

## **Policy XIX: Student Representation**

### **1. Senate Student Caucus**

1.1. Members of the Senate Student Caucus will include the following positions as described in the MSVUSU Constitution, the Memorandum of Understanding between MSVU & the MSVUSU, and Senate Bylaw 1.1

- 1.1.1. Student Union President
- 1.1.2. Vice-President Advocacy
- 1.1.3. Graduate Studies Representative
- 1.1.4. Education Representative
- 1.1.5. Professional Studies Representative
- 1.1.6. Arts or Science Representative, normally alternating yearly

1.2. In the event that one of the above positions is vacant at the MSVUSU, another duly elected or appointed member of the Students Representative Council (SRC) may be appointed to fill the vacancy, by vote at an SRC meeting. The appointed person will hold this senate seat until either,

- 1.2.1. The original position as referenced in 1.1 is filled
- 1.2.2. The appointed person is no longer a member of the MSVUSU SRC
- 1.2.3. The appointed person is removed from Senate Caucus by a vote at an SRC meeting

1.3. The Senate Student Caucus shall meet at least twice per MSVU Senate meeting. The Vice-President Advocacy shall normally chair all Senate Student Caucus Meetings. If the Vice-President Advocacy cannot chair the meeting another member may be appointed as chair by a vote of Senate Student Caucus. The Senate Student Caucus meetings will include,

- 1.3.1. A Senate Pre-Meeting wherein the Senate Student Caucus will review and discuss the senate meeting agenda and accompanying materials. These discussions may include but is not limited to
  - 1.3.1.1. Questions to ask at senate
  - 1.3.1.2. Student perspectives on the motions presented
  - 1.3.1.3. Motions for the Student Caucus to move at the Senate meeting

1.3.2. A Senate Post-Meeting wherein the Senate Student Caucus will discuss the senate meeting, any motions to submit for the next senate meeting and any information that the Senate Student Caucus must report to SRC.

1.4. A copy of the Minutes from all Senate Student Caucus meetings will be kept by the Vice-President Advocacy, and General Manager.

1.5. The Senate Student Caucus shall provide a report to SRC at the SRC meeting following each Senate meeting.

### **2. Board of Governors (BOG) Student Caucus**

2.1. The BOG Student Caucus will include the following positions as described in the MSVUSU constitution, the Memorandum of Understanding between MSVU & the MSVUSU, and section 6-1-h of the MSVU charter,

- 2.1.1. MSVUSU President
- 2.1.2. BOG Representative

- 2.1.3. One other Duly elected or appointed member of the MSVUSU SRC
- 2.2. In the event that one of the above positions is vacant at the MSVUSU, another duly elected or appointed member of the Students Representative Council (SRC) May be appointed to fill the vacancy, by vote at an SRC meeting. The appointed person will hold this BOG seat until either,
  - 2.2.1. The original position as referenced in 2.1 is filled
  - 2.2.2. The appointed person is no longer a member of the MSVUSU SRC
  - 2.2.3. The appointed person is removed from the BOG Caucus by a vote at an SRC meeting
- 2.3. The BOG Student Caucus shall meet at least twice per MSVU BOG meeting. The Board of Governors Representative shall normally chair all BOG Student Caucus Meetings. If the Board of Governors Representative cannot chair the meeting another member may be appointed as chair by a vote of BOG Student Caucus. The BOG Student Caucus meetings will include,
  - 2.3.1. A BOG Pre-Meeting wherein the BOG Student Caucus will review and discuss the BOG meeting agenda and accompanying materials. These discussions may include but is not limited to
    - 2.3.1.1. Questions to ask at BOG
    - 2.3.1.2. Student perspectives on the motions presented
    - 2.3.1.3. Motions for the Student Caucus to move at the BOG meeting
  - 2.3.2. A BOG Post-Meeting wherein the BOG Student Caucus will discuss the BOG meeting and any items that the BOG Caucus must report to SRC
- 2.4. The BOG Student Caucus shall provide a report to SRC at the SRC meeting following each BOG meeting.
- 3. MSVU Senate Committee Representation (All Committee Vacancies will be filled at the earliest possible opportunity. In exceptional circumstances, or in a case where the committee appointment must be made before a full SRC meeting can take place, committee appointments and required voting may be conducted via email and organized by the SRC Speaker or Vice-President Communications. The recording secretary will include the appointment and votes in the minutes of the next SRC meeting.)
  - 3.1. Executive Committee (EX)
    - 3.1.1. One member of the Senate Student Caucus, appointed by the Senate Student Caucus.
  - 3.2. Academic Appeals Committee (AAC)
    - 3.2.1. Two primary members who shall be appointed by a vote in SRC and who may not be a MSVUSU Executive
    - 3.2.2. Two alternate members who shall be appointed by a vote in SRC and who may not be a MSVUSU Executive
  - 3.3. Committee on Academic Policy and Planning (CAPP)
    - 3.3.1. One primary Member who must be a senior level student and may be either a member of SRC or a MSVUSU executive, and who will be appointed by a vote in SRC

- 3.3.2. One secondary member who is non-voting, but who may vote in the absence of the primary member. The secondary member must also be a senior student and be appointed by a vote in SRC
- 3.4. Graduate Studies Program and Policy Committee (GSPP)
  - 3.4.1. One member who must be The Graduate Studies Students Representative. If the position of Graduate Studies Students Representative is vacant then SRC may approve another SRC member who is a graduate student, or a Graduate Student at large by a vote in SRC
- 3.5. Undergraduate Curriculum Committee (UCC)
  - 3.5.1. One member who must be a senior level student and may be either an SRC member or MSVUSU executive, who is appointed by a vote in SRC
- 3.6. Committee on appointment, promotion and tenure or permanence for academic administrators (CAPTPAA)
  - 3.6.1. No student seat
- 3.7. Committee on Information Technology and Services (SCOITS)
  - 3.7.1. One Student member who may be either an SRC or MSVUSU executive member, and who is appointed by a vote in SRC
- 3.8. Library Committee (SLC)
  - 3.8.1. Two student members (typically one undergraduate and one graduate) who may be either an SRC or MSVUSU executive member, and who are appointed by a vote in SRC
  - 3.8.2. One alternate member who may be either an SRC or MSVUSU executive member, and who is appointed by a vote in SRC
- 3.9. Nominations Committee (SNC)
  - 3.9.1. No student seat
- 3.10. Committee on research and Publications (CRP)
  - 3.10.1. No student seat
- 3.11. Student Experience Committee (SEC)
  - 3.11.1. MSVUSU President
  - 3.11.2. MSVUSU General Manager
  - 3.11.3. MSVUSU VP Student Life
- 3.12. Committee on Teaching and Learning (SCOTL)
  - 3.12.1. One position who may be either an SRC or MSVUSU executive member and who is appointed by a vote in SRC
- 3.13. Writing Initiatives Committee (WIC)
  - 3.13.1. One position who may be either an SRC or MSVUSU executive member and who is appointed by a vote in SRC
- 3.14. Undergraduate Admissions Scholarships and Awards (UASAC)
  - 3.14.1. No student seat
- 3.15. Graduate Scholarships. Assistantships and awards (GSAA)
  - 3.15.1. No Student seat
- 3.16. University Research Ethics Board (UREB)
  - 3.16.1. No Student seat
- 3.17. Student Judicial Committee (SJC)

- 3.17.1. Two primary members who may not be on the Senate Executive Committee, the Student Experience Committee, or a MSVUSU Executive, and must be a SRC member appointed by a vote in SRC.
- 3.17.2. Two alternate members meeting the same conditions as the primary members.
- 3.18. Student Discipline Appeals Committee (SDAC)
  - 3.18.1. Two primary members who are the alternates for the student Judiciary Committee.
  - 3.18.2. Two alternates who are the primaries for the student Judicial committee.
  - 3.18.3. No member may hear the appeal of a case they heard in the Student Judicial Committee.
- 3.19. Ad-hoc senate committees
  - 3.19.1. Special senate committees will be formed by Senate as needed. If a student representative is required on one of these committees a student member will be appointed by a vote in council.
- 4. MSVU BOG Committees (All Committee Vacancies will be filled at the earliest possible opportunity. In exceptional circumstances, or in a case where the committee appointment must be made before a full SRC meeting can take place, committee appointments and required voting may be conducted via email and organized by the SRC Speaker. The recording secretary will include the appointment and votes in the minutes of the next SRC meeting.)
  - 4.1. Executive Committee
    - 4.1.1. No student seat
  - 4.2. Audit Committee
    - 4.2.1. No student seat
  - 4.3. Finance Committee
    - 4.3.1. MSVUSU President
  - 4.4. Campus Planning Committed
    - 4.4.1. One member of the BOG student Caucus appointed by the BOG student Caucus by unanimous concern. If unanimous consent is not achieved, then a member of the BOG student Caucus will be appointed by a vote in council.
  - 4.5. Human Resources and Governance Committee
    - 4.5.1. One member of the BOG student Caucus appointed by the BOG student Caucus by unanimous concern. If unanimous consent is not achieved, then a member of the BOG student Caucus will be appointed by a vote in council.
  - 4.6. Joint Board/Senate Liaison Committee
    - 4.6.1. No student seat
  - 4.7. Investment Committee
    - 4.7.1. No student seat
  - 4.8. Senior Administrators Compensation Committee
    - 4.8.1. No student seat
  - 4.9. Nominating Committee

- 4.9.1. One member of the BOG student Caucus appointed by the BOG student Caucus by unanimous concern. If unanimous consent is not achieved, then a member of the BOG student Caucus will be appointed by a vote in council.
- 4.10. Advancements and external relations committee
  - 4.10.1. One position who may be either an SRC or MSVUSU executive member and who is appointed by a vote in SRC
- 4.11. Ad hoc committees
  - 4.11.1. Special BOG committees will be formed by The BOG as needed. If a student representative is required on one of these committees a student member will be appointed by a vote in council, or by the BOG Student Caucus as appropriate.
- 5. Records of the Senate Student Caucus and BOG Student Caucus membership along with all committee memberships shall be the responsibility of the VP Communications in coordination with the Speaker and Recording Secretary. This information must also be published on the MSVUSU website and updated within 7 days of any change.
- 6. In the event that there is no SRC member available to serve on a committee, a MSVUSU member at large may be appointed by a vote in SRC, provided that the committee is not the Academic Appeals Committee, Student Judiciary Committee, or Student Discipline Appeals Committee.
  - 6.1. The MSVUSU member at large must provide regular written reports to the SRC, the frequency of which will be determined on a case-by-case basis.
  - 6.2. The MSVUSU member at large must attend all regular SRC meetings wherein their report will be discussed, except where there is reasonable cause not to attend the meeting.