



## NOTICE OF MOTION

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**TO:** RRUSA Board of Directors & Membership  
**CC:** Archive (RRUSA Public Google Drive)  
**FROM:** Riley Huntley | President  
**SUBJECT:** NOTICE OF MOTION - FINANCIAL RESTRUCTURING & SURF FUND REFERENDUM  
**DATE:** January 6, 2022

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### Explanation:

- [Notice of Motion - Presentation \(Motions 1-3\)](#)

### Supporting Documents:

- [Current Annual Budget](#) (Motion 1)
- [Proposed Annual Budget](#) (Motion 1)

### Motion #1: Budget Amendment

**WHEREAS** changes to the current annual budget are needed to fulfill RRUSA's purpose of creating an inclusive environment that promotes engagement, service and support, and advocacy and empowerment on behalf of RRU students,

**WHEREAS** the current annual budget focuses funds on short-term engagement of members and does not support investment in the long-term growth of the Association,

**WHEREAS** there is no remuneration or compensation (honoraria) in the current annual budget for the time dedicated by the Board of Directors,

**WHEREAS** the current annual budget does not have the minimum operating margin of 1%,

**BE IT RESOLVED THAT** the following changes to the 2021/2022 annual budget be approved:

- BLI [#5200](#) (Campaigns) be increased from \$2,500 to \$7,500,
- BLI [#5616](#) (Social Media Advertising) be renamed to *Advertising* and reduced from \$150 to \$0,
- BLI [#5617](#) (Social Media Subscriptions) be reduced from \$300 to \$250,
- BLI [#5618](#) (Web Hosting) be renamed to *Web Hosting & Development* and be reduced from \$350 to \$300,
- BLI [#5700](#) (General Meetings) be increased from \$200 to \$500,
- BLI [#5708](#) (Meeting Expenses) be reduced from \$2,000 to \$1,800,
- BLI [#5709](#) (Cohort Funding) be reduced from \$25,000 to \$0,



- BLI [#5802](#) (Online / Social Media Events) be renamed to *Online Campaigns & Contests* and reduced from \$1,500 to \$750,
- BLI [#5803](#) (September Orientation) be renamed to *University Orientation*,
- BLI [#5808](#) (Easter Celebration) be increased from \$200 to \$500, and
- BLI [#7000](#) (Capital Expenditures) be increased from \$0 to \$2,750.

**BE IT FURTHER RESOLVED THAT** the following additions to the 2021/2022 annual budget be approved:

- BLI [#5506](#) (Board Honoraria & Recognition) be introduced at the set amount of \$2,000,
- BLI [#5710](#) (Emergency Bursary) be introduced at the set amount of \$5,000,
- BLI [#5903](#) (Staff & Liaison Recognition) be introduced at the set amount of \$250, and
- BLI [#6100](#) (Capital Funds Revenue - Reinvested) be introduced at the set amount of \$500.

## Motion #2: Financial Restructuring & Reporting

**WHEREAS** the Board of Directors' recognizes the Association's fiduciary responsibility and ongoing obligation to act as responsible stewards in managing its financial resources,

**WHEREAS** the Association has not defined or designated its financial accounts,

**WHEREAS** the Association has not yet formalized financial margins and benchmarks to ensure the Association's financial security,

**WHEREAS** the Board of Directors is committed to financial transparency through reporting and disclosure to the Association's membership,

**BE IT RESOLVED THAT** the Association's accounts with the Royal Bank of Canada are designated as follows:

- Chequing Account #4141 - Operating Account
- Chequing Account #0065 - Holding Account
- Savings Account #0610 - Operating Reserve
- Savings [Investment] Account #2278 - Capital Funds

**BE IT FURTHER RESOLVED THAT** the Association's margins and benchmarks are as follows:

- Operating Margin minimum be increased from 1% to 10% as a measure of safety.
- Operating Reserve is set to a minimum of 3 months' of personnel and professional expenditures or \$5,000, whichever is greater.
- Program Expense Ratio is set to a maximum of 20% for student engagement.



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**BE IT FURTHER RESOLVED THAT** the Association publish the following financial resources to the website for public access:

- Monthly financial reporting through the Vice President, Finance at Board of Directors meetings in accordance with *RRUSA Bylaw s 9.1 (c)*.
- Quarterly financial statements reviewed and approved at Board of Directors meetings
- Annual financial statements reviewed and approved at the Annual General Meeting
- Annual financial audits in accordance with the *University Act s 27.1 (4) (a) (i)*.

### **Motion #3: Student Urgent Response Fund (SURF) Referendum**

**WHEREAS** [RRU emergency bursaries](#) require satisfactory academic standing, no outstanding debt to the university, or are not timely to meet the dynamic needs of RRUSA members who face sudden emergency situations,

**WHEREAS** the one-time emergency contribution of \$10,000 in August 2021 to the [RRUSA Bursary](#) was entirely disbursed to members and the fund remains empty,

**WHEREAS** RRUSA members require timely assistance when financial hardship has affected their ability to attend and complete their program of study,

**WHEREAS** all other possible resources will be exhausted before the RRUSA Student Urgent Response Fund can be accessed,

**WHEREAS** students must be in good standing with the University and Association (as it relates to academic integrity and student conduct), and students are only eligible to receive resources from the emergency fund once during their program,

**BE IT RESOLVED** that the referendum question as presented below be approved and distributed to the membership for vote:

**QUESTION:**

“Are you in favour of authorizing the Royal Roads University Student Association to collect a mandatory fee of \$2.50 per academic term to establish the RRUSA Student Urgent Response Fund to support students who require timely financial assistance?”

**Yes/No**

**BE IT FURTHER RESOLVED THAT** RRUSA formally invites Royal Roads University to match it's annual donation of up to \$5,000 to the RRUSA Student Urgent Response Fund.

**BE IT FURTHER RESOLVED THAT** RRUSA establishes an Alumni Donation Campaign to encourage alumni students (undergraduate or graduate) to donate to support the RRUSA Student Urgent Response Fund.