

By-Law III
Committee Terms of Reference

1. Budget Committee

1.1. Mandate

- 1.1.1. Creates the MSVUSU yearly budget, through student consultation, evaluation of the current financials and scanning the economic environment of the university.

1.2. Membership

- 1.2.1. Strategic Operations Manager (chair)
- 1.2.2. Chief Financial Officer (CFO)
- 1.2.3. President
- 1.2.4. Health Plan Manager
- 1.2.5. Food, Beverage and Activities Manager
- 1.2.6. VP Communications
- 1.2.7. VP Student Life
- 1.2.8. VP Advocacy and Undergraduate Student Affairs
- 1.2.9. VP Research and Graduate Student Affairs
- 1.2.10. Two (2) Non-Executive Councilors

1.3. Meetings

- 1.3.1. The committee shall meet no less than bi-weekly in the Winter semester until the budget has been approved, or at the request of the membership.

1.4. Quorum

- 1.4.1. Quorum shall consist of half of those currently serving.

1.5. Reporting

- 1.5.1. The CFO shall report to the SRC at each meeting following each Budget Committee Meeting.
- 1.5.2. The CFO shall give a presentation on the proposed budget to the SRC one meeting prior to its ratification vote in council.

2. Pay and Honoraria Committee

2.1. Mandate

- 2.1.1. To review honoraria requests, advise SRC regarding changes to pay

2.2. Membership

- 2.2.1. Chief Financial Officer (Chair)
- 2.2.2. Vice-President Communications
- 2.2.3. Health Plan Manager (ex-officio)
- 2.2.4. Two Non-Executive Councilors

2.3. Meetings

- 2.3.1. The committee shall meet prior to the last SRC meeting of the Fall and Winter semesters, or as necessary.

2.4. Quorum

- 2.4.1. Quorum shall consist of half of those currently serving.

2.5. Reporting

- 2.5.1. The CFO shall provide a report to the Speaker following each committee meeting.
- 3. Human Resources Committee
 - 3.1. Mandate
 - 3.1.1. Responsible for the upkeep and creation of all human resources policies and handbooks.
 - 3.1.2. It is the final governing body responsible for disciplinary decisions and may hear appeals of disciplinary measures if required.
 - 3.2. Membership
 - 3.2.1. President (Chair)
 - 3.2.2. Strategic Operations Manager (Ex-Officio)
 - 3.2.3. Vice President Communications (Vice-Chair)
 - 3.2.4. Vice President Research and Graduate Student Affairs
 - 3.2.5. Two (2) Non-Executive Councilors
 - 3.2.6. Health Plan Manager (Ex-Officio)
 - 3.2.7. The chair reserves the right to temporarily add or remove a member due to conflict of interest or involvement. Should the chair be required to step down, the Vice-Chair shall chair the meetings.
 - 3.3. Meetings
 - 3.3.1. The committee shall meet at least monthly and as necessary.
 - 3.4. Quorum
 - 3.4.1. Quorum shall consist of half of those currently serving.
 - 3.5. Reporting
 - 3.5.1. The Chair shall provide a report to the Speaker following committee meetings.
- 4. Constitution and Policy Planning Committee(CPP)
 - 4.1. Mandate
 - 4.1.1. To review the Constitution, By-Laws, Policies, and recommend/receive requests for changes. Forwards all recommendations to the SRC.
 - 4.2. Membership
 - 4.2.1. President (Chair)
 - 4.2.2. Vice President Research and Graduate Student Affairs
 - 4.2.3. Administrative Assistant & Governance Secretary (Ex-Officio, non-voting)
 - 4.2.4. Non-Executive Councilor
 - 4.2.5. Two (2) students at Large
 - 4.2.6. Should the President be unable to fulfill their duties as chair, another member of the Student Executive Committee shall act as Chair. Should this not be possible, the Administrative Assistant & Governance Secretary shall act as Chair.
 - 4.3. Meetings
 - 4.3.1. The committee shall meet as needed but no less than once per term.
 - 4.3.2. If the Chair has failed to call a meeting within the meeting guidelines set out in 4.3.1, another member of the Student

Executive Meeting shall call a meeting on their behalf.

- 4.4. Quorum
 - 4.4.1. Quorum shall consist of half of those currently serving.
- 4.5. Reporting
 - 4.5.1. The Chair shall report to the SRC following committee meetings.
- 5. Society Affairs Committee
 - 5.1. Mandate
 - 5.1.1. Reviews all Society funding applications.
 - 5.1.2. Recommends Society discipline following breaches to Society Policy I.
 - 5.1.3. Adjudicate appeals of disciplinary actions taken by a society against a society member.
 - 5.2. Membership
 - 5.2.1. Vice President Student Life (Chair)
 - 5.2.2. Strategic Operations Manager (Ex-Officio)
 - 5.2.3. Two Non-Executive Councilors
 - 5.3. Meetings
 - 5.3.1. The committee shall meet at the decision of the Chair.
 - 5.4. Quorum
 - 5.4.1. Quorum shall consist of half of those currently serving.
 - 5.5. Reporting
 - 5.5.1. The Chair shall provide a report to the Speaker following committee meetings.
- 6. Health Insurance Plan Committee (HIP)
 - 6.1. Mandate
 - 6.1.1. Reviews student Health and Dental Plan appeals.
 - 6.2. Membership
 - 6.2.1. Health Plan Manager (Chair/Ex-Officio)
 - 6.2.2. Vice President Communications
 - 6.2.3. Two (2) Non-Executive Councilors
 - 6.3. Meetings
 - 6.3.1. The Chair shall call meetings as necessary.
 - 6.4. Quorum
 - 6.4.1. Quorum shall consist of half of those currently serving.
 - 6.5. Reporting
 - 6.5.1. The Chair shall provide a report to the SRC following committee meetings.
- 7. Crisis Communications Committee
 - 7.1. Mandate
 - 7.1.1. Strategic communications task-force aimed at addressing crises that affect the MSVUSU, the institution, or the students at Mount Saint Vincent University on an ad-hoc basis.
 - 7.2. Membership: The core members are Chair, Vice chair and Strategic Operations Manager. Every other committee member will be called to serve as needed, at the discretion of the chair.

- 7.2.1. President (Vice Chair)
- 7.2.2. Vice President Communications (Chair)
- 7.2.3. Vice President Student Life
- 7.2.4. Vice President Advocacy and Undergraduate Student Affairs
- 7.2.5. Vice President Research and Graduate Student Affairs
- 7.2.6. Strategic Operations Manager
- 7.2.7. One (1) Non-Executive Councilor
- 7.2.8. Student-at-Large
- 7.3. Meetings
 - 7.3.1. The committee shall meet at the discretion of the Chair or Vice-Chair
 - 7.3.2. Any member of the committee is able to call an emergency meeting of the committee, in consultation with the Chair.
 - 7.3.3. Voting can be done via email.
- 7.4. Quorum
 - 7.4.1. Quorum shall consist of Vice President Communications, President and General Manager
- 7.5. Reporting
 - 7.5.1. The Chair shall provide a report to the Speaker regarding non-confidential business following committee meetings.
- 8. Elections Committee
 - 8.1. Mandate
 - 8.1.1. To promote the Union elections, recruit volunteers and run the voting stations on campus, hear appeals regarding the elections, make decisions regarding elections appeals, and promote elections and voting.
 - 8.2. Membership
 - 8.2.1. Elections Coordinator (Chair)
 - 8.2.2. Administrative Assistant & Governance Secretary (Vice Chair)
 - 8.2.3. Vice President Communications
 - 8.2.4. Two SRC members
 - 8.2.5. Two students at large
 - 8.2.6. Social Media and Creative Content Coordinator (Ex-Officio, non-voting)
 - 8.2.7. Any students running in the elections are not eligible to sit on Elections Committee
 - 8.2.8. Should the Elections Coordinator be unable to chair Elections Committee the Vice Chair shall act as Chair
 - 8.3. Meetings
 - 8.3.1. The committee shall meet at the discretion of the Chair.
 - 8.4. Quorum
 - 8.4.1. Quorum shall consist of half of those currently serving.
 - 8.5. Reporting
 - 8.5.1. The Chair shall report to the SRC through their elections report at the end of each elections cycle

9. Student Executive Committee
 - 9.1. Mandate
 - 9.1.1. Discuss Student and MSVUSU concerns and prepare items to bring forward to the Executive Committee and SRC.
 - 9.2. Membership
 - 9.2.1. President (Chair)
 - 9.2.2. Vice President Communications
 - 9.2.3. Vice President Advocacy and Undergraduate Student Affairs
 - 9.2.4. Vice President Student Life
 - 9.2.5. Vice President Research and Graduate Student Affairs
 - 9.3. Meetings
 - 9.3.1. The committee shall meet a minimum of bi-weekly, except during reading weeks, winter break, and during the exam periods.
 - 9.4. Quorum
 - 9.4.1. Quorum shall consist of half of those currently serving
 - 9.5. Reporting
 - 9.5.1. The Student Executive will report back on meetings to the Executive and SRC
10. Executive Committee
 - 10.1. Mandate
 - 10.1.1. Handles day to day operations of the MSVUSU as well as student and on campus issues and prepare items to bring forward to the SRC
 - 10.2. Membership
 - 10.2.1. President (Chair)
 - 10.2.2. Vice President Communications
 - 10.2.3. Vice President Advocacy and Undergraduate Student Affairs
 - 10.2.4. Vice President Student Life
 - 10.2.5. Vice President Research and Graduate Student Affairs
 - 10.2.6. Chief Financial Officer
 - 10.2.7. Strategic Operations Manager (Ex-Officio, non-voting)
 - 10.2.8. Health Plan Manager (Ex-Officio, non-voting)
 - 10.2.9. Rook Manager (Ex-Officio, non-voting)
 - 10.2.10. Administrative Assistant & Governance Secretary (Ex-Officio, non-voting)
 - 10.3. Meetings
 - 10.3.1. The committee shall meet a minimum of bi-weekly except during reading weeks, winter break, and during the exam periods.
 - 10.4. Quorum
 - 10.4.1. Quorum shall consist of half the voting members currently serving.
 - 10.4.2. Where an issue is time-sensitive and must be decided before the next scheduled committee meeting, voting may occur over email, with the results being recorded in the minutes of the next committee meeting.
 - 10.5. Reporting
 - 10.5.1. Minutes of the Executive Committee shall be archived by the

Administrative Assistant & Governance Secretary backed up.
10.5.2. Executive Committee will report back on meetings to the SRC

11. Graduate Committee

11.1. Mandate

- 11.1.1. Make recommendations to the Students' Representative Council for new programming and services tailored to graduate student needs.
- 11.1.2. Be involved in the suggestion/implementation of programming for graduate students as deemed appropriate by VP Research and Graduate Student Affairs
- 11.1.3. To have and adhere to a code of conduct agreed upon by the committee, and updated from time to time as required.

11.2. Membership

- 11.2.1. VP Research and Graduate Student Affairs (chair)
- 11.2.2. One member of the Students' Representative Council who is a graduate student
- 11.2.3. Accessibility Representative (Ex-Officio, non-voting if an Undergraduate Student)
- 11.2.4. 2SLGBTQIA+ Representative (Ex-Officio, non-voting if an Undergraduate Student)
- 11.2.5. One student representing each graduate program, selected at the discretion of the chair, including
 - 11.2.5.1. Applied Human Nutrition
 - 11.2.5.2. Child and Youth Study
 - 11.2.5.3. Education (Including all MEd, MAEd, certificate, diploma and concentration students in education programs)
 - 11.2.5.4. School Psychology
 - 11.2.5.5. Family Studies and Gerontology
 - 11.2.5.6. Public Relations
 - 11.2.5.7. Women and Gender Studies
 - 11.2.5.8. PhD Student

11.3. Meetings

- 11.3.1. The committee shall meet at least monthly
- 11.3.2. Meetings can be called by the chair, or by a majority vote of the committee.

11.4. Quorum

- 11.4.1. Quorum shall be half of all currently serving voting committee members

11.5. Reporting

- 11.5.1. The chair shall report to the Students Representative Council as needed, and submit written reports to the annual general meeting and semi-annual general meeting.

12. Food Security Committee

12.1. Mandate

- 12.1.1. Coordinate the Food Bank and Captain Crow's Café (Soup Kitchen) operations
- 12.1.2. Make recommendations to the Students Representative Council (SRC) on:

- 12.1.2.1. operational changes to either operation
- 12.1.2.2. new operations that address food security
- 12.1.2.3. reallocation of space to either project
- 12.1.2.4. major equipment purchases to further either operation
- 12.1.2.5. changes to the committee mandates as required
- 12.2. Membership
 - 12.2.1. Vice-President Research and Graduate Student Affairs (Chair)
 - 12.2.2. Soup Kitchen Manager
 - 12.2.3. Food Bank Manager
 - 12.2.4. Chief Financial Officer
 - 12.2.5. One (1) non-executive Councilor
 - 12.2.6. Two (2) members at large
 - 12.2.7. Health Plan Manager (Ex-Officio, non-voting)
 - 12.2.8. Strategic Operations Manager (Ex-Officio, non-voting)
- 12.3. Meetings
 - 12.3.1. The committee shall meet at least by-weekly except during reading weeks, winter break, and during the exam periods.
- 12.4. Quorum
 - 12.4.1. Quorum shall consist of half the currently serving members.
- 12.5. Reporting
 - 12.5.1. The chair shall report to the SRC as needed and submit written reports to the annual general meeting and semi-annual general meeting.