Brescia University College Students’ Council

**Standing Committee and Sub-Committee Terms of Reference**

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**EFFECTIVE:** September 2020 **SUPERSEDES:** Standing Committee Terms of Reference

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2020

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**RELATED DOCUMENTS:** By-Law #1, Attendance Policy **Page 1 of 13**

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**PREAMBLE**

The success of the Brescia University College Students’ Council is dependent on the success of each individual aspect of the organization. Active and organized Standing Committees and Subcommittees help ensure that the functioning of the BUCSC is transparent and efficient. The ‘Standing Committee and Sub-committee Terms of Reference’ makes certain that each Standing Committee, Sub-committee and their respective members understand their rights, responsibilities, and mandate. Committees will handle all issues relating to their mandate, and only those issues.

**1. SCOPE**

**1.1** This document defines the mandate, membership and governance of each Standing Committee and Sub-committee of the Brescia University College Students’ Council.

**2. THE OFFICIAL STANDING COMMITTEES OF THE BUCSC**

**2.1** The following shall be the Standing Committees of the Brescia University College Students’ Council:

1. The Academic Affairs Committee;
2. The Advocacy Committee;
3. The Events Committee;
4. The Communications Committee;
5. The Finance Committee;
6. The Governance Committee; and,
7. The Elections Committee.

**2.2**  All references to Standing Committeesin this document shall apply to all the aforementioned Standing Committees unless explicitly noted;

**2.3** The general purpose and duties of each Standing Committee is to:

1. Review, edit and make policies which fall under the Standing Committee mandate;
2. Provide a platform for the discussion of ideas by and for the students relating to the Standing Committee mandate.

**3. THE ACADEMIC AFFAIRS COMMITTEE**

**3.1** Mandate:

1. Act as a communicational avenue between the BUCSC President and Academic Representatives of the BUCSC.
2. Make recommendations to Council on all matters falling under the Terms of Reference for Academic Representatives of the BUCSC.
3. Make recommendations to improve the relationship between the BUCSC and relative parties including but not limited to; Students, Staff, Faculty, Administration regarding academic matters.
4. Act as an avenue for the Academic Representatives of the BUCSC to advocate for the needs of Students they are representing.
5. Be an outlet for the BUCSC President to work with and support Academic Representatives of the BUCSC to create motions.

**3.2**  Membership:

1. President, chair and voting;
2. Executive Assistant to the President, vice-chair and voting;
3. First year Representatives, voting;
4. Leadership and Social Change Representative, voting;
5. Food and Nutritional Science Representatives, voting;
6. Community Development Representative, voting;
7. Family Studies Representative, voting;
8. Psychology Representative, voting;
9. Sociology Representative, voting;
10. English Representative, voting;
11. French Studies Representative, voting;
12. History Representative, voting;
13. Governance Officer, ex-officio and non-voting; and,
14. Speaker, ex-officio and non-voting.

**4. THE ADVOCACY COMMITTEE**

**4.1** Mandate:

1. To handle any issues relating to student life, brought forth either by a member of the student body or concerned parties who may be advocating on behalf of the students;
2. May be tasked with providing background research or supporting documents as required for the proper functioning of the BUCSC, this Executive Council, or other members or agents of council as advocates of students at Brescia University College;
3. Shall select one (1) student issue each semester to research, and make a recommendation to council on how to best remedy the issue:
   1. If a particularly large issue is selected, the committee Chair shall have the authority to extend the research period.
4. Reviewing and making recommendations to Council on all matters that relate to the Student Life portfolio.

**4.2**  Membership:

1. The Vice President Student Life, chair and voting;
2. Associate Vice President Student Support, vice-chair and voting;
3. Pride and Allyship Commissioner, voting;
4. Volunteer Commissioner, voting;
5. Environmental Commissioner, voting;
6. Charity Commissioner, voting;
7. Awareness Commissioner, voting;
8. Wellness Commissioner, voting;
9. Outreach Commissioner, voting;
10. Culture and Inclusion Commissioner, voting;
11. Accessibility Commissioner, voting;
12. International Student Commissioner, voting;
13. Mature and Transfer Student Commissioner, voting;
14. President, ex-officio and non-voting;
15. Governance Officer, ex-officio and non-voting; and,
16. Speaker, ex-officio and non-voting.

**5. THE EVENTS COMMITTEE**

**5.1** Mandate:

1. Provide Council with recommendations regarding the following:
   1. Implementation of programs, services, and opportunities that engage students;
   2. Risk management of BUCSC events;
   3. Orientation Week;
   4. Frost Week; and,
   5. Sponsorship of Charitable Events.

1. Preparation and support for upcoming BUCSC events;
2. Reviewing and assessing events in the meeting following the event;
3. Reviewing and making recommendations to Council on all matters that relate to the Events portfolio;
4. Reviewing all BUCSC Positions in the Vice President Student Events (VPSE) portfolio.

**5.2** Membership:

1. The Vice President Student Events, chair and voting;
2. Associate Vice President Special Events, vice-chair and voting;
3. Clubs Commissioner, voting;
4. Orientation Commissioner, voting;
5. Formal Events Commissioner, voting;
6. Athletic Commissioner, voting;
7. HBK Events Commissioner, voting;
8. Senior Year Commissioner
9. President; ex-officio and non-voting;
10. Governance Officer, ex-officio and non-voting; and,
11. Speaker; ex-officio and non-voting.

**6. THE COMMUNICATIONS COMMITTEE**

**6.1** Mandate:

1. Shall create policy and procedural recommendations to Council on the following:
   1. Effective communication and promotion of BUCSC activities and initiatives;
   2. Media relations;
   3. Volunteer recruitment and recognition.
2. Reviewing and making recommendations to Council on all matters that relate to the Communications Portfolio;
3. Reviewing all BUCSC Positions in the Communications Portfolio.

**6.2** Membership:

1. Chief Communications Officer, chair and voting;
2. Associate Vice-President Promotions, vice-chair and voting;
3. Social Media Commissioner(s), voting;
4. Film and Photography Commissioner, voting;
5. Brescia Buzz Editors, voting;
6. Website Commissioner, voting;
7. President, ex-officio and non-voting;
8. Governance Officer, ex-officio and non-voting; and,
9. Speaker, ex-officio and non-voting.

**7. THE FINANCE COMMITTEE**

**7.1**  Mandate:

1. Be a Standing Committee of Council;
2. Be responsible for:
   1. Reviewing and approving or rejecting all unbudgeted expenses up to five hundred dollars (>=$500.00);
   2. Review and put forward a recommendation to council for all unbudgeted expense over five hundred dollars (<$500.00):
      1. All recommendations put towards council must be as a posted motion and shall be subject to notice requirements as articulated in Bylaw #1;
      2. In the instance that an un-budgeted expense over five hundred dollars ( > $500.00) occurs and must be dealt with as soon as possible, the Executive Council may include a motion under new business provided that:
         1. The Executive, unanimously supports the inclusion of the request;
         2. A report outlining the urgency of the situation and explaining why it was not included in posted motions is created and distributed to all members of council;
         3. The nature and substance of the request is articulated in an accompanying report provided to council.
   3. Reviewing and making recommendations to Council on all matters that relate to the finances of the BUCSC;
   4. Review the activities of all BUCSC positions in the Finance Committee.
3. Any request to reallocate funds within a budget tab greater than one hundred dollars ( > $100.00 ) may, at the request of the Chief Financial Officer (CFO), require a Budget Reallocation Form and written proposal;
4. Any request to reallocate funds from one budget tab to another shall require a Budget Reallocation Form and written proposal;
5. Any Council monies beyond the ratified budget cannot be approved without going to the Finance Committee first;
6. Council or the Finance Committee cannot approve monies more than the maximum affordable amount;
7. Subject to section six (6) above, Council can appeal any decisions made by the Finance Committee via a posted motion, signed by an executive member, and passed via a two-thirds (2/3) vote by Council;

**7.2**  Membership:

1. Chief Financial Officer (CFO), chair and voting;
2. Associate Treasurer, vice-chair and voting;
3. Merchandise Commissioner
4. Clubs Finance Commissioner, voting;
5. President, voting;
6. Governance Officer, ex-officio and non-voting; and,
7. Speaker, ex-officio and non-voting.

**8. THE GOVERNANCE COMMITTEE**

**8.1**  Mandate:

1. Meet prior to each BUCSC General Meeting;
2. Agenda and Motions:
   1. Organize the business of council though the preparation, review, and approval of the agenda and motions to be put forth to the general assembly.
   2. Make recommendations on motions as needed for clarity, or for structure before bringing it forth to council.
3. Supervise the operation of the Council and make recommendations on rules of order and other matters of internal reform, excluding employee and honorarium matters;
4. Evaluate and recommend any proposed changes to the BUCSC’s Governance structure and Committees (Standing or otherwise), including the creation or dissolution of Committees as necessary;
5. Recommend changes to Council surrounding existing BUCSC documents;
6. Review and draft new policies, procedures, bylaws, and other documentation as needed;
7. Identify training and development needs of Members of Council, and work with the Governance Officer to implement an effective training and development program.

**8.2**  Membership:

1. The Speaker, chair and voting;
2. The Governance Officer, vice-chair and voting;
3. The President, voting;
4. The Vice President Student Events, voting;
5. The Vice President Student Life, voting; and,
6. The Chief Returning Officer, voting.

**9. THE ELECTIONS COMMITTEE**

**9.1** Mandate:

1. The Committee shall oversee the Presidential, Vice-Presidential and USC Representative, Spring, and Fall Elections in accordance to By-Law #2;
2. Utilize By-Law #2 as a clear set of criteria, and make decisions and judgements based on these provisions;
3. Make recommendations to Council on all matters regarding elections;
4. Not seek office in an election, support or favour any candidate, or endorse a position in a referendum administered by the Committee during their term:
   1. Failure to comply with this requirement will result in immediate removal from the Elections Committee;
   2. In the event that a committee member is removed, another eligible General Member will be selected by the CRO to take their place.

**9.2** Membership:

1. The CRO, chair and voting;
2. Governance Officer, vice-chair and voting;
3. President, voting;
4. Vice-President Student Life, voting;
5. Vice-President Student Events, voting;
6. Chief Communications Officer, voting; and,
7. Chief Finance Officer, voting.

**9.3** Quorum for Committee meetings shall exist when five (5) out of seven (7) members are present;

**9.4**  At the discretion of the Chair, Committee meetings will be either confidential or open to the public;

**9.5** Membership to the Committee is restricted to those not seeking a position in the current election cycle; should a member be seeking election or interviewing for a role, they shall forfeit their seat on the Committee until the next elections period;

**9.6**  In the event that a member is seeking office in an election, the CRO shall select a General or Ordinary member of council to take their place prior to a meeting commencing.

**10. STANDING COMMITTEE TERMS OF REFERENCE**

**10.1** All Standing Committees, besides the Elections Committee, are expected to meet no less than one (1) time in between each General Meeting throughout the academic year

1. Any Standing Committee may ask any Executive, the Governance Officer, or the Speaker of the BUCSC to attend their meeting, as a non-voting member, as deemed necessary to fulfill their mandate.
2. Standing Committees must ensure they are meeting with enough time to submit successful motions to the Governance Committee or risk the motion not appearing on the most upcoming BUCSC general meeting agenda.

**10.2** Members of Standing Committees fall under two (2) types of membership:

1. Voting members;
2. Non-voting members.

**10.3**  Standing Committee Chairs, besides those chairing the Elections and Governance Committees, are expected to submit all successfully passed motions to the Governance Committee seven (7) days before the scheduled Governance Committee meeting.

1. Motions must be submitted to the Governance Committee by the Standing Committee Chair or Vice-chair via email to both the Speaker and Governance Officer of the BUCSC by 11:59pm.
2. All motions that are passed at standing committees and submitted to the Governance committee seven (7) days before the scheduled Governance Committee meeting will automatically appear on the agenda for the upcoming BUCSC general meeting.
3. Motions submitted less than seven (7) days before the scheduled Governance Committee meeting will not appear on the Governance Committee agenda nor the BUCSC General meeting agenda as a result.
   1. The Governance Committee will notify the chair of the Standing Committee that the motion will not be included on the agenda for the upcoming meeting and that the motion must be resubmitted for the next Governance Committee meeting.

**10.4**  A motion for the creation of a Standing Committee must be successfully passed at the Governance Committee and at a General Council meeting.

**10.5**  The membership of any given committee will be renewed by the discretion of the Chair.

**11. SUBMISSION OF MOTIONS TO STANDING COMMITTEES**

**11.1** Motions will be submitted to the Governance Officer using the Brescia University College Students’ Council Motion Submission Tool.

1. Any BUCSC Councillor may submit a motion as an independent motioner or on behalf of a Sub-committee or unofficial working group they reside on.

**11.2**  Motions submitted to the Governance Officer with intent to appear on a BUCSC General Meeting agenda must be submitted by 11:59pm on the day of the preceding BUCSC General Meeting.

1. The Governance Officer will use their discretion on choosing the committee with a complimentary mandate to send the motion to
   1. The Governance Officer will take into account the preferred Standing Committee that was indicated with the submission of the motion when making this decision.
   2. If the indicated Standing Committee mandate does not align with the motion mandate, the Governance Officer will submit the motion to the Standing Committee with the aligning mandate, informing the motioner of the occurrence.

**11.3** If a motion fails to pass at a Standing Committee, the motion must be amended, resubmitted to the Motion Submission Tool, and motioned again at a later Standing Committee meeting.

1. Motions passed at Standing Committees will be sent to the Governance Committee by the Chair or Vice-Chair via email in Compliance to 2.06.02

**12. THE OFFICIAL SUB-COMMITTEES OF THE BUCSC**

**12.1**  The following shall be the Sub-committees of the Brescia University College Students’ Council:

1. The Wellness and Awareness Sub-Committee;
2. The Pride Sub-Committee.

**13. THE WELLNESS AND AWARENESS SUB-COMMITTEE**

**​​13.1** Recommendations;

* 1. Undertake planning for events and initiatives concerning wellness and awareness
  2. Make recommendations to the advocacy standing committee or general council relating to wellness and awareness

**13.2** Membership:

* 1. Wellness Commissioner, co-chair and voting;
  2. Awareness Commissioner, co-chair and voting;
  3. Outreach Commissioner, voting;
  4. AVP Student Support, voting;
  5. VP Student Life, voting;
  6. Governance Officer, ex-officio and non-voting; and,
  7. Speaker, ex-officio and non-voting.

**14. THE PRIDE SUB-COMMITTEE**

14.1 Recommendations:

* 1. Undertake planning for events and initiatives concerning pride and allyship
  2. Make recommendations to the advocacy standing committee or general council relating to pride and allyship

14.2 Membership:

* 1. Pride and Allyship Commissioner, co-chair, voting
  2. AVP Student Support, co-chair, voting
  3. VP Student Life, voting

**15. SUB-COMMITTEE TERMS OF REFERENCE**

**15.1** Sub-committees may be created to consider matters falling under each Standing Committee’s respective mandate:

1. Sub-committees are established by, responsible to, and report to their parent Standing Committee and not the General Council;
2. The membership of Sub-committees may be drawn from the parent Standing Committee, the BUCSC, the Brescia Community, and other relevant bodies to the sub-committee mandate.
3. A motion for the creation of a sub-committee must be successfully passed at the Parent Committee in which it is established under and at a General Council meeting.

**15.2** Members of Sub-Committees fall under two (2) types of membership:

1. Voting members;
2. Non-voting members.

**15.3** Sub-committees are expected to submit all successful motions to the Governance Officer prior to them being brought forward to a Standing Committees using the Brescia University College Students’ Council Motion Submission tool.

1. The Governance Officer will automatically submit the sub-committee motion to it’s parent committee for approval.

**15.4** The membership of any given sub-committee will be renewed by the discretion of the Chair:

1. Notwithstanding section 2.08 above, the decision to renew membership may be overturned by Voting Members by a two-thirds (2/3) majority vote.

**15.5** Motions at Sub-committees are not required to be submitted to the Governance Officer prior to having them as agenda items but must be submitted when the Sub-committee wishes to bring them forward to the parent Standing Committee.

**15.6** Sub-committees are not subject to the Attendance Policy

1. Sub-committees must meet no less than one (1) time per term or as stated in their Mandate.

**16. STANDING AND SUB-COMMITTEE RESOURCES**

**16.1**  Committees shall receive all possible support from the BUCSC, including but not limited to:

1. Training and support from the Governance Officer, as requested;
2. Coordinating meetings and assisting in finding a meeting space that fits the needs of the committees;
3. Instructions via their OWL committee pages on deadlines for motion submissions and governance of their committee.

**17. PROCEDURE FOR STANDING COMMITTEE AND SUBCOMMITTEE MEETINGS**

**17.1** The rules for all Committee meetings shall be determined in order of preference by

1. The By-Laws;
2. Roberts Rules of Order.

**17.2** Calling Meetings:

1. A Standing Committee Meeting may be called by:
   1. The Standing Committee Chair;
   2. The Standing Committee Chair, on the written discretion of three (3) voting members, provided that the Standing Committees Chair is in the receipt of such discretion, no less than three (3) days before the meeting is to take place;
   3. The Speaker of Council;
   4. A resolution of Council.
2. A Standing Committee chair may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such meetings, no subsequent notice need be sent.

**17.3** Governance of Meetings:

1. The Agenda and Resources for the committee will be available to committee members through the Committee OWL page.
2. Upon the closure of motion submission, the Governance Officer will upload motions to the Standing Committee agendas under the ‘for approval section”.
3. The Standing Committee Chair will be responsible of uploading agenda items under “for discussion”.
   1. Training on creating an agenda through OWL and chairing a committee using OWL will be given to all Chairs of committees by the Governance Committee.

**17.4** Notice of Motions:

1. Notice of motions and the complete agenda must be available for all Standing Committee members prior to the meeting being called to order.

**17.5** Meetings open to BUCSC Councillors:

1. Meetings of Standing Committees and Subcommittees shall be open to all BUCSC Councillors and the greater Brescia Community:
   1. Standing committee locations and agendas will be available publicly through BUCSC social media avenues.
   2. Any Standing Committee may hold Confidential Meetings, only in situations where it is deemed necessary.

**17.6**  Quorum:

1. Quorum shall be a majority of the voting members. A Standing Committee may not have a full complement of Standing Committee members in place until September, so Quorum shall be based on the number of voting member appointed to the Standing Committee at any given time;
2. Any Duly Called Meeting which fails to be called to order within thirty (30) minutes of the scheduled start time for the meeting, or fails to reach quorum within thirty (30) minutes of the scheduled time, shall be deemed a failed meeting;
3. Any Duly Constituted Meeting subsequently consisting of fewer Voting Members that is required to preserve quorum shall be adjourned.

**17.7** Duties and Responsibilities of a Standing Committee and Subcommittee Chair:

1. A Standing Committee Chair shall arbitrate all disputes involving procedures to be followed and business to be transacted at their respective Committee meeting/ Any decision by a Standing Committee Chair may be overturned by the Voting Members by a two-thirds (2/3) vote;
2. Ensure quorum of the Committee or Subcommittee is in attendance prior to calling the meeting to order
3. Email the Governance Officer a list of voting members in attendance, absent with regrets, and absent without regrets no later than twenty-four (24) hours after adjourning the Committee or Subcommittee to ensure attendance is recorded by the Governance Officer.
   1. Sub-committee absences are not subject to demerit points or sanctions.
   2. Guests and ex-officio members in attendance must also be included in this list

**17.8** Duties and Responsibilities of a Standing Committee and Sub-Committee Vice-Chair:

1. Act in place of the Standing Committee Chair in their absence;
2. Take Meeting Minutes for the Committee and submit them to the Chair of the committee no later than Four (4) days before the next Committee Meeting to be submitted for approval on the next committee agenda:
   1. Meeting Minutes may be replaced by a video recording of the meeting if administered over zoom.
3. Where a Standing Committee Chair and Vice-Chair are absent, the present voting members shall elect a replacement among themselves for the period of absence;
4. After each mandated meeting, the Chair shall issue a written report to be included on the next Council meeting agenda that details the status of motions and other business and any other information the Standing Committee deems necessary to assist Council in taking a decision related to business placed before it by the Standing Committee:
   1. If requested or deemed necessary, the Governance Officer shall provide training and assistance for Chairs and Vice-Chairs to help ensure reports are relevant, concise, and accurate.
5. The Chair of the Standing Committee, or delegate, is expected to give a verbal report at the General Council Meeting that details the status of motions and other business and any other information the Standing Committee deems necessary to assist Council in taking a decision related to business placed before it by the Standing Committee.

**17.9** Duties and Responsibilities of a Voting Member:

1. Adhere to the Voting Member Attendance Policy of Council by attending all Standing Committee Meetings and remaining for the entire duration of the Meetings to represent their constituents’ interests;
2. Send regrets to the Standing Committee Chair (carbon copied to the Speaker and) if they are unable to attend a meeting or are unable to stay for the duration of the meeting as per the duration of the meeting, as per the Attendance Policy.

**17.10**  Voting Procedure:

1. Unless otherwise stated, a voting member shall only be able to cast one (1) vote, and unless otherwise dictated by relevant policies, every question shall be decided by a simple majority;
2. Every Motion and Question shall be voted on using Turning Point. The Chair or Vice-chair of the Committee will be responsible for ensuring Motions on the agenda are properly inputted in Turning Point to be voted on.
3. Unless a poll is called for, a declaration by the Standing Committee Chair that a resolution has been carried or not carried, and an entry to that effect in the committee report is conclusive evidence of the fact, without proof of the number or proportion of votes recorded in favour of, or against such a resolution;
4. The calling of a poll requires the consent of three (3) Voting Members after the request for a poll has been brought forward;
5. All votes cast shall be tabulated by the Standing Committee Chair or Vice- Chair;
6. In the event of a tie, the Standing Committee Chair shall cast a vote to break the tie.

**18. PROCEDURAL AUTHORITY**

**18.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:

1. The scope of such Procedures is limited to the scope of this policy;
2. In the event of any conflict, this Policy supersedes any document created under it;
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.