in ISA:

- (i) General Member:
  - a. Every graduate and undergraduate international student studying at the University of Alberta and paying the international students' differential fee is a general member of the ISA by default.
  
- (ii) Graduate General Member:
  - a) Every graduate international student studying at the University of Alberta and paying the international students' differential fee is a graduate general member of the ISA by default.
  
- (iii) Undergraduate General Member:
  - a) Every undergraduate international student studying at the University of Alberta and paying the international students' differential fee is an undergraduate general member of the ISA by default.
  
- (i) Council Member:
  - a) A general member with a membership of the ISA-G or ISA-U and paying the international differential fee is considered as a council member of ISA-G or ISA-U and is known as a councillor; and,
  - b) Elected as per Article 3.
  
- (ii) Graduate Council Member:
  - a) A general member with a membership of the ISA-G and paying the international differential fee is considered as a council member of ISA-G and is known as a graduate councillor; and,
  - b) Elected as per Article 3.
  
- (iii) Undergraduate Council Member:
  - a) A general member with a membership of the ISA-U and paying the international differential fee is considered as a council member of the ISA-U and is known as an undergraduate councillor, and; and,
  - b) Elected as per Article 3.
  
- (iv) ISA Board Member:
  - a) A graduate or undergraduate councillor elected to hold a board position;
  - b) Cannot hold an executive position in any representative student association; and,
  - c) Considered a member of the ISA Board.
  
- (v) ISA Graduate Board Member:
  - d) A graduate councillor elected to hold a graduate board position;

- e) Cannot hold an executive position in any representative student association; and,
- f) Considered a member of the ISA Board.

(vi) ISA Undergraduate Board Members:

- g) An undergraduate councillor elected to hold an undergraduate board position;
- h) Cannot hold an executive position in any representative student association; and,
- i) Considered a member of the ISA Board.

(vii) Honorary Members:

- a) This membership is granted to individuals who have done exceptional work for the ISA. All members of the other membership classes can apply to be an honorary member and the councils shall decide on every individual application by a simple majority vote in each council;
- b) These members can attend any ISA council/board meeting, and;
  - a. Members with advisor title, shall have all rights in the council/board meetings except voting right.
- c) Have free access to all ISA hosted or sponsored events for their lifetime.

## **Section 2.02 Membership Standing**

- (i) If a member does not attend at least 50% of the meetings held in the last three months in which they were eligible to attend, then they shall be considered in bad standing with an exception to general members;
- (ii) If a candidate does not respond to three consecutive official emails sent to them directly, they shall be considered in bad standing with an exception to general members;
- (iii) If a member is found to be involved in any unethical activity; such as a fraud, using ISA's name for personal means without permission from the ISA Board, breaking university policies, violating the ISA constitution, etc., they shall be subjected to bad standing with an exception to general members.

## **Section 2.03 Process for Expulsion and Impeachment of Members and Executives**

- (i) A general member cannot be expelled as long as they pay the international students' differential fee or voluntarily leave the ISA;
- (ii) A council/board member is impeached immediately if found in violation of in-camera session rules or propose/present presentation/motion for the splitting of ISA.
- (iii) An executive/ISA Board member can be impeached by a formal motion submitted by any council member. This motion requires a substantive majority in the council that elect for that respective position;
- (iv) Honorary members cannot be impeached or expelled;
- (v) Every member has the right to resign with a 2 weeks advance notice to the ISA Board;
- (vi) The membership of a member in bad standing is reviewed by the ISA Board and a decision is made by the ISA Board at its discretion; and,
- (vii) Vacant positions are filled as per the bylaws.

## **Article 3. Elections**

### **Section 3.01 Eligibility for the councillor position**

- (i) Be a general member; and,
  - (a) Graduate general members can stand for graduate council member positions.
  - (b) Undergraduate general members can stand for undergraduate council member positions.
- (ii) Fill the completed nomination form within the deadline.

### **Section 3.02 Election Process for Councillor Position**

- (i) Every general member is eligible to vote;
  - (a) Only graduate general members can vote for graduate council member positions.
  - (a) Only undergraduate general members can vote for undergraduate council member positions.
- (ii) C.R.O will release the nomination package for all the council membership positions; and,
- (iii) Elections will be held among all the eligible candidates.
  - (a) Top fifteen (15) graduate general members contesting elections with a maximum number of votes are elected as graduate council members.
  - (b) Top twenty (20) undergraduate general members contesting elections with the maximum number of votes are elected as undergraduate council members.

### **Section 3.03 Elections Process for the graduate/undergraduate Chancellor position:**

- (i) Graduate councillors can nominate themselves for the graduate chancellor position;
- (ii) Undergraduate councillors can nominate themselves for the undergraduate chancellor position;
- (iii) Every nominated councillor will give a speech in their respective council;
- (iv) Council Members of the respective council will vote to elect their respective chancellor;
- (v) Graduate Candidate with a maximum number of votes in ISA-G is elected as Graduate Chancellor;
- (vi) Undergraduate Candidate with a maximum number of votes in ISA-U is elected as Undergraduate Chancellor; and,
- (vii) Each council elects its chancellors, independently.

### **Section 3.04 Elections for ISA Board Membership:**

- (i) Graduate councillors can nominate themselves for the graduate board positions;
- (ii) Undergraduate councillors can nominate themselves for the undergraduate board positions;
- (iii) Every nominated councillor will give a speech/presentation in the join council meeting;
- (iv) Council Members of the respective council will vote to elect their respective representative for the respective board position;
- (v) Internal Department shall suggest candidates for each vacant departmental position; and,

- (a) Vice President of each department will accept/decline the suggested candidate for the appointment.

### **Section 3.05 Election Office**

- (i) ISA Board will appoint a C.R.O for the elections who meet the following conditions;
  - a) Be an international student; and,
  - b) Not contesting for any councillor position.
- (ii) The C.R.O. (Chief Returning Officer) will oversee the organization, logistics, promotion and execution of the elections, as well as the distribution of information to all the candidates;
- (iii) The C.R.O. may also appoint a D.R.O. to assist them with the election tasks;
- (iv) The C.R.O. and the appointed D.R.O. must be impartial and should not endorse or promote any candidates;
- (v) The C.R.O is responsible for setting all the deadlines and making the election dates public prior to the election period;
- (vi) Candidates who meet all the conditions need to submit a complete nomination package; and,
- (vii) The C.R.O is responsible for the declaration of the election results and the election data to the public on the election results announcement date.
  - a) Election data shall not consist of names, email addresses or personal information of the voters.

### **Section 3.06 By-elections and vacancy**

- (i) An ISA Board member can be impeached by a formal motion submitted by any member of the Council.
  - a) This motion requires a substantive majority in the council that elects for that particular board position.
- (ii) In the case of joint candidates, it is possible to impeach a single candidate.
  - a) If one candidate is impeached, the other candidate gets the sole control of the executive position for the rest of their tenure irrespective of the position sharing mechanism selected during elections.
- (iii) The process of filling an ISA Board's vacant position shall be as follows,
  - a) The councillors can propose their intention to fill the vacant position to the ISA Board.
  - b) The ISA Board shall nominate candidates for the vacant position.
  - c) The Council shall vote for the nominated candidate to fill the position.
- (iv) A councillor can be impeached by a formal motion, which must be submitted by a member of the Council;
  - a) A simple majority is required to impeach a councillor.
  - b) The board can suggest a general member for a councillor position, and the council can vote to give the councillorship.
- (v) The representatives and delegates cannot be impeached by the Council.
- (vi) If the Chancellor is impeached, elections within the council will be held for the position.

### **Section 3.07 Complaints and Rulings**

- (i) Complaints during the election process shall be sent to the C.R.O. not more than 48 hours from the moment the potential contravention happened;
- (ii) The C.R.O. shall call for a hearing between the parties involved, to take place not more than 24 hours after the complaint was received;
- (iii) The C.R.O. shall decide on the case at the end of the hearing and communicate the results to the parties involved, in the following 12 hours.

### **Section 3.08 Referendum by a member**

- (i) A referendum can be initiated by any member of the ISA with a signed petition by a minimum of fifty distinct international students.
    - a) Acceptable methods:
      - 1) Paper signs;
      - 2) Google form signs.
  - (ii) Submit an intention for holding a referendum in ISA Council Elections to the Standing Council Committee.
  - (iii) The referendum for the splitting of ISA shall be disqualified and not considered.
  - (iv) Give a presentation in the Councils.
  - (v) Get a subsequent majority in the Councils,
    - 1) Councils shall classify a referendum as an undergraduate referendum, graduate referendum, or ISA referendum; and,
      - a) The undergraduate referendum only allows undergraduate general members to vote and affect only ISA-U.
      - b) The graduate referendum only allows graduate general members to vote and affect only ISA-G.
      - c) ISA referendum allows all general members to vote and affect the entire ISA.
    - 2) Councils shall decide on the voting membership for the referendum.
  - (vi) The referendum is added as a “yes” or “no” question for the next ISA Council Elections.
  - (vii) If a referendum is passed with a quorum of 100 eligible voting general members it is treated as an important legislative requirement, needed to be implemented in three months after elections by the Councils and the ISA Board.
-

## **Article 4. Organizational Structure**

### **Section 4.01 Type of Organizational Structure**

- (i) The ISA will have the ISA Board (ISA-B), Graduate Council (ISA-G) and Undergraduate Council (ISA-U).
- (ii) Council Members shall be considered as ISA officers and board members as executing officers with the delegated authority of council members to represent them in all official engagement.
- (iii) ISA Constitution prevails over every Bylaw and Councils' interpretation of any ISA Legislature shall be considered final verdict and always prevail.
  - (a) Bylaws contain more detail and thus need to be considered as missing parts of the constitution.
  - (b) Only in terms of contradiction, the constitution will prevail over bylaws.
- (iv) Councils are the top decision-making body of ISA and will handle ISA's advocacy policies and public standings.
  - a) Only Councils have the right to represent the voice of international students.
- (v) Councils are also responsible to implement and safeguard the ISA's Legislatures.
- (vi) ISA Board is responsible for internal working matters of ISA and the board's decision over any internal/departmental matter will prevail over the Councils decision.
- (vii) The board handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests
- (viii) Any council shall be dissolved immediately by the board if a motion to separate from ISA is passed. The motion shall be considered in violation of the constitution and be no force or effect
- (ix) The Board is a neutral executing body of ISA with no voting.
  - a) Board decides on issues delegated to it by councils or legislatures based on consensus with a quorum of a minimum of four (4) undergrad members and one (1) grad member.
- (x) The ISA is responsible for subgroups/associations that serve a representative function, maintaining communication with them, and having a relationship with them similar to the relationship between the SU and the SRAs.
- (xi) Council has the right to delegate its rights/duties to committees, boards or other regional student groups.
- (xii) The ISA comprises seven departments, one for each executive for their assistance.
  - a) The structure and working of departments are managed by the ISA Board.

### **Section 4.02 ISA Registration**

- (i) The ISA shall be registered as a student association with the University of Alberta and comply with all University, municipal, provincial, and federal laws and procedures.
- (ii) The ISA's shall be registered with the University of Alberta Students' Union (UASU) and shall also comply with the bylaws and policies of the Student's Union (SU), including Bylaw 8100 ("A Bylaw Respecting Student Representative Associations").

### **Section 4.03 Power share and conflicts**

- (i) Conflicts in Legislatures:
  - a) In case of a conflict between the constitution and Bylaws, the constitution prevails;
  - b) The Standing Council Committee shall provide its suggestions on the conflict in legislatures with explanations about the intentions of the legislature;
  - c) The Councils are responsible for the final interpretation and enforcement of the ISA legislation;
  - d) The members of the ISA have a right to initiate a complaint before the Councils about the contravention of the ISA legislation.
- (ii) Conflicts between Councils:
  - a) In case of conflict between councils, the board shall stay neutral and will not execute decision passed by any council; and,
  - b) The Chancellors of respective councils shall advocate/execute their respective council decisions on.
- (iii) The executive handles the everyday operations of the association, and the council oversees the rules of the association, sets the direction for the executive, and holds the executive accountable to student interests.

### **Section 4.04 The Judiciary**

- (i) The councils responsible for the interpretation and enforcement of the ISA legislation;
  - (ii) General Members of the ISA have a right to initiate a complaint before the councils about the contravention of the ISA legislation.
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ISA

## Article 5. ISA Board

### Section 5.01 ISA Board Structure

- (i) The ISA Board comprises of following elected members:
  - a) the President (undergraduate);
  - b) the Graduate Chancellor (graduate);
  - c) the Undergraduate Chancellor (undergraduate);
  - d) the Vice President Academic (graduate);
  - e) the Vice President Communications (undergraduate);
  - f) the Vice President External (undergraduate);
  - g) the Vice President Finance (undergraduate);
  - h) the Vice President Graduate Affairs (graduate);
  - i) the Vice President Internal (undergraduate);
  - j) the Vice President Student Life (undergraduate);
- (ii) The ISA Board comprises of following support members:
  - a) Student Governance officer Graduate (SGO-G);
  - b) Student Governance officer Undergraduate (SGO-U);
  - c) Manager.
- (iii) The elected board seats are reserved as graduate and undergraduate seats for respective graduate council or/and undergraduate council to elect as per Article 3. The composition is not changeable by any councils, board or referendum.

### Section 5.02 Duties of the elected ISA Board members:

The specific duties of the board members are outlined below. The board members may identify other responsibilities that are not specified here and shall be able to fulfill them appropriately. Each board member is responsible for implementing a transition process for the newly elected Board member. Each newly elected Board member is responsible for following the transition process defined by the outgoing board member.

- (i) **The President (Undergraduate)**
  - a) Act President of entire ISA, including ISA Board, ISA' Graduate Council and ISA's Undergraduate council.
  - b) Act as the chair of the ISA Board meetings;
  - c) Primary Spokesperson of ISA;
  - d) Represent ISA as an organization/students', including its board, councils and all members at all official engagements.
  - e) Ensure that the ISA plans different projects in coherence with the ISA's goals and objectives, and successfully execute them;
  - f) Assign duties and responsibilities to different VPs and shall support them to ensure that the assigned tasks are satisfactorily completed, and the ISA's goals are fulfilled;
  - g) Has an authority to sign on ISA's cheques, and;
  - h) Compile a record of all ISA's activities for the year at the end of the term. This includes, but is not limited to, reports of projects and activities, meeting minutes, and committee decisions;

- i) Ensure that the constitution of the ISA is followed and safeguard the very spirit of the ISA, and;
- j) Ensure council decisions are implemented by the ISA Board.

**(ii) Graduate Chancellor (Graduate)**

- a) Act as chair of the ISA's Graduate Council;
- b) Spokesperson of the ISA's Graduate Council;
- c) Represent the ISA's Graduate Council in the ISA Board meetings;
- d) The chancellor is the spokesperson of the ISA's Graduate Council and its membership;
- e) The chancellor has the right to exercise every power needed to implement a motion passed by the ISA's Graduate Council, with or without the support of the ISA Board;
- f) Ensure that the constitution of the ISA is followed and safeguard the very spirit of the ISA, and;
- g) Moderate the discussions in the ISA's Graduate Council and maintain the ISA's Graduate Council procedures.

**(iii) Undergraduate Chancellor (Undergraduate)**

- a) Act as chair of the ISA's Undergraduate Council;
- b) Spokesperson of the ISA's Undergraduate Council;
- c) Represent the ISA's Undergraduate Council in the ISA Board meetings;
- d) The chancellor is the spokesperson of the ISA's Undergraduate Council and its membership;
- e) The chancellor has the right to exercise every power needed to implement a motion passed by the ISA's Undergraduate Council, with or without the support of the ISA Board;
- f) Ensure that the constitution of the ISA is followed and safeguard the very spirit of the ISA, and;
- g) Moderate the discussions in the ISA's Undergraduate Council and maintain the ISA's Undergraduate Council procedures.

**(iv) Vice President Academic (Graduate)**

- a) Act as an advocate to address issues pertaining to international students' academic interests;
- b) Be responsible for the planning, coordination and execution of academic events and initiatives for the Association;
- c) Submit all proposed academic activities and initiatives, along with budgetary information where applicable for review and final approval by the Board;
- d) Sit on various committees that cater to the aspects of international students' academics.

**(v) Vice President Communication (Undergraduate)**

- a) Responsible for developing and implementing communications goals and strategies for the ISA;
- b) Design posters and make advertisement strategies for ISA;

- c) Manage volunteers for putting and removing posters around the campus;
- d) Make meeting minutes publicly available to all members;
- e) Manage the ISA website and social media platforms;
- f) Coordinate with the International Students Services for the Global Beat column content;
- g) Keep members engaged with the ISA by proposing and implementing engagement activities.
- h) Coordinate with The Gateway for the biweekly guest column space;
- i) Manages content pertaining to posters and ensures they are advertised in the correct platforms:
- j) Communicates with external organizations wishing to use the ISA as a platform or promotion;
- k) Responsible for social media accounts and content published for the ISA; and,
- l) Reviews all content being sent on behalf of the ISA.

**(vi) Vice President External (Undergraduate)**

- a) Shall be the official representative of the ISA in communications and negotiations with all external parties such as the Students' Union, University of Alberta International, Representative Students' Associations, and the University of Alberta administration, etc.;
- b) Initiate and maintain communication and collaboration with all the external parties;
- c) Shall be in charge of the lobbying strategy to defend the interests of the ISA;
- d) Seek sponsorship for the ISA and maintain the relationship with sponsors;
- e) Shall initiate and maintain communication and collaboration with other student groups at the University of Alberta, especially representative students' associations;
- f) Shall work closely with all the delegates of the ISC to maintain a strong relationship with all associations and campuses, and;
- g) In charge of replying to every email sent to ISA by external organizations/individuals within 48 hours.

**(vii) Vice President of Finance (Undergraduate)**

- a) Monitor the ISA's bank account and maintain the ISA's record of financial affairs, which must include all financial transactions, bank statements, receipts, budgets, grant reports, and other financial documents;
- b) Report on the financial situation of the ISA every quarter to the council and make them publicly available to all members;
- c) Prepare an annual budget for the upcoming fiscal year and present it to the council for recommendation and executives for final approval;
- d) Ensure that the ISA's financial activities adhere to the budget for the current fiscal year;
- e) Seek the executive committee's approval for expenses that exceed CAD 500;
- f) Responsible for approving and reimbursing expenses as long as the reimbursement requests are made with original receipts;
- g) Ensure that the ISA does not have a credit card or a withdrawal enabled debit card;
- h) Have signing authority on ISA's cheques;
- i) Responsible for applying for grants, and;

- j) Must review finances annually and report the financial standing of the ISA to the SU annually.

**(viii) Vice President of Graduate Affairs (Graduate)**

- a) Act as an advocate to address issues pertaining to international graduate students' interests;
- b) Be responsible for the planning, coordination and execution of advocacy policies of ISA for graduate students;
- c) Represent ISA-G at all official engagements;
- d) Coordinate with faculties and university administration for better advocacy strategies;
- e) Submit all proposed academic activities and initiatives, along with budgetary information where applicable for review for final approval by the Board; and,
- f) Sit on various committees that cater to the advocacy aspects of international graduate students'.

**(ix) Vice President Internal (Undergraduate)**

- a) Interview general members and propose candidates to the ISA Board for councillorship;
- b) Organize Membership boosting booths;
- c) Oversee all volunteers at various ISA events or meetings;
- d) Book meeting rooms and venues for ISA meetings;
- e) Effectively communicate and arrange meetings of ISA to all members eligible to attend the respective meeting;
- f) Safeguard members rights as per the ISA's constitution;
- g) Raise members' issues at the ISA Board meetings;
- h) Develop members engagement activities and fill vacant positions in the ISA;
- i) Interview candidates and propose vacant positions in executive departments to them, and;
- j) Support the President on efficiently communicating with the rest of the executive committee, the council and the ISA's members.

**(x) Vice President of Student Life (Undergraduate)**

- a) Propose, organize and manage events for international students on campus;
- b) Work with residence coordinators to bring issues of students living in residence to the ISA;
- c) Ensure that general members are engaged with ISA;
- d) Develop strategies to stay more connected with ISA members;
- e) Work towards the mental health of international students;
- f) Work with the university administration to enhance the overall experience of international students on campus, and;
- g) Engage with students directly and bring their concerns.

### **Section 5.03 Duties of the ISA Board support members**

**(i) Student Governance Officer Graduate (SGO-G)**

- (a) Chair of Standing Council Committee of ISA-G;
- (b) Assistant of the graduate Chancellor;
- (c) Give suggestions on constitution and bylaws;
- (d) Help President and graduate Chancellor to abide by the ISA legislatures;
- (e) Take meeting minutes in ISA meetings;
- (f) Ensure that no bylaw of the constitution is violated, and;
- (g) Play an advisory role to the graduate council and ISA Board.
- (h) Handle the internal feedback form and resolve potential internal disputes.

**(ii) Student Governance Officer Undergraduate (SGO-U)**

- (a) Chair of Standing Council Committee of ISA-U;
- (b) Assistant of the undergraduate Chancellor;
- (c) Give suggestions on constitution and bylaws;
- (d) Help President and undergraduate Chancellor to abide by the ISA legislatures;
- (e) Take meeting minutes in ISA meetings;
- (f) Ensure that no bylaw of the constitution is violated, and;
- (g) Play an advisory role to the undergraduate council and ISA Board.
- (h) Handle the internal feedback form and resolve potential internal disputes.

**(iii) Manager**

- a) Manage the affairs of the ISA Board;
  - b) Assistant to the President;
  - c) Present board decisions to the council;
  - d) Manage all the meetings of ISA Board;
  - e) Responsible for overlooking the work of all members of the board and reporting to the President, and;
  - f) Manage Bearsden.
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## **Article 6. Meetings**

### **Section 6.01 ISA Board Meetings**

- (i) ISA Board meetings are open to only the board members and their subordinate position members in their absence and shall be held weekly;
- (ii) The board members will finalize a four-month meeting schedule at the beginning of every semester;
- (iii) The president of the ISA shall be the chair of the ISA Board meetings;
- (iv) The quorum for the board meetings is a minimum of four (4) undergraduate board members and one (1) graduate board member;
- (v) Decision in board meeting are made based on consensus of all the elected members.
  - a) If the Board is not able to make a decision on basis on consensus, then President, Graduate Chancellor and Undergraduate Chancellor can unanimously ask the board to vote and make the decision.
- (vi) If a member cannot attend a meeting in person, they may attend via an audio or a video communication software. If this is not possible, they may designate a proxy.

### **Section 6.02 Structure of the Graduate and Undergraduate Council Meetings**

- (i) ISA's Graduate Council shall have fifteen (15) elected graduate members, elected board members and the delegates/representatives.
  - a) Undergraduate board members shall not have a vote in the graduate council.
- (ii) ISA's Undergraduate Council shall have twenty (20) elected undergraduate members, elected board members and the delegates/representatives.
  - a) Graduate board members shall not have a vote in the undergraduate council.
- (iii) The council meetings shall be held at least once per month during the academic year, with June, July, and August as possible exceptions;
- (iv) During the first council meeting of the period, the council shall define the calendar for all the future council meetings for that period;
- (v) The ISA Board may call urgent council meetings with prior notice of 24 hours in the event of an emergency;
- (vi) The respective chancellors shall be the chair of all the respective council meetings;
  - a) Chancellors shall not have a vote in the councils.
- (vii) The council meetings shall be open to all the general members;
- (viii) Members of the council may delegate their rights to an attendant of the council meeting;
- (ix) Individuals or groups may be invited to give a presentation about an issue of interest to the ISA during council meetings;
- (x) If a councillor cannot attend a meeting in person, they may attend via an audio or video communication software. If this is not possible, they may designate a proxy;
- (xi) The required quorum for council meetings is at least 50% of the voting council members;

### **Section 6.03 The Council's Decision- Making Process**

- (i) The council's decisions shall only be made during council meetings;
- (ii) The decisions made in meetings where a quorum of 50% is not met shall be considered invalid;
- (iii) The process to carry a motion shall be that:
  - a) The councillors need to submit the motion to the Standing Council Committee, 24 hours prior to the council meeting to be added to the agenda;
  - b) The members of the council shall exercise their right to speak;
  - c) A member of the council can propose a motion for consideration, and;
  - d) A different member of the council shall second the motion for it to be considered;
- (iv) The chancellor shall then moderate a discussion around the motion, if necessary;
- (v) At the end of the discussion, the Chancellor shall call for a vote on the motion;
- (vi) A motion needs a simple majority to pass unless this requirement is raised by the provisions mentioned in the constitution or bylaws for specific types of motions.



## **Article 7. Finances**

### **Section 7.01 Fiscal Timelines**

- (i) The ISA fiscal year runs from May 1 to April 30;
- (ii) The VP Finance will be responsible to make deposits every two weeks, or when an amount greater than \$500 has accumulated in the cash box, whichever is sooner;
- (iii) Bank statements and other financial documents are to be kept in a secure location for 6 years before being shredded;
- (iv) Financial documents that the ISA can access or generate electronically will not need to be stored physically.

### **Section 7.02 Budgets**

- (i) The Finance Department is responsible for creating and presenting the upcoming fiscal year's budget to the councils at the last council meeting of the period.
- (ii) The budget will require a substantive majority vote of the councils to pass.
- (iii) A minimum of 1,000 CAD needs to be maintained in the ISA account at all times.
- (iv) A minimum of 4,000 CAD needs to be maintained in the ISA account during the transfer of executives every year.

### **Section 7.03 Sponsorship and Marketing services**

- (i) Councils need to approve the annual sponsorship/marketing proposal every year.
- (ii) The Finance Department cannot sign a partnership agreement with any sponsor as ISA's relationship sponsors is merely an advertising/marketing relationship.
  - a) ISA shall follow a system of invoices and receipts for sponsors.
- (iii) ISA can never encourage/advise international students to buy/enroll any product/services from any sponsor. ISA can market/promote sponsors' services/products as advertisements only.
- (iv) All services invoiced before April 30 to a sponsor need to be provided before April 30.

### **Section 7.04 Expenses and Reimbursements**

- (i) The VP Finance and the President must approve all expenses under the ISA's name before to any funds changing hands;
- (ii) All expenses above CAD 100 shall also be approved by simple majority by the ISA Board;
- (iii) Members may be reimbursed for approved expenses cheque if their reimbursement requests are made, with original receipts, within two weeks after the transaction;
- (iv) Reimbursements shall count as expenses under the ISA's name and thus need approval.

### **Section 7.05 Reporting**

- (i) VP Finance is responsible for informing the ISA Board every month about the financial standing of the association;

- a) The board needs to be informed about every transaction approved by the President or VP Finance within one week of the transaction.
  - b) Bank Account Statement will be shown to Board every month.
  - (ii) VP finance is responsible for informing the Council every semester about the financial standing of the association; and,
  - (iii) VP Finance is responsible to report ISA's finances to the Students' Union within one month from the end of every trimester.
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## Article 8. Amendments

### Section 8.01 Amendments

- (i) The Councils shall provide a final interpretation on an issue that this Constitution may not be clear about;
- (ii) In such cases, it is also recommended that the Standing Council Committee suggest an amendment to the Constitution to fix that issue in the legislation;
- (iii) Amendments to the Constitution may be proposed at Council meetings by members of the council;
- (iv) The proposed change will be discussed and voted on by the council;
- (v) The proposal may be accepted the substantive majority of all council members with 75% quorum; and,
- (vi) Both council and board need to agree on the amendment to pass the legislative amendment.
- (vii) An amendment to split ISA or change the composition of the board shall be considered invalid and no force.
  - a) Such amendment shall lead to immediate dissolving/relieving the council/council member proposing the amendment.
- (viii) No affiliated party external to ISA such as UASU, GSA, DoS, ISS or SGS can interfere in the amendment of ISA's constitution.
  - a) External parties can only interfere to implement the ISA Constitution in case it is violated by the councils or board.

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ISA

## **Article 9. Dissolution**

This article refers to the dissolution process for the ISA, including a description of the cases when the ISA shall be dissolved.

### **Section 9.01 Call to Dissolution**

- a) The ISA shall be dissolved according to the dissolution process outlined in this article, if n interest is shown to continue the ISA’s activities. A lack of interest shall be assumed if either of the following conditions are met:
  - a. the C.R.O. does not receive any nominations during the nomination period for the executive elections;
  - b. the ISA membership falls below 10 members.

### **Section 9.02 Dissolution Process**

- (i) The C.R.O shall inform the councils about the lack of interest in executive positions by ISA members, councillors get a chance to nominate themselves for the positions and take the position without any elections. In case of multiple nominations for a single position, elections are held;
- (ii) If the council fails to fill the executive positions, then the UAI is informed about the situation and an email is sent to all international students by the UAI to seek candidates interested in filling positions without elections. The C.R.O, Chancellors and the last president shall conduct interviews and assign the positions;
- (iii) The SU/GSA Executives are informed about the situation by the C.R.O and are given the right to fill vacant positions in ISA by any means as per the jurisdiction of the SU/GSA Executives. A duty of filling the positions is given to the SU/GSA Executives and the ISA constitution is bypassed until a new ISA Board is appointed by the SU/GSA Executives;
- (iv) If the ISA Board positions are still completely vacant, then Section 9.03 of Article 9 is implemented by the C.R.O or the President.

### **Section 9.03 Dissolution**

- (i) All corresponding authorities and the members, in general, shall be, informed about the dissolution of the ISA;
- (ii) The VP Finance shall conduct an audit on the ISA’s assets and certify that all liabilities are cleared;
- (iii) The VP Finance shall ensure that the ISA’s funds are held in trust by the University of Alberta Students’ Union;
- (iv) If the funds cannot be held in trust by any of these organizations, they should be donated to a registered charity chosen by the executive committee;
- (v) The VP Finance shall make sure that the ISA’s bank account is closed;
- (vi) In case of unavailability of the VP Finance or any executive, the SU/GSA shall enact Article 9, by acting as the VP Finance.



University of Alberta

# INTERNATIONAL STUDENTS' ASSOCIATION

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## **University of Alberta International Students' Association (UAISA)**

**Submission to the University of Alberta  
Students' Union (UASU) for  
Student Representative Association (SRA) status.**



University of Alberta

# INTERNATIONAL STUDENTS' ASSOCIATION

## Message from the President

Greetings!

I would like to thank the members of the UASU Students' Council for reviewing the University of Alberta International Students' Association (hereinafter, "ISA") application for Student Representative Association (SRA) status. On behalf of our undergrad council, I invite you to review our request for the status of Student Representative Association as per UASU Bylaw 8100.

The ISA was formed in 2013 as an initiative by UASU VP Student Life and councillors to create an international student advocating body at UAlberta to better support the needs of a vast and diverse international students' community. The UASU decided to host a town hall in Telus Center, Since then, the ISA has actively advocated for international students and played an important role in the implementation of fixed tuition fees for international students, residence crises, Fall U-Pass, etc. At the very formation of the ISA, the main motive was to make it an SRA. However, years passed and our voices to make ISA representative of all undergraduate international students waved but the ISA always went above and beyond the normal call of duty. We have been working to build a strong community at our university and have been active in standing by the Students' Union whenever called upon to support the UASU led protests whether its 2020 Board of Governors meeting or 2014 SU Protest march to legislature. The ISA has always acted in the capacity of a Student Representative Association and stood true to its membership by amplifying their voice by hosting numerous SU Election Forums to bring our issues on the table and make UASU more active on international students' issues.

Today after 7 years of ISA's formation, we the international students ask the Students' Council to delegate its representing authority over international undergraduate students to the ISA. Thank you all for your time and consideration in reading this submission. If you have any questions, we are here to answer them.

Best Regards,  
Chanpreet Singh  
President of the UAISA 2020-2021



# INTERNATIONAL STUDENTS' ASSOCIATION

## Introduction

University of Alberta International Students' Association (ISA) was formed in 2013 after the increased students demand to have an international student advocating body at the University of Alberta. Board of Governors at University of Alberta made an unannounced decision to increase the tuition fee of international students, Councillor Zhaoyi and Zujie of UASU Students' Council, hosted a public meeting to discuss this further and sent letters to all regional student groups to further spread out the news. As a result, 100+ students showed up on a sit in protest in the Board of Governors Meeting at UofA. UASU realized the importance of an international students' advocating body and decided to host a town hall in Telus center. 2013-2014 Vice President Student Life of UASU, William Lau took this project and sent out letters to all regional groups to attend the townhall and suggest an organizational structure for an international student advocating body (namely, ISA) to cater the diverse international students community at UofA. Various student groups executives proposed numerous models and after an extensive discussion, ISA was formed with a council and an executive committee consisting of an UASU exec with an aim to become an SRA in following years.

ISA played an active part in representing international students' interests and officially advocated to have a predictable tuition fee for international students to better plan the total cost of their tuition fee over the period of their degree at UofA. ISA conducted a campus wide survey and to better support this idea with data and with the help of UASU, today in 2020 this new fee model is implemented. ISA also has been always active in hosting Students' Union Election Forums from time to time to raise our issues and hold future/current executives accountable for their actions. Unfortunately, in 2018, ISA after an unfavourable termination of its operations, revived in January 2020 and ever since then the ISA has been working tirelessly to represent the interests of international students at the UofA. ISA have always stood true to its membership and it was also proven recently when City excluded international students from the Ride Transit Program, the ISA worked with the UASU, and International Student Services (ISS) and reached out directly to the City and ETS to express our concerns. Our teamwork lead to the inclusion of international students into the ride transit program.

The ISA strongly favours student involvement and, in an effort to strengthen the membership engagement, the ISA has open Councils known as the ISA's Graduate Council and ISA's Undergraduate Council, collectively known as the International Students' Council (ISC). The ISA's Undergrad Council consist of 20 elected members and 15+ delegates. However, the Council extends to more than just its 35 councillors as any international student is empowered to attend and speak in these Council meetings. This right to attend and speak in the Council meetings of the ISA provides an essential opportunity to every international student to raise their voice to apprise their desires to the university. The ISA's Undergrad Council also comprises of delegates



# INTERNATIONAL STUDENTS' ASSOCIATION

from six major faculty associations i.e., Engineering(ESS), Arts(OASIS), Science(ISSS), Business(BSA), Pharmacy(APSA), and Nursing(NUA), delegates from two UofA campus associations i.e., Augustana Campus(ASA) and Campus Saint-Jean (AUFJSJ), delegates from five regional groups i.e., CSSA, INDSA, PSA, BSA and NSA along with an official representative from the Students' Union (SU). These delegates further strengthen student involvement by bringing international students' concerns from their respective associations of varied backgrounds at the UofA. Thus, the ISA's Council's with its composition is a council to raise international students' issues in our University. Consequently, this Council in all right spirits gives ISA the legitimacy to truly demonstrate the voice of all international students.

## **Reason for this Submission**

As an organization by international students, for international students, the ISA believes that it's in position to better represent international students than the Students' Union. Although we acknowledge that UASU have done best in its ability to represent international students but at the same time ISA believe that only international students can best understand the needs of our diverse community and even as of today a majority of students don't see themselves represented by the leadership of UASU with majority of the elected candidates having no actual policy that they want to implement and support the international students. ISA has a vast elected council with an apt representation from various sections of international students and a board, it is for this reason that we ask Students' Council to see fit to exclusively delegate its representative authority over all undergraduate international students to the undergraduate council of ISA as given under Post-Secondary Learning Act.

The student body at the University of Alberta comprises more than 9,000+ international students (23% of the student body) and safeguarding the interests and concerns of this major section of the student body is exceedingly crucial. The ISA acknowledges this necessity and pulls out all the stops to advocate for the international students' community at the UofA.

The ISA believes in taking quick actions for international students in times of need. The ISA swiftly reacted to the changing situation in our university as COVID-19 was declared a pandemic and worked towards the interests of students by reaching out to the Dean of every faculty to change the grading policies to CR/NCR. The ISA also raised the concerns of international students living in University Residence amid the pandemic by reaching out to Andrew Sharman, the Vice-President of Facilities and Operations and Katherine Husing, the Associate Vice-President of Ancillary Services. Consequently, the Residence Services respectfully acknowledged our concerns and provided free relocation assistance to students who switched to other residential units. ISA



University of Alberta

# INTERNATIONAL STUDENTS' ASSOCIATION

reached out to Edmonton Mayor and City Councillors after international students were excluded from ride transit program and held a direct meeting with ETS to advocate for our membership and safe guard their interests as a result, ISA was able to convince the ETS to allow international students' also to apply for ride transit program.

The ISA is not asking to take over complete membership of international students; rather, we are asking to be recognized as a Student Representative Association in order to achieve some semblance of recognition from external actors and organizations. The SRA status will enable ISA to directly advocate to the University of Alberta International (UAI) and hold them accountable to work for the betterment of international students and consider ISA is the representative of international students. Although not yet recognized as an official representative association, the ISA currently operates on a level unlike that of a student group, with 50+ directors/coordinators in seven departments of ISA and we continues to work vigorously for international students beyond just a normal 8am-5pm schedule and addresses the concerns and queries of international students one-on-one by operating on a 48-hour strict response and action policy. The ISA works with a positive attitude to learn about efficient modules that can be utilized for advocating for a major portion of the student body.



University of Alberta  
**INTERNATIONAL STUDENTS'  
ASSOCIATION**

## **Bylaw 8100 of the UASU**

According to Students' Union, bylaw 8100,

*“Student Representative Association” shall refer to any association of undergraduate students that represents a definable and enumerable constituency, to which Students' Council exclusively delegates its representative authority;*

Furthermore, as per Section 4 (Roles and Mandate) of bylaw 8100,

*“The mandate of an Association is to act on behalf of and for its constituency. The Association is to conduct itself in a manner that is transparent, open, democratic, credible, accountable, and fiscally prudent. The roles of an Association are to:*

- 1. Act as the official representative of its membership on student issues;*
- 2. Provide services which are beneficial to its membership; and*
- 3. Foster student engagement and a sense of community within its constituency.”*

Lastly, As per Section 8 (Recognition),

*“Students' Council may choose to delegate its representative authority to any student association that wishes to advocate for its membership to the University or Students' Union, provided that:*

- 1. The student association represents a definable and enumerable constituency.*
- 2. The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations and Student Groups; and*
- 3. The student association is registered and recognized by the Students' Union as a student group.”*



# INTERNATIONAL STUDENTS' ASSOCIATION

We will explain in more detail on how ISA meets all the requirements and qualifies for the recognition.

## Roles and Mandate

### Act as the official representative of its membership on student issues.

ISA has always acted in a representative capacity for all international students at the University of Alberta. ISA has been active in filling all available student positions at various committees in Students' Union, university governance and advisory committees at various departments to make sure that international students' interests are safeguarded, and issues are raised. ISA has a permanent seat on the Council on Student Affairs (COSA) to raise international students' issues.

However, under the Post-Secondary Learning Act, the Students' Union has the exclusive, legislative authority over the administration of student affairs at the University. Thus, in order to better meet the needs of the students. The Students' Union created a framework for the creation of SRAs via bylaw. According to Discover Governance, "they [SRAs] are important because they understand and can advocate for the more specialized needs of smaller sections of campus." For ISA, we are currently already filling the role of one and our Council in all right spirits gives ISA the legitimacy to truly demonstrate the voice of all international students.

### Provide services which are beneficial to its membership

In the current COVID-19 situation, all ISA's public engagement activities have been suspended due to safety considerations, but various ISA departments have been active in their operations.

Our Student Life Department has conducted various online engagement activities and we are active in organizing virtual games, meet and greets, Q/A sessions, etc.

Our Communications Department, is active in creating resource guides for international students such as financial resources guide, plagiarism guide, discrimination informative guide, welcome booklet etc.

Our Internal Department is working with University of Alberta International (UAI) to welcome new international students in Sep and working on creating online platforms for new students to connect with their fellow classmates and stay connected to the campus community even while doing remote studies.

The ISA Finance department is working with our sponsors to create more deals which benefit our community by saving money and supporting students financially.



# INTERNATIONAL STUDENTS' ASSOCIATION

Our External Department has been active in working with Residence Services to make sure that international students are provided necessary support needed by them.

Our Academic department has been active in making sure that students know the campus involvement opportunities.

ISA with its mission to connect the entire international students' community is working on a 48 hours strict response and action policy.

## **Foster student engagement and a sense of community within its constituency.**

ISA works closely with International Student Services (ISS) to host the welcome activities on campus for all new international students. We together work on events that help students to connect within their community and ISA provide suggestions/recommendations on ISS services for international students.

Apart from that, ISA also works closely with Students' Union Executives and Graduate Students' Association to timely raise student issues and together work on solving the problems. ISA hosted an SU Election Forum in CAB earlier this year to make sure that voices of international students are not suppressed and our issues are not ignored, the forum turned out to be a huge success and a great turnout of students. Student Engagement is the top priority of ISA and actively look into new ways to keep students engaged and at the same time help in their personality and social well being.

## **Recognition**

### **The student association represents a definable and enumerable constituency.**

The International Students' Association (ISA) by its creation has been formed to advocate for all the undergraduate international students at University of Alberta. Thus, our organization is made to better represent undergraduate international students upon demand by the international students to SU for the formation of ISA in 2013. Thus, ISA is formed as a result of a student movement on this campus against the injustice faced by the international students at the time of policy creation and fee increases. ISA have always stood true to its membership and timely represented them in University governance structures such as Council on Student Affairs (COSA) and in various other committees/meetings etc. Thus, ISA from the day of its formation to today is committed to represent a definable and enumerable constituency: that is the undergraduate international students.



# INTERNATIONAL STUDENTS' ASSOCIATION

**The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations and Student Groups; and**

As per Students' Unions Bylaw 8100 and 8200, ISA is in compliance with current regulations. Attached to this submission are the legislatures of ISA. Our Constitution and Bylaws form our legislatures.

**The student association is registered and recognized by the Students' Union as a student group.**

ISA is a registered group with Student Group Services and is recognized by the Students' Union as a student group.

## Conclusion

The ISA would like to thank the UASU Students Council for reviewing our submission. Moreover, we would also like to thank Akanksha Bhatnagar, Joel Agarwal, and David Draper for their support in preparing this submission.

Our President Chanpreet Singh and Vice President External Gurbani Baweja will be present in the council to provide any further information necessary to insure the substantiation of this proposal. We look forward to working with Students' Union on various challenges faced by international students' and stay committed to working toward strengthening our organizations' collaboration by sitting in cross committees and holding regular meetings to address the student needs.



ISA

# ISA FOR SRA

ISA's submission to UASU for Student Representative Association (SRA) status.

# BEFORE WE GO TO PROPOSAL

- Let's go over the structure again and understand the changes that ISA has made post the last council meeting.



# THE BOARD

## ISA Board



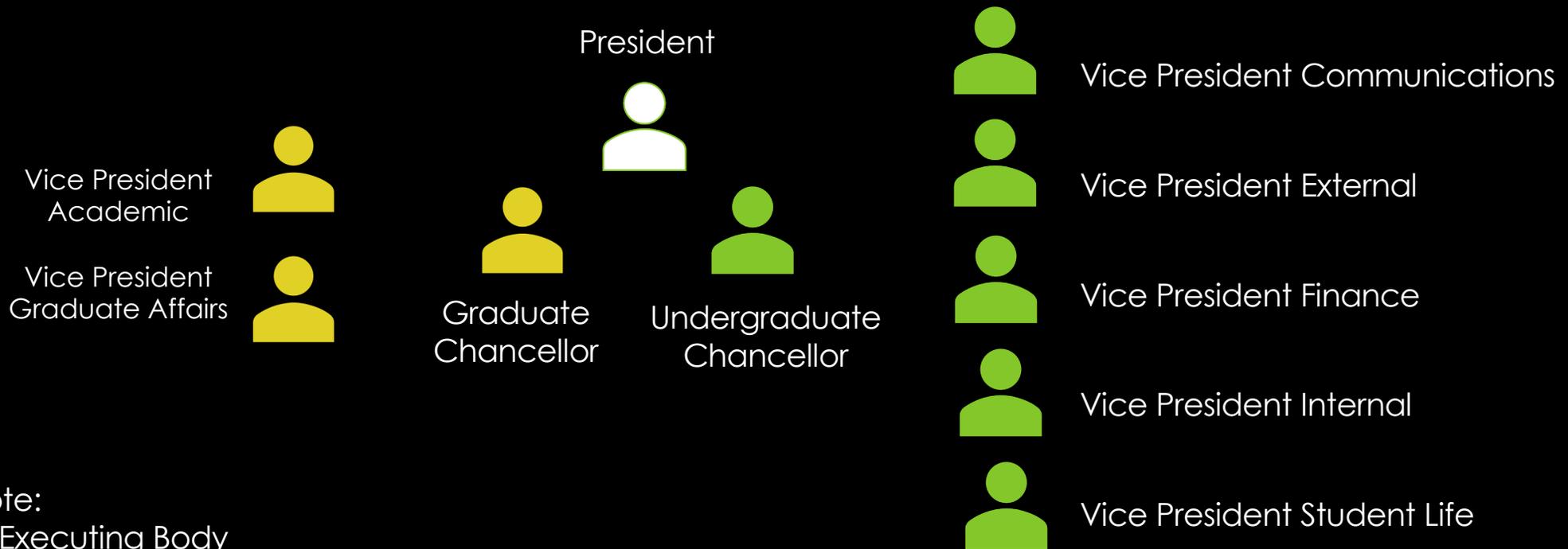
Grad.  
Chancellor

President.

Undergrad  
Chancellor



# ISA BOARD



Note:

- Executing Body
- Neutral to both councils

# CONSENSUS

- ISA Board will use consensus to make everyday decisions rather than using the traditional voting style.
- We believe consensus helps people reach decisions on a common ground and provides everyone a fair chance to put forward their voices and make an impactful decision.



9,000+ Students

3,350+ graduate students

5,600+ undergrad students

GSA Delegate

SU Delegate  
FA's Delegates  
CA's Delegates  
Regional Groups

ISA Board

15  
Elected  
Graduate  
Councilors

20  
Elected  
Undergraduate  
Councilors



# FUNCTIONAL STRUCTURE

(50+ INTERNAL  
WORKING  
MEMBERS)



ISA has a Board and seven departments as  
working body



## ROLES:

The Board does not have any vote since that may cause a conflict between the interests of graduate and undergraduate international students' interests.

### Roles of the Board:

- Manage ISA's day to day operations

- Execute tasks and advocate on the matters assigned by the Councils

- Conduct student engagement activities - events and welcome activities

- Represent both Councils in all official meetings

### Roles of the Councils:

- Discuss the political standings of the ISA.

- Make decisions on student issues.

- Hold the board accountable for its actions.

- Oversees the rules of the association.

- Sets the direction for the executive.



# SOLUTION TO APPOINTMENT

ISA Board will be elected directly by the undergrad council and the concept of having a selection committee does not exist anymore.



# SCENARIO:

- Election of Board Members.

Councill Election

Councillors are elected by students.

Joint Council meeting

Candidates nominate themselves for board positions.

Elections for Board position

- Candidates will deliver a speech
- Councillors will ask questions

Elections

Each council vote to fill their respective board positions.



# REFUGEES

- Refugees cannot be accommodated in the membership of ISA.
- Reasons:
  - Refugees are considered as permanent residents in Canada.
  - University classifies students as domestic and international students, it's not possible to validate their votes in ISA elections.
  - Lack of refugee presence in ISA, thus can't represent someone if they are not in our governance structure,
    - This would need reservations within ISA for refugees.
  - Refugees and international students are new to Canada but at the same time our issues are not always same such as tuition, U-Pass situation, etc.
- Solution:
  - While we can't advocate for them but still ISA can open its events/services to all refugee students.



ISA

SRA PROPOSAL

# INTRODUCTION

- UASU formed ISA in 2013 to act as an advocating body for international students.
- Tuition was increased suddenly by Board of Governors,
  - 100+ international students gathered to protest (13 Dec 2013).
- Students demanded an advocating voice to safeguard their interests.
  - The Students' Union decided to form ISA.
  - A Town hall was hosted by the Students' Union in Telus Center
  - As a result our ISA was formed (28 March 2014).



# OUR ABILITY TO REPRESENT INTERNATIONAL UNDERGRAD STUDENTS

- 20 Elected councillors
  - Elected directly by international undergrad students.
- 14 delegates
  - 1 SU Delegate
  - 2 Campus Associations delegates.
  - 6 Faculty Associations delegates.
  - 5 Regional groups delegates.

Open council allowing every international student to give presentation and speak in the council.



# REASONS FOR THIS SUBMISSION

- As an organization by international students, for international students, the ISA believes that it's in position to better represent international students .

5,600+  
undergrad  
international  
students

18.8%  
Of the UAlberta  
undergrad  
student body

Making one in  
every 5 students  
an international  
student soon.



# REASONS FOR THIS SUBMISSION

- The SRA status will enable ISA to directly advocate to the University of Alberta International (UAI) and hold them accountable to work for the betterment of international students.
- Although not yet recognized as an official representative association, the ISA currently operates on a level unlike that of a student group, with 50+ directors/coordinators in seven departments of ISA with its legislature spread over 80 pages.



# REASONS FOR THIS SUBMISSION

- ISA has always stood true to its membership
- Recent examples:
  - Reached to University VP Operations and VP Auxiliary services and asked for free relocation assistance for international students who were relocating in midst of the pandemic.
  - ISA reached out to Edmonton Mayor and City Councillors after international students were excluded from the ride transit program and held a direct meeting with ETS to advocate for our membership and safeguard their interests as a result, ISA was able to convince the ETS to allow international students' also to apply for ride transit program.



# BYLAW 8100: SECTION 8 (ROLES AND MANDATES)

Act as the official representative of its membership on student issues.

- ISA has always acted in a representative capacity for all international students at the University of Alberta.
- ISA has been active in filling all available student positions at various committees in Students' Union, university governance and advisory committees to make sure that international students' interests are safeguarded, and issues are raised.
- ISA has a permanent seat on the Council on Student Affairs (COSA) to raise international students' issues.
- According to Discover Governance, "they [SRAs] are important because they understand and can advocate for the more specialized needs of smaller sections of campus." For ISA, we are currently already filling the role of one and our Council in all right spirits gives ISA the legitimacy to truly demonstrate the voice of all international students.



## **Provide services which are beneficial to its membership**

- In the current COVID-19 situation, all ISA's public engagement activities have been suspended due to safety considerations, but various ISA departments have been active in their operations.
- All our departments are working remotely and providing services to students (more detail in proposal)
- ISA with its mission to connect the entire international students' community is working on a 48 hours strict response and action policy.



## **Foster student engagement and a sense of community within its constituency.**

- ISA works closely with International Students' Services (ISS) to host the welcome activities on campus for all new international students. We together work on events that help students connect within their community.
- Besides, ISA also works closely with Students' Union Executives and Graduate Students' Association to timely raise student issues and together work on solving the problems.
- ISA hosted an SU Election Forum in CAB earlier this year to make sure that voices of international students are not suppressed and our issues are not ignored.
- Student Engagement is the top priority of ISA and actively look into new ways to keep students engaged and at the same time help in their personality and social well being.



# BYLAW 8100: SECTION 8 (RECOGNITION)

**The student association represents a definable and enumerable constituency.**

- The International Students' Association (ISA) by its creation has been formed to advocate for all the undergraduate international students at University of Alberta.
- ISA have always stood true to its membership and timely represented them in University governance structures such as Council on Student Affairs (COSA) and in various other committees/meetings etc.
- Thus, ISA from the day of its formation to today is committed to represent a definable and enumerable constituency: that is the undergraduate international students.



**The student association has legislation and procedures that are compliant with Students' Union bylaw respecting Student Representative Associations and Student Groups; and**

- As per Students' Unions Bylaw 8100 and 8200, ISA complies with current regulations. Attached to this submission are the legislatures of ISA. Our Constitution and Bylaws form our legislatures.



**The student association is registered and recognized by the Students' Union as a student group.**

- ISA is a registered group with Student Group Services and is recognized by the Students' Union as a student group.



## NOTE:

- We understand that this model may seem unique to the Council .However, it is essential to explore new mechanisms to embrace diversity and to be inclusive towards the entire international students' community at the UofA.
- We request the Council to provide this chance to ISA to work for international students using this new model in a unique fashion.
- The SRA status will immensely help ISA to advocate strongly for its membership and will facilitate its operations.



# CONCLUSION

- The ISA would like to thank the UASU Students' Council for reviewing our submission. Moreover, we would also like to thank Akanksha Bhatnagar, Joel Agarwal, and David Draper for their support in preparing this submission.
- We look forward to working with Students' Union on various challenges faced by international students' and stay committed to working towards strengthening our organizations' collaboration by sitting in cross committees and holding regular meetings to address the students' needs.

