



Brescia University College Students' Council
STANDING COMMITTEE TERMS OF REFERENCE

EFFECTIVE: November 2017

SUPERCEDES: N/A

AUTHORITY: Council

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Council as of 2017

RELATED DOCUMENTS: By-Law #1, Attendance Policy

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PREAMBLE

The success of the BUCSC is dependent on the success of each aspect of the organization. Active and organized committees help ensure that the functioning of the council is transparent and efficient. These terms of reference help ensure that each committee and its respective members understand their rights, responsibilities, and mandate. Committees will handle all issues relating to their mandate, and only those issues.

1.0 SCOPE

1.01 This document defines the mandate and membership of each standing committee and sub-committee of the BUCSC.

2.0 THE STANDING COMMITTEES OF THE BUCSC

2.01 The following shall be the Standing Committees of Council:

- (1) The Finance Committee;
- (2) The Communications Committee;
- (3) The Advocacy Committee;
- (4) The Student Events Committee;
- (5) The Governance and Nominating Committee;
- (6) The Elections Committee.

2.02 All references to Standing Committees in this document shall apply to all the aforementioned Standing Committees unless explicitly noted;

2.03 The general purpose and duties of each Standing Committee are to:

- (1) Review, edit and / or make policies which fall under each Standing Committee mandate;
- (2) Provide a platform for the discussion of ideas by and for the students.



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2.04 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's and not the General Council;
- (2) The membership of sub-committees shall be drawn from the parent Standing Committee, except in cases where the sub-committee is appointed to take action that requires the assistance and expertise outside of that possessed by the members of the parent Standing Committee;
- (3) Each sub-committee shall have a Terms of Reference that includes, at minimum, the mandate and membership:
 - i) Sub-committees shall follow the procedures of the parent Standing Committee, unless the Standing Committee determines otherwise.

2.05 All 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) In the event that meetings are held every two (2) weeks, the committees shall be expected to meet one (1) time in between the two (2) monthly meetings.

2.06 All members of a committee are considered voting members provided that they are also members of council:

- (1) Any Standing Committee may ask that any executive, the Governance Officer, or the Speaker to attend their meeting, as a non-voting member, as deemed necessary.

2.07 The membership of any given committee will be renewed by the discretion of the Chair:

- (1) Notwithstanding section 2.07 above, the decision to renew membership may be overturned by Voting Members by a two-thirds (2/3) majority vote.

3.0 COMMITTEE RESOURCES

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



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- (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.

4.0 PROCEDURE FOR STANDING COMMITTEE MEETINGS

4.01 The rules for all Standing Committee meetings shall be determined in order of preference by:

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

4.02 Calling Meetings:

- (1) A General Meeting may be called by:
 - i) The Standing Committee Chair;
 - ii) 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;
 - iii) The Speaker of Council;
 - iv) 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.

4.03 General Notice:

- (1) Standing Committees shall adhere to the same procedure outline in section 7.3 of Bylaw #1.

4.04 Notice of Motions:

- (1) Standing Committees shall adhere to the same procedure outline in section 7.10, Notice of Motions, in By-law #1.



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4.05 Meetings open to BUCSC Councillors:

- (1) Meetings of Standing Committees shall be open to all BUCSC Councillors:
 - i) Any Standing Committee may hold Confidential Meetings, only in situations where it is deemed necessary.

4.06 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 required to preserve quorum shall be adjourned.

4.07 Duties and Responsibilities of a Standing Committee 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) Where a Standing Committee Chair and Vice-Chair are absent, the voting members shall elect a replacement among themselves for the period of absence;
- (3) Administer the Attendance Policy with respect to Member Attendance at Standing Committee and shall report to the Speaker of Council if sanctions against a Voting Member are necessary:
 - i) Sanctions recommended by the Speaker must be approved by the Governance and Nominating Committee by two-thirds (2/3) majority vote for action to be taken.



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(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:

- i) 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.

4.08 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 duration of the Meetings to represent their constituents' interests;
- (2) Send regrets to the Standing Committee Chair (carbon copied to the Speaker) 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.

4.09 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) Unless a poll is called for by a Voting Member, every question shall be decided by a show of hands. Where a poll is called, the Voting Member shall specify the method of polling to be used, being either roll call or secret ballot. The call for a poll may be withdrawn;
- (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;



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(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.

5.0 THE FINANCE COMMITTEE

5.01 Mandate:

(1) Be a Standing Committee of Council;

(2) Be responsible for:

i) Reviewing and approving or rejecting all un-budgeted expenses up to five hundred dollars ($\geq \$500.00$);

ii) Review and put forward a recommendation to council for all un-budgeted expense over five hundred dollars ($< \$500.00$):

a) All recommendations put towards council must be as a posted motion and shall be subject to notice requirements as articulated in Bylaw #1;

b) 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:

a. The Executive, unanimously supports the inclusion of the request;

b. 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;

c. The nature and substance of the request is articulated in an accompanying report provided to council.

iii. Reviewing and making recommendations to Council on all matters that relate to the finances of the BUCSC;

iv. Review the activities of all BUCSC positions in the Finance Committee.



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- (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;

5.02 Membership:

- (1) The Chief Financial Officer (CFO), Chair;
- (2) Associate Treasurer, Vice Chair;
- (3) At least three (3) other Ordinary Members of Council;
- (4) Not more than thirteen (13) members total.

6.0 THE COMMUNICATIONS COMMITTEE

6.01 Mandate:

- (1) Shall create policy and procedural recommendations to Council on the following:
 - i. Effective communication and promotion of BUCSC activities and initiatives;
 - ii. Media relations;
 - iii. Volunteer recruitment and recognition.



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(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.

6.02 Membership:

(1) The Chief Communications Officer (CCO), Chair;

(2) Associate Promotions, Vice Chair;

(3) At least three (3) other Ordinary Members of Council;

(4) Not more than thirteen (13) members total.

7.0 THE ADVOCACY COMMITTEE

7.01 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:

i) 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.

7.02 Membership:

(1) The Vice President Student Life (VPSL), Chair;

(2) Associate Vice President Student Support, Vice Chair;

(3) All Commissioners and Representatives of the VPSL portfolio.



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8.0 THE STUDENT EVENT COMMITTEE

8.01 Mandate:

- (1) Provide Council with recommendations regarding the following:
 - i) Implementation of programs, services, and opportunities that engage students;
 - ii) Risk management of BUCSC events;
 - iii. Orientation Week;
 - iv. Frost Week;
 - v. Sponsorship of Charitable Events.
- (2) Preparation and support for upcoming BUCSC events;
- (3) Reviewing and assessing events in the meeting following the event;
- (4) Reviewing and making recommendations to Council on all matters that relate to the Events portfolio;
- (5) Reviewing all BUCSC Positions in the Vice President Student Events (VPSE) portfolio.

8.02 Membership:

- (1) The Vice President Student Events (VPSE), Chair;
- (2) Associate Vice President Special Events, Vice Chair;
- (3) All VPSE Commissioners and Coordinators;
- (4) At least two (2) other Ordinary Members of Council;
- (5) Limit of people on this committee shall be at the discretion of the Vice President Student Events.

9.0 THE GOVERNANCE AND NOMINATING COMMITTEE

9.01 Mandate:

- (1) Meet prior to each BUCSC General Meeting;
- (2) Agenda and Motions:



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- i. Organize the business of council through the preparation, review, and approval of the agenda and motions to be put forth to the general assembly;
- ii. 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.

9.02 Membership:

- (1) The Speaker, Chair;
- (2) The Governance Officer, Vice-Chair;
- (3) The President;
- (4) The Vice President Student Events;
- (5) The Vice President Student Life.

9.03 Sub-Committees:

(1) By-Law #2 Review Committee:

- i) Shall consist of a minimum of three (3) members of the Governance and Nominating Committee;



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ii) Shall include a minimum of two (2) Ordinary and/or Resources Members, and a maximum of six (6) members:

a) Membership shall be open to all members of council.

iii) Shall consist of no less than five (5) members and no more than nine (9) members.

10.0 THE ELECTIONS COMMITTEE

10.01 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:
 - (4.1) Failure to comply with this requirement will result in immediate removal from the Elections Committee;
 - (4.2) In the event that a committee member is removed, another eligible General Member will be selected by the CRO to take their place.

10.02 Membership:

- (1) The CRO [chair];
- (2) President;
- (3) Vice-President Student Life;
- (5) Vice President Student Events;



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- (5) Chief Communications Officer;
- (6) Chief Finance Officer;
- (7) Governance Officer.

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

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

10.05 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;

10.06 In the event that a member is seeking office in an election, the CRO shall select a General member to take their place.

11.0 PROCEDURAL AUTHORITY

11.01 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 documents created under it;
- (3) Any new procedures and amendments to any existing procedures must be ratified by Council before taking effect.