



King's University College Students' Council Governance Terms of Reference

EFFECTIVE	Dec 12, 2023	SUPERSEDES	November 23, 2014
AUTHORITY	Board of Directors	RATIFIED BY	December 12, 2023

MANDATE

The KUCSC Governance Officer exists to steward existing KUCSC policy, augmenting or correcting it as needed. The office is non-political and serves to fill a hybrid bureaucratic-judicial function. This document serves to establish the jurisdiction and procedural framework of the office, ensuring a high level of transparency, accountability, and democracy.

Related

- By - Law #1
- Election Policy
- Executive Terms of Reference
- Attendance Policy
- Interim and Final Reports Procedure

SCOPE

This document articulates the rights and responsibilities that come with the Governance Officer within the KUCSC.

GENERAL

1. The Governance Officer shall act in accordance with all KUCSC By-Law, Policies, Procedures, any other relevant KUCSC document, the King's University College Student Code of Conduct, and all Municipal, Provincial, and Federal laws; and
2. Shall act in a manner consistent with the mandate and vision of the KUCSC as outlined in the Long-Term Plan.

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The Governance Officer shall:

1. Attend KUCSC General or Committee meetings as requested by the Executive Board, the Speaker, or on their own accord;
2. Have achieved a minimum of a seventy percent (70%) grade
3. Average either cumulatively or in the last academic year;
4. Shall not be less than 18 years of age;
5. Not be comprised of any members who have been found to be of unsound mind by a court in Canada or elsewhere; and,
6. Not be composed of any members who have a status of bankruptcy.

MANDATE

The Governance Officer shall be empowered to ensure all Policies and Procedures are consistent with the By-Law and shall make recommendations to the Council and the Board of Directors on these matters.

The Governance Officer shall provide training to council members if desired or needed, including but not limited to:

1. Writing, preparing, and amending policy or policy-related documents;
2. Robert's Rules of Order; and,
3. Implementation of procedural aspects relating to policy.

The Governance Officer shall be responsible for:

1. The Speaker
2. Deputy Speaker of Council;

RESPONSIBILITIES

1. Prepare, Plan and facilitate all KUCSC elections
2. At the request of the President assist in governance reviews and policy revisions
3. Approve the Executive Interim and Final Reports

FURTHER RESPONSIBILITY TO COUNCIL

1. Train and serve as an assistant to the incoming Governance Officer for two weeks prior to the KUCSC AGM and for two weeks post-turnover.
2. The Governance Officer shall demonstrate a reasonable level of flexibility in ensuring all meetings requested by students, student organizations, or any other

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person or persons affiliated with the council occur in a timely and relevant manner.

POWERS

1. The Governance Officer shall be granted the power to interpret and enforce existing policy or policy-related documents in a manner that is both binding and precedent-setting.
2. In the event of a controversial or difficult decision regarding the interpretation of policy, the Governance Officer, acting on her own discretion or or the executive board, shall provide a written statement expressing the guiding logic of the decision to be kept on record and made available to all students for no less than five (5) years.
3. The Governance Officer has the right to attend and exercise speaking rights during any and all KUCSC, Council, Committee, or Executive Board meetings.
 - a. Notwithstanding above, if a conflict of interest or any other relevant, specific circumstance as determined by the Chair exists, the right to attend and exercise speaking rights can be denied.
 - b. In the event that attendance or speaking rights are revoked, the Governance Officer has the right to request a written statement explaining the Chair's decision.

PROCEDURAL AUTHORITY

1. Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Students' Council.
2. The scope of such Procedures is limited to the scope of this policy.
3. In the event of any conflict, this Policy supersedes any documents created under it.
4. Any new Procedures and amendments to any existing Procedures must be ratified by Students' Council before taking effect.
5. Any decision by the Students' Council may be overturned by a two-thirds (2/3) vote of council.