

By-Law 2: Students' Representative Council Committees

**Acadia Students' Union
Amended in December 2016**

Article I: Executive Board

1. Membership

- (a) The Executive Board of the Union shall consist of:
 - i. The President, who shall chair the committee;
 - ii. The Vice President Student Life;
 - iii. The Vice President Events & Promotions;
 - iv. The Vice President Academic & External;
 - v. The Vice President Finance & Operations;
 - vi. The General Manager (non-voting); and
 - vii. The Recording Secretary (non-voting).

2. General Manager (non-voting) shall:

- (a) Act as resource for institutional history and precedent to the voting members of the Executive Board;
- (b) Be responsible for such other duties as may be determined by the Executive Board.

3. The Recording Secretary (non-voting) shall:

- (a) Act as minute taker for meetings of the Executive Board;
- (b) Be responsible for such other duties may be determined by the Executive Board;
- (c) Be appointed by the Executive Board at the first regular Executive Board meeting.

4. Rights and Responsibilities

- (a) The administrative and operational authority of the Union shall be vested in the Executive Board.
- (b) Voting members of the Executive Board of the Union shall:
 - i. Be responsible to Council;

- ii. Submit a summer report at the first regular meeting of Council in September, and a report at the end of each semester outlining the activities of the office;
 - iii. Meet at least once a week during their term of office, as necessary;
 - iv. Take no more than (2) intersession courses from May 1st – August 31st
 - 1. If the intersession class is taken in-class, the time missed will be deducted from summer pay; and
 - 2. If the intersession class is online, the class must be completed by the start of the fall semester.
 - v. Hold 37.5 office hours a week during the summer months, between the hours of 7:00 am and 6:00 pm, Monday to Friday;
 - vi. Hold minimum of fifteen (15) regular office hours per week during the academic year;
 - 1. With the exception of the President, who shall hold twenty (20) regular office hours per week during the academic year;
 - vii. Have a sessional GPA of 2.0 at the time of appointment, and shall maintain a 2.0 GPA throughout his/her term of office. Any executive who does not maintain a 2.0 GPA will be asked to resign;
 - viii. Attend all regular and special meetings of the Council.
- (c) For the purposes of this Constitution, the Executive Board shall have a Presidential Alternate.
- i. The Presidential Alternate shall be chosen by the Executive Board;
 - ii. Should the President leave office or become incapacitated before completion of their term of office, the Presidential Alternate shall become the acting President.

5. Meetings

- (a) Members of the Executive Board shall meet at least once a week during their term of office. These meeting shall be convened and presided over by the President.
- (b) The Executive Board shall meet at the call of the President or a majority of the members of the Executive Board.

- (c) Quorum for the Executive Board shall be 50% of the voting members, including the President.

Article II: Review Board

1. Membership

- (a) The Review Board shall consist of:

- i. The Chairperson of Council, who shall act as Chair of the Review Board;
- ii. The Deputy Chairperson of Council (non-voting), who shall act as recording secretary for the Board;
- iii. The President;
- iv. One additional member of the Executive Board of Council
- v. Two non-executive, voting, members of Council, to be appointed by Council at the first regular meeting of Council after the By-Election.

- (b) The Union lawyer shall act as a resource person for the Review Board, when deemed necessary.

- (c) At the changeover meeting of Council in the winter term, an Interim Review Board shall be formed. The Interim Review Board shall be dissolved with the formation of the Review Board at the first full meeting of Council following the By-Election in September. The Interim Review Board shall decide the allocation of the summer honoraria, taking into account all relevant documentation. The membership of the Interim Review Board shall consist of:

- i. The Chairperson of Council, who shall act as a Chair of the Interim Review Board;
- ii. The Deputy Chairperson of Council (non-voting), who shall act as recording secretary for the interim Review Board;
- iii. The President;
- iv. One other member of the Executive Board, as appointed by Council; and
- v. Two non-executive, voting, members of Council, as appointed by Council.

- (d) If a member of the Review Board conducts themselves in a manner so as to reflect poorly on the Review Board, or misses two consecutive, or three overall meetings

of the Review Board, said member may be removed and replaced according to the following procedure:

- i. Council must, with a two-thirds majority vote, remove the member from the Review Board;
- ii. At the same meeting at which the member is removed, Council must make all reasonable efforts to replace them, in accordance with the structure laid out in section 1 a. of this article.

2. Rights and Responsibilities

- (a) Act impartially, in good faith, and in the best interests of the Union;
- (b) Enforce and interpret the Constitution, as well as act as a resource for the Chair in performing their duties;
- (c) Review all relevant reports concerning the performance and undertakings of Executives, Councillors, Committees, and Officers of Council in regards to their responsibilities;
- (d) Determine the amount of honoraria to be issued to those eligible applicants as based on recommendations for remuneration, and in regards to the amounts and criteria specified in Operating Procedure 1 (Remuneration).
 - i. Any person relevant to the job and activities of a member of Council may submit a performance review for the Board's consideration.
 - ii. When considering the honoraria of a member of the Review Board, the member in question will leave the deliberations to be called back when the Board has decided on their honoraria. Any decisions on the remuneration of a member of the Review Board will require a majority vote of the remaining members.
- (e) Report their decisions to the next meeting of Council;
 - i. Should the applicant dispute the recommendation of the committee, they are entitled to appear before Council to appeal the decision of the review board, or present written representation to Council in order to make their case.
- (f) When evaluating performance for honoraria the committee shall:
 - i. Confirm, with the aid of performance reviews and alike, that the applicant has fulfilled their mandate as outlined in By-Law 1 (Students' Representative Council Positions);
 - ii. Be impartial in its deliberations concerning each applicant's performance.

(g) Subject to this Constitution, the Review Board shall be invested with the judicial function of the Union.

(h) Perform other duties as Council may deem necessary.

3. Meetings

(a) Regular meetings of the Review Board shall be held monthly, and at a time determined by the Chair, in co-ordination with the members of the Review Board.

(b) Special meetings of the Review Board shall be held at the request of the Chairperson, Deputy Chairperson, or President, and must relate to the Constitution, Union elections, performance review or impeachment.

(c) Quorum for meetings of the Review Board is four voting members, necessarily including the Chairperson.

(d) All discussions and documentation regarding performance of Executives, Councillors, Committees, and Officers of Council shall be considered confidential, and the minutes of such discussions shall be sealed. Council may unseal the minutes and related documentation for their reference in regards to an appeal through a majority vote of council. The contents of any unsealed minutes and documents shall only be referred to while Council is in-camera, and shall be resealed after the deliberations of Council in regards to the appeal.

Article III: Standing Committees of Council

1. General Information

(a) All of the standing committees mentioned in Article 3, are open to any ordinary or associate member of the Union, pending approval of Council and the determination of voting status.

(b) The Chairperson of Council shall sit ex-officio on all standing committees of Council.

(c) The Chairperson of Council is responsible for ensuring all appointments are made and presented for ratification no later than the second regular meeting of Council at the beginning of the academic year.

(d) Unless otherwise specified, they shall meet once a month during the course of the academic year, as agenda permits.

(e) All Standing Committees of Council shall be accountable to Council.

(f) Any ordinary or associate member of the Union may on a committee, if appointed by the committee.

2. Chairs of each committee shall:

(a) Submit one report per semester concerning the committee's activities to the Office of the Chairperson, including the attendance of each meeting of the Committee;

(b) Abide by and maintain the integrity of the Constitution and By-Laws of the Union;

(c) Be responsible for the fair application of parliamentary procedure during committee meetings;

(d) Be responsible for setting the date and time of the meetings;

(e) Be responsible for compiling meeting agendas and supporting documents before each meeting and distributing these to the members two (2) days before each meeting;

(f) Be responsible for maintaining an accurate record of minutes to be adopted by the committee and ensuring that a permanent file of all minutes, agendas and supporting documents is kept;

(g) Be responsible for communicating reports on the committee to Council.

3. Presidential Affairs Committee

(a) The Presidential Affairs Committee is established to handle any issues and projects pertinent to the office of the President, or any matters referred to it by Council.

(b) The committee shall consist of:

i. The President, who shall chair the committee;

ii. One (1) Associate Presidential Affairs Director to be hired by the committee;

iii. The two (2) other Council Board of Governors Representatives in a non-voting capacity; and

iv. Two (2) non-executive, voting members of Council, as selected by the body.

(c) The committee shall perform other duties as deemed necessary by Council.

4. Events & Promotions Committee

- (a) The Events & Promotions Committee is established to handle any issues and projects pertinent to the office of the Vice President Events & Promotions, or any matters referred to it by Council.
- (b) The committee shall develop a document to present to Council for ratification including but not limited to the following:
 - i. A comprehensive communication and promotion strategy;
 - ii. An outline of event themes, and timing, promotion and location of events; and
 - iii. The individual roles on the committee.
- (c) The committee shall evaluate the success and financial outcome of each event.
- (d) The committee shall consist of:
 - i. The Vice President Events & Promotions, who shall chair the committee;
 - ii. One (1) Associate Events & Promotions Director to be hired by the committee;
 - iii. Four (4) non-executive, voting members of Council, as selected by the body;
 - iv. The First Year Officer;
 - v. One (1) House President, appointed by the House Presidents Committee;
 - vi. The Sustainability Officer;
 - vii. The Union Bar Services Manager (non-voting).
- (e) The committee shall perform other duties as deemed necessary by Council.

5. Academic Affairs Committee

- (a) The Academic Affairs Committee is established to handle with any issues pertinent to the office of the Vice President Academic & External, or any matters referred to it by Council.
- (b) The committee shall consist of:

- i. The Vice President Academic & External, who shall chair the committee;
 - ii. One (1) Associate Academic Affairs Director to be hired by the committee;
 - iii. The Student Senators of Council; and
 - iv. One (1) non-executive, voting members of Council, as selected by the body.
- (c) The committee shall perform other duties as deemed necessary by Council.

6. Financial Affairs Committee

- (a) The Financial Affairs Committee is established to deal with any issues and projects pertinent to the office of the Vice President Finance & Operations, or any matters referred to it by Council.
- (b) The committee shall be responsible for proposing the yearly budget of the Union to Council.
- (c) After the budget has been approved by Council further requests for finances shall be made to the committee, which will then forward recommendations to Council.
- (d) The Financial Affairs Committee shall be responsible for monitoring the status of the Internal Organizations under the preview of the Vice President Finance & Operations.
- (e) The committee shall consist of:
- i. The Vice President Finance & Operations, who shall chair the committee;
 - ii. One (1) Associate Financial Affairs Director to be hired by the committee;
 - iii. The President;
 - iv. An internal organization coordinator, as selected by the internal organization coordinators at the first meeting; and
 - v. Three (3) non-executive, voting members of Council, as selected by the body.
- (f) The committee shall perform other duties as deemed necessary by Council.

7. The Student Life Committee

- (a) The Student Life Committee is established to deal with clubs, off-campus affairs and general students affairs, as well as issues and projects pertinent to the office of the Vice President Student Life, or any matters referred to it by Council.
- (b) The committee shall be responsible for monitoring the ratification status of all Union Clubs, and notify Council of any recommended status changes.
- (c) The committee shall be responsible for planning the Student Life Summit.
- (d) The committee will meet no less than twice a month during the academic year;
- (e) The committee shall consist of:
 - i. The Vice President Student Life, who shall chair the committee;
 - ii. One Associate Student Life Director to be hired by the committee;
 - iii. The Equity Officer;
 - iv. Two (2) non-executive, voting members of Council, as selected by the body;
 - v. The First Year Officer; and
 - vi. The Community Relations Officer.
- (f) The committee shall perform other duties as deemed necessary by Council.

8. *The Athenaeum* Publishing Board

- (a) The publishing board shall be composed as per the related section of *The Athenaeum* Constitution, as found in Operating Procedure 5g (*The Athenaeum* Constitution)

9. House Presidents Committee

- (a) The House Presidents Committee shall be responsible for all issues and concerns of those students living in University residences, which include, but are not limited to, quality of housing, food services, and personal safety.
- (b) The House Presidents Committee shall be composed of the following members:
 - i. The Vice President Student Life, who shall chair the committee;

- ii. The Deputy Chairperson of Council, who shall act as a non-voting minute taker for the committee;
 - iii. The First Year Officer; and
 - iv. The House President from each University residence.
- (c) The committee shall perform other duties as deemed necessary by Council.

10. The Campus Representation Committee

- (a) The Campus Representation Committee is established to deal with issues and projects pursuant to campus diversity and representing needs, views, and experiences of different groups on the Acadia Campus.
- (b) The Committee shall consist of:
- i. The Equity Officer, who shall chair the committee;
 - ii. One voting member of Council;
 - iii. The Coordinator of Acadia Pride;
 - iv. The Coordinator for the Center for Global Education;
 - v. The Coordinator of the Acadia Women's Center;
 - vi. One Gender Resource Representative whose gender is an alternative of the Equity Officer; and
 - vii. Any additional interested parties representing groups on campus.
- (c) The Equity Officer, as chair of the Campus Representation Committee, will submit a report to the Vice President Finance and Operations and Vice President Student Life to ensure committee effectiveness, allocation of funds, and accountability reasons.
- (d) Meetings will occur on a biweekly basis and all meetings shall be advertised through Union media.
- (e) The committee shall perform other duties as deemed necessary by Council.

11. Governance Committee

- (a) The Governance Committee is established to deal with all matters concerning the governance of the unions, the by-laws, policies and constitution, or any matters referred to it by Council.
- (b) The committee shall be responsible for reviewing the by-laws and ensuring that the document is consistent and reflects the values of the Union.
- (c) The committee shall consist of:
 - i. The Chairperson of Council, who shall chair the committee;
 - ii. The Deputy Chairperson of Council, who shall act as a non-voting minute taker for the committee;
 - iii. The President;
 - iv. One (1) non-executive, voting members of Council, as selected by the body; and
 - v. Two (2) ordinary or associate members of the Union, as selected by the committee.
- (d) The committee shall perform other duties as deemed necessary by Council.

12. Student Funding Committee

- (a) The Student Funding Committee is established to deal with all applications to the Student Activities Fund and the Wellness Fund, or any matters referred to it by Council.
- (b) The committee shall consist of:
 - i. The VP Finance & Operations, who shall chair the committee;
 - ii. The Executive Director of Student Services, as a non-voting member;
 - iii. One (1) University Staff member, as a non-voting member;
 - iv. Three (3) non-executive, voting members of Council, as selected by the body.
- (c) The committee shall meet bi-weekly.
- (d) The committee shall perform other duties as deemed necessary by Council.

The Environmental Sustainability Committee

13.

(a) The Environmental Sustainability Committee is established to deal with issues and projects pursuant to campus diversity and representing needs, views, and experiences of different groups on the Acadia Campus.

(b) The Committee shall consist of:

- i. The Sustainability Officer (Chair);
- ii. One voting member of Council;
- iii. The Coordinator the E.S.S.T Club;
- iv. The Coordinator of Outdoors Acadia;
- v. The Coordinator of Fork and Farm;
- vi. The Coordinator of Environmental Science Students Association;
- vii. The Coordinator of Fletcher Geology Club;
- viii. The Coordinator of Slow Food Acadia; and
- ix. Any additional interested parties representing groups on campus.

(c) The Sustainability Officer, as chair of the Environmental Sustainability Committee will submit a report to the Vice President Finance and Operations and Vice President Events and Promotions to ensure committee effectiveness, allocation of funds, and accountability reasons;

(d) Meetings will occur on a biweekly basis and all meetings shall be advertised through Union media;

(e) The committee shall perform other duties as deemed necessary by S.R.C.

14. Ad-hoc Committees of Council

(a) Committees other than the standing committees of Council may be constituted by Council at any time for any purpose, but these committees must be given explicit terms of reference, office, and membership by Council motion which creates them.