

Athabasca University Students' Union

Information for participants
Reports, resolutions and bylaws

Your
Voice
-
Our
Future



Athabasca University
Students' Union

AGM 2001

AGENDA - 9th Annual General Meeting

Date: September 28, 2002.

Time: 1 P.M.

Location: Edmonton AUSU Office, Teleconferencing

- 1.0 Call to Order
- 2.0 Confirmation of Notice of Meeting
- 3.0 Approval of Agenda
- 4.0 Approval of October 28th, 2000 AGM minutes
- 5.0 President's Welcome
- 6.0 Welcoming Address from AU
- 7.0 New Business
 - 7.1 Presentation of AUSU Annual Activity Report
 - 7.2 Presentation of Financial Statements
- 8.0 Open Forum and Discussion period
- 9.0 Adjournment

Minutes of the Athabasca University Students' Union Annual General Meeting

AUSU AGM
1:00 P.M., October 28th, 2000
Tele-Conference

Councilors Present: Gurpreet Dulai (Chair) (**ELC**), Norm Greenfield (**via phone**), Darren Kereluk (**via phone**) John Bowers (**via phone**) and Adam Heighes (**via phone**)

Others Present: Glenna Johnson (Student)(**via phone**), Michelle Pecson (Student)(**via phone**), Karie-Anne Getta (Student)(**ELC**), Mike Getta (Student)(**via phone**), Ken Buck (Researcher/Student)(**ELC**) and (Christine Coffin (Office Manager/Recording Secretary)

Councilors Absent: Sugania Sivapalan and Andrew Mugford

1.0 CALL TO ORDER

G. Dulai called the meeting to order at 1:35 pm (MST).

2.0 APPROVAL OF AGENDA

Motion 001028.01

BIRT Council accepts the agenda as presented.

D. Kereluk/J. Bowers – **CARRIED (Unanimously)**

3.0 APPROVAL OF OLD MINUTES

3.1 Approval of February 26th, 2000 AGM Minutes

Motion 001028.02

BIRT Council approves the Minutes of February 26th, 2000 as presented.

D. Kereluk/A. Heighes – **CARRIED (Unanimously)**

4.0 NEW BUSINESS

4.1 Approval of By-Law Amendments

- By-laws were approved at the February 26th, 00 AGM.
- Sent to AUSU's lawyer to look over and then send to Corporate Registries.
- Corporate Registries sent them back with a list of changes that had to be made.
- Changes have been made and are ready for approval.

Motion 001028.03

BIRT by special resolution, (providing over 21 days notice to the Associations' Members), the current AUSU constitution and by-laws be rescinded in their entirety, and replaced with the following constitution and by-laws:

BY-LAW 1-INTERPRETATIONS

1.1 Within these by-laws: expressions, definitions and interpretations contained in the Societies and Universities Act of Alberta shall have the meaning so expressed, defined and interpreted within this Act unless the context requires otherwise. Words imparting the singular shall include the plural, and vice versa, and words imparting the masculine gender shall include the feminine gender, and words imparting person shall include bodies corporate.

1.2 Within these by-laws unless the context otherwise requires:

Academic Year - shall mean the period of time between the first day of September to last day of August of the following calendar year.

ACTISEC - shall mean the Alberta College and Technical Institute Students' Executive Council.

Annual General Meeting - shall mean the annual general meeting of the Students' Union.

Athabasca University (AU) - shall mean any operation or unit that falls under the jurisdiction of the Governing Council of the Athabasca University.

Athabasca University Students' Association -shall mean the registered Society name of AUSU, per section 4 of the Societies Act.

Athabasca University Students' Union (AUSU) -shall mean any operation or unit that falls under the jurisdiction of the Students' Union of the Athabasca University of and for its members.

AUSU Media - shall mean different forms of AUSU communication methods, including but limited to, AUSU Web site, Posters, Bulletins, information though the AUSU sponsored newspaper, and E-mail notification.

AU/AUSU Liaison - shall mean the Liaison Officer appointed by AU, upon recommendation of AUSU, who provides advice and information on the viability and maintenance of AUSU within the AU structure.

By-Laws - shall mean By-Laws of the Students' Council made pursuant to the Act.

CAUS - shall mean the Council of Alberta University Students.

Chairperson (Chair) - shall mean the person designated to properly conduct meetings under the guidelines as set by AUSU. This position does not have any operational authority, except if a member of SEC.

Chief Returning Officer (CRO) -shall mean the person designated to oversee all election and referendum procedures for any election that may occur within the Union involving the general membership of AUSU.

Clubs - shall mean all student clubs, societies or organizations registered with and recognized by AUSU.

Constitution - shall mean the constitution of AUSU that is registered with the Government of Alberta.

Council Meeting - shall mean meetings of the Council of AUSU.

Councillor - shall mean a member of AUSU duly elected by the student body, or by the Council via secret ballot in the event of a vacancy.

Deputy Returning Officer (DRO) - shall mean the person designated as the assistant to the Chief Returning Officer.

Employee - shall mean any individual employed by the Athabasca University Students' Union.

Ex-Officio - means a member of a board or committee that is a member by virtue of their office and/or position held within the Union. This position will be a voting member, unless otherwise provided for in these bylaws, or by Roberts' Rules of Order.

Fees - shall mean any fees, dues and/or levies assessed on the Member(s) by the Association.

Full-time Student - shall mean a student who is considered full-time under the provisions of AU's Academic Regulations.

General Election - shall mean an election by members in good standing of the Association to elect Councillors to Council.

Good Academic Standing - shall mean an average in all courses that a person is currently enrolled in at AU that meets or exceeds standards as determined by the GC.

Governing Council (GC) - shall mean the Governing Council of Athabasca University.

Majority Vote - shall mean the number of votes, which exceeds fifty (50) percent of the total amount of votes cast.

Member - shall mean any AU student who has paid his full student fees.

Member in Good Standing - shall mean an individual who is a Member of the Association as described in these By-laws and who has not been subject to disciplinary action from the University or the Association.

Office Manager (OM) - shall mean the person hired by AUSU who shall be responsible for taking and keeping minutes of Students' Council and SEC meetings, and to perform the secretarial, reception, administrative and organizational functions for the AUSU offices.

Officer - shall mean any person authorized by the Students' Council or SEC to act on behalf of AUSU.

Officers - shall mean the officers of the Association pursuant to these By-Laws, and shall be: the President of the Council; Vice-President Student Academics and Services; Vice-President External/Collaborative, Vice-President Finance & Administration and the Vice-President Programs and Services/Communications.

Ordinary Motion - shall mean a motion passed at a properly convened general meeting of the Association by more than 50% of the vote's cast on that motion.

Quorum - shall mean the minimum attendance of members required at a meeting to ratify voting procedures and/or any business actions.

Registrar - shall mean the Registrar of Athabasca University.

Resolution - shall mean a motion passed at any duly constituted meeting of AUSU or it's various committees and boards.

Resource Person - shall mean a person whom, by virtue of their position or appointment act as information resource for a board, committee or council.

Robert's Rules of Order - shall mean the guidelines of which meetings of AUSU shall be conducted as designated in Robert's Rules of Order, 1990 Edition (9th Edition), Edited by Henry M. Robert III, William J. Evans, and James W. Cleary. Published by Harper Perennial, A Division of Harper Collins Publishers.

Student – (Subject to By-Law 3.3(A) and 3.4.1) shall mean a person who is enrolled in courses, either through Homestudy, paced classroom, electronic (ViTaL), or in a collaborative post-secondary institution's classrooms.

Temporary Committee Member - shall mean any individual appointed by Council who has, in the opinion of Council, specific expertise that is of value to the Council for a specific project; such an appointment is temporary and does not carry voting privileges.

Term - shall mean the period of time, as prescribed in the by-laws, to which an official of the Union holds office or position within AUSU.

Union - shall mean the Students' Union of the Athabasca University (AUSU).

"University" or AU – shall mean the Athabasca University

Vice Chairperson (Vice Chair) - shall mean the person who assumes the duty of the Chairperson (Chair) in their absence.

Voting Member - shall mean those members of AUSU, at any duly called meeting of AUSU that are entitled to vote.

1.3 "Special Resolution" means:

- (i) a resolution passed
- (A) at a general meeting at which not fewer than 21 days' notice specifying the intention to propose the resolution has been duly given; and
- (B) (i) by the vote of not less than 75% of those members who, if entitled to do so, vote in person;
(ii) a resolution proposed and passed as a special resolution at a general meeting of which fewer than 21 days' notice has been given, if ALL the members entitled to attend and vote at the general meeting so agree, or (iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.

BY-LAW 2-CONSTITUTION, BY-LAWS

2.1 Under this By-Law, the AUSU hereby adopts the Constitution, attached hereto as Schedule "A" to these By-Laws. The Constitution contains the governing principles of AUSU. If there is a conflict between the Constitution and By-Laws, the Constitution shall prevail.

2.2 This Constitution and by-laws shall come into force upon **October 28, 2000**, and supersedes and replaces any and all prior Constitutions & by-laws and amendments thereto.

2.3 Any voting member of Students' Council may propose changes to the constitution and/or by-laws by providing the Office Manager with a written notice setting out in full the proposed repeal, amendment, or addition. The member shall provide such notice to allow for AUSU to provide at least twenty-one (21) days before the meeting at which the change is to be discussed.

2.4 Any changes to the Constitution and/or by-laws must meet the requirements as prescribed in Article VIII of the Constitution. Public notice shall be given to inform the AUSU membership of the change(s).

BY-LAW 3-MEMBERSHIP

- 3.1** Any AU student, with full Union fees paid, shall be a member of AUSU.
- 3.2** All Union members shall be allowed to:
- (1) join in all activities and events of AUSU;
 - (2) join Union Clubs;
 - (3) participate in referendums; and
 - (4) participate in AUSU elections as a candidate or electorate for Students' Council elections; and
 - (5) participate in SEC elections as a candidate if he is an active member.

MEMBERSHIP CATEGORIES: The Association establishes the following membership categories

- 3.3(a) all Active Members;
- 3.3(b) all Associate Members;
- 3.3(c) all Honourary Members.:

3.3(A) ACTIVE MEMBERSHIP: An Active Member of the Union is a student registered in an Athabasca University course(s) paying full fees, including AUSA fees. Students 65 years of age or older shall pay 50% of AUSU fees, but shall be considered Active Members. Active members enjoy full membership privileges including the following:

- 3.3(a).1 to vote at Annual General Meetings,
- 3.3(a). 2 to be entitled to vote at a general election and to be entitled to vote for as many Councillors as there are vacancies to be filled on the Council,
- 3.3(a).3 to hold a position of Councillor or Officer of the Association,
- 3.3(a).4 to petition the Council in respect to any matter with the jurisdiction of the Association, including the removal of any Councillor or Officer of the Association,
- 3.3(a).5 to receive, upon payment of fees, the Association's publications and all other regular mailings of the Association, and
- 3.3(a).6 to participate in the activities of the Association.

3.3(b) Associate Membership

- 3.3(b). 1 to petition the Council in respect to any matter with the jurisdiction of the Association, including the removal of any Councillor or Officer of the Association,
- 3.3(b). 2 to receive, upon payment of fees, the Association's publications and all other regular mailings of the Association, and
- 3.3(b). 3 to participate in the activities of the Association.

3.3(c) Honourary Members: shall be those persons and/or organizations upon whom, from time to time, honorary membership has been conferred by special resolution of the Board of Directors, with such membership to continue until determined otherwise by special resolution of the Board of Directors. Honourary Members shall not be required to pay any fees to AUSU.

3.4 EXPULSION OF MEMBERSHIP: ACTIVE Membership in AUSU shall cease upon:

3.4.1 Failing to re-enroll in a course within 6 months after completing a previous course. / bridging

- 3.4.1 a Member failing to comply with these Bylaws;
- 3.4.2 a Resolution to revoke an individual's membership being passed at a properly convened meeting of the Students' Council by more than two-thirds of the entire Students' Council votes cast on that Resolution;
- 3.4.3 a petition of at least 250 of the Active Members of the Association being presented to Students' Council.
- 3.4.4 The Member will have sufficient opportunity to prepare and present a defense before Students' Council, the decision of which follow by-law 5.13 shall be final and binding.

BYLAW 4 — ASSOCIATION: DUTIES AND POWERS

- 4.1 CORPORATION:** the Association is a organization governed by the **Societies Act** and is subject to the Act and has the capacity, rights, powers and privileges of a natural person.
- 4.1.1 **INSPECTION OF BOOKS AND RECORDS:** the AUSU shall maintain the books and records, including the documents as outlined in section 4.10, at the Head Office of the Association. Any members of the Association wishing to inspect these records may do so during the normal business hours of the Association at its Head Office from Monday to Friday (excluding holidays).
- 4.2 GOVERNED BY STUDENTS' COUNCIL:** The Students' Council shall govern the Association. The Students' Council shall manage and conduct the business and affairs of the Association and exercise the rights, powers and privileges of the Association in the name of and on behalf of the Association.
- 4.3 HEAD OFFICE:** The head office of the Association shall be located within the City of Edmonton, Province of Alberta. Students' Council shall determine the premises occupied by the Association.
- 4.4 ANNUAL GENERAL MEETING:** The Association shall hold an annual general meeting at each fiscal year, at such time and place as the Students' Council may determine.
- 4.5 NOTICE OF ANNUAL &/OR GENERAL MEETING:** The Association shall post notice of an annual &/or general meeting on the Association bulletin boards, AUSU Web site or publish a notice in the Association newsletter (where possible) not less than 21 days before the annual general meeting.
- 4.6 QUORUM AT ANNUAL GENERAL MEETING:** No action taken at an Annual General Meeting shall be effective unless a quorum consisting of ten (10) Active Members of the Association is present.
- 4.7 SPECIAL GENERAL MEETING:** The Students' Council may, at any time, convene a Special General Meeting of the Association. The Students' Council shall, upon a request in writing by at least 10 Active Members of the Association, convene a Special General Meeting of the Association. Special General Meetings shall be convened as required by these Bylaws.
- 4.8 NOTICE OF SPECIAL GENERAL MEETING:** The Association shall post notice of a special general meeting on the Association bulletin boards or publish a notice in the Association newsletter (where possible) & organization's not less than 21 days before the special general meeting.
- 4.9 QUORUM AT SPECIAL GENERAL MEETING:** No action taken at a Special General Meeting shall be effective unless a quorum consisting of ten (10) Active Members of the Association is present.
- 4.10 RETAIN VALUABLE DOCUMENTS:** The Association shall at all times keep and maintain for the benefit of the Association copies of all contracts, agreements, certificates, approvals and valuable documents provided to the Association.
- 4.11 OBEY ACT, REGULATION AND BY-LAWS:** The Association shall do all things required of it by the Act, Regulations and Bylaws.
- 4.12 ENFORCE BY-LAWS:** The Association may do all things reasonably necessary for the enforcement of the By-Laws and for the government, management and conduct of the Association's affairs.

BY-LAW 5-STUDENTS' COUNCIL

5.1 Composition

A Students' Council consisting of the following shall govern AUSU:

5.1.1 Voting members;

- (1) The President of AUSU;
- (2) Each AUSU Vice-President;
- (3) Each Student Academic Council member (if different than any member of council);
- (4) The Chairperson (if a student councillor); and

- (5) The Vice-chairperson (if a student councillor)
- (6) There shall be 5 student councillors elected by the general student population;

5.1.2 Non-voting members:

- (1) Office Manager (Recording Secretary); and
- (2) Chair or Vice-Chair, (if they are not active members of AUSU) {e.g. AU staff}
- (3) Each AUSU Student Ambassadors

5.1.3 Resource persons:

- (1) AU / AUSU Liaison; and
- (2) AUSU Communications Administrator
- (3) AUSU Accounting Assistant

5.2 Terms of Office

5.2.1 The President and each Vice-President's Students' Council term shall be in accordance to BY-LAW 6.3 Terms of Office.

5.2.2 All other Councillors' terms shall be from the first day of May of the current year until the last day of April of two years following (i.e. May 1, 2000 to April 30, 2002). Offices filled mid-term shall be considered part of the current term in which they are filled.

5.3 General Students' Council Representatives

5.3.1 The general student body, in accordance with BY-LAW 9 - Elections, shall elect each student Councillor.

5.3.2 In the event that the Students' Council has a vacancy after compliance with the provisions of BY-LAW 6.7, Students' Council may appoint the vacant position. The candidate for such appointment:

- (1) Must complete the nomination form, ensuring all requirements of the form are adhered to;
- (2) Must address Students' Council for consideration when called; and
- (3) If appointed must perform all required duties of a normally elected Student Councillor.

5.4 Chairperson

The Chairperson may be a student-at-large, a person appointed by majority vote of Students' Council, or a member of Students' Council, but not a member of SEC (except as otherwise noted). He shall be elected by the Students' Council when there is a vacancy due to resignation, or according to BY-LAW 4.4.1(6). If there is no Chairperson elected the President of AUSU shall be the Chair of Students' Council.

5.4.1 The Chairperson shall:

- (1) Conduct Students' Council meetings in accordance with Robert's Rules of Order;
- (2) Vote only to make or break a tie OR cast the deciding vote when a two-thirds (2/3) majority is required (ONLY IF HE IS AN ACTIVE MEMBER OF AUSU. NO EXTERNAL CHAIRS SHALL HOLD ANY TYPE OF VOTE.);
- (3) Attend Agenda Committee meetings;
- (4) Keep an attendance book of the Students' Council and all Students' Council's Standing Committees;
- (5) Be ex-officio of all Students' Council committees;
- (6) Be responsible for setting all of the dates and times of Students' Council meetings for the upcoming term; and

5.5 Vice-Chairperson

5.5.1 The Vice-chairperson may be a student-at-large or a member of Students' Council, but not a member of SEC. He shall be elected by the Students' Council when there is a vacancy due to resignation, or according to BY-LAW 4.5.2(6).

5.5.2 The Vice-Chairperson shall:

- (1) Assume the duties of the Chairperson when the Chairperson is absent;
- (2) Ensure all meetings are held in accordance with Robert's Rules of Order;
- (3) Assist the Chairperson as required;
- (4) Vote as a normal Student Councillor unless acting as Chairperson;
- (5) Attend Agenda Committee meetings; and
- (6) The Vice-chairperson position shall be elected at the second meeting of Students' Council.

5.6 Constituted Students' Council

5.6.1 Quorum for Students' Council shall be thirty-three percent plus one (33%+1) of all filled positions. If quorum is not met at any Students' Council meeting, all business must be ratified at the next meeting of the Students' Council where quorum is met.

5.6.2 In the event that less than all Students' Council positions are filled pursuant to BY-LAW 5.1 - Composition, and so long as there are at least three (3) members of the Students' Council, such Students' Council shall have all the powers of a fully-constituted Students' Council under this BY-LAW, and for all purposes shall be considered a fully-constituted Students' Council for the purposes of this Constitution and by-laws.

5.7 Duties and Responsibilities of Student Councillors

5.7.1 All voting members of the Students' Council shall:

- (1) Attend** the meetings of the Students' Council;
- (2)** Be a voting member of one (1) recognized board or committee of the Students' Council;
- (3)** Represent the students with matters and concerns brought forth to the Students' Council for consideration or action;
- (4)** Communicate with students on matters dealt with at the Students' Council;
- (5)** Adhere to the AUSU Constitution and by-laws; and
- (6)** Endeavor to promote all AUSU sanctioned events directly and indirectly.

5.7.2 Failure to comply with BY-LAW 5.7.1 may result in disciplinary action. This action may include the removal from office within AUSU's structure, as per BY-LAW 5.13 - Removal from Students' Council.

5.8 Powers of the Students' Council

5.8.1 The Students' Council shall have the power, subject to the provisions of this Constitution and its by-laws, to:

- (1) Prescribe** matters of procedure which are not provided for in this Constitution and by-laws;
- (2) Ratify** nominations for AU's GC and/or Academic Council from the Selection Committee; and
- (3)** make recommendations to the SEC on possible changes in the operations of AUSU.

5.8.2 All of the powers conferred on any officer, committee, sub-organization of AUSU by the Constitution or by-laws shall, at all times, be subject to the powers of the Students' Council. The Students' Council, through the SEC, shall at all times have the power to alter, modify, suspend, or set aside any action of such officers, committees, or sub-organizations. This does not supersede the responsibilities as described in Article VI, Responsibilities of the Students' Executive Council.

5.9 Voting of the Students' Council

5.9.1 Student Councillors are allowed to vote, open, or enter into any discussion from the floor.

5.9.2 Each voting member of the Students' Council shall have only one vote on Students' Council, no matter how many positions they hold on the Students' Council.

5.9.3 Voting by proxy shall be permitted at any meeting of the Students' Council provided that the Chairperson recognizes the validity of the proxy. It shall be the obligation of the Student Councillor involved to find a proxy.

5.9.4 There shall be voting by secret ballot only when a secret ballot is requested by a Student Councillor, and it shall be the prerogative of the Chairperson to grant or deny the request.

5.10 Meetings of Students' Council

5.10.1 Meetings shall occur at least once a quarter.

5.10.2 Any student-at-large shall be entitled, subject to the seating capacity of the room in which the meetings are held, or lines available to teleconference to attend meetings of the Students' Council. They shall not be entitled to participate in the meeting without permission of the Chairperson.

5.10.3 Any part or all of a Students' Council meeting may be closed to non-voting members. A resolution to close the meeting must be passed by a majority vote of Student Councillors present and voting.

5.10.4 No act or proceeding of the Students' Council is valid, unless it is adopted at a meeting of the Students' Council where quorum is met.

5.10.5 Except as otherwise provided in this Constitution and by-laws, all business at meetings of the Students' Council shall be carried by a majority of the Student Councillors present and voting.

5.11 Special Meetings of the Students' Council

Special meetings of the Students' Council may be called at any time by the Chairperson of Students' Council, or when requested by at least twenty-five (25) per cent of the Students' Council. Notice of these meetings shall be given to all members with at least forty-eight (48) hours' notice and the purpose of the meeting.

5.12 Attendance

5.12.1 If a Student Councillor is absent for four (4) meetings of the Students' Council without just cause, as reasonably determined by the Chairperson of Students' Council, or is not represented in his absence by a suitable delegate:

- (a) he shall cease to be a Student Councillor and a declaration of the vacancy entered in the Minutes of Students' Council shall be conclusive evidence thereof;
- (b) the removed Student Councillor shall not be allowed to hold any office on the Students' Council during the current term; and
- (c) the President of AUSU shall give written notice that the vacancy exists to the general student population through AUSU Media.

5.12.2 If a Student Councillor is absent for two (2) consecutive meetings without just cause, as reasonably determined by the Chairperson of Students' Council, the Student Councillor shall not be considered in determining quorum, nor can he vote at the next meeting he attends. His voting privileges will be restored at the following meeting.

5.13 Removal from Students' Council

5.13.1 Any AU student who discontinues his studies at AU after 6 months from last course completion or ceases to be a AU student shall thereby vacate immediately & resign any office or position held in any organization of AUSU.

5.13.2 As described in 5.13.1, if the above situation occurs, the person who no longer meets eligibility requirements as a member of AUSU shall be deemed no longer a member of council and this will be noted in the council minutes. The President of AUSU (or V.P. if it is the President no longer meeting requirements) shall notify the University this person is no longer a member of Council. If there any external positions this person held, the President, or designate, shall notify the appropriate contact with a replacement for this person.

5.13.3 Any Student Councillor not fulfilling his duties and responsibilities may be removed from Students' Council by a two-thirds (2/3) majority vote of Students' Council members present and voting.

5.13.4 The petition for removal from the Students' Council may be brought forth by AUSU members and be addressed to AUSU and given to the AUSU Officer Manager. The petition must contain the signatures of at least two hundred and fifty students, and shall state the reason for the request for removal from office. The petition must be considered, addressed and voted on by the Students' Council, with consideration of the matters set forth in BY-LAW 5.7.

5.14 Students' Council Records

5.14.1 A copy of all Students' Council minutes and correspondence shall be kept on record in the AUSU Office and shall be made available during normal office hours to any member of AUSU upon request.

5.14.2 Students' Council meeting packages shall be made available to all Students' Council members at least One (1) business day prior to that Students' Council meeting. The Agenda Committee, as per BY-LAW 7.9, shall select the information to be contained in the packages.

BY-LAW 6-SEC

6.1 Composition

The SEC shall be comprised of the following members:

6.1.1 Voting

- (1) **President** as Chairperson;
- (2) **Vice-President Finance & Administration**;
- (4) **Vice-President Student Academics**;
- (5) **Vice-President Programs and Services/Communications** and
- (4) **Vice-President External / Collaborative**.

6.1.2 Non-voting members

(1) Office Manager (Recording Secretary).

6.1.3 Resource Persons

- (1) AUSU Communications Coordinator;
- (2) AU / AUSU Liaison;
- (3) Other persons as deemed necessary.

6.2 Elections

The President, Vice-President Finance, Vice-President Student Academics, Vice-President Programs and Services/Communications and the Vice-President External (collectively known as the "Executives") of AUSU shall be elected bi-annually, pursuant to BY-LAW 9.

6.3 Term of Office

6.3.1 The term of office for each Executive shall be from the first day of May to the last day of April of two years following, unless elected or appointed mid-term, in which case the new Executive shall hold office until the end of the current term.

6.4 Responsibilities

6.4.1 The President

- (1) Shall be the Chief Executive Officer and ultimately accountable for the overall operation of AUSU, and is responsible to the Students' Council;
- (2) Shall be responsible for the revisions of the Constitution and its Articles when necessary;
- (3) Shall be responsible for all Standing Committees and Departmental Clubs as outlined in this Constitution and by-laws;
- (4) Upon the request of the Students' Council, shall interpret the Constitution and by-laws. This interpretation shall be binding upon the approval of the Students' Council;
- (5) Shall be a member of AU's Governing Council only for the term in office for AUSU (and shall resign the GC position); and
- (6) Shall be the official internal and external representative of the organization.
- (7) Shall be the supervisor of the OM

6.4.2 The Vice-President Finance & Administration

- (1) Shall be the Chief Financial Officer and is ultimately accountable for the finances of AUSU;
- (2) Shall ensure all by-laws governing AUSU's finances are adhered to by all operational divisions of AUSU.;
- (3) Shall fulfill the duties of the President should the President be unable to do so; and
- (4) shall prepare financial statements by the 20th for each prior month to present to the Executive, Finance Committee, and to Council

6.4.3 The Vice-President Student Academics

- (1) Shall be responsible for the public relations of AUSU within the AU campus;
- (2) Shall be the Chief Returning Officer (CRO) for all Students' Council By-elections but shall be the Deputy Returning Officer (DRO) of AUSU general elections, except when running as an incumbent for a second term;
- (3) **Shall** be responsible for facilitating student academic concerns with AU;
- (4) Shall be a member of AU's Academic Council;
- (5) Shall be responsible for AUSU Student Volunteers;
- (6) Shall liaise with any civic, provincial, or national organization AUSU is involved with; and
- (7) Shall liaise with the Learning Ministry in consultation with the President

6.4.4 The Vice-President External/Collaborative:

- (1) shall accept such additional responsibilities as are delegated by Board of Directors or the Executive Committee;
- (2) shall report monthly to the Executive Committee and at every General meeting to the Board of Directors;
- (3) shall be one of the signing authorities of AUSU;
- (4) shall work on all government, internal and external committees within his/her jurisdiction;
- (5) shall work closely and maintain constant communication with the President ;

- (6) when necessary, shall represent AUSU at all occasions and shall compose and issue any and all communication which is representative of AUSU and shall provide all such materials to the President and the Office Manager;
- (7) shall, in consultation with the President, oversee any communication between AUSU and the government and other student bodies;
- (8) shall have no authority to bind AUSU to any contract, agreement or obligation without the approval of the SEC and one other authorized signing Officers of AUSU, which approval shall be obtained in writing prior to entering into any such agreement.

6.4.5 The Vice-President Programs and Services/Communications

- (1) Shall accept such additional responsibilities as are delegated by Board of Directors or the Executive Committee;
- (2) Shall report monthly to the Executive Committee and at every General meeting to the Board of Directors;
- (3) Shall be one of the signing authorities of AUSU;
- (4) Shall work on all government, internal and external committees within his/her jurisdiction;
- (5) Shall work closely and maintain constant communication with the President;
- (6) Shall be the liaison between AUSU and the community;
- (7) Shall prepare and/or arrange press releases concerning AUSU in conjunction with the President and the Communications Coordinator.
- (8) Shall liaise with any civic, provincial, or national and external committees involved with that relates to with internal and external committees Department; and
- (9) Shall have no authority to bind AUSU to any contract, agreement or obligation without the approval of the SEC and one other authorized signing Officers of AUSU, which approval shall be obtained in writing prior to entering into any such agreement.

6.5 General Duties and Requirements

- 6.5.1 All members of the SEC are required to preserve order and decorum in the meetings of their Boards according to Robert's Rules of Order;
- 6.5.2 Each executive shall be enrolled in at least one course and have no longer than 4 months between course enrollments;
- 6.5.3 All members shall carry out the AUSU business transactions that fall under their jurisdictions;
- 6.5.4 All members shall not hold another executive position within AUSU without Students' Council approval; and
- 6.5.5 Pay of an Executive may be pro-rated & recorded in SEC minutes, if an Executive does not perform the minimum work.
- 6.5.6 The President and/or the AUSU tribunal (as per AUSU policies & procedures) will handle any dereliction of duties or defying the Constitution & By-laws of a member of SEC (unless it is the President whereby the VP Finance & Administration would take the place of the President in the tribunal) and membership changes for the tribunal must be accepted at Students' Council before being accepted into the policies.

6.6 Removal from Office

- 6.6.1 An Executive shall be required to resign and relinquish his office within ten (10) days, if:
 - (1) That Executive ceases to be an Active Member of AUSU; or
 - (2) If at any properly called and constituted meeting of the Students' Council, a motion of non-confidence is moved against that Executive, and the motion is carried by a two-thirds majority of Students' Council members present and voting.
- 6.6.2 Any Executive removed from office may appeal to Students' Council for re-instatement at the next regularly scheduled meeting of the Students' Council.
- 6.6.3 If an Executive is removed or resigns with more than four months left in the current term, a by-election shall be held, according to BY-LAW 9 - Elections, to fill the vacant position. If there is less than four months left in the current term the Students' Council may fill the vacant position according to BY-LAW 6.7 - Vacancies.

6.7 Vacancies

- 6.7.1 When a vacancy occurs the Students' Council shall advertise that it will be accepting nominations for the vacant position. The advertisement shall be posted for a minimum of two (2) weeks and shall state the date of the Students' Council meeting at which the position will be filled.

- 6.7.2** In the event that a vacancy exists after compliance with the provisions of BY-LAW 6.7, the Students' Council may appoint the vacant position. The candidate(s) for such appointment:
(1) Must complete the nomination form, ensuring all requirements of the form are adhered to;
(2) Must address Students' Council for consideration when called; and
(3) If appointed, must perform all required duties of a normally elected Executive.

6.7.3 Until the vacancy is filled, the SEC has the power to delegate the duties of the vacant position.

6.8 Meetings

6.8.1 The President shall chair SEC meetings.

6.8.2 Quorum for SEC meetings shall be three (3)-voting members.

6.8.3 The SEC shall meet at least once (1) each month.

6.8.4 The minutes of all meetings of the SEC shall be recorded. These minutes shall be presented and ratified at the next Students' Council meeting after SEC approves them.

6.9 Honorarium of the Executives

6.9.1 All Officers and Directors shall be paid pursuant to the schedule of honorarium as determined by the Finance Committee and ratified by the Students' Council.

6.9.2 In order for any AUSU executive to receive honorarium, he must comply with BY-LAW 6.5 General Duties and Requirements.

BY-LAW 7-STANDING COMMITTEES

7.1 Standing Boards and Committees

7.1.1 Standing Committees shall be those committees carrying out specific functions and duties, which occur annually. They are:

- (1) The Personnel Committee;
- (2) The Finance Committee;
- (3) The Academic Committee;
- (4) The Programs and Services Committee;
- (5) The Communications Committee;
- (6) The Agenda Committee;
- (7) The Legislative Committee;
- (8) The Executive Review Committee; and
- (9) The Election Committee.

7.2 Quorum

7.2.1 Quorum for all committees and boards (except for the Agenda Committee, Selection Committee, Executive Review Committee and the Election Committee) shall consist of the following members:

- (1) The Chairperson (or appropriately delegated AUSU Executive);
- (2) Two (2) Students' Council members;
- (3) One (1) student at large;
- (4) One (1) additional student (either Students' Council member or student at large);

7.3 Composition

7.3.1 Membership for all standing committees and boards (except for the Agenda Committee, Selection Committee, Executive Review Committee and the Election Committee) may consist of any number of AUSU members provided BY-LAW 7.2 - Quorum has been met. All standing committees and boards shall also have a Vice-Chairperson and Recording Secretary. The committee members shall elect these positions as necessary. If these positions are vacant, during any meeting the chair will temporarily assign the duties of those positions to committee members present.

7.4 The Personnel Committee

7.4.1 The Personnel Committee shall meet to plan the long range goals and vision of AUSU. It shall meet at least once per month.

7.4.2 The Personnel Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.5 The Finance Committee

7.5.1 The Finance Committee shall meet to adopt the audited financial statements, approve the operating budget, examine non-budgeted expenditure requests and provide assistance to clubs in terms of loans or grants. It shall meet at least once (1) per month from October to April.

7.5.2 The Finance Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.6 The Academic Committee

7.6.1 The Academic Committee shall meet to provide a student perspective regarding the academic side of programs at AU. General student concerns may be heard at this board, and action may be directed for the SEC to bring to AU's attention. It shall meet at least once (1) per month from October to April.

7.6.2 The Academic Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.7 The Programs and Services Committee

7.7.1 The Programs and Services Committee shall meet to provide a student perspective to entertainment and cultural events on campus, provide recommendations regarding the marketing of the Union, and shall approve club events held in conjunction with the Union. It shall meet at least once (1) per month from October to April.

7.7.2 The Programs and Services Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.8 The Communications Committee

7.8.1 The Communications Committee shall meet to help plan and carry-out all AUSU Awareness programs & activities (Sexual Awareness, Alcohol Awareness, Academic Awareness, AUSU Awareness, etc.); the Board also provides recommendations to the Volunteer Coordinator. It shall meet at least once (1) per month from October to April.

7.8.2 The Communications Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.9 The Agenda Committee

7.9.1 The Agenda Committee shall meet to prepare the agenda for the upcoming Students' Council meeting at least 7 days prior to the scheduled meeting.

7.9.2 The Agenda Committee shall be comprised of the President and the Chairperson and Vice-Chairperson of the Students' Council.

7.10 The Legislative Committee

7.10.1 The Legislative Committee shall meet to determine the political & operational policies to council. Also responsible to review AUSU's constitution & bylaws, and provide recommendations to council for updates to the governing documents.

7.10.2 The Legislative Committee shall consist of quorum as specified in BY-LAW 7.2 and be composed as per BY-LAW 7.3.

7.11 Executive Review Committee

7.11.1 The Executive Review Committee shall meet to complete the yearly evaluation of the Executives of AUSU at least twice each semester.

7.11.2 The Executive Review Committee shall be comprised of the President, the (interim or regular) Chairperson of Students' Council and the AU / AUSU liaison.

7.12 Election Committee

7.12.1 The Election Committee shall meet to oversee all AUSU General Elections, By-elections and/or Referendums.

7.12.2 The Election Committee shall consist of the:

- (1)** Chief Returning Officer (CRO);
- (2)** Deputy Returning Officer (DRO);

- (3) AU/AUSU Liaison; and
- (4) Retiring President (look at before the first December Students' Council meeting).

7.13 Ad-Hoc Committees

7.13.1 Ad-hoc committees shall be called forth by Students' Council to study specific issues. When the committee is formed Students' Council shall determine all powers and duties of the committee as well as specifics for membership and quorum.

7.14 Meetings

7.14.1 Unless otherwise stated, each committee shall hold meetings at least once (1) per month. Staff members and Executive members of AUSU shall attend committee meetings upon request of the Board/Committee Chairperson.

BY-LAW 8-GENERAL MEETINGS / REFERENDUMS

8.1 General Meetings of AUSU

- 8.1.1** There shall be at least one general meeting of AUSU during the academic year.
- 8.1.2** Any general meetings of AUSU may be called by the President, the SEC, the Students' Council, or by a request in writing of fifty (50) members of AUSU. Any such request shall specify the purpose for which the meeting is to be called.
- 8.1.3** At any general meeting of AUSU quorum shall consist of Ten (10) members of AUSU.
- 8.1.4** Three quarters (3/4) majority of those members present shall carry all business and voting provided quorum is met.
- 8.1.5** The standing vote shall be used at all general meetings of AUSU. Secret ballot may be used at the discretion of the President.

8.2 Referendum

- 8.2.1** The members of AUSU in the form of a referendum must pass any Constitutional amendment involving an incremental increase over and above fifteen per cent (15%) in the total student fees.
- 8.2.2** A general meeting of AUSU must first have been called to discuss any proposed referendum.
- 8.2.3** A waiting period of one (1) month must elapse between the date of the aforementioned general meeting and the date of the vote on the referendum, and during this time a full explanation of the subject of the referendum shall be published in the Voice.
- 8.2.4** The proposed referendum shall be passed if the referendum meets the conditions set out in by-laws 8.1.3 and 8.1.4.
- 8.2.5** The Students' Council through the CRO shall conduct the referendum.
- 8.2.6** Any referendum proposed that will affect any related Students' Union fees increase must be discussed by the AUSU President on behalf of AUSU to AU's senior Executive and the GC (Administration committee & regular board).

BY-LAW 9-ELECTIONS

9.1 Elections

9.1.1 The annual General Election shall be held by the third week of March of each second year.

9.2 Chief Returning Officer

- 9.2.1** The Students' Council shall appoint the CRO four (4) months prior to an Election date.
- 9.2.2** It shall be the duty of the CRO to:
 - (1) act as Chairperson of the Election Committee;
 - (2) appoint the DRO, Assistant DROs and polling clerks as needed at the ELC &/or CLC;
 - (3) see that elections are conducted in accordance with rules set down in the AUSU Constitution and by-laws and Canadian law;
 - (4) enforce the rules of nominations as set down in the Constitution and by-laws;
 - (5) clarify to the candidates the outline of the campaign rules and regulations as set down in the Constitution and by-laws;
 - (6) announce the commencement and close of nominations as determined by the Constitution and/or the Students' Council;
 - (7) announce the commencement and close of elections as determined by the Constitution and/or the Students' Council; and
 - (8) to determine the time and locations of any advance polling.

9.3 Deputy Returning Officer

9.3.1 The DRO shall be the Vice-President Student Academics and Services. If the Vice-President Student Academics and Services is seeking re-election or not located in Alberta, the DRO shall be appointed by the CRO as another member of Council not seeking reelection.

9.3.2 It shall be the duty of the DRO to:

- (1) assist the CRO as required; and
- (2) inspect the ballot boxes with which he has been entrusted and remove all material which may be found in the box before the polls open and seal the ballot box with the seal provided.

9.4 Notice of Elections

9.4.1 Notice of elections shall be posted for at least three (3) months prior to the opening day for nominations. The "Notice of Elections" shall clearly state:

- (1) The date of the election, and the hours during which the polls will be open, and the date that election ballots must be returned via mail;
- (2) The location of the polls;
- (3) The opening and closing dates for nominations, of which one (1) month must elapse between those dates;
- (4) The opening and closing dates of campaigning, of which a minimum of two (2) months must elapse between those dates;
- (5) Where the nomination forms may be obtained;
- (6) To whom nominations may be submitted;
- (7) The positions on the Students' Council or the SEC for which nominations are being called;
- (8) **The web address to locate all election information;** and
- (9) The date and locations of a general meeting of AUSU for the purpose of hearing campaign speeches.

9.5 Eligibility

9.5.1 All full student members of AUSU are eligible to be nominated for any AUSU Executive Office.

9.5.2 All members of AUSU are eligible to be nominated for any Students' Council position.

9.5.3 An incumbent for Executive Office shall:

- (1) be eligible for nomination for a second term in the same office; or
- (2) be eligible for nomination to a different office.

9.5.4 No member of AUSU shall hold Executive Office for more than two (2) consecutive terms.

9.6 Polls

9.6.1 The locations of the polls (if any are placed in the Learning Centres) and hours which the polls will be open shall be clearly stated in the "Notice of Elections", see BY-LAW 9.4. They shall also be advertised in the Voice and by means of posters to be clearly visible to all students, two months prior to the polling date at Learning Centres where AUSU has an office, and on the AUSU web site.

9.6.2 Polling Clerks and Assistant DROs shall be at the polls at least fifteen (15) minutes before the fixed time of voting. During this time Polling Clerks shall be presented with the ballots for inspection and the DROs shall inspect the ballot boxes.

9.6.3 The polling stations shall be kept open from 8 a.m. until 4 p.m. and may be kept open until 7p.m, if approved by Students' Council at the meeting six (6) weeks prior to the election date.

9.7 Voting

9.7.1 All ACTIVE members of AUSU are eligible to vote.

9.7.2 The elections shall be made by secret ballot.

9.7.3 The Polling Clerks shall present ballots only to those persons who are listed on the official AU student list provided by the University.

9.7.4 The voter shall mark his ballot in the indicated manner and place it in the ballot box. A voter who inadvertently spoils his ballot shall return it to the Polling Clerk in exchange for a new ballot.

9.7.5 The ballots, upon counting, shall be held by the AU/AUSU Liaison for not less than 30 days and shall be destroyed upon Students' Council approval.

9.7.6 Once the ballots have been destroyed, the election is to be considered over, and either candidates or electors can question no aspect of the tabulation of votes.

9.8 Nomination Forms

9.8.1 Nominations must be submitted to the CRO on the form provided for this purpose.

The nomination form must contain the following information:

- (1) Name of nominee;
- (2) Position of office;
- (3) Signature of nominee; and
- (4) Date of nomination

9.9 Restrictions for Elections

9.9.1 Campaign Managers may not be current SEC members.

9.9.2 Only the following persons shall be allowed into the counting room during an election:

- (1) The CRO;
- (2) The DRO;
- (3) **Assistant** DROs
- (4) Polling Clerks;
- (5) Campaign Manager(s);
- (6) The AU / AUSU Liaison;
- (7) AUSU Full-time staff; and
- (8) The Retiring President.

9.9.3 A volunteer number of Assistant DROs (minimum of five (3)) shall be designated by the CRO (at least one week prior to the last election day) as the reserve voters. Their votes shall only be used if a tie occurs.

9.10 Candidates Meeting

9.10.1 The CRO, all candidates and campaign managers shall attend the Candidates Meeting held on the day that nominations close. The purpose of this meeting will be to present the candidates and campaign managers with an information package which is to contain the following information:

- (1) The times, dates, and places of all aspects of the election; and
- (2) A copy of all election rules and procedures.

9.11 Declaration

9.11.1 A candidate shall be declared elected if he has the most votes cast.

9.11.2 In a case where only one candidate has been nominated for a position, the candidate must receive more yes votes than no votes.

9.11.3 In the case of a tie, the designated Assistant DROs (reserve voters) shall be the deciding votes.

BY-LAW 10-PROTECTION OF OFFICERS

10.1 Every Executive and Officer of the Union (and their heirs, executors and administrators and other legal personal representatives) shall from time to time and at all times be indemnified and saved harmless by the Union from and against:

- (1) All costs, charges and expenses whatsoever that they sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them, in or about the execution of the duties of their office; and
- (2) All other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

Except as otherwise provided in the Act, no Executive or Officer of the Union is liable for the act, neglects, defaults or receipts of any other Executive, Officer, or employee. Or for any loss, damage or expense happening to the Union through the insufficiency or deficiency of title to any property acquired by order of the Students' Council for or on behalf of the Union. Or for the insufficiency or deficiency of any security in which any Unions funds are invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm

or Union with whom any of the assets of the Union are deposited. Or for any loss caused by any error or judgment or misfortune which may occur in the execution of their duties or in relation to their office, unless the same occurs through their failure to exercise the powers and to discharge the duties of their office honestly, in good faith and in the best interests of the Union and to exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

BY-LAW 11-Governing Council

11.1 In accordance with Item ____ of the Universities Act AUSU shall nominate one (1) student to be seated on the Governing Council ("GC").

11.2 The AUSU President shall be one (1) student representative.

11.3 Duties of Representatives

The GC representative shall attend all GC meetings and functions, and represent general student interest on the GC.

11.4 Term of Office

Each student representative's term on the GC shall be one year (from July of current year to June of the following year), with a maximum of two in accordance with item 5(5) of the Universities Act. Terms for students appointed in mid-session shall last only until the end of the current Governing Council term.

BY-LAW 12-ACADEMIC COUNCIL

12.1 In accordance with Item ____ of the Universities Act there shall be ____ students seated on the Academic Council ("AC").

12.2 The Vice-President Student Academics and Services shall be one (1).

12.4 Duties of Representatives

The AC representatives shall attend all AC meetings and functions to represent general student interest on the Council and attend Students' Council meetings.

12.5 Term of Office

The GC in accordance with item ____ of the Universities Act shall determine all student representatives' terms on the AC. Terms for students appointed in mid-session shall only last until the end of the current AC term. The term shall be from July of the current year to June of the following year.

BY-LAW 13-CAUS

13.1 AUSU:

- (1) May be a standing member of CAUS
- (2) May be represented on all standing committees of CAUS
- (3) Will pay CAUS membership fees according to the CAUS fee schedule, provided that AUSU is a participating member of CAUS for the current year
- (4) Will recognize that the President of CAUS is the official voice for CAUS concerning all media statements that are congruent with the CAUS directorship
- (5) Outgoing Executives shall prepare a report on an annual basis, outlining CAUS activities, and the effect of those activities on AU students & present the report to the incoming Executive & Students' Council for response
- (6) Outgoing Executive shall make a recommendation based on Students' Councils response to the incoming Executive regarding involvement in CAUS for the next term
- (7) Will send all incoming Executive to the CAUS leadership conference
- (8) Can only leave CAUS by a referendum passed by a 60% majority of the members of

AUSU.

BY-LAW 14-AUSU CLUBS

14.1 Purpose

AUSU Clubs are those clubs, which endeavors to further the development of personal interests and talents through individual and group participation in activities open to all members of AUSU.

These clubs must be authorized by the Vice-President Student Academics and Services and the President and meet AUSU's requirements concerning club set-up.

14.2 Membership

14.2.1 Club membership shall consist of those AUSU members meeting that clubs membership requirements.

14.2.2 Each club shall have an executive committee. That executive committee shall be responsible for the general operation of the club. One member of the executive committee shall also represent the club on the Board of Presidents.

14.3 Finances

14.3.1 All AUSU Clubs may be financed by the collection of membership fees and/or each club's own initiative in fund-raising events. Each club shall be responsible for organizing its own fundraising events.

14.3.2 All clubs shall keep records of all funds spent or received by the club in a book provided for that purpose. These records shall include:

- (1) Funds collected within the club;
- (2) Grants from AUSU or other organizations; and
- (3) All expenditures by the club.

14.3.3 These records shall be presented to the Finance Committee when requested. AUSU reserves the right to audit any AUSU registered club, at any time.

14.3.4 The Students' Council may, by recommendation of the Finance Committee:

- (1) Aid clubs in the event of financial difficulties;
- (2) Give administrative aid to the clubs;
- (3) At its discretion and with consultation with the SEC, cover losses incurred by any club event as per AUSU policies and procedures.

14.4 Constitution

All clubs must have a constitution that contains a description of the club's structure, function and goals, and must submit an up-to-date copy of that constitution to AUSU. This information, along with the application form, will be kept on file with AUSU and is accessible to any member of AUSU.

14.5 Mandate

All clubs shall be responsible for:

- (1) Their membership acting in accordance with decisions made by their representatives;
 - (2) The presidents, social, athletic, and other representatives attending all of their respective meetings. In the event of a regular representative being unable to attend a meeting, a suitable delegate shall take his place at the meeting;
 - (3) Taking an active part in AUSU activities;
 - (4) The prompt payment of all bills or debts;
 - (5) Consulting the Students' Council and/or the SEC before undertaking extraordinary activities;
- and
- (6) Keeping a record of all meetings, business transactions, and communications of that club.

14.6 Social Activities

The purpose of social activities shall be to provide each registered AUSU club with the opportunity to earn revenue and provide social interaction between all students on campus.

14.7 Board of Presidents (BOP)

A Board of Presidents shall exist consisting of the President (or designate) of each club and the Vice-President External/Collaborative. The Vice-President External/Collaborative shall be the Chairperson of the Board with the Vice-Chairperson and Recording Secretary shall be elected from the membership of the Board. The Board of Presidents shall meet to exchange information on fundraising, promotions, and academic, social and professional opportunities.

BY-LAW 15-MEMBERSHIP FEES/REFUNDS and AUSU FINANCES

15.1 Membership Fees/Refunds

- 15.1.1** All students qualifying under BY-LAW 3 - Membership shall pay an association fee to a maximum of 25.5% of total tuition.
- 15.1.2** Students withdrawing or leaving AU before completing their prescribed programs of instruction shall not be entitled to a refund of AUSU fees, unless withdrawn within 30 days of AU beginning the contract. In the case that a student has paid association fees in advance, he may receive a full refund for those courses / contracts not started.
- 15.1.3**
- 15.2** **AUSU Finances**
- 15.2.1** The following personnel shall administer the financial affairs of AUSU:
Day-to-Day Operations
 (1) Vice-President Finance & Administration;
 (2) President; and
 (3) SEC.
Long-term Objectives & Projects
 (4) Finance Committee;
 (5) Students' Council.
- 15.2.2** **External Auditors**
 (1) The Students' Council shall permit an external public auditor appointed by the GC to audit the books of AUSU directly after AUSU's fiscal year end, as per the Universities Act.
 (2) The auditors shall provide a set of annual audited financial statements on AUSU's financial records and advise the Vice-President Finance & Administration on accounting procedures.
- 15.3** **Business Units & Services**
- 15.3.1** The Students' Council shall have the power to borrow any amount of money up to and including the sum of twenty thousand (\$20,000.00) dollars and shall have the power to pledge or encumber any of the assets of AUSU for this purpose, and specifically shall have the power to issue debentures or encumber assets of AUSU, including the assignment of current or future fees to be received, to raise the said sum.
- 15.3.2** The President and the Vice-President Finance & Administration shall sign any documents relating to the loan or any security, and such signatures shall be binding on AUSU.
- 15.3.3** The Students' Council shall not have the power to borrow any sum in excess of twenty thousand (\$20,000.00) dollars unless approved by a vote of both the Students' Council and the Members of AUSU through a duly called referendum as per BY-LAW 8.
- 15.3.4** All Business units shall be operated within industry (students' organizations) standards. (e.g. Publications as a smaller Publications department.)
- 15.3.5** The business unit operations must continue as profit centres & gradually become investment centres. This is required to keep Students' Union fees stable and to maximize services offered to AU students. (e.g. implementation of Peer Support, Student Legal Aid, Club Grants, Student Bursaries, & other related Students' Union services.)
- 15.4** **Annual Interim & Final Operating Budget**
- 15.4.1** AUSU Vice President Finance & Administration shall call for the submission of the interim operating budgets for the ensuing fiscal year by the last week in August; and shall call for the submission of the final operating budgets for the fiscal year by the last week in March.
- 15.4.2** The following procedures shall be used in preparation of the interim and final operating budgets:
 (1) The Vice-President Finance & Administration shall issue a general announcement stating the deadline from receipts of interim and final operating budgets;
 (2) All interim and final operating budgets shall be in detail and shall be as accurate as possible following generally accepted accounting principles;
 (3) **The person(s) responsible for a budget area will have a budget area will have a budget justification meeting with the VP Finance & Administration and the President. After these meetings the VP Finance & Administration will create the budget to present to the Finance Committee & Students' Council;**
 (4) The Finance Committee shall be empowered to approve the operating budgets of all AUSU departments. The decision shall be by majority vote and shall be recorded accurately in the minutes of the meeting.
 (5) When the interim and final operating budget has been approved by the Finance Committee, the Vice-President Finance & Administration shall then proceed to draw up AUSU's interim operating budget for presentation to Students' Council for ratification by the last meeting of September preceding the fiscal year; also the Vice-President Finance & Administration shall

proceed to draw up AUSU's final operating budget for presentation to Students' Council for ratification by the first meeting in May.

(6) After receiving final approval from the Students' Council, the summary of AUSU's interim operating budget shall be published in the Voice and the web site.

- 15.4.3** The criteria by which the VP Finance & Administration shall allocate AUSU fees of each member shall be as follows:
(1) Shall be allocated in the Capital Asset/Leasehold Improvement Account;
(2) Shall be allocated to the AUSU Media Department;
(3) Shall be allocated to Achievement Awards, Bursaries & Scholarships;
(4) Shall be allocated in the Contingency Working Capital Fund;
(5) Shall be allocated in the Restricted Future Fund Account; and
(6) Shall be allocated to General Operations of which an amount per full-time equivalent (FTE) will be allocated to student services and programs. This amount shall be reviewed during each interim budget process.
- 15.4.4** Budget
(1) AUSU is limited in its spending to the amounts allocated in the Annual Operating Budget.
(2) Article 15.4.3 (2), (3), (5), and (6) shall be included in the AUSU Annual Operating Budget.
- 15.4.5** The SEC shall have the authority to allocate funds up to and including the sum of five thousand (\$2,500.00) dollars for the administration or advancement of any new AUSU service, business unit, objective or need of AUSU that is in the opinion of SEC to be of benefit to AUSU.
- 15.4.6** Any requests for additional funds above \$2,500 must be submitted to the Finance Committee for approval.
- 15.4.7** The Finance Committee shall have the authority to expend unallocated funds up to and including the sum of five thousand (\$5,000.00) dollars for the administration or advancement of any new AUSU service, business unit, objective or need of AUSU that is in the opinion of the Finance Committee to be of benefit to AUSU.
- 15.4.8** The Students' Council shall have the authority to expend unallocated funds up to and including the sum of fifty thousand (\$50,000.00) dollars for the administration or advancement of any new AUSU service, business unit, objective or need of AUSU that is in the opinion of Students' Council to be of benefit to AUSU. Any expenditure over that amount, that is not budgeted for, must be approved by a vote of both the Students' Council and the Members of AUSU through a duly called general meeting of the membership as per BY-LAW 8.
- 15.4.9** Any expenditure of funds that constitutes a major deviation greater than 10 per cent & or greater than \$1,000 from any Executive's budget as originally submitted, must be approved by the Finance Committee.
- 15.4.10** Any expenditure of funds that constitutes a major deviation greater than 10% & or greater than \$20,000 from any business unit's department';
- 15.4.11** The unexpended portion of any budget shall be reverted to general revenue at fiscal year end.
- 15.4.12** The cash surplus shall be carried forward to the Capital Asset/Leasehold Improvement Fund, Future Fund, or Contingency Fund. The allocation of any operating surplus once the audited financial statements are complete, shall be determined by a resolution passed by the Finance Committee and ratified by Students' Council.
- 15.4.13** Notwithstanding 15.4.6 to 15.4.10 inclusive, any unallocated expenditures must not place AUSU in a deficit operating position.
- 15.5 Capital Assets/Leasehold Improvements Budget**
- 15.5.1** The Vice-President Finance & Administration shall be responsible for the preparation and administration of the Capital Asset Budget.
- 15.5.2** AUSU Vice President Finance & Administration shall call for the submission of capital asset requests two times yearly:
(1) For the ensuing fiscal year by the second week in July;
(2) And by the second week in February.
- 15.5.3** The requests shall follow AUSU Policies & Procedures.
- 15.5.4** The SEC shall be empowered to approve or decline requests from departments up to the amount in the capital asset envelope.
(1) SEC may expend up to fifteen thousand dollars (\$15,000) per motion;

- (2) The Finance Committee may approve capital asset motions up to thirty thousand dollars (\$30,000);
- (3) The Students' Council may approve capital asset motions up to seventy-five thousand dollars (\$75,000);
- (4) Any amount over seventy-five thousand dollars (\$75,000) must be approved by Students' Council and by the Members of AUSU through a duly called general meeting as per BY-LAW 8.
- 15.5.5** SEC may approve requests not in original annual capital budget; but if the total amount(s) requested exceed the years envelope, the new requests must be approved by SEC, the Finance Committee & Students' Council.
- 15.6 BANK & INVESTMENT ACCOUNTS**
- 15.6.1** The Vice-President Finance & Administration shall open bank and investment accounts to run AUSU operations. Such accounts shall be designated in accordance with AUSU Policies and Procedures.
- 15.6.2** The accounts listed below in by-laws 15.7 to 15.10 shall be considered special or restricted funds.
- 15.7 CAPITAL ASSET/LEASEHOLD IMPROVEMENT FUND**
- 15.7.1 Purpose**
- (1) The purpose of this fund is to accumulate funds to be used towards the purchase of capital assets for AUSU or for any leasehold improvements.
- 15.7.2 Banking**
- (1) The Vice-President Finance & Administration shall open a special bank and an investment account in the name of the AUSU Capital Asset/Leasehold Improvement Fund.
- (2) A minimum balance of Five Thousand dollars (\$5,000) shall remain in such account at all times.
- 15.7.3 Spending**
- (1) All expenditures from this fund shall follow AUSU Policies and Procedures.
- 15.8 SUMMER WORKING CAPITAL FUND**
- 15.8.1 Purpose**
- (1) The purpose of this fund is to accumulate funds to be used for AUSU's operating cash flow during the months from May 1 to August 31.
- 15.8.2 Banking**
- (1) Special bank and investment accounts shall be set up under the name of Summer Working Capital Fund.
- 15.8.3 Spending**
- (1) All expenditures from this fund shall follow AUSU Policies and Procedures.
- 15.9 RESTRICTED FUTURE FUND**
- 15.9.1 Purpose**
- (1) The purpose of this fund is to accumulate funds for future use as determined by AUSU members.
- 15.9.2 Banking**
- (1) A restricted bank account and an investment account shall be set up under the name of Restricted Future Fund.
- 15.9.3 Spending**
- (1) All expenditures from the Restricted Future Fund shall be approved by referendum pursuant to BY-LAW 8.
- 15.10 CONTINGENCY FUND**
- 15.10.1 Purpose**
- (1) The purpose of this fund is to be utilized for stabilizing and ensuring proper cash flow for AUSU, or investing in a new service or operation for the Union.
- 15.10.2 Banking**
- (1) An investment account shall be set up under the name of Contingency Fund.
- 15.10.3 Spending**
- (1) All expenditures from the Contingency Fund shall be treated as a loan to AUSU operations and shall be reimbursed as per AUSU Policies & Procedures, or for investing and providing initial funding for any new AUSU service or business unit.

BY-LAW 16-AUSU SEAL (CORPORATE SEAL)

- 16.1** The AUSU seal is to be used only for the certification of official documents and certificates and not as an endorsement for legal tender.
- 16.2** The AUSU seal shall be kept in the AUSU safe and only available to the President, Vice-President Finance & Administration, and the Office Manager.

BY-LAW 17-TRAVELING

17.1 Transportation

- 17.1.1** All student groups and AUSU employees who are traveling to and from sanctioned events shall travel by public or AUSU transportation.
- 17.1.2** Exceptions to this rule may be made only under special circumstances in which the car owner shall present a signed "insurance coverage" statement to the Vice-President Finance & Administration and may receive a reimbursement (if approved by SEC) for mileage at a rate determined by the Finance Committee.

17.2 Finance

When students and AUSU employees are traveling as official representatives of AUSU (for events or other similar occasions), each shall be entitled to the following allowance in full:

- (1)** Public transportation costs, both ways;
- (2)** Accommodation costs;
- (3)** Taxi fare from lodgings, both ways; and
- (4)** Per Diem schedules.

17.3 Liability and Damages

Any individual who is a member of a group traveling on a AUSU sanctioned event shall be held responsible financially for any damages or breakage's incurred or caused by him.

17.4 Conduct

- 17.4.1** All students and AUSU employees are expected to conduct themselves in a manner conducive to the development of good school spirit and in the best interests of AU and AUSU.
- 17.4.2** This statement is meant to be interpreted in the broadest possible sense and is directly applicable to students acting in any capacity as representatives of AU or AUSU, both on campus and off campus.

BY-LAW 18 – AUSU MEDIA

- 18.1** AUSU shall maintain a publications department ("AUSU Media") that produces the Voice, AUSU promotional materials, AUSU web site, the AUSU Student Planner and other publications as required.
- 18.2** AUSU Publications shall be the official AUSU department for producing the publications listed in BY-LAW 18.1 and other promotional materials.
- 18.3** The administration of the AUSU Media shall be comprised of:
(1) The AUSU Communications Coordinator; and
(2) The SEC, in conjunction with the Vice-President Student Academics and Services.
- 18.3.1** The SEC, and the Vice-President Student Academics & Services shall provide direction for the publications department, but may not interfere with the content or editorial decisions regarding the Voice.
- 18.4 The Voice**
- 18.4.1** The name of the student newspaper shall be the "Voice".
- 18.4.2** The Voice shall be published BI-monthly for the purpose of assisting communication, informing for general interest, and as a literary outlet for the entire AU population.
- 18.4.3** Some issues may be printed & online, but will be online issues only.
- 18.4.4** Election issues must be publish via traditional paper media & sent to all active members of AUSU.
- 18.4.5** The Communications Coordinator shall be the editor of the Voice.

18.5 The Student Planner

18.6.1 The name of this publication shall be the AUSU Student Planner.

18.6.2 The Student Planner shall be a student handbook published once per year for the purpose of informing AU students about AU and the Union.

18.6.3 The Communications Coordinator shall be the Editor of the AUSU Student Planner.

18.6.4 The Student Planner shall be distributed at no extra charge to students as they register or upon request at the AUSU office while available.

18.7 The AUSU Annual Report

18.7.1 The name of this publication shall be the "AUSU Annual Report".

18.7.2 The AUSU Annual Report shall be published each year in February / March upon completion of the audited financial statements.

18.7.3 The Vice-President Finance & Administration shall provide the information for the AUSU Annual report and the Communications Coordinator shall be the editor of the AUSU Annual Report.

18.8 The AUSU Strategic Plan

18.8.1 The name of this publication shall be the "AUSU Strategic Plan".

18.8.2 This publication shall be updated once per year to chart the future of AUSU.

18.8.3 The President shall provide the information for the AUSU Strategic Plan and the Communications Coordinator shall be the editor of the AUSU Strategic Plan.

18.9 Advertising

18.9.1 The Communications Coordinator shall be responsible for advertising for all AUSU publications.

18.10 Finances

18.10.1 The Communications Coordinator shall present budget proposals concerning AUSU Publications to the VP Finance & Administration, President, Finance Committee and the Students' Council.

18.10.2 The Communications Coordinator shall control all expenditures concerning AUSU Publications and shall insure strict adherence to the approved budgets.

18.10.3 The AU/AUSU Liaison shall ensure that the SEC and/or the Students' Council do not withdraw funding from the AUSU Publications Department without ratification by referendum.

D. Kereluk/J. Bowers – **CARRIED (Unanimously)**

5.0 PRESENTATIONS

5.1 Student Presentation

- G. Johnson asked council the eligibility requirements to obtain an international I.D card.
- D. Kereluk said that if the Office of the Registrar defines her as a full time student then she is eligible for one. He also mentioned that she speak with Gilbert Perras with the Office of the Registrar for more specific details.
- N. Greenfield mentioned that new I.D cards are being developed and should be available by 2001.

6.0 REPORTS

6.1 President's Report

- G. Dulai's report was accepted as presented.
- There were no questions or comments.

6.2 Vice President Finance Report

- A. Heighes report was accepted as presented.
- A. Heighes asked C. Coffin to send a copy of the Budget to all students' who attended the AGM.

6.3 Vice President Internal Report

- D. Kereluk added that he also attended a conference, which was held in Edmonton.
- D. Kereluk's report was accepted as presented.

6.4 Vice President External Report

- S. Sivapalan was not present at the meeting.

6.5 Office Manager Report

- C. Coffin's report was accepted as presented.

7.0 DATE SCHEDULE FOR UPCOMING MEETINGS

- Council decided that the date schedule for upcoming meetings would be decided later.

8.0 ADJOURNMENT

Motion 001028.04

BIRT this meeting is adjourned at 1:48pm (MST).

D. Kereluk/A. Heighes – **CARRIED (Unanimously)**

President's Report & Welcome

"We become successful by helping others become successful" is the quotation at the top of the September, 2002 Athabasca University wall calendar. I think it is a statement that describes perfectly the goals of the Athabasca University Students' Union. Our success is dependent on that of our members; our fellow students. Studying via distance education is challenging, and many of you are working hard to complete your degree in virtual isolation, far from any peer support networks. Most of us are fully occupied in family, work, community and studying, with little time left over. Yet often we would like to have contact with other students, share experiences, and feel less alone in our studies. Your success in distance education might be very dependent on knowing you are not alone, knowing that others are also sitting at their computers late into the night frantically working on an assignment while the kids are asleep, knowing that others are also having difficulty with a certain concept or not doing very well on a certain exam. AUSU is here to help fill that need.

I joined Council in April, 2001, and had no idea what a steep learning curve I would be entering. It was an extremely difficult first six months fraught with conflict and discord, and by the time I was elected President in December, 2001, we only had four Council members left. Although we continued to work loyally on behalf of AUSU, providing student representation and maintaining student services such as the website and the Voice, it was difficult and at times discouraging. With the March 2002 election five new Councillors joined us, and since then it has been an exhilarating and exciting experience to be part of this organization!

We have accomplished a great deal over the past year. The website is being completely redeveloped, we have a brand new logo, and we are extremely proud of the new look of the Voice. Councillors have been active in promoting our university externally. Distance education still continues to be perceived by many as second-rate - as less than valid. AUSU is attuned to the need to raise the profile of AU and increase the value and legitimacy of the diploma we work so hard for. We are proud of our University and want to share that pride with the world.

During the past year AUSU members have participated in several key ventures. Shirley Barg, Gurpreet Dulai and I presented a paper at the May, 2002 International Conference on Distance Education entitled, "Students' Unions: Bridging the Student Feedback Communications Gap." The following month Shirley Barg, Tamra Ross Low and I also presented a paper at the Centre for Distance Education's International Symposium on Educational Conferencing entitled, "Students' Perspectives on Virtual Communication in Distance Education." Both papers were extremely well received and did a lot to make our fellow students and educational professionals aware of the importance of student participation in the distance education process.

We have also been active as student representatives on various University committees, such as Academic Council, Governing Council, Finance Committee, Awards Committees, Student Appeals, Prior Learning Assessment Steering Committee, and the Strategic University Planning Committee. We continue to participate in the U.S. Accreditation review process and are active members of the Alberta Council of University Students, lobbying the government for changes to tuition policy.

AUSU's participation in Convocation 2002 was a great success. We provided a pancake breakfast with entertainment by the McDades; Convocation lunch; and co-sponsored afternoon tea with AU. Each graduate received a clock/calculator as a gift, and we presented Dr. Joseph Schwarcz, honorary degree recipient, with an engraved clock.

None of the accomplishments of the past year would have been possible without my fellow AUSU Councillors: Executive members Shirley Barg and Gurpreet Dulai, who have worked tirelessly alongside me to ensure the organization has run as smoothly as possible over the past year and a half; Karie-Anne Getta, who hung in there through the difficult times of 2001 and kept her sense of humour throughout; our new Council members who are so positive and contribute so much of their time and passion to AUSU: Tamra Ross Low, Sandra Moore, Darren Kereluk, Mac McInnes and Nicholas Palamarchuk; staff members Tammy Moore, Christine Lynch and John Bowers, who demonstrate a high degree of personal commitment to their job. Committee chair Karl Low and all our volunteer committee members (as well as those who have offered their services but not yet been put to work) are also an essential part of our organization. A special thank you as well to the loyal Voice writers who have contributed so much to the growth of our student newspaper this past year. Each and every member of our team has contributed to our success. Thank you!

A united student voice is an important part of ensuring that our educational experience is the best it can possibly be, and during the past year AUSU has been an essential element in invoking positive changes on behalf of all students. Athabasca University is leading the way in the changing face of distance education, and the Athabasca University Students' Union is working hard alongside to support our university and our students. I consider myself privileged to have been part of this process and look forward to serving students in the coming year. Your success is our success!

Debbie Jabbour, President
Athabasca University Students' Union
September, 2002

AUSU In Brief

Who are we?

Executive:

Debbie Jabbour, Edmonton AB	-	President
Shirley Barg, Edmonton AB	-	Vice President
Gurpreet Dulai, Edmonton AB	-	Secretary/Treasurer

Council members:

Karie-Anne Getta, Calgary, AB
Darren Kereluk, Kamsack, SK
Mac McInnis, Calgary, AB
Sandra Moore, Redcliff, AB
Nicholas Palamarchuk, Andrew, AB
Tamra Ross Low, Calgary, AB

Staff:

Voice Editor	-	Tammy Moore, Calgary, AB
Administrative Assistant	-	Christine Lynch, Edmonton, AB
Accounting Assistant	-	John Bowers, Edmonton, AB

Council Activities during 2000/2001

- Student handbook/planner
- Convocation 2001
- Committee representation
- Student scholarships
- CAUS membership
- Voice went online

Council Activities during 2001/2002

- Convocation 2002
- Committee representation
- Website redevelopment
- Voice new look online
- First AUSU newsletter mailed out
- Increased government lobbying with CAUS
- Participation in the 2002-2006 Strategic University Planning Committee
- New student scholarships implemented

- Groups and Clubs committee formed
- New AUSU logo, look and colour scheme

Activities planned for 2002/2003

- Add more discussion and chat forums on the AUSU site
- Work for greater student representation in other parts of Canada

AUSU Committees

Committee	Chair	Members
Executive	Debbie Jabbour	Gurpreet Dulai, Shirley Barg
Finance	Karie-Anne Getta	Gurpreet Dulai, Debbie Jabbour
Academic	Tamra Ross Low	Debbie Jabbour, Carla Benavides, Tina Kiiver, Helen Olahova, Darren Kereluk
Student Services	Darren Kereluk	Shirley Barg, Debbie Jabbour, Nicholas Palamarchuk
Clubs	Sandra Moore	Debbie Jabbour, Christine Pellowe, Darren Kereluk, Nicholas Palamarchuk
Website	Mac McInnis	Tamra Ross Low, Karie-Anne Getta, Debbie Jabbour
Legislative	Karl Low	Gurpreet Dulai, Debbie Jabbour, Shirley Barg

AU and External Committees

Committee	Representative
Governing Council	Debbie Jabbour
Academic Council	Debbie Jabbour
GC Finance	Debbie Jabbour
Budget Advisory	Shirley Barg
Student Awards	Shirley Barg
Student Appeals	Darren Kereluk
Strategic University Planning	Debbie Jabbour
Council of Alberta University Students	Shirley Barg, Debbie Jabbour
Centre for Learning Accreditation Steering	Nicholas Palamarchuk, Debbie Jabbour
Student Services Group	Shirley Barg
Bryon Paege Scholarship	Darren Kereluk

AUSU ACTIVITY REPORT 2001/02

PRIORITY ACTIVITIES:

AUSU Advocacy

Student representatives on:
AU Governing Council
AU Academic Council
GC Finance
AU Budget Advisory Committee; AU Student Awards Committee; AU Student Appeals Committee
Strategic University Planning
Council of Alberta University Students [CAUS]
Center for Learning Accreditation Steering
Student Services Group

Proposed:

Greater representation on AU Governing Council
Presidents Award for Tutoring/Mentoring
Middle States Self-Study Committee (SUP Committee extension)

The Voice

New website online offers Voice articles in html or pdf format.
Increase in writers and regular columnists
Addition of a classified ads section
More input from AU, which now cross-posts student-relevant articles in the Voice and The Insider, and upcoming AU World editions.
Increased content per issue, and increased subscription base from last year

Proposed:

New initiatives to increase advertising revenue
Updates to new site
A section for student-produced fiction
A printed Best of the Voice insert to be included with future newsletter

AUSU News

First issue of the AUSU newsletter mailed to all students in September
Numerous responses to contest entry form, plus noticeable increase in new accounts on AUSU website and forums
Simultaneous with mailing of newsletter, a website version of the letter was made available on AUSU web space

Proposed

Newsletter will publish twice a year, as long as response is strong
Initiative to produce advertising revenue in future issues

Conference Attendance

International Council on Open and Distance Education [ICDE] conference, March 2002. Hosted by Athabasca University in Calgary, Alberta. AUSU members attended and a paper – *Students Unions: Bridging the Student Feedback Communications Gap* – was presented by AUSU members Shirley Barg, Debbie Jabbour, and Gurpreet Dulai.

The International Symposium on Educational Conferencing [ISEC] 2002. Hosted by the Distance Education department of Athabasca University in Banff, Alberta. AUSU members attended, and a paper - *Bridging The Distance: Students' Perspectives On Virtual Communication In Distance Education* - was presented by AUSU members Debbie Jabbour, Shirley Barg and Tamra Ross Low

Conference on Online Learning, November 2001, Montreal. Hosted by AAUP, CAUT, CFS, FÉUQ and FQPPU. AU's Mike Gismond was an invited speaker. Breakout groups and forum discussions afforded opportunities for AUSU members to promote distance education at AU.

Student Judicial Affairs Conference in Calgary, October, 2001. Hosted by the University of Calgary.

The Student Union Development Symposium, 2002, hosted by the University of British Columbia, in Vancouver. A meeting with student union leaders from across Canada.

Study Buddy Program

Served a large number of students since its inception in late 1996

Councillors completed course lists placed on file to provide support for students for whom a study buddy cannot be found.

Continues to be a popular program, with many requests made each month.

Proposed:

Automatic matching system on new AUSU website will eliminate wait times, and allow student to choose their own study buddy from a list.

AUSU Retreat and Board Development Seminar

In March, just after the new council was acclaimed, members met in Banff, Alberta for a team building retreat, coupled with a Board Development Seminar. The seminar was hosted by a team from the Alberta government's Community Development Department.

Proposed

The AUSU retreat was found to be very productive, and was instrumental creating a sense of teamwork among council members, who must otherwise carry out all duties through telephone and virtual communications. Plans are to have the council meet for a retreat once yearly, to establish plans for the coming year.

AUSU Website and Forums

In September, construction of the new AUSU website began
Forums were re-introduced to the existing web-space, and saw considerable student traffic

Proposed

New website will contain student surveys on courses and programs of study
Graduate section, with grad photos and messages of congratulations from students/friends
Improved council biographies and pictures, so that you can better know your council
Web-space for AUSU affiliated groups and clubs

Student Handbook/Planner

No AUSU Handbook/Planner was produced this year, as we are revising this publication to make it more useful for students

Proposed

A new AUSU Handbook in a smaller format, or some other AUSU produced study aid[s] that might be more useful. The future of this project is dependent on student feedback, which we are in the process of collecting

AUSU at Convocation 2002

AUSU provided a pancake breakfast, convocation lunch and co-sponsored afternoon tea (with AU) for all students at this year's convocation

All graduates this year were presented with an AUSU gift desk clock, engraved with a congratulatory message

Proposed

Increased coverage of the next convocation on the AUSU website, possibly with the inclusion of live video of the ceremonies
A graduate photo album on the AUSU website

AUSU Scholarships and Awards

New scholarships introduced, with larger dollar values
New awards for top graduates each year

Proposed

More scholarships and awards as funds allow
Occasional revision of awards policies, to ensure that they are awarded in the fairest manner possible

Conference Funding and Computer Bursary

AUSU Funding is available for any student who wishes to attend a conference relevant to their field of study, and for students in need who require a computer.

4 students attended conferences on AUSU funding since 2000

5 computers were awarded to students in need since 2000

Computer funding was slightly adjusted to allow AUSU to give away more computers

Proposed

Software bursaries for students in need who require large software packages, such as Microsoft Office, for their coursework

Bylaw Review

AUSU bylaws have been fully revised, and will be presented at the March 2003 AGM for consideration

Groups and Clubs

New Groups and Clubs committee was formed, to help support burgeoning extra-curricular clubs formed by AUSU students

Proposed

Free web-space and basic web design provided for AUSU clubs
AUSU funding for approved club expenses

CAUS membership

Remain active in CAUS, working with student representatives from Alberta's other universities, lobbying the government for changes to tuition fee policies and other areas of concern.

Proposed

Looking into developing alliances with other distance education student associations

2002-2006 Strategic University Planning Committee

Participated in the development of the new SUP from September of 2001 to June 2002.

Proposed

Middle States Self-Study Committee. An extension of the SUP Planning Committee that will be involved in implementing future plans for the U.S. Middle States Accreditation process

Athabasca University Students' Union (AUSU)

<p style="text-align: center;">Annual Report of the Secretary Treasurer For the year ending September 30, 2001</p>

This report is a summary of the consolidated financial statements of AUSU for the fiscal year ending September 30, 2001. The complete statements and their notes are included in the following pages. The purpose of this summary is to highlight key points from the statements.

An operational deficit was incurred. This occurred due to a reprinting of the student diary. Steps have been taken to ensure that the circumstances that led to the reprinting do not occur again, particularly with regards to proofreading and external feedback. Council is required by policy to recover this deficit in the upcoming fiscal year. Stable revenues were a positive which will help achieve this objective.

Events and programs costs increased significantly due to increased costs in the aforementioned student diary, as well as increased costs for convocation. While the amount of student diary costs were virtually unplanned, the convocation costs were planned in order to increase AUSU's profile in AU's most visible event of the year.

Honoraria increased due to a higher number of members in Council, as well as increased amounts of honoraria per Council member. Amounts were increased based on the fact that Council was forced to assume a much more administrative role, whereas it had in the past functioned primarily in a policy governance role which required much less involvement and time commitment.

The website is a new cost component that increased overall costs, particularly given that it was a new venture that involved many one time startup costs. On the flip side, newsletter costs were drastically decreased due to transferring the format to a primarily online presence.

Overall, the year was relatively routine, with the exception of the circumstances surrounding the student diary, and AUSU begins the next fiscal year in a relatively healthy position.

Respectfully submitted,

Gurpreet S. Dulai

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

AND

AUDITORS' REPORT TO THE MEMBERS

AUDITORS' REPORT

To the Members of **Athabasca University Students' Association**:

We have audited the statement of financial position of **Athabasca University Students' Association** as at September 30, 2001 and the statements of changes in net assets, operations and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at September 30, 2001 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta
December 21, 2001

Chartered Accountants

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT SEPTEMBER 30, 2001

	<u>2001</u>	<u>2000</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash.....	\$ 60,077	\$ 83,989
Term deposits and accrued interest (Note 4)	83,877	80,277
Accounts receivable	38,556	51,163
Prepaid expenses.....	<u>217</u>	<u>235</u>
Total current assets.....	182,727	215,664
CAPITAL ASSETS (Note 3)	<u>11,325</u>	<u>10,948</u>
TOTAL.....	<u>\$194,052</u>	<u>\$226,612</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	\$ 21,860	\$ 18,839
Deferred student fees and advertising revenue.....	<u>43,472</u>	<u>40,990</u>
Total current liabilities.....	<u>65,332</u>	<u>59,829</u>
NET ASSETS:		
Invested in capital assets	11,325	10,948
Internally restricted (Note 4).....	71,222	74,170
Unrestricted.....	<u>46,173</u>	<u>81,665</u>
Total net assets.....	<u>128,720</u>	<u>166,783</u>
TOTAL.....	<u>\$194,052</u>	<u>\$226,612</u>

Approved by the Board:

.....Director

.....Director

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2001

	Invested In Capital Assets	Internally Restricted	Total Unrestricted	2001	2000
Balance at beginning of year.....	\$ 10,948	\$ 74,170	\$ 81,665	\$166,783	\$152,831
(Deficiency)excess of revenue over expenses.....	(4,185)	(6,049)	(27,829)	(38,063)	13,952
Transfer to restricted net assets.....	-	3,101	(3,101)	-	-
Capital asset purchases.....	<u>4,562</u>	<u>-</u>	<u>(4,562)</u>	<u>-</u>	<u>-</u>
Balance at end of year	<u>\$11,325</u>	<u>\$71,222</u>	<u>\$ 46,173</u>	<u>\$128,720</u>	<u>\$166,783</u>

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

	<u>2001</u>	<u>2000</u>
REVENUE:		
Student fees	\$250,419	\$254,483
Advertising	13,000	14,508
Interest	6,236	5,839
Vending and other	<u>847</u>	<u>1,046</u>
Total revenue	<u>270,502</u>	<u>275,876</u>
EXPENSES:		
Amortization	4,185	4,170
Bad debts	5,105	9,440
Bank charges and interest.....	167	187
Computer expenses	4,376	1,847
Events and programs (Note 5)	110,097	43,133
Election	-	9,262
Honoraria	40,880	24,946
Insurance	539	565
Newsletter	8,560	53,335
Office.....	13,155	14,100
Professional fees.....	13,002	9,900
Representation expenses.....	21,602	16,721
Salaries and benefits.....	55,784	67,037
Subscription fees.....	2,209	1,794
Student awards	3,851	1,050
Telephone	3,508	3,170
Vending	891	1,267
Website	<u>20,654</u>	<u>-</u>
Total expenses	<u>308,565</u>	<u>261,924</u>
(DEFICIENCY) EXCESS OF REVENUE OVER		
EXPENSES.....	<u>\$ (38,063)</u>	<u>\$ 13,952</u>

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

	<u>2001</u>	<u>2000</u>
OPERATING ACTIVITIES:		
Cash receipts:		
Students fees	\$257,258	\$280,166
Advertising	20,353	21,839
Interest	7,133	5,339
Vending and other	<u>847</u>	<u>1,046</u>
	285,591	308,390
Cash disbursements.....	<u>301,341</u>	<u>264,662</u>
Net cash (used in) from operating activities	<u>(15,750)</u>	<u>43,728</u>
INVESTING ACTIVITIES:		
Purchase of capital assets	(4,562)	(10,028)
(Increase) decrease in term deposits - net	<u>(3,600)</u>	<u>13,553</u>
Net cash (used in) from investing activities	<u>(8,162)</u>	<u>3,525</u>
(DECREASE) INCREASE IN CASH DURING THE YEAR....	(23,912)	47,253
CASH AT BEGINNING OF THE YEAR.....	<u>83,989</u>	<u>36,736</u>
CASH AT END OF THE YEAR	<u>\$ 60,077</u>	<u>\$ 83,989</u>

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2001

1. PURPOSE OF THE ASSOCIATION:

The objectives of the Association shall be to provide for the administration of the affairs of Athabasca University students including:

- a) the development and management of student institutions;
- b) the development and implementation of a system of student governing principles;
- c) the promotion of the general welfare of Athabasca University students;
- d) the furtherance of the values inherent in an open University as well as of life long learning.

2. ACCOUNTING POLICES:

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The significant policies are as follows:

Revenue recognition:

Student fee revenue is recognized in the year to which the fees relate. Revenue from special activities is recognized when the function to which the revenue relates to has been presented or completed.

Donated services:

The work of the Association is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Association and because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

Capital assets:

Capital assets are stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Office equipment.....	20%
Computer equipment	30%

Equipment donated to the Association is recorded at its estimated fair market value. No equipment was donated in 2001 or 2000.

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION
 NOTES TO THE FINANCIAL STATEMENTS
 SEPTEMBER 30, 2001

ACCOUNTING POLICIES (CONTINUED):

Financial instruments:

The Association's financial instruments consist of cash, term deposits, accounts receivable and accounts payable. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments.

Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments with maturities not exceeding 90 days.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

3. CAPITAL ASSETS:

The major categories of capital assets and related accumulated amortization are as follows:

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2001</u>	<u>2000</u>
Office equipment.....	\$ 6,882	\$ 3,140	\$ 3,742	\$ 2,927
Computer equipment.....	<u>30,899</u>	<u>23,316</u>	<u>7,583</u>	<u>8,021</u>
	<u>\$37,781</u>	<u>\$26,456</u>	<u>\$11,325</u>	<u>\$10,948</u>

ATHABASCA UNIVERSITY STUDENTS' ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2001

4. NET ASSETS - INTERNALLY RESTRICTED:

Included in term deposits are certain amounts that have been internally restricted at

September 30, 2001 by resolution of Council as follows:

Unrestricted	Balance at of year	(Deficiency) Excess Beginning of Expenses	Transfer from Revenue Net Assets	over End of Year
Student awards.....	\$25,000	\$ (3,101)	\$3,101	\$25,000
Contingency.....	25,879	776	-	26,655
Capital reserve	15,527	466	-	15,993
Emergency loans....	5,176	(4,268)	-	908
Club projects	<u>2,588</u>	<u>78</u>	<u>-</u>	<u>2,666</u>
Total	<u>\$74,170</u>	<u>\$ (6,049)</u>	<u>\$3,101</u>	<u>\$71,222</u>

5. EVENTS AND PROGRAMS:

Events and programs consist of the following:

	<u>2001</u>	<u>2000</u>
Student diaries.....	\$ 82,521	\$23,806
Convocation.....	21,267	6,891
Advertising and promotional materials.....	3,189	3,936
Gifts and donations.....	594	2,984
Staff appreciation.....	1,203	-
Database	<u>1,323</u>	<u>5,516</u>
Total.....	<u>\$110,097</u>	<u>\$43,133</u>

6. INCOME TAX STATUS:

The Association is incorporated under the Societies Act of Alberta as an Association without share capital. The Association is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

Athabasca University Students' Union Vice President's Report

For the past year I've had the pleasure and challenge of holding the Vice President position with AUSU. The current Council and Executive, as a group and as individuals are dedicated, committed. I'm proud to be part of this dynamic collective.

Present Activities and Projects

As the Vice President, I've been focusing on external relations and collaborative agreements as well as some aspects of student services. Here are the key points of my activities in the last year.

I have represented AUSU on the Council of Alberta University Students (CAUS). CAUS consists of representatives from the four universities in Alberta. We meet every two to three months for the purpose of actively lobbying the government to solicit positive changes to the Advanced Education sector in Alberta. We participate in various Ministerial committees, submit written briefs to working groups, lobby MLAs, meet with the Learning Minister, various bureaucrats, and the Premier of Alberta.

I've been recently appointed by the Learning Minister to represent university students on the Alberta Council of Admissions and Transfers (ACAT). Meetings take place around Alberta four times a year with all travel-related expenses covered by ACAT. I have attended one meeting and an orientation session, both in Edmonton.

An area I feel AUSU has made great advances in the past year is in relations with AU administration. The negative feelings between AUSU and AU that existed when I first became involved with AUSU seem to be a thing of the past now and I'm glad I was able to contribute to the closer relationship we now enjoy with AU.

I have participated in a number of AU committees, both standing and ad hoc. These include Budget Advisory Committee, Tutor and Support Staff Awards Committee, Course/Tutor Evaluation Committee, and the AU Student Awards Committee.

I've also been involved with AUSU committees including Legislative Committee, Student Services Committee, Convocation Committee, and the AUSU Executive.

Within the past year I've had the opportunity to represent AUSU and the interests of our membership at selected conferences, including the Online Education Conference hosted by Canadian Association of University Teachers (CAUT) and Canadian Federation of Students (CFS), the International Conference on Distance Education hosted by Athabasca University, the international distance education conference hosted by AU's Centre for Distance Education, and the Students' Union Development Symposium hosted by the Alma Mater Society of University of British Columbia.

Vice President's Report
Page 2

On the collaborative side of things, we've finalized agreements with Mount Royal College Students' Association and Red Deer College Students' Association to equitably split student association fees paid by collaborative students.

Upcoming Projects and Activities

During the upcoming year I'll continue with the projects and activities listed above; however, that's not all. In the coming months I'd like to get the following initiatives in place.

I will work towards developing a Council structure that incorporates representation from areas of Canada with high numbers of AU undergraduate students. British Columbia and Ontario will be the first areas to incorporate for representation.

I will work towards development of a graduate students' association at AU—an association that will either fall under the AUSU umbrella or become an independent association.

I will be exploring ways to lobby for post-secondary improvements and increased provisions for part-time students at federal level.

I will work with the Registrar's office at AU to implement an online voting system for our next AUSU election.

- Submitted by Shirley Barg
September 2002

Activity Report – Karie-Anne Getta

I joined Council in March, 2001 and immediately assumed the position of chair of the Finance Committee. As chair of this committee, I've worked closely with our secretary-treasurer to prepare yearly budgets and provide input on financial matters. For the final few months of the 2001-2002 Council term, I was part of the four remaining Council members who continued to keep AUSU functional, and I was pleased to become part of the new Council of nine members that took office in March, 2002.

In addition to my regular Council duties, I participated in Convocation 2001 and Convocation 2002. I am a member of the Web Committee as well. I look forward to serving students in the year to come.

Activity Report – Darren Kereluk

Darren Kereluk - Report to Members AUSU Annual General Meeting 28 September 2002

Introduction

The past six months since I took office along with the rest of my colleagues on AUSU Council have been challenging, both in terms of how I would like to serve each of you, and from a personal perspective. I knew that re-entering public service was not going to be an easy task, but truthfully, it is an endeavor that I have, and will be, undertaking with great relish. Trying to make other people's lives better during their studies at Athabasca University and actually achieving improvements in other people's lives, outweighs the difficulties presented by public life by many times.

Projects: Now and in the Future

Even before I returned to Council in March of this year, I submitted comments regarding AU's Strategic University Plan (SUP) to the university committee that was reviewing and rewriting the initial draft of the SUP document. The SUP is a statement of the University's intentions about how it intends to function over the next four years, both in terms of internal operations and external relations. Some of the areas that I spoke about included the mission statement (the university's reason for existing), and operational matters such as funding and expenditure control. I am happy to note that while not all of my suggestions and comments were accepted by the University, certain topics that I discussed, such as the mission statement and fiscal issues gave the committee reason to rethink some of its initial proposals. In areas that were beyond the mandate of the committee reviewing the SUP, it passed my comments on to the relevant university departments for review and action. I was of the position then, as I am now, and will be in the future, that Athabasca University has to be a little more creative in the way that it generates revenues from non-traditional sources (sources other than the Government of Alberta and tuition fees) and a bit more reluctant to raise tuition fees. Similarly, I stated that the University has to ensure that administration costs are reigned in, so that scarce financial resources can be redirected to areas of direct benefit to students.

A project that I am working on now is a replacement for the AUSU Handbook/Planner. In the past, the Handbook/Planner was felt by many people to be a useful item to help them keep track of assignments, examinations, and appointments. With the expanding use of computers in the daily life of AU students, the value of the Handbook/Planner in its current form has come into question. To this end, I have developed a survey (available at: <http://www.ausu.org/php-bin/bbs>, in order to access the survey, you will have to log into the "Discussions Forum") that is designed to gauge the opinion of members on a replacement for the Handbook/Planner. Some of the ideas under discussion so far include a miniature daily diary in which people could use in much the same fashion as the Handbook/Planner for keeping track of appointments, and a dry erase wall calendar on which students could make note of their most urgent appointments and assignment due dates. Like the rest of Council, I want to ensure that the replacement for the Handbook/Planner is produced in a fiscally responsible way that meets your needs. The final date for submitting completed surveys is 30 October 2002, after which time I will

present recommendations to Council for discussion on 04 November 2002, and implementation of any approved recommendations beginning 08 November 2002.

Another issue that I have been involved with to some extent is the revision of AUSU's Bylaws. Some people may view discussion and analysis of Bylaw proposals as being exceedingly boring. The way I look at it, while Bylaw revisions may not be the most exciting activity of which to partake; because they are the legal foundation upon which AUSU operates, part of my "due diligence" duties are to see that any deficiencies in the Bylaws are addressed. When you consider that AUSU manages about \$ 320,000 per year of your money, a full and complete set of Bylaws is needed to legally ensure that your money is spent in the best way possible. Also, I really do not think that discussion of any topic that relates to the provision of good governance of student services and the wise use of students' union dues is boring at all. Rather, I consider it to be an integral part of my job in serving you, along with my other duties such as providing you with new services, and answering your needs to the best of my ability.

In the next little while, one of my major projects will be to help students that are having trouble acclimatizing to distance education. In some of my communications with students, one of the things that I have found is that many people are unaware of what kinds of exams are required in different courses, and how they should prepare for them. I would like to see AUSU offer an exam registry service whereby students who would like to get an idea of what an exam for a course might be like could simply download a copy of an old version from our website. Once students have downloaded the exam, they could then take it in "exam like" conditions to give them a bit of extra confidence when it comes time to take the "real" exam for their course. There are some technical issues that need to be overcome before an exam registry can be instituted, but ideally, I would like to see the service in place by early 2003. In addition, I am working on some ideas that will help you make more efficient use of your study time, and for making the process of taking exams less anxiety provoking. I will be reporting to you a bit more about these undertakings over the next few months in the **Voice**, and the AUSU website at <http://www.ausu.org/>.

Conclusion

I am an administrative and "behind the scenes" person by nature. I do not seek the limelight or public recognition, but I do seek to offer each and every one of you the best degree and quality of service that I am capable of providing. Like the rest of my colleagues on AUSU Council, I take the responsibility of serving and working for you very seriously. While you might not see my name that often in AU or AUSU publications, and while you might not see me in the company of government or university officials, please rest assured that I always have your best interests at heart, and will always undertake my duties with this in mind. I know that working with the incredibly talented group of colleagues that I have on AUSU Council will make my work even more rewarding than it already is.

I am available to listen your concerns at <mailto:dkereluk@ausu.org> or <mailto:dlkereluk@sasktel.net>. Please feel free to send me an email with your questions or comments, or to simply say hello, at any time.

Good luck to each of you in your studies at Athabasca University.

Kamsack, Saskatchewan 25 September 2002

Respectfully submitted,

Darren L. Kereluk, Councillor-AUSU

Activity Report – Mac McInnis

During this past year, in addition to regular Council duties, I have been primarily involved in web site development as chair of the Web Committee.

In the past several months the Web Committee has been busy studying, planning, designing and soliciting quotes for the Voice and the new website. As the Voice and the website are the primary means of facilitating communication among students and council the Web Committee has been thorough and diligent in trying to incorporate present and new services that will benefit all students. Some of the new features the website will include (but not limited to) are a new color scheme and more user-friendly navigation bars to locate items of interest for students. In addition, other new features will include surveys that students can fill out to provide student Council with information about AU courses and programs; Tutor of the Month; and Graduation pictures will be available for students to view.

The website will be an ongoing project once the new site is up and running. With input from students the web committee will strive to make changes to improve services that students feel should be added to the website. It is important to us to make the AUSU website a place where students can exchange dialogue and ideas, a virtual student meeting place.

Mac McInnis, Chair
Web Committee

Activity Report – Sandra Moore

Since my time on Council (March, 2002) I have attended teleconference Council meetings monthly, the Board Development workshop in April and convocation at AU in June. I have been working on guidelines and policy revisions for groups and clubs at AU, so far the only club in operation at AU is the Athabasca University's Psychology Students' Society (AUPSS) but we are hoping to have many more formed in the next couple of years. I am a founding member and vice-president of AUPSS and have worked with the AU Psychology Department to develop a website for this club. I also have been responsible for obtaining quotes and purchasing AUSU promotional items for convocation gifts, contest prizes and general promotional purposes.

Activity Report – Nicholas Palamarchuk

I have a Bachelor of Education – major (Industrial Arts), minor in (Economics) from the University of Alberta. Presently, I am working on a Bachelor of Health Administration (over 2/3 complete) at Athabasca University. In the near future, I will enter graduate studies at Athabasca University in Distance Education. I have a combination of managerial experience in the private sector and in the transportation industry. This gave me an opportunity to travel Western Canada and the North West Territories extensively.

I prefer to get involved rather than just being an observer (at times that is impossible). My dream is to work with disadvantaged youth, and I have reached part of my goal; becoming an educator. With the combination of a Bachelor of Education and a Bachelor of Health Administration, I will be able to work in the future on preventative programs.

My varied experience has come in handy in serving as a member of the AUSU council. In addition to attending Council meetings and participation on the Student Services Committee, I have worked on building strong relationships with my fellow Council members. During this past year I attended the ICDE Conference along with other AUSU representatives, and was also privileged to attend the ISEC Conference as well. I was pleased to be able to provide support for our AUSU representatives who were presenting papers at these conferences, and I found them to be very valuable in terms of networking with other students and university staff.

I look forward to participating fully in the many new activities AUSU will be undertaking during the next year. I am open to question(s) and your opinion(s). If you care to communicate with me, please contact me at npalamar@ausu.org.

Activity Report – Tamra Ross Low

ACADEMIC COMMITTEE - Chair since February, 2002

The Academic Committee has worked on a number of projects that are now being implemented on the new AUSU website. These include composing and refining the survey questions for the new AUSU course survey website pages, and a work-in-progress survey about undergraduate programs.

We have also worked to improve the definition of the committee, and have isolated some areas that are not relevant to our committee. These include direct student advocacy, which properly falls under the scope of student council and the executive.

WEB COMMITTEE - member

CLUBS COMMITTEE - member

OTHER COUNCIL PROJECTS

AUSU NEWS

My favorite project as a new council member was to create the first edition of the AUSU newsletter, titled AUSU News. This involved writing content [based on submissions by council, et al], creating the design and colour scheme for our letter, and doing the text and graphical layout.

I also shopped for quotations from several printers, and worked with our chosen printer and Canada Post to have the letter printed and mailed to our members worldwide.

I have registered this publication with Canada Post as a Business Publication, and look forward to the opportunity to publish at least 2 issues per year, contingent on student feedback and the council's determination of the value of this publication.

Subsequent to the completion of the first edition of AUSU News, I designed and created the website version of this publication in keeping with AUSU's policy of making information available in as many formats as possible.

AUSU BROCHURE 2002

I had a small involvement in the design of the new AUSU Brochure, as I provided the final graphical touches to this project which was spearheaded by Debbie Jabbour.

AUSU WEBSITE MAINTENANCE

Since August I have served as temporary webmaster for the AUSU website and affiliated sites [AUPSS], adding updates, fixing errors, and checking links. This will continue until the new site is up and running, at which time the responsibility for maintaining and updating the site will be shared by council, or assigned to members on a rotating basis.