

Article III

Committee Terms of Reference

3.01 External Affairs Committee

a. Status

The External Affairs Committee is a standing committee of the MSVU Students' Union.

b. Mandate

The External Affairs Committee of the Students' Union will act as a resource and advisory body for the Students' Union. It shall function as a place where external issues affecting the Mount Community, and post-secondary education at large, are discussed, debated and recommendations are formulated. It shall also participate with any campaigns that occur from the Office of the President.

c. Membership

- i. The President (Chair)
- ii. The Executive Vice President
- iii. The Board of Governors Representative
- iv. At least two additional members of the SRC
- v. All other members of the SRC are authorized to attend meetings of the committee; however, they will not be authorized to vote.

d. Meetings

- i. The committee shall meet no fewer than six times per year.
- ii. All members of the committee reserve the ability to call an emergency meeting of the committee, in consultation with the chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To provide a forum where external issues relating to post-secondary education can be discussed;
- ii. To uphold the Union's association with the Canadian Federation of Students, principally their campaigning and lobbying efforts;
- iii. To organize external campaigns and lobbying efforts which are in the best interest of the Union's membership.

g. Accountability

The committee chair shall report to the SRC subsequent to each committee meeting.

3.02 Academic Affairs Committee

a. Status

The Academic Affairs Committee is a standing committee of the MSVU Students Union.

b. Mandate

The Academic Affairs Committee of the Students' Union will act as a resource and advisory body for the Students' Union. It shall function as a place where academic issues affecting the Mount community, and post-secondary education at large, are discussed, debated and recommendations are formulated. It shall also participate in promoting and raising awareness about academic integrity, and any academic campaigns that occur from the Office of the Vice President Academic Affairs.

c. Membership

- i. The Vice President Advocacy (Chair)
- ii. At least four additional members of the SRC
- iii. All other members of the SRC are authorized to attend meetings of the committee; however, they will not be authorized to vote

d. Meetings

- i. The committee shall meet no fewer than six times per year.
- ii. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To provide a forum to voice concerns and develop solutions for academic concerns which arise at MSVU.
- ii. To develop and implement awareness campaigns regarding academic issues, rights and integrity.

g. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting.

3.03 Budget Committee

a. Status

The Budget Committee is a standing committee of the Students' Union.

b. Mandate

To assist the Students' Union in preparing the yearly budget.

c. Membership

- i. Chief Financial Officer (Chair)
- ii. President
- iii. 2 members of SRC (other than Students' Union Executive)
- iv. General Manager (ex-officio)
- v. Administrative Assistant (ex-officio)

d. Meetings

The committee shall meet as decided by the CFO

e. Quorum

Quorum shall consist of fifty percent plus one of the total voting membership.

f. Functions

- i. Review and recommend changes to the budget.
- ii. Provide advice and support to the CFO in preparing the budget.
- iii. Prepare budget for the next three years building upon and adjusting the previous budgets (where necessary)

g. Accountability

The Committee shall report to the Students' Representative Council.

3.04 Student Resources Committee

a. Status

The Student Resources Committee is a standing committee of the MSVU Students' Union.

b. Mandate

The Student Resources Committee of the Students' Union will act as a resource and advisory body for the Students' Union. It shall function as a place where issues surrounding the Food Resource Centre and issues surrounding diversity affecting the Mount community, and post-secondary education at large, are discussed, debated and recommendations are formulated. It shall also participate in promoting and raising awareness about the Student Resource Centre, diversity and the Fair Treatment Policy, and any campaigns that occur from the Office of the Vice President of Academic Affairs.

c. Membership

- i. The Vice President Advocacy (Chair)
- ii. The Student Resource Centre Coordinator
- iii. The International Students' Representative
- iv. At least three other members of the SRC
- v. Representatives from the following departments are welcome to attend meetings of the committee as resource persons, however, they will not be authorized to vote:
 - a. Student Affairs
 - b. Public Affairs
 - c. Physical Plant
- vi. All other members of the SRC are authorized to attend meetings of the committee; however, they will not be authorized to vote.

d. Meetings

- i. The committee shall meet no fewer than four times per year.
- ii. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To provide a forum to voice concerns and develop solutions for issues surrounding the Student Resource Centre, diversity and the Fair Treatment Policy.
- ii. To develop and implement awareness campaigns regarding diversity and fair treatment issues.

h. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting.

3.05 Internal Affairs Committee

a. Status

The Internal Affairs Committee is a standing committee of the MSVU Students' Union.

b. Mandate

The Internal Affairs Committee will act as a forum for members of the SRC to meet and discuss on campus issues, and issues raised by the External Affairs Committee. Members shall discuss relevant awareness campaigns to promote these issues on campus. It shall also participate with any campaigns that occur from the Office of the Executive Vice President.

c. Membership

- i. Executive Vice President (Chair)
- ii. President
- iii. At least three other members of the SRC
- iv. All other members of the SRC are authorized to attend meetings of the committee; however, they will not be authorized to vote.

d. Meetings

- i. The committee shall meet no fewer than six times per year.
- ii. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To discuss external issues, and how to promote them within the campus;
- ii. To discuss on-campus issues affecting the social and/or financial status of students, and organizing appropriate campaign efforts;
- iii. To plan events of financial benefit to students;
- iv. To promote the Union's relationship with the Canadian Federation of Students, in regards to internal campaigns and awareness.

g. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting.

3.06 Pay & Honoraria Committee

a. Status

The Pay & Honoraria Committee is a standing committee of the MSVU Students' Union.

b. Mandate:

The Pay & Honoraria Committee will act a forum to review councilor reports at the end of each academic semester, and to decide on honoraria given.

c. Membership

- i. Executive Vice President (Chair)
- ii. Chief Financial Officer
- iii. Two members of the SRC who are not Executive members

d. Meetings

- i. The committee shall meet twice per year, at the end of each academic term
- ii. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To review councilor reports, and decide on appropriate honoraria given

g. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting

3.07 Constitution and Policy Planning Committee

a. Status

The Constitution and Policy Planning Committee is a standing committee of the MSVU Students' Union.

b. Mandate

The Constitution and Policy Planning Committee will look at the Union's Constitution, By-Laws, and Policies, and recommend changes and updates that may be made.

c. Membership

- i. Executive Vice President (Chair)
- ii. Administrative Assistant (Ex-officio)
- iii. Three members of the SRC
- iv. All other members of the SRC are authorized to attend meetings of the committee; however, they will not be authorized to vote

d. Meetings

- i. The committee shall meet no less than four times per year

- ii. The committee shall meet at least once prior to the Annual General Meeting
- iii. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

Quorum shall consist of fifty percent plus one.

f. Functions

- i. To review the Constitution, By-Laws, and Policies, and recommend changes and updates to the SRC

g. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting

3.08 Newspaper Editorial Board

a. Status

The Newspaper Editorial Board is a standing committee of the MSVU Students' Union.

b. Mandate

The Newspaper Editorial Board will act as a committee to join students, faculty and University staff with the newspaper's Editor-in-Chief, to discuss direction for the student newspaper. Draft issues of the newspaper will be presented for review and discussion.

c. Membership

- i. Executive Vice President (Chair)
- ii. Chief Financial Officer
- ii. Editor-in-Chief
- iii. The board shall consist of one member from at least two of the following areas:
 - a. Faculty
 - b. Student Affairs
 - c. Public Affairs
 - d. Student at large

d. Meetings

- i. The board shall meet no fewer than six and no more than eight times per year, as dictated by newspaper publishing
- ii. All members of the board reserve the ability to call an emergency meeting of the board in consultation with the Chair.

e. Quorum

This is a non-voting board.

f. Functions

- i. To meet with the Editor-in-Chief on a regular basis and discuss direction and ideas for the student newspaper
- ii. To act as a final editing process prior to publishing
- ii. The committee shall not have any control over content, and may not instruct the Editor-in-Chief in any fashion

g. Accountability

The Board Chair shall report to the SRC subsequent to each committee meeting

3.09 Selections Committee

a. Status

The Selections Committee is a standing committee of the MSVU Students' Union.

b. Mandate

The Selections Committee will act as a hiring committee for senior staff positions of the Students' Union. It shall also act as a committee to decide on management reappointment at the end of each academic term. It shall also act as the final governing board during disciplinary decisions. It shall also act as a directing board for the Students' Union elections, and hear any appeals resulting from the process. All discussions within this committee are to be considered

In-Camera, and are strictly confidential.

c. Membership

- i. Executive Vice President (Chair)
- ii. Staff member to whom the position will be reporting (Vice-Chair)
- iii. One member of the SRC
- iii. Outgoing Senior Staff (if applicable)
- iv. The chair reserves the right to temporarily add or remove membership prior to each committee formation, should the need arise.
- v. Any member who has a conflict of interest due to the persons involved shall be asked not to sit on this committee. Should the chair be required to step down, the member as dictated in point ii. shall chair the meetings.
- vi. Those running the elections shall not sit on any Selections Committee involving the elections process.

d. Meetings

- i. Hiring: the committee shall meet as often as job positions dictate
- ii. Reappointment: the committee shall meet at the end of the academic year, should management wish to return
- iii. Discipline: the committee shall meet as necessary
- iv. Elections: the members which have hired the CRO/DRO shall direct the CRO, and hear any appeals resulting from the elections.
- v. All members of the committee reserve the ability to call an emergency meeting of the committee in consultation with the Chair.

e. Quorum

All decisions should be decided as group consensus. If the group is unable to reach a unanimous decision, quorum shall consist of fifty percent plus one.

f. Functions

- i. Accept applications, perform interviews, and decide which applicant to hire.
- ii. Review evaluations, perform interviews, and decide on management reappointment
- iii. Review warnings and evaluations, interview management and staff, and decide on disciplinary measures in the last step of the discipline process
- iv. Direct the CRO, and hear any appeals resulting from the elections.

g. Accountability

The Committee Chair shall report to the SRC subsequent to each committee meeting on all non confidential business

3.10 Society Affairs Committee

a. Status

The Society Affairs Committee is a standing committee of the Students' Union.

b. Mandate

To assist the Students' Union in all society/club affairs.

c. Membership

- i. Vice President Student Life (Chair)
- ii. General Manager (ex-officio)
- iii. 3 members of SRC (other than Students' Union Executive)
- iv. Where possible, committee will attempt to recruit at least one student at large.

d. Meetings

The committee shall meet bi-weekly. All members reserve the ability to call an emergency meeting of the SAC, with consultation of the chair. Meetings will be open to all members of the MSVU Students' Union. Confidential sessions (In Camera) may be necessary due to the sensitive nature of some issues that may arise.

e. Quorum

Quorum shall consist of fifty percent plus one of the total voting membership.

f. Functions

- i. To help decide the allocation of funds to societies.
- ii. To make appropriate recommendations to the SRC regarding discipline of societies.
- ii. Have the right to examine all records of all societies, clubs, or associations and report said examinations to SRC.
- iii. The committee can be given any other duties that the SRC, the Executive Committee, or the Vice President Student Life sees fit.

g. Reporting

The Committee shall report to the Students' Representative Council at all regular meetings.

3.11 Environmental Committee

a. Status The environmental Committee is a standing committee of the MSVU Students' Union.

b. Mandate: The Environmental Committee is devoted to the establishment and promotion of green Students' Union initiatives. These include both external and internal issues. The committee will work to create green policies for the Union and the Mount internally. It will advise various members of the Mount community ad hoc on environmental issues. Members shall discuss relevant local, national and international campaigns to adopt as campus based awareness campaigns.

c. Membership

- i. A Senior Student & SRC Member (Chair)
- ii. The Executive Vice President
- iii. The Residence Representative
- iv. Two members at large
- v. Other SRC members and society executives

are invited as well as related university departments, however, they will not be authorized to vote.

d. Meetings

- i. The committee shall meet no fewer than twice per semester.
- ii. All voting members of the committee reserve the ability to call an emergency meeting of the committee, in consultation with the chair.

e. Quorum Quorum shall consist of fifty percent plus one.

f. Functions

- i. To develop and adapt the environmental policies of the MSVU Students' Union.
- ii. To organize the best approach to work with the university on environmental issues.
- iii. To promote the awareness of any adopted environmental campaigns.

g. Accountability The committee chair shall report to the SRC subsequent to each committee meeting.

3.12 Health Insurance Plan Committee

a. Status: The Hip committee is a standing committee of the MSVU Students' Union.

b. Mandate: The Hip committee is the group responsible for making decisions on students' appeals concerning their inability to opt out of the Health and Dental Plan.

c. Membership:

- i. The Administrative Assistant (Chair)

- ii. The Executive Vice President
- iii. 2 members of the SRC (other than Students' Union Executives)

d. Meetings

- i. The committee shall meet as decided by the Administrative Assistant

e) Quorum

- i. Quorum shall consist the committee in its entirety

f) Functions

- i. To hear the cases of each individual student making an appeal
- ii. To deliberate and discuss each individual appeal
- iii. To render a decision on each individual appeal

g) Accountability:

- i. The committee shall report to the SRC if necessary