

By-Law 2: Students' Representative Council Committees

**Acadia Students' Union
Amended in November 2018**

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; and
- vi. The General Manager (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) Appoint a Recording Secretary; and

(c) Be responsible for such other duties as may be determined by the Executive Board.

3. The Recording Secretary 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;

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; and
 - ii. Meet at least once a week during their term of office, as necessary;
- (c) 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 twice a month during their term of office. The meetings of the Executive Board shall be convened and chaired 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 (non-voting), 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.

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.

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

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

3. Meetings

(a) The Review Board shall meet at the request of the Chairperson, Deputy Chairperson, or President.

(b) Quorum for meetings of the Review Board is three (3) voting members.

(c) 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, unless meeting *in camera*.
- (b) Unless otherwise specified, Standing Committees of Council shall meet once a month during the course of the academic year.
- (c) All Standing Committees of Council shall be accountable to Council.

2. Chairs of each committee shall:

- (a) Be responsible for the fair application of the Procedural Policy during committee meetings;
- (b) Be responsible for setting the date and time of the meetings;
- (c) Be responsible for compiling meeting agendas and supporting documents and distributing these to the members in advance of each meeting;
- (d) Be responsible for communicating reports on the committee to Council.

3. 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 communication and promotion strategy; and
 - ii. An outline of event themes, and timing, promotion and location of events
- (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. Three (3) non-executive, voting members of Council, as selected by the body;
 - iv. The First Year Representative;
 - v. One (1) House President, appointed by the House Presidents Committee;
 - vi. The Diversity and Inclusion Representative; and
 - vi. The General Manager or designate (non-voting)
- (e) The committee shall perform other duties as deemed necessary by Council.

4. 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 member of Council, as selected by the body.
- (c) The committee shall perform other duties as deemed necessary by Council.

5. 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 Financial Affairs Committee shall be responsible for awarding applications to the Student Activities Fund and the Wellness Fund.
- (f) 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.
- (g) The committee shall perform other duties as deemed necessary by Council.

6. 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 Diversity and Inclusion Representative;
 - iv. Two (2) non-executive, voting members of Council, as selected by the body;
 - v. The First Year Representative; and
 - vi. The Community Relations Officer.
- (f) The committee shall perform other duties as deemed necessary by Council.

7. *The Athenaeum* Publishing Board

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

8. House Presidents Committee

- (a) The House Presidents Committee shall be responsible for all issues and concerns of those students living in University residences.
- (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 Representative; and
 - iv. The House President from each University residence.
- (c) The committee shall perform other duties as deemed necessary by Council.

9. The Diversity and Inclusion 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 Diversity and Inclusion Representative, who shall Chair the committee;
 - ii. The President or designate;
 - iii. One voting member of Council;
 - iii. The Coordinator of Acadia Pride;
 - iv. The Coordinator for the Centre for Global Education;
 - v. The Coordinator of the Acadia Womens' Center;
 - vi. Any additional interested parties representing groups on campus as appointed by the Committee.
- (c) The Diversity and Inclusion Representative 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 social media.
- (e) The committee shall perform other duties as deemed necessary by Council.

10. 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 (non-voting), 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; and
 - v. Two (2) ordinary or associate members of the Union.
- (d) The committee shall perform other duties as deemed necessary by Council.

11. The Environmental Sustainability Committee

- (a) The Environmental Sustainability Committee is established to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable campus community.
- (b) The Committee shall consist of:
 - i. The Sustainability Representative (Chair);
 - ii. Three (3) voting members of Council; and
 - iii. Any additional interested parties representing groups on campus.
- (c) The Sustainability Representative, 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 Council.

12. Hiring Committee

(a) The Hiring Committee is established to make recommendations to Council with respect to all appointed or hired positions of Council including but not limited to the positions of Diversity and Inclusion Representative, Chairperson of SRC, Deputy Chairperson of SRC, Chief Returning Officer and Deputy Chief Returning Officer.

(b) The Hiring Committee shall consist of:

- i. The Chairperson of Council (non-voting), who shall Chair the committee;
- ii. The President;
- iii. The VP Finance & Operations;
- iv. One (1) non-executive Council member; and
- v. Two (2) ordinary or associate members of the Union.

(c) Any member on the committee shall abstain from discussion if the position they currently hold is being hired.

(d) All committee positions shall be filled at the first regular meeting of Council;

(e) Any conflicts of interest among members of the Hiring Committee shall be made known at the beginning of the hiring process.

(f) Any member with a conflict of interest shall temporarily step down for the duration of the hiring of that position.

(g) The Hiring Committee shall publicly advertise all appointed or hired positions for a minimum of fourteen (14) days through use of all union media, emails and posters.

- (h) The Hiring Committee shall make a recommendation to Council regarding the appointment or hiring of the applicant that receives the majority of the votes of the committee.
- (i) The Hiring Committee shall provide Council with the recommended applicant's cover letter and resume.
- (j) Council shall consider the recommendation of the Hiring Committee at the earliest opportunity provided that if Council has not completed the ratification process by April 30th then the incoming Executive Board shall be responsible for completing the appointment process.
- (i) All discussions and material referenced by the committee shall remain strictly confidential and any committee members found to be in breach of the confidentiality provisions shall be dismissed from the committee and replaced by a suitable candidate as approved by Council.

13. 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.