

# **Students' Union of St. Thomas University, Inc.**

## **Policy Manual**

a Policy respecting Committees of the SRC

This Policy may be cited as the "SRC Committee Policy."

Notwithstanding any provision of the Constitution, amendments to the Terms of Reference contained in this Policy shall proceed in the same manner as amendments to the By-laws.

### **Part I — Finance Committee**

S.1. There shall be a Finance Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall 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.

S.3. The Committee shall develop, review, and make recommendations on financial management policies of the Students' Union.

S.4. The Committee shall, in collaboration with the SEC, develop and implement the Operating Budget of the Students' Union.

S.5. The Committee shall pursue fundraising and corporate sponsorship opportunities, and shall develop strategies to procure alternative sources of income beyond student-fee-generated revenue.

S.6. The Vice President Administration shall be the Chairman of the Committee.

S.7. The Committee shall include at least two (2) other members of the SRC.

S.8. The President of the Union and the General Manager shall be members of the Committee and attend each and every meeting.

S.9. The Committee shall include any other interested members of the Union.

S.10. The discussions and undertakings of the Committee in respect of the Operating Budget shall be confidential.

S.11. The Committee shall convene once per week, or more frequently as directed by the SRC.

S.12. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.13. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

### **Part II — Governance Committee**

S.1. There shall be a Governance Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall make recommendations on all matters pertaining to the Constitution, By-laws, Policy, and any other such documents produced by and for the Students' Union,

including the review and approval of governing documents submitted by clubs, societies or organizations.

S.3. The Vice President Administration shall be the Chairman of the Committee.

S.4. The Committee shall include at least two (2) other members of the SRC.

S.5. The Committee shall include any other interested members of the Union.

S.6. The Committee shall convene no less than once per month, or more frequently as is required or directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

### **Part III — Human Resources Committee**

S.1. There shall be a Human Resources Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall follow all guidelines in the Human Resources Policy, shall develop and review the Human Resources Policy as is necessary, and shall 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.

S.3. The Vice President Administration shall be the Chairman of the Committee.

S.4. The Vice President Administration-elect shall be the Chairman of the Committee commencing at the conclusion of the Spring General Election and ending on the first day of May in any year.

S.5. The General Manager shall be a member of the Committee.

S.6. All members of the SEC shall be members of the Committee.

S.7. 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.

S.8. The Committee shall meet as necessary to undertake all duties and discharge all responsibilities, or as directed by the SRC.

S.9. The Chairman of the Committee shall 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.

S.10. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.11. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

### **Part IV — Member Relations Committee**

S.1. There shall be a Member Relations Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall ensure that events, activities, initiatives and policies of the Students’ Union are thoroughly publicized within and beyond the St. Thomas University community.

S.3. The Committee shall develop and implement strategies to engage the membership in the undertakings of the Students' Union.

S.4. The Committee shall support the Director of Communications in communicating with the membership of the Union.

S.5. The Director of Communications shall act as Chairman of the Committee.

S.6. The Committee shall be composed of the five (5) Residence Representatives, the five (5) Off-campus Representatives, the Grad Class President and First-year Liaison.

S.7. The Committee shall include any other interested members of the Union.

S.8. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.9. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part V — Yearbook Committee**

S.1. There shall be a Yearbook Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall assist the Yearbook Editor in all aspects of the production of the *Aquinas* Yearbook, including layout, advertising, photography, and distribution.

S.3. The Yearbook Editor shall act as Chairman of the Committee.

S.4. The Committee shall include at least two (2) other members of the SRC.

S.5. The Committee shall include any other interested members of the Union.

S.6. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part VI — Academic and University Affairs Committee**

S.1. There shall be an Academic and University Affairs Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall facilitate discussion and address issues of concern to members of the Union and students of St. Thomas University, and collaborate with the Vice President Education to aid in the conduct of their duties.

S.2. The Committee shall develop and coordinate strategies to lobby faculty and staff of St. Thomas University, and municipal, provincial, and federal governments on issues related to post-secondary education, the administration and governance of St. Thomas University, and any other generally academic or educational affairs concerning members.

S.3. The Vice President Education shall be the Chairman of the Committee.

S.4. The Committee shall include the President, the Student Senators, student members of Senate Committees, the Board of Governors Student Representatives, and any other student members of University committees.

S.5. The Committee shall include any other interested members of the Union.

S.6. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part VII — Activities and Events Committee**

S.1. There shall be an Activities and Events Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall 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, with the exception of all activities related to Welcome Week, First-year Students’ Committee events and activities, and the planning and holding of SRC meetings.

S.3. The Committee shall develop new activities and events to engage the membership, and collaborate with the Activities Coordinator to support and assist them in the conduct of their duties.

S.4. The Activities Coordinator shall be the Chairman of the Committee.

S.5. The Committee shall include at least two (2) other members of the SRC.

S.6. The Committee shall include any other interested members of the Union.

S.7. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.8. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.9. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part VIII — Emergency Bursaries Committee**

S.1. There shall be an Emergency Bursaries Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall 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.

S.3. The Committee shall have control over the Operating Budget line item dedicated to Emergency Bursaries, except where determined by the Finance Committee and/or the SRC.

S.4. The Vice President Student Life shall be the Chairman of the Committee.

S.5. The Committee shall include the President, General Manager, and Student Advocate.

S.6. The Committee shall 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.

S.7. The Committee shall meet no less than once per bi-weekly period, or more often as determined by the SRC.

S.8. The Committee shall conduct its deliberations and decisions in confidence, and members shall be required to sign an Agreement to that effect.

S.9. Quorum shall be constituted by the presence of the whole of the members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part IX — First-year Students' Committee**

S.1. There shall be a First-year Students' Committee of the SRC, hereinafter known in this Part as the "Committee."

S.2. The Committee shall collaborate with the First-year Liaison 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.

S.3. The First-year Liaison shall be the Chairman of the Committee.

S.4. The Committee shall include the First-year Representative (or equivalent) from each of the five (5) Residences.

S.5. The Committee shall include the Chairman of the Off-campus Committee, or a designated alternate in their place.

S.6. The Committee shall include any other interested member of the Union.

S.7. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.8. Quorum shall be constituted by the presence of the Chairman of the Committee and at least two (2) other members of the Committee.

S.9. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

## **Part X — Off-campus Committee**

S.1. There shall be an Off-campus Committee of the SRC, hereinafter known in this Part as the "Committee."

S.2. The Committee shall promote the interests and provide effective representative to those members of the Union not residing in the St. Thomas University residences ("off-campus students").

S.3. The Committee shall 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.

S.4. The Committee shall 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.

S.5. The Committee shall include the five (5) Off-campus Representatives.

S.6. The Committee shall include the First-year Liaison, ineligible to hold office on the Committee.

S.7. The Committee shall include any other interested members of the Union.

S.8. One (1) member of the Committee shall be the Chairman upon election by the members of the Committee, and shall be charged with reporting on the work of the Committee to the SRC

and the Vice President Administration, and who shall work with the University employee responsible for off-campus student affairs.

S.9. One (1) member of the Committee shall be the Deputy Chairman upon election by the members of the Committee, who shall act as Chairman in the absence, inability or refusal to act of the Chairman, and who shall coordinate the order and purchase of off-campus clothing.

S.10. One (1) member of the Committee shall be the Secretary-Treasurer upon election by the members of the Committee, who shall be responsible for keeping a written record of decisions undertaken by the Committee in each meeting, and maintain and manage the Operating Budget line item devoted to the Off-campus Committee under the supervision of the Vice President Administration.

S.11. One (1) member of the Committee shall be the Sports and Activities Representative upon election by the members of the Committee, who shall be responsible for planning activities and events for the off-campus students and coordinating intra-mural sporting events.

S.12. One (1) member of the Committee shall be the City and Transport Representative upon election by the members of the Committee, who shall be responsible for liaising with the appropriate officials of the City of Fredericton and community representatives regarding off-campus living, 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.

S.13. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.14. Quorum shall be constituted by the presence of the Chairman or Deputy Chairman of the Committee and at least two (2) other members of the Committee.

S.15. The Chairman, or individual acting in their stead, shall report on the activities and undertakings of the Committee at the SRC meeting immediately following the Committee meeting.