

ROYAL ROADS
UNIVERSITY STUDENT ASSOCIATION

Notice of Motions

Motion 1 – Annual Budget Amendment

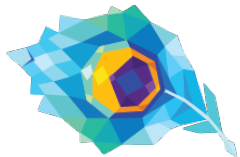
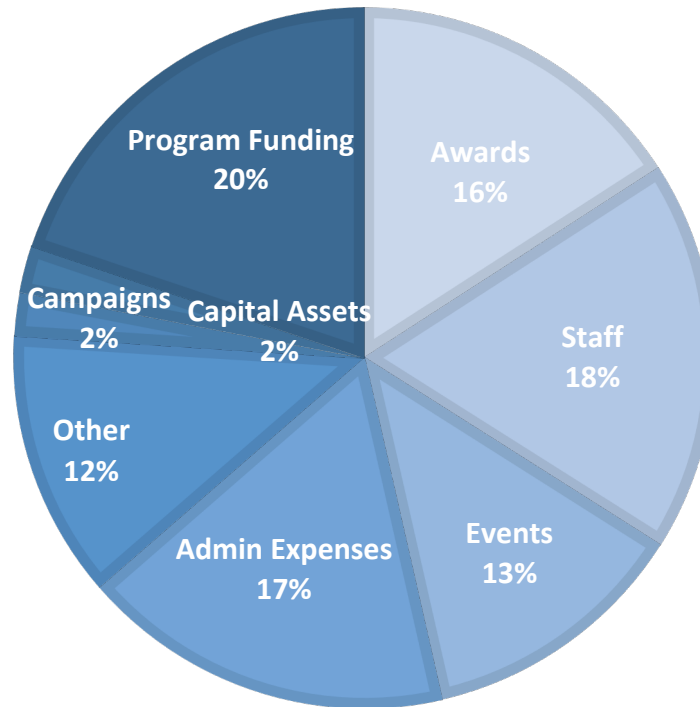
Motion 2 – Financial Restructuring

Motion 3 – Proposed Referendum: Student Urgent Response Fund

Annual Budget (2021/2022)

ALLOCATION OF REVENUE

■ Awards ■ Staff ■ Events ■ Admin Expenses ■ Other ■ Campaigns ■ Capital Assets ■ Program Funding

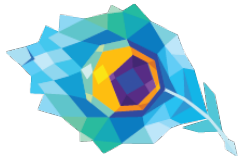
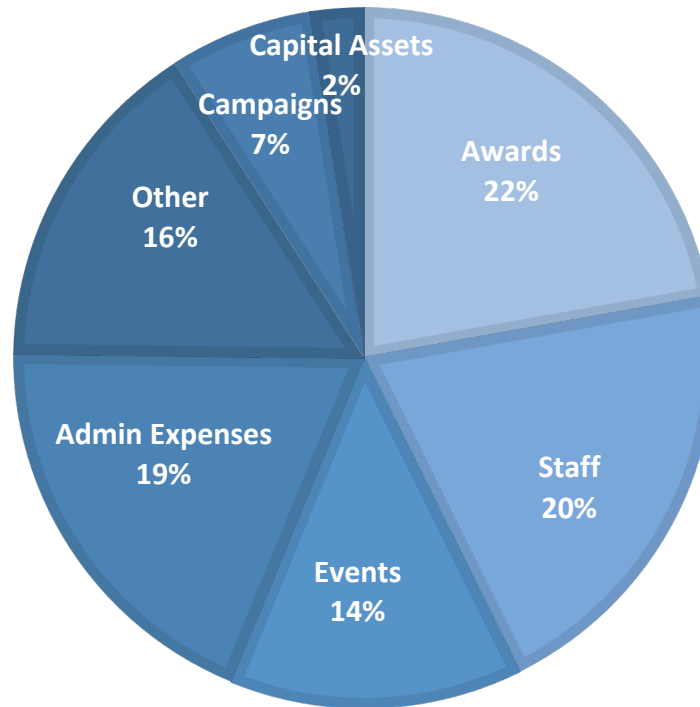


RRUSA

Proposed Re-Distribution of Annual Budget

ALLOCATION OF REVENUE

■ Awards ■ Staff ■ Events ■ Admin Expenses ■ Other ■ Campaigns ■ Capital Assets



RRUSA

Re-Distribution of Budget

EXPENDITURES	CURRENT	PROPOSED
University Relations (Campaigns)	\$2,500	\$7,500 +Masters Campaign (\$5,000)
Social Justice	\$1,800	-
Board Development & Support	\$7,550	\$9,550 +Board Recognition (\$2,000)
Admin Expenses	\$21,651	\$21,401 -Advertising (\$150) -Social Media Subscriptions (\$50) -Web Hosting & Development (\$50)
Membership Expenses	\$31,250 -Cohort Funding (\$25,000)	\$6,250 +General Meetings (\$300) -Meeting Expenses (\$200)

Re-Distribution of Budget

EXPENDITURES	CURRENT	PROPOSED
Membership Support	\$20,000	\$25,000 +Emergency Awards (\$5,000)
Student Engagement	\$15,700	\$15,250 -Online Campaigns/Contests (\$750) +Easter Celebration (\$300)
Payroll, Wages, Benefits	\$22,814	\$23,014 +Staff Recognition (\$250)
Capital Assets	-	\$2,750 +Office Computer (\$2,750)
Capital Funds and Investments	-	\$500 +Reinvested Income

Proposed Change: University Relations

Campaigns

Change:

- Addition of funding for Master's Campaign and designation for budgeted existing funding of \$2,500 for Building Levy Campaign

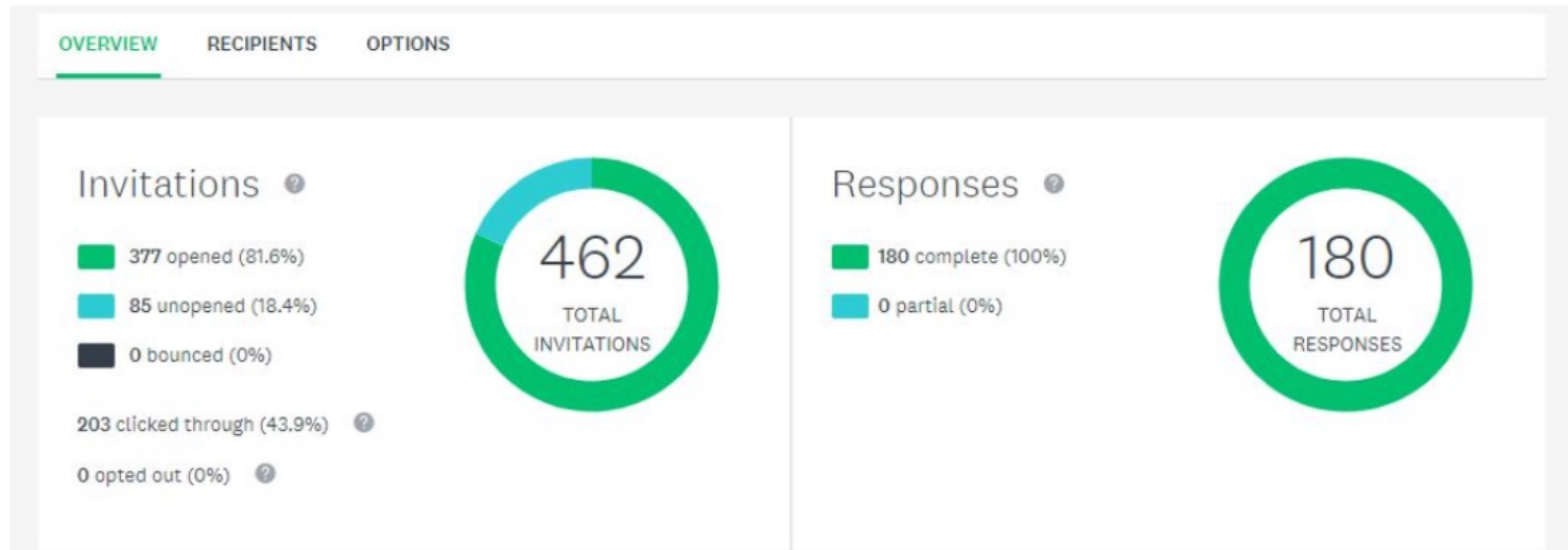
Cost (\$5,000):

- \$5,000 – Masters Referendum Campaign
- \$2,500 – Building Levy Campaign

Rationale:

- Annual referendum for inclusion of Master's students falls short of minimum required participation of 2/3 of eligible voters. Referendum outcomes averages 80-90% of voters in favour. Campaign funds would support advertising, remuneration of board and staff time to campaign (class visits), and fund contests/incentives to encourage participation in referendum.
- Majority of Student Unions in British Columbia have building levy or capital project funds that are separate from annual membership fees.

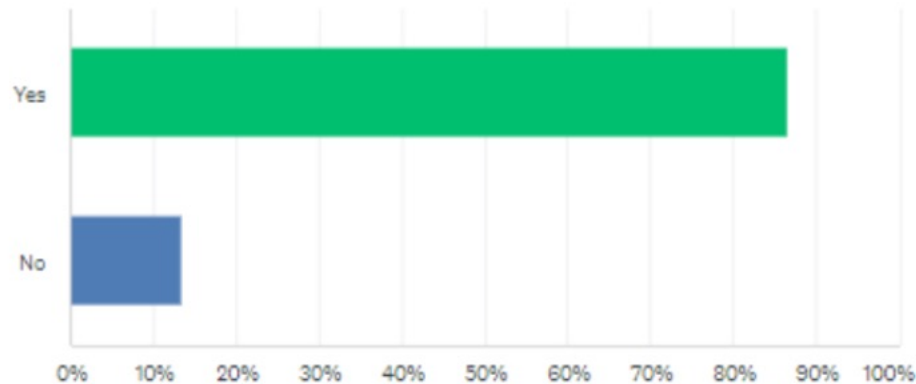
2021 Master's Student Referendum: Participation



2021 Master's Student Referendum: Outcome

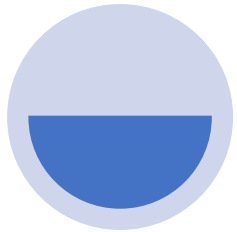
Do you support students in on-campus master's programs joining RRUSA effective April 1, 2022?

Answered: 180 Skipped: 0

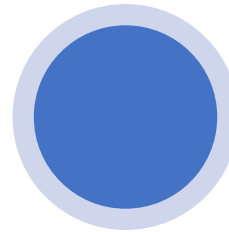


ANSWER CHOICES	RESPONSES	
Yes	86.67%	166
No	13.33%	24
TOTAL		180

2022 Master's Student Referendum: Impact



New
Members:
~500



Revenue
Growth
\$92,400

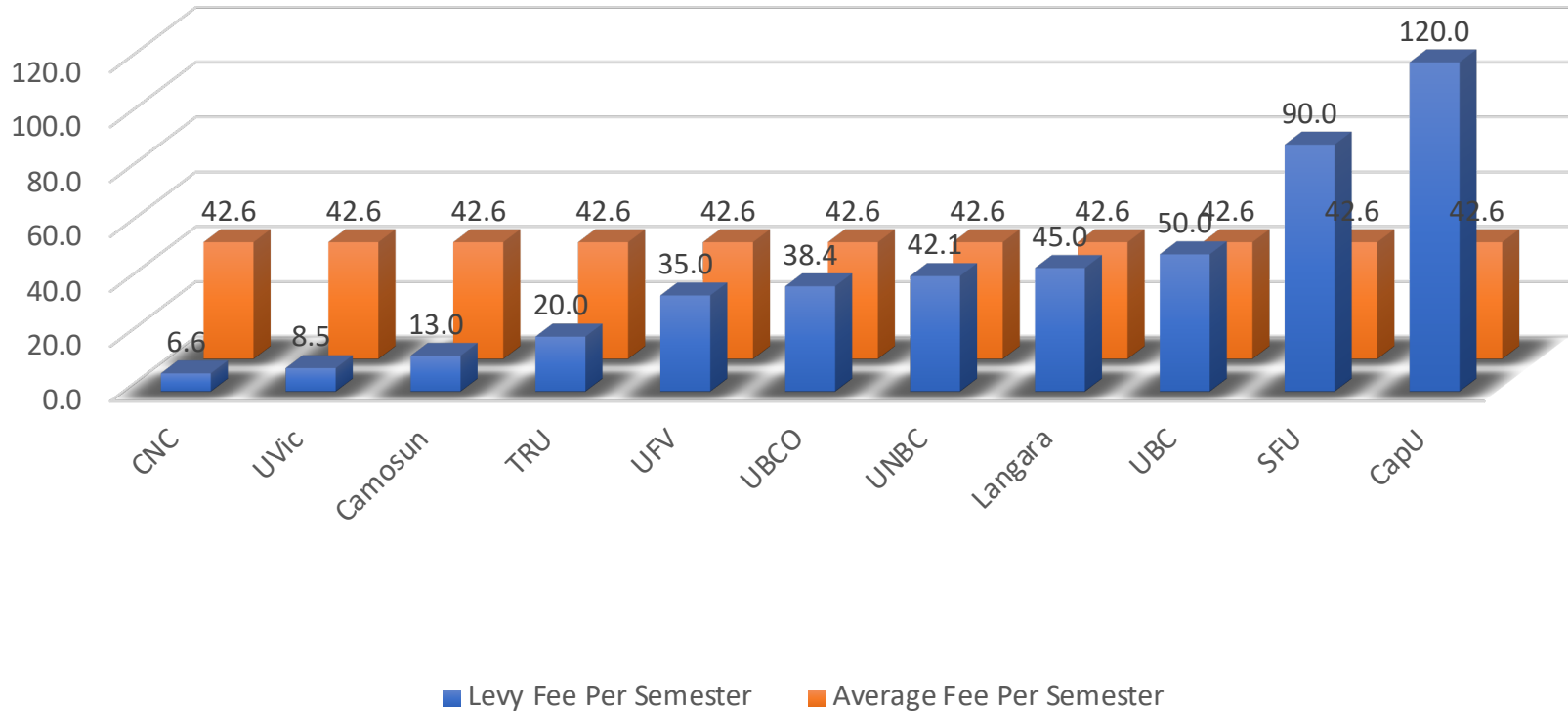


Staffing:
Executive Director (FT)
OR
Executive Director (PT) &
Administrative Assistant (PT)



Remuneration:
\$250 per month for
Directors

Building Levy – BC Universities



Proposed Change: Board Development & Support

Board Honoraria & Recognition

Change:

- Addition of funding for board recognition

Cost (\$2,000):

- \$500 – Last Day in Office Celebration
- \$1500 – End of Term remuneration (\$100/pp)

Rationale:

- Remuneration and incentives have been shown to increase engagement, participation, and overall success of Boards. More importantly, ensure quorum is met.
- To qualify for board recognition, attendance at 75% of meetings (BOD, Executive Committee and Standing Committee meetings) and fulfillment of executive duties is required. Attendance will be tracked through meeting minutes.

Proposed Change: Membership Expenses

Cohort/Program Funding

Change:

- Discontinuation of “Cohort Funding” for programs

Savings:

- \$25,000 (maximum budgeted)

Rationale:

- No Student Union or Association in British Columbia offers cohort funding.
- Lack of program representatives currently prevents half of programs from applying.
- Cohort funding is currently only utilized by 25% of programs, this is not equitable.
- Reduce administrative burden of staff and time commitment of BOD.
- Allocation of 20% of the budget towards one-time events is not sustainable and is a barrier to the Association achieving its mission and vision; funding should be redirected to campaigns, long-term student benefits, scholarships, etc.

Proposed Change: Membership Support

RRUSA Student Urgent Response Fund

Change:

- Addition of funding to establish a Student Urgent Response Fund

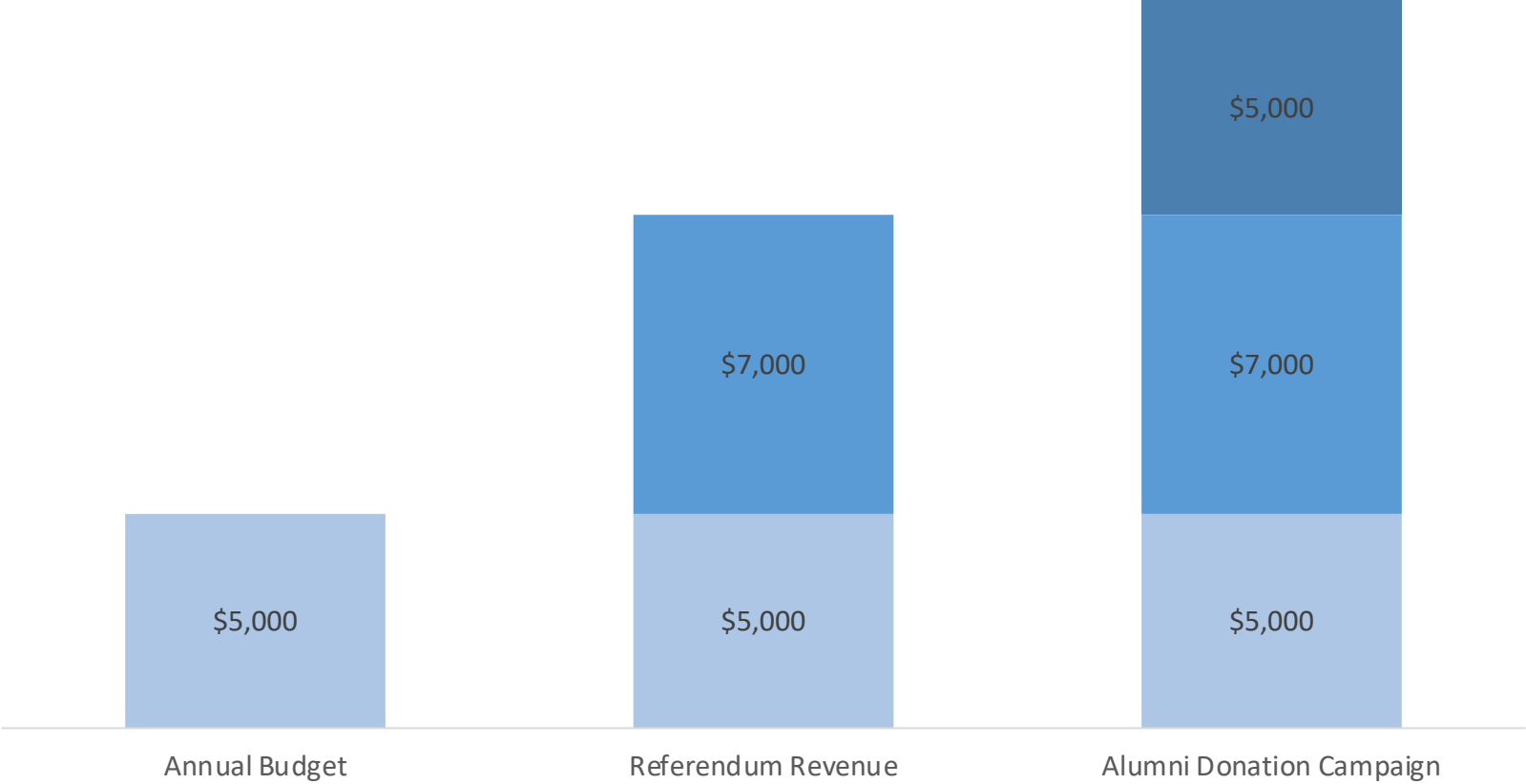
Cost:

- \$5,000

Rationale:

- RRUSA undergraduate students are facing sudden emergency situations related to the COVID-19 pandemic and its implications on employment, housing and inflation. There is currently no time sensitive bursaries.
- RRUSA funded a one-time gift of \$10,000 in August 2021 for emergency aid, however, these funds will not be available until Feb 2022.
- Funding beyond \$5,000 may be made available through a referendum approving mandatory fees of \$2.50 per semester.

Student Urgent Response Fund: Generating Revenue



Student Urgent Response Fund: Criteria

- RRUSA members requiring critical financial assistance when financial hardship has affected their ability to attend and complete their program of study.
- All other possible resources will be exhausted, timeline permitting, before the RRUSA Emergency Assistance Fund can be accessed.
- 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.
- Students need not be impacted by the COVID-19 pandemic and the established fund will continue to support students beyond the COVID-19 pandemic.
- Funds dispersed will be proportionate to the significance of need, however, the minimum annually budgeted amount of \$5,000 will be distributed each year. In lieu of applications, the remaining amount will not be distributed to maintain fund growth.

Student Urgent Response Fund: Administration

- The established fund is intended to support RRUSA members, beyond the COVID-19 pandemic, for years to come.
- “Urgent Response” will be defined as disbursement of funds within 21 days of receipt of application; applications will be accepted on a rolling basis as funds permit.
- Funds dispersed will be proportionate to the significance of need, however, a maximum of \$1,500 will be permitted for each student.
- All attempts will be made to distribute the annually budgeted amount of \$5,000, undisbursed funds accrued from referendum revenue will carry forward to grow the fund.
- Submission of a one-page letter and documentation supporting proof of expenses or financial need will be required.
- RRU will be authorized to administer the fund permitting RRUSA’s criteria and administrative requirements can be met. If this is not feasible, RRUSA will establish a standing Awards Committee chaired by the VP Finance.



Proposed Change: Student Engagement

Student Engagement

Change:

- Reduction of funding for Online Campaigns & Contests
- Addition of funding for Easter Celebration

Savings (\$450):

- -\$750 Online Campaigns & Contests
- +\$300 Easter Celebration

Rationale:

- Rather than separate BLIs for online vs on-campus events, the BLIs were combined for each campaign.
- This ensures one event cannot eat up the online budget while ensuring there are funds for online-only campaigns and contests.

Proposed Change: Personnel and Professional Expenditures

Staff & Liaison Recognition

Change:

- Addition of funding for gifts for staff & liaison

Cost (\$250):

- \$150 Holiday Bonus (\$100 staff, \$50 liaison)
- \$100 End of Term Gift (\$50 each)

Rationale:

- Create a Culture of Recognition. Recognition is an important way for an organization to show its appreciation for employees' contributions.
- Liaison recognition cannot be of monetary value (i.e. no gift cards)

Proposed Change: Capital Assets

Capital Expenditures

Change:

- Addition of funding for purchase of office computer

Cost:

- \$2,750 (24-inch iMac)

Rationale:

- Increase use of office space
- Support administration of Association
- Provide a central location to access licensed software (reducing software costs/number of licenses)
- Wired connection to printer will reduce printer connectivity issues and prevent need to move documents to USB drives.

Proposed Change: Capital Assets

Capital Funds and Investments

Change:

- Addition of reinvested income

Cost:

- \$500

Rationale:

- Revenue from BLI 4007 is automatically reinvested into Savings Account #2278 (Capital Funds) and therefore this offset accounting entry is needed.