

Official Board Policies Manual

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Documentation Policy

Part 1: Authority

1.1 This Policy primarily derives authority from By-law 70.

Part 2: Purpose

2.1 The purpose of this Policy is to organize Board Policies.

Part 3: Maintenance and Execution

3.1 The Officer responsible for the maintenance of this policy is the VPA.

3.2 The IRC is to assist the VPA in executing this policy.

Part 4: Policies Manual

4.1 The Official Board Policy Manual (Policies Manual) is to be created and maintained in accordance with By-law 70 Section 2.

4.2 The Policies Manual must be updated by the VPA or an agent of the VPA as needed.

Part 5: Policy Format

5.1 All Policies must be divided into parts as follows:

5.1.1 Part 1: Authority

5.1.1.1 This part will identify the primary Constitution Articles or By-laws upon which the Policy is based.

5.1.2 Part 2: Purpose

5.1.2.1 This part will identify the purpose of the Policy.

5.1.3 Part 3: Maintenance and Execution

5.1.3.1 This part will identify the Officer(s) who are responsible for the Policy.

5.1.3.2 This part will identify any individuals or bodies responsible for assisting the Officer.

5.1.3.3 The assistants in (b) must assist the Officer(s) in (a), but are not an exhaustive list, and the Officer(s) may be assisted by others unless otherwise specified.

5.1.4 Part 4 onward

5.1.4.1 The remaining parts of the Policy form the main body and may be titled and arranged as appropriate to the Policy matter.

5.1.4.2 The breadth in (a) is limited by a preference for standardized formatting where possible as a means to enhancing the accessibility and functionality of all Policies.

5.2 The VPA will ultimately be responsible for ensuring that 5.1 is adhered to.

Part 6: Policy Review and Revision

6.1 While the IRC as set forth in By-law 10 Section 6.2.1 is charged with duties that may include Policy review, Board may direct any Officer, body or agent to review any Policy.

6.2 In conjunction with the General Manager and IRC, the VPA must create a schedule for Policy review.

6.2.1 This schedule must ensure that each Policy will be reviewed no less than once every year.

6.2.2 The condition in 6.2.1 does not require amendments to be made of any Policy at any time or during any period of time.

6.3 Actual revision of Policies must be conducted in accordance with By-law 70.

Board Meeting Minutes Policy

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 2 (Documentation).

Part 2: Purpose

2.1 The purpose of this Policy is to set forth the requirements and proper format of Board minutes.

Part 3: Maintenance and Execution

3.1 The Officer responsible for the maintenance of this Policy is the VPA

3.2 The VPA must execute this policy.

Part 4: Content of Minutes

4.1 Board Meeting minutes must include the following:

- a) Date and location of the meeting;
- b) Time of Call to Order;
- c) Names of attending Board Members including Board Members present by proxy;
- d) Note of attending Board Members who arrive more than 15 minutes after the Call to Order;
- e) Names of the Chair and Secretary;
- f) Names of other attending Officers, Co-ordinators and Staff;
- g) Items of business in the order dealt with;
- h) Key issues raised during the debate of each item of business;
- i) All rulings by the Chair;
- j) All motions put to the floor;
- k) All resolutions by Council;
- l) Time of adjournment; and,
- m) Summary page of all resolutions.

4.1.1 The VPA will keep an electronic template of proper minute format. A copy of this format can be found in Appendix A.

4.2 Resolutions by Board must include the:

- a) Name of Mover;
- b) Name of Seconder;
- c) Any declarations of a Conflict of Interest;
- d) Where the motion requires more than a majority, indication of that required threshold;
- e) Indication of whether the motion carries or fails; and,
- f) The names of any Councillors requesting noted abstentions.

4.3 Any additional information may be included or omitted from the minutes at the direction of the Board Chair, subject to the right of Board to overrule that direction.

Part 5: Approval and Documentation of Minutes

5.1 At the following Board meeting, the Board Secretary must submit to Board the minutes of the previous Board meeting.

5.1.1 Where the duration in time between Board meetings is too short or extenuating circumstances arise of such significance, Board may defer the approval of the minutes until a future meeting.

5.1.2 A motion to defer the minutes must be passed by a 2/3 majority.

5.2 The minutes must be approved by Board to be official.

- 5.2.1 This does not preclude Board or any individual or body directed by Board from taking action based on the decisions during a meeting prior to the adoption of the minutes, unless specifically directed otherwise by Board.
- 5.3 The official minutes must be entered into the Official Record by the VPA promptly after their approval.

Board Member Proxy Policy

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 20 Section 3.3.

Part 2: Purpose

2.1 The purpose of this Policy is to set forth the form of a valid proxy.

Part 3: Maintenance and Execution

3.1 The Officers responsible for the maintenance of this Policy are the VPA and Board Chair.

3.2 Both the VPA and Board Chair must execute this policy as specified below and in accordance with the general duties of the positions of VPA and Board Chair.

Part 4: Requirements of a Valid Proxy

4.1 As per By-law 20 Section 3.3, only valid proxy forms count towards quorum.

4.2 To be valid a proxy form must include the:

- a) Name of the Board Member granting proxy;
- b) Name of the member to hold the proxy;
- c) Name of a witness, who must be an Officer;
- d) Signature of the Board Member, member and witness in (a), (b) and (c);
- e) Date of the signatures in (d); and,
- f) Any provisions or restrictions on the use of the proxy.

4.3 It is not necessary that the Board Member Proxy Form in the Appendix be used for a proxy to be valid so long as the foregoing elements are included.

4.4 To be valid a proxy form must be returned to the VPA or the Board Chair.

Part 5: Validation and Recording of a Proxy

5.1 The Officer to whom the proxy is returned will immediately assess the proxy for completeness and verify the authorization of the Board Member.

5.2 All valid proxies for a given meeting must be in the possession of the Board Chair to be effective.

5.3 Where a proxy spans more than 1 meeting, it must be kept in the possession an Officer until it expires.

5.4 After a proxy expires, the VPA must preserve the proxy form.

5.5 All proxy forms may be destroyed by the VPA after 5 years from the proxy date.

Part 6: Use of a Valid Proxy

6.1 Any Board member may only grant a proxy to another Board member.

Budget Policies

Part 1: Authority

- 1.1 This policy derives its authority from Article 5.2 of the UWSA constitution

Part 2: Purpose

- 2.1 The purpose of this policy is to govern the creation, review and accountabilities for the annual budget of the UWSA.

Part 3: Maintenance and Execution

- 3.1 The Officer responsible for the maintenance of this policy is the VPF&O and VPA
- 3.2 The budget committee of the Board of Directors will assist the VPF&O in executing this policy.
- 3.3 The GM and the accounting department will assist the VPF&O in executing this policy.

Part 4: Budget Format

- 4.1 The budget shall be made of departments and accounts that may from time to time be altered by the VPF&O, the GM or the accounting departments.
 - 4.1.1 A full list of departments and accounts will be made available to the budget committee each year during the budget review process and at any other time when requested by a member of the budget committee, director, councillor, or officer of the corporation.

Part 5: Budget Preparation Structure

- 5.1 The budget for the UWSA and UNIWIN Student Pub Inc. will be prepared in two phases.
- 5.2 The first phase shall be called the Preliminary Budget and will be prepared in the winter semester by the individuals accountable for each department. The Preliminary Budget is intended to ensure that departments have the resources to continue their operations as they were done in the previous year. Any new initiatives or capital requests should be submitted separately.
- 5.3 The second phase of the budget process is the Final Budget process and occurs after May 1st of each year. It will be prepared by the individuals accountable for each department.
- 5.4 All budget requests associated with new initiatives and capital expenditures will be listed on a separate schedule and reviewed during the final budget process.

Part 6: Budget timelines

- 6.1 Budget template forms and copies of the previous year's budget will be distributed to those responsible for budget preparation no later than the third Friday in February of each year.
- 6.2 The Preliminary Budgets must be completed and submitted to the Budget Committee no later than the third Friday of March each year.
- 6.3 The Budget Committee shall present the preliminary budget to the Board of Directors for approval no later than the second Friday of April each year.
- 6.4 In the event that the Preliminary Budget is not passed by the Board of Directors by the second Friday of April each year the Budget Committee will reconvene and present a revised preliminary budget to the Board no later than the fourth Friday of April.
- 6.5 The approved Preliminary Budgets will be distributed to all responsible individuals within the corporation before the second Friday of May each year.
- 6.6 The Final Budgets must be completed and submitted to the Budget Committee no later than the first Friday of June each year.

- 6.7 The Budget Committee will review the final budget submissions and all special requests. The committee may ask each department head to present its final budget proposal to the committee during their review process.
- 6.8 The Budget Committee will present the Final Budget and allocation of funds for capital and other special projects to the Board for approval by June 30th of each year.
- 6.9 Once approved the Final Budget will be entered into the accounting system to assist department heads in ensuring that the budget is being adhered to throughout the fiscal year.

Part 7: Budget Accountabilities

- 7.1 All cheque requisitions and purchase orders must be approved by the individual responsible for the department.
- 7.2 The VPF&O or an accounting staff member will ensure that there are sufficient funds in the line item in the budget to cover the expense. If there are sufficient funds the VPF&O or the accounting staff member will sign the cheque requisition or purchase order and it will then be processed.
- 7.3 If there are not sufficient funds in the account then the item will be referred to the VPF&O. If the amount is less than \$500 the VPF&O is granted the authority to reallocate funds from one account to another within the departmental budget. If the amount is greater than \$500 the VPF&O will take the reallocation request to the budget committee or the Board of Directors to seek approval on the reallocation of funds.
- 7.4 Each department will prepare variance reports and report variances that are greater than \$500 or 50% of the budgeted expense in any one month.
- 7.5 Financial statements will be produced and distributed to the board by the 21st day of each month.

Part 8: Unbudgeted Expenses

- 8.1 All requests for unbudgeted expenses must be approved by the Board of Directors.
- 8.2 All requests for unbudgeted expense must be submitted to the VPF&O. Requests should be submitted no less than seven days prior to a meeting of the Board of Directors.

Part 9: Use of Capital Expenditure Fund

- 9.1 In accordance with the results of the referendum regarding the Capital Expenditure fund \$20 is collected from each student each semester. A portion of these funds are remitted back to the university to pay for renovations completed in 2000 and 2001. The remainder is forwarded to the Capital Expense Fund. Any allocations of the capital expense fund must be approved by a majority vote of the Board of Directors.

Capital Fund Policy

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

2.1 The purpose of this Policy is to explain the use of the Capital Fund.

Part 3: Maintenance and Execution

3.1 The Officers responsible for the maintenance of this Policy are the VPA and GM.

3.2 The VPF&O must execute this policy.

Part 4: The Definition

4.1 This fund is used to enhance student life through capital projects.

Part 5: Applying for Funding

5.1 The UWSA will actively seek out projects that fulfil the Capital Fund's mandate.

5.1.1 The UWSA will also accept Capital Fund requests in the form of a package which will include, but is not limited to:

- a) The person/group making the request;
- b) A description of how the project will enhance student life;
- c) How the Fulltime Undergraduate Students and UWSA will be recognized for their donation to the project;
- d) A budget of expenses and revenues collected, and;
- e) A timeline for the project.

5.2 The UWSA may refuse any application at their discretion.

Part 6: Selection

6.1 The VPF&O will review all applications to ensure all the necessary information is included in the application.

6.2 The Executive will first review all applications and request any information before the requests are presented to Board.

6.3 The Board will review the list from the Executive and vote on which projects to undertake.

6.3.1 All requests must be brought forth by a Member.

6.4 All approved projects will initially receive no more than one half of the requested funding, and will receive the remainder of the requested funding at the completion of the project

6.4.1 The individual or group requesting funding may submit a written request to the Board for the remaining funds before the completion of the project.

Part 7: Follow Up Report

7.1 The individual or group who applied for the funding is responsible for submitting a Follow-Up Report upon the completion of the project, and/or at the Boards request.

7.1.1 The reports shall include, but are not limited to:

- a) Minimum one page written report on the status of the project;
- b) An update on expenses and revenues, and;
- c) An update on the timeline of the project.

7.2 Any individual not submitting a Funding Follow-Up Report when requested may lose the remaining allocated funds and will be ineligible to apply for further funding until the form is submitted.

Part 8: Accountability

- 8.1 Only by authorization of the Board can any project exceed its approved budget.
- 8.2 The President is to inform all applicants in a written letter of the decisions of Board within 7 days of the board meeting in which the decision is made.

Part 9: Capital Fund Account Limitations

- 9.1 The Capital Fund cannot operate at a deficit.
 - 9.1.1 In the event that more funding is required than is allocated in the account, the Executive can make a request for more money to the Budget Committee.
- 9.2 Surplus funds in any given year are carried forward.

Club Funding Policy

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

2.1 The purpose of this Policy is to set forth the form of a valid application for Club Funding.

Part 3: Maintenance and Execution

3.1 The Officers responsible for the maintenance of this Policy are the VPA and GM.

3.2 The Club and Special Event Funding Committee must execute this policy.

Part 4: The Definition

4.1 The purpose of Club Funding Policy is to help subsidize activities that develop and enhance student life on campus.

4.2 Funding for this committee is allocated in the yearly budget under Club Funding.

Part 5: Applying for Funding

5.1 The club applying must at least in part plan the event.

5.2 Only ratified clubs may apply.

5.3 Any Club seeking funding for an event must submit a complete Club Funding Form (see appendices).

5.3.1 The VPA or designate will not present any request to the Club and Special Event Funding Committee that is incomplete

5.4 The application must be received at least two (2) weeks in advance of the event.

Part 6: Selecting the Event

6.1 The VPA or designate will review all applications to ensure all the necessary information is included in the application.

6.2 The Club and Special Event Funding Committee will review all approved applications provided by the VPA or designate and vote on which events to sponsor.

6.3 The Club and Special Event Funding Committee may place any conditions on the funding it deems prudent.

6.4 Past funding requests will be considered in the decision of the Committee.

6.5 The Club and Special Event Funding Committee may grant any amount up to \$300 it chooses, and not necessarily the amount requested.

Part 7: Follow Up

7.1 The VPA or designate will inform the clubs that were granted funds within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.

7.2 The VPA or designate will complete all account transfer forms (see appendices) with appropriate backup and submit them to the VPF&O within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.

Part 8: Limitations of the Funding

8.1 No funds may be used to purchase or subsidise alcohol.

8.2 No two clubs can receive grants for the same event.

8.3 The UWSA will only sponsor events that are consistent with our mandate.

Part 9: Club Funding Account Limitations

9.1 The Clubs Fund cannot operate at a deficit.

9.1.1 In the event that more funding is required than is allocated in the account, the Club and Special Event Funding Committee can make a request for more money to the Budget Committee.

9.2 Surplus in the Club Fund at years end will not be carried forward.

Club Relief Policy

Part 1: Authority

- 1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

- 2.1 The purpose of this Policy is to set forth the form of a valid application for Club Relief.

Part 3: Maintenance and Execution

- 3.1 The Officers responsible for the maintenance of this Policy are the VPA and GM.
- 3.2 The Club and Special Event Funding Committee must execute this policy.

Part 4: The Definition

- 4.1 The purpose of Club Relief Policy is to help subsidize some of the loss suffered by groups after hosting activities that develop and enhance student life on campus.
- 4.2 Funding for this committee is allocated in the yearly budget under Club Funding.

Part 5: Applying for Funding

- 5.1 The club applying must at least in part have planned the event.
- 5.2 Only ratified clubs may apply.
- 5.3 Any Club seeking funding for an event must submit a complete Club Relief Form (see appendices).
- 5.3.1 The VPA or designate will not present any request to the Club and Special Event Funding Committee that is incomplete.
- 5.4 The application must be received no later than two (2) weeks after the event has taken place.

Part 6: Selecting the Event

- 6.1 The VPA or designate will review all applications to ensure all the necessary information is included in the application.
- 6.2 The Club and Special Event Funding Committee will review all approved applications provided by the VPA or designate and vote on which events to subsidize.
- 6.3 The Club and Special Event Funding Committee may place any conditions on the funding it deems prudent.
- 6.4 Past funding requests will be considered in the decision of the Committee.
- 6.5 The Club and Special Event Funding Committee may grant any amount up to \$300 it chooses, and not necessarily the amount requested.

Part 7: Follow Up

- 7.1 The VPA or designate will inform the clubs that were granted funds within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.
- 7.2 The VPA or designate will complete all account transfer forms (see appendices) with appropriate backup and submit them to the VPF&O within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.

Part 8: Limitations of the Funding

- 8.1 No funds may have been used to purchase or subsidise alcohol.
- 8.2 No two clubs can receive grants for the same event.

8.3 The UWSA will only sponsor events that are consistent with our mandate.

Part 9: Club Funding Account Limitations

9.1 The Clubs Fund cannot operate at a deficit.

9.1.1 In the event that more funding is required than is allocated in the account, the Club and Special Event Funding Committee can make a request for more money to the Budget Committee.

9.2 Surplus in the Club Fund at years end will not be carried forward.

Special Event Funding Policy

Part 1: Authority

- 1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

- 2.1 The purpose of this Policy is to set forth the form of a valid application for Special Event Funding.

Part 3: Maintenance and Execution

- 3.1 The Officers responsible for the maintenance of this Policy are the VPA and GM.
- 3.2 The Club and Special Event Funding Committee must execute this policy.

Part 4: The Definition

- 4.1 The purpose of the Special Event Funding Policy is for any full-time undergraduate student or organization to help subsidize activities that develop and enhance student life.
- 4.2 Funding for this committee is allocated in the yearly budget under Special Event Funding.

Part 5: Applying for Funding

- 5.1 Any student/group seeking funding for an event must submit a complete Special Event Funding Form (see appendices).
 - 5.1.1 The VPA or designate will not present any request to the Club and Special Event Funding Committee that is incomplete
- 5.2 The application must be received at least two (2) weeks in advance of the event.

Part 6: Selecting the Event

- 6.1 The VPA or designate will review all applications to ensure all the necessary information is included in the application.
- 6.2 The Club and Special Event Funding Committee will review all approved applications provided by the VPA or designate and vote on which events to sponsor.
- 6.3 The Club and Special Event Funding Committee may place any conditions on the funding it deems prudent.
- 6.4 Past funding requests will be considered in the decision of the Committee.
- 6.5 The Club and Special Event Funding Committee may grant any amount up to \$300 it chooses, and not necessarily the amount requested.

Part 7: Follow Up

- 7.1 The VPA or designate will inform the persons/groups that were granted funds within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.
- 7.2 The VPA or designate will complete all cheque requisition forms with appropriate backup and submit them to the VPF&O within 48 hours of the Club and Special Event Funding Committee meeting where the grant was approved.

Part 8: Limitations of the Funding

- 8.1 No funds may be used to purchase or subsidise alcohol.
- 8.2 No two persons/groups can receive grants for the same event.
- 8.3 The UWSA will only sponsor events that are consistent with our mandate.

Part 9: Special Event Funding Account Limitations

9.1 The Special Event Fund cannot operate at a deficit.

9.1.1 In the event that more funding is required than is allocated in the account, the Club and Special Event Funding Committee can make a request for more money to the Budget Committee.

9.2 Surplus in the Special Event Fund at years end will not be carried forward.

Special Needs Fund

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

2.1 The purpose of this Policy is set forth the process of special needs funding.

Part 3: Maintenance and Execution

3.1 The Officers responsible for the maintenance of this Policy are the VPF&O.

3.2 The VPF&O must execute this policy.

Part 4: The Definition

4.1 The fund is used to make the University of Windsor more accessible, and to enable every student to enjoy the facilities of the campus. The UWSA shall work toward making all buildings, events, classes and exams accessible to everyone and making the educational and social experience around the campus an equal opportunity for all.

Part 5: Applying for Funding

5.1 Any individual or group seeking funding for a project must submit a Funding Application.

5.2 The UWSA SNAC/WAAC Coordinator is encouraged to actively seek out projects, which fulfil the fund's mandate.

5.3 Late applications are not recommended, as there may be a smaller pool of funds available for granting request.

5.4 The UWSA may refuse funding to any request.

Part 6: Selecting

6.1 The UWSA SNAC/WAAC coordinator will review all applications to ensure all the necessary information is included in the application.

6.2 The SNAC/WAAC coordinator will provide a list of recommendations on the projects the UWSA using Funding Recommendation Summary Form

6.3 The SNAC/WAAC fund cannot operate at a deficit. Surplus funds in any given year are carried forward.

6.4 The Board of Directors will review the list from the SNAC/WAAC coordinator and vote on which projects to undertake or whether to delay any action. The SNAC/WAAC Coordinator should be present at the Board meeting to provide rationale on why the level of funding was recommended by himself/herself.

6.5 The Board may call upon the applicant.

6.6 The recommendations of the Board will be presented in the minutes of their meeting for council to ratify.

6.7 The SNAC/WACC coordinator should work with the University of Windsor Physical Plant department to implement the accepted projects.

Part 7: Follow Up Report

7.1 The individual who applied for the funding is responsible for submitting a report Follow Up Report upon the completion of the project or completion of the academic year.

7.2 Any individual not submitting a Follow Up Report will be ineligible to apply for further funding until the form is submitted.

7.3 The VP Finance and Operations shall provide an account of how much funds are available for distribution on Funding Recommendation Summary

Part 8: Accountability

- 8.1 Only by authorization of the Board can any project exceed its approved budget.
- 8.2 Any project supported by the UWSA must be clearly identified by means of a signage that the Full Time Undergraduates funded the project.
- 8.3 The UWSA SNAC/WAAC Coordinator is to inform all applicants in a written letter of the decisions of council with 7 days of the council meeting in which the decision is made.

Part 9: Limitations of the Funding

- 9.1 The UWSA is prohibited from using the SNAC/WAAC funding for any purpose but to increase the accessibility on campus as previously defined in the purpose of the SNAC/WAAC fund.
- 9.2 The UWSA will only sponsor projects that are consistent with our mandate.

Scholarship Policy

Part 1: Authority

1.1 This Policy primarily derives its authority from By-law 20.

Part 2: Purpose

2.1 The purpose of this Policy is to set forth the manner of distributing UWSA Scholarships.

Part 3: Maintenance and Execution

3.1 The Officers responsible for the maintenance of this Policy are the VPA and GM.

3.2 The VPF&O and Scholarship Committee must execute this policy.

Part 4: The Definition

4.1 UWSA Scholarships are awards based on contribution to campus life and academics.

Part 5: Applications

5.1 All fulltime undergraduates may apply.

5.2 Only individuals submitting a complete application will be considered.

5.3 Scholarship applications shall be made available at the UWSA front desk and on the UWSA website.

Part 6: Timelines

6.1 Applications will be accepted from the third Friday in May until the first Friday in October.

6.2 Notification of scholarships should be made through all possible resources (i.e. Head Start, The Lance, CJAM, Welcome Week, Club Days, UWSA website, Daily News, etc)

Part 7: Available Scholarships

7.1 The following scholarships are available:

- a) Ron Ianni Outstanding Contribution to Student Life (\$500)
- b) Earl Grant Outstanding Student Athlete (\$500)
- c) Incoming Female/Male Student Scholarships (\$250 each)
- d) Thirty-four (34) Faculty Scholarships (\$250 each)

7.2 There shall be one scholarship per complete 250 students per Faculty with no Faculty receiving less than two (2) Faculty Scholarships for each University of Windsor Faculty ("Faculty") of study in which Members are enrolled:

- a) Faculty of Arts & Social Sciences
- b) Faculty of Education
- c) Faculty of Engineering
- d) Faculty of Human Kinetics
- e) Faculty of Law
- f) Faculty of Nursing
- g) Faculty of Science
- h) Odette School of Business

7.3 The remaining eighteen (18) scholarships shall be divided among the Faculties according to the proportion of Members in each Faculty.

7.3.1 In the Fall Semester of every year, the VPF&O shall contact the Registrar of the University of Windsor to obtain an official count of the number of Members in each Faculty to be used in assessing the scholarships to be contested.

- 7.3.2 The VPF&O shall:
- a) Divide the number of Members in each Faculty by the total number of Members to ascertain the proportion of Members in each Faculty;
 - b) Multiply the proportion of Members in each Faculty by 18 and round the result to the nearest whole number to ascertain the number of additional Scholarships allocated to each Faculty;
- 7.3.3 Where the result of (b) requires one (1) additional scholarship be created in order to accommodate any variance created by rounding, one scholarship will be removed from the faculty with the most allocated scholarships.

Part 8: Selecting the Recipients

- 8.1 The chair of the Scholarship Committee shall review all applications to ensure all applications are filled in full. Any incomplete applications shall be deemed ineligible and destroyed.
- 8.2 The chair of the Scholarship Committee shall compile a package for the members of the Committee no later than the second Friday of October.
- 8.3 All meetings of The Scholarship Committee shall be in camera.
- 8.4 Winners of each scholarship must have 50%+1 of the votes.
- 8.4.1 In the case of a tie, the Chair of the Committee shall have the tie-breaking vote.
- 8.4.2 In the case that a Scholarship Committee Member is eligible for an award, they must abstain from the vote.
- 8.5 The committee shall select from all applicants the Ron Ianni Winner, as there are no unique applications for these scholarships.
- 8.6 The committee shall select from all applicants the Earl Grant Winner, as there are no unique applications for these scholarships.
- 8.7 The VPF&O or designate shall notify the award recipients by phone and mail all the recipients by the first Friday of November.
- 8.8 Any individual not selected will be mailed and thanked for their application.
- 8.9 All recipients shall be invited to the year-end Awards Banquet.

Student Benefit Plan Policies

Part 1: Authority

1.1 This policy derives its authority from article 5.2.1.2 of the UWSA constitution.

Part 2: Purpose

2.1 The purpose of this policy is to explain the Health & Dental program as well to set out the operating procedures with regards to the implementation of the plan.

Part 3: Maintenance and Execution

3.1 The Officer responsible for the maintenance of this policy is the VP Administration

3.2 The program shall be administered by the Benefits Plan Coordinator

Part 4: Program Details

4.1 UWSA provides a Health and Dental Benefit program to its members

4.2 Any member who has proof of alternative coverage may opt out of the program

4.3 The coverage begins on September 1st and January 1st, dependent upon the students' full-time status, and is terminated August 31st of each year.

4.4 Fees for the benefit plan are paid through tuition fees in the first semester that a student is a member of the UWSA. A student must opt out in the semester in which they paid the health and dental fee.

4.5 Students wishing to opt into the plan will pay fees on the opt in date.

4.6 Surplus funds generated in any year are to be maintained in trust for years when the program runs at a deficit.

Part 5: Opt Out

5.1 To qualify for the opt out, a student must be a member of the UWSA.

5.2 The student must present proof of alternate coverage.

5.2.1 Proof of coverage can be:

a) A letter from an employer stating the student or parent is in a group plan. This letter must clearly state the students' name.

b) A coverage card clearly indicating that the student is covered on a plan. The card must have the students name on it.

c) A letter stating that a parent is a dentist and will be providing the coverage.

5.3 The student must fill out the appropriate form provided by the UWSA Benefits Broker before a student can be opted out. The form must be filled at the opt out desk during the advertised dates and times.

5.4 Students may fax their information to the UWSA office but it is the responsibility of the student to pick up the fax and file the appropriate forms within the specified timeline.

5.5 Students must opt out within the semester in which the Health and Dental fee was paid.

5.6 The UWSA will not accept any opt out applications after 15 working days into the academic semester.

5.7 The UWSA will provide the student with an opt out check as soon as possible.

5.8 The UWSA will hold cheque distribution days for a minimum of 5 working days. Any cheques not picked up in that period may be picked up from the UWSA office.

5.9 Any opt out cheques not picked up by April 30 will be forfeited.

Part 6: Advertising the Opt Out process/period

- 6.1 The UWSA will make every reasonable effort to publicize the Opt out process and period. This includes but is not limited to the summer mail-out, the Campus Compass, The Lance, the UWSA website and through posters placed around the campus.

Part 7: Staff of the Benefits Program

- 7.1 The UWSA shall have one Benefits Plan coordinator who is a member of the permanent staff. This person will be subject to all permanent staff employee policies.
- 7.2 The UWSA shall hire on an ad hoc basis students to work the Opt out tables, cheque distribution tables, and to aid in advertising.

Part 8: Appealing a missed deadline

- 8.1 Any student who feels they have been unfairly disqualified from their Opt out must consult the Benefits Plan coordinator to ensure that the student understands the rules and extent of the UWSA advertising for the deadlines.
- 8.2 If the student is not satisfied, the student may file an Opt out Appeal Form to the Vice President Finance and Operations.
- 8.3 The Vice President Finance and Operations is to review all appeals. The Vice President Finance and Operations is to bring any appeal that she/he feels warrant being granted because there were extraordinary circumstances that were outside the students' control (death of family member, out of country exchange for first 3 weeks of semester) to the Board of Directors. The student must demonstrate that they were unable to meet the deadline throughout the eligible time period not merely on the deadline date.
- 8.4 The Board must review each appeal and vote on the merits of the appeal.
- 8.5 Any individual who feels the Vice President Finance and Operations has unfairly denied his/her appeal may present it directly to the Board of Directors. The Chairperson of the Board should be contacted to schedule the appearance before the Board.
- 8.6 If at any time an appeal involves legal counsel then the UWSA's Legal Counsel is to be brought into the process.

Part 9: Using the Benefits Program

- 9.1 All forms and program details are available from the UWSA Office or on the UWSA website.

Part 10: Opting into the Benefits Program

- 10.1 During the Opt out period each semester, any member may opt in additional family members for an addition fee at an amount approved by the Board Of Directors.
- 10.2 Co-Op students on a work term in the fall semester may opt into the benefits program during the Opt out period. If they opt in then they shall not pay the benefits fee in the second semester.

Part 11: Limitations of the Benefits Program

- 11.1 Within the benefits programs are several limitations including caps and percentage of coverage. More information on the limitations to the plan can be found within the coverage plan book, on the UWSA website, or by contacting the Benefits Plan Coordinator.

Appendix

7. New Business

7.1 Topic 1

Discussion

Be it Resolved, That

MOVED:

VOTE: (0/0/0)

SECONDED:

PASSED/DEFEATED

7.2 Topic 2

Discussion

Be it Resolved, That

MOVED:

VOTE: (0/0/0)

SECONDED:

PASSED/DEFEATED

8. Adjournment

Be it Resolved, That the Board Meeting adjourns

MOVED:

VOTE: (0/0/0)

SECONDED:

PASSED/DEFEATED

RESOLUTIONS

All motions listed in the resolutions summary were passed by the Board of Directors unless otherwise noted.

1. *Be it Resolved, that*
2. *Be it Resolved, that*
3. *Be it Resolved, that*

Board Member Proxy Form

1. I, _____ (Witness), being an Officer of the UWSA, hereby witness the following proxy and hold it to be valid and complete.
2. I, _____ (Board Member), being a Councillor of the UWSA, hereby revoke any previous proxy or proxy form or any restriction or limitation set out in any proxy I have previously granted and state this to be my only valid proxy in force.
3. As a Board Member of the UWSA, I hereby grant my proxy to _____ (Proxy Holder) who shall be entitled, subject to the limitations and restrictions stated below, to exercise all my rights, privileges, obligations, and responsibilities as a Board Member of the UWSA.
4. The following are the limitations and restrictions referred to immediately above:
 - a) This proxy is in full force as of the ____ day of _____, _____ and terminates on the ____ day of _____, _____;
 - b) On votes pertaining to the following subject matter, the proxy shall be exercised as follows:

 - c) Limitations and restrictions with respect to this proxy also include:
5. All signatories recognize that further limitations, restrictions and other conditions are present in the Board Member Proxy Policy.

Board Signature

Proxy Holder Signature

Witness Signature

Date (Month, Day, Year)

Date (Month, Day, Year)

Date (Month, Day, Year)

CLUB FUNDING FORM

***NOTE: ALL POINTS MUST BE ADDRESSED FOR YOUR FUNDING REQUEST TO BE CONSIDERED BY THE BOARD OF DIRECTORS**

- 1) Club funding is available to ratified groups to help subsidize activities that develop and enhance student life on campus.
- 2) Club funding cannot exceed 30% of the expense of event up to a maximum of \$300.
- 3) All funding requests must be submitted at **least two weeks prior** to event
- 4) Please include a letter that outlines a detailed description of your event, explain how the event will benefit University of Windsor students, expected participation and describes what attempts were made to seek funding/sponsorship elsewhere
- 5) A **detailed event budget** is required, listing all revenue and expenses
- 6) All funding requests will be taken to the Funding Committee or Board of Directors for review. Past funding requests and the current balance of the UWSA group bank account will also be considered in the decision
- 7) **All grants are subject to the availability of funds.**
- 8) Groups may only apply for club funding previous to an event **or** club relief after the event, groups may not apply for both forms of aid

Group: _____ Date submitted: _____

Contact Name: _____ Contact Phone: _____

Email: _____ Student Number: _____

Club Funding Requested (max. \$300): _____

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

All forms must be submitted to the VP Finance & Operations

Forms available online at www.uwsa.ca

CLUB RELIEF FORM

***NOTE: ALL POINTS MUST BE ADDRESSED FOR YOUR RELIEF FUNDING REQUEST TO BE CONSIDERED BY THE BOARD OF DIRECTORS**

- 1) Club relief funding is available to ratified groups to help subsidize some of the loss suffered by groups after hosting activities that develop and enhance student life on campus
- 2) Club relief cannot exceed 50% of the event deficit (expenses minus revenue) up to a maximum of \$300.
- 3) All relief requests must be submitted within **two weeks** from date of held event
- 4) Please include a letter that outlines a detailed description of your event, explains how the event benefited U of Windsor students, total participation and describes what attempts were made to seek funding/sponsorship elsewhere
- 5) A **detailed event budget** is required, listing all revenue and expenses, and accompanied by receipts and supporting information
- 6) All relief requests will be taken to the Funding Committee or Board of Directors for review. Past relief and funding requests and the current balance of the UWSA group bank account will be considered in the decision
- 7) **All grants are subject to the availability of funds.**
- 8) Groups may only apply for club funding previous to an event **or** club relief after the event, groups may not apply for both forms of aid

Group: _____ Date submitted: _____

Contact Name: _____ Contact Phone: _____

Email: _____ Student Number: _____

Club Relief Requested (max. \$300): _____

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

All forms must be submitted to the VP Finance & Operations

Forms available online at www.uwsa.ca

SPECIAL EVENTS FUNDING FORM

***NOTE: ALL POINTS MUST BE ADDRESSED FOR YOUR FUNDING REQUEST TO BE CONSIDERED BY THE BOARD OF DIRECTORS**

- 1) Special Events Funding is available to any full-time undergraduate student to help subsidize activities that develop and enhance student life.
- 2) Special Events Funding cannot exceed 50% of the deficit (Expenses minus Revenue) up to a maximum of \$300.
- 3) All grants are subject to the availability of funds.
- 4) Please include a letter that outlines a detailed description of your request, explaining how the event will benefit U of W students or yourself, expected participation (students/staff/etc), and **describes what attempts were made to seek funding/sponsorship elsewhere.**
- 5) A detailed budget is required for the event, listing all revenue and expense items.
- 6) All funding requests must be submitted at least 2 weeks prior to the event.
- 7) All funding requests will be taken to the Funding Committee for review. Past funding requests will be considered in the decision of the committee.
- 8) To be eligible for funding, you must be recognized / sponsored by a ratified Society or an Academic Unit (not necessarily financial though, a letter of reference will suffice). The sponsoring group will apply for the funding, which is granted on a per event basis (NOT per individual).
- 9) A copy of all receipts and supporting information must be submitted with the Expenditure Report to the VP Finance & Operations after the event takes place (The Expenditure Report will be supplied by the VPFO)

Group (if applicable): _____

Date: _____

Club Account Number: _____

Account Balance: _____

Contact Name: _____

Contact Phone: _____

Email: _____

Student Number: _____

Funding requested: \$ _____

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

**All forms should be forwarded to the UWSA Office,
Attn: VP Finance & Operations**



**University of Windsor Students' Alliance Scholarship Application
For Incoming/Returning Full Time Undergraduates**

All incoming full time undergraduates at the University of Windsor are eligible to apply
All applications must be received by the VP Finance no later than October 1, 2004

Name: _____

Student Number _____

Faculty: _____

Email: _____

Phone Number: _____

Sex: **FEMALE** **MALE**

Address: _____

<p><u>Returning Students Only</u> I have included my transcript: YES NO Cumulative GPA as of September 2004:</p>
--

On a separate page, please detail how your contributions have bettered student life
(Limit one page double spaced. Please attach all information to the application):

Please explain which areas of high school life you have been involved with:

Athletics (Please specify): _____

Student Council (Please specify): _____

Position/Year(s): _____

Clubs (Please specify): _____

Position/Year(s): _____

Academic Council (Please specify): _____

Position/Year(s): _____

School Newspaper/Yearbook (Please specify): _____

Position/Year(s): _____

School Social Committees (Please specify): _____

Position/Year(s): _____

Community Involvement (Please specify): _____

Position/Year(s): _____

Other (Please specify): _____

Position/Year(s): _____

I declare that all information herein is complete and true in all aspects, and that I have answered all the questions applicable to me on this form. I hereby authorize the exchange of any and all materials, which were filed myself, between the University of Windsor Students' Alliances, for the purpose of my application. I realize that any knowing act of deceit or mistrust in my applications will result in an automatic forfeiture of any monies I would have received from the University of Windsor Students' Alliance.

Signature: _____ Date: _____