



## Committees Policy

Oversight body: Bylaw and Policy Review Committee

Date Passed by Council: June 17, 2015

Date of Next Review:

Related policies, bylaws, legislation: Bylaw 6

1. Council, the Board, the Executive, or the President may, from time to time, form such ad-hoc Committees as are necessary to facilitate the activities and goals of the Union.
2. In every year, Council shall form Standing Committees as required by the Constitution and policy.
3. The Recording Secretary shall keep an updated list of all Standing Committees, their mandates, and their members. This list shall be posted on the DSU's website.
4. Unless otherwise stated in the Constitution or policy, the Chairs and/or members of all Standing Committees shall be appointed by Council at the first Council meeting in May. The members of all Standing Committees will be automatically recalled on April 30, unless otherwise specified in the Constitution or policies.
5. Unless otherwise stated in the Constitution or policy, Committee vacancies shall be appointed by Council at the meeting at least five school days following the occurrence of the vacancy and advertisement of the vacancy has been posted online and communicated to members of the Union.
6. The minutes of all meetings of Union Committees shall be filed by the Chair of each Committee within one week of the minutes being approved, to the Vice President Internal.
7. Unless otherwise stated in the Constitution or policy, the Chair of each Committee shall present to Council a written report detailing the activities of the Committee and any

recommendations the Committee wishes to make no later than the the expiration of the Committee's term of office or the completion of the Committee's tasks.

8. Quorum for all Union committees shall be the greater of one-third (1/3) of the members, except as otherwise stated in the Constitution or policy.

9. Any individual appointed to a Committee by Council may be recalled from the Committee at any time by Council on recommendation of the Chair or Deputy Chair of said committee. Reasons for recall include but are not limited to absenteeism and failure to adhere to their committee's obligations.

10. The Committee Chair shall consult the Vice-President (Internal) or their designate on sustainable practices when planning events and initiatives.

### 11. Academic Committee

11.1 There is hereby constituted an Academic Committee, which shall consist of:

- 11.1.1 the Vice President (Academic and External), who shall act as Chair;
- 11.1.2 the President, who shall act as Deputy Chair;
- 11.1.3 the student Senate Representatives;
- 11.1.4 one representative from each faculty within the University, determined by the faculty's representative student society;

11.2 The Academic Committee shall meet at least once per month. Additional meetings may be called at the request of the Chair or any two members of the committee.

11.3 The Academic Committee Shall:

- 11.3.1 Assist Council and the Executive in formulating positions on issues of an academic nature;
- 11.3.2 Conduct research in areas regarding issues of an academic nature;
- 11.3.3 Keep the Union informed of changes occurring in academic areas;
- 11.3.4 Advance concerns over academic matters brought forward by members of the union and/or other matters which Council deems to be of an academic concern;
- 11.3.5 Develop policy as needed in relation to the Student Advocacy service;
- 11.3.6 Ensure that the Student Advocacy service is performing its function in accordance with the stated policy guidelines developed by the Committee;
- 11.3.7 Submit an annual report to Council not later than April 1, of Council's term of office;
- 11.3.8 Provide the Senate Caucus a written mandate no later than October 15. This mandate will serve as a guide for the Caucus throughout their term with regards to key initiatives;

11.4 Quorum at any meeting of the Academic Committee shall be four members of the Committee, provided that the Chair or Deputy Chair is present.

### 12. Board of Governors Caucus

- 12.1 There is hereby constituted a Board of Governors Caucus, hereinafter referred to as "the Caucus," which shall consist of:
- 12.1.1 the President, who shall act as Chair; and
  - 12.1.2 the two Board of Governor student representatives.
- 12.2 The Caucus shall meet prior to Board of Governors Meetings, and at the request of any member of the Caucus.
- 12.3 The Caucus shall meet to:
- 12.3.1 Plan strategy for lobbying the Board of Governors;
  - 12.3.2 Plan presentations to the Board of Governors;
  - 12.3.3 Fulfill any other such duties pertaining to the Board of Governors as may from time to time determine; and
  - 12.3.4 prepare a report on the Board of Governors and its committees for every Council meeting immediately prior or following a Board of Governors meeting.
- 12.3 Quorum at any meeting of the Caucus shall be two (2) members of the Caucus, provided that the Chair is present.

### 13. Elections Committee

- 13.1 There shall be an Elections Committee, hereinafter referred to as "the Committee" which shall consist of:
- 13.1.1 the Chief Returning Officer (CRO), who shall act as Chair; and
  - 14 at least five non-Council members of the union, one of whom shall be selected by the CRO as the Deputy Returning Officer (DRO) and act as Deputy Chair and one who shall be selected by the CRO to oversee faculty based society elections.
- 13.2 The Chief Returning Officer shall be paid a honorarium pursuant to the Financial Policy. The second portion of which will not be paid until the CRO as submitted their final report to the Vice-President Internal or their designate.
- 13.3 The Elections Committee shall be appointed by Council no later than the first Council meeting in September in any year. Its term shall be from September 15, in any year to May 15, in the subsequent year.
- 13.4 No member of the Elections Committee may contest an election under the jurisdiction of Council.
- 13.5 The Committee shall:
- 13.5.1 Be responsible to the Chief Returning Officer;
  - 13.5.2 Set up the mechanics of the polling stations;
  - 13.5.3 Instruct all polling clerks on balloting procedures;
  - 13.5.4 Be responsible for duties, as assigned by the Chief Returning Officer;
  - 13.5.5 Ensure all materials for voting are procured (e.g. master lists, tablets, ballot boxes, ballots, etc.);

- 13.5.6 Administer all elections, referenda, and plebiscites under the jurisdiction of Council;
- 13.5.7 Make rules pursuant to election policy as it deems necessary to ensure the effective administration and good conduct of such elections, referenda and plebiscites;
- 13.5.8 Decide all disputes regarding the administration and conduct of elections, referenda, and plebiscites under the jurisdiction of Council, and shall have the power to disqualify any candidate(s) breaching any rule or regulation or declare the results of any referenda or plebiscite to be void where there has been a breach of any rules or regulations subject to the powers and responsibilities of the Judicial Board; and
- 13.5.9 Report in writing to Council on the conduct and administration of elections, referenda and plebiscites under the jurisdiction of Council within the four weeks following the holding of elections, referenda, or plebiscites.

#### 14. Executive Review Committee

- 14.1 There shall be an Executive Review Committee, hereafter called "the Committee", which shall consist of:
  - 14.1.1 one member of Council who is not an Executive member and who shall act as Chair;
  - 14.1.2 at least one additional member of Council who is not an Executive member; and
  - 14.1.3 at least one member of the Union who is not a member of the Council.
- 14.2 The Committee shall be appointed by the voting members of Council who are not members of the Executive Committee during the first Council meeting in May of each year.
- 14.3 Members of the Committee shall not be subject to automatic recall in September under Section 6 of the "Committee Policy".
- 14.4 The Committee will conduct performance evaluations on each member of the Executive by September 30, December 1 and April 1, each year based on the member of the Executive's job requirements within the Constitution, policy, and goals set for the year.
- 14.5 The Committee's evaluation will include a form of Executive Review mechanism (e.g. a questionnaire) that will be available to all members of the Union for completion.
- 14.6 The Committee will report its evaluations in writing to Council at the Council meeting following the review.

#### 15. External Affairs Committee

- 15.1 There is hereby constituted an External Affairs Committee, consisting of:
  - 15.1.1 The Vice President (Academic and External), who shall act as Chair; and
  - 15.1.2 At least three councillors;

15.2 Notwithstanding Section 1, meetings of the Committee shall be open to all interested members of the Union.

15.3 The committee shall meet as frequently as deemed necessary by the committee Chair, but not less than twice per academic term.

15.4 The committee shall:

15.4.1 Assist in developing and implementing campaigns of the Union;

15.4.2 Provide Information to students regarding:

15.4.3 Municipal, provincial, and national student issues, and

15.4.4 External affairs issues as may be determined from time to time; and

15.4.5 Assist Council and the Executive in formulating positions on issues relating to the external affairs of the union

15.5 Quorum at any meeting of the committee shall be four members of the Committee, provided that the chair is present.

## 16. Facilities Improvement Committee

16.1 There is hereby constituted a Facilities Improvement Committee, hereinafter referred to as “the Committee” which shall consist of:

16.1.1 the Vice President (Finance and Operations), who shall act as Chair;

16.1.2 the President;

16.1.3 the Vice-President (Internal);

16.1.4 one member of the Union from the Studley campus;

16.1.5 one member of the Union from the Carleton campus;

16.1.6 one member of the Union from the Sexton campus;

16.1.7 the General Manager (non-voting); and

16.1.8 the Director of Facilities and Operations (non-voting).

16.1.9 any additional non-voting members who may be added at the discretion of the Committee.

16.2 The committee shall:

16.2.1 Review facility improvement needs for all student union-operated space;

16.2.2 Disburse funds collected through the Facilities Improvement Fee; and

16.2.3 Undertake any other tasks related to facility improvements as may be assigned from time to time by the Board or Council.

16.3 The Committee shall meet as needed, but not less than one time per semester.

16.4 The Committee shall provide written reports to Council as needed, but not less than one time per academic year.

## 17. Grants Committee

17.1 There shall be a Grants Committee, hereinafter called "the Committee," that shall be composed of:

17.1.1 the Vice President (Internal), who shall act as Chair;

17.1.2 the Vice President (Finance and Operations), who shall act as Deputy Chair;

17.1.3 two members of Council who are not Executives; and

17.1.4 one member of the Union who is not a member of Council.

17.2 The Committee shall meet according to the schedule as defined by the Committee at the beginning of each academic term. Meetings shall be scheduled at least once every three weeks during the fall and winter terms.

17.3 The Committee shall:

17.3.1 Review and evaluate grant applications;

17.3.2 Approve or decline grant request; and

17.3.3 Report grants awarded to Council.

17.4 The Committee may establish additional guidelines for awarding grants at the first meeting in May.

#### 18. Impact Award Committee

18.1 There shall be an Impact Award Committee, hereinafter referred to as "the Committee," that shall be composed of:

18.1.1 the Vice-President (Student Life), who shall be act as Chair;

18.1.2 two members of the university community, who shall be members of the faculty or administration; and

18.1.3 two members of the Union, who shall not be graduating students.

18.2 The Committee shall be appointed by October 15.

18.3 The Committee's term shall be October 15 to September 30.

18.4 The Committee shall consider Impact Awards candidates and make the following awards where the Committee deems such to be appropriate:

18.4.1 Malcolm Impact Awards;

18.4.2 Gold "D"s; and

18.4.3 Certificates of Distinction.

18.5 Only graduating members of the Union shall be eligible for any award. Impact Awards may not be presented in every year.

18.6 In making awards, the Committee shall consider the following:

18.6.1 Participation in student extra-curricular activities, which may include athletics;

18.6.2 Original contributions in the form of leadership, creative thinking, and innovation in student extra-curricular activities;

- 18.6.3 Academic achievement, although the lack of such shall not be used to detract from any candidate's achievement in other categories; and
- 18.6.4 Any other matter that the Committee deems relevant.
- 18.7 The Malcolm Impact Award is the highest recognition the Union can bestow upon a member; and as such, the Committee shall only make such an award in exceptional cases that are so far removed from the contributions made by those persons considered for Gold Ds and Certificates of Distinction in any year that the candidate(s) can be said to stand in a separate category.
- 18.8 Gold Ds shall be accompanied at convocation by a short biography of the recipient's contributions.
- 18.9 The Certificates of Distinction shall include the name of the recipient and the year in which awarded. Certificates of Distinction are awarded to most Impact Awards applicants, subject to the Committee's approval.
- 18.10 The Committee shall meet in September to discuss postings, dates for nominations and selection of award recipients for fall convocations usually held in October.
- 18.11 The Committee shall meet in January of any year, and shall ensure that a comprehensive nomination form, designed to solicit the information required in Section 6 above is compiled and circulated to:
- 18.11.1 the designated head of all student organizations on campus;
  - 18.11.2 the Dalhousie Athletics Department;
  - 18.11.3 all Union committees and members of Council; and
  - 18.11.4 any Union members requesting such nomination forms.
- 18.12 The Committee shall publish, by February 15, in any year, a synopsis of the requirements under Section 7 above, and details of the nomination procedure as outlined below.
- 18.13 Nominations for awards must be:
- 18.13.1 submitted to the Vice-President (Student Life) by March 15, in any year; and
  - 18.13.2 be accompanied by the signature of two nominating members of the Union, who shall not be honorary members.
  - 18.13.3 Persons nominating candidates for any award may be required to appear before the Committee to support the nomination.
- 18.14 The Committee shall prepare a final list of awards by April 1, of each academic year; and communicate this list to the office of the University Registrar.
- 18.15 The Committee shall not disclose the list of awards to Council or any other person or organization until after the convocation ceremonies, where such awards are presented;

except that the total number of such awards shall be disclosed to the Vice President (Finance & Operations), who shall authorize the necessary funds.

18.16 When possible, at least one Executive shall present each award during the appropriate convocation ceremony.

### 19. Nominating Committee

19.1 There shall be a Nominating Committee, hereinafter referred to as "the Committee", composed of:

19.1.1 the Vice President (Finance and Operations), who shall act as Chair;

19.1.2 two additional members of Council who are not members of the Executive Committee;

19.1.3 one member of the Union who is not a member of the Council;

19.2 Council shall also appoint:

19.2.1 two members of Council who are not members of the Executive Committee to stand as alternates for the Vice President (Finance and Operations) or other Councillors on the Committee, where those Committee members are unavailable or declare a conflict of interest; and

19.2.2 two members of the Union who are not members of the Council to stand as alternates for the Committee member who is not a member of Council, where that Committee member is unavailable or declares a conflict of interest.

19.3 When conducting the business of the Committee the same three members of the Committee will sit as a panel when interviewing all candidates for any one position.

19.4 The Committee may invite any person to assist it in interviewing and evaluating candidates.

19.5 The committee shall, from time to time throughout the year, subject to the By-laws and Policy of the Union, advise Council as to the appointment to the following positions:

19.5.1 the Chair of Council;

19.5.2 the Recording Secretary;

19.5.3 the Student Members of the Board;

19.5.4 the Chief Returning Officer;

19.5.5 the Student Advocacy Executive Director;

19.5.6 the Student Advocacy Summer Director;

19.5.7 the Sexton Campus Director;

19.5.8 the Sexton Campus Entertainment Director;

19.5.9 the Sexton Campus Office Manager;

19.5.10 the Shinerama Director

19.5.11 the Board of Operations Chair; and

19.5.12 such other Union positions as Council may time to time determine.

- 19.6 The Committee, after completing the interviews and evaluations of applicants, shall make a recommendation to Council as to the most suitable or preferred applicant(s) or may recommend that nominations be re-opened.
- 19.7 Council shall consider the recommendation of the Committee when making any appointments, but shall remain free to appoint any candidate it considers fit.
- 19.8 All positions will be advertised through various communication methods.

## 20. Programming Committee

20.1 There shall be a Programming Committee, hereinafter referred to as "the Committee" which shall consist of:

- 20.1.1 the Vice-President (Student Life), who shall act as Chair;
- 20.1.2 the Student Life Commissioner who shall act as Deputy Chair;
- 20.1.3 at least two members of Council;
- 20.1.4 at least three members of the Union who are not members of Council;
- 20.1.5 the Athletics Commissioner (non-voting); and
- 20.1.6 a staff member from the Equity and Accessibility office (non-voting).

20.2 Notwithstanding Section 2, meetings of the Committee shall be open to all interested members of the Union.

20.3 The Committee shall meet at the request of the Chair or the Deputy Chair.

20.4 The Committee shall:

- 20.4.1 Assist Council and the Executive in the development of policy regarding student life and communications;
- 20.4.2 Assist Council and the Executive in the development of diverse, accessible and inclusive programs for students;
- 20.4.3 Submit an annual report to Council not later than April 15 of each year;
- 20.4.4 Create and implement all student life activities and annual events of the Union subject to such direction as the Executive and Council may from time to time provide; and
- 20.4.5 Promote, encourage, and foster student society activities and participation in events organized under the jurisdiction of the Committee.
- 20.4.6 The Committee shall provide an entertainment programme for the Union which may consist of, but not limited to: bands, concerts, lectures, movies, special events and bar events with the goal of providing these services at a reasonably low cost to the membership.

## 21. Senate Caucus

21.1 There is hereby constituted a University Senate caucus, hereinafter referred to as "the Caucus" which shall consist of:

- 21.1.1 the Vice-President (Academic and External), who shall act as Chair;

- 21.1.2 the President, who shall act as Deputy Chair
- 21.1.3 three additional Undergraduate Student Senate Representatives; and
- 21.1.4 one Graduate Student Senate Representative

21.2 The Caucus shall meet at least twice a month during the Fall and Spring terms, and at the request of any member of the Caucus.

21.3 The Caucus shall meet to:

- 21.3.1 plan strategy for lobbying the University Senate based on the agenda set out by the Academic and External committee;
- 21.3.2 plan presentations the University Senate;
- 21.3.3 fulfill and any other duties pertaining to the Senate as Council may from time to time determine; and
- 21.3.4 prepare a report on the Senate and its committees for every Council meeting.
- 21.3.5 Quorum at any meeting of the Caucus shall be three members of the Caucus.

## 22. Sexton Campus Student Advisory Committee

22.1 There is hereby constituted a Sexton Campus Student Advisory Committee, herein after referred to as "the Committee" which shall consist of:

- 22.1.1 The Sexton Campus Director, who shall act as Chair;
- 22.1.2 The Vice President (Internal), who shall act as Deputy Chair;
- 22.1.3 The Vice President (Finance and Operations).
- 22.1.4 The Sexton Campus Entertainment Director;
- 22.1.5 one representative of the Undergraduate Engineering Society;
- 22.1.6 one representative of the Architecture Student Association;
- 22.1.7 one representative of the Engineering Graduate Society;
- 22.1.8 one representative of the Graduate Planning Society;
- 22.1.9 one representative of the Society of Undergraduate Planning
- 22.1.10 one representative of O'Brien Hall;
- 22.1.11 one representative of Gerard Hall;
- 22.1.12 The Sexton Representative of the Dalhousie International Student Association;
- 22.1.13 The T-Room Manager; and
- 22.1.14 one representative of the Sextant Publishing Society ;

22.2 Notwithstanding Section 2, meetings of the Committee shall be open to all interested members of the Union.

22.3 Appointments to the Committee shall be made by the appropriate group or society for each of the respective positions on the Committee.

22.4 The Committee shall meet no less than once per month or at the request of the Chair, any three members of the Committee or any Officer of the Union. The first meeting of the Committee should occur no later than May 30, of Council's term of office.

22.5 A Recording Secretary shall be appointed at the beginning of each meeting

22.6 The Committee Shall:

- 22.6.1 Act as the Advisory Committee focused on matters relating to Sexton Campus including but not limited to academic, external or internal issues, and programming;
- 22.6.2 Make recommendations to Council on issues relating to Sexton Campus;
- 22.6.3 Assist in monitoring the Dalhousie Student Union's services on Sexton Campus;
- 22.6.4 Issue a written report, by the Deputy Chair, no later than April 15th of Council's term in office.

22.7 Quorum at any meeting of the Committee shall be fifty percent of members of the Committee, provided that the Chair or Deputy Chair is present. For the summer semester residents' Council representatives will not count towards quorum. For the spring and summer months, the committee shall have no less than one meeting.

22.8 Committee members may proxy their vote to another member of the appropriate group or society if applicable via written notice to the chair a minimum of twenty-four hours in advance of the meeting.

22.9 If a member of the committee misses two meetings the society they represent shall be notified by the Chair.

### 23. Society Review Committee

23.1 There is hereby constituted a Society Review Committee, hereinafter referred to as "the committee" which shall consist of:

- 23.1.1 the Vice President (Internal) who shall act as Chair;
- 23.1.2 the Vice President (Finance and Operations) who shall act as Deputy Chair;
- 23.1.3 two members of Council who are not members of the Executive Committee; and
- 23.1.4 one member of the Union who is not a member of Council.

23.2 The committee shall:

- 23.2.1 Evaluate societies;
- 23.2.2 Offer assistance to societies where needed;
- 23.2.3 Review all societies prior to their ratification;
- 23.2.4 Ratify societies; and
- 23.2.5 Report at each Council meeting newly ratified societies.

### 24. Student Accessibility Fund Committee

24.1 There is hereby constituted a Student Accessibility Fund Committee, hereinafter referred to as "the committee" which shall consist of:

- 24.1.1 the Vice President (Internal) who shall act as Chair;
- 24.1.2 two members of Council who are not members of the Executive Committee; and
- 24.1.3 two members of the Union who is not a member of Council.

24.2 The committee shall meet at the request of the Chair.

24.3 The committee shall:

24.3.1 Review and evaluate applications for the Student Accessibility Fund Bursary;

24.3.2 Report bursaries awarded to Council;

24.3.3 Award bursaries up to \$1000 each;

24.3.4 Recommend to Council any requests for bursaries over \$1000 to be approved by a two-thirds majority of Council; and

24.3.5 Disburse Union funds dedicated to student accessibility initiatives at the discretion of the committee.