

Students' Union of St. Thomas University, Inc. Policy Manual

OP6 – Committee Operations Policy

Latest revision on July 25th, 2023 – SEC.

CHAPTER I – GENERAL

Article I - Definitions

- 1.1. “Union” or “Students’ Union” refers to the St. Thomas University Students’ Union Inc.
- 1.2. “Council” or “SRC” refers to the Students’ Representative Council.
“STU” refers to St. Thomas University.
- 1.3. “Standing Committee” refers to Committees constituted by the Students’ Representative Council, which are chaired by Councillor(s) and given specific duties to further the goals of the Students’ Union; and
- 1.4. “Ad-hoc Committee” refers to Committees which shall be struck to address specific purposes and dissolved immediately after the completion of their mandate.
- 1.5. “Committees” refers to both Ad-hoc and Standing Committees.
- 1.6. “SEC” refers to Student Executive Council.

Article II – Policy Statement

- 2.1. The Students’ Union respecting the operations of the standing Committees of the Students’ Representative Council, as per Constitution and By-laws. The Policy aims to ensure proper functions of all Committees and student participations in such.
- 2.2. This policy may be cited as the “Committee Operations Policy”.
- 2.3. All Standing Committees shall have the ability to make recommendations, not making decisions on behalf of the Council.
- 2.4. All Committees shall act on issues within their mandates to further the goals of the Students’ Union.
- 2.5. Where any committee fails to or is otherwise not able to perform its duties, the SRC shall be charged to consider and decide such matters as the committee would. The normal

operations and procedures of the committee shall not be circumvented under the auspices of this section.

Article III – Committee Membership

3.1. Memberships shall be opened to all STU students through the approval of the respective Chair(s).

3.1.a. Memberships shall be reserved for specific Committees as outlined in this policy (see Appendix 1)

3.1.b. Nomination of Membership can be made by expressing interests, along with required supporting documents to the respective Chair(s) through contacting via email.

3.2. All members of Committees shall be subjected to the Students' Union Code of Conduct.

3.3. STU students are encouraged to take part in one (1) and *no more than* three (3) Committees per academic year.

3.4. Committee members in violation of the Constitution, By-Laws, or Policy Manual may be removed from the Committee under the direction of the Chair and Human Resources Committee.

3.4.a. The removal of the St. Thomas Student Reconciliation Committee member shall be preceded by a talking circle, or another means of mediation, organized by the Indigenous student community at the University, and with consultation between the Chair and the SEC.

Article IV – Meeting Requirements

4.1. Each Committee is expected to meet for a minimum of three (3) meetings per term during the academic year. Committees can meet more frequently as is required or directed by the SRC.

4.2. Committees shall have written meeting reports and decisions ready to present if requested by the Council.

4.3. Meeting Quorum shall be constituted by the presence of the Committee Chair and at least two (2) Committee members.

4.3.a. No work shall be conducted by the St. Thomas Student Reconciliation Committee without Indigenous Student participation and input.

4.4. Formal decisions and reports must be passed by 50 percent plus one, with the exception of St. Thomas Student Reconciliation Committee.

4.5. Meetings shall began with land acknowledgement.

Article V - Confidentiality

5.1. All Committees are subject to confidentiality to facilitate open dialogue within committee meetings.

5.1.a. All Committee meetings shall be conducted in private settings both online and in person; and

5.1.b. Only official and/or designated committee members are permitted to attend meetings.

5.2. Committee items subjected to confidentiality include:

5.2.a. Any information that can reasonably be related to a specific person;

5.2.b. Discussion items pending Committee approval; and

5.3. Any unauthorized release or carelessness in the handling of confidential information is considered a breach of the duty to maintain confidentiality, and any breach of duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach under the direction of the Human Resources Committee.

5.4. Confidentiality sanctions shall follow the Students' Union Code of Conduct.

Article VI - Committee Chair

6.1. The Chair of each Committee shall be determined by the Students' Union By-Laws, this policy and/or the Committee.

6.2. The duties of the Committee Chair are as follows but not limited to:

6.2.a. Plan and schedule meetings of the Committee;

- 6..2.b. Prepare the agenda for the meetings;
- 6.2.c. Ensure the smooth and proper functions of the Committee;
- 6.2.d. Facilitate the delegation of tasks and coordinate among the Committee members;
- 6.2.e. Carry out assignments under the direction of the Council on as needed basis.
- 6.2.f. Review this Policy manual, Code of Conducts, and other documents that apply to Committee members in the first official meeting of the Committee; and
- 6.2.g. Conduct the nomination and election of the Vice Chair when applicable; and
- 6.2.h. Provide reports to the SRC following Committee meetings.

6.3. Specific duties and responsibilities of the Chair shall be governed by respective Committee descriptions (see Appendix I).

6.4. If the Chair is the individual in violation of the Constitution, By-laws or Policy manual, they may be removed from the Committee at the direction of the overseeing member of the SRC and the Human Resources Committee.

- 6.4.a. If the Chair of the St. Thomas Student Reconciliation Committee in violation of the above documents, they may be removed from the Committee by a consensus decision of the Indigenous student community, with consultation with the SEC.

Article VII – Committee Vice Chair

7.1. The Vice Chair of each Committee shall be elected by the Committee membership, unless otherwise determined by the Students' Union By-laws, or this policy.

- 7.1.a. Two (2) Vice-Chairs of the St. Thomas Student Reconciliation Committee shall be appointed by consensus of the Indigenous student community at the University.

7.2. The Vice Chair shall be elected by 50 percent plus one majority vote by the Committee members.

7.3. The duties of the Committee Vice Chair are as follows but not limited to:

- 7.3.a. Keep and provide meetings minutes for Committee approval prior to the start of the meeting; and
- 7.3.b. Assist Committee Chair in ensuring meetings run smoothly.

7.3.c. Attend meetings and ensure quorum is met.

Article VIII – Ad Hoc Committee

8.1. The SRC, from time to time, may struck ad hoc Committee(s) on a particular subject matter and dissolve the ad hoc Committee after the completion of its mandates.

8.2. The ad hoc Committee will have limited duration of operation, unless otherwise directed by the Council.

8.3. Memberships shall be appointed by the Council.

8.4. The operations and structure of the ad hoc Committee shall adhere to this Policy manual, the Constitution, By-Laws and other documents where applicable.

Article IV – Revision

8.1. This policy shall be reviewed by the Governance Committee once per year to ensure efficient and adequate functioning as best ensures the attainment of the Students' Union's objectives.

CHAPTER II – COMMITTEE

Article I – Standing Committee

The following Standing Committee shall be constituted by the SRC:

- 1.1. Activities and Events Committee;
- 1.2. Advocacy Committee;
- 1.3. Communications Committee;
- 1.4. Emergency Bursaries Committee;
- 1.5. Finance Committee;
- 1.6. First-Year Students' Committee;
- 1.7. Governance Committee;
- 1.8. Human Resources Committee;
- 1.9. Keep It Social Committee;
- 1.10. Member Relations Committee;
- 1.11. Mental Health Committee;

- 1.12. Off-Campus Committee;
- 1.13. Sexual Assault Prevention Committee;
- 1.14. St. Thomas Student Reconciliation Committee; and
- 1.15. Sustainability and Environmental Awareness Committee.



APPENDIX I – COMMITTEE DESCRIPTIONS

Activities and Events Committee

The Activities and Events Committee shall consist of:

- i. The Vice President Student Life
- ii. The Activities Coordinator
- iii. Two (2) SRC members
- iv. Interested members of the Students' Union
- v. President (ex-officio)

The duties of the Committee are to:

- i. Plan and execute all social events and activities of the Students' Union, including, but not limited to: Formals, the Annual General Meeting, awards ceremony, and the SRC Transition Retreat. The Committee may not plan activities related to Welcome Week, First-Year Students Committee events and activities, and the planning and holding of SRC meetings.
- ii. Develop new activities and events to engage membership and collaborate with the Activities Coordinator to support and assist them in the conduct of their duties.
- iii. Meeting no less than once per month, or more frequently as directed by the SRC.
- iv. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the Activities Coordinator.

The Advocacy Committee

The Advocacy Committee shall consist of:

- i. President
- ii. Vice President Education
- iii. Student Senators
- iv. One of the At-large representatives
- v. Social Inclusion Representative
- vi. International Student Representative
- vii. Sexuality and Gender Diversity Representative
- viii. Indigenous Student Representative or an appointed member of the St. Thomas Student Reconciliation Committee.
- ix. Board of Governors Student Representatives
- x. Interested members of the Students' Union

The duties of the Committee are to:

- i. Facilitate discussion on student advocacy concerns in the conduct of institutional and external advocacy campaigns, policies and projects.
- ii. Based on student concerns and advocacy priorities, develop lobbying strategies to engage with institutional, municipal, provincial, and federal governments and other relevant stakeholders.
- iii. Develop engagement strategies to promote student involvement and consultation in advocacy initiatives.
- iv. Participate and promote provincial advocacy under the direction of the Vice-President Education.
- v. Provide advocacy report documenting the progress and initiatives at the end of the fall and winter semester to the SRC.
- vi. Meet no less than once a month or more frequently as directed by the SRC.
- vii. Keep a written record of decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the Vice-President Education.

Communications Committee

The Communications Committee shall consist of:

- i. President
- ii. Director of Communications
- iii. Four Residence Representatives of the SRC
- iv. One Off-Campus Representative of the SRC
- v. One At-Large Representative of the SRC
- vi. Interested members of the Students' Union
- vii. Activities Coordinator (ex-officio)

The duties of the Committee are to:

- i. Provide training to all Committee members on: what the Students' Union is, the services the Students' Union provides, the rest of the information in this Communications Plan, and any other relevant information.
- ii. Provide feedback and ideas for the Co-Chair's consideration, on ways in which the Students' Union may decide to communicate with their members.
- iii. Co-Chairs shall inform the Committee of upcoming events, social media posts, promotions, press releases and any other public relations information that is relevant to the Committee.
- iv. Meeting no less than once per month, or more frequently as directed by the SRC.
- v. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be co-chaired by the President and the Director of Communications.

Emergency Bursaries Committee

The Emergency Bursaries Committee shall consist of:

- i. President
- ii. General Manager
- iii. Vice President Student Life

The duties of the Committee are to:

- i. Have jurisdiction to determine the recipients of the Students' Union's Emergency Bursary Program, and shall develop, review, and implement policies to ensure the equitable and accountable distribution of Bursaries to members in significant and emergent financial need.
 - a) where access to food is identified as a major concern for the recipient, the Emergency Bursary Committee may offer a complimentary Community Food Smart bag to help offset their cost of food.
- ii. Have control over the Operating Budget line item dedicated to Emergency Bursaries, except where determined by the Finance Committee and/or the SRC.
- iii. Meet on case-by-case basis and conform with the Emergencies Bursaries procedural guidelines.
- iv. Conduct its deliberations and decisions in confidence, and members shall be required to sign an Agreement to that effect.
- v. Have right to determine, by majority vote, the inclusion of another member of the SRC in the case of absence, inability, or refusal to act of the aforementioned members of the Committee.
- vi. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the General Manager.

Finance Committee

The Finance Committee shall consist of:

- i. President
- ii. Vice President Administration
- iii. At least two (2) interested members of the SRC.
- iv. General Manager
- v. During the summer months, the Committee shall consist of the SEC and any other interested members.

The duties of the Committee are to:

- i. Receive and make recommendations on requests for Students' Union funds and shall have jurisdiction over the care of all financial matters, with the exception of Emergency Bursary requests.
- ii. Develop, review, and make recommendations on financial management policies of the Students' Union.
- iii. In collaboration with the SEC, develop and implement the Operating Budget of the Students' Union.
 - a) The discussions and undertakings of the Committee in respect of the Operating Budget shall be confidential.
- iv. Pursue fundraising and corporate sponsorship opportunities and shall develop strategies to procure alternative sources of income beyond student-fee-generated revenue.
- v. Meet once per week, or more frequently as directed by the SRC.
- vi. Keeping a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the Vice President Administration.

First-Year Students' Committee

The First-Year Students' Committee shall consist of:

- i. First-Year Representatives (or equivalent)
- ii. Chair of Off-Campus Committee or designated alternate in their place
- iii. Interested members of the Students' Union

The duties of the Committee are to:

- i. Collaborate with the First-Year Liaisons to develop and implement strategies, activities and events specifically designed for First-Year Students, to engage them in the St. Thomas University community and Students' Union.
- ii. Meet no less than once per month, or more frequently as directed by the SRC.
- iii. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be co-chaired by the First-Year Representatives.

Governance Committee

The Governance Committee shall consist of:

- i. Vice President Administration
- ii. At least two (2) interested members of the Students' Union
- iii. During the summer months, the Committee shall consist of the SEC
- iv. Interested members of the Students' Union.

The duties of the Committee are to:

- i. Make recommendations on all matters pertaining to the Constitution including the review and approval of governing documents submitted by clubs, societies or organizations.
- ii. Meet no less than once per month, or more frequently as is required or directed by the SRC.

- iii. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the Vice President Administration.

Human Resources Committee

The Human Resources Committee shall consist of:

- i. President
- ii. Vice President Administration
- iii. Vice President Education
- iv. Vice President Student Life
- v. General Manager

The duties of the Committee are to:

- i. Follow all guidelines in the Human Resources Policy
- ii. Develop and review the Human Resources Policy as is necessary
- iii. Carry out any and all procedures contained in the Human Resources Policy, including, but not limited to, soliciting and receiving employment applications, conducting interviews, hiring, conducting performance reviews, receiving complaints regarding employees, enforcing the Code of Conduct, terminations of employment and dismissals, and any other such affairs as may be required by the SRC.
- iv. All members-elect of the SEC shall be members of the Committee commencing at the conclusion of the Spring General Election and ending on the first day of May in any year.
- v. Be present at each employment interview, and no more than three (3), and no less than two (2) other members of the Committee shall participate in an employment interview conducted by the Committee.

- vi. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by the Vice President Administration.

Keep It Social Committee

The Keep It Social Committee shall consist of:

- i. At-Large Representative
- ii. Social Inclusion Representative
- iii. First-Year Representative
- iv. Grad Class President
- v. At least one Residence Representative
- vi. At least one Off-Campus Representative
- vii. Interested members of the Students' Union.

The duties of the Committee are to:

- i. In collaboration with the regional Keep It Social program, facilitate discussion and address issues of concern in the realm of alcohol harms at St. Thomas University.
- ii. Be the designated Keep It Social Representative for St. Thomas University and shall fulfill the requirements of the position at the regional level, as outlined by Keep It Social.
- iii. Develop and execute events and campaigns focused on reducing alcohol harms and encouraging safe drinking practices at St. Thomas University, both on- and off-campus.
- iv. Meet no less than once per month, or more frequently as directed by the SRC.
- v. Keep a written record of the decisions undertaken by the Committee in each meeting.
- vi. Meet no less than once per month, or more frequently as directed by the SRC.

The Committee shall be chaired by the Vice President Student Life appointment of either an At-Large Representative or the Social Inclusion Representative.

Member Relations Committee

The Committee shall consist of:

- i. Vice President Education
- ii. Three (3) Residence Representatives
- iii. Two (2) Off-Campus Representatives
- iv. Three (3) At-Large Representatives
- v. Grad Class President
- vi. Sexuality and Gender Diversity Representative
- vii. International Student Representative
- viii. Indigenous Representative
- ix. First-year Representative
- x. Interested members of the Students' Union.

The duties of the Committee are to:

- i. Promote policies, initiatives and awareness of the Students' Union to the student body through means which it sees fit within the St. Thomas University community.
- ii. Act as a liaison between students, the SRC and the Students' Union, to develop initiatives and support the creation and implementation of other initiatives on campus that engage students.
- iii. Support the Director of Communications in communicating with the membership of the Students' Union.
- iv. Meet no less than once per month, or more frequently as directed by the SRC.
- v. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by appointment. An At-Large Representative appointed by the Vice President Education shall act as Chair of the Committee.

Mental Health Committee

The Committee shall consist of:

- i. Vice President Student Life
- ii. Interested members of the Students' Union.

The duties of the Committee are to:

- i. Promote mental health on campus through events, awareness campaigns, and educational workshops.
- ii. Plan a yearly Mental Wellness Week.
- iii. Receive training on Mental Health advocacy and support.
- iv. Establish lines of communications with the Director of STU Student Services and STU's Mental Health Coordinator.
- v. Incorporate STU's Mental Health Framework when planning of activities, awareness campaigns and educational workshops.
- vi. Receive training on Mental Health advocacy and support.
- vii. Establish lines of communications with the Director of STU Student Services and STU's Mental Health Coordinator.
- viii. Meet no less than once per month, or more frequently as directed by the SRC.
- ix. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Mental Health Committee shall be co-chaired by the Vice President Student Life and an appointed student by the SRC.

Off-Campus Committee

The Committee shall consist of:

- i. Two (2) Off-Campus Representatives
- ii. First-Year Representative
- iii. Interested members of the Students' Union.

The duties of Committee are to:

- i. Promote the interests and provide effective representation to those members of the Students' Union not residing in the St. Thomas University residences ("off-campus students").
- ii. Reporting on the work of the Committee to the SRC and the Vice President Administration, work with the University employee responsible for off-campus student affairs, and who shall coordinate the order and purchase of off-campus clothing.
- iii. Develop events, activities, and initiatives for off-campus students, and shall engage the off-campus students in the St. Thomas University community and undertakings of the Students' Union.
- iv. Foster a sense of community and collaboration between off-campus students and shall endeavor to provide off-campus students with the same quality of life and opportunities that other students may receive due to their individual living arrangements.
- v. Maintain and manage the Operating Budget line item devoted to the Off-Campus Committee under the supervision of the Vice President Administration.
- vi. Responsible for liaising with the appropriate officials of and representatives of Fredericton regarding housing issues and off-campus living.
- vii. Responsible to work with the Vice President Student Life regarding the Universal Bus Pass, and any other requirements as may benefit the off-campus students under the direction of the SRC.

- viii. Meet no less than once per month, or more frequently as directed by the SRC.
- ix. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be chaired by one (1) Off-Campus Representative, who shall be elected by the Committee at the first regularly constituted meeting.

Sexual Assault Prevention Committee

The Committee shall consist of:

- i. Vice President Student Life
- ii. Interested members of the Students' Union.

The duties of the Committee are to:

- i. combat rape culture on campus through events, awareness campaigns, and educational workshops.
- ii. receive certified training to educate, to bring awareness to and/or provide crisis intervention training from the Fredericton Sexual Assault Centre or another comparable organization.
 - (a) all members of the SRC shall also be required to complete this training.
- iii. establish lines of communications with the Campus Sexual Assault Advocate and Director of STU Student Services.
- iv. Meet no less than once per month, or more frequently as directed by the SRC.
- v. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Committee shall be c-chaired by Vice President Student Life and an appointed student from the SRC.

St. Thomas Student Reconciliation Committee

The Committee shall consist of:

- i. Indigenous Representative
- ii. Interested members of the Students' Union.

The duties of the Committee are to:

- i. Actively engage in efforts to work towards the decolonization of the Students' Union and the University. These decolonization efforts shall also work towards reconciliation between the Students' Union and the Indigenous community on campus.
- ii. Performed by organizing events or campaigns, conducting research, proposing policy initiatives, student outreach, direct lobbying efforts in collaboration with the SEC and the Student Union's affiliated lobbying organizations, and any other work both Indigenous and non-Indigenous students together deem necessary for decolonization.
- iii. Maintain lines of communication with the University's Senate Committee on Reconciliation to share perspectives, ideas, and collaborate on Indigenization initiatives together.

The Committee shall be chaired by the Indigenous Representative.

- i. In the event there is no appointed Indigenous Representative, the President of the Students' Union shall work in collaboration with the Indigenous students at the University in order to appoint the two (2) Vice-Chairs of the Committee, which will have the duty of facilitating work and Indigenous participation on the committee until an Indigenous Representative is appointed to serve as Chair of the Committee.
- ii. After the appointment of an Indigenous Representative, who will also act as Chair of the Committee, the two (2) Vice-Chairs will continue to serve in

their capacity by supporting the Chair and assuming their Committee responsibilities in case of the absence of the Chair.

Sustainability and Environmental Awareness Committee

The Committee shall consist of:

- i. Vice President Education
- ii. Interested members of the Students' Union.

The duties of the Committee are to:

- i. promote policies, initiatives and general awareness of environmental and sustainability issues through means which it sees fit within the St. Thomas University community.
- ii. Meet no less than once per month, or more frequently as directed by the SRC.
- iii. Keep a written record of the decisions undertaken by the Committee in each meeting.

The Sustainability and Environmental Awareness Committee shall be chaired by the Vice President Education and an appointed student from the SRC.