1. Welcome and Opening Remarks
2. Minutes of the April 8, 2009 Annual General Meeting
3. Approval of the minutes
4. Presentation of the Annual Reports
5. Approval of the Annual Reports
6. Presentation of the Financial Reports
7. Approval of the Financial Reports
8. Amendments to the Constitution and/or By-Laws
9. Questions and Answers
10. Adjournment
11. Reception
AGM MINUTES
OF
APRIL 8, 2009
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS

ANNUAL GENERAL MEETING

WEDNESDAY APRIL 8, 2009 AT 5:00 P.M.
OPUS LOUNGE
(CAW STUDENT CENTRE, 1ST FLOOR, ROOM 172)

MINUTES

Present:

President: Dr. Edward King
Vice President: Chris Baillargeon
Past President: Badaruddin Khuhro
Treasurer: Wayne Girard (Chair)
Directors at Large: Anthony Meloche, Abdulkadir Omar, Jane Cacciavillani, Ken Ternoey, Erin Plumb & Bernarda Camello-Doctor

Quorum was met

Staff Members: Maryan Amalow (Executive Director) & Steve Jancev (Health Plan Administrator)
Work Study Students: Ahmed Ali
Guests: Susan Page

1. Welcome and Opening Remarks

• The meeting was called to order at 5:30 p.m.

2. Approval of Agenda

• There were amendments requested in the Agenda.

Motion
• Fixing the date of the meeting on the meeting minutes from April 2009 to April 2008.
• Badaruddin Khuhro was absent in the previous meeting, but he sent in his report.

Carried

B. Doctor/K. Ternoey

Motion
• To accept the amended agenda.

Carried

E. Plumb/K. Ternoey

3. Approval of Minutes:

Business Arising From Previous Minutes:
• There were amendments requested in the minutes for April 2008.

Motion
• To accept the amendments of the Minutes of April 2008.

Carried

B. Doctor/A. Meloche
4. Presentation of the Annual Reports

- Time was allotted to allow the OPUS members time to review the annual reports presented by the OPUS Board of Directors and Staff.

President’s Report:

- The Health Plan was in its second year and is the most important benefit for our part-time students. The Plan stayed at $140 for 2008-2009 and benefits about two thirds of OPUS students with roughly one third opting out because they already have comparable coverage. This Plan is a huge improvement on our opt-in plans in the past with GSS and UWSA where less than 50 of our members participated.
- Although the History of OPUS was finished a year earlier by Mary Schisler, it is worth calling to the attention of all part-time students and is available online at the OPUS website and there are hard copies in the office.
- The faculty strike was perhaps harder on some part-time students who only took one evening course than on many other students. Fortunately it was short enough that it did not result in significant losses for most students.
- The first 24 students were admitted to the New Medical School and the New Medical Building was officially opened in the fall of 2008. This is an important development for the University and for the surrounding community with a significant doctor shortage.
- The New Engineering Building is in the planning stage, but the current building on the location has been torn down and site is ready for the new building. The decision to keep the facility on campus is a good one for students.
- OPUS had many successful activities this year highlighted by the Awards Dinner and including the Fall Barbeque, two Orientations, Potluck Luncheons and some Associate meetings with guest speakers.
- OPUS provides a number of bursaries for part-time students as well as tuitions draws at our orientations.
- The major focus of OPUS is not on services but on advocacy. OPUS have members serving on the Board of Governors and subcommittees of the Board such as the Resource Allocation Committee, The Senate and subcommittees of the Senate such as the Program Development Committee, the Academic Policy Committee and the Student Committee and more than a dozen other committees such as Campus Police, Alcohol Policy, Library, and Food Services to mention just a few.
- OPUS represents Student interest at all University Committees. It also helped individual student mainly with academic issues successfully in several cases.
- Ed would like to thank the members of the Board: Chris Baillargeon, Wayne Girard, Badaruddin Khuhrro, Jane Cacciavillani, Abdulkadir Omar, Erin Plumb, Ken Ternoey, Anthony Meloche and Bernarda Doctor for all their hard work in making this a very successful year for OPUS. He would also thank Executive Director, Maryan Amalow and
our Health Plan Administrator for their excellent work this year. Ed thanks all the work study students.

Past President’s Report:

- OPUS has been working tirelessly throughout the year to ensure the over 3000 part-time students in our University have an amazing year while they participate in our various events and services. We are all volunteering our time in hopes of making your University experience an unforgettable one! I have known from my volunteering experience that being a part of OPUS is very valuable and can be extremely exciting and fulfilling, but at the same time presents quite a number of challenges.

- OPUS is serving and advocating for part-time student last 40 years. We hope part-time students will take advantage of the many student services and campus resources at the OPUS. These resources can help you succeed in your undergraduate student life. These are many ways to you can get connected with OPUS.
  1. [www.uwindsor.ca/opus](http://www.uwindsor.ca/opus)  OPUS services available to a part-time student
  2. Stop by our office (CAW Student Centre, Room 172, Windsor, Ontario N9B 3P4)
  3. Give us call (519-253-3000 extension 3603)

Received Life Time Achievement from OPUS: I am truly humbled by Life Time Achievement Award by OPUS. It is overwhelming to be considered in the same category as OPUS’s previous honorees – Josie Iannetta and Edward King.

Serve on the committees: I am serving on couple of committees, the Honorary Degree Committee and Special Appointments Committee. The Honorary Degree Committee proposed the honorary doctorate degree for the spring and fall convocation to well-known individuals of local, national wide and international. Still the information is confidential for Honorary Degree Committee.

Board and Staff members: The board members and employees have worked hard to ensure that the past year has been a successful year and I thank you all for your contributions, hard work and dedication.

Family members: I would like to special thank to my wife Shehnaz Khuhro, daughter Zamil Khuhro and my family for your understanding, balancing our family life and helping over the past year. Your efforts have helped greatly to serve on the OPUS board.

Dear members: Thank you all part time students for coming to AGM, OPUS Associate meetings and supporting OPUS. Wish you a wonderful summer.

Badaruddin Khuhro
OPUS Organization of Part-time University Student University of Windsor
Dear OPUS members,

I have been involved with OPUS as your Vice President for the May 2007 to April 2009 term.

At this time, I would like to express a gratitude of thanks as this organization could not be what it is today without all its dedicated volunteers who give of their time on behalf of the part-time students throughout the year. We collectively make strides by further advancing the rights of students through advocacy, involvement and participation. I for one will speak volumes to the commitment of the individuals who have collectively achieved and further advance your concerns with your support to make it the success that it is today. Again, I thank you.

As your elected representative, I have represented OPUS on the Information Technology Services, the Campus Safety and Audit committees, and most recently serving as an alternate on the Judicial Panel. It has been a privilege advocating on your behalf, as these committees represent our “collective voices” towards change for a better and brighter tomorrow.

The Information Technology Services Committee has many projects on the go for the campus community-at-large. Some of the highlights include the completion of the New Medical Building facility with latest technological advancements made available for the students, Learning Management System CLEW (Collaboration & Learning Environment Windsor) updates, Campus Portal updates, passage of the Electronic Device Security Policy and the Wireless Network Policy, new ILS (Integrated Library System) updates, as well as renovations to Leddy Library and IT Services renovations. Some of the renovations to the Leddy Library include the installation of 498 outlets throughout the main and west buildings, completed a tendering process for a new Academic Data Centre/Research Data Centre on the 1st floor of the main building, and further migration of the new open source integrated library system (comprising circulation, public catalogue, acquisition systems, and cataloguing system) called Conifer. IT Services renovations include the first floor, providing one-stop availability of the Service Desk, newly opened CAW Passageway connecting the UCC Lab and the CAW Student Centre. I will refer all the above mentioned content to either be noted in the monthly minutes or accessed by visiting www.uwindsor.ca/its.

The Campus Safety and Audit Committee is representative of the HRO (Human Rights Office). It advocates for the equality and diversity of individuals to study in a safe learning environment in an effort of supporting academic achievement. This committee meets annually and approves funding for various projects to improve on campus safety. I will refer all the above mentioned content to either be noted in the monthly minutes or accessed by visiting www.uwindsor.ca/hrights.

The Judicial Panel is representative of the AIO (Academic Integrity Office). It advocates for the avoidance of plagiarism, cheating and the like by addressing the concerns of a disciplinary nature on a case by case basis. At the current time, I have not had availability to attend the Judicial Panel in full and have only been representative occasionally. I will refer all the above mentioned content to either be noted in the monthly minutes or accessed by visiting www.uwindsor.ca/aio.
Treasurer’s Report:

To the members of OPUS:
My Name is Wayne Girard, and I have held the position of OPUS treasurer for six years. Through my years I have diligently attempted to balance the budgets and provided proper accounting audit coordination to all OPUS finances.

I have carefully directed residual funds towards low risk investment vehicles to safe hold all reserves required for future operation costs. For the past six years OPUS has completed our fiscal year within budget, or at minimal overage. The 2008/2009 budget is projected to be within the range estimated.

The 2008/2009 fiscal year has been an opportunity to experience the continuing function of our health benefits program. The health benefits program provides better value for our part-time student members, however, also creates additional costs to the organization. OPUS required our part-time health administrator employee to increase his weekly working hours to thirty; in order to coordinate the benefits plan correctly and provide support in the office. The OPUS board approved the increase in hours and an increase in wages to our health benefits administrator. All cost associated to the benefits program are drawn from the benefit fees, and make the program fiscally self-sufficient.

Our health benefits administrator also works 10 hour a week for the CAW Student Center, as a special projects coordinator. OPUS pays the wages required for this function however is reimbursed by the CAW Student Center for the positions employment services.

The 2008/2009 OPUS member fees revenue had dropped substantially, probably due to a combination of the poor economy and the teacher strike in the fall of 2008. The treasurer reviewed the budget and area’s not affecting student services, and proposed the budget be cut or reduced to anticipate the drop in revenue. Much debate occurred with the board on the budget cut items and most items proposed were approved as per the treasurer’s recommendations.

Recommendations for 2009/2010 budget:
To provide a clear picture of the OPUS health benefits plan for the OPUS board, I recommend we produce a health benefits monthly budget of expenses and revenue for the OPUS board of directors to be aware of all fiscal activities. I also recommend the health benefits administrator expenses and wages be removed from the OPUS operations budget and applied to the proposed health benefits budget, offering complete transparency to the board and members.

My term as treasurer of OPUS will end May 1st 2009 and I will not return to hold the position for the 2009/2010 fiscal year. As a treasurer one must attempt to be aware of all fiscal activities and scrutinize expenses, budgets and accounting practices that occur in an organization. The treasurer alone cannot police all financial aspects of an organization, so I challenge the
executive, board and employees of OPUS to take full conscience and responsibility of OPUS expenses. The number one thought that should be in the mind of all responsible in decisions made regarding OPUS funds is “OPUS exists to support part-time students and this is their money”.

I thank the entire past and present OPUS executive, board members and part-time students for the grace of accepting me as your treasurer. I especially thank the past and present OPUS employees for the outstanding support provided to the treasurer, which made the position functions possible on a part-time base. Maryan and Steve are the hub of the organization and OPUS could not function without their commitment and dedication of support to our part-time student members.

Thanks in advance for your continued support.

Wayne Girard
OPUS Treasurer/2002-2009

Committee & other activity report

Policy Management Board:

The PMB, committee efforts of 2008/2009 produced the items below.

• The CAW Student Center received a new roof in 2008.
• The CAW Student Center food court, dining & meeting area is in the proposal stage of a complete renovation. 2009/2010 projected start date.
• A PMB policy agreement is now in place to provide structure and direction for participating board members.
• The CAW Student Center Management Agreement, between the U of W and the PMB is still in process.
• An OPUS employee now participate as an acting member of the CAW Student Center management team. The position is called “special projects coordinator” and employment for ten hours a week. This position will and has created an improved working relation between UWSA and OPUS.

Overall, I feel the PMB team has achieved many set objectives and will continue to develop well with the improved relations between UWSA and OPUS.

Judicial Panel:

Due to the confidentiality of the matters, and business conducted during judicial panel hearings, I can only provide peripheral information on my function.

The caseload has continued to be quite heavy this year, meaning there has been a continued concern of academic integrity at the University of Windsor. Although the
Hearings have been many; it seems a pattern of settlements outside of trials has been formed. Presently I am averaging five matters per month, with an 80% settlement rate. The results of settlements & sanctions range from six-month suspensions, to complete expulsion from the university.

OPUS Out-Reach:

I have worked with the OPUS team to develop a program that creates awareness of our organizations services, bursaries and opportunities of involvement.

The program was built from the structure of the 2007 SIMPLE project. OPUS associates are offered an incentive to create awareness of the organization in the classes they attend. An incentive, and opportunity to win an education bursary, is provided to our participating part-time students for their efforts. Training & support is provided to our OPUS associates to help them complete the in-class announcements effectively, to offer value to our part-time student members.

Peace & Thanks

Wayne Girard
OPUS Treasurer/2002-2009

Directors’ at Large Reports:

Bernarda Camello-Doctor Director at Large

- Bernie Camello-Doctor is OPUS Representative to the Residence and Food Services Advisory Board (RFSAB) for one-half of the school year in 2008-09 (Oct. 08-Mar. 09). Bernie contributed to discussions mainly on problem solving of part-time students in; residence complaints, namely limited variety of meals – content offerings and time availability of foods. Example: Breakfast is at 8:00am, which is late for students with 8:30am classes; snack on late supper is done by 9:30am which is too early for night class students.

- Interactive discussion of topics at each meeting composed of the following:
  1) Agenda for the school year is set/planned in early 2008. Menus are almost inflexible
  2) Focus on financial budget which is controlled:
     a. Menu variety
     b. Residential maintenance and services
     c. Limited cafeteria facilities on campus

- The highlight of Bernie’s work with RFSAB was the appreciation dinner served last Friday March 27, 2009. The roast beef dinner was sumptuous, concluded with a picture perfect
dessert (which I hesitated to grab/deform with my fork)...topping this waited dinner was a CERTIFICATE of Appreciation on chocolate hued folder.

**Abdulkadir Omar Director at Large OPUS**

- The following items highlight Abdulkadir’s involvements in committee participations and conferences. As a Director at Large since 2007, he has been representing OPUS in various committees including the Senate, UCAP (Tenure Track Committee) and program development committees. OPUS goal is to serve and protect the rights and interests of Part-time students. In the past, Abdulkadir was a member of Diversity and inclusion committee which has since been disbanded where he has gained the experience that had allowed him to continue advocating for the interest of students in the matters related to race, color and sexual orientation.

- Each of the committees deal with different issues, for example, the Program development committee is concerned with all academic undergraduate and graduate programs. One of the contagious issues or debate in this committee was when a proposal to discontinue the Environmental Engineering and Environmental Science was tabled. The student representative in this committee debated and opposed this action. At the end, we were able to defeat one of the proposals and won to have the Environmental Engineering program to continue.

- The Tenure track Committees (UCAP) deals with the renewal of contracts and promotions of assistant and associate professors. The proceeding in this committee is classified as highly confidential since it concerns the hiring and retention of the said professors. As student representative to the aforementioned committee, Abdulkadir will continue to strive and work hard in order to voice students concerns and also to advice the university administration representative so that we can enhance and make our university successful. Abdulkadir hopes that the university continues to promote social justice and environmental issues.

- Abdulkadir is also a member of the Senate Committee. The senate meets once a month unless there are other matters to conduct within that month. The Senate Committee comprises all the departments in the University including the Faculty and Students. It is considered that this committee is quite important since it deals with all important issues that affect students. For further information regarding the senate please refer to [http://www.uwindsor.ca/senate](http://www.uwindsor.ca/senate)

- In addition, Abdulkadir is a member of newly created committee called Task Force. The committee was created in order to fill the gap of Senate Advisory Committee on Discrimination and Inclusion which was cancelled by President Wildeman towards the end 2008. On March 26th, OPUS co-hosted the Canadian Federation of Students Task Force on Campus Racism and held an informal hearing at Canterbury College. Concerned
students, faculty, and staff were invited to speak about their experiences of racial discrimination and means to fight racism on campus moving forward.

- This event was especially timely at Windsor in light of the well documented spat of racist and discriminatory acts which have, unfortunately, transpired on campus in the past few years. Furthermore, President Wildeman informed members that the Senate Advisory Committee on Discrimination and Inclusion (SACDI), a committee to which OPUS was an advising member, the ongoing work of the committee will not be finished. It also meant that the funds which Senate recommended to be forwarded to the committee last summer will not be honored. However, the report of the task force will be published by CFS in the fall of 2009 and distributed to all including the University of Windsor.

Jane Cacciavillani Director at Large

- Jane attended the national conference of the Canadian Federation of Students in November in Gatineau, Quebec where she had the opportunity to meet a variety of new people and went to almost all of the meetings. The meetings ran from morning until night with the different meetings and social activities.

- Jane enjoyed the caucuses meetings. She attended the women’s caucus and the disability caucus. Both Valerie and Jane were involved there. Wayne and Abdul went both times to the one for part-time and mature students. They were all glad to have been a part of these things, but there should have been more time for more discussion. These caucuses were very useful, and some good resolutions and promises of good follow-up work came out of them.

- The rest of the meetings were very interesting and informative. Of course we discussed financial aid issues. They also discussed various other issues such as transportation, improving post-secondary education, plans and services, and various social issues where the federation takes a stand. Michael Geist was there to speak about the federal government’s new copyright legislation it tried to pass through the House of Commons before Christmas. Luckily, it was stalled due to his efforts. (He went on Facebook to oppose it and got a very good response). None other than Liberal leader Stephane Dion was there. He made some election promises and discussed issues of concern.

- Jane did not attend any of the fall meetings because of she was away for half of the semester. However, she did attend the Campus Accessibility and Advisory Committee (CAAC-formerly known as the Special Needs Advisory Committee or SNAC) in January. Most of the time was spent discussing physical accessibility because it was getting close to the deadline dates for physical improvements, but we also spent some time discussing other issues dealing with invisible disabilities.
There was another meeting on Friday April 3rd. Some time was spent discussing facility upgrades as well as methods of getting input from students in this regard. Then the education campaign on learning disabilities was discussed. Mike Clark (Alumni) from University Advancement spoke about how it could be done. Next the members worked on a poster campaign about attitudes and how they become barriers. The committee is also looking for new members. If you are interested, please contact chair Anne Carrick at the Employment Equity office.

Anthony Meloche Director at Large

Anthony Meloche has been a part time University of Windsor student since the summer of 2003. As a father, full time employee and part-time student he has an understanding of the unique challenges students face in earning a degree on a part-time basis. Students share many of the same concerns such as raising tuition costs, last year’s faculty strike and the quality of education and services. There are many demands part-time students face that are different then encountered by full time students. Our personal, vocational and university experiences present us with unique challenges. OPUS is your voice in advocating for you the part-time student.

Anthony would like to thank all of OPUS staff and Board Members for their commitment and efforts to help create a positive educational experience for all part-time students. For the past year he has been on the Board of Directors of OPUS as a Director at Large. This position has allowed me the opportunity to be your voice on committees and represent your concerns. The committees he continues to be directly involved in are the Student Committee and the Academic Policy Committee. Anthony would like to provide OPUS members with the mandate of each of these committees and some key highlights of the issues that were discussed in the past year.

**Highlights of the Student Committee Meetings 2008/2009**

**Mandate:**
Created as a Senate Standing Committee in 1998-1999, the mandate of the Senate Student Committee (SC), as set out in *Senate Bylaw 3*, is to "make recommendations to Senate with respect to learning and teaching, recruitment and retention, continuing education, student affairs, student awards and financial aid."

Any item/issue which falls under the mandate of the SC must receive the Committee's approval before being referred to Senate, which has the ultimate and final responsibility for the academic well-being of the University.

**Highlights:**
- Report of Student Awards and Financial Aid- some available to part-time students and can be searched on SIS system- many however are based on financial need.
Discussed the impacts of the faculty strike September 17 to October 6 on students and their concerns upon returning from the strike.

An Academic Advocate is available to all students to assist in student grade appeals and act as a liaison for academic rights.

Discussed purpose and necessity of a Fall reading/counseling week. This is planned to continue next fall (week of October-thanksgiving) with a review on continuing benefits to students and faculty.

Discussed a recommendation to reduce textbook costs. A memo was sent by the Chair, Dr Clayton Smith to faculty regarding a number of ways this could be accomplished.

Discussion of University of Windsor recommended tuition increases. I expressed that in these economic times an increase in tuition and a decrease in university services is not acceptable to students.

A number of presentations and reports were provided to the committee and included: Student Affairs, Campus Alcohol Policy, Senate Working Group on Muslim Student Needs, Human rights Commissioner, and University Budget.

**Highlights of the Academic Policy Committee Meetings 2008/2009**

**Mandate:**

Created as a Senate Standing Committee in 1998-1999, the mandate of the Academic Policy Committee (APC), as set out in Senate Bylaw 3, is to make "recommendations to Senate with respect to admissions and enrolment management, budget review, computing resources, teaching and learning, instructional development, library, promotion and tenure standards development."

Any item/issue which falls under the mandate of the APC must receive the Committee's approval before being referred to Senate, which has the ultimate and final responsibility for the academic well-being of the University.

**Highlights**

- Proposed a policy on Early Release of Diplomas – this may benefit students who are trying to secure employment prior to the official release of the diplomas- specific criteria for allowance and costs were discussed
- A proposed International Travel Policy was discussed to cover liability, risk, safety and security of U of W support researchers, staff and students out of country on assignment.
- Some proposed changes to the Graduate Policy on Authorship and Plagiarism were discussed reflecting wording and submission of draft copies for marking.
- New criteria proposed for FASS Deans Honour Roll list – must take 1 FASS course in academic year and 10 U of W courses with a FASS major and cumulative average of at least 11.0 in academic year rather than semester by semester.
- Discussion on Second Chance Regulation for students who had an unsuccessful academic experience
- A number of presentations and reports were presented and include; Information Technology Committee, Campus Security Alert System, International Student Recruitment Efforts, Student Exchange Programs, Comprehensive Student Discipline report.

- The minutes for the Student Committee and Academic Policy Committee can be viewed on the University of Windsor website.

- In addition to attending committee meetings and the OPUS Board of Directors meetings he participated in a number of OPUS functions that have really added to my university experience. Despite everybody’s’ busy work, school and personal lives meeting other students and discussing issues and improving the university experience is rewarding and something Anthony encourages all OPUS members to become involved in. Be it at one OPUS function or as a representative it will enrich your time while you are working hard to earn your degree.

**Ken Ternoey Director at Large**

1. Learning Management System (LMS): The committee is currently concentrating on “CLEW” problems as well as revisions to the Sakai based program. Modifications are ongoing to decrease downtime and facilitate wishes of faculty users. In the near future (mid April) the new 5.5 version of Sakai will be implemented. The most obvious advantage is that the upgrade is “community” friendly. In this scenario, problems that are reported from all university Sakai users/subscribers become open for “community” debate and resolution. Windsor I.T. Services can realize problems at other universities, consider their impact at U of Windsor, and work as a community team to the best revision in the least time.

   For U of Windsor students, there will be new and revised title pages and process changes that may require some help in application, although the goal is for a friendly changeover.

2. Renewal, Promotion & Permanence for University Librarian Members
   Contract limits and a generous attitude of implementation have led to promotions and permanence for applicable candidates. This “generous” attitude may be typical for educational institutes in general, but severely undercuts any goal to “forward thinking” and being the “best” possible.
3. Senate meetings are an exercise of patience in resisting legitimate objection. The “collegial” attitude of conduct stretches the informal procedures of “Robert’s Rules” to new limits. This is most pronounced on issues of both information and “general consent”. It is unclear if skewing procedural rules has negative effects other than a subtle coercion to diminish objection. In any event, questioning obvious deviations to rules of order is not taken too seriously.

Executive Director’s Report

Dear Members,

On behalf of OPUS I’d like to welcome all part-time students of University of Windsor to our 2009 Annual General Meeting. The 2008-2009 year was a successful one for OPUS with the help of hosting a variety of events. I am proud to be a part of the OPUS team and grateful for the assistance and support from the Health Plan Administrator, Executives, Board of Directors and our Work-Study Students as well as our volunteers. I would like to begin my report by thanking the many students associated with OPUS who have made this past year an enjoyable and memorable one, with events like the OPUS Award dinner, Potluck, Barbeque, Orientation, Outreach Program, Headstart and OPUS Associate Meetings. It is my great pleasure and honour to serve as your Executive Director of the Organization of Part-time University Students (OPUS). OPUS had organized its annual award dinner in March 2009 to recognize University administration, faculty, staff, students and retiring Board members for their efforts. The award ceremony was well attended and we were very pleased with how it turned out. We received positive responses from administration and students as well as one from our bursary winners. The event was a roaring success with about 100 guests enjoying the hospitality of OPUS and the University of Windsor Catering Services.

Attending university on a part-time basis is an exciting, rewarding experience, and one that can lead you to face a variety of challenges. OPUS recognizes that the needs of part-time students differ from the traditional student, so our mandate is to promote the interests of part-time students, and to assist you in any way we can. OPUS provides several bursaries applied to tuition remission for a single undergraduate course offered annually. The number of bursaries varies from year to year, based on demand and financial resources as determined by the OPUS Board of Directors. Eligible applicants must be registered as part-time students, and meet strict financial and academic standards as determined by the Student Awards and Financial Aid Office. Apply on-line through the University of Windsor Student Information System (SIS) web site: http://www.uwindsor.ca/sis.

We work closely with University of Windsor administration, faculty, staff and other student governments to improve the university academic life experience for part-time students. There is a good probability that the Degree in Liberal and Professional Studies will be advertised for part-time students with a guarantee that it can be obtained by taking only night courses and
distance education courses. However, the final approval has not yet been made. We hope to make this official in due time and we would like to thank administration for their continued support.

We hope part time students will take advantage of the many student services and campus resources at OPUS that can help you succeed in your undergraduate student life. I enjoy helping students find the services they need, sometimes just sharing past problem solving experiences, is a comfort and encouragement to fellow students. I can only say that I love trying to make the experience for part-time students enjoyable and worthwhile.

Steve and I had very productive days in the Canadian Federation of Students (CFS) conferences in Toronto and Ottawa. The Federations' primary purpose is Lobbying: represent students’ issues and concerns to parliament. Clearly convey strong messages and contact with elected and nonelected officials and bureaucrats on a regular basis. Each member students’ association has an equal say in setting the policies, direction and priorities of the Federation, including how funds are spent. All major decisions are made at provincial and national congresses at which every member students’ association is represented. We picked up some interesting ideas and made some excellent contacts with Ryerson and U of T part-time student organizations and other universities as well. We haven’t had time to process all the information and ideas yet, but we will be working on ways to incorporate some of the ideas we picked up there this summer. We also talked about provincial lobbying and forwarding part-time student issues through an additional focus group, of our organizations, or letters to MPP’s signed by multiple groups of part-time students. Things were discussed in very broad and vague terms and any new information will certainly be passed along.

It is always difficult to write a year-end report, especially when there have been numerous events. With that said, I will touch base on what I consider to be the highlights of the year. The first big event from the fall 2008 semester was the Faculty/Librarian Strike. The Windsor University Faculty Association (WUFA) union and the University of Windsor Librarian Members commenced a strike action against the university administration on September 17, 2009. This action discontinued classes and forced students to miss their classes for a lengthy period of time. The three student union leaders, voted to have the administration resume talks with the union’s negotiating team, which they did. However, negotiations broke off shortly after. It took more than two weeks of serious rallies/protests throughout the campus from students, faculty and staff in order to finalize a resolution. The strike was finally settled after 3 weeks. It is hoped that all parties will forget the animosities the strike caused and begin to heal the wounds that were created.

The second major occurrence during the fall 2008 semester was the Day of Action University of Windsor Fax-off. Wednesday, November 5 was the province-wide Day of Action to Drop Fees. Students across Ontario were taking to the streets to demand that the government lower tuition fees and make education accessible to all. Petitions were sent by fax from various University of Windsor students to Queen's Park in Toronto, and to Dalton McGuinty’s constituency office in Ottawa. There were thousands of fax petitions sent off and signed by numerous students who supported the drop tuition fees coalition.
As the Executive Director of OPUS, I also spoke on behalf of OPUS and part-time students about the fact that they are a diverse group and that tuition increases along with funding cuts affect our students in a variety of ways. For a certain segment of our student population, the combination of inaccessible or inadequate student loans, hefty tuition increases and looming debt university education has definitely been hurtful. However, these limits/barriers do not stop us from advocating and fighting for student issues/concerns which affect the whole university community.

A special thank you must go to Steve Jancev, OPUS Health Plan Administrator, without his support, personally and professionally I would not have been accomplishing as much. In addition, our Health Plan Administrator helped me with my responsibilities in the office when I was overwhelmed with various tasks and I have deeply appreciated his continued efforts along with having major responsibilities for the operation of the health plan.

To sum up, by listening to the students concerns and opinions the OPUS Board and Executive were able to allow our students voices to be heard on campus and make great changes for all. Foremost on the list would be the dedicated members of the OPUS Board of Directors. Without their constant support, I would not have been able to carry out my duties and organize various initiatives benefiting students. I would like to thank the Board for working so hard this past year for part-time students in general. It is great to see many different faces walking through the door of the office each day. I would like to thank each current and past member of the OPUS Board for their valued contribution over the past year. I also would like to thank our Work Study students, Shannyn Caspar, Ahmed Ali, Amandeep Arora and Korey Togtema for their exceptional work. Without them we would not have accomplished as much as we did. Thank you all! Our major goal of advocating for part-time students was accomplished to a high degree.

Lastly, I'd like to express my admiration and respect for the entire part-time student body, whose determination despite the odds to achieve their goal of a university education, has been inspirational. To my many friends and colleagues across campus, sincere thanks for your friendship and support over the years. These past three years as Executive Director of OPUS have been memorable, full of excitement and successful and I am thankful to have been part of this organization.

Maryan Amalow
Executive Director

Health Plan Administrator’s Report

The OPUS Health and Dental Plan is currently providing its second year of service to part-time undergraduate students. OPUS officially introduced the Health and Dental Plan in September of 2007 because of a Referendum in which was 3 days in length. Part-time students voted unanimously for an independent health and dental plan, with better rates than previous
years and to be automatically charged along with their tuition. Since September of 2007, all three student organizations including OPUS, UWSA and GSS have the automatic charge for the health and dental plans. In previous years, part-time students were charged $480/yr for the Health and Dental Plan, due to the Referendum, students only currently pay $140/yr. Even though there are some students who do not need the plan as they have coverage through their employer, spouse or parent, there is still a high volume of students who wish to pursue with the plan because they have no such coverage. Therefore, students who have coverage are allowed to withdraw from the plan or otherwise known as opting-out, so that this service can be focused on those who need it.

The benefits plan provided by OPUS is based on a pay direct financial model once the student has been officially active through the insurance carrier, which is Green Shield. The pay direct feature benefits members who require and utilize the plan because they are not required to pay up front for a drug or dental claim in full and get reimbursed later. OPUS was pleased to be able to accomplish this for their student body, as they would only need to pay for the difference of a health or dental claim. For example, for drug prescriptions, students are only required to pay the difference which is 10%, since the plan covers 90%.

Furthermore, Part-Time Undergraduate Students with comparable health and dental coverage may opt out of the OPUS Health and Dental Plan or combine the OPUS Health and Dental Plan to increase their benefits coverage and minimize their out of pocket expenses. If students wish to opt out of the OPUS Health and Dental Plan and ensure that they have existing comparable coverage, they must complete an opt out form online or in the OPUS office during the opt-out period. Part-time students can also purchase family benefits for their spouse and/or dependent children; please visit www.uwindsor.ca/opus for more information or contact the OPUS office for more details. Tel: (519) 971-3603 or E-mail: opus@uwindsor.ca.

The benefits carrier for the OPUS Health and Dental Plan is Green Shield Canada, one of the most known non-profit benefits provider in the country. Detailed information regarding the plan can be found on the OPUS (www.uwindsor.ca/opus) or Green Shield Student Centre (http://www.greenshield.ca/English/StudentCentre/) websites or students can pick up information in-office. By providing services such as the health and dental plan, OPUS expects to enhance all part-time student lives by ensuring a valuable investment in the present and future as well as their education.

As the OPUS Health Plan Administrator, I manage the operations for the OPUS health and dental plan including the handling of all student inquiries regarding the plan and ensuring that each issue is dealt with appropriately. The OPUS staff including the Executive Director and myself will continue to provide support and services such as this to ensure that part-time students are given the opportunity to take advantage of what OPUS offers other than the use of the facility including the study and lounge area.

Steve Jancev
Health Plan Administrator

5. Approval of the Annual Reports:

Motion
• To approve the annual reports as presented.

Carried

B. Khuhro/K. Ternoey


W. Girard presented the 2008-2009 Financial Reports.
• The health plan financial reports were not available to the OPUS members through the AGM report. He informed the members that there was a surplus in the overall operations that will be carried over to the next year’s budget.
• He was also unable to present the auditor’s report. However it was mentioned by the Treasurer in his annual report stating that all the audit was done by a 3rd party and that all the financial criteria met conformity.
• B. Khuhro asked why we do not have any health plan summary figures on hand
• The board suggested that we should have a health plan summary presented as well in the future AGM meeting

The OPUS Board discussed the following:

• Wayne made recommendations to the new board and Treasurer on making changes to the payroll to Steve, because it offered a false cost, there is a negative amount in the payroll expense; those were the funds that are withdrawn from the health benefit plan. Steve is employed to deal with the health benefit plan, therefore all the costs for Steve are drawn from the Health benefit plan. It’s a separate account. 10% of Maryan’s expenses also come out of the Health benefit plan account as well as any hardware equipments needed.
• Trends in the financial report: Wayne referred to ‘Society Fees’ page of the booklet. History of the fees that were received in 2002 which used to be $18 and now it is $22.20 which started in 2006-2007, that’s where a big change was evident ($129,000).
• The trend in 2002-2003, it was slightly up and then slightly down. 2004-2005 it was up again due to good enrolment rates.
• In 2005-2006 there was a $10,000 drop,
• In 2006-2007 it went up again to 129,000 when OPUS joined the CFS (their fee is collected and is encompassed in that expense).
• In 2007-2008 there was a drop of $ 10,000 due to low enrolment.
• This year another $10,000 was lost putting OPUS at a $109,000.
• This recent drop is due to the strike, and economy, based on that Wayne asked for a cut in the budget where possible.
• Number of enrolment last year was 1,753 which is a drop from the usual average of 2500.
• However, winter enrolment was higher than usual 200 to 400.

7. Approval of the Financial Reports:

Motion
• To approve the financial reports for the fiscal year of May 2008 - April 2009.

Carried W. Girard/E. Plumb

8. Amendments to the Constitution and/or By-Law

The OPUS board discussed the OPUS Constitution, By-Law & Policy prior to the AGM.
Minutes from the OPUS Monthly Board Meeting – March 31, 2009

ADDITIONS/DELETIONS TO OPUS CONSTITUTION

ADDITIONS
• Article VIII – Government and Administration, 8.5.4, Treasurer: Along with the President and Vice President, the Treasurer is one of the three officers with signing authority for the Organization.
• Article VIII – Government and Administration, 8.5.2, Vice President: The Vice President shall have signing authority along with a member of the Board of Directors as appointed by the Board of Directors.
• Article IX – Meetings, 9.1.1: The Board of Directors shall hold one Board meeting per month during the calendar year with the exception of June and July, unless there is business to conduct.

DELETIONS
• Article VIII – Government and Administration, 8.2 (c): Vice-President External
• Article VIII – Government and Administration, 8.5.3: Vice-President External - The Vice-President External shall perform the external duties of Opus; S/he shall be responsible for working closely with other Part-Time Student Organizations at the Provincial and National levels; shall be responsible for coordinating the implementation of Canadian Federation of Students (CFS) campaigns at the local level, including informing students of current issues and campaigns of CFS; Shall be the representative of OPUS at general meetings of allied student organizations wherever possible; Shall perform such other duties as be assigned by the Board; Shall exercise the duties and powers of the President in the absence of the President and the Vice-President.

REVISIONS
• Article VIII – Government and Administration, 8.2 The Organization shall be administered by a Board of Directors comprised of the following members who shall be elected biennially by the members:
• Article IX – Meetings, 9.1.3 Quorum shall consist of not less than 50% of the serving members of the Board
• Article IX – Meetings, 9.3.1 The Board of Directors shall hold a general membership meeting annually during the winter term.

9. Questions and Answers

• Wayne mentioned that according to the constitution, a Treasurer should have at least 1 year experience.
• Badaruddin stated that the constitution should be amended to allow for more flexibility for members from outside the board. In other words, the position of the Treasurer should be open for all part-time students.
• The OPUS Board reviewed and discussed any changes to be made to the Constitution and/or Policy
• After a lengthy discussion, the board decided to keep the language in the Constitution which states that the President and Treasurer must have at least one semester experience on the Board in order to be considered for that position, since both are the most vital positions in the organization
• Badaruddin disagreed with the idea of prior experience for the treasurer position
• He suggested that OPUS does not need to have a treasurer with prior experience and it should be amended from the constitution
• He felt that only the president should have prior experience and he also mentioned that many other student unions and other organizations does not have these requirements
• After a long discussion, the board felt that the language should not be amended and stay the same as it is crucial for both positions and have someone with experience
• Therefore the amended motion was defeated since the majority of the board was not in favour

Motion
• No amendments to section 8.4 in the OPUS constitution, all in Favour.
Carried K. Ternoey/C. Baillargeon

11. Adjournment

Motion
• To adjourn the meeting at 8:30 p.m.

A. Meloche/W. Girard

12. Reception
STUDENTS ADVOCATING FOR STUDENTS

OPUS CONSTITUTION

University of Windsor
2010
CONSTITUTION OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

ARTICLE I - THE ORGANIZATION

1.1 The organization shall be called the Organization of Part-time University Students (OPUS)

ARTICLE II - DEFINITIONS

2.1 The following definitions shall apply throughout this Constitution and the By-Laws of the Organization of Part-time University Students (OPUS)

(a) “University” shall mean the University of Windsor;
(b) “OPUS” or the “Organization” shall mean the Organization of Part-time University Students;
(c) “Constitution” shall mean the constitution of OPUS as amended from time to time;
(d) “By-Laws” shall mean the By-Law(s) of OPUS as amended from time to time;
(e) “Part-time” shall mean those students deemed part-time by the designation of the University (any student taking 3 or less courses during a semester);
(f) “Member” shall mean a part-time student of the University of Windsor.
(g) “AGM” shall be the Annual General Meeting of OPUS.
(h) “UWSA” shall be the University of Windsor Student's Alliance

ARTICLE III - PURPOSE AND OBJECTIVES

3.1 The objectives of the Organization are as follows:

(a) to represent part-time students at the University of Windsor in matters affecting university life;
(b) to work with other student organizations for the achievement of common objectives;
(c) to promote equal access and opportunity to all education and services at the University for part-time students;
(d) to assist and encourage part-time students in their academic achievement;
(e) to help provide information of events and services on the University campus to all members of OPUS;
(f) to provide from time to time, with the help and participation of the members, extracurricular activities for the members to enhance their university experience;
(g) to encourage all members to become active participants in the Organization and to afford opportunity for giving expression to their opinions upon all questions bearing on or affecting their interests.

ARTICLE IV - ORGANIZATIONAL VALUES

4.1 Accountability - Through efficient operating practices and budgeting to ensure that OPUS is able to provide its mandate to students.
4.2 Advocacy - By acting as a broker of student services by identifying, monitoring and evaluating present and long-term student needs, while recognizing and acknowledging that a collaborative approach best serves the needs of students.
4.3 Capacity Building - In recognizing that the ability and strength of OPUS comes from and through
4.4. **Proactive** - Involvement in the university community by initiating contact with students to actively solicit student opinions and needs and facilitating venues and events to fulfill these obligations.
4.5 **Self-Efficacy** - By referrals of students to appropriate services, enabling students to work out their own solutions, not only to assist in their immediate problems, but also to develop self-confidence, self-assuredness and self-esteem. Always keeping in mind that helping and doing are two distinct concepts - the first enables the student to become a productive member of the community, while the latter encourages the student to become dependent on the community.

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**ARTICLE V - MEMBERSHIP**

5.1 Membership of OPUS shall consist of all part-time undergraduate students who are in good standing at the University and having paid all financial dues owing through payment of their tuition to the University.

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**ARTICLE VI - FEES**

6.1 The annual fees for member shall be determined by the Board of Directors.
6.2 Any increase in the fees is subject to receiving a unanimous vote of the Board of Directors, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting, or by referendum.

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**ARTICLE VII - ASSETS**

7.1 The Organization may accept, purchase and hold any personal property, lands, buildings and hereditaments for the purpose of the “Organization” and may sell, mortgage, or dispose thereof, but so that the Organization shall apply all its proceeds, if any, or other income, in promoting or fulfilling its objectives.

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**ARTICLE VIII - GOVERNMENT AND ADMINISTRATION**

8.1 The Organization shall be governed by the Board of Directors elected from its membership and will be administered by the Board of Directors as defined in the By-Laws. Membership on the Board of Directors shall terminate at the end of the academic term in which the member ceases to be a part-time student of the University. The Board of Directors shall administer and set the membership fees for the Organization, and carry out the policies of the Organization.
8.2 The Organization shall be administered by a Board of Directors comprised of the following members who shall be elected biennially by the members:
(a) President
(b) Vice-President
(c) Treasurer
(d) Secretary (filled by the Executive Director in a non-voting capacity)
(e) Directors at Large - 6
(f) Past President - Ex-Officio
8.3 Up to two (2) Board of Director Positions may be created by Special Resolution of the Board of Directors as from time to time deemed necessary. Nominees for these positions shall be presented by the President and be subject to approval by two-thirds (2/3) vote of the Board of Directors.

**8.4 Eligibility to Serve on Board of Directors**
Any part-time student as defined by the University shall be eligible to run for the OPUS Board of Directors provided they are not currently holding official office in another student government at the University of Windsor, except nominees for **the President and Treasurer must have prior experience on**
the OPUS Board of Directors.

8.5 Positions and Responsibilities - Board of Directors

8.5.1 President - The President shall act as chair at all Board, OPUS Associate, and General Membership meetings without voting privileges except to break a tie vote. The President shall preside over all other Organization affairs and transact such business as may pertain to the office and which may be necessary for the proper functioning of the Organization. The President shall represent the Organization on the Board of Governors and the Senate.

The President shall designate any member of the Board of Directors to represent the Organization on any other Committee connected with the University as he/she sees fit. The President shall order any and all subcommittee and appoint any member of the Board of Directors to chair such a committee. The President shall have signing authority along with a member of the Board of Directors as appointed by the Board of Directors.

8.5.2 Vice President - The Vice-President shall have signing authority along with a member of the Board of Directors as appointed by the Board of Directors.

8.5.3 Treasurer - Along with the President & Vice President, Treasurer shall be 1 of the 3 officers with signing authority for the Organization. The Treasurer shall make sure sufficient records of a financial nature are kept. The Treasurer shall provide sufficient financial guidelines to the other members of the Board of Directors. The Treasurer shall prepare tentative budgets for discussion giving the priorities of the Organization. The Treasurer shall set up and prepare for audits and the publishing of the yearly financial statements to the Members.

8.5.4 Secretary - The duties of the Secretary shall be performed by the Executive Director.

8.5.5 Directors At Large - The Directors at Large shall assist the members of the Board in whatever manner is required.

8.5.6 Past-President - The position of Past President is not an elected position, and the Past President is exempt from any provision, bylaw, or regulation enacted by the Board that requires Members to take courses in order to hold an office or position on the Board and this exemption is valid so long as the Past President is not serving a position at another organization or University.

9.1 Board of Directors Meetings

9.1.1 The Board of Directors shall hold one Board meeting per month during the "calendar" year with the exception of June and July unless there is business to conduct.

9.1.2 This schedule may be adjusted depending on the volume and urgency of the business at hand.

9.1.3 Quorum shall consist of not less than 50% of the serving members of the Board.

9.1.4 At least one week's notice shall be given before all meetings.

9.2 OPUS Associate Meetings

9.2.1 The Board of Directors shall hold one OPUS Associate meeting per month during the Fall and Winter semesters.

9.2.2 Quorum shall be deemed to consist of 50% of the serving members of the Board present or in person, provided that in no case can any meeting be held unless there are two members present or in person.

9.2.3 At least one week's notice shall be given before all meetings.

9.3 Annual General Meeting - AGM

9.3.1 The Board of Directors shall hold a general membership meeting annually during the Winter Term.

9.3.2 The AGM shall include reports from the outgoing executive, any committee reports, budget presentations, and any new or old business.

9.3.3 At least one week’s prior notice shall be given before the meeting. This notice shall bring to the
attention of the members the time, date, and place of the meeting.

9.3.4 Quorum for the AGM shall be 2% of registered membership. Where members constitute quorum, each member shall have one (1) vote.

9.3.5 When quorum cannot be reached as set forth in Section 9.3.4 and notice of the AGM has been advertised as set forth in Section 9.3.3, the members of the Board of Directors shall fulfill the functions of registered members provided at least 2/3 of all members of the Board of Directors are present. In this case, the Board must vote unanimously for a resolution to be deemed valid. This power cannot be extended to constitutional amendments.

9.3.6 Motions at the AGM require simple majority to pass unless otherwise specified in this Constitution or the Bylaws.

9.3.7 The President of the Board of the Directors shall serve as Chair of the AGM.

9.3.8 Proxies shall not be entertained at the AGM.

ARTICLE X - REMOVAL OF DIRECTORS

10.1 In the Event that a member of the Board of Directors is not fulfilling their responsibilities, the following procedure shall take place:

10.1.1 The President will call a Board of Directors meeting to discuss concerns raised by the membership or the Board of Directors.

10.1.2 If the member of the Board of Directors is still not found to be fulfilling their responsibilities, the President will issue a written warning.

10.1.3 If the member of the Board of Directors after having been notified in writing of the problems or issues and is still not found to be fulfilling their responsibilities, the President will call a meeting to determine whether the individual will retain their position.

10.1.4 In the event that the member of the Board of Directors in question is the President, the Vice-President will conduct the above procedure.

10.2 Meeting to Remove a Member of the Board of Directors

10.2.1 A meeting of the Board of Directors shall be called to determine whether a member of the Board of Directors will continue to hold their position.

10.2.2 At least one weeks' notice shall be given before the meeting.

10.2.3 The member of the Board of Directors in question will be given an opportunity to address any issues and concerns raised, and to answer any questions as well as provide reasons why they should continue to hold their position.

10.2.4 Voting on this issue shall take place by secret ballot.

10.2.5 Quorum for this meeting shall be two-thirds of the members of the Board of Directors and a two-thirds majority vote is required before any decisions are adopted.

10.2.6 If quorum is not met, or in the event that a two-thirds vote is not obtained, the individual will retain their position.

ARTICLE XI - CONFLICTS OF INTEREST

11.1 It is by no means sufficient for those individuals holding office as a member of the Board of Directors to act within criminal or corporate laws. There is a further obligation to act in a manner that will bear the closest public scrutiny.

11.2 Any and all conflicts of interests shall be resolved in favour of the interest of the Members over any other interest.

11.3 All conflicts of interest shall be disclosed in writing to the Board of Directors at the first available opportunity and without delay. Where conflict arises in a meeting in which an affected member is
involved disclosure shall be made immediately.

11.4 Individuals involved in a conflict shall withdraw from participating in that decision or action unless such a withdrawal would cause a greater disadvantage to the interest of the Members, and in which case such conflict shall be resolved in favour of the interests of the Members.

11.5 In no case shall information or resources to which a Member has access by virtue of their position within OPUS be used for the benefit of any individual or organization other than those that are charged to serve by virtue of their position.

ARTICLE XII - ELECTIONS

12.1 Elections of OPUS Board of Directors shall be conducted according to the constitution, Bylaws, and the Electoral By-Laws of OPUS, and where so applicable, according to any University of Windsor policies with respect to elections.

12.2 Newly elected members of the Board of Directors shall assume their duties on the first of May of each calendar year.

12.3 In the event the President or Vice President leaves office, there shall be a By-Election held within thirty (30) days. The Bylaws shall be conducted under the procedures of this Article. If no nominations are received, a member may be appointed by a majority vote of the Board of Directors.

ARTICLE XIII - REFERENDUMS

13.1 Referendums can be initiated by the Board of Directors by a majority vote of two-thirds (2/3) and shall be clearly worded as capable of being answered “yes” or “no”.

13.2 Referendum procedures shall be prescribed by this Constitution, Bylaws, and Electoral Bylaws of OPUS, and where so applicable, according to any University of Windsor policies with respect to referendums.

ARTICLE XIV - AMMENDMENTS

14.1 Amendments to the Constitution and By-Laws of OPUS can only be initiated by the following:

1) a petition of no fewer than one hundred members of the Association submitted to the Secretary in accordance with the By-Laws, or

2) resolution of the Board of Directors within thirty (30) days following receipt of such petition or resolution, the Secretary shall give notice to the proposed amendment through campus publications and notice boards to Organization members and shall convene a meeting of such members to be held fourteen (14) days after such notice is given, for the proposed amendment.

14.2 A majority of two thirds (2/3) of all members present and voting at the meeting shall be required to approve the amendments to the constitution. Amendments shall take effect upon aforesaid approval of the members.
OPUS BY-LAW
By-Law No. 1

A by-law relating generally
to the transaction of the affairs of the
Organization of Part-Time University Students

Be it enacted as a by-law of the Organization of Part-Time University Students as follows:

Head Office
1. The head office of the Corporation shall be in the City of Windsor, in the Province of Ontario and at the place therein as the directors may from time to time determine.

Seal
2. The seal, an impression whereof is stamped in the margin herein shall be the corporate seal of the corporation.

Board of Directors
3. The affairs of the Corporation shall be managed by a Board of six (6) directors, each of whom at the time of election or within two days thereafter and throughout his/her term of office shall be a member of the Corporation. Prior to the OPUS election, the person running for a position on the OPUS Board of Directors must be a part-time undergraduate student as defined by the University of Windsor provided they are not currently holding office in another student government. Each director shall be elected to hold office until the second annual meeting after he/she shall have been elected or until his or her successor shall have been duly elected and qualified. The whole board shall be retired at the end of their two year term, but shall be eligible for re-election if otherwise qualified. The election shall be by a written ballot. Members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at its monthly meeting of which notice specifying the intention to pass its resolution has been given, remove any director before the expiration of his or her term of office, and may, by a majority of the votes cast at that meeting, elect any person in his/her stead for the remainder of his/her term. In order to remain eligible on the OPUS Board of Directors, each member must serve on a minimum of two (2) committees (other than the OPUS Board) during his/her two (2) year term; otherwise resign from his/her position of service on the OPUS Board of Directors.

Vacancies, Board of Directors
4. Vacancies on the board of directors, however caused, may, so long as a quorum of directors remain in office, be filled by the directors from among the qualified members of the Corporation, subject to the Constitution, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the directors for the ensuing year are elected, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy. If the number of directors is increased between the terms, the vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

Quorum and Meeting, Board of Directors
5. A majority of the directors shall form a quorum for the transaction of business. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are
present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or a Vice-President, or by the Secretary (Executive Director) on direction of the President or Vice-President, or by the Secretary (Executive Director) on direction in writing of two directors. Notice of such meetings shall be delivered, telephoned, faxed or e-mailed to each director not less than one day before the meeting is to take place or shall be mailed to each director not less than three days before the meeting is to take place. The statutory decoration of the Secretary (Executive Director) or President that notice has been given pursuant to the by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A director meeting may also be held, without notice, immediately following the annual meeting of the Board. The directors may consider or transact any business either special or general at any meeting.

Errors in Notice, Board of Directors
6. No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

Voting, Board of Directors
7. Questions rising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the chairperson shall have a deciding vote. All votes at such meeting shall be taken by ballot, if so demanded by a director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible in the evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President his/her duties may be performed by the Vice-President or such other director as the board may from time to time appoint for the purpose.

Powers
8. The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and save as hereinafter provided, generally, may exercise all such other power and so all such acts and things as the Corporation is by its charter or otherwise authorized to exercise and do. Without in any way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

Remuneration of Directors
9. The directors shall receive no specified remuneration for acting as such, but may from time to time receive honoraria as deemed appropriate by the directors.

Officers of Corporation
10. There shall be a President, Vice-President, Treasurer and a maximum of six (6) Directors at Large. The Officers shall be elected biennially before the Annual General Meeting in the Winter Term.
Duties of President and Vice President
11. The President shall, when present, preside at all meetings of the members of the Corporation and of the board of directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President or other officer appointed by the board for the purpose shall sign all by-laws. During the absence or inability of the President, his/her duties and powers may be exercised by a Vice-President or such other director as the board may from time to time appoint for the purpose.

Duties of Treasurer
12. The Treasurer, or the Secretary (Executive Director) performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account. Along with the President & Vice President, Treasurer shall be 1 of the 3 officers with signing authority for the Organization. The Treasurer shall make sure sufficient records of a financial nature are kept. The Treasurer shall provide sufficient financial guidelines to the other members of the Board of Directors. The Treasurer shall prepare tentative budgets for discussion giving the priorities of the Organization. The Treasurer shall set up and prepare for audits and the publishing of the yearly financial statements to the Members.

Duties of Other Officers
13. The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

Execution of Documents
14. Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by two (2) of the officers of the Corporation, the President or Vice-President, and the Treasurer or Secretary (Executive Director). The Secretary (Executive Director) shall affix the seal of the Corporation to such instruments as require the same. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Vice-President or Treasurer, or any person authorized by the board after receiving authorization from the board of directors. The President, Vice-President, Directors at Large, Secretary (Executive Director) or Treasurer or any two (2) of them, in conjunction with and duly authorized by the board of directors, or any person or person from time to time designated by the board of directors may transfer any and all shares, bonds, or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the corporate seal to any such transfers or acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or required for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bond or other securities on the books of any company or corporation. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the board of directors may at any time by resolution direct the manner in which, and the person or person by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.

Books and Records
15. The directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

Membership
16. No person shall be a member of the Corporation unless he/she is a part-time undergraduate
student in attendance at the University of Windsor. "Part-time" is defined by the administration of the University of Windsor from time to time. Membership is deemed to have occurred as of registration as an undergraduate part-time student at the University of Windsor. A member is deemed to have automatically resigned from the Corporation when status as a part-time undergraduate student at the University of Windsor is voluntarily or involuntarily revoked. Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members.

Eligibility to Serve on Board of Directors
Any part-time student as defined by the University shall be eligible to run for the OPUS Board of Directors provided they are not currently holding official office in another student government at the University of Windsor, except nominees for the President and Treasurer must have prior experience on the OPUS Board of Directors.

Members may resign by resignation in writing which shall be effective upon acceptance thereof by the board of directors.

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied, or which become payable by him/her to the corporation prior to acceptance of his/her resignation.

Dues
17. Fees payable by members shall be determined from time to time by unanimous vote of the board of directors, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting, or by a referendum.

Annual and Other Meetings of Members
18. The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the board of directors may determine and on such day as the said directors shall appoint. The Board of Directors shall hold one Board meeting per month during the "calendar" year with the exception of June and July unless there is business to conduct. The AGM shall include reports from the outgoing executive, any committee reports, budget presentations, and any new or old business.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors and the financial statement shall be presented. An auditor's report shall be held every year. An election of directors shall be held every second year. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The board of directors or the President or Vice-President shall have power to call at any time a general meeting of the members of the Corporation. No public notice or advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be published in the Corporation's newsletter and distributed at least ten days before the time fixed for the hold of such meeting.

Error or Omission in Notice
19. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director or officer shall be his last address recorded on the books of the Corporation.

Adjournments
20. Any meetings of the Corporation or of the directors may be adjourned to any time and from time to
time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made when no quorum is present.

**Quorum of Members**

21. *A quorum for the transaction of business at any Board of Directors meeting shall consist of not less than 50% of the serving members on the Board. OPUS Associate meetings shall also require a quorum of 50% of serving Board members present in person, provided that in no case can any meeting be held unless there are two members present or in person.*

**Voting of Members**

22. Subject to the provisions, if any, contained in the Letters Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one vote. No member shall be entitled to vote at meetings of the Corporation unless he/she has paid all dues or fees, if any, then payable by him/her. At all meetings of members every question shall be decided by a majority of the votes of the members present unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded by the Chairperson that a resolution has been carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present, and such poll shall be taken in such manner as the Chairperson shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting, whether upon a show of hands or at a poll, the Chairperson shall be entitled to a casting vote.

**Financial Year**

23. Unless otherwise ordered by the board of directors, the fiscal year of the Corporation shall terminate on the 30th day of April in each year.

**Cheques, Etc.**

24. All cheques, bills of exchange or others orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the board of directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

**Deposit of Securities for Safekeeping**

25. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the board of directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation
signed by such officer or officers agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the board of directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the board of directors shall be fully protected in acting in accordance with the directions of the board of directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

Notice
26. Any notice (which term includes any communication or document to be given, sent delivered or served pursuant to the Act, the letters, patent, the by-laws or otherwise to a member, director, officer or auditor) shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered personally to the person to whom it is to be given or if delivered to his or her recorded address of if mailed to him or her at his or her recorded address by any means of prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or at the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary (Executive Director) may change or cause to be changed the recorded address of any member, director, officer or auditor in accordance with any information believed by him or her to be reliable.

Borrowing
27. The directors may from time to time
(a) borrow money on the credit of the Corporation; or
(b) issue, sell or pledge securities of the Corporation; or
(c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.
From time to time the directors may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power Corporation. to vary or modify such arrangements, terms and conditions and to give such additional security for any moneys borrowed or remaining due by the Corporation as the directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

Dissolution
28. In the event of dissolution of the Corporation it shall be the duty of the board of directors, subject to the approval of the members, and after the payment of all debts and liabilities, to distribute or dispose of all remaining assets to such charitable organizations as they deem fit which carry on their work solely in the Province of Ontario.

Interpretation
29. In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number of feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Passed by the board of directors and sealed with the corporate seal this March third (3) day of 2010.
FOR PART-TIME UNDERGRADUATE STUDENTS OF THE ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS AT THE UNIVERSITY OF WINDSOR

POLICY FOR ELECTIONS

Policy 1: Elections

Policy 1-A Authority

This Policy primarily derives its authority from By-law 3 (Board of Directors).

Policy 1-B Purpose

The purpose of this Policy is to set forth, in a broader detail, the rules and procedures for Biennial Elections.

Policy 1-C Spending Limit

Each candidate is allowed to spend up to a maximum of $100.00.

All expenses must be provided with receipt(s) and submitted to the CRO or Executive Director.

Policy 1-D Poster Limit

25 posters per candidate will be allowed in the CAW Student Centre. Posters cannot be placed in contravention of the CAW Student Centre posting policy. A candidate doing so will be disqualified. Posters must be submitted and stamped at the Centre desk.

25 posters per candidate will be allowed to be posted in all other buildings on campus. Candidates must follow the posting rules of each individual building on campus. It is the responsibility of each candidate to determine the posting regulations for each building they want to post campaign posters.

Policy 1-E Nomination

The nomination period will last two weeks. Nominations can only be submitted by part-time students. Individuals are not allowed to nominate themselves.

Policy 1-F Campaigns

During the nomination period campaigning will not be allowed.

Policy 1-G Voting Period

The voting period will last 3 days. No campaigning may be done during voting days. Candidates will not be allowed to conduct any speeches during this period but are permitted to encourage students to vote and inform students that they are running in the election.

Policy 1-H Election Duties
Duties of the Chief Returning Officer (CRO) shall include:

- Overseeing all Elections;
- Overseeing all Referenda;
- Making all rulings that cannot await a meeting of the Board of Directors;
- Serving on any such bodies as required by virtue of the position;
- Fulfilling any other duties as assigned by By-law, Policy or Resolution; and
- Responsible for the duration of an election period only, once appointed by the Board of Directors, who also approve the amount of monies that the CRO will receive in the event of an election.

**POLICY 1 - I  ELECTION REPORT**

The Executive Director and CRO must prepare the Election Report.

The Election Report must include:

- The name and signature of the CRO;
- The dates of the voting day(s);
- The results of any appeals brought to the Board of Directors;
- A synopsis of any outstanding election issues;
- Any recommendations for modifications to this Policy or By-law 3;
- The list of Candidates elected by vote or acclamation; and,
- The full results of the election, including the votes cast in each position for all candidates, as well as the “none of the above” and “decline” options
- A recommendation to destroy the ballots

The Election Report must be brought to the Board meeting set out in By-law 3. Once the Board accepts the Election Report, the election is deemed completed.

The Executive Director will archive the Election Report in the Official Record of OPUS.

**POLICY 1 - I  ELECTION PROCESS**

The election will only be done in the CAW Student Centre, Commons.

**POLICY 1 – J  ELIGIBILITY TO SERVE ON THE BOARD OF DIRECTORS**

As per section 8.4 in the OPUS Constitution, any Part-Time Student as defined by the University shall be eligible to run for the OPUS Board of Directors provided they are not currently holding official office in another student government at the University of Windsor, except nominees for the President and Treasurer must have prior experience on the OPUS Board of Directors.
POLICY FOR TUITION REMISSION
FOR BOARD MEMBERS OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

POLICY 2
Board Honorarium

Volunteer members of the OPUS Board of Directors are entitled to an honorarium once per semester, usually in Fall and Winter semesters.

Guidelines for Nomination of OPUS honorarium:

Nominee must hold a position on the OPUS board or executive for a minimum of one semester in advance to the consideration of honorarium.

The nomination form will be presented to the board of directors and executive during a regularly scheduled board meeting, which holds quorum.

Acceptance of the nomination will be through a majority vote from the board and executive.

The premise of the honorarium is to show appreciation to the board and executive members of OPUS, which contribute their time and abilities to support OPUS and part time student members.

The recipient must attend a minimum 70% of all OPUS meetings, activities and committees.

Contributions to meetings, such as idea sharing and program development will be required assets in qualification.

Honorariums will be allowed one per semester as follows:

Level I honorarium is an amount of $500.00, and is given to an executive or board member for offering their services to the organization, and meeting the prescribed guidelines. If an executive or board member does not meet the guidelines, they would not be eligible to receive this level of honorarium.

Level II honorarium is an amount of $1500.00, and is given to an executive member (president, vice president, treasurer) for performing their mandatory services to the organization, and meeting the prescribed guidelines. This executive shall show extended leadership and provide valued functions for the organization. If an executive member does not meet and/or exceed the guidelines, they would not be eligible to receive this level of honorarium.
Policy for Reimbursement of Expenditure

For Board Members and Staff of the Organization of Part-Time University Students
At the University of Windsor

Policy 3  Reimbursement of Expenditure

Items that are presented for reimbursement as out of pocket expenses for either members of the Board of Directors or staff must be directly related to their involvement with OPUS.

Minor expenditures (such as parking for a meeting) can be reimbursed through the petty cash account. All expenses must have a receipt with the reason or purpose of their business written on the back of the receipt. All receipts must be handed in to the Executive Director for reimbursement.

Any expenditure over $50.00 must be reimbursed by cheque. All receipts must have the total amount due, the store or institution issuing the receipt, a visible date and the reason or purpose of the acquired expense. Receipts must be turned in to the Executive Director and a cheque will be issued as per OPUS procedure which requires two signatures.
MINUTES AND AGENDA
FOR BOARD MEMBERS AND STAFF OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

POLICY 4
PROCEDURES FOR MONTHLY BOARD MEETINGS

POLICY 4-A
AGENDA ITEMS

i) Proposals for agenda items are to be submitted in full description via email to the
   Executive Director no less than one (1) week prior to the board meeting.

ii) All Board members will be sent the agenda via email three (3) days prior to each
    monthly board meeting.

iii) Board members can add urgent agenda items prior to the meeting subject to the
    Board’s approval.

POLICY 4 – B
MINUTES

Monthly Board meeting minutes must be emailed for review to all board members three (3)

days prior to the next meeting date.
FOR BOARD MEMBERS OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

POLICY 5 PROCEDURES FOR ATTENDANCE FOR OPUS BOARD MEMBERS

POLICY 5-A REQUIREMENTS

Each OPUS board member must satisfy a minimum of 70% of full attendance of Monthly Board meetings and Associate Meetings, and, 70% of overall attendance at all other meetings and events in order to remain eligible to serve as an OPUS board member.

Attendance records will be reviewed on a per semester basis. Attendance tracking will be reviewed once every semester (Fall/Winter). The inter/summer sessions will be excluded from these reviews.

Attendance will be reviewed for:
- OPUS Monthly Board meetings
- OPUS Associate Meetings
- OPUS annual events including BBQ, Awards Banquet and Annual General Meeting (AGM)
- Part-Time Student Orientation (August and January)
- Canadian Federation of Students (CFS) Conferences
- Board of Directors Training
- At a minimum, 2 other university committees (outside of OPUS)

POLICY 5-B BOARD MEMBER ACCOUNTABILITY

i) For OPUS events, such as Monthly Board Meetings and Associate Meetings, each board member must send a reply to OPUS administration with a valid reason and/or proper notification, if he/she is unable to attend. No response will presume that each member will be in attendance for these occasions.

Each board member must help to reach out to part-time students, help with OPUS events, and meeting to discuss the general feeling on campus in terms of OPUS. They should also engage in classroom experience in order to inform students and involve more active participation by interacting with students to become an OPUS associate.

ii) Each OPUS board member must inform OPUS administration of the dates and times for all other university committee meetings. All dates and times will be posted on a calendar in the OPUS office. This allows administration to keep track of all university committee activity.

iii) Each OPUS board member must submit monthly written reports’ for each university
committee meeting they were in attendance for. This report will include a brief summary of the developments which occurred at each meeting. These reports are due and should be submitted to the OPUS staff on the Friday prior to the actual OPUS Board meeting.

iv) Every OPUS Board member must review agenda, minutes, reports and other important documents submitted prior to each OPUS monthly Board meeting.

An OPUS Board member must send any absence/regret to OPUS staff by the Friday prior to a meeting unless it is an emergency or unforeseen circumstance.

POLICY 5-C JUSTIFICATION OF ATTENDANCE
i) No Board member shall miss any meeting, training, or orientation without a valid reason or proper notification. If any of the following are missed, it is the board member’s responsibility to notify Administration or persons in charge, one (1) week prior to such occasions, with justification. Valid reasons and proper justification include: illness, vacation, family emergency, exam conflict(s), special appointments, etc.

ii) At time of review, if any board member does not satisfy the defined requirements, he/she must resign from his/her position of service on the OPUS board of directors. Each board member has the right to appeal their case in writing to the OPUS board of directors at the time of each review.

POLICY 5-D JUSTIFICATION OF OFFICE KEYS

Each new OPUS Board member is entitled to have keys of the OPUS office. Each Board member who comes on board within the organization will be on a three (3) month probationary period. If successful after those 3 months, that new member will then receive the keys to the office. Each member shall be responsible for their own set of keys and will be held liable if they become lost or stolen. If a board member chooses to be accompanied by other students after office hours, that particular board member must also be present and is liable for any damage or stolen item that may occur.
POLICY FOR GENERAL OFFICE

FOR PART-TIME UNDERGRADUATE STUDENTS AND BOARD MEMBERS OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

POLICY 6  GENERAL OFFICE PROCEDURES/PRACTICES

POLICY 6-A  USE OF FACILITIES

The use of the OPUS lounge computer for printing are restricted for part-time students only, for a maximum time of 15 minutes per visit. The student may continue to use the computer for more than the allocated time, if no other students are present. Before using the printer, students must ask the staff for paper, and are prohibited from using their own.

POLICY 6-B  CONFLICTS OF INTEREST POLICY

i) This policy identifies conflict within the context of our organizational culture, viz., a conflict of interest. Our operational definition is:

ii) A conflict of interest arises when a board member or staff of the organization acts, or where there is a reasonable presumption that such a member has acted, in a manner that seeks to advance or has the effect of advancing her or his own interests or the interests of others in a way that is detrimental or potentially harmful to the interests, integrity, or fundamental mission of the organization.

POLICY 6-C  POLICY OF PURCHASING AUTHORITY FOR OPUS

OPUS purchases of more than $500 need to have 3 different quotes in order to be able to compare pricing. The OPUS President may be able to approve up to $200 without direction from the OPUS Board of Directors.

POLICY 6-D  POLICY OF SPONSORSHIP/DONATION

i) On occasion OPUS is approached if they will donate funds for various events or causes. OPUS is a non-profit organization and has a limited budget to provide donations. Generally, OPUS will consider causes which are related or benefiting to part-time students. OPUS is proud to provide annual donations to various groups that have various needs and require monetary assistance. OPUS is also glad to give back to their student body and university community.

ii) Any student organization or group who wish to request a donation must fill out the appropriate
donation request form (which can be located online or in-office) in order for the request to be considered for review by the Board of Directors.

iii) The organization will only provide a donation to a student organization or group no more than once per academic year.

POLICY FOR THE HEALTH AND DENTAL BENEFITS PLAN
FOR PART-TIME UNDERGRADUATE STUDENTS OF THE
ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS
AT THE UNIVERSITY OF WINDSOR

POLICY 7 PROCEDURES FOR PART-TIME UNDERGRADUATE STUDENT BENEFIT PLAN

POLICY 7-A AUTHORITY
This policy derives from the implementation of the Organization of Part-time University Students (OPUS) Health and Dental Plan in conjunction with the National Student Health Network (NSHN), a division of the Canadian Federation of Students (CFS).

POLICY 7-B PURPOSE
The purpose of this policy is to explain the OPUS Health & Dental Plan along with setting out the operating procedures with regards to the implementation of the plan.

POLICY 7-C MAINTENANCE AND EXECUTION
i) The Officer responsible for the maintenance of this policy is the Health Plan Administrator and the Executive Director
ii) The program shall be administered by the Health Plan Administrator

POLICY 7-D PLAN DETAILS
i) OPUS provides a Health and Dental Benefit Plan to its part-time undergraduate members
ii) Any member who has proof of comparable coverage may opt out of the plan
iii) Any member may also coordinate their benefits coverage, which means using both plans to receive up to 100% coverage on drug or dental items.
iv) The coverage period begins on September 1st for students starting in Fall and January 1st for students starting in the Winter semester and is dependent upon the students’ part-time status, and is terminated August 31st of each academic year.
v) Fees for the benefit plan are paid through tuition fees in the first semester that a student is a member of OPUS. A student is required to opt out in the semester in which they paid the OPUS Drug and Dental fee
vi) Surplus funds generated in any year are to be maintained in trust for years when the plan runs at a deficit.
POLICY 7-E  OPT-OUT
i) To qualify for the OPT-OUT, a student must be a member of OPUS.
ii) The student must present proof of comparable coverage.
iii) Proof of coverage can be:
iv) A letter from an employer stating the student or parent is in a group plan. This letter must clearly state the students’ name and ID number.
v) A coverage card clearly indicating that the student is covered on a plan. The card must have the students name on it.
vi) The student must fill out the appropriate form provided by the OPUS Benefits Broker before a student can be OPTED-OUT. The form must be filled out online at http://www.uwindsor.ca/opus or in the OPUS office during the advertised OPT-OUT dates and times.
vii) Students are required to OPT-OUT within the semester in which the Health and Dental fee was paid. However if they missed the OPT-OUT deadline in the semester that they were charged the fee, they cannot OPT-OUT in the next semester.
viii) OPUS will provide the student with an OPT-OUT cheque once the applications have been processed.
ix) OPT-OUT cheques are distributed in the OPUS office for students to pick up once available. If a student cannot pick up their cheque in the office, they must request in writing via e-mail to the OPUS office in order for them to receive it via mail. Students who OPT-OUT from other student union websites accidently (For Example: UWSA, GSS) will still be acknowledged, as long as they show proof of OPTING-OUT.
x) Any Fall OPT-OUT cheques not picked up by April 30 will be forfeited. Winter OPT-OUT cheques will be forfeited by August 31.

POLICY 7-F  ADVERTIZING THE OPT-OUT PROCESS/PERIOD
OPUS will make every reasonable effort to publicize the OPT-OUT process and period. This includes mass emails to all members, the OPUS Handbook/Day planner Compass, the OPUS website, Newsletter and through posters placed around the campus.

POLICY 7-G  APPEALING A MISSED DEADLINE
i) Any student who feels they have been unfairly disqualified from their OPT-OUT must consult the Health Plan Administrator or the Executive Director to ensure that the student understands the rules and extent of the OPUS advertising for the deadlines.
ii) If the student is not satisfied, the student may appeal to the OPUS Board of Directors via email or mail.
iii) The Health Plan Administrator or the Executive Director is to review all appeals. They are to bring any appeal that they feel warrant being granted because there were extraordinary circumstances that were outside the students’ control (death of family member or if a student registers after the OPT-OUT deadline) 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.
iv) The Board must review each appeal presented by the Health Plan Administrator or Executive Director and review the merits of the appeal during a monthly board meeting.
v) Any individual who feels the Health Plan Administrator or Executive Director has unfairly denied their appeal may present it to the Board of Directors.

POLICY 7-H  USING THE BENEFITS PLAN
All forms and program details are available in the OPUS Office or on the OPUS website.

POLICY 7-I  OPTING INTO THE BENEFITS PLAN
i) During the OPT-OUT period each semester, any member may OPT-IN additional family members for
an additional fee at an amount approved by the Board of Directors.

ii) Students wishing to **OPT-IN** their family to the plan will pay additional fees (Cash or Cheque) by the **OPT-IN** date.

iii) Students who do not get automatically charged for the plan (Distance Education, Senior, Co-Op, or Internship) may **OPT-IN** by coming to the office in-person, by faxing or mailing their information and application along with payment to the OPUS office but it is the responsibility of the student to confirm that the fax or mail was received within the specified timeline.

**POLICY 7-J LIMITATIONS OF THE BENEFITS PLAN**

Within the benefits plans are several limitations including caps and percentage of coverage. More information on the limitations to the plan can be found within the coverage plan booklet, on the OPUS website (http://www.uwindsor.ca/opus), by contacting the insurance carrier Green Shield (http://www.greenshield.ca/English/StudentCentre/) or the OPUS Health Plan Administrator.
PRESIDENT’S REPORT

University of Windsor
2010
This is the first year of my two-year term as President of Organization of Part-time University Students (OPUS). I want to highlight some of events and activities of the past year. I also want to indicate what has been done this year and to relate this to the priorities of OPUS. Then I will note what I see as areas for continued work and improvement.

We have continued to maintain a good relationship with the President of the University, Dr. Alan Wildeman and with the University administration generally. Our relationship with UWSA and GSS, the other student groups on campus has also been good. There is a new Strategic Plan to be presented to Senate and the Board of Governors in April. I have been on the planning committee and there has been significant student input at every stage of this Plan.

In terms of services to students, we are in the third successful year of our own Health Plan which has benefitted the majority of our students. Those who do not need the plan are able to opt out and so are not negatively impacted by our having this plan. We have maintained a stable financial position as will be evident in the financial report. We have provided both scholarships and bursaries for our part-time students. Most part-time students are not eligible for OSAP and virtually all scholarships are restricted to full-time students.

However, the bursary plan that OPUS provides for part-time students has continued to be an excellent one with more than fifteen students receiving bursaries/awards. These are basically for students taking one or two courses per semester since those students are not eligible for OSAP.

We held a number of events this year including our Awards Dinner which recognizing students, staff and faculty with some student awards having a monetary value. We had a Barbeque, pot luck lunches and OPUS Associate meetings, at one of which Dr. Wildeman attended and answered our concerns for part-time students. This was a meeting open to all part-time students.

Our main objective is advocacy. We do this in part by advocating for individual students who bring their concerns to us. But we do this primarily by sitting on University Committees and representing student interests and especially part-time student interests on these committees. OPUS has representatives on virtually all University Committees.

OPUS represented part-time students on the Board of Governors, the Senate and more than a dozen committees and subcommittees at the University. I personally sat on at least a dozen committees in addition to the Board of Governors and the Senate. I believe that I made comments or asked questions at every meeting I attended.
I am a member of the Board of Governors which has the final say on all financial matters. The Resource Allocation Committee, a subcommittee of the Board of Governors, looks at the financial matters particularly the passing of the budget and the approval of all major capital expenditures such as the new Engineering building, and the tuition fees, and makes recommendations to the Board. Usually their recommendations are approved. I am also a member of the Resource Allocation Committee. I also sit on the Senate of the University which has the final say on all academic matters. The Senate receives most of its business from three subcommittees: the Program Development Committee, the Academic Policy Committee and the Student Committee. The agenda for Senate is approved by the Senate Steering Committee of which I am a member. The Senate and all its subcommittees have a majority of faculty members.

I have also served on the University Library Administrative Committee, the Search Committee for the University Librarian, the University Library Committee on Renewal, Permanence and Promotion, the Alcohol Policy Committee, the Smoking Policy Committee, the Policy Management Board for the Student Centre, the Fee Protocol Committee, the Capital Fee Board Committee and the Strategic Planning Advisory Committee.

Additionally I attended more than a dozen receptions at the University and at Iona and Assumption (Affiliated Colleges), and the convocations where I am often introduced as President of OPUS getting out name publicized.

An ongoing problem in representing part-time students is the great diversity of this group of students. Decisions made on behalf of part-time students may not always be good for some sub-groups within part-time students. I think it is important to be aware of this diversity and to try to avoid as far as possible making decisions which are detrimental to any of our part-time students.

I would like to thank the OPUS Board of Directors, Anthony Meloche, Badaruddin Khuhrro, Bernarda Doctor, Erin Plumb, Ken Ternoey, Darryl Gallinger, Abdel Babker and Monsur Elahi as well as our Work Study students, Ahmed Ali, Korey Togtma, Farah Arbab and Stephanie Oneschuk for their excellent support and involvement over the past year. I would also like to thank the OPUS Associates especially for bringing up problems and offering suggestions which may otherwise not have come to the attention of OPUS. Last but not least, I would also like to thank our Executive Director, Maryan Amalow, and our Health Plan Administrator, Steve Jancev, for an outstanding and excellent job in running our day-to-day operations.

Respectfully submitted,

Dr. Edward King
VICE PRESIDENT’S REPORT
Welcome OPUS members,

My name is Anthony Meloche; I have been a part time University of Windsor student since the summer of 2003. As a father, full time employee and part-time student I have an understanding of the unique challenges students face in earning a degree on a part-time basis. We share many of the same concerns as full time students such as raising tuition costs, last year’s faculty strike and the quality of education and services. There are many demands part-time students face that are different then encountered by full time students. Our personal, vocational and university experiences present us with unique challenges. OPUS is your voice in advocating for you the part-time student.

I would like to thank OPUS staff and Board Members for their commitment and efforts to help create a positive educational experience for all part-time students. For the past year I have been on the Board of Directors of OPUS as your Vice President. This position has allowed me the opportunity to be your voice on committees and represent your concerns. The committees I continue to be directly involved in are the Student Committee, the Academic Policy Committee and the Judicial Panel. I would like to provide you with the mandate of each of these committees and some key highlights of the issues we discussed in the past year. I have also hosted with our OPUS staff 2 OPUS Associate meetings in the fall and winter semesters.

**Highlights of pre-academic year work and sub-committees**

- Judicial Panel Bi-law 31 training session August 6 and subsequent discussions on upcoming cases.
- Participated in Co-curricular Transcript Committee discussions and I provided a submission of OPUS Board Member position summaries to the committee.
- Participated in the OPUS sub-committee meeting – Annual Review of OPUS Staff and Job Descriptions. I conducted research and recommended revisions to the job descriptions of the Executive Director and Health Plan Administrator. *The committee has prepared a proposal of annual increases and job description changes for presentation at next OPUS meeting September 9, 2009.*
- Participated in OPUS sub-committee meetings – Review Director at Large Position. Discussed needs of OPUS and identification of accountabilities for Directors at Large. Reviewed policy and constitution and discussed ways to improve OPUS monthly meetings particularly in reporting activities to the OPUS Board. *Recommendations of committee to be proposed at next OPUS meeting September 9, 2009.*

**Mandate of Student Committee**

Created as a Senate Standing Committee in 1998-1999, the mandate of the Senate Student Committee (SC), as set out in *Senate Bylaw 3*, is to "make recommendations to Senate with respect to learning and teaching, recruitment and retention, continuing education, student affairs, student awards and financial aid."
Any item/issue which falls under the mandate of the SC must receive the Committee's approval before being referred to Senate, which has the ultimate and final responsibility for the academic well-being of the University.

**Mandate of the Academic Policy Committee**

Created as a Senate Standing Committee in 1998-1999, the mandate of the Academic Policy Committee (APC), as set out in Senate Bylaw 3, is to make "recommendations to Senate with respect to admissions and enrolment management, budget review, computing resources, teaching and learning, instructional development, library, promotion and tenure standards development."

Any item/issue which falls under the mandate of the APC must receive the Committee's approval before being referred to Senate, which has the ultimate and final responsibility for the academic well-being of the University.

**Highlights of the Meetings and Assignments for 2009/2010**

- Assist OPUS staff with the organization and ordering of the Wayne Girard Memorial stone
- Discussion with Larry Kusurek Associate Dean Liberal Arts and Science Program regarding:
  1) The unavailability of night time courses for part-time students particularly 2nd and 3rd year courses
  2) Reluctancy or delay of some department areas for considering relevant experience and background of part time students allowing them to take 2nd and 3rd year courses without basic first year pre-requisites.
- Follow up email sent Sept 17 to David Molenhuis CFS National regarding OPUS concerns and his delayed response.
- Academic Policy Meeting Sept 23 – introductions of members, establish subcommittees, reviewed mandate
- OPUS Annual BBQ Sept 23 – participated and attended the well received event
- Student Committee Meeting Sept 24- introductions of members, establish subcommittees, reviewed mandate, presentation by Student Awards Office – Wayne Girard Leadership award scheduled for Winter closing date. One main focus on committee is trying to promote and increase student engagement.
- Update on co-curricular transcript provided – looking to launch preliminary eligible positions for winter semester.
- Attend Shinerama event Sunday Sept 27
- Attend GSS barbeque September 30
- Director at Large vacancy subcommittee meeting October 6.
- Academic Policy Committee Meeting- October 20, 2009
  Revised repeat course policy wording once again for submission to senate. Request received for consideration of proposing no exams on Sundays by revising registrar by law to block exam times 2-3 hours rather than only 3 hours –freeing up exam time.
- Attended the Celebration of Teaching Excellence –October 20, 2009 function recognizing award winning faculty – OPUS provided 3 faculty members with awards in 2009,
- Attended and facilitated OPUS Associate session October 20, 2009 for Outreach and OPUS Awareness – some alternative marketing methods suggested to be explored in addition to the program.
- Participated in Windsor Leadership Association meeting October 23, 2009 – great opportunity to network and interact with other University of Windsor Student Leaders. Professor Stanley provided a lecture on Leadership in Complex Systems.
- Student Committee Meeting October 28, 2009 –
- Campus Alcohol Policy report provided- initiatives for 08/09 include increased awareness programs, promotion of dry events, Don’t Be Campaign, and finalize changes to the Campus Alcohol policy. Also discussed possibility of having one stop information line to advise of all university services available similar to City of Windsor 311 and 211 lines.
- A number of working groups were formed – Student Working Group on Omnibus fee, Governor general awards, Academic integrity and Thirteen Point Grading Scale. I signed up for the committee to review the advantages and disadvantages with the U of W thirteen point grading scale. Report due to Student Committee Feb 2010.
- Report of International Student Centre – by Executive Director and Student Advisor to raise awareness of services available.
- Informal discussions with students at the Windsor Leadership Association meeting and in my classes indicate students did not attend any of the UWIN week activities, many returned home, went away, and caught up on assignments, worked or other activities away from school. Many students saw this as a break from school and some didn’t like it as the semester and school year seemed to be just getting started.
- Attended Drop Fees Rally November 5, 2009
- Attended OPUS Associates meeting November 10, Representative from IONA College provided details of the services they offer- discuss part-time student issues
- Academic Policy Committee Meeting- November 17, 2009
  Motion passed to revise Bylaw 51 allowing exam scheduling changes from 2-3 hours rather than prescribed 3 hours to assist in eliminating need for scheduling exams on Sundays.
  Motion supported to change admission requirements in Environmental Studies – make grade 12 chemistry and biology requirements and Physics recommended.
  Motion supported to change admission requirements in Geology – make both Grade 12 physics and biology as recommended courses for admission.
  Established a subcommittee on Aboriginal Recruitment and Retention.
  Annual reports were presented for International Student Recruitment Efforts and IT Steering Committee Year-End Report.
  Interesting presentation on Budget Process and possible key issues – Nov 1, 2009 part-time student count is 2500 students.
  Presentation on Student Success: Towards Integrated Approach- presented effective institutional strategies for student success and effective first year practices.
- University President Lunch meeting November 19, 2009
  Discussed various issues part-time students are facing including; lack of availability of online, night courses and degree programs, inconsistent application of student wait list or sign in process when pre-requisite is not met through prior course, strategic vision of university, part-time student services and UWIN week.
- Student Committee meeting cancelled – November 25, 2009
- Student Committee meeting cancelled Jan 6 and rescheduled to Feb. 11, 2010.
• Academic Policy Committee – short agenda- January 14, 2010. Report from Academic Integrity Office. Highest incident of plagiarism from international students – could be cultural, misinformation, lack of understanding. Also. Laptops are being stolen as well as class notes on campus- students are reminded to watch personal items.

• Attended OPUS disability event- January 19, 2010- well attended event with a good guest speaker re mental health. Event was complimented by information booths and CMHA representatives.

• Student Committee meeting – Sub Committee on review of 13 point grading scale. Meet with Dean of science Dr Gaspar to discuss history of 13 point scale (only one of its kind in Canada’s 84 universities). Expressed current scale disadvantages some students as a true averaged percentage of marks are not done. Class percentages are converted to a letter grade- that letter grade is reported to Registrar and the average of the letter grade are used. As letter grades represent a range of marks the letter grade average is either neutral or results in a one step lower letter grade. I will work with committee to explore options and propose a change.

• Co-hosted Student Associates meeting Feb 09/10. Discussed the theme of Student Engagement and 13 point grade scale. Dr Wildeman attended and addressed Student and OPUS questions re availability of classes for part-time (flexible learning) and other issues.

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• Student Committee meeting discussed several issues concerning students Feb. 11, 2010. There is a response team in place that assists students when there are concerns regarding their behaviour. This team has been assembled to ensure students have options and opportunities for assistance in dealing with stressful or potentially unhealthy medical conditions. A report and protocols will be developed to assist staff, faculty and students to identify and refer students who are in need of assistance to this team for an opportunity to help students cope and respond to unhealthy behaviours.

Here is an excerpt outlining the purpose of this team:
While interacting with students across the university, staff, faculty or other students may be confronted with situations in which a student is disruptive or displays behaviour that may be worrisome, intimidating or threatening to others. By providing information and assistance, this Behavioural Intervention Plan is designed to assist faculty, staff and administration in responding to this behaviour.

The Behavioural Intervention Plan was developed around implementation of an Assessment and Care Team (ACT). The overall goal of the ACT is to promote a safe environment for all students and staff focused on student learning and student development.

  o The sub-committee continues researching the 13 grade scale the U of W is using and will prepare a report
  o Several working group report updates were provided.

• Completed OPUS newsletter write up for Feb 12 due date.

• Academic Policy Committee – February 24, 2010.

  o Annual Report from Co-operative Education Program - Intro of My Career System- was a big accomplishment in the last year- allowing for
greater interaction with students, integration with SIS, and capturing of statistics. 2 new programs added: Master in Computer Program and Honours program in computers.

- Office of Liaison and Student Recruitment annual report - provided details of recruitment efforts. I noted not a lot of effort was spent to recruit mature, adult part-time students. The main focus is on high school full time. I felt efforts by St Clair College to attract these students were strong and the U of W does not pursue this market which is booming as people search for second careers and security in the current job market. Many expressed that we do not have a product (degree) that allows part-time students to attend when working full time and until we do pursuing this market would not be feasible.

- An item for discussion of interest was the value of including class average and class size on transcripts. Item was discussed and I questioned if this is part of the Student Committee meeting – Sub Committee on review of 13 point grading scale. This item was sent for more information prior to discussion.

The minutes for the Student Committee and Academic Policy Committee can be viewed on the University of Windsor website.

In addition to attending committee meetings and the OPUS Board of Directors meetings I participated in a number of OPUS functions that have really added to my university experience. Despite our busy work, school and personal lives meeting other students and discussing issues and improving our university experience is rewarding and something I encourage all OPUS members to become involved in. Be it at one OPUS function or as a representative it will enrich your time while you are working hard to earn your degree. I look forward to continuing as a voice for part time students with OPUS and look forward to meeting you personally at our functions.

Anthony Meloche
OPUS Vice President
TREASURER’S REPORT
Dear Members:

It has been my great pleasure and honour to serve as the treasurer of Organization of Part-time University Students (OPUS) for the years 2009-2010 at University of Windsor. The OPUS has been working tirelessly throughout the year to ensure the over 2500 part-time students in our University have an amazing year while they participate in our various events and services. We are all volunteering our time in hopes of making your University experience an unforgettable one! I have known from my volunteering experience that being a part of OPUS is very valuable and can be extremely exciting and fulfilling, but at the same time presents quite a number of challenges.

OPUS is serving and advocating for part-time student last 40 years. We hope part-time students will take advantage of the many student services and campus resources at the OPUS. These resources can help you succeed in your undergraduate student life. These are many ways to you can get connected with OPUS.

4. www.uwindsor.ca/opus  OPUS services available to a part-time student
5. Stop by our office (CAW Student Centre, Room 172, Windsor, Ontario N9B 3P4)
6. Give us call (519-253-3000 extension 3603)

Serve on the committees: I am serving on couple of committees, the PMB. We revised the PMB constitution this year. OPUS got a part-time job for Steve in the PMB. We will have more connection and information about CAW centre in the future.

Board and Staff members: The board members and employees have worked hard to ensure that the past year has been a successful year and I thank you all for your contributions, hard work and dedication.

Family members: I would like to special thank to my wife Shehnaz Khuhro, daughter Zamil Khuhro and my family for your understanding, balancing our family life and helping over the past year. Your efforts have helped greatly to serve on the OPUS board.

Dear members: Thank you all part time students for coming to AGM, OPUS Associate meetings and supporting OPUS. Wish you a wonderful summer.

Badaruddin Khuhro
OPUS Treasurer
DIRECTORS’ AT LARGE REPORTS

University of Windsor
2010
The most significant service that any advocating organization can provide is information. The OPUS office @172 in the CAW centre, down the corridor and behind the Advisory Center, has both the historical and daily experience to provide solutions (often several alternatives) for a particular problem. It is customary for a student to ask a friend or fellow class mate for information about some puzzling issue that is or may become a problem. The information obtained in this fashion is generally sound, based on personal experience of some similar issue. Unfortunately, what is very often missed in inter-student conversation is the complete range of options that are available and which specific option is best suited for each student. The OPUS Executive Director, Maryan Amalow, by providing all of the options and directions on how to use the University based procedures, can open up new avenues and possibilities that the student can use efficiently and successfully. Too often students trudge about the campus to different offices, often to the wrong one, and then after being redirected to other offices and asked to fill out forms without knowing the clear answers or having the right information on hand, simply give up and perhaps wisely quench their thirst in more familiar territory. It is a lot more enjoyable to enter an office, expected by the staff, know the options, and to have all the pertinent information at hand.

Issues that are common to groups of students are presented by OPUS to the appropriate University Committee where applicable. The direct interface between the University institution and part time students involves a few dozen societal assemblies and many more offices where OPUS voices views and makes recommendations aimed at benefiting the University experience. OPUS actively advocates on behalf of the part time students. Because of the complexity of the institution, patterned towards democratic principles within a constitution, necessary changes might seem to be slow in their incorporation. Every change must be interfaced with every department prior to initiation or chaos can result. The point is that no matter on how long it takes to initiate important change, the system is steered in part by OPUS towards the wishes of the students whenever there is any option available to do so. In the past semesters I have been
a part time student representative on the Senate, the Committee for faculty contract, promotion and tenure, the Committee for the Library contract, promotion and permanence, as well as a director at large. The complete development of the history of OPUS is available in the office/lounge and only by reading about the past can the long term influence of the organization be appreciated.

The OPUS office/lounge is a place where part time students can meet to chat, study, have a coffee, eat lunch, as well as get information, all intended to make campus life a bit easier and more exciting. In this environment the views of others become known and fresh ideas often broaden everyone’s perspective. Involvement in OPUS is also a great experience for those interested or involved in social or political programs. Visit the lounge for any reason from seeking information to just having your opinion heard over a coffee!

Ken Ternoey
Director At Large
Dear OPUS Members,

I take this opportunity to welcome you all to the OPUS annual general meeting. I joined OPUS on November 2009 and held a position of Director at Large; I represent your voice on several committees. I represent you in the Senate steering committee since November 2009, IT steering committee and Ancillary fee protocol committee.

It is my great honor and pleasure to serve your interest on behalf of you, I would like to extent my thanks and appreciation to the board of director and the Staff for their hard working and their priceless advocacy effort.

I am proud to be part of this team as I learn a lot every single day new experience. I had an opportunity to represent OPUS on the Semi Annual meeting of (CFS) Canadian Federation of Students with Mr. Darryl Gallinger. We attend several of their meetings and workshops for further information about the semi Annual meeting visit our web site (www.uwindsor.ca/opus)

I would like to thank the University of Windsor Drop Fees Coalition for their dedication and efforts highlights students concerns.

The year 2009-2010 was a success and there were several new undergraduate and graduate degrees has been approved by senate.

Undergraduate programs
- Honours BA in Modern Language (with year aboard).
- Bachelor of Computer Science (Applied Computing with Co-op)

Graduate programs
- PhD in Mathematics and Statistics program
- Bachelor of Laws and Master of Social Work (LLB/MSW)

I would like to pass my sincerely thanks for all previous board members who dedicated their valuable times advocating on behalf of all part-time students.

Respectfully submitted

Abdel Babker
Director-at-Large
Organization of Part-Time University Students
I have been honoured to serve on the OPUS Board as a director-at-large to advocate for the needs of part-time students at the University of Windsor. I have represented OPUS on the Program Development Committee, the Campus Safety Audit Committee and the Campus Accessibility Advisory Committee. Additionally, I have continued the work I started last year on the Drop Fees Coalition and I volunteered for Meal Exchange Windsor.

There are many amazing individuals who I have had the pleasure of working with on the OPUS Board. I very strongly encourage all OPUS members to get to know them at their earliest convenience.

Program Development Committee

For the fall semester I sat on the Program Development Committee. PDC is a committee under Senate. If a program is to be modified, removed or added it goes through PDC first before being passed on to Senate. I learned a lot about how the university functions on this committee, but due to scheduling difficulties I was only on this committee for a short time. The committee looks at everything from changes in degree requirements to adding or deleting courses.

The following items were discussed at length on PDC:

1. Mathematics is attempting to add a PhD in Pure Mathematics. It's gotten most of the approvals it requires from various organizations; it just requires Uwin approval (mostly budget/financial). Concern was expressed about maintaining the program long-term with faculty retirements coming up – new hires would be a problem with the current focus on rectifying budget issues. Math said it won't be a problem until four or five years down the road, at which point replacements will have to be hired. The Mathematics PhD was recommended by PDC.

2. MA in Computer Science wants to add a Co-op stream. There was some confusion at first as PDC members thought that it was a separate stream, but careful questioning revealed that students apply to just the Comp Sci MA and are later recommended by their adviser for the Co-op stream. It was approved by PDC.

3. Ontario is implementing a full-day kindergarten program in 2010. An Early Childhood Educator (ECE) and an elementary teacher will be required in the classroom once this starts. The University of Windsor hopes to take advantage of this by implementing a program that will train students to be both an ECE and a teacher so that they can fill either position, giving them greater versatility. Concerns were raised over budgetary requirements and the likelihood of meeting enrollment targets with the short-time frame the Faculty of Education had given themselves, but the committee favoured the program.

Campus Safety Audit Committee
The Campus Safety Audit Committee meets to allocate funding to initiatives that will make the campus safer for students. CSAC also sponsors some infrastructure modifications to increase safety such as panic bars, windows and better lighting. Most of this year's initiatives were within our budget, so we were able to fund most of them. We are sponsoring women's self-defense courses, a new Defibrillator, a play geared towards first years to prepare them for many of the trials they'll face in their time here and much more.

The Nursing program is organizing an ambitious project to survey female students both in person and online to gain a greater understanding of where improvements need to be made to create a safer campus.

In May CSAC plans to conduct a safety audit of the campus. We'll be given a brief orientation and then walk around campus to see if we can find locations that require panic phones and security cameras, or shrubs that need to be cut down because an assailant could hide behind them. I'm looking forward to it.

Campus Accessibility Advisory Committee

The Campus Accessibility Advisory Committee works towards creating a campus more accessible, specifically for disabled students.

This year CAAC organized the Disability Awareness Day. The theme this year was mental health. The event was very successful. Attendance was high and it featured two important speakers: a female engineering student who has worked past her mental illnesses to succeed at the post-secondary level and the Human Rights Commissioner. They inspired students to come forward and speak to their own difficulties and received some great advice from the speakers.

Additionally, e-learning modules are being put into place on campus to educate staff in accessibility issues when dealing with their customers, to create a more accessible campus. Concerns over infrastructure issues, such as wheelchair walkways and malfunctioning elevators were also raised and addressed at CAAC meetings.

Drop Fees Coalition

Last year several students and I put together a grassroots group to address critical post-secondary issues. DFC is a campus-based group of student volunteers who collaborate with OPUS, GSS and CFS to reduce tuition fees and to stop the privatization of our publicly funded post-secondary institutions on the provincial and institutional level.

For the Canadian Federation of Students' province-wide Day of Action on November 5th we held a forum in the CAW to raise awareness of and discuss solutions to the decrease in government funding and the corresponding increase in tuition fees. Speakers from WUFA, GSS, OPUS and many students-at-large spoke at the forum about the direction the institution and province are headed in.

This semester we started a newsletter called “The Student Movement” which has worked to draw attention to what is happening at our university in response to events at the provincial level. We have put out two issues and are working on a third. The first issue's intention was to introduce the group to students unaware of what the DFC is. We also hoped to
draw attention to the issues we attempt to address and the work we've done in the past. The second had a focus specifically on Dr. Wildeman's town hall meeting, students' participation and response to it, and how events there tie into what's happening at our school and across the province.

Meal Exchange

A group of students recently opened a Meal Exchange chapter in Windsor. This group, founded by students, is a registered charity that combats local hunger by mobilizing students. In the fall semester, I volunteered with them on their “Trick or Eat” event, where students canvass neighbourhoods in costume for non-perishable food items on Halloween night. Many other students came out and volunteered for the event, and we gathered boxes and boxes of food from the neighbourhoods around the university for Windsor's Hiatus House. This winter semester I will be helping Meal Exchange host a conference on campus to teach students about such things as veganism and how to grow their own food.

In solidarity,

Darryl Gallinger
Director At Large
This year I have continued my activities as a Director at Large on the OPUS Board. I currently sit on the following committees: University of Windsor Senate, University of Windsor Senate Steering Committee, Campus Accessibility Advisory Committee, and am the alternate student member for the Judicial Panel.

Participation in these committees has allowed me to continue to advocate for the rights of part-time students. These committees have also extended by knowledge of the University and the inner workings of its very large and complex bureaucracy.

Many students have become concerned over the many cuts made to departments and programs, which they feel, are undermining the quality of their university education. While serving on the senate I have had the opportunity to keep informed about changes made to the academic programs and make student’s concerns known to the larger University community. Students and faculty alike were greatly alarmed at the proposed articulation agreement between the University of Windsor and Study Group International. Although the first of these four motions was defeated the following three were withdrawn. Last year a review of Senate governance was initiated to study the effectiveness and the overall composition of the senate to ensure that it remained a democratic body whose concern was academic. This year our current president has furthered this process by issuing some suggestions for “good governance”, which were well received at the senate.

The Campus Accessibility Advisory Board (CAAC) also had a busy year as it prepares for the upcoming adjustments that will have to be made in light of the 2012 Customer Service Laws coming into play. These laws are designed to create not only physical accessibility but also attitudinal accessibility by addressing customer service practices and aligning them with the need for physical structures to be made accessible. This committee also planed the Beyond Barriers Breakfast Speak Series Event surrounding mental health issues. This was an important topic as we as a community look beyond the traditional concepts that embody disabilities and move toward a more holistic approach that include both visible and invisible disabilities. The response from the University of Windsor community was overwhelmingly positive.

As an alternative student member of the Judicial Panel I sat on only one panel. The case was complex and very time consuming; however, extremely rewarding. This new experience allowed me to learn more about the rights of students with respect to the Academic Integrity Office. It also allowed me to advocate for student rights in a very different way than that of the senate or the other committees that I sit on. This committee must fairly and reasonably decide whether or not a person has committed an offence and then decide on an appropriate punishment. While maintaining the interests of all students can be difficult when look at the case of one student it was a thoroughly enriching and rewarding experience that I look forward to be involved with in the future.
Also outside of committee work I have been at all of the orientations to welcome students and share with them the benefits of the OPUS student union. I consider this most rewarding part of my job as a board member as it allows me to meet students and alleviate some of their concerns as to where services are located and what OPUS can offer them.

During the summer months I and many of our board members and their staff worked on defining and articulating clear job descriptions for the Director at Large positions as well as defining clear cut achievable goals for OPUS as an organization. OPUS itself has become more accessible through its use of technology to help Board members better facilitate meetings and information.

Although this year was a very busy year I look forward to serving the student body in the coming year as an OPUS Board member.

Sincerely,

Erin Plumb
Director at Large
Mar. 26 '10

My co-OPUS Members,

I welcome you, look forward to seeing you dropping by the OPUS office...

Please rest assured that your interests and needs are my guide and focus whenever I represent you at campus services meetings and advisory boards, such as the Residence & Food Services Advisory Board. Note the improved residential facilities for those in residence and for those needing to stay briefly on campus when necessary such as exam times and inclement weather; the enhanced serving portions and variety of food at cafeterias, and the extended hours of service at the CAW Food Market.

I took the initiative working with the International Centre to advocate its Enhanced English Improvement Program targeted for nonfluent English speaking (mostly part-time) students — this program particularly in sync with Prime Minister Harper's goal of bringing in 20,000 Internationals in five years, in turn, effectively making the UW a more attractive destination. As much needed support are first-time independent students needing affirmed roothold in their basic needs for food, clothing, shelter and a 4th one, mental health which I responsibly added. I initiated a support program/seminar to this effect which is taking roots and attracting involvement of practical students from UW School of Nursing, and the Social Sciences faculty.

Your goals and visions for being in the part-time program are shared by me, similar to mine I believe, and so be rest assured that you have Eyes, Ears & Voices in the student services I attend.

I wish you all the success, from the heart,

Berny Camello-Doctor
OPUS Board Member at-large
STUDENTS ADVOCATING FOR STUDENTS

OPUS EMPLOYEE REPORT

University of Windsor
2010
Dear OPUS Members,

Let us welcome you to the OPUS 40th Annual General Meeting (AGM)!

We would like to begin our report by thanking each current and past member of the OPUS Board for their valued contribution over the past year as well as our Work Study Students. It is our great pleasure and honour to serve as your employees of the Organization of Part-time University Students (OPUS). The year 2009-2010 was a successful one for OPUS in terms of a variety of events including our barbeque, two orientations and our ever biggest awards night which we celebrated our 40th anniversary on March 2009. OPUS also just recently hosted our 2010 award dinner on March 11, 2010 to recognize University administration, faculty, staff, students and past Board members for their efforts. The award ceremony was well attended and we were very pleased with how it turned out. We received various positive feedbacks from administration and students.

We are grateful for the opportunity in being an integral component of the OPUS. We believe that both of us have vital roles in order to fit the many needs of part-time undergraduate students. As the OPUS employees, we continue to be the primary members of the OPUS team that has accomplished a great deal by representing the part-time undergraduate student body on behalf of the OPUS Board of Directors. We truly believe that while being a part of OPUS, we have enhanced our sense of assisting, advocating and defending the interests of university part-time undergraduate students. Our goals for OPUS are to get student enrolments back on track, to receive greater feedback from our members and to make them more aware of our benefit plan service and other services that are available. In addition, OPUS provides several bursaries applied to tuition remission for a single undergraduate course are offered annually. The number of bursaries varies from year to year, based on demand and financial resources as determined by the OPUS Board of Directors. Eligible applicants must be registered as part-time students, and meet strict financial and academic standards as determined by the Student Awards and Financial Aid Office. Apply on-line through the Student Information System Link at the University of Windsor web site: http://www.uwindsor.ca

We believe that one of the most important pieces in the puzzle pertains to the management of the CAW Student Centre which contains of OPUS and UWSA. Prior to that, OPUS stressed that the reason for someone to be more involved in the centre is because of the lack of communication and management between the organizations. OPUS then proposed to have a representative from OPUS to be more actively involved. At the same time, other OPUS members would also become more aware of the operations of the facility and it would give a chance for OPUS to be more involved and responsive to their members. For example, OPUS can effectively inform students regarding specific events that may occur when groups reserve space in the CAW Student Centre.
OPUS continues to collaborate with the university administration, community, other student union groups and other external organizations such as the Canadian Federation of Students (CFS). We are proud members of CFS. Over the past year, we have had very productive days in the CFS conferences in Toronto and Ottawa. The Federations’ primary purpose is Lobbying: represent students’ issues and concerns to parliament. Clearly convey strong messages and contact with elected and nonelected officials and bureaucrats on a regular basis. Each member students’ association has an equal say in setting the policies, direction and priorities of the Federation, including how funds are spent. All major decisions are made at provincial and national congresses at which every member students’ association is represented. We picked up some interesting ideas and made some excellent contacts with Ryerson and U of T part-time student organizations and other universities as well. We haven’t had time to process all the information and ideas yet, but we will be working on ways to incorporate some of the ideas we picked up there this summer. We also talked about provincial lobbying and forwarding part-time student issues through an additional focus group, of our organizations, or letters to MPP’s signed by multiple groups of part-time students. Things were discussed in very broad and vague terms and any new information will certainly be passed along.

We continue to make sure that the needs of part-time students are met by being a leader and advocate for other students, staff and faculty on campus. Our accomplishments have continued to build on our earlier achievements, as we have high expectations for OPUS to continue and to succeed into the foreseeable future. As the OPUS Employees of this organization, we look forward to continuing to work with other groups for the upcoming academic year, as we play a vital role within OPUS, and given all of our recent accomplishments over the past year, we hope to see more positive outcomes into the future.

We have accomplished many objectives throughout this past year including:

- The OPUS Board approved during the October 2009 board meeting for the 2009-2010 academic year that the OPUS Society fee will STILL remain the same and the cost of living increase was also DECLINED.
- Thanks to the dedication of past and present OPUS Board Members, the part-time undergraduate students’ society fee has NOT increased for the past 10 years -
- We’re proud of the quality and broad range of services we offer to our members.
- OPUS Handbook/Day planner: We thought it would be beneficial to add the campus services to our planner which used to be a part of the Advising Centre handbook. In addition, we reduced the cost of the day planner by working hard to sell ads from other campus departments
- We pushed for the idea to renew and update all vendor rental contracts with the PMB committee this summer and for them to include both OPUS and UWSA on all contracts
- We published and created the 5th OPUS newsletter this year which was very detailed with OPUS events and also memorial pictures from past OPUS board members. We distributed all 500 copies throughout the U of W as well as outside the campus
- By working cohesively with the Employment Equity/Human Rights office to collaborate a
3rd annual disability awareness event, where we were honoured to have Barbara Hall, Ontario Human Rights Commissioner as the keynote speaker of the event, who focused on student mental health

- We organized and hosted a memorial stone during our annual BBQ in memory of our past Treasurer Wayne Girard (2003-2009) which included Wayne’s family members. We worked with the university administration in order to get a certificate of completion for him to be provided to his family. We also created an OPUS award in his honour and had our first recipient of this award during the Awards Banquet 2010.

- Integrated the previous student survey through our website database and added more questions about the benefits program with the results posted via the OPUS website

- We identified that students who started in January received the same amount of coverage and paid less than those who started in September. In previous years, OPUS was paying the differences out of pocket, while the plan was going through other adjustments. Therefore, we proposed to the OPUS Board that it is fair to charge every student the same amount, since their benefits are exactly the same, regardless of when they begin their academic year. As a result, this above practice was effective this Fall 2009/Winter 2010 Academic year.

- We are planning for the next academic year to enhance the marketing out-reach program that we helped to create so that more students could get actively involved in their extracurricular endavours.

As mentioned above, OPUS has accomplished significantly over the past year and has had a greater volume of students becoming more aware of OPUS. Therefore, every task or project that we complete is done with utmost devotion as we want to see this organization thrive. Throughout our OPUS employment, we have gained extensive knowledge, skills and experience in balancing students’ inquiries and concerns with the daily functions of the office.

We hope part time students will take advantage of the many student services and campus resources at OPUS that can help you succeed in your undergraduate student life. We have website (www.uwindsor.ca/opus) to help you find out about our services available to you as part-time student or you can stop by our office or give us a call and get connected to OPUS.

We cannot thank those individuals enough who have assisted us in annual events through the year. Foremost on the list would be the dedicated members of the OPUS Board of Directors and our Volunteers. Without their constant support, we would not have been able to carry out our duties and organize various initiatives benefiting students. We also would like to thank our Work Study students Ahmed Ali, Korey Togtema, Farah Arbab and Stephanie Oneschuk for their exceptional work. Without them we would not have accomplished as much as we did. Thank you all! Our major goal of advocating for part-time students was accomplished to a high degree. Lastly, we’d like to express our admiration and respect for part-time students generally, whose determination despite the odds to achieve their goal of a university education, has been inspirational. To our many friends and colleagues across the campus, sincere thanks for your friendship and support over the years.
We both would like to thank all the OPUS members for the opportunity to share these highlights which have seen a positive outcome. We appreciate everything that has transpired while with OPUS; we are delighted to give our loyalty and commitment, as we are willing to take on the upcoming challenges that we might face for the next 2010-11 academic year.

Sincerely,

Maryan Amalow-Executive Director
Steve Jancev-Health Plan Administrator
STUDENTS ADVOCATING FOR STUDENTS

COMMITTEE`S AT THE UNIVERSITY OF WINDSOR THE BOARD OF DIRECTORS REPRESENT PART-TIME UNDERGRADUATE STUDENTS BY ADVOCATING ON THEIR BEHALF ON THESE COMMITTEE`S

University of Windsor
2010
Committee’s at the University of Windsor

The OPUS Board of Directors represents part-time undergraduate students by advocating on their behalf on the following committees:

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Description</th>
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<td>Program Development Committee (PDC)</td>
<td>Annually review academic programs at the university</td>
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<tr>
<td>Academic Policy Committee (APC)</td>
<td>Set’s policies for the university regarding academics</td>
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<tr>
<td>Student Committee</td>
<td>Meet’s on Issues that concerns students</td>
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<tr>
<td>Senate</td>
<td>Makes the final decision on all academic issues</td>
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<td>Senate Steering Committee</td>
<td>Sets the agenda for Senate committee</td>
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<tr>
<td>Judicial Panel</td>
<td>Deals with Hearings involving students</td>
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<tr>
<td>University Committee on Academic Promotion &amp; Tenure (UCAPT)</td>
<td>Deal with promotions, tenure and renewal of contracts of professor’s at the University of Windsor</td>
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<tr>
<td>University Committee on Renewal, Promotion &amp; Permanence for Librarian Members (UCRPPLM)</td>
<td>University of Windsor committee that deals with renewal, promotions and permanence for Librarian’s</td>
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<tr>
<td>Renewal, Promotion &amp; Permanence for Librarian Members (RPPULM)</td>
<td>Library Committee that deals with renewal, promotions and permanence for Librarian’s</td>
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<tr>
<td>Board of Governors</td>
<td>Makes the final Decision on financial matters</td>
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<tr>
<td>The President’s Advisory Council on Student Life</td>
<td>President’s from the 3 student groups regarding student issues</td>
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<tr>
<td>Medical and Health Services</td>
<td>Meets on issues regarding Medical and Health</td>
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<tr>
<td>Information Technology Services</td>
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<td>Campus Safety Audit Committee</td>
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<tr>
<td>Campus Accessibility Advocacy Committee (CAAC)</td>
<td>Promotes awareness and creates an atmosphere</td>
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FINANCIAL REPORT
May 2009 - April 2010

University of Windsor
2010
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**Operational Budget Summary**
SOCIETY FEE
### OPUS Society Fee Cheque Amounts

#### May 2002 - April 2003

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<td>$10,250.00</td>
</tr>
<tr>
<td>February 16, 2007</td>
<td>2007</td>
<td>$34,354.59</td>
</tr>
<tr>
<td><strong>Annual Total:</strong></td>
<td></td>
<td><strong>$129,827.51</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3, 2007</td>
<td>2007</td>
<td>$23,934.44</td>
</tr>
<tr>
<td>December 7, 2007</td>
<td>2007</td>
<td>$49,964.04</td>
</tr>
<tr>
<td>February 13, 2008</td>
<td>2008</td>
<td>$36,250.00</td>
</tr>
<tr>
<td>March 19, 2008</td>
<td>2008</td>
<td>$8,925.00</td>
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<tr>
<td><strong>Annual Total:</strong></td>
<td></td>
<td><strong>$119,073.48</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>July 23, 2008</td>
<td>2008</td>
<td>$17,800.00</td>
</tr>
<tr>
<td>October 20, 2008</td>
<td>2008</td>
<td>$38,000.00</td>
</tr>
<tr>
<td>November 21, 2008</td>
<td>2008</td>
<td>$13,025.00</td>
</tr>
<tr>
<td>February 20, 2009</td>
<td>2009</td>
<td>$33,025.00</td>
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<tr>
<td>April 1, 2009</td>
<td>2009</td>
<td>$7,400.00</td>
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<tr>
<td><strong>Annual Total:</strong></td>
<td></td>
<td><strong>$109,250.00</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 29, 2009</td>
<td>2009</td>
<td>$20,600.00</td>
</tr>
<tr>
<td>October 22, 2009</td>
<td>2009</td>
<td>$35,600.00</td>
</tr>
<tr>
<td>November 11, 2009</td>
<td>2009</td>
<td>$11,600.00</td>
</tr>
<tr>
<td>February 19, 2010</td>
<td>2010</td>
<td>$30,875.00</td>
</tr>
<tr>
<td>March 26, 2010</td>
<td>2010</td>
<td>$10,875.00</td>
</tr>
<tr>
<td><strong>Annual Total:</strong></td>
<td></td>
<td><strong>$109,550.00</strong></td>
</tr>
</tbody>
</table>
DRUG/DENTAL Fee

University of Windsor
2010
### Fall 2007

**Revenue**

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>2305</th>
<th>$140.00</th>
<th>$322,700.00</th>
</tr>
</thead>
</table>

**Total Revenue** $322,700.00

**Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Opt-outs</th>
<th>794</th>
<th>$111,160.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broker</td>
<td></td>
<td>$85,413.90</td>
</tr>
<tr>
<td></td>
<td>Premiums</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses** $196,573.90

### Winter 2008

**Revenue**

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>353</th>
<th>$18,830.00</th>
</tr>
</thead>
</table>

**Total Revenue** $5,880.00

**Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Opt-outs</th>
<th>105</th>
<th>$7,350.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broker</td>
<td></td>
<td>$91,769.54</td>
</tr>
<tr>
<td></td>
<td>Premiums</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses** $99,119.54

### Summer 2008

**Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Broker</th>
<th></th>
<th>$26,849.02</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Premiums</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses** $26,849.02

**Total 2007-08**

<table>
<thead>
<tr>
<th></th>
<th>Drug/Dental</th>
<th>2571</th>
<th>$341,530.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Opt-outs</td>
<td>899</td>
<td>$118,510.00</td>
</tr>
<tr>
<td></td>
<td>Broker</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Premiums</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses** $204,032.46

**Surplus/Deficit** $18,987.54
### Fall 2008

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1753</td>
<td><strong>$ 245,420.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th>Opt-outs</th>
<th>Broker</th>
<th>Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>532</td>
<td></td>
<td><strong>$52,813.43</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 74,480.00</strong></td>
</tr>
</tbody>
</table>

**Total Expenses** $127,293.43

### Winter 2009

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$ 27,930.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th>Opt-outs</th>
<th>Broker</th>
<th>Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>129</td>
<td></td>
<td><strong>$68,615.55</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 9,030.00</strong></td>
</tr>
</tbody>
</table>

**Total Expenses** $77,645.55

### Summer 2009

### Expenses

| Broker Premiums | $60,628.24 |

**Total Expenses** $60,628.24

### Total 2008-09

<table>
<thead>
<tr>
<th>Drug/Dental</th>
<th>Opt-outs</th>
<th>Broker Premiums</th>
<th>Surplus/Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2152</td>
<td>661</td>
<td></td>
<td><strong>$182,057.22</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$ 7,782.78</strong></td>
</tr>
</tbody>
</table>

Drug And Dental: 2152
Opt-outs: 661
Broker Premiums: $60,628.24
Surplus/Deficit: $7,782.78
### Fall 2009

**Revenue**

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>$287,980.00</th>
</tr>
</thead>
</table>

**Expenses**

| Opt-outs | 595 | $91,630.00 |
| Broker Premiums | | $62,487.16 |

**Total Expenses** $154,117.16

---

### Winter 2010

**Revenue**

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Drug And Dental</th>
<th>$58,982.00</th>
</tr>
</thead>
</table>

**Expenses**

| Opt-outs | 103 | $15,862.00 |
| Broker Premiums | | $29,744.95 |

**Total Expenses** $45,606.95

---

### Summer 2010

Total 2009-10

| Drug/Dental | 2253 | $346,962.00 |
| Opt-outs | 698 | $107,492.00 |
| Broker Premiums | | $92,232.11 |

**Surplus/Deficit** $147,237.89