

**Faculty of Architecture University of Manitoba
Student Innovation and Enrichment Fund (2019/20)**

APPROVED
Terms of Reference

Approved through student body referendum in April 2020

1.0 Vision

To facilitate student innovation, achievement, voice and well-being as they progress through the Faculty of Architecture.

2.0 Mandate

To approve and allocate monies from the Student Innovation and Enrichment Program Fee (SIEF) for student and staff identified and supported programs, activities, research, events and technology that actively and directly benefit the student body. The SIEF is intended to provide students with more opportunity to be innovative and trailblazers within all the departments in the Faculty of Architecture.

3.0 Intent of the Student Innovation and Enrichment Fund

The intent of the SIEF is to ensure that students have an enriched and fulfilling educational experience over and above the base operating and facilities provided by the Faculty of Architecture. **This fund is not intended as a replacement for the Faculty of Architecture operations, maintenance or facilities budgets.***

**Any investment in operations, maintenance, or facilities must demonstrate substantial benefit to students within the faculty, and must be unanimously approved by both the SIEF Committee and FASA.*

4.0 Composition

4.1 Voting Members

- The student reps (ED2, ED3, ED4) from The Student Architectural Society (SAS);
- Landscape Architecture Student Association (LASA);
- University of Manitoba Association of Planning Students (UMAPS);
- University of Manitoba Association of Architecture Students (UMAAS);
- The Interior Design Association of Students (IDAS); and
- Professorial-ranked Faculty Member, as determined by FAUM Faculty council.

All voting members will be appointed or elected by their respective peers or associations

4.2 Non-Voting Members

- The Senior Stick of Environmental Design and presidents of the student associations (SAS, LASA, UMAPS, UMAAS, IDAS) may attend committee meetings as non-voting members.
- Dean, non-voting
- Business officer, Dean's office
- Facilities Coordinator (FAUM)
- CADLab Manager, FABLab Manager, CAST Coordinator, Woodshop Manager
- Program Coordinator, Partners Program
- Committee secretary appointed by the Dean
- Co-chairs: The Dean and an elected student member of the SIEF. Facilities Co-ordinators are not acceptable co-chairs.

5.0 Responsibilities

1. To spend the money generated by the SIEF in the best interests of the students of the Faculty of Architecture.
2. To seek information and advice from the community of stakeholders within the Faculty of Architecture and, when necessary, from external sources regarding innovation, enrichment, or technology that may be of value for investment of the SIEF.
3. To allocate annually the annual Student Innovation and Enrichment Fund according to the following suggested allocations:
 - a) 50 percent to be allocated annually towards Strategic Expenditure(s)
 - Application form and process to be developed by the SIEF Committee.
 - Responsibility of FASA and SIEF committee to collect, filter, and curate 'big-picture' proposals with a funding commitment of up to 3 years.
 - Established through referendum by undergraduate and graduate student body, every three years, or as necessary.
 - In the case that there are no proposals, the amount will be divided between the Spending Budget and the Trust Fund.
 - b) 35 percent of the Spending Budget is to be allocated towards proposals, maintenance, and acquisitions. This allocation is to be determined by the SIEF committee.
 - c) The remaining 15 percent of the Spending Budget is to be placed in the SIEF Trust and allocated every 3 years towards large scale expenditures, or further

development of Strategic Expenditures. If there is no appropriate investment identified in any three-year period or if there is an investment which requires more than the amount of money accumulated in a three-year period, the allocation may be deferred.

4. In collaboration with faculty leadership, FASA and/or student government, to identify a rolling three-year Strategic Expenditure plan for the SIEF;
5. To oversee and approve the annual budget. In the event the amount of money budgeted for annual expenditure is not spent, that money is to be rolled into SIEF Trust;
6. To review and accept the annual financial report for the preceding year and for the current state of the three funds. To generate and distribute a progress report to all committee members.
7. To review every three years the effectiveness of the SIEF and recommend status quo, increase, decrease or discontinuation of the fee.
8. To communicate with students, and to solicit feedback, throughout the year regarding outcomes of meetings, proposed acquisitions and actual expenditures. Communication is to be coordinated by the Dean's office and done via email, the SIEF website and posted notices on bulletin boards. Meeting minutes must be published on the SIEF website for review. Student representatives must report back to their respective student associations with information on purchases, investments, and projects, when applicable.
9. To act on any other matters pertaining to the SIEF.

6.0 Application Process

Applications are open to both faculty members, support staff, and students with the intention that any proposals will explicitly foster innovation and enrichment for students within the faculty of architecture. Applications must explicitly outline why they are pursuing student funding, and how they plan to enrich the student experience.

1. Applications will be reviewed by voting and non-voting members twice per term
2. Applications will be voted on only by voting members.
3. A status report is to be submitted one term following the approval of a SIEF Proposal over \$10,000 on the appropriate deadline determined by the SIEF Committee.

4. Voting members may pass urgent requests through email voting with a maximum \$10,000 pending limit. Results of the email voting are to be sent to the co-chairs and copied to the committee secretary for filing.

7.0 Meetings

1. Meetings schedule:
 - In October, the student reps will meet to appoint a student co-chair. The co-chair must have at least one year of experience sitting on the SIEF Committee.
 - General meetings will be held at least twice in the fall and twice in the winter term.
 - Additional meetings are to be held as necessary.
2. General meetings are at the call of the committee secretary.
3. The committee secretary will put out a call for proposals in October and January. The call for proposals will go to all students, staff, and faculty.
4. Updates on actual financial expenditures to date are to be provided to committee members and/or their respective organizations at each meeting.

8.0 Allocations with respect to specific requests for funding from the SIEF Funds

1. The committee will consider requests from individual students, student groups, support staff or faculty members for a portion of the funds available.
2. In collaboration with FASA, the committee will make the student body aware of the availability of funds through email and posters.
3. Requests for allocation of funds from student groups, support staff or faculty members must be through an application process identifying the request; its cost; its intended use; how students will benefit from the acquisition; and how many students will benefit. Requests over \$10,000 require a secondary application form and formal report.
4. All requests for funds must include a cost estimate for operation and maintenance costs over a three-year term.
5. Student representatives on the SIEF committee will meet to discuss allocations and approve or deny them at least once per term.

6. The SIEF Committee reserves the right to impose project deadlines and to suspend project funding.
7. In the case of projects that have been approved for funding but have yet to spend the funds allocated by April 30th, a yearly progress report will need to be filed to the SIEF committee by September 15. This is to ensure all SIEF committee members are familiar with ongoing projects the SIEF committee has committed to. The committee secretary will notify the stakeholders of their responsibility to submit their annual report.

9.0 Responsibilities of Students

1. Student groups are to identify by October 1 their representative to the SIEF Committee.
2. Ideally, the representative should be elected such that the person serves two terms on the committee to allow for continuity.

10.0 Responsibilities of the Dean's Office

1. The Dean's office will keep copies of all Minutes, budgets, financial statements, policies and related information and make these available to students on request, all should be posted on the SIEF website.

11.0 Definitions

- **Strategic Expenditure:** Longer term project with discrete goals that benefits students faculty-wide.
- **Spending Fund:** Annual allocations towards maintenance and typical student, support staff or faculty-led proposals.
- **Trust Fund:** Annually accumulated funding for larger purchases that do not fall within the realm of strategic expenditures or spending funds.