

## CUSA Council Committees Policy

G-04

LONG TITLE	A Policy Respecting Committees and Commissions of the Council	DATE OF ENACTMENT	29 May 2023
		LAST AMENDED	26 June 2023
REFERENCE No.	G-04	NEXT REVIEW	April 2025
CATEGORY	Governance	COMPETENT CHAMBER	Council

### MANDATE or PREAMBLE

This policy shall govern the Committees, Commissions, and other bodies subject to the Students' Council of the Association. It shall apply to any and all subunits created by the Council. This Policy shall be reviewed every two years by Council.

### INTERPRETATION

- 1 This Policy may be called the *Council Committees Policy*.
- 2 In this Policy, the following definitions shall apply:
  - "ad hoc committee"** means a committee which is struck in order to investigate matters outside the purview of a standing committee;
  - "applicable member"** means an Executive member, Councillor, or student-at-large entrusted with decision-making power or general influence on Council, or any other official bodies of the Association, including Clubs and Societies;
  - "committee"** means a subunit of the Council to which certain powers of the Council may be delegated.
  - "commission"** means a committee which is delegated a degree of power by an Executive order and/or Policy of the Council;
  - "competency"** means the ability to exert jurisdiction over a committee;
  - "standing committee"** means a committee which is permanent without need to be struck and shall be filled in accordance with this Policy;
- 3 This policy applies to all CUSA Council Committees and Commissions.
- 4 This policy acts in accordance with the *Ontario Not-for-Profit Corporations Act, 2010*, the *Council Rules of Order* (G-00), and all other applicable policies.

## **GENERAL REGULATIONS FOR ALL COMMITTEES**

### **Competency and Responsibility**

**5** No committee of the council may investigate or make recommendations under the competency of another council committee, or the board and its committees.

### **Quorum**

**6** Quorum for all committees shall be a simple majority (51%) of all voting members.

### **Filling**

**7** Committees shall be filled by the Governance and Council Operations Committee based on the requests of councillors as solicited and received. The Governance and Council Operations Committee will strive to assign councillors to a committee they request. Where requests outnumber positions on a single committee, seniority will be considered. Where seniority is equal, a lottery system will be used.

**8** Notwithstanding section 7, the CUSA Council reserves the right to fill committee postings under their own competency by election. This shall be done for all commissions and *ad hoc* committees.

**9** Councillors are required, by their mandate, to serve on a minimum of one (1) council standing committee.

**9.1** If there is insufficient interest from councillors to fill the vacancies in a particular committee, the remaining positions shall be filled by lottery immediately, irrespective of interest.

**10** There must be a valid attempt to fill student-at-large positions, however, they are not deemed a requirement for a committee's legitimacy to operate.

**11** Student-at-large positions must be advertised no later than seven (7) business days after the committee has been constituted and remain open all year.

### **Composition of Committees**

**12** Unless otherwise provided by any Policy or mandate letter, each standing or *ad hoc* committee shall consist of:

- (a) not less than four (4) councillors;
- (b) an Executive member, who shall serve as a voting member on the committee;
- and
- (c) any resource members deemed necessary by the committee, who shall be non-voting members.

### **Officers**

**14** Every committee and commission may elect amongst themselves, or be given by any mandate letter, the following officers:

- (a) a presiding officer, styled the Chair;
- (b) a replacement presiding officer, styled the Vice-Chair; and
- (c) a clerk and record-keeper, styled the Secretary.

**14.1** The powers and duties of the Chair of every committee or commission are:

- (a) to serve as the presiding officer of the committee;
- (b) to schedule and publicise regular meetings of the committee;
- (c) to call special meetings of the committee, either on their own initiative or at the request of a majority of its members, and deliver public notice;
- (d) to prepare the agenda for every committee meeting;
- (e) to ensure that the Secretary records the minutes of each Committee meeting;
- (f) to keep a record of the voting membership of the committee;
- (g) to report to Council, not less than once every two months, on the actions and resolutions of the whole committee; and
- (h) to ensure that the committee recommendations are made known to Council and carried out, if needed.

**14.2** The powers and duties of the Vice-Chair of every committee or commission are:

- (a) to execute the powers and duties of the Chair if they are temporarily absent; and
- (b) to preside over the election of a new Chair if the former Chair has resigned or been dismissed by the Committee.

**14.3** The powers and duties of the Secretary of every committee or commission are:

- (a) to serve as the recording officer of the committee;
- (b) to take and publish, with the Council Clerk, the minutes from every meeting of the committee; and
- (c) to keep attendance records of committee members.

### **Meetings**

**15** Every committee shall meet not less than once every six (6) weeks, unless otherwise specified by the mandate letter.

**16** Every commission shall meet not less than once every month, unless otherwise specified by the mandate letter

**17** Every meeting shall be public to all students, unless so resolved by a majority of voting members for cause analogous to the method in section 33 of the *Council Rules of Order*.

### **Independence and Non-Interference**

**18** No person(s), groups or entities shall hinder proceedings of any committee, unless an agreed justification by majority members is issued.

### **Reports of Committees**

**19** The Committees, or the officers, members or commissioners thereof, shall give report to the Council on any and all recommendations or actions of the Committee;

**20** These reports shall include the opinions of the Committee's minority, should there be any.

### **STANDING COMMITTEES**

**21** At the first or second regular meeting of the CUSA Council, the standing committees shall be filled.

**22** No standing committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.

**23** CUSA Council Standing Committees shall include the:

- a) Governance and Council Operations Committee (GCOC);
- b) Finance, Fees, and Funds Committee (FFFC);
- c) University Affairs Committee (UAC);
- d) Student Life Committee (SLC); and
- e) External Affairs Committee (EAC).

### **JOINT COMMITTEES**

**24** A joint committee or commission may be constituted under a mandate letter from both chambers, and is subject to all regulations that would apply to non-joint bodies of the same character, except as where otherwise provided in this Policy.

**25** Alternatively, a joint committee may be constituted under a mandate letter from either chamber and the relevant authorities of other student organisations.

**26** CUSA Joint Standing Committees shall include the:

- a) Board Nominations Committee (BNC); and
- b) Long-Term Strategic Plan Steering Committee (LTSPSC).

### **SUBCOMMITTEES**

**27** Subcommittees may be constituted to consider matters falling under each Standing Committee's respective mandate (i.e. Fees Subcommittee under the Finance, Fees, and Funds Standing Committee).

**28** Subcommittees are established by, responsible to, and report to their parent Standing Committee.

**29** The mandate letter to each Standing Committee may recommend the creation of a subcommittee with a particular directive, however the decision remains with the relevant Standing Committee.

**30** The membership of subcommittees shall be drawn from parent Standing Committees, unless the parent Standing Committee decides otherwise.

**31** The composition of subcommittees shall follow these guidelines:

- a) a minimum of two councillors;
- b) the relevant Executive as a voting member;
- c) a maximum of two students-at-large as voting members if deemed necessary;
- d) the relevant resource member as a non-voting member; and
- e) any other person deemed necessary to the subcommittee (i.e. service centre coordinators) as a voting or non-voting member.

### **AD HOC COMMITTEES**

**32** An *ad hoc* committee may be constituted under a mandate letter from the CUSA Council.

**33** No *ad hoc* committee may investigate any matter outside of its mandate letter, or within the purview of any standing committee.

**34** No *ad hoc* committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.

**35** An *ad hoc* committee is dissolved when its objectives under the mandate letter have been met, or the council that struck the committee is adjourned for the year.

**36** *ad hoc* committees may be joint committees, and are as such subject to the provisions specified in the *Joint Committees Policy*.

### **COMMISSIONS**

**37** A commission may be constituted under a mandate letter from an Executive order, so published pursuant to the *Executive Policy*, or by resolution of the Council.

**38** Commissions shall execute the power of the executive and/or Council as set in their mandate letter.

**39** A Commission may only be delegated legislative power by resolution of the Council, who may delegate the executive power irrespective of any Executive order, if any.

**40** Commissions in effect include, but are not limited to:

- (a) the Clubs Oversight Commission

### **Independence and Non-Interference**

**41** No person(s), groups or entities shall hinder proceedings of any standing or ad-hoc commission, unless an agreed justification by majority members is issued, and until the time set in the mandate letter for the close of the Commission.

**42** A Commission so formed by Executive Order may not be dismissed except with the agreement of the CUSA Council.

### **Composition of Commissions**

**43** Unless otherwise provided by any Policy or mandate letter, each Commission shall consist of:

- (a) not less than one-half being councillors and the rest students-at-large;; and
- (b) an Executive member, so determined by the mandate letter.

### **Reports and Regulations of Commissions**

**44** Every commission is so empowered to make regulations under the Executive power of the Policies within their purview.

**45** Such regulations shall have full force and effect to the extent which they are consistent with the Policies of the Association

**46** The Commissions, or the officers or Commissioners thereof, shall give report to the Council, and, if requested, to the Board, on any and all regulations proclaimed or any actions undertaken under their legislative or executive power.

### **MANDATE OF COUNCIL COMMITTEES**

**47** Every council committee, including commissions and subcommittees, shall have a mandate letter that specifies details surrounding the committee preamble, mandate, composition and meetings.

**48** Every standing committee should include a directive for its subcommittees.

**49** The mandate letter of every standing committee should be reviewed on a yearly basis, with any and all recommendations to the mandate letter presented at the Annual General Meeting.

**50** The Speaker of Council, along with the VP Internal, is required to ensure that the Schedule for all Council Committees, including commissions and ad hoc committees, is published on the website, abiding by the *Transparency and Ethical Standards Policy (G-06)*.

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# Schedule I - Governance and Council Operations Mandate Letter

## G-04-I

COMMITTEE	Governance and Council Operations	AUTHORIZED 29 May 2023
		LAST AMENDED 26 June 2023

### PREAMBLE

This is the mandate letter and terms of reference for the Governance and Council Operations Committee (GCOC). This Committee is tasked with setting the agenda for every meeting, reviewing governance policies and recommending changes to Council, and pursuing best parliamentary practice and governance.

### MANDATE

- 1 This Committee shall have the power to:
  - (a) set and compile, based on the requests of members, the agenda for all regular and special Council meetings;
  - (b) recommend to the Speaker that a special Council meeting shall be called;
  - (c) receive, upon request, any information from the committees of the Association that shall be put to the agenda at a meeting of Council;
  - (d) manage requests for presentations and delegations to Council from students;
  - (e) determine, in accordance with the *Bylaws* the location, time and budget for meetings of Council;
  - (f) set expectations for the conduct and flow of council meetings;
  - (g) execute any and all duties given to it by Council, for improving its internal operations;
  - (h) review any and all current governing documents of this Association that do that not fall into the jurisdiction of any of the Council standing committees;
  - (i) delegate to which standing committee a particular policy must be reviewed;
  - (j) make any recommendations to Council for changes and amendments to governing documents, whether referred by Council or on their own initiative; and
  - (k) scrutinize the actions of Executive members, especially to the effect that such actions might violate policy, except when that jurisdiction already resides with either the Board or Council.

### COMPOSITION

**2** Per section 12 of the *Committees Policy*, this Committee shall have the following members:

- (a) the Speaker of Council;
- (b) the Deputy Speaker of Council;
- (c) the Vice President Internal;
- (d) The committee Chairs of the following Council standing committees:
  - (1) Finance, Fees, and Funds Committee (FFFC)
  - (2) University Affairs Committee (UAC)
  - (3) External Affairs Committee (EAC)
  - (4) Student Life Committee (SLC)
- (e) the Director of Student Development, as the non-voting resource member.

### **MEETINGS**

**3** Per section 15 of the *Committees Policy*, this Committee shall meet not less than once every six (6) weeks, and over seven days in advance of any regular meeting of Council, or one day in advance of any special meeting.

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## Schedule II - Finance, Fees, and Funds Mandate Letter

G-04-II

COMMITTEE	Finance, Fees, and Funds	AUTHORIZED 29 May 2023
		LAST AMENDED 29 May 2023

### PREAMBLE

This is the mandate letter and terms of reference for the Finances, Fees, and Funds Committee (FFFC). This Committee is tasked with reviewing the finances of the Association, including the budget, student fees, and the distribution of student funds in CUSA programs.

### MANDATE

- 1** This Committee shall have the power, subject to the *Act*, to:
- (a) Review and support community-based initiatives, programs and services with due consideration of financial resources;
  - (b) make recommendations to Council and, if required, the Board on financial matters, namely:
    - (i) matters relating to mandatory and ancillary fee reform, and
    - (ii) matters relating to CUSA Awards, Sponsorships and the Student Initiative Fund
  - (c) aid the Vice President Finance in any relevant duties and responsibilities of that office; and
  - (d) any other power, delegated by the Council or the Board, to aid in efforts towards the sound finances of this Association and the execution of Councillors' fiduciary duty.

### COMPOSITION

- 2** Per section 12 of the *Council Committees Policy*, this Committee shall have the following members:
- (a) a minimum of four (4) councillors;
  - (b) the Vice President Finance-Secretary Treasure as a voting member; and
  - (c) the CUSA Director of Finance as the non-voting resource member.

### MEETINGS

- 3** (1) Per section 15 of the *Committees Policy*, the Committee must meet at least once every six (6) weeks.
- (2) It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee and subcommittee meetings.

## **SUBCOMMITTEES**

- 4** It is recommended that the Committee strike the following subcommittees:
- (a) the Fee Reform Subcommittee (FRSc); and
  - (b) the Student Funds Subcommittee (SFSc).

### **Directive**

- 5** The Fees Subcommittee shall be responsible for reviewing mandatory and ancillary fee reform, and recommending all financial referenda on Fees and Services.
- 6** The Student Funds Subcommittee shall be responsible for all matters related to CUSA Awards, the Student Initiative Fund, and Sponsorship to student groups.
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# Schedule III - University Affairs Mandate Letter

G-04-III

COMMITTEE	University Affairs	AUTHORIZED 29 May 2023
		LAST AMENDED 29 May 2023

## PREAMBLE

This is the mandate letter and terms of reference for the University Affairs Committee (UAC). This Committee is tasked with university based advocacy, including but not limited to academic concerns, on-campus equity and empowerment of marginalized groups, and general advocacy and political positions of the Association.

## MANDATE

- 1 This Committee shall have the power to:
  - (a) advocate and liaise with on-campus stakeholders, including other student-led entities and University departments;
  - (b) review and report on the efforts undertaken by association, and by extension the university, in building and enhancing frameworks for student equity, diversity, inclusivity, empowerment, health & wellness, unified support, reconciliation, and innovation, on campus;
  - (c) make recommendations to Council on advocacy matters, namely:
    - (i) matters relating to reconciliation commitments and efforts;
    - (ii) matters relating to international students' support;
  - (d) assess and recommend political positions and general advocacy values to the Council.

## COMPOSITION

- 2 Per section 12 of the *Committees Policy*, this Committee shall have the following members:
  - (a) a minimum of four (4) councillors;
  - (b) the Vice President Student Issues as a voting member; and
  - (c) the CUSA Director of Student Services as the non-voting resource member.

## MEETINGS

- 3 (1) Per section 15 of the *Committees Policy*, the Committee must meet at least once every six (6) weeks.
  - (2) It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee and subcommittee meetings.

## SUBCOMMITTEES

- 4** It is recommended that the Committee strike the following subcommittees:  
(a) the Accessibility and Facilities Management subcommittee (AFMSc);

**Directive**

- 5** The Accessibility and Facilities Management Subcommittee shall be responsible for reviewing accessibility concerns prevailing on and off campus that affect student life.
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## Schedule IV - External Affairs Mandate Letter

G-04-IV

COMMITTEE	External Affairs	AUTHORIZED 29 May 2023
		LAST AMENDED 29 May 2023

### PREAMBLE

This is the mandate letter and terms of reference for the External Affairs Committee (EAC). This Committee is tasked with external outreach and advocacy through, including but not limited to community outreach, partnerships, alliances, and branding efforts on behalf of the Association.

### MANDATE

- 1 This Committee shall have the power to:
  - (a) advocate and liaise with external stakeholders, person(s) and/or entities, to address concerns *and* interests of the association;
  - (b) make recommendations to Council on external advocacy matters, namely:
    - (i) matters relating to the association's partnerships with external organisations;
    - (ii) matters relating to the association's outreach through means of communication.

### COMPOSITION

- 2 Per section 12 of the *Committees Policy*, this Committee shall have the following members:
  - (a) a minimum of four (4) councillors;
  - (b) the Vice President Community Engagement as a voting member; and
  - (c) Any CUSA full-time staff member, upon invitation, as the non-voting resource member.

### MEETINGS

- 3 (1) Per section 15 of the *Committees Policy*, the Committee must meet at least once every six (6) weeks.
    - (2) It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee and subcommittee meetings.
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## Schedule V - Student Life Mandate Letter

G-04-V

COMMITTEE	Student Affairs	AUTHORIZED 29 May 2023
		LAST AMENDED 29 May 2023

### PREAMBLE

This is the mandate letter and terms of reference for the Student Life (SLC). This Committee is tasked with reviewing the development of student experience offered by the Association. This includes the development of CUSA programs and initiatives, end of year awards, and publishing research on student experience.

### MANDATE

- 1 This Committee shall have the power, to:
  - (a) design and develop an annual research project that seeks to gather student life data;
  - (b) review and recommend the development of professional programs and certifications for student development on campus;
  - (c) review and recommend ways to engage students with CUSA and improve campus spirit; and
  - (d) aid the Vice President Student Life in the duties and responsibilities of that office.

### COMPOSITION

- 2 Per section 12 of the *Committees Policy*, this Committee shall have the following members:
  - (a) a minimum of four (4) councillors;
  - (b) the Vice President Student Life as a voting member; and
  - (c) the CUSA Director of Student Development as the non-voting resource member.

### MEETINGS

- 3 (1) Per section 15 of the *Committees Policy*, the Committee must meet at least once every six (6) weeks.
  - (2) It is the responsibility of the Chair of the committee to inform the Vice President Internal about all committee and subcommittee meetings.

### SUBCOMMITTEES

- 4 It is recommended that the Committee strike the following subcommittees:
  - (a) CUSA Gala Awards subcommittee (CGASc).

### Directive

**5** The CUSA Gala Awards subcommittee shall be responsible for deciding the awards list, designing a process for award nominations and recommendations, and the finalisation of the awards recipient list.

**6** The Vice-President Student Issues shall be a voting member of this subcommittee in addition to the composition outlined per section 31.

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# Schedule VI - Board Nominations Mandate Letter

G-04-VI

COMMITTEE	Board Nominations	AUTHORIZED 29 May 2023
		LAST AMENDED 26 June 2023

## PREAMBLE

This is the mandate letter and terms of reference for the Board Nominations Committee (BNC). This Committee is tasked with nominating and selecting the Directors of the Board in a highly-specialized process with authority shared between Council and the Board. The Committee shall promote a system of checks and balances.

## MANDATE

- 1 This Committee shall:
  - (a) coordinate the promotion of Director job postings when vacancies arise from time to time;
  - (b) outline specific skill-sets, experience, and education that qualify recommended candidates for the position;
  - (c) develop interview questions and conduct interviews for applicants;
  - (d) nominate a list of candidates for the consideration of Council; and
  - (e) provide detailed report on the nominees for the same.

### Additional Considerations for Nominations

- 2 There shall be three Classes of Directors:
  - (a) Class I General Directors, elected in AGMs held on even-numbered years; and
  - (b) Class II General Directors, elected in AGMs held on odd-numbered years; and
  - (c) *ex officio* Directors, namely the President and Vice President Finance.
- 3 Either Class I or II General Directors shall serve only a one-year term if elected by Council during an AGM in which General Directors of the opposite class are normally elected. Such a circumstance may arise if:
  - (a) this is the inaugural election for Directors of the Board, where Class II General Directors shall serve one-year terms; or
  - (b) there are greater than four (4) vacancies on the Board by the time of an AGM,
- 4 Should a Director position be vacated in any manner within three (3) months of the end of their term, the position shall not be filled until the Annual General Meeting, where it shall be filled by Council.

## COMPOSITION

- 5 Per section 12 of the *Committees Policy* shall have the following members:



- (a) the Chair of the Board, or if there is none, the Speaker of Council or an elected official so designated by Council;
  - (b) one outgoing CUSA Director, or if there are no Directors, one Councillor not seeking election in the same year, selected by Council;
  - (c) two Councillors not seeking election in the same year, selected by Council; and
  - (d) the Director Of Human Resources, or any senior staff member so responsible for human resources, as the nonvoting resource member.
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# Schedule VII - Long-Term Strategic Plan Steering Committee

## Mandate Letter

**G-04-VII**

COMMITTEE	Long-Term Strategic Plan Steering Committee	AUTHORIZED 29 May 2023
		LAST AMENDED 29 May 2023

### PREAMBLE

This is the mandate letter and terms of reference for the Long-Term Strategic Plan Steering Committee (LTSPSC). This Committee is tasked with leading the development and publishing of a Strategic Plan for a period spanning not less than four years. The Committee shall act under the Long-Term Strategic Plan Policy [\(O-1\)](#).

### MANDATE

- 1 This Committee shall:
  - (a) have its mandate be pursuant to the policies outlined in the Long-Term Strategic Plan Policy [\(O-1\)](#).