



# Nursing Undergraduate Association

FAMF Proposal – January 2012



# FAMF Statement

The purpose of the Faculty Association Membership Fee is to financially assist the activities of the Nursing Undergraduate Association (NUA) at the University of Alberta.



# Amount

In the current proposal:

\$7.50

On January 16<sup>th</sup>, 2012, the NUA voted (12 for, 1 against) to recommend that the proposal be amended to read:

\$12.50



# Lifetime

In the current proposal:

Four years

On January 16<sup>th</sup>, 2012, the NUA voted unanimously to recommend that the proposal be amended to read:

One year



# Scope

The Fee shall apply to all undergraduate students, both full-time and part-time, in the Faculty of Nursing.

This includes students who decide to accelerate their program in order to graduate in December instead of April.

# Distribution of Fee

CNSA (Canadian Nursing Students' Association) Membership*	68.11%
Student Emergency Fund	9.01%
Conferences	7.01%
NUA executive Meetings	4.32%
Faculty/Student Mixer	2.70%
Intramurals	4.50%
Office Supplies	2.40%
Advertising and Promotions	1.95%
	100%

\*Memberships are \$5.00 per student, will be increasing to \$10 in December 2012.



# Allocation

The monies received from the Fee will be prioritized for disbursement based on several criteria, ranked as follows:

1. Academic benefit
2. Maximizing benefit for the greatest number of individuals
3. Proven financial need
4. Promotion of the Faculty of Nursing and its programs



# Allocation

Any surplus from the Fee will be retained in a separate bank account and will have the following uses:

- a) Act as an account buffer up to a maximum of \$10,000
- b) Be disbursed in future years with the criteria set above.





# Refund Mechanism

All nursing undergraduate students are given the option of “opting out” of the FAMF fee.



# Eligibility

Any member of the NUA, as dictated by its bylaws, is eligible to receive services and monies from the fund.



# Refund Mechanism

- The Fee, or any individual's portion of it, may be refunded upon student request.
- The student will be required to complete a form stating that they have received a refund and all refunds will be tracked in order to ensure that double refunds are not granted.
- All forms will be maintained in the locked filing cabinet for a period of at least one year.
- Refunds may only be granted with signed approval of the Fund Administrator and the NUA President.



# Refund Mechanism

The ability for a refund from this fee will be advertised within the undergraduate nursing student population through posters, word of mouth and classroom speeches to ensure students are aware of such a refund mechanism.

# Management

- All funds are to be managed by the Fund Administrator, who will be responsible for tracking all disbursements, refunds, and request for funds.
- The Fund Administrator and the NUA President will serve as the sole signatories on the fund's bank account.
- The Fund Administrator will be VP Finance of NUA.
- Requests for funds will be handled by the Fund Administrator and all disbursements will require approval of the NUA Executive Committee as outlined in the NUA's bylaws.



# Financial Oversight

- The NUA will require financial statements from the NUA executive that uses funding, indicating the anticipated expenditures to be made with the allotted funds.
- The NUA will also require annual reports indicating how the funds that were delegated to a certain VP position were spent by February 15 of each year, and then will compile the reports for the Students' Council by March 15 of each year, indicating how the monies have been spent.



# Financial Oversight

- The NUA will report to Students' Council, as required by SU bylaws, and fully comply with any other legislation adopted by Students' Council with respect to financial oversight.
- The NUA will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.



# Consultation & Endorsement

FAMF renewal was discussed with the executive of the NUA at a council meeting on June 27, 2011:

A motion was made to approve renewal of FAMF, and the 2011-12 budget was passed.





# Consultation & Endorsement

At a general meeting on October 17, 2011, FAMF renewal and the distribution of money was discussed with all 23 students at the meeting.

When approving the budget from the previous year, a motion to approve the distribution of FAMF was passed.



# Consultation & Endorsement

During the week of January 20, the NUA council consulted nursing students about a fee increase, and received 102 signatures in favor. This increase was well received by the NUA council in the January 16 council meeting.



# Summary

## Cost of fee:

(proposed) - \$7.50

(amended) - \$12.50

## Duration of fee:

(proposed) – Four years

(amended) – One year



# Questions