

**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. General Manager (Chair)
    - 1.2.2. Chief Financial Officer (CFO)
    - 1.2.3. President
    - 1.2.4. Health Plan Manager
    - 1.2.5. Food and Beverage Manager
    - 1.2.6. VP Communications
    - 1.2.7. VP Student Life
    - 1.2.8. VP Advocacy
    - 1.2.9. 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 50% plus one.
  - 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 50% plus one.
  - 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. Acts to hire full-time staff.
- 3.1.2. Is the final governing body responsible for disciplinary decisions.
- 3.1.3. Responsible for the upkeep and creation of the Human Resources Policy and manual.

#### 3.2. Membership

- 3.2.1. President (Chair)
- 3.2.2. General Manager (Ex-Officio)
- 3.2.3. Vice President Communications (Vice-Chair)
- 3.2.4. Two (2) Non-Executive Councilors
- 3.2.5. Health Plan Manager
- 3.2.6. 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 monthly, and as necessary.

#### 3.4. Quorum

- 3.4.1. Quorum shall consist of 50% plus one.

#### 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. Vice President Communications (Chair)
- 4.2.2. General Manager (Ex-Officio) -
- 4.2.3. Non-Executive Councilor
- 4.2.4. Student at Large
- 4.2.5. Should the Vice President Communications 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 General Manager shall act as Chair.

#### 4.3. Meetings

- 4.3.1. The committee shall meet weekly throughout the academic 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 50% plus one.

#### 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.
  - 5.2. Membership
    - 5.2.1. Vice President Communications (Chair)
    - 5.2.2. General 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 50% plus one.
  - 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 50% plus one.
  - 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 General manager. Every other committee member will be called to serve as needed, at the discretion of the chair.
    - 7.2.1. President (Chair)
    - 7.2.2. Vice President Communications (Vice-Chair)
    - 7.2.3. Vice President Student Life
    - 7.2.4. Vice President Advocacy
    - 7.2.5. Vice President Graduate Affairs
    - 7.2.6. General 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 and make decisions regarding elections appeals.
  - 8.2. Membership
    - 8.2.1. Elections Coordinator (Chair)
    - 8.2.2. General Manager (Vice Chair)
    - 8.2.3. Vice President Communications
    - 8.2.4. Two SRC members
    - 8.2.5. Two students at large
    - 8.2.6. Any students running in the elections are not eligible to sit on Elections Committee
    - 8.2.7. 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 50% plus one.
  - 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
    - 9.2.4. Vice President Student Life
  - 9.3. Meetings

- 9.3.1. The committee shall meet a minimum of bi-weekly throughout the academic term
- 9.3.2. During the Spring/Summer terms the committee shall meet as often as possible
- 9.4. Quorum
  - 9.4.1. Quorum shall consist of 50% plus 1
- 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
    - 10.2.4. Vice President Student Life
    - 10.2.5. Chief Financial Officer (Ex-Officio)
    - 10.2.6. General Manager (Ex-Officio)
    - 10.2.7. Health Plan Manager (Ex-Officio)
    - 10.2.8. Food and Beverage Manager (Ex-Officio)
  - 10.3. Meetings
    - 10.3.1. The committee shall meet a minimum of bi-weekly throughout the academic term
    - 10.3.2. During the Spring/Summer terms the committee shall meet as often as possible
  - 10.4. Quorum
    - 10.4.1. Quorum shall consist of 50% plus 1 of the entire committee
    - 10.4.2. No voting shall take place without quorum of voting members
  - 10.5. Reporting
    - 10.5.1. Minutes of the Executive Committee shall be archived on the computers of the President and the Vice President Communications as well as the union hard drives

Executive Committee will report back on meetings to the SRC