



King's University College Students' Council

Standing Committees

EFFECTIVE	December 12, 2023	SUPERSEDES	March 19 2017
AUTHORITY	Board of Directors	RATIFIED BY	Board of Directors

PURPOSE

The success of the KUCSC as a whole is dependent on the success of each and every aspect of the organization. Active and well organized committees help ensure that issues are dealt with and services are provided transparently and efficiently. These terms of reference help ensure that each committee and every committee member understands their rights, responsibilities, and mandate. It is important that committees deal with all and only issues that rightfully fall under their jurisdiction.

SCOPE

1.01 This document defines the mandate and membership of every standing committee and sub-committee of the KUCSC.

RELATED

2.00 The Standing Committees of the KUCSC

2.01 The following shall be the Standing Committees of Council

- (1) The Communications Committee
- (2) The Student Affairs Committee
- (3) The Student Events Committee

2.02 All references to Standing Committees in this document shall apply to all the aforementioned Standing Committees unless explicitly noted.

2.03 The general purpose and duties of each Standing Committee are to

- (1) Provide a platform for the discussion of student (and councillor) ideas.

2.04 Sub-committees may be created to consider matters falling under each Standing Committee's respective mandate



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- (1) Sub-committees are established by, responsible to, and report to their parent Standing Committee and not the General Council
- (2) The membership of sub-committees shall be drawn from the parent Standing Committee, except in cases where the sub-committee is appointed to take action that requires the assistance, and expertise outside of that possessed by the members of the parent Standing Committee
 - i. Sub-committees shall follow the procedures of the parent Standing Committee, unless the Standing Committee determines otherwise

2.05 All committees are expected to meet no less than one (1) time in between each KUCSC General Meeting throughout the academic year.

2.06 All members of a committee are considered voting members provided that they are also members of council

- (1) Any Standing Committee may ask that any executive, the Governance Associate, or the Speaker to attend their meeting, as a non-voting member, as needed

2.07 The membership of any given committee will be renewed by the discretion of the Chair

- (1) Notwithstanding section 2.07 above, the decision to renew membership may be overturned by Voting Members by a two-thirds (2.3) majority vote

3.00 Committee Resources

3.01 Committees shall receive all possible support from the KUCSC, including but not limited to:

- (1) Training and support from the Governance Associate, as requested
- (2) Coordinating meetings and providing meeting space in the KUCSC Boardroom, as available

4.00 Procedure For Standing Committee Meetings

4.01 The rules for all Standing Committee meetings shall be determined in order of preference by:



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1. The By-Laws
2. Roberts Rules of Order, Newly Revised 12th Edition

4.02 Calling Meetings

(1) A General Meeting may be called by :

- i. the Standing Committee Chair
- ii. the Standing Committee Chair, on the written discretion of three (3) voting members, provided that the Standing Committee Chair is in receipt of such discretion not less than three (3) days before the meeting is to take place
- iii. the Speaker of Council
- iv. a resolution of Council

(2) A Standing Committee chair may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such meetings no subsequent notice need be sent.

4.03 Notice — General

(1) Standing Committees shall adhere to the same procedure outline in section

4.04 Notice of Motions

(1) Standing Committees shall adhere to the same procedure outline in section 5.05, Notice of Motions, of Bylaw #1

4.06 Quorum

(1) Quorum shall be a majority of the voting members. A Standing Committee may not have a full complement of Standing Committee members in place until September, so Quorum, shall be based on the number of voting members appointed to the Standing Committee at any given time



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Section 4.06 (1) of this document, if four (4) day notice of a meeting has been provided, quorum shall be deemed one-third (1/3) of voting members

- (2) Any Duly Called Meeting which fails to be called to order within thirty (30) minutes of the scheduled start time for the meeting, or fails to reach quorum within thirty (30) minutes of the scheduled start time, shall be deemed a Duly Called Meeting that failed to meet quorum
- (3) Any Duly Constituted Meeting subsequently consisting of fewer Voting Members than required to preserve quorum shall be adjourned

4.07 Duties and Responsibilities of a Standing committee Chair

- (1) A Standing Committee Chair shall arbitrate all disputes involving procedures to be followed and business to be transacted by their respective Committee during a meeting. Any decision by a Standing Committee Chair may be overturned by the Voting Members by a two-thirds (2/3) vote
- (2) Where a Standing Committee Chair and Vice-Chair are absent, the voting members shall elect from among them a replacement for the period during which both the Chair and Vice-Chair remain absent. The selection shall be conducted in accordance with 4.07.
- (3) Administer the Voting Member Attendance Policy with respect to Member Attendance at Standing Committee Meetings, and shall report to the Speaker of Council if sanctions against a Voting Member are necessary
 - i. Sanctions recommended by the Speaker must be approved by the Agenda and Council Operations Committee by a two-thirds (2/3) majority vote for action to be taken
- (4) After each Duly Constituted Meeting, the Chair shall issue a written report to be included on the next Council meeting agenda that details the status of motions and other business, and any other information the Standing Committee deems necessary to assist Council in taking a decision related to business placed before it by the Standing Committee



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- i. If requested or deemed necessary, the Governance Associate shall provide training and assistance for Chairs and Vice-Chairs to help ensure reports are relevant, concise, and accurate

4.08 Duties and Responsibilities of a Voting Member

- (1) Adhere to the Voting Member Attendance Policy of Council by attending all Standing Committee Meetings and remaining for the duration of the Meetings to represent their constituents' interests
- (2) Send regrets to the Standing Committee Chair (carbon copied to the Speaker) if they are unable to attend a meeting, or are unable to stay for the duration of the meeting, as per the Attendance Policy

4.09 Voting Procedure

- (1) Unless otherwise provided for herein, a voting member shall only be able to cast one (1) vote, and unless otherwise provided for in the Bylaws, Robert's Rules, or this Terms of Reference, every question shall be decided by a simple majority
- (2) Unless a poll is called for by a Voting Member, every question shall be decided by a show of hands. Where a poll is called, the Voting Member shall specify the method of polling to be used, being either a roll call or secret ballot. The call for a poll may be withdrawn.
- (3) Unless a poll is called for, a declaration by the Standing Committee Chair that a resolution has been carried or not carried, and an entry to that effect in the committee report is conclusive evidence of the fact, without proof of the number or proportion of votes recorded in favour of, or against such a resolution
- (4) The calling of a poll requires the consent of three (3) Voting Members after the request for a poll has been brought forward



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- (5) All votes cast shall be tabulated by the Standing Committee Chair or designate(s)

- (6) In the event of a tie, the Standing Committee Chair shall cast a vote to break the tie



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6.00 The Communications Committee

6.01 Mandate:

- (1) Shall create policy and procedural recommendations to Council on the following
- (2) Effective communication and promotion of KUCSC activities and initiatives
- (3) Communications marketing planning and processes
- (4) Media relations
- (5) Volunteer recruitment and recognition
- (2) Reviewing and making recommendations to Council on all matters that relate to the Communications Portfolio
- (3) Standard communications turnover periods and timelines
- (4) Reviewing all KUCSC Positions in the Communications Portfolio

6.02 Membership

- (1) The Chief Communications Officer (CCO), Chair
- (2) Promotional Commissioner(s)
- (3) Media Commissioner(s)
- (4) Graphic Commissioners(s)
- (5) At least one member of the VPSE portfolio
- (6) At least one member of the VPSA portfolio
- (7) At least one member of the Residence Council
- (8) No more than 13 members total



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7.00 The Student Affairs Committee

7.01 Mandate

1. Shall address any issues brought to council by students at large regarding any issues that any one (1) student or group of students may have with King's University College.
2.
 - i. Notwithstanding section (1) above, the committee may direct the student or group of students to services provided elsewhere that may address the issue more appropriately
3. Reviewing and making recommendations to Council on all matters that relate to the Student Issues portfolio
4. Reviewing all services in the Student Affairs portfolio
5. Shall research the selected student affairs issue thoroughly, shall write the annual advocacy paper / white paper corresponding to the selected issue

Membership

1. The Vice-President Student Affairs, Chair
2. The Associate Vice-President Student Affairs, Vice-Chair
3. All VPSA Commissioners and coordinators

8.00 The Student Events Committee

9.01 Mandate

- (1) Provide Council with recommendations regarding the following.
 - i. Implementation of programs, services, and opportunities that engage students
 - ii. Risk management of KUCSC events
 - iii. Orientation Week



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- iv. Frost Week
 - v. Sponsorship of Charitable Events
 - (2) Preparation and support for upcoming KUCSC events
 - (3) Reviewing and assessing events in the meeting following the event
 - (4) Coordination with and provision of necessary or desired support for other students or student groups operating in a manner consistent with the KUCSC Long-Term Plan
 - (5) Reviewing and making recommendations to Council on all matters that relate to the Events portfolio
 - (6) Reviewing all KUCSC Positions in the Events portfolio
- 9.02 Membership
- (1) The Vice-President Events
 - (2) Associate Vice-President Student Events
 - (3) Athletics-Commissioner
 - (4) Charity Commissioner
 - (5) Clubs Coordinators
 - (6) Off-Campus commissioner
 - (7) Head Soph or Programming Assistant as Proxy
 - (8) At least two (2) other Ordinary Members of Council
- (9) Limit of people on this committee shall be at the discretion of the Vice President Student Events

13.00 Procedural Authority

- 13.01 Further procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council
- (1) The scope of such procedures is limited to the scope of this policy



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- (4) In the event of any conflict, this policy supersedes any documents created under it
- (5) Any new procedures and amendments to any existing procedures must be ratified by Council before taking effect

