



# King's University College Students' Council

## REPRESENTATIVE TERMS OF REFERENCE

<b>EFFECTIVE</b>		<b>SUPERSEDES</b>	August 9, 2023
<b>AUTHORITY</b>	Executive Council	<b>RATIFIED BY</b>	Board of Directors

### PURPOSE

The KUCSC recognizes the involvement of Representatives as vital to the effective representation of all students within the KUCSC. This document will outline the standards for each Representative within the KUCSC as well as the College.

### RELATED

- By - Law #1
- Attendance Policy

### SCOPE

This term of reference applies to all faculty and advocacy representatives

### GENERAL

Each Representative shall be responsible to the council for their activities. This shall include, but is not limited to:

1. Adherence to all KUCSC By-Laws, Policies, Procedures, and other documents, as well as adherence to the King's Student Code of Conduct and all Federal, Provincial or Municipal laws.
- ~~2. The preparation of a budget proposal for the assigned portfolio in August, subject to final approval by the Chief Financial Officer.~~
3. Create a turnover manual and preparation of interim and year-end reports summarizing their activities, expenditures, and any other relevant information.
  - a. The schedule and structure of interim and year-end reports shall follow the KUCSC Interim and Final Reports Procedure.



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- b. Unless otherwise stated, year-end reports must be submitted prior to the Annual General Meeting, with the understanding that the Governance Associate holds the authority to grant approval for the year-end turnover.
4. Assistance in the transition with the incoming Representative (be available minimum two weeks after finished role).
5. Mandatory residence in London, Ontario from the months of August to May.

### Required Trainings

Attendance and full completion of the following training modules are mandatory as specified:

1. KUCSC General Training.
2. King's Student Leadership Training.
3. Completion of the HR Downloads that is required by the end of the summer.
4. Attendance is required at the KUCSC training seminar that is dedicated to Faculty Representatives, and
  - i. This includes, but is not limited to, meeting with the incoming Representative to discuss the turnover manual and budget. (In order to review the position, a one-hour session, either in person or virtually, is conducted).
  - ii. Attendance at all council or committee meetings for which they are a member, as directed by their terms of reference and the KUCSC Attendance Policy.

### Expectations

1. Unless otherwise stated, all positions listed in this document are to be filled by one (1) person.
2. Unless otherwise stated, all Representatives are expected to attend every Duly Called Council Meeting, be a member of a standing committee, and attend every Duly Called Meeting for the committee that they are a member of.
3. Attendance of council meetings shall be governed by the Attendance Policy.
4. Attendance of committee meetings shall be governed by the Attendance Policy.
5. Prepare a brief monthly summary, highlight achievements within a two-minute speaking privilege, and voice program-related issues or concerns.



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#### Co - Curricular Record

1. Co-curricular Recognition is a privilege, not a right. Failure to fulfill one's duties as outlined below and/or in any other relevant KUCSC document shall be considered adequate grounds to deny co-curricular recognition.
2. Appeals regarding co-curricular recognition may be brought to the Governance Officer.

#### Candidate Eligibility

1. An eligible candidate for any position in any election shall be, at the time of the registration of their candidacy, and for the following academic year, any of the following;

(a) A full-time undergraduate student at King's University College, or;

(b) A part-time undergraduate student at King's University College.

2. In the case of a candidate for a Faculty Representative position, an eligible candidate shall be, at the time of the registration of their candidacy, and for the following academic year, any of the following;

(a) A full-time undergraduate student at King's University College enrolled in the Honours Specialization degree in the faculty or department they seek to represent, or;

(b) A full-time undergraduate student at King's University College, enrolled in the Honours major degree in the faculty or department they seek to represent, or;

(c) A part-time undergraduate student at King's University College, enrolled in the Honour's Specialization or Honours Major degree in the faculty or department they seek to represent.

(c) Must be available to begin working in the summer prior to the beginning of the academic year in London, Ontario. King's University



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3. For faculty representative their academic grade average must be above 70% either cumulatively or in previous academic year whichever is higher.
4. For advocacy representative their academic grade must be above 65% either cumulatively or in previous academic year whichever is higher.

#### **FACULTY REPRESENTATIVES**

##### **Mandate**

Each representative shall act in a manner which they believe to be in the best interest for the constituency they were elected to represent at all Council, Committee or general meetings.

##### **Responsibilities and Obligations of the Program Chair:**

- (1) Required to ensure a minimum of one meeting each semester.
- (2) Participate in departmental meetings
- (3) Exercise the right to vote and serve as a member of the hiring committee responsible for selecting new professors for the program.
- (4) Efficiently collaborate and maintain a cohesive approach to foster a unified working environment.

##### **Attendance Policy:**

1. Attendance is mandatory for the following council meetings as specified. Failure to show up to these meetings will result in demerit points. Please refer to KUCSC Attendance Policy.
2. All council members have the responsibility of appointing a Proxy to the Governance Officer or the Deputy Speaker. Please refer to KUCSC Proxy Form Policy.
3. KUCSC specific
  - a. General monthly meetings
  - b. Student affairs committee
4. King's specific - \*Subject to change as King's goes through a governance review\*
  - a. King's College Council meetings
  - b. King's Faculty College Council
  - c. King's Faculty monthly meetings



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#### RESPONSIBILITIES

The Faculty Representatives fulfill the following duties and responsibilities:

- (1) Shall be a member of the Student Affairs Committee;
- (2) Check KUCSC email two times per week (biweekly);
- (3) Be responsible to plan, with the support of the Vice President Student Affairs, at least two academic events throughout the year,
- (4) Act as liaison between students and their respective faculty;
- (5) Attend Faculty Council Meetings
- (6) Communicate with any KUCSC ratified clubs relating to their program,
- (7) Upon election, be responsible to communicate and meet with the respective Faculty Chair;
- (8) Be a voting member of KUCSC;
- (9) Be a voting member on King's Faculty Council;
- (10) Be a voting member on King's College Council;

#### List of Faculty Representatives

- (1) Childhood and Youth Studies Representative
- (2) Disability Studies Representative
- (3) Economics Representative
- (4) English Representative
- (5) French Representative
- (6) History Representative
- (7) Management and Organizational Studies Representative
- (8) Philosophy Representative
- (9) Politics and International Relations Representative
- (10) Psychology Representative
- (11) Religious Studies Representative
- (12) Seminary Representative
- (13) Social Justice and Peace Studies Representative
- (14) Sociology Representative
- (15) Social Work Representative
- (16) Thanatology Representative



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#### **First Year Representatives:**

##### **Mandate**

Each representative shall act in a manner which they believe to be in the best interest for the constituency they were elected to represent at all Council, Committee or general meetings.

#### **First Year Off Campus Representatives:**

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of all first year off campus Students to the KUCSC;
3. Shall organize an event for off-campus students during each semester of the academic year and,
4. Check KUCSC email two times per week (biweekly).

#### **First Year On Campus Representative**

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of all first year on campus Students to the KUCSC;
3. Shall organize an event for on-campus students during each semester of the academic year in coordination with the King's Residence Office
4. Check KUCSC email two times per week (biweekly).

#### **King's University College Residence Council Representative (NON - Voting)**

1. Shall be a member of the Student Affairs Committee;
  2. Shall represent the voice of all residence students to the KUCSC;
  3. Shall engage in collaborative efforts with the Residence Office and King's University College Residence Council to orchestrate two events per semester during the academic year and,
  4. Shall be responsible for preparing a monthly report addressed to the Vice President of Student Affairs, containing information on any issues, concerns, or ideas pertaining to the residence student population and,
  5. Check KUCSC email two times per week (biweekly).
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#### Advocacy Representatives

##### Accessibility Representative:

1. Shall be a member of the Student Affairs Committee;
2. Shall plan two events per the school year
3. Shall work with the KUCSC and College, to ensure King's is fully accessible and barrier free for all students; and,
4. Shall be a voting member on the King's PAC Accessibility Committee
5. Check KUCSC email two times per week (biweekly).

##### Graduating Class Representative:

1. Shall be a member of the Student Affairs Committee;
2. Shall work in coordination with the Grad Ball Commissioner, Vice President Student Events, and Vice President Student Affairs in organizing Grad Ball;
3. Shall act as the voice of the Graduating Class by promoting resources for upper-year students after their graduation;
4. Shall be responsible for forming the committee that organizes the voting for Grad award winners and the valedictorian; and,
5. Check KUCSC email two times per week (biweekly).
6. Shall chair the Grad Awards Working Group.

##### Black, Indigenous, Person of Colour (BIPOC) Student Representative:

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of BIPOC students to the KUCSC; and, shall plan two events per the school year;
3. Shall be responsible for preparing a monthly report addressed to the Vice President of Student Affairs, containing information on any issues, concerns, or ideas pertaining to the BIPOC student population and,

##### International Students Representative:

1. Shall be a member of the Student Affairs Committee;
2. Shall work closely with the International Office of the College to develop strategies to better international students at King's



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3. Shall put on a minimum of one event per term for international students
4. Shall be responsible for preparing a monthly report addressed to the Vice President of Student Affairs, containing information on any issues, concerns, or ideas pertaining to the international student population

#### **Mature Representative:**

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of mature students to the KUCSC as well as the College; and,
3. Shall put on a minimum of one event per term for mature students

#### **Second year Representatives:**

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of Second year students to the KUCSC as well as the College; and,

#### **Seminary Representative:**

- (1) Shall be a member of the Student Affairs Committee;
- (2) Liaise between the King's University College Students' Council and the Seminary, and their respective councils;
- (3) Report St. Peter's Seminary events that hold relevance to King's University College and KUCSC for monthly meeting presentations, fostering collaboration and communication between the institutions;
- (4) Shall be selected according to the will of St. Peter's Seminary;
- (5) At the will of the representative, shall be encouraged to attend King's College Council (KCC) Meetings and,

#### **Social Work School Student Association (SWSA) Representative**

1. Shall be a non voting member of the KUCSC
2. Shall be a member of the Student Affairs Committee;
3. Liaise between the King's University College Students' Council and the School of Social Work Student Association
4. Shall be selected according to the will of the School of Social Work Student Body
5. BUILD OUT WITH SWSA CONSTITUTION

#### **USC Representative:**

1. Liaise between the KUCSC and the University Students' Council at Western





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(USC), representing King's students at USC meetings;

2. Represent King's students on USC Standing Committees;
3. Report monthly to the KUCSC executive corresponding to the USC Standing committee on which they sit;
  
4. Prepare a Presentation at each KUCSC General Meeting outlining the happenings at USC meetings and,