

COUNCIL PROCEDURES

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SECRECY IN UNIVERSITY GOVERNMENT

WHEREAS student participation in confidential discussions within the government of this University not only fails to further the cause of student representation but also contravenes the spirit of that resolution;

WHEREAS no student representatives of the Federation of Students, or persons appointed by the Federation of Students to any administrative or academic body of the University should participate in confidential discussion;

Be It Resolved That:

1. If an officer or representative of the Federation of Students sits on an administrative or academic body that is not normally confidential in nature, they must report, and justify their participation in, any confidential sessions of that body to Students' Council.
2. If an officer or representative of the Federation of Students attends a confidential meeting with University Administrators, they must report, and justify their participation in, such a confidential session to Students' Council.

STUDENT APPOINTMENT TO COMMITTEES

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

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

FEDERATION OF STUDENTS CLUBS

A. Membership of Federation Clubs

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

B. Club Constitution and Executive Officers

1. Each club is required to have a constitution which meets the following minimum requirements:
 - a. Is approved by the Internal Administration Committee;

- b. States clearly that it is not an agent or a representative of the Federation of Students and that its views and actions in no way represent the Federation of Students;
- c. Clearly outlines the following areas:
 - i. Name of the club
 - ii. Purpose of the club
 - iii. Membership criteria, roles, and duties
 - iv. Executive positions
 - v. Executive duties
 - vi. Meeting requirements and procedures
 - vii. Election procedures
 - viii. Amendments
 - ix. Signing officers
 - x. Membership fees
- d. A Federation of Students club name
- e. Must be consistent with both the University's and the Federation of Students' mission and mandate

2. Executive Officers

- a. Executive members of a club must be students of the University of Waterloo who are fee-paying members of the Federation of Students, with the sole exception of registered University of Waterloo graduate students.
- b. Graduate Students may not comprise the majority of any club's executive.
- c. All Clubs must hold an election for the Executives at least once a year. Elections must be called for all club executive positions at a general club meeting that is open to all club members. Voting for executive positions can take place at the same meeting that nominations are called. If the elections take place at a time after nominations are called, the elections must take place in a general club meeting that is open to all club members.
- d. A list of the executive officers including names, ID numbers, titles, telephone numbers, and e-mail addresses must be provided to the Clubs Director. Any change in the club executive must be communicated to the Clubs Director (or designate) of the Federation of Students within one week of the change. It is the responsibility of the Clubs Director to verify that all club executives meet the

eligibility requirements.

C. Recognition of New Clubs

1. The Internal Administration Committee will accept proposals for new clubs during the first three weeks of each academic term. Under special circumstances, exceptions to this rule may be made by the Chair of the Internal Administration Committee.
2. A club may be recognized by the Federation of Students if it:
 - a. Opens its membership to all individuals as defined under Section A;
 - b. Intends to carry on activities which do not violate any federal or provincial laws, municipal by-laws, or university regulations; and which do not infringe upon the rights and privileges of others. These rights include, but are not limited to, the rights to privacy and freedom of expression and association;
 - c. Has a mandate which is not duplicated by any other club ratified by the Federation of Students on the same campus; and
 - d. Submits a constitution which adheres to the constitutional requirements, as outlined in Section B.
3. The Federation of Students will not ratify any clubs which practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques on their membership or potential membership, nor any clubs who are found to be associated with an outside body which practices coercion, or knowingly violates any of the procedures contained herein.
4. The Federation of Students will not recognize any club which practices discrimination in the acceptance of its members or executive members, or knowingly violates any of the procedures contained herein.
5. In the event that a club is not recognized by the Internal Administration Committee, a club may request an appeal before Students' Council.
6. To be considered for ratification, the applicant club must submit a package containing the following items to the Clubs Director:

- a. A typed cover letter stating the club's desire to be ratified along with the names, student numbers, telephone numbers, email addresses, and signatures of the past and present club Executives;
- b. A typed copy of the proposed constitution for the club;
- c. A typed list containing the names, student numbers and up to date telephone numbers of no fewer than seven students interested in joining the club; and
- d. A line item budget for proposed expenses during the upcoming academic term.

A. Active Status

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

D. Rights of Federation of Students Recognized Clubs

1. Upon recognition, a club is entitled to access certain Federation of Students and University of Waterloo services. These include:
 - a. Be listed as an official Federation of Students Club;
 - b. Solicit members and to collect membership fees;
 - c. Use University of Waterloo facilities, subject to regulations of the Administration (e.g. Audio-Visual, Graphic Services, Bookings) and to existing agreements between the University of Waterloo and the Federation of Students for provision of facilities and services;
 - d. Participate in Federation of Students Clubs Days;
 - e. Request assistance from the Federation of Students Club Director's office to help set

- up club events or to assist with any general problems during the year;
- f. Request available Federation of Students office and locker space;
 - g. Access Federation of Students funding (see Section G);
 - h. Use Federation poster boards (subject to Federation procedures regarding poster boards);
 - i. Have its mail, faxes, and other like forms of communication sent in care of the Federation of Students;
 - j. Have a mailbox in the Federation of Students office;
 - k. Have space on the Federation of Students world wide web home page, with appropriate links, as desired;
 - l. Book the clubs meeting room; and
 - m. Use the names of the University of Waterloo and the Federation of Students.
 - n. Request the assistance of the Federation of Students Marketing Department, subject to availability

E. Responsibilities of Federation of Students Recognized Clubs

1. Every Federation of Students Ratified Club has important responsibilities to the Federation of Students and to its membership. These responsibilities shall include, but not be limited to a club's duty to:
 - a. Abide by all Federation and University of Waterloo administrative policies and procedures.
 - b. Have all events and publications approved by the Clubs Director or Vice-President, Internal.
 - c. Undertake all financial dealings in accordance with Section G;

- d. Collect the contents of their mailbox located in the Federation of Students' office at least once per week;
- e. Adhere to the mandate as stated in the club's constitution;
- f. Inform the Clubs Director of any sponsors that they plan to bring onto campus prior to the event. Sponsorship is subject to approval by the Federation of Students such that sponsors do not conflict with Federation of Students or UW businesses and services;
- g. Reply to all correspondence within 14 days;
- h. Send a representative to all Federation of Students club meetings each term in which the club is active;
- i. Hold at least one general meeting per active term;
- j. Take a detailed set of minutes at each club general meeting, and present them to the Clubs Director;
- k. Forward all constitutional amendments to the Internal Administration Committee in a timely manner. The new constitution is subject to the approval of the Internal Administration Committee;
- l. Seek the approval of the Clubs Director before using the Federation of Students logo or name;
- m. Have all advertising and publications clearly stating the name of the Club publishing the material;
- n. All publications produced by the club must clearly state the name of the club sponsoring the material and include the Federation of Students Club Logo;
- o. Ensure that all advertising material meet the requirements outlined in the appropriate Council procedures;
- p. Not misrepresent or slander the Federation of Students or the University of Waterloo
- q. Consult with the Clubs Director prior to hosting or participating in any high risk or liability event, in order to obtain advice on minimizing risk;

- r. Consistently use the club's recognized name; and
 - s. Hold ticketed events in accordance with Federation of Students' procedure.
2. The failure of a club to uphold its responsibilities will result in disciplinary action taken against the club.
 - a. Failure of a club to send a representative to mandatory Federation of Students club meetings may result in forfeiture of financial sponsorship

F. Club Financing

1. All clubs shall:
 - a. Use the Federation of Students' accounting department for all financial dealings;
 - b. Adhere to all accounting procedures and policies as set out in the Clubs Manual;
 - c. Hold all monies within an account held within the Federation of Students.
2. All Federation-recognized Clubs shall be sponsored equally by the Federation of Students. All receipts for expenditures that are to be paid for through this sponsorship must be provided to the Clubs Director for approval. All expenditures must be justified via receipts or in writing.
3. Clubs' executive members shall be responsible for payment of any expenditures charged to their account that are in excess of the Federation of Students sponsorship amount.
4. The Clubs Director shall be responsible for providing clubs with an update on their account charges upon request.
5. Clubs may apply to the Internal Funding Committee for special projects funding.
6. The Clubs Director, Vice-President, Internal, and the Vice-President, Administration and Finance reserve the right to conduct reviews of any club ratified by the Federation of Students in order to determine the integrity of the finances and general operations of the club.

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

G. Recruiting

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

3. The following are acceptable means of recruiting:
 - a. Organized recruitment as a part of the Federation of Students Club Days;
 - b. Posters or banners inviting prospective members to information meetings, social

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

H. Disciplinary Procedures

1. Probation
- a. The following will be cause for clubs to be placed on probation by the Federation of Students:
 - i. Breach of any of the responsibilities outlined in this resolution; or
 - ii. Misuse of Federation of Students services or privileges.
 - b. While on probation, a club may:
 - i. Have its Federation of Students account frozen; and
 - ii. Be suspended from all rights outlined in part E. of this resolution.
 - c. A club which fails to rectify its probationary status with the Federation of Students within

the timeline designated by the Internal Administration Committee will be scheduled for dissolution at the discretion of the Internal Administration Committee. The onus falls on the club to take all necessary measures to rectify its probationary status.

- d. When placed on probation, a club will be notified by one notice in its Federation of Students mailbox and each club executive member will be notified by one notice via telephone or email.

2. Dissolution

- a. Should a club fail to rectify its probationary status, a Internal Administration Committee meeting may be called to consider dissolution of the club. This entails:
 - i. Loss of any or all privileges conferred on the club by the Federation of Students; and
 - ii. Recovery of any of the clubs' monies by the Federation of Students.
- b. When scheduled for dissolution, a club will be notified by one notice in its Federation of Students mailbox and each club executive member will be notified by email.
- c. Upon notice of dissolution, a maximum of three delegates from the club in question will be given the opportunity to explain to the Internal Administration Committee why the club should not be dissolved. The onus rests on the club to demonstrate this to the Internal Administration Committee.
- d. Conditions for dissolution include, but shall not be limited to:
 - i. Abuse of Federation of Students services;
 - ii. Violation of the terms or spirit of this procedure, as determined by the Federation of Students;
 - iii. Breach of the procedures as outlined in Section F of this procedure;
 - iv. Failure to abide by the club's own constitution;
 - v. Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities;
 - vi. Committing an offence which is contrary to federal or provincial laws, municipal by-laws, University of Waterloo regulations, or Federation of Students' policy or procedure.
- e. The Clubs Director may bring to the attention of the Internal Administration Committee any club to be considered for dissolution which appears to be in

breach of the terms or spirit of this procedure.

- f. Any club may be dissolved without having previously been on probation provided the Executive members of the club have been afforded the opportunity to come before the Internal Administration and plead the club's case.
- g. Should a club not be satisfied with the decision of the Internal Administration Committee, the club may request an appeal before the Federation of Students' Council. Students' Council may grant or deny leave to the appeal.

I. Club Lockers

1. Long-Term Storage

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

2. Temporary Storage

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

BUDGET PREPARATION

How to Prepare a Budget

The dates within this procedure apply to the case in which the target date for presentation of the budget to the Students' Council first meeting of the Spring term.

This schedule is to act as a guideline to the Vice-President, Administration and Finance and the Budget Committee of the Federation of Students.

March 1: The Vice-President, Administration and Finance must obtain projected enrolment figures for the Spring and Fall terms and calculate the expected total Federation of Students Fees to be collected. In co-operation with the Vice-President, Administration and Finance-elect and the General Manager, the Vice-President, Administration and Finance shall circulate a Budget Preparation Package to the Business Managers. The package will address the budgets for the twelve-month period commencing May 1 of that year. The packages should be returned by April 15 at the latest.

March 15: The Vice-President, Administration and Finance and the Vice-President, Administration and Finance-elect, in consultation with the Executive Board, the Executive Board-elect and the service directors, shall begin preparing the budgets for the Federation Services.

March General Meeting: A Budget Committee will be struck at the first meeting of the new Students' Council.

April 15: The proposed service budgets shall be completed and circulated to the Executive Board, the Executive Board-elect, the Budget Committee and the appropriate service directors. Concerns can be addressed to the Vice-President, Administration and Finance and

the Vice-President, Administration and Finance-elect, and justification for suggested changes will be received in writing. The Budget Committee shall meet to discuss these concerns. If changes are deemed warranted and possible, they will be completed by April 30.

The Vice-President, Administration and Finance, the Vice-President, Administration and Finance-elect, and the General Manager shall meet with respective Business Managers between April 15 and April 30. These meetings will serve to review proposed budgets and to allow for justification of the figures presented.

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

Presentation of the Budget Draft

J. Prior to the Meeting

1. The budget draft shall be circulated to councillors as part of the Agenda package. This draft should include the budget figures from the previous year as well as available actuals (or best approximations where necessary).
2. A copy of the budget draft will be made available on the Federation of Students Home Page.
3. A copy of the budget draft will be made available for review in the Federation of Students Office.
4. The Vice-President, Administration and Finance will make himself/herself available to councillors in the weeks leading up to this council meeting to answer any questions that may arise.

At the meeting:

5. The Vice-President, Administration and Finance shall refer to the budget draft as circulated in the Agenda package.

6. The Vice-President, Administration and Finance shall explain how the Federation of Students fee contributes to the budget and justify the figures presented.
7. The Vice-President, Administration and Finance shall present the budget figures and provide justification where he/she deems necessary. Further, the Vice-President, Administration and Finance shall answer questions directed from Students' Council and provide clarification where necessary.
8. Suggested modifications will be presented by members of Students' Council to the Vice-President, Administration and Finance and noted.

Budget Draft Revision

1. The Budget Committee shall take the modification suggestions and revise the budget draft where necessary and possible.
2. A new budget proposal containing these modifications shall be presented at the second meeting of the spring term. The presentation shall follow the same procedure as outlined above. At this time, the Vice-President, Administration and Finance will either recall the Budget Committee to make further revisions based on the new set of recommendations, or seek a motion to approve the budget as updated. If the budget does not gain approval, the Budget Committee shall be recalled to further modify the budget based on these recommendations and seek approval at the next council meeting.

Budget Revision

1. July 31 The Vice-President, Administration and Finance shall review the appropriate Budget Departments with the Executive Board, the Special Events Programmer, the Director of Programming, and the Business Manager and make any amendments deemed necessary. All changes to the budget are subject to approval from the Budget Committee and Students' Council.
2. In the case of line items within a Department, funds may be transferred between lines upon written application to the Executive Board member responsible for that service and approval by the Executive Board.

ELECTION AND REFERENDA PROCEDURES

A. SCOPE

1. This procedure governs elections for:
 - a. Federation of Students Executive positions, including by-elections for vacancies occurring before November 1st.
 - b. Federation of Students Councillor positions, including by-elections for vacancies occurring before November 1st.
 - c. Undergraduate Student Senator positions for the University of Waterloo Senate, except with regard to spending limits, reimbursement and appeals, which are dealt with in Senate Bylaw 5.

2. This procedure also governs all referenda of the Corporation.

B. VACANCIES

1. Vacancies may result in the course of an elected person's term of office. Stewardship of the by-elections should aim to meet the spirit of the procedure taking into account the unique demands of the by-election to candidates, students, and the Federation of Students.

2. In the event that there is a vacancy in a position after the Winter term general elections, the following process shall be put into place:
 - a. The position available shall be posted on the Federation of Students website with a nomination package and information for interested students.
 - b. When a nomination package is submitted to the Electoral Officer, notice of the nomination shall be posted by the Electoral Officer on the Federation of Students' website and other available media sources as soon as reasonably possibly.
 - c. Eligible candidates will be given 7 days from the date of the announcement to contest the nomination by submitting a valid nomination form.
 - d. If the nomination is not contested within the time allotted, the candidate shall be considered acclaimed. If the nomination is contested, the Electoral Officer in conjunction with the Federation of Student Executives and the Elections Board shall call an election at the next available time.

C. DEFINITIONS

1. Nomination forms

- a. Nomination forms must indicate who is being nominated by whom and for what position. Nomination forms must also indicate if an individual is running on a team and what the name of that team is. Nomination forms must match the nomination form provided by the Federation of Students.
2. Campaigning
 - a. Campaigning may consist of, but is not limited to, all forms of advertising or communication by/in any medium, the distribution and/or posting of any materials, and speeches and public forums designed and/or likely to influence voters towards a particular candidate or referendum option.
 - b. Publically declaring an intention to run in an upcoming election shall not be considered campaigning.
 - c. Any form of campaigning may only be conducted during the campaign period.
3. Campaigning period
 - a. The start of the campaigning period shall be determined by the Elections Board. It shall last for ten business days and cannot occur during the examination period as scheduled by the registrars' office.
4. Nomination period
 - a. The start of the nomination period shall be determined by the Elections Board.
5. Pre-campaigning period
 - a. For an election, the pre-campaigning period starts at the end of the previous election's polling period and ends at the start of the nomination period.
 - b. For a referendum, the pre-campaigning period starts at the announcement of the referendum and ends at the organizational meeting as defined below.
6. Interim Preparation Period
 - a. For an election, the interim preparation period starts at the end of the nomination period and ends at the start of the campaigning period.
 - b. For a referendum, the interim preparation period starts at organizational meeting as defined below, and ends at the start of the campaigning period.
 - c. The interim preparation period should be no longer than 5 business days to allow for candidates, committees, and the Elections Board to prepare for the campaign period.
7. Polling period
 - a. The polling period starts on the morning of the first Tuesday following the end of the campaigning period. It shall last for 60 hours and cannot occur during the examination period.

8. Fair Market Value

- a. Fair Market Value is the lowest price of a product or service, without special concessions or special discounts, from a set of at least three prices from merchants in Waterloo Region.
- b. Discounts that are allowed must be easily accessible by all other candidates and committees and include, but are not limited to, one day sales and group deals.
- c. The determination of Fair Market Value will be at the discretion of the Elections Board.

9. Identifying Mark

- a. An identifying mark is any mark or combination of marks that can be used to clearly identify a candidate or team from other candidates in their election. Identifying marks include, but are not limited to, a candidate's name, URL, design, picture, logo, or team/party affiliation.

10. Team

- a. A team is an Elections Board approved group of multiple candidates who wish to be elected together into office. All material branded with a shared Identifying Mark will be expensed to all team members.

D. BOARDS AND OFFICERS

Elections and referenda will be administered and overseen by an Elections Board and an Election Appeals Board. No candidate or member of a Referendum Board may be a member of the Elections Board or the Election Appeals Board.

1. Elections Board

- a. The Elections Board shall be comprised of the following distinct people:
 - i. An Electoral Officer, who must be a member of the Federation of Students and is the chair of the committee;
 - ii. A Chief Returning Officer, who does not have to be a member of the Federation of Students;
 - iii. One member of the Federation of Students who has been or is a member of the Policies & Procedures Committee or the Bylaws, Policies, and Procedures Committee.
 - iv. One member of Students' Council; and
 - v. One undergraduate student-at-large, who must be a member of the Federation of Students.

- b. The Elections Board shall:
 - vi. Strive to ensure that all elections and referenda are fairly run;
 - vii. Decide whether a candidate or committee has violated the election rules;
 - viii. Remain impartial and unbiased on election or referendum issues and candidates and make no public statements concerning the election or referendum except in respect to procedural matters;
 - ix. Ensure that an election and/or referendum web site is created and updated;
 - x. Record the proceedings at all public forums to be published within two business days; and
 - xi. Within sixty (60) days of the end of the polling period, submit a report to Students' Council that details its decisions during the election or referendum, summarizes the results of the election, including voter turnout by faculty, and recommends improvements for future elections or referenda.

2. Election Appeals Board

- a. The Election Appeals Board shall be comprised of:
 - i. A member of the Federation of Students Executive, who shall chair the Committee unless they are a candidate in the election or a member of a Referendum Board, in which case Students' Council shall nominate a replacement from the Executive who is not a candidate or member of a Referendum Board;
 - ii. Three other members of the Federation of Students who are not also members of the Elections Board.
- b. The Election Appeals Board shall:
 - i. Consider appeals of Elections Board decisions where new information has been submitted or there is contention that the Elections Board did not follow the procedure for deciding whether a candidate or committee did or did not violate the rules;
 - ii. Remain impartial and unbiased on election or referendum issues and candidates and make no public statements concerning the election or referendum except in regard to procedural matters, and
 - iii. If it made decisions, submit a report to Students' Council that details its decisions, within sixty (60) days of the end of the polling period.

3. Officers

- a. The Electoral Officer shall:
 - i. Appoint the Chief Returning Officer;

- ii. Ensure that this procedure is followed;
 - iii. Produce a Voters List;
 - iv. Chair meetings of the Elections Board;
 - v. Draft the required report to Students' Council about the election or referendum.
- b. The Chief Returning Officer shall:
- i. Ensure that the online ballot and offline ballot are correct;
 - ii. Test the online voting system and ballot;
 - iii. Ensure that undergraduate students who are not on the Voters List, but are members of the Federation of Students, are able to vote offline.

E. PRE-CAMPAIGN PERIOD

1. In the Spring term, the President shall appoint a Electoral Officer.
2. For each position, the incumbent or a group of incumbents shall produce a short job description. This job description should describe the estimated amount of time required to do the job and the responsibilities and powers of the position. It should also include the deadline for nominations for the position and the estimated cost of competing for the position.
3. In the Fall term, the Electoral Officer shall ensure that these descriptions are distributed to as many campus student organizations as possible and that these organizations are asked to further distribute the descriptions. The Electoral Officer shall also ensure that the descriptions are posted on the Feds web site.
4. At least twice a term, the Electoral Officer shall advertise in campus media the availability of each vacant position and the process for submitting nominations.
5. Before the opening of nominations for the general election, the Electoral Officer shall send an e-mail to all members that advertises the upcoming elections, encourages competition for the positions and clearly states the deadline for nominations and the number of nominations needed to become a candidate for each position. This e-mail should contain links to the job descriptions and nomination forms posted on the Feds web site.
6. In the Fall term, Students' Council shall form the Elections Board and Election Appeals Board.

F. NOMINATIONS

1. During the nomination period, nomination forms shall be available in the Federation of Students office and on the Feds web site.
2. Required Signatures
 - a. Nominations for Executive positions shall require the signature of the candidate and the signature of one hundred (100) other members of the Federation of Students.
 - b. Nominations for a Students' Council position shall require the signature of the candidate as well as the signature of twenty-five (25) other members of the Federation of Students from the appropriate constituency.
 - c. Nominations for a Senate position shall require the signature of the candidate as well as the signature of twenty-five (25) other members of the Federation of Students from the appropriate constituency.
3. Submitted nomination forms shall not be open for public inspection. However, the names of nominated candidates shall be public.
4. The Electoral Officer shall check the validity of each Executive and Councillor nomination form. For Executive and Councillor positions, the qualifications for candidate eligibility are set out in the bylaws of the Federation of Students.
5. The University Secretary or designate shall check the validity of each Senate nomination form. For Senate positions, the qualifications for candidate eligibility are set out in the bylaws of University of Waterloo. The University Secretary or designate shall liaise with the Electoral Officer and inform the Elections Board of the validity of each Senate nomination form.
6. If a nomination is invalid, the nomination shall be rejected and the candidate shall be notified. Candidates may correct and resubmit rejected nomination forms. If a nomination form is rejected after the end of the nomination period, the candidate will have two business days to resubmit their nomination form.
7. Acclamations
 - a. If the number of nominations in any constituency is less than or equal to the number of seats available in that constituency, all members who submitted nomination forms for seats in that constituency shall be acclaimed.
8. Nomination of incumbent Executive
 - a. A member of the current Executive who is nominated for an Executive position will take an unpaid leave of absence from the start of the campaign period until the end of the polling period. The candidate shall consult with the Executive

Board and the General Manager about office hours for essential duties. All possible duties shall be delegated. In cases where it is determined that a current Executive who is nominated for an Executive position has duties which cannot be delegated, financial compensation for said duties may be allocated to that Executive at the discretion of the Board of Directors.

9. Exclusivity

- a. Nominations are limited to a single position within the Federation of Students. A member of the Federation of Students may run for an Executive position, but may not concurrently run for another position within Students' Council or the Executive. A member of the Federation of Students may not concurrently run for or hold two positions with Students' Council under the same academic calendar year.
- b. Senator elections are to the University of Waterloo Senate, not for a position within the Federation of Students. Members of the Federation of Students running of an Executive position or Students' Council may also run for positions of Senate unless prohibited by the Senate.

G. INTERIM PREPARATION PERIOD

1. During the Interim Preparation Period, the Electoral Officer shall hold a compulsory meeting to explain the rules for the election and answer questions about the rules. At this meeting, the Electoral Officer shall distribute relevant Students' Council procedures and other documents to candidates or committees.
2. At the organizational meeting, each side in a referendum shall form a committee that will be recognized officially by the Elections Board. Only undergraduate members of the Federation of Students may be members of or chair these committees. Only members of approved committees may campaign on behalf of a referendum question. The committees will also disclose a list of official members to the Elections Board.
3. During the Interim Preparation Period, the Electoral Officer will add all of the candidates' and committee members' email addresses, as provided on their nomination forms, to the Federation of Students' election email list. Candidates and committee members are to ensure they are receiving communications from the Elections Board via the Federation of Students election email list by the conclusion of the Interim Preparation Period. It is the responsibility of each candidate and committee member to ensure they are receiving communications and report any problems to the Elections Board immediately.

4. Candidates and committee members are responsible to check their email daily during the Interim Preparation, campaigning, and polling periods for important updates.

H. CAMPAIGNING PERIOD

1. Rules for candidates, committees, and campaign volunteers

Neither the candidates, committees, nor campaign volunteers shall:

- a. Lie
 - b. Misrepresent the character or statement(s) of another candidate or committee
 - c. Make public allegations that other candidates or committees have violated the rules
 - d. Campaign outside of the campaigning period
 - e. Speak to a class without the permission of its instructor
 - f. Email a class list without the permission of its instructor.
 - g. Distribute alcohol or money for campaigning purposes
2. The candidates and committees shall also:
 - a. Ensure that content and methods of campaigning are above reproach.
 - b. Submit all campaign materials to the Electoral Officer for approval.
 - c. Only use approved campaign materials.
 - d. Attend all compulsory meetings, unless excused by the Electoral Officer.
 3. All campaigning is subject to the discretion of the Elections Board.
 4. A referendum campaign may be designated by the authority calling the referendum to be comprised of one or more separate but related questions. In such a case, the committees shall have access to campaign funding and privileges as if there were only a single question.
 5. Campaign Materials
 - a. Campaign materials will be costed to the candidates and committees at their purchased value.
 - b. All campaign materials, including web and social media tools, must be approved by the Electoral Officer or delegate.
 - c. A prototype of each piece of campaign material must be submitted to the Electoral Officer for approval.
 - d. The Electoral Officer or delegate shall affix a mark on campaign material that indicates that he or she has approved the material. Candidates and committees must ensure that all campaign material, including web and social media tools, bear a suitable mark from the Electoral Officer or delegate. Only the Electoral Officer may decide if a mark on a campaign material is suitable. It is the

responsibility of each candidate and committee to proactively consult with the Electoral Officer regarding campaign material marking requirements.

- e. The office of the Federation provides an appropriately dated logo print and this should be used to signify to the University Plant Operations staff that posters with this logo print are authorized and should not be removed until the date marked thereon. Each poster must be individually stamped with this print by the candidate or committee, or designate.
 - f. Use of the official Feds election logo and URL, which is normally <vote.feds.ca> is mandatory on all print materials. The definition of a print material shall be at the discretion of CEO. Use of the logo and website is encouraged on other campaign materials.
 - g. The referendum campaigning rules shall not impede any officer or member of the Corporation from carrying out all duties reasonably incident to their portfolio, nor shall any publicity attributed to a portfolio be costed to a committee during the campaign period provided that the committee membership is not mentioned or any association with the campaign noted.
6. Social Media
- a. Use of social media should be checked by the Electoral Officer prior to use. The Electoral Officer or designate must be invited to any relevant application and, if possible, be placed in a moderator or administrative capacity. Official capacity of the Electoral Officer should be noted if possible.
 - b. Candidates and committees will be responsible for daily monitoring of all social media applications organized by the candidate, the committee, or their volunteers to ensure that the applications, and all third party postings, follow the rules of this procedure.

I. ALLEGATIONS, DECISIONS, APPEALS, AND PENALTIES

1. 1. Allegations
 - a. Anyone may privately allege to the Electoral Officer that a candidate or committee has violated the rules.
 - b. The Elections Board shall consider every non-frivolous written allegation that a candidate or committee has violated the rules.
 - c. The Electoral Officer shall decide if an allegation is frivolous in nature. Frivolous allegations will generally be considered to be those which meet the general definition of frivolous as being “manifestly characterized by lack of seriousness, reason, or evidence”.
 - d. The Elections Board shall within 24 hours of receiving a complaint inform a candidate or the members of the relevant committee that someone has alleged that he or she has violated the rules.

- e. The alleged, the candidate or committee, and the Elections Board shall keep alleged violations confidential until the Elections Board has decided whether the candidate or committee did or did not violate the rules.
 - f. Candidates and committees shall be allowed to present evidence to the Elections Board that is relevant to the alleged violation.
 - g. Submissions of allegations will be accepted by the Elections Board until 9:00 AM on the first day after the conclusion of the Polling Period. Any complaints submitted after this deadline will be considered at the discretion of the Elections Board.
 - h. Teams can be given an allegation. It is the discretion of the Elections Board to decide if the violation of the rules was committed by the Team or an individual. Similarly, the Elections Board can determine that each individual on a Team is responsible for an allegation only assigned to one individual.
2. Decisions
- a. The Elections Board will allow a candidate or committee two business days for the provision of evidence after informing the candidate or committee that an allegation has been made against them. The Elections Board will determine whether or not a candidate or committee did or did not violate the rules within four business days of receiving the allegation.
 - b. The Elections Board shall inform the alleged and the candidate or committee of its decision within two hours of having made said decision.
 - c. The Elections Board shall make its decisions public immediately after informing the alleged and the candidate or committee of its decision.
 - d. Decisions regarding frivolous allegations shall be published at the discretion of the Election Officer.
3. Appeals
- a. Only the original alleged or the candidate or committee may appeal a decision of the Elections Board.
 - b. Appeals must be based on new information or contend that the Elections Board did not follow the procedure for deciding whether a candidate or committee did or did not violate the rules.
 - c. Appeals must be submitted to the Election Appeals Board within thirty-six hours of the Elections Board's decision.
 - d. Frivolous allegations may be appealed to the Election Appeals Board. Should a frivolous Allegation be considered, the Election Appeals Board may reject the original allegation as frivolous, or declare the allegation must be formally considered by the Elections Board.
 - e. The Election Appeals Board shall decide the appeal within two business days and the decision of the Election Appeals Board shall be the final decision regarding the matter.

4. Penalties in Elections

- a. Each violation of the rules will reduce a candidate's current spending limit by fifteen (15) percent of the candidate's original limit;
- b. Candidates who exceed their spending limit will be disqualified from the election and removed from the election ballot if the polling period has not begun.
- c. The Elections Board may disqualify a candidate or team for any violation or combination of violations that is determined to be intentional, blatant, and/or substantial breach of the integrity of the electoral system.
 - i. The disqualification will be determined by a unanimous, secret ballot vote of the Elections Board.
 - ii. Justification and rationale for every ruling must be given within 24 hours of a decision, but not before the candidate has been notified.

5. Penalties in Referenda

- a. Where the Elections Board finds that a violation of the rules has taken place, the following penalties may be imposed, at the discretion of the Elections Board. The Elections Board may:
 - i. Declare that a referendum in a particular constituency be ruled void;
 - ii. Declare that a referendum be ruled void;
 - iii. Levy a monetary fine against a committee of 15% of the committee's spending total (per individual infraction);
 - iv. Direct a committee to take some corrective action;
 - v. Disqualify a committee from the referendum; or
 - vi. Revoke the rebate of campaign expenses for a particular committee, making committee chair(s) financially responsible.
- b. Any committee disqualified above shall not be eligible as a committee if a new referendum is called.
- c. Any committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall not campaign further. This includes all of that committee's posters being removed, the committee not being allowed to participate at public forums, the Elections Board not setting up interviews with newspapers, and any other forms of campaigning as decided by the Elections Board. Upon the disqualification and during the polling period, signs will be posted by the Elections Board informing voters of the disqualification.

J. POLLING PERIOD

1. Each vote will have the value of one (1).
2. The Elections Board shall decide where to place online polling stations on the University campus during each election cycle. The Elections Board will endeavor to place online polling stations in areas frequented by sizeable concentrations of undergraduate students.

3. Ballots
 - a. Ballots for elections, whether electronic or paper, shall list the names of the candidates, surname first, in alphabetical order and where applicable include the Team name in brackets following the name.
 - b. The Electoral Officer shall cause the electronic ballots to be tested.
 - c. Each paper ballot shall be uniformly marked with a distinctive sign that indicates its validity.

4. Online voting system
 - a. The online voting system shall be usable by almost all members of the Federation of Students.
 - b. The online voting system shall not be usable by non-members of the Federation of Students.
 - c. The online voting system shall ensure that electors cannot cast more votes than they are entitled to cast.
 - d. The online voting system shall use the list of electors prepared by the Electoral Officer to validate electors.
 - e. The online voting system shall provide immediate feedback to electors about the status of the votes that they have cast.
 - f. The online voting system shall allow an elector to decline the ballot.
 - g. The online voting system shall store each vote and the time that the vote was cast in an electronic medium.
 - h. Votes cast shall not be traceable to the elector who cast them.
 - i. The results of the electronic vote shall be stored in a non-electronic medium.

5. Number of votes and eligibility
 - a. For Executive positions, each full member of the Federation shall be eligible to vote once for any one candidate for each contested Executive position.
 - b. For Councillor and Senator elections, each elector shall have as many votes as there are seats to be filled in the constituency in which s/he is registered. Voting shall be non-cumulative.
 - c. For Councillor elections, each full member of the Federation shall be eligible to vote in the constituency in which s/he is registered.
 - d. For Senator elections, each full member of the Federation shall be eligible to vote once in the constituency in which s/he is registered, and once for any at-large candidates.

6. Offline voting
 - a. Electors who are not on the list of electors prepared by the Electoral Officer and could not successfully vote online shall, if they can show the Electoral Officer

that they are members of the Federation of Students, be able to vote using paper ballots.

- b. A polling station shall be established at the Federation of Students office for electors who are not on the list of electors prepared by the Electoral Officer.

7. Polling stations

- a. Polling stations shall be staffed by two polling clerks;
- b. Polling clerks shall not provide opinions on the candidates or referendum options, even if those opinions are solicited.
- c. Online polling stations shall have at least one computer that is connected to the Internet.
- d. Online polling clerks may assist electors with online voting, but they cannot vote on behalf of an elector.
- e. Voting at the polling station
 - i. Only members who are not on the list of electors and members who could not successfully vote online may vote at the polling station.
 - ii. Paper ballots shall be counted and signed out by the Chief Returning Officer at the start of the polling period and counted upon their return.
 - iii. To vote, students who are not on the list of electors must present their student ID card.
 - iv. Polling clerks shall initial ballots for qualified electors.
 - v. The elector shall mark the ballot in private and place it in the ballot box under the supervision of the polling clerk.
 - vi. An elector who has received a ballot and returns it to the polling officer declining to vote, forfeits the right to vote and the polling officer shall immediately write the word "declined" upon the back of the ballot and preserve it to be returned to the Chief Returning Officer.
 - vii. If s/he has marked the ballot incorrectly, the student may request another ballot. The polling clerk must destroy the original ballot immediately, under the scrutiny of the student but must keep a record of destroyed ballots.

8. Counting ballots

- a. The Elections Board shall be responsible for overseeing the counting of paper ballots.
- b. Only members of the Elections Board, duly appointed scrutineers of candidates eligible for election or non-disqualified committees, and required polling officers shall be present during the counting of paper ballots.
- c. A paper ballot shall be considered spoiled if:
 - i. It is not obvious by means of an appropriate mark which candidate or option was the voter's choice;
 - ii. It is not initialed by a poll clerk;

- iii. Any marks signifying the identity of the voter are present; or
 - iv. It is not appropriately stamped.
 - v. All disputes regarding the counting of ballots shall be received by the Elections Board and shall be settled before the election or referendum is declared ended.
- d. Any candidate or committee shall be entitled to a recount of the paper ballots if s/he requests it from the Chief Returning Officer within 72 hours of the announcement of the election results.
 - e. The votes will be tallied using the Instant Runoff Voting (IRV) counting system for executive candidates. Votes for the council candidates will be tallied using the Single Transferable Vote (STV) counting system.
 - f. Votes for referenda will be tallied, with the option receiving the most votes declared the winner.
9. Ties
- a. In the event of a tie, a run-off vote will be held as soon as is practical, in which only those candidates or options with the most votes will be eligible.
10. Rules for candidates and committees during the polling period
- a. Physical and digital campaign materials put into circulation during the campaign period may remain in circulation if completely unaltered.
 - b. Clothing, buttons, and other physical accessories that act as campaign materials may not be worn by candidates or committee members during the polling period.
 - c. Candidates and committees may not campaign or directly encourage the practice of voting, but may respond to questions regarding voting by neutrally informing students of the voting website, dates, and times without presenting any bias toward any particular candidate or option or advertising their own candidacy or support for a side.
 - d. Candidates and committees may not physically approach students and direct them to vote during the polling period; they must not intentionally or inadvertently harass (or otherwise violate UW Policy 33 - Ethical behaviour) members to vote, or vote for a particular candidate or option.
 - e. Candidates and committees must make a best effort to ensure campaign volunteers also adhere to the above rules.

K. CALCULATION OF COSTS

- 1. Candidates and committees must submit an individual campaign budget and all of their original receipts for campaign materials and services rendered within 24 hours following the end of the campaign period using the standard campaign expense form provided by the Elections Board at the Close of Nomination Meeting. If the candidate or committee cannot submit original receipts, the candidate or committee may present photocopies of the receipts to the Chief Returning Officer or authorized delegate. Use of non-original

receipts in the calculation of cost does not guarantee reimbursement of said costs. Candidates or committees who spend no money on campaign materials and services must indicate to the Elections Board in writing no later than 24 hours following the end of the campaign period that no campaign budget will be submitted for this reason.

2. The Electoral Officer shall strive to remind all candidates and committees by the election email list to submit their campaign budget or notice of no campaign budget within 24 hours of the end of the campaign period. Candidates and committees who do not submit their campaign budget or notice of no campaign budget and receipts or authorized photocopies will be disqualified.
3. If the candidate or committee's final budget is over their adjusted spending limit, the candidate or committee will be disqualified.
4. Receipts must reflect the spending of an individual candidate or committee except where joint campaign materials have been purchased.
5. Should two or more candidates or committees decide to produce shared materials or share services, each candidate or committee will be costed the full value of all materials that bear the candidate or committee's identifying mark. Each candidate or committee will only be reimbursed for expenses claimed with an appropriate receipt.
6. Donated or significantly discounted campaign materials and gifts-in-kind will not have a monetary cost to the candidate or committee, but must be accounted for with the appropriate Fair Market Value calculation as determined by the Elections Board. This will be the price that will be used for budget calculation but not for reimbursements.
7. The Elections Board shall have final say as to what will be considered a campaign expense.

L. ELECTION FINANCING

1. Campaign spending limits are to be \$300.00 for Executive candidates. Candidates for Students' Council seats have a \$75.00 spending limit. Candidates for Senate seats have a \$100 spending limit for constituency seats and \$200 for at large seats. Referendum Boards have a \$500.00 spending limit. Spending limits exclude applicable taxes.
2. Candidates who receive at least seven per cent of the votes cast, and all Referendum Boards, will receive a subsidy from the Federation of Students for one hundred per cent of their actual campaign expenses as per their spending limit. Disqualified candidates and committees are not eligible for this subsidy.

3. Candidates for Federation of Students Executive, Students' Council positions, and University of Waterloo undergraduate Senate positions, as well as Referendum Boards, are eligible for campaign expense reimbursements.

MEETINGS OF STUDENTS' COUNCIL

A. Overview

I. Purpose

This procedure:

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

II. Application

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

III. Review

1. This procedure shall be reviewed at least annually.

B. Officers

I. Election

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

necessary to arrange the next meeting of Council, if applicable, and to elect a new Speaker.

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

II. Speaker

1. The Speaker is the presiding officer of Council. The Speaker is required to carry out their duties as presiding officer in an impartial manner and with the objectives of fairness, transparency, and democracy in mind.
2. The Speaker is responsible for arrangements necessary to hold Council meetings, such as ensuring that a room is booked and that any necessary equipment will be brought to the meeting.
3. The Speaker shall prepare the agenda for each meeting of Council in accordance with the procedures.
4. The Speaker shall serve as a resource to Council members, to ensure that they are able to effectively raise their concerns and issues to the appropriate part of the Federation, and to assist them in crafting any motions that they may wish to bring before Council.
5. The Speaker shall ensure that the Deputy Speaker is capable of taking over from the Speaker when necessary.
6. In the event of a casual vacancy in the office of Speaker, the Deputy Speaker shall automatically become Speaker.

III. Deputy Speaker

1. The Deputy Speaker is the second presiding officer of Council. The Deputy Speaker shall preside whenever the Speaker is unable or unwilling to do so.
2. In the event that both the Speaker and the Deputy Speaker are unable or unwilling to preside, then Council shall select a Speaker *pro tem*.
3. The Deputy Speaker shall be prepared to take on the office of Speaker should a vacancy arise in that office.
4. The Deputy Speaker shall assist the Speaker in fulfilling his or her duties.

IV. Secretary

1. The Secretary shall produce the minutes and proceedings of each meeting of Council and submit them to Council for approval.
2. During each meeting, the Secretary shall keep a log of business conducted during the meeting for the convenience of the presiding officer and of Council.

3. The Secretary shall ensure that copies of all approved minutes and proceedings, all changes to the policies and procedures, and all committee reports are submitted to the responsible employee of the Federation for filing.
4. The Secretary shall keep track of the membership of each Council and each committee of Council and inform Council of any resignations or removals.
5. The Secretary shall inform newly-appointed committee members of their appointment and ensure that the chair of the committee has their contact information.
6. The Secretary shall communicate on behalf of Council when appropriate, such as to ensure that the Board of Directors is formally informed of any recommendations made to it by Council, or to communicate any external appointments made by Council.
7. The Secretary is responsible for preparing their records at the end of their term so that their successor will be able to pick up their duties, such as outstanding committee appointments, vacancies, membership, or contact information.

V. Assistant Secretary

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

VI. Additional Duties

1. Each officer may have such additional duties as are assigned to them by procedure or by other decisions of Council.

C. Meeting Dates

I. Regular Meetings

1. Students' Council shall regularly meet at least four times in each academic term. No two meetings shall be fewer than three weeks apart.
2. After consulting with Councillors and before the end of each term, the Speaker shall submit to Council recommended dates of meetings for the next term.
3. Students' Council meetings shall normally be held at 12:30 PM on Sundays in the Student Life Centre.
4. If, for any reason, Council has failed to set the time and date of its next regular meeting, then the Speaker shall do so as soon as possible.

II. Special Meetings

1. The President shall call a special meeting of Council when requested to do so by the Speaker, in addition to at their discretion.

D. Agenda

I. Deadlines

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

II. Order of Business

1. The order of business for regular meetings of Council shall be as follows:
 - a. Approval of the Agenda
 - b. Reading and Approval of the Minutes & Proceedings
 - c. Adoption of the Consent Agenda
 - d. Reports
 - i. Executives
 - ii. Representatives
 - iii. Officers of Council
 - iv. Standing Committees
 - v. Special Committees
 - vi. Other
 - e. Special Orders
 - f. Unfinished Business & General Orders
 - g. New Business
 - h. Announcements
 - i. Adjournment

III. Content of the Agenda

1. The Speaker shall include in the agenda all items of business received by the deadline, unless withdrawn.

2. When the Speaker prepares the agenda, the Speaker shall choose the order of items within each category on the Order of Business. Reports should normally be ordered in the order in which the officers, committees, or other reporting entities are ordered in the appropriate governing documents. Other items should normally be ordered in the order that they are received by the Speaker.
3. The Speaker shall select reports or motions he believes to be uncontroversial and of small significance to be included in the consent agenda. An item can only be included in the consent agenda if its entire text is distributed with the agenda.
4. If a report is included in the consent agenda, it is assumed to be included for information only unless the agenda explicitly indicates otherwise.

E. Conduct of Business

I. Adoption of the Agenda

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

II. Adoption of the Consent Agenda

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

III. Debate & Discussion

1. Each member of Council is entitled to two turns of debate on each motion. The first turn may be no more than 10 minutes long, and the second may be no more than 5 minutes long.
2. Discussions may be held when there is no business pending. Unless otherwise directed by Council, discussions shall be limited to 10 minutes total but there are no individual speaking limits.
3. The subsidiary motions *Limit or Extend Limits of Debate*, *Previous Question*, and *Lay on the Table* may be applied to a discussion, as well as the motion to *Take from the Table*. If the *Previous Question* is adopted, its effect is to end the discussion.
4. Non-members may be permitted to debate a motion or participate in a discussion upon the request of any member of Council, with the agreement of the Speaker.

IV. New Business

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

V. Voting

1. Any vote shall be counted if any member so requests.
2. The vote (or abstention) of any member on any motion shall be recorded in the minutes if that member so requests.
3. A one-fifth vote is required to order a roll call to be taken on any motion except for an election.
4. A member must be present to vote. Absentee and proxy voting are not permitted.
5. When an election is voted on by secret ballot, the Speaker shall not announce the vote count unless requested by any member. The vote count shall still be included in the minutes.

VI. Breaks

1. If more than two hours have passed since the call to order or since the last recess, then the next time there is no business pending, the Speaker shall assume a privileged motion to recess for 10 minutes.

F. Classes of Motions

I. Policies

1. A policy is any statement made by Council that sets out the beliefs or views of Council or of the Corporation, including with regards to philosophical matters or government or university policies, but not including a recommendation to the Board of Directors regarding internal operations.
2. Unless Council directs that it expires sooner, a policy expires at the conclusion of the first meeting that occurs at least three years after its most recent adoption or renewal. This rule may not be suspended.

II. Procedures

1. A procedure is any lasting operational rule governing an aspect of the Federation managed by Council, including Council itself, its committees, elections, clubs, and services.
2. The Speaker of Council is responsible for determining which procedures or portions of procedures constitute special rules of order of Council and informing Council of the higher vote thresholds for motions to enact, amend, or rescind them as the need arises.

III. Renewal of Policies

1. A motion to renew a policy is considered to be a form of the motion to *Rescind or Amend Something Previously Adopted*. It may be made on its own, or as part of amendments to be made to the policy.
2. A motion to renew may, by amendment, be converted to or from another form of motion to *Rescind or Amend Something Previously Adopted*.
3. A motion to renew a policy requires a majority vote for adoption if it does not make any amendments to that policy.
4. A motion to amend a policy does not renew that policy unless explicitly specified.

G. Reports

I. Representative Reports

1. Each Councillor is expected to provide a report each meeting on the major goings-on in their constituency and their own work.

II. Format of Reports

1. Reports of Executives and Representatives shall be given in writing where possible with a summary given orally when the report is called during the meeting.
2. Reports of Committees shall be submitted in writing.

H. Minutes & Proceedings

I. Format of Minutes

1. Except as otherwise ordered by Council, the minutes shall be prepared in accordance with the parliamentary authority.
2. The results of every counted vote shall be included in the minutes.
3. The text and outcome of any motion shall be recorded in the minutes if any member so requests.

II. Format of Proceedings

1. The Proceedings of Council shall be prepared in the format described by *Robert's Rules of Order, Newly Revised*.
2. The Proceedings shall include all motions made, along with an abstract of each speech on each motion that captures the main substance of the speech.

III. Distribution

1. The minutes and proceedings of each meeting of Council shall be sent to Council no more than two weeks after the meeting, with a draft watermark.
2. Once the minutes and proceedings are approved, they shall be posted to the Feds website within two weeks.

I. Attendance Requirement

I. Absences

1. A Councillor is considered to be absent from a meeting if they either miss the meeting, arrive 30 or more minutes late, or leave before the meeting adjourns or the scheduled adjournment time in the distributed agenda, whichever is earlier; but not if they live outside the Region of Waterloo and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors.
2. The Speaker has the discretion to determine whether or not an absence is excused. The decision of the Speaker cannot be appealed.
3. The Speaker shall not excuse a Councillor for missing or arriving late to a meeting unless extenuating circumstances apply or that Councillor contacted the Speaker before the meeting's start to inform the Speaker of their absence.

II. Notice & Reporting

1. After a Councillor's first unexcused absence or third total absence, the Speaker shall notify them of this and remind them that a further absence may result in them being subject to a motion for removal.
2. After a Councillor's second unexcused absence or fourth total absence, and after every further unexcused absence, the Speaker shall notify them of this and shall report the absences to Council at its next meeting.

III. Consideration of Motion

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

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

Committees of Students' Council

A. Overview

I. Purpose

1. This procedure outlines operational elements of the meetings of Students' Council Standing Committees and ad-hoc committees. The procedure clarifies participating in the meeting through telecommunications, committee status, reporting requirements, and attendance at committee meetings.
2. This procedure also outlines each of the Standing Committees of Council.
3. Students' Council shall create committees that assist in determining the common interests of students on all issues relating to post-secondary education and in developing the policies of the corporation;

II. Date of Approval and Review

1. This procedure shall be reviewed at least once per council term.

A. Definitions

1. Absences: Any absence, excused or otherwise, counts as an absence. Being late by 15 minutes or more to a meeting counts as an absence.
2. Excused Absences: An absence that is deemed exonerable by the Chair. Any requests for an excused absence must be submitted 24 hours before the meeting, except for emergency situations. All decisions to grant clemency are at the discretion of the Chair.
3. Meeting: A gathering of the members of a committee, in a physical location on University of Waterloo property, with quorum and with public notice.
4. Public Notice: At minimum, 24 hours notice on of a meeting's time and location, on a Feds public-facing website.
5. Unexcused Absences: An absence for which the chair has not granted exoneration.

B. Duties and Powers

The Committees shall:

1. Develop procedures to govern its operations; and
2. Formulate policies that relate to its scope, subject to approval by their governing body; and
3. Provide a report on the activities of the committee, to their governing body at least once per term.

C. Financial Accountability

1. All expenditures of a committee, with the exception of the distribution of the Special Project Fund, must receive approval from the Vice-President, Operations and Finance.

D. Committee Membership

1. When a sufficient number of non-Councillors are nominated to fill the at-large positions of a Committee, Councillors will be ineligible to run for the at-large positions.

E. Meeting Participation

1. Any member of the Federation of Students is welcome to attend committee meetings.
 - a. Visitors shall contact the Chair of the meeting to notify of their planned attendance 24 hours prior to the meeting, so that the Chair can arrange to hold the meeting at a suitable location.
 - b. Non-members of the Federation of Students must be invited to or request an invitation from the Chair for any meeting.
2. If a member of a committee cannot be physically present, members may participate in a meeting through telecommunications, at the discretion of the Chair;
3. Members may not send a proxy on their behalf; and
4. The Chair may enforce a maximum of two speaking turns of 10 minutes each for each topic of discussion:
 - a. If a visitor to a committee wishes to speak, a voting member must give up a speaking turn to the visitor;
 - b. Alternatively, visitors may be granted speaking rights by consensus of the committee, to remain in effect for the entire meeting; and
 - c. The Chair may choose to increase the number of speaking turns on a particular topic by consensus.

F. Committee Reporting and Recording

1. Committees shall keep a written record of decisions made and their decision-making rationale.
2. Committees, while active, shall report to Students' Council on a monthly basis. This report must include the decision and attendance record.

3. The Chairperson is responsible for Committee recording and reporting. The Chairperson may delegate this duty to any committee member.

G. Removal of Committee Members

1. Should a member incur 2 unexcused absences or 5 absences, the Chair may remove the member immediately. If a member has 1 unexcused absence or 4 absences the Chair must notify the member that they are at risk of removal.
2. Committee members who are removed will be given an opportunity to defend themselves at the next council meeting before a vote ratifying their removal.
 - a. If the vote fails and the member is exonerated by Students' Council, they will be reinstated on the committee. There will be a probationary period, wherein any subsequent unexcused absence will qualify them for removal, until the next regular meeting of Students' Council.
 - b. If the member completes the probationary period without incident, they will return to being a Committee member in good standing and their absence count will return to zero.
3. If committee membership status impedes the committee's ability to fulfill its mandate, the Chair can request that the President of the Federation of Students call a Special Meeting of Council to elect new members onto the committee.

H. Status of Committees

1. Any ad-hoc committee which has remained active for three consecutive terms and which has ongoing responsibilities is eligible to become a Standing Committee of Council.
2. Annually, the President, in consultation with each chairperson, shall review all committees and recommend whether they should be modified, be disbanded, become ad-hoc, or Standing Committees.
3. Committees recommended to be modified or disbanded shall be discussed and decided upon at the Students' Council meeting immediately following the recommendation.

I. Formation of New Committees

1. Students' Council may form any ad-hoc committee as it may think fit for the conduct of its business.
2. At time of formation, Students' Council may assign responsibilities, membership, accountability, and meeting requirements to a new committee.
3. Students' Council may assign new committees recording and reporting responsibilities over and above those required in Section G. Committee Reporting and Recording.

J. Standing Committees

I. Policies, and Procedures Committee

a. Responsibilities

1. Ensure that Students' Council policies and procedures are consistent with the bylaws of the corporation; and
2. Propose amendments and renewals of policies and procedures to Council; and
3. Ensure that any unwritten procedure commonly utilized by the Corporation be proposed in the form of a written procedure; and
4. Ensure that the policy and procedure manual is updated and complete.

b. Membership

1. The President who shall be Chair; and
2. Two (2) voting members of Students' Council; and
3. Two (2) student-at-large; and
4. The Speaker of Student's Council, as a non-voting resource member.

c. Meetings

1. Meetings shall be held at least two weeks prior to each scheduled meeting of Students' Council.

II. Budget Committee

a. Responsibilities

1. Assist with budget preparation in accordance with the Council Procedure governing budget preparation.

b. Membership

1. The Chairperson, who shall normally be the Vice-President, Administration and Finance; and
2. General Manager, ex-officio, non-voting; and
3. One (1) member of the Board of Directors who shall not be the President, the Vice-President, Education, or the Vice-President, Internal; and
4. Two (2) members of Students' Council who shall not be a member of the Board of Directors; and
5. One (1) student-at-large.

c. Meetings

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

III. Campus Life Advisory Committee

a. Responsibilities

1. Make recommendations to Students' Council on all matters relating to the Internal portfolio, including proposals for new clubs, services and commissions;
2. Supervise, maintain and recommend changes to all operating procedures within the Internal portfolio;
3. Conduct regular evaluations of all programs within the internal portfolio, to examine the effectiveness and classification of each service and commission.

b. Membership

1. Chairperson who shall be the Vice-President, Internal
2. Four other student members to be elected by Students' Council at the start of each academic year, at least two of whom must be members of Students' Council
3. Director, Campus Life (non-voting)

c. Meetings

1. Meetings shall be held at least once per academic term.

IV. Internal Administration Committee

a. Responsibilities

1. Recognize, dissolve or otherwise deal with Federation of Students' clubs in accordance with the provisions of the Council Procedure governing clubs;
2. Administer a Special Projects Fund and the Enterprise, Opportunity and Innovation Fund.
3. Adhere to the Council Procedure governing the Special Projects Fund in its administration of the Special Projects Fund and to the Council Procedure governing the Enterprise, Opportunity and Innovation Fund in its administration of the Enterprise, Opportunity and Innovation Fund.

b. Membership

1. Vice-President, Internal;
2. Four other student members to be elected by Students' Council at the start of each academic term, at least two of whom must be members of Students' Council; and one of whom will be elected by the committee as chairperson at the first meeting of each academic term; and
3. Clubs Manager (non-voting).

c. Meetings

1. Meetings shall be held at least once per academic term.

V. Education Advisory Committee

a. Responsibilities

1. Advise the Vice-President, Education on policy and other issues relating to their portfolio; and
2. Make decisions on behalf of Students' Council relating to the Vice-President, Education's portfolio. Such decisions may only be made when, in the opinion of the committee, they justifiably do not warrant the consideration of Students' Council; and
3. Assist Students' Council in developing policy on educational matters and to recommend to Students' Council policies of this nature; and
4. Assist Students' Council in oversight of external lobby organizations in which the Federation of Students holds membership and to recommend to Students' Council from time to time any courses of action related to campaigns and membership.

b. Membership

1. The chairperson, who shall normally be the Vice-President, Education;
2. The President;
3. At least three (3) voting members of Students' Council;
4. At least two (2) students-at-large;
5. Research and Policy Officer, ex officio, non-voting;
6. All Commissioners reporting to the Vice-President, Education, ex officio, non-voting.

c. Meetings

1. This committee must meet at least three times per academic term.

VI. President's Advisory Committee

a. Responsibilities

1. Advise the President on decisions made regarding University representation including student services, undergraduate student issues, and business of the University Senate.
2. Make decisions on behalf of Students' Council relating to the Presidents' portfolio. Such decisions may only be made when, in the opinion of the committee, they justifiably do not warrant the consideration of Students' Council.
3. Make recommendations to the President on Feds governance structures.
4. Make recommendations on student appointments to University committees upon request by the President.

b. Membership

1. The chairperson who shall be the President;

2. One (1) voting member of the Board of Directors, to be elected by Students' Council at the start of each academic term;
3. Up to two non-Executive (2) members of Students' Council to be elected by Students' Council at the start of each academic term;
4. Up to two (2) students-at-large to be elected by Students' Council at the start of each academic term; and
5. Research and Policy Officer, ex officio, non-voting.

c. Meetings

1. This committee must meet at least once monthly, excluding the exam period.

FEDERATION OF STUDENTS
COUNCIL PROCEDURE

Number: 11
Effective: March 14, 2002
Replaces: April 9, 2000

VOLUNTEER REMUNERATION

REPEALED

USE OF FEDERATION BULLETIN BOARDS

1. Each item posted on the Federation of Students boards must have the Federation of Students' stamp visibly displayed with its date of removal. Stamping can be done only by the front desk of the Federation of Students' office or designate of the Federation. Any item found on the bulletin boards not so marked shall be removed.
2. The use of these boards is restricted to the Federation of Students, all clubs of the Federation of Students, University departments and services, and any other organization that gains approval by the Vice-President, Administration and Finance or designate. All posting must be made in accordance with Council Procedure 14, Section 5.
3. The Federation reserves the right to not stamp any item deemed unsuitable by the Vice-President, Administration and Finance or designate.
4. A poster will not be approved for more than two weeks. All posters will be removed at the end of every term.
5. Posters advertising the price(s) of alcoholic beverages are illegal and will not be stamped.
6. Posters that advertise companies that directly compete with any of the Federation of Students' commercial services will not be approved.
7. Advertising for sublets, "for sale" items, private companies, entrepreneurs, etc. will not gain approval.
8. Posters will not be stamped if the boards are filled to capacity (the poster runner will have a good sense of how many more posters the boards can hold).
9. Students wishing to advertise are encouraged to use a suitable electronic medium.

FEDERATION PUBLICITY

1. On all publicity for activities of all the Departments or Commissions of the Federation, the name of the Department or Commission, "Federation of Students," and the Federation logo must appear.
2. On any published material including, but not limited to, advertising and stationery, etc., for any of the Federation's ancillary enterprises or services under Co-operative Services, the name of the enterprise/service and an indication of operation and ownership by the Federation must appear. This indication can be made with the Federation Logo or the following clause: "Owned and Operated by the Federation of Students."
3. All publicity must be submitted to the Vice-President, Internal or Marketing Director or designate of the Federation of Students before printing in order to have the copy proofread.
4. Any organization which is not an ancillary enterprise or service of the Federation of Students is not permitted to use a Federation logo on any published material without the permission of the Vice-President, Internal or Marketing Director or designate of the Federation of Students.
5. Where any Federation publicity is written or communicated in any language other than English, a suitable English translation shall be provided.
6. All publications produced by a Federation of Students Club must include the Federation of Students Club logo. This logo implies that the club is not an agent or a representative of the Federation of Students and that its views and actions in no way represent the Federation of Students.

PUB BOOKINGS

A. Statement of Intent:

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

The following are considered recognized groups for pub bookings:

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

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

B. Student Group Discounts and Rules:

1. In order to provide student groups with a venue on campus, each student group will be afforded one discounted rental rate for Federation Hall per academic term, as determined by the Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate. This discount will be applied consistently to all recognized groups. This discounted rental rate shall be established and publicized at the beginning of each academic term.
2. Bookings co-sponsored with other student groups shall be permitted and shall be granted the same discount rate mentioned above. Co-sponsored events shall count towards one of the booking student group's termly discount rate and shall be decided by the booking student groups. Any grievances shall be settled by the Vice-President, Internal or designate.
3. Dates of availability for booking the Bombshelter Pub and Federation Hall will be determined at the discretion of the Bar Operations Manager, General Manager and bookings coordinator or designate so as not to interfere with business and programming plans.
4. Bookings are to be used by the booking group(s) only and are not transferable to other groups or any other organization.
5. The Federation Orientation Committee will be given priority for bookings of the Bombshelter Pub and Federation Hall for the duration of Orientation Week.

C. Pricing:

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

4. The cost of booking Federation Hall or the Bombshelter Pub for non recognized groups will be determined by the Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate.

D. Bookings:

1. All Bookings of the Bombshelter and Federation Hall must be approved by the Bar Operations Manager or designate.
2. The Bar Operations Manager, Vice-President, Administration & Finance, and the General Manager or designate reserve the right to cancel any event with reasonable cause. The Bar Operations Manager will provide the group with details of the reasons for cancellation and reasonable efforts will be made to find an alternative booking for the event in question.
3. Block bookings of Federation Hall or the Bombshelter Pub will be allowed if the following conditions are satisfied:
 - Student groups will still have sufficient use of the facilities
 - Block bookings do not impede the ability for the respective business to cover costs
4. Notwithstanding section 2 above, bookings shall not be cancelled in order to let another event take place at the same venue.

E. Cover Charge:

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

F. Tickets:

1. All events with a cover charge must be ticketed. All tickets must be ordered through

- the Bar Operations Manager or designate. Tickets must be numbered, stubbed and approved by the Bar Operations Manager or designate.
2. The Bar Operations Manager and General Manager or designate will set the ticket prices in consultation with the sponsoring group. Ticket prices will differentiate between Feds and non-Feds members, unless otherwise decided by the Bar Operations Manager, General Manager or designate. Ticket prices may also differentiate between advance and door sales.
 3. Sponsoring groups shall nominate one representative who shall be responsible for all tickets allotted to them.
 4. Sponsoring groups will be allowed a maximum of twenty (20) "complementary tickets" and must submit their list of holders eight (8) hours in advance of the show

G. Security

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

SPECIAL PROJECTS FUND

A. OVERVIEW

I. Purpose

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

II. Date of Approval and Review

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

B. ELIGIBILITY FOR FUNDING

1. Any club, service or commission is eligible to apply to receive additional funds for special projects. Feds members not officially affiliated with a club, service or commission are also eligible to apply for funding independently.

C. ADMINISTRATION OF THE SPECIAL PROJECTS FUND

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

- c. Projects must not violate University of Waterloo Policy 33.
4. Applicants should submit their application at least three weeks before the project date in order to ensure enough time for review.
 - a. Applications that are submitted less than three weeks in advance are not guaranteed to be decided on before the event/project date.
 - b. Applications that are submitted after the project ends will not be considered.
5. The committee can request applicants resubmit their funding request if the project does not meet the requirements in Section B 3.
6. The committee is empowered to make its funding conditional, provided that:
 - a. The conditions are set out in writing; and
 - b. The conditions are agreed to by all parties involved.
7. All funds committed to an approved project will be distributed through a reimbursement system.
8. The committee can choose to hold a follow-up meeting with groups and individuals that have been funded to review funded projects.
9. The committee can rescind any or all of the previously granted funding, in the event that:
 - a. The funding was not used for the purpose that it was granted. 62
 - b. If any or all the conditions attached to the funding were not satisfied in the view of the committee.
 - c. The project did not satisfy the requirements set out in section B. 3.
 - d. Project organizers have not exercised due diligence in preventing violations of University of Waterloo Policy 33.
10. The committee shall consider the reasons for the project not meeting the requirements as set out in section B.3.

11. The committee may not make a decision to rescind any previously granted funding in advance of the prescribed follow-up meeting.
12. Internal Administration Committee decisions must be given in writing to the project's organizers.

D. APPEALS

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

The Enterprise, Opportunity and Innovation Fund

PROCEDURE 15: THE ENTERPRISE, OPPORTUNITY AND INNOVATION FUND

A. OVERVIEW

I. Purpose

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

II. Date of Approval and Review

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

B. ELIGIBILITY FOR FUNDING

1. The Enterprise, Opportunity and Innovation (EOI) fund will provide funding to student projects and initiatives that will further the personal development of UW students, improve the campus culture, or improve student life at the University of Waterloo.
2. The EOI fund is divided into the following three categories. The following percentages are recommendations at the discretion of the committee:
 - a. Enterprise (25%) - This component of the fund will be used to remove the financial barrier of start up costs that may prevent the development of new initiatives. Preference will be given to submitted proposals that are designed to become self-funded projects once the period they have been funded for ends. The money granted would be used on a short-term basis and would not be used to fund the project/initiative for a period of time longer than 3 months.
 - b. Opportunity (25%) - This component of the fund will be dedicated to supporting students who wish to engage in conferences or development projects abroad.
 - c. Innovation (50%) - This component of the fund will be granted to initiatives that are not designed to continue, but that will provide a continuing benefit to campus,

e.g. holding a conference. All proposals must offer a continuing benefit to UW students to be considered.

3. The EOI Fund is not primarily intended for club or society projects, although exceptions shall be considered for projects that are environmental in nature, at the discretion of the committee.
4. Applications to the EOI Fund should be tailored to each component to reflect the distinctions between them.

C. ADMINISTRATION OF THE FUND

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

- d. Project organizers have not exercised due diligence in preventing violations of University of Waterloo policy.
8. Once the Committee has decided to support a project, the Committee Chair will work with the applicant to provide the necessary documentation to the University of Waterloo's Finance Department.
 9. The committee will ensure that the applicant is aware of relevant endowment fund guidelines.
- 1.

ENVIRONMENTAL PROJECTS COMMITTEE

RESCINDED

COMMITTEES OF COUNCIL

RESCINDED

BOARD OF ENTERTAINMENT

RESCINDED

FEDERATION OF STUDENTS LEADERSHIP AWARDS

Every year the Federation of Students recognizes 10 student leaders at the University of Waterloo through the Federation of Students Student Leadership Awards. Winners of the awards will have demonstrated exemplary leadership skills in various ways at the University of Waterloo, and/or in the surrounding community. Winners will be presented a cash prize and certificate at the Federation of Students Student Leadership Awards Reception in March.

I. Committee Composition:

The Leadership Awards Committee (“committee”) shall be composed of the following members:

- a. President (Chair);
- b. President-Elect;
- c. One (1) member of the Student Council;
- d. One (1) member of the Board of Directors; and
- e. One (1) former award recipient. (Should no former recipient be able to sit on the committee, a student at-large will be selected.)

II. Striking Committee:

The committee will be struck no later than the first meeting of Students’ Council in winter term.

III. Terms of Reference:

The sole function of the committee is to solicit, review, and award ten (10) individuals with the Federation of Students (“Federation”) Leadership Award annually.

IV. Leadership Award Applications:

Any member of the Federation can nominate an individual for a Federation of Students Leadership Award.

Solicitation of Applications:

The committee will solicit applications using all available means at its disposal including: email alerts, posters, postings on the Federation website, word of mouth, and any other form of communication deemed appropriate by the committee.

VI. Content of Application:

The application (Appendix 1) will consist of:

- a. An application form; and,
- b. A supporting letter from the member nominating the person explaining why the person should be considered for Federation of Students Leadership Award.

Deadline for Applications:

All applications must be delivered to the Federation office in the Student Life Centre no later than the close of business on the first Monday in March of each calendar year. Appendix 1.

Federation of Students Leadership Award Nomination Form

VIII. Eligibility:

The applications will be reviewed to determine if the individual falls within the scope of one or more of the following criteria:

1. Leadership in a student leadership position(s) in the Federation of Students;
2. Service to the undergraduate students at the University of Waterloo;
3. Involvement and contributions to undergraduate student life within the Federation of Students and at the University of Waterloo.

The committee has the discretion to determine additional criteria if it so wishes.

IX. Number of Federation of Students Leadership Awards Awarded Annually:

A maximum of ten leadership awards shall be awarded in any one year.

Appendix 1. Federation of Students Leadership Award Nomination Form

I _____ do hereby nominate _____ for a Federation of Students Leadership Award.

Information about Nominator:

First Name _____

Last Name _____

Phone # _____

Faculty _____

Email _____

Information about Nominee:

First Name _____

Last Name _____

Phone # _____

Faculty _____

Email _____

Please attach responses to the four areas below, on a separate page:

1. A description of how the individual falls within the scope of one or more of the following criteria:

- Leadership in a student leadership position(s) in the Federation of Students;
- Service to the undergraduate students at the University of Waterloo;
- Involvement and contributions to undergraduate student life at the University of Waterloo.

2. A list of any current or past involvement the individual has held with the Federation of Students, University of Waterloo. Each activity should include the:

- Position held;
- Start and end dates;
- Details of involvement; and
- Reference name and contact information.

3. A supporting letter explaining why the person should be considered for a Federation of Students Leadership Award.

HONOURARY LIFETIME MEMBERSHIP

I. Committee Composition:

The Honourary Lifetime Membership Committee (“committee”) shall be composed of the following members operate using consensus:

- f. President (Chair);
- g. General Manager; (non-voting)
- h. One (1) Director;
- i. Two (2) members of the Student Council; and,
- j. At-large.

II. Striking Committee:

The committee will be struck no later than the first meeting of the winter term of Students’ Council.

Terms of reference

The sole function of the committee is to review, and put forward individuals for consideration for honorary lifetime membership in the Federation of Students (“Federation”). The selected individual’s names are put forward at the March General Meeting of the Federation of Students to be voted on for honorary lifetime membership.

IV. Honourary Membership Applications:

Any member of the Federation can nominate an individual to become a honorary lifetime member of the Federation.

V. Content of Application:

The application (Appendix 1) will consist of:

- c. An application form; and,
- d. A supporting letter from the member nominating the person explaining why the person should be considered for honorary lifetime membership.

VI. Deadline for Applications:

All applications must be delivered to the Federation office in the Student Life Centre by no later than the close of business on the first Monday in March of each calendar year. Appendix 1.
Honourary Lifetime Membership Nomination Form

VII. Eligibility:

The applications will be reviewed to determine if the individual falls within the scope of one or more of the following criteria:

4. Extraordinary service to the undergraduate students at the University of Waterloo;
5. Long service with the Federation of Students;
6. Notable involvement and contributions to the undergraduate student life at the University of Waterloo;
7. Outstanding leadership in a student leadership position(s) at the University of Waterloo;

The committee has the discretion to determine additional criteria if it so wishes.

VIII. Number of Honourary Lifetime Memberships Awarded Annually:

Typically a maximum of two honorary lifetime memberships shall be awarded in any one year. The committee has the discretion to determine if additional memberships should be granted. The committee may decline nominating any honorary membership if it so wishes.

Appendix 1. Hounourary Lifetime Membership Nomination Form

I _____ do hereby nominate _____ for a Hounourary Lifetime Membership of the Federation of Students.

Information about Nominator:

First Name _____

Last Name _____

Phone # _____

Faculty _____

Email _____

Information about Nominee:

First Name _____

Last Name _____

Phone # _____

Faculty _____

Email _____

Please attach responses to the four areas below, on a separate page:

- 1. A description of how the individual falls within the scope of one or more of the following criteria:**
 - Extraordinary service to the undergraduate students at the University of Waterloo;
 - Long service with the Federation of Students;
 - Notable involvement and contributions to the undergraduate student life at the University of Waterloo;
 - Outstanding leadership in a student leadership position(s) at the University of Waterloo;
 - Advocacy on behalf of undergraduate students in the Waterloo Region; or,
 - Teaching excellence at the University of Waterloo.

- 2. A list of any current or past involvement the individual has held with the Federation of Students, University of Waterloo.**

- 3. A supporting letter explaining why the person should be considered for honorary lifetime membership of the Federation of Students.**

- 4. Any supporting references that may assist in the committee's deliberations.**

FEDERATION OF STUDENTS
COUNCIL PROCEDURE

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

SERVICE PROCEDURE

RESCINDED

Review of Memberships with External Advocacy Organizations

The following procedure governs all reviews of memberships with external advocacy organizations within the Vice-President Education portfolio:

1. Review Schedule

- a.) A review of each advocacy organization for which the Federation of Students is a member will take place every other year on an alternate basis.
- b.) The review shall take place from January through to January of the following year.
- c.) Should the Federation of Students enter into membership with another external lobbying organization, the schedule shall be realigned such that only one membership review takes place each calendar year.

2. Review Body

- a.) The review body shall be a committee elected from by the Federation of Students' Council, and Chaired by the Vice President Education. The review committee shall consist of two voting members of the Federation of Students' Council and three students at large. The relevant commissioner shall be an ex-officio voting member of the committee. The Policy and Research Officer shall be an ex-officio non-voting member of the committee.
- b.) Should the Vice President Education be elected to the Executive of the Ontario Undergraduate Student Alliance during their review year, the Vice President Education must abstain from overseeing the review process. In the event that the Vice President Education is elected to one of these roles during a review year, the Provincial Affairs Commissioner will assume the role of Chair of the Review Committee.
- c.) Should the Vice President Education be elected to the Board of Directors of the Canadian Alliance of Student Associations during their review year, the Vice President Education must abstain from overseeing the review process.

In the event that the Vice President Education is elected to one of these roles during a review year, the Federal Affairs Commissioner will assume the role of Chair of the Review Committee.

d.) Should the Vice President Education be elected to the Executive or Board of Directors of any other external organization for which the Federation of Students is a member, they must abstain from overseeing the review process. Should such a circumstance arise the relevant commissioner will assume the role of Chair of the Review Committee.

e.) In the event that the Vice President Education must abstain from overseeing the review process, an additional voting member of Council shall be elected to the review committee.

3. Review Terms

a.) External organizations will be evaluated on the criteria outlined in Federation of Students Council Policy 20:

i. Evaluate the organization's policy and advocacy approach, including:

a. Tangible recommendations and solutions to government

b. Research and policy outputs

c. Advocacy priorities

d. Engagement with stakeholders and sector partners

e. Outputs from the organization

f. Advocacy priorities resulting in Government action

ii. Evaluate internal policies and practices of the organization, including:

g. Member autonomy

h. Financing and budgeting

i. Long-term vision and strategy

j. Membership engagement

b.) Efforts should be made to provide assessment on the return on the investment of student fees into the external organization.

4. Review Process & Outcomes

a.) The review body shall report its findings to the Education Advisory Committee.

b.) The Education Advisory Committee shall work with the review body to establish a set of recommendations to Students' Council.

c.) The Vice President Education will provide written notice of the vote on membership to the organization under review no later than ninety days prior to the January meeting of Council.

d.) Each year at the January meeting of Council, Students' Council shall either vote on membership with the organization under review or vote to send the decision to the General Meeting or a Referendum.

e.) Students' Council shall receive a report from the Education Advisory Committee no less than four weeks prior to the vote on membership

Volunteer Appreciation, Skill Development, and Team Building

Feds strives to ensure that volunteers' contributions are recognized and that volunteers are appreciated. Appreciation is not viewed as compensation for the work that volunteers do, but it is a way for Feds to thank volunteers. Further, Feds encourages further skill development and team building among all of our volunteers, and provides opportunities to do so where appropriate.

A) Volunteer Categories

At the beginning of each fiscal year the executive team in conjunction with appropriate full-time staff members is to place volunteers into one of the following categories:

Category 1: High-level responsibility in managing an internal Feds entity. Directly manage multiple volunteers and a significant budget. Work with a Feds FTS who has responsibilities outside of the specific program or operation. Commit at least 10 hours per week.

Category 2: Responsibility and decision-making authority within an area of an internal Feds entity. Manage multiple volunteers and a portion of the program or operation's budget. Work with a Feds FTS or Level 1 volunteer whose primary responsibility is the specific program or operation. Commit between 5 and 10 hours per week.

Category 3: High-level responsibility in overseeing the organization. Do not regularly manage volunteers. Work with multiple Feds FTS who have responsibilities outside of the specific program or operation. Commit between 5 and 10 hours per week.

Category 4: High-level responsibility in managing an external entity. Directly manage volunteers and a small budget. Do not work with Feds FTS outside of the support areas. Commit several hours per week.

Category 5: High-level responsibility in managing an external entity. Directly manage multiple volunteers and a large budget. Do not work with Feds FTS outside of the support areas. Commit several hours per week.

Category 6: Low-level responsibility within an internal Feds program or operation. Do not regularly manage volunteers. Do not work with Feds FTS. Commit between 2 and 5 hours per week.

The categorization shall be determined using the following criteria:

Responsibility level: The scope and depth of the operation for which the volunteer is solely responsible for.

Independence from Feds: Whether or not the group that the volunteer works for is an internal Feds entity. Entities are considered internal when their budget is included in the annual Feds operating budget. External entities, as referred to in this procedure, are entities for which Feds holds ultimate responsibility but oversee their own budgets. It is assumed that volunteers with external entities will be additionally appreciated through that entity’s budget.

Number of direct reports: The number of additional volunteers reporting to the position, and the scope of their responsibilities.

Support from Feds staff: The extent to which the volunteer works with Feds full-time staff, executive, and certain part-time volunteers.

B) Volunteer Appreciation

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

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

Volunteer appreciation shall be budgeted for as per the following guidelines:

	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
Volunteer Extravaganza Invite	Yes	Yes	Yes	Yes	Yes	Yes
Dinner or Appreciation Event (per person in attendance)	\$30* per person, per term	\$30* per person, per term	\$20* per person, per term		\$20* per person, per term	\$10* per person, per term
Gift	\$30* per person, per term					
Discount Card	Yes	Yes	Yes		Yes	

Honorarium	Up to \$200* per person, per term at the discretion of the supervisor					
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C) Skills Development (Travel, Conference, and Professional Development)

Skills development will include attendance at conferences and all associated costs and development sessions hosted for volunteer teams. It also includes training and networking events hosted for volunteers. Skills development opportunities should be made available to as many volunteers as possible.

Skills development shall be budgeted for as per the following guidelines:

Services	Up to \$3000* per service, per year at the discretion of the VPIN; provided that there is sufficient reason for spending (will only be budgeted if reason is provided).
Commissions	Up to \$200* per commission, per year.
Special events	\$3000* per year
Council	\$3000* per year
Board	\$2000* per year
Clubs	\$500* per year (to be spent by Feds on all clubs)
Societies	\$1500* per year (to be spent by Feds on all societies)
Federation Orientation Committee	Up to \$400* per year per Federation Orientation Committee member under the responsibility of the Federation of Students.

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

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

Team building shall be budgeted for as per the following guidelines:

Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
\$20* per person, per term	\$20* per person, per term	\$20* per person, per term	Flat amount of \$300* per term	\$20* per person, per term	\$15* per person, per term

E) Budgeting Process

Volunteer appreciation is to be budgeted for in each area, under the Volunteer Appreciation line.

Skills development is to be budgeted for in each area, under the Travel, Conference, and Professional Development line.

Team building is to be budgeted for in each area, under the Entertainment, Promotion, and Meetings line.

All of the above will be budgeted for in the appropriate department, with the exception of the volunteer extravaganza, which will be budgeted in the VPIN budget.

* In 2012 dollars. Adjust by CPI for each subsequent year.

Federation of Students' Services

A. Overview

I. Purpose

This procedure outlines the definition of a service, and the current services offered by the Federation of Students.

II. Date of Approval and Review

This procedure shall be reviewed at least once per council term.

B. Definitions

Service: Student volunteer-run organizations instituted in order to address unmet needs identified as being important to the student body and best fulfilled by a component of the Federation of Students.

Advice and Assistance: References to "advising" and "assisting" must be distinguished from suggesting a course of action that must be followed. In all cases, service volunteers must recognize their limitations and be cautious of advising or assisting students in areas where they have not been properly trained. Volunteers may offer suggested courses of action provided they qualify the suggestion by informing students of departments or agencies that they should approach to confirm this.

C. List of Federation of Students Services

I. Food Bank

The purpose of the Food Bank is to:

1. To provide discreet and confidential assistance to those students who cannot afford to buy enough food to meet their basic nutritional needs;
2. To ensure that there is enough food available to meet students' needs;
3. To solicit food contributions from the university population and the surrounding community through as many avenues as appropriate; and
4. To maintain membership with local food banks.

II. GLOW— The Glow Centre for Sexual and Gender Diversity

The purpose of GLOW is to:

1. To establish a campus support network for the queer and questioning community that includes links with on and off campus resources and organizations;
2. To provide supportive and confidential environments to facilitate discussion of issues pertaining to the queer and questioning community;
3. To educate the campus community on issues pertaining to the queer and questioning community in the interests of promoting a campus culture that is aware and accepting of diversity; and
4. To ensure all GLOW services and resources are accessible to all members of the campus community.

III. Off Campus Dons (OCD)

The purpose of Off Campus Dons is to:

1. To provide a sense of community and residence life to those students who live off-campus;
2. To encourage activities that will bring together off-campus students in a social atmosphere; and
3. To ensure that students participating in the program can be offered advice and assistance on a variety of issues by a Don.

IV. Women's Centre

The purpose of the Women's Centre is to:

1. To provide a safe and supportive environment on campus for women-identified students;
2. To inform the university community of various women's issues with an aim of encouraging inclusivity.
3. To provide students with information as requested concerning women's issues.

V. Campus Response Team

The purpose of the Campus Response Team is to:

1. To enable students to improve their health safety and quality of life by providing training and services to the university community;
2. To increase the safety at specific events and across the campus as a whole by providing volunteers who are trained in first aid and CPR, and who are equipped with medical supplies; and
3. To increase awareness of health and safety issues in the university community.

VI. The University of Waterloo Sustainability Project (UWSP)

The purpose of UWSP is to:

1. To address and increase awareness of environmental issues on campus;
2. To act as a liaison with all organizations on campus that are concerned about the environment, and to assist and participate as appropriate; and
3. To encourage and support the formation of student chapters of professional environmental organizations.

VII. International Student Connection

The purpose of the International Student Connection is to:

1. To promote a welcoming environment and provide a sense of community for international students;
2. To act as a multicultural social organization to link international students with each other and with members of the University of Waterloo community at large; and
3. To provide assistance to international students by helping to connect international students to the departments at the University of Waterloo who are assigned to handle specific issues relating to international students' experiences. These may include, but are not limited to, the International Students Office, Co-operative Education and Career Services, the Federation of Students, the Graduate Students Association and the Graduate Student Office.

C. Service Administration

All services shall be administered from the office of the Vice-President, Internal. The Campus Response Team shall be jointly administered from the office of the Vice-President, Internal and the Associate Provost Human Resources and Student Services of the university.

Service Operations

A. Overview

I. Purpose

This procedure outlines how services (as outlined in Procedure 24: Federation of Students' Services) operate. It includes rights, responsibilities, leadership and governance structures, and the hiring and discipline of a service commissioner.

II. Date of Approval and Review

This procedure shall be reviewed at least once per council term.

B. Service

A Service is entitled to certain rights, privileges and resources (subject to availability) that include but are not limited to:

1. Administrative
 - a. The use of the "Federation of Students" name on publications and Service oriented correspondence, upon approval of the Vice President Internal or the Clubs and Services Director;
 - b. Assistance from the appropriate Federation of Students executive or support staff.
2. Communication
 - a. The use of a mailbox in the Federation of Students main office and ability to send and receive mail and fax in care of the Federation of Students;
 - b. Use of marketing services including the Federation of Student Imprint advertisement space, poster-run, campus vision, and feds.ca;
 - c. Use of the Federation of Students Main Office front desk as a ticket vendor; and
 - d. Use Federation of Students' bookable equipment.
3. Resources
 - a. Participation in Federation of Students Clubs, Service & Societies Days;
 - b. Use of a designated office space and/or locker in the Student Life Centre as determined by the Student Life Center Management Board;
 - c. Use of arts and crafts materials provided by the Federation of Students for Clubs and Services in the Student Life Centre Resource Room;
 - d. Use of University of Waterloo facilities, subject to regulations of the University of Waterloo (e.g. Audio- Visual, Graphic Services, Bookings) and to existing

- agreements between the University of Waterloo and the Federation of Students for provision of facilities and services; and
- e. Use any available discounts at Federation of Students venues for Service events.

C. Responsibilities of a Service

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

1. Administrative
 - a. The Services website must be hosted by and designed in conjunction with the Federation of Students;
 - b. The Services primary email address and mailing lists must be hosted by the Federation of Students;
 - c. Collecting the contents of their mailbox at least once per week;
 - d. Replying to all correspondence within two business days;
 - e. Abiding by all Federal, Provincial and Municipal laws, University of Waterloo policies, and Federation of Students' bylaws, policies, and procedures;
 - f. Sending a representative to all Federation of Students Services meetings;
 - g. Represent the best interests of the Federation of Students and University of Waterloo.
2. Governance
 - a. Consistently use the Services recognized name as outlined in the Federation of Students bylaws;
 - b. Ensure detailed minutes are taken at each governing body meeting to be posted to the Services website and delivered to the Service Coordinator within seven days of the meeting occurring;
3. Events & Marketing
 - a. All events, guest speakers, sponsorship, marketing and informational materials, and publications must be approved by the Clubs and Services Director, Clubs and Services Assistant or Vice-President Internal;
 - b. Display the Federation of Students and Service logo or name on all marketing and/or informational materials;
 - c. Consult with the Clubs and Services Director to minimize risk prior to participating in any high risk or liability event;
 - d. Hold ticketed events in accordance with Federation of Students' procedures.

D. Service Financing

1. All Services shall:
 - a. Have an accounting portfolio in the Federation of Students' accounting system;
 - b. Use the Federation of Students' accounting department to hold all monies and for all financial dealings;

- c. Adhere to all accounting procedures and policies as set out in the Service Coordinator Handbook and by the Federation of Students' Accounting Department; and
 - d. Ask for assistance if required to understand the accounting procedures within the Federation of Students.
- 2. Administrative
 - a. The Accounting Department shall be responsible for providing Services with an update on their account charges monthly or upon request.
 - b. Services can request a cash float from the Clubs and Services Director. Such requests shall be made no less than twenty-four (24) hours before the cash float is needed.
 - c. The Clubs and Services Director, Vice-President Internal, and the Vice-President Administration and Finance may conduct reviews of any Service of the Federation of Students in order to determine the integrity of the finances and general operations of the Service. The Service Coordinator and Service volunteers must assist in the review, upon request.
- 3. Budget
 - a. Services shall be assigned an annual budget to be approved by Students' Council
 - b. All expenditures exceeding \$100 must be pre-approved by the Vice-President Internal.
 - c. All expenditures must be justified through itemized receipts or in any other manner acceptable by the Federation of Students' Accounting Department.
 - d. Services may raise funds to supplement their own budget upon approval by the Vice President Internal.
- 4. Expenditures
 - a. Any planned expenditure in excess of the Service's assigned budget must be presented to the Vice-President Internal and subsequently approved by Students' Council.
 - b. Service Coordinators shall be responsible for payment of any unapproved expenditures charged to their account that are in excess of the assigned budgeted amount.
- 5. Fundraising
 - a. The Clubs and Services Director must be informed prior to any fundraising events;
 - b. Funds required for or generated from such events must be passed through the Services financial accounts;
 - c. While budgeted money can be used to run the event, those funds must be replaced before any donations can be made. Donations can only be made when positive net revenue has been generated.

E. Working Groups

- 1. Eligibility

- a. Their purpose must fall under the mandate of the Service;
 - b. The Service must not be currently fulfilling that need; and
 - c. It must not duplicate a club or service already offered by the Federation of Students or University of Waterloo.
2. Creation of a Working Group
- a. To be considered an active working group, a working group package must be submitted to the Service Coordinator no later than the end of the first month of the term. It must include but is not limited to:
 - i. Typed cover letter stating their rationale for the creation of the working group;
 - ii. The names, student number, telephone number, and email address of the past (if applicable) and present working group executives;
 - iii. A line item budget for proposed expenses during the upcoming term; and
 - iv. A completed service procedure acknowledgment form.
 - b. Upon approval of the Service Coordinator, the Service Coordinator must submit the proposal on behalf of the group to the Internal Administration Committee outlining the benefits and advantages of adding this working group;
 - c. The Internal Administration Committee will pass or reject the proposal;
 - d. In cases where the proposal is rejected the Internal Administration Committee will provide a rationale for the rejection;
 - e. The Clubs and Services Director will meet with any Service that has had a proposal rejected within fourteen days to discuss the rationale; and
 - f. Appeals on the decision to reject a proposal must be made to the Students' Council in writing within seven days.
3. Working Group Governance
- a. Working Group Directors must submit a monthly report to the Service Coordinator outlining the activities of the working group;
 - b. They must have approval for any purchases from the Service Coordinator;
 - c. They must create and submit their yearly budget to the Service Coordinator;
 - d. They must follow services policies and procedures; and
 - e. Directors are selected each term by application to the Service Coordinator.
4. Removal of a Working Group
- a. A working group will be removed if inactive for three consecutive terms; and
 - b. The Internal Administration Committee and the Vice President Internal must approve of the dissolution of a working group upon the recommendation of the Service Coordinator.

F. Service Coordinators

The Service Coordinator(s) shall oversee the Service and act as the main liaison between the Service and the Federation of Students and all third parties.

- 1. Eligibility and Term of Office
 - a. Service Coordinators must be a full-time or part-time undergraduate student;

- i. In the absence of a qualified undergraduate candidate, a graduate student may be selected at the discretion of the Vice President Internal and ratified by Students' Council.
 - b. Should a service be without a Service Coordinator for any given period of time, the Vice-President, Internal will act as the interim Service Coordinator, taking on all administrative responsibilities until a new coordinator is appointed.
 - c. The term of office shall be 1for one school term with the possibility of a recommendation to Students' Council for re-appointment in the following or subsequent terms at the discretion of the appropriate Executive Committee member.
- 2. Selection of Service Coordinators
 - a. The number of Service Coordinators for each Service shall be determined by the Vice President Internal prior to the application process.
 - i. Each service shall have at least one coordinator.
 - b. Service Coordinators shall be appointed by an application process which may include a written application and/or an interview with the Vice President Internal, and shall be based upon a prescribed job description;
 - i. Applications for the position must be made available the term prior to the appointment start date;
 - ii. Service Coordinators are selected by the Vice President Internal, taking into consideration the recommendation of the outgoing Service Coordinator(s) and outgoing Vice President Internal.
 - c. The Vice President Internal's recommendations shall be ratified by a vote of Students' Council at a meeting prior to or directly after the appointment start date.
 - d. Exceptions to the above selection procedures are at the discretion of the Vice President Internal, subject to the approval of Students' Council.
- 3. Expectations and Duties
 - a. Administrative
 - i. Service Coordinators must sign and agree to abide by the Service Coordinator Expectations and Commitment form;
 - ii. Read and review their job description and send it to the Internal Administration Committee for approval annually in winter term;
 - iii. Recruit, manage, and appreciate service volunteers;
 - iv. Assist the Vice President Internal in recruitment of their successor;
 - v. Meet at a minimum of once a month with the Vice President Internal or Clubs and Services Director;
 - vi. Submit an end of term report to the Vice President Internal within two weeks of the end of final examinations;
 - vii. Ensure office space and all equipment / resources belonging to the Service, Federation of Students, and University of Waterloo are maintained;
 - viii. Communicate any potentially contentious issues or liability matters to the Vice President Internal as soon as possible.
 - b. Governance

- i. Service Coordinators are non-voting members of Students' Council and are expected to maintain all necessary communications with Students' Council;
 - ii. Ensure the Service is in compliance with all Federation of Students governing documents and directives from Students' Council;
 - iii. Act as the chair of their Services governing body (if applicable);
 - iv. Select Directors of working groups and governing body;
 - v. Attend all service meetings called by the Federation of Students or send a suitable representative;
 - vi. Store governing body meeting minutes electronically on the Federation of Students' servers.
- c. Financial
- i. Report any gifts or donations made to the Service to the Vice President Internal;
 - ii. Create and manage the Service budget;
 - iii. Store financial information electronically;
 - iv. Sign cheque request forms and submit them to the Vice President Internal in a timely manner;
 - v. Administer volunteer appreciation funds on a termly basis.
4. Discipline and Dismissal of a Service Coordinator
- a. Complaints regarding a Service Coordinator must be reported to the Vice President Internal;
 - b. Disciplinary actions will be taken in accordance and consultation with University of Waterloo Human Resources policies and procedures and the Internal Administration Committee;
 - c. The Vice President Internal shall act as the designated Human Resources representative for all disciplinary issues;
 - d. Progressive discipline follows a prescribed path, progressing to the next level only if the previous step proved ineffective. One or more stages of this progressive discipline model may be bypassed under exceptional circumstances such as proven dishonesty, physical assault, serious insubordination, or other actions which could be considered 'cause.' In all but exceptional circumstances, these stages are:
 - i. Oral warning to emphasize the ongoing concern(s), stressing the need for improvement;
 - ii. Written warning to the Service Coordinator;
 - iii. Second written warning, temporary suspension or, in some cases, demotion; and
 - iv. Recommendation for dismissal, voted upon at Students' Council.
 - e. At each stage of progressive discipline, the Vice President Internal must draw to the staff member's attention the various on-campus supports available, such as the Employee Assistance Program (EAP), Counselling Services, Human Resources (HR), Student Resource Office (SRO) and the Conflict Management & Human Rights Office. At every stage of disciplinary action, the staff member must be provided with an opportunity to respond, acknowledge the concern(s), seek guidance, or offer a dissenting viewpoint;

- f. Grievances with any disciplinary actions are to be reported to the Federation of Students President, in writing within seven days of the decision; and
 - g. Any grievances reported to the President must be brought forward to the Board of Directors at the next available meeting time for discussion.
5. End of Term Report
- a. The End of Term Report is meant to provide continuity between Service Coordinators and to ensure accountability to Students' Council on the Services' activities each term. It must contain, but is not limited to:
 - i. Description of all events held including; expenses/revenues, contact information for equipment, attendance, summary of its successes and/or failures, and future recommendations;
 - ii. Number of volunteers and their roles; and
 - iii. Summary of office hours held by the Service Coordinators and the general volunteers.
 - b. Upon review of the end of term report, a stipend will be awarded based on the merit of the report as determined by the Vice President Internal.

G. Service Volunteers

1. Eligibility
 - a. Any University of Waterloo student, faculty, staff or community member may become a general volunteer of a Federation of Students Service.
 - b. Undergraduate students, graduate Students, faculty, staff and community members may serve on the Board of Directors of a Service, however:
 - i. The majority of the Board must be full-time undergraduate students; and
 - ii. Only University of Waterloo students hold voting privileges.
 - c. Faculty, staff and community members are ineligible to hold executive positions.
 - d. A majority of executive positions must be held by full-time undergraduate students.
2. Recruiting Volunteers
 - a. The following are acceptable means of recruiting volunteers:
 - i. Organized recruitment as a part of the Federation of Students Clubs, Services and Societies Days;
 - ii. Posters or banners inviting prospective members to information meetings, social gatherings and other events;
 - iii. Awareness days or weeks, which are focused on highlighting various themes;
 - iv. Offering flyers or electronic invitations whereby the individual has the option to accept or deny the flyer and/or invitation; and
 - v. Any other recruitment method deemed appropriate by the Vice President Internal, Clubs and Services Director and the Director of Marketing and Communications.
 - b. For the duration of the Fall term Orientation Week (the work beginning on Labour Day), posters or banners inviting prospective volunteers to events and websites are the only acceptable means of recruitment.

3. Discipline and Dismissal of a Service Volunteer
 - a. The Service Coordinator is responsible for administering any disciplinary issues. They will notify and consult the Vice President Internal and the Clubs and Services Director on all disciplinary actions prior to the actions being taken;
 - b. All disciplinary action undertaken must clearly communicate the reasons the disciplinary action is being undertaken. Disciplinary actions must be taken by a progressive three-step system:
 - i. A verbal warning delivered in a formal meeting;
 - ii. A subsequent written warning delivered in a formal meeting attended by the Service Coordinator and Vice President Internal;
 - iii. Dismissal delivered in a formal meeting attended by the Service Coordinator, Vice President Internal and the Clubs and Services Director.
 - c. The Service volunteer will have an opportunity to formally respond to all disciplinary actions in writing to the Clubs and Services Director within seven days of the decision. The Clubs and Services Director will place it on the Internal Administration Committee agenda for a final decision; and
 - d. The Service volunteer will be given the opportunity to make a presentation to the Internal Administration Committee.
4. Expectations

Service volunteers must follow the expectations outlined by the Service Coordinators; uphold and work towards the mandate of the Service; and abide by all relevant Federation of Students and University of Waterloo bylaws, policies, and procedures.

Commissions

A. Duties and Powers

The Commissions shall:

1. Be a hired committee of one or more persons;
2. Carry out the purposes and functions as outlined in the appropriate Commission's Procedure, subject to the instruction and approval of the appropriate Executive;
3. Formulate its own policies and procedures, subject to approval by the Board of Directors and Students' Council;
4. Recognize a member as an active member at the first meeting which such member attends;
5. Hold a minimum of three meetings per academic term.

B. Commissioners

1. Each commission will have a Commissioner, who shall:
 - a. Encourage and develop student representation within the Commission;
 - b. Chair meetings of the Commission;
 - c. Act as a chief spokesperson of the Commission to the appropriate Executive and to Students' Council;
 - d. Regularly advise the appropriate Executive of the plans, policies and programs of the Commission;
2. Commissioners shall be duly-appointed by the Executive who oversees the commission, as indicated in the Commission's Procedure;
3. Commissioners shall provide a report to Students' Council once per term on the activities of the Commission;
4. Commissioners shall act in the name of the Commission and with full Commission authority between meetings, subject to ratification by the Commission at its next meeting.

C. Authority

1. 1 The Executive shall have the authority to create new commissions, to be ratified at the next Board of Directors meeting.
 - a. The term of office of all Commissions shall correspond to that of the Executive or until successor is elected or appointed.

2. The Executive shall also have the authority to remove commissions or declare them inactive for their term, as required.

D. Arts Commission

1. Responsibilities
 - a. To call for requests for funding of artistic projects, review these applications and make recommendations for approval.
 - b. To report on Arts Commission activities in writing to the Vice-President, Internal bi-monthly during terms in which the Commission is active.

E. First Year Commission

1. Responsibilities
 - a. To be the voice to the Federation of Students on issues affecting first year students;
 - b. Assist in the transition of first year students into the University;
 - c. Organize events aimed at engaging first year students;
 - d. Provide outreach and information to first year students about current UW issues;
 - e. Provide a link between the Federation of Students and Residence Councils.
 - f. Ensure the Feds First-Year Council meets its mission of a) leadership development within Feds advocacy, b) quality experiential learning for a group of First Year Students, and c) providing quality solution oriented advocacy to decision-makers relevant specifically to first-year students.

Committee of Presidents

A. Responsibilities

1. To maintain and promote communication, liaison, and co-ordination among the Federation of Students and Faculty Student organizations.
2. To maintain, uphold, and review the November 1968 Federation-Societies Agreement or any such statement to follow afterwards.
3. To establish new sub-committees, and abolish or merge old sub-committees, as required.
4. To formulate its own policies and procedures in accordance with the Federation of Students policies and By-Laws.
5. To fulfil such duties as may be requested from time to time.
6. To encourage and develop student representation in all sectors of the University of Waterloo.

B. Membership

1. The chairperson, who shall be the Vice President, Internal of the Federation of Students;
2. President of the Federation of Students;
3. Presidents of the following organizations:
 - a. Waterloo Architecture Students Association,
 - b. Arts Student Union,
 - c. Engineering Society A or B,
 - d. Environment Students Society
 - e. Math Society,
 - f. Science Society;
 - g. Applied Health Sciences Undergraduate Members;
 - h. Society for Independent Studies;
 - i. Society of Pharmacy Students; and
 - j. University of Waterloo Optometry Student Society (UWOSS).
4. Presidents of the Student Associations of the Federated and Affiliated Colleges and of St. Jerome's University.
5. The following shall be non-voting members of the Committee of Presidents:
 - a. President of the Graduate Students' Association;

- b. Presidents of any other organization which may be recognized by Students' Council as solely representing students in a particular academic area;
- 6. The Presidents of the following professional schools shall be invited to be non-voting members:
 - a. The School of Accountancy;
 - b. The School of Optometry; and
 - c. The School of Planning.

C. Term of Office

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

D. Meetings

- 1. The Committee of Presidents must hold meetings at least once every two to three weeks in accordance with the following orders:
 - a. Seventy-two (72) hours advance notice must be given in writing of any meeting unless all members of the Committee are present and do not object to the special meeting being convened;
 - b. A quorum at an official meeting shall consist of a simple majority of the voting members or their recognized proxies;
 - c. Any voting member of the Committee may appoint a voting proxy to the Committee for one meeting at a time with one hours written notice to the Chairperson of the Committee; and
 - d. All issues shall be settled by a majority vote, except in the event of a tied vote, in which the Chairperson shall cast the deciding vote.