

PREAMBLE:

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.

1.00 GENERAL

1.01 Each Representative shall be responsible to 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) Preparation of a budget pertaining to their portfolio at the request of the Chief Financial Officer (CFO).

(3) Maintenance of a turnover manual and preparation of interim and year-end reports

summarizing their activities, expenditures, and any other relevant information.

i. The schedule and structure of interim and year-end reports shall follow the KUCSC Interim and Final Reports Procedure.

ii. Unless otherwise stated, year-end reports must be submitted prior to the Annual General Meeting.

(4) Assistance in the transition with the incoming Representative.

i. This includes, but is not limited to, meeting with the incoming Representative to discuss the turnover manual and budget.

(5) 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.

1.03 Unless otherwise stated, all positions listed in this document are to be filled by one (1) person.

(1) 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.

i. Attendance of council meetings shall be governed by the Attendance Policy.

ii. Attendance of committee meetings shall be governed by the Attendance Policy.

1.04 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.

(1) Appeals regarding co-curricular recognition may be brought to the Governance Officer.

(2) The Governance Officer may refer the appeal to the HBK Appeals Board.

1.05 Must be a King's student

2.00 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.

2.01 CSI Representative

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

2.02 Disability Studies Representative

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

2.03 Economics Representative

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

2.04 English Representative

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

2.05 French Representative

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

2.06 History Representative

1. Shall be a member of the Student Affairs Committee;
2. Maintain and update Faculty OWL page;
3. Check KUCSC email two times per week (biweekly);
4. Be responsible to plan, with the support of the Vice President Student Affairs, at least two academic events throughout the year,

5. Act as liaison between students and their respective faculty;
6. Attend Faculty Council Meetings at the will of the Representative;
7. Communicate with any KUCSC ratified clubs relating to their program; and,
8. Upon election, be responsible to communicate and meet with the respective Faculty Chair

2.07 MOS Representative

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

2.08 Philosophy Representative

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

2.09 Political Science Representative

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

2.10 Psychology Representative

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

2.11 Religious Studies Representative

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

2.12 Social Justice and Peace Studies Representative

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

2.11 Sociology Representative

1. Shall be a member of the Student Affairs Committee;
2. Maintain and update Faculty OWL page;
3. Check KUCSC email two times per week (biweekly);
4. Be responsible to plan, with the support of the Vice President Student Affairs, at least two academic events throughout the year,
5. Act as liaison between students and their respective faculty;
6. Attend Faculty Council Meetings at the will of the Representative;

7. Communicate with any KUCSC ratified clubs relating to their program; and,
8. Upon election, be responsible to communicate and meet with the respective Faculty Chair

2.12 Thanatology Representative

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

3.00 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.

3.01 First Year Residence Representative

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of all residence students to the KUCSC;
3. Shall work closely with the Residence Office and King's University College Residence Council to plan an event once during the academic year; and,
4. Check KUCSC email two times per week (biweekly).

3.02 First year Off Campus Representatives (2)

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 plan an event for off campus students once during the academic year; and,
4. Check KUCSC email two times per week (biweekly);

3.03 Residence Council Representative

1. Shall be a member of the Student Affairs Committee; and,
2. Shall liaise between the The King's University College Residence Council and the KUCSC.

4.00 Other 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.

4.01 Accessibility Representative

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

4.02 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
5. Check KUCSC email two times per week (biweekly).

4.03 Indigenous Students Representative

1. Shall be a member of the Student Affairs Committee;
2. Shall represent the voice of Indigenous Students to the KUCSC; and,
3. Check KUCSC email two times per week (biweekly).

4.04 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 support international and exchange students;
3. Shall represent the voice of the International and Exchange Students to the KUCSC; and,
4. Check KUCSC email two times per week (biweekly).

4.05 KCC Representatives: (3)

1. Shall be a member of the Student Affairs Committee;
2. Shall attend all King's College Council (KCC) Meetings;
3. Shall liaise between the KUCSC and the KCC;
4. Prepare a Presentation at each KUCSC General Meeting outlining the happenings at KCC meetings;
5. Shall attend King's College committees when required by the KUCSC executive; and,

6. Check KUCSC email two times per week (biweekly)

4.06 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. Check KUCSC email two times per week (biweekly).

4.07 Second year Representatives (2)

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,
3. Check KUCSC email two times per week (biweekly).

4.08 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. Shall be selected according to the will of St. Peter's Seminary.
4. At the will of the representative, shall be encouraged to attend King's College Council (KCC) Meetings; and,
5. Check KUCSC email two times per week (biweekly).

4.09 Social Work Representative

1. Shall be a member of the Student Affairs Committee;
2. Liaise between the King's University College Students' Council and the School of Social Work, and their respective councils.
3. Shall be selected according to the will of the School of Social Work at the College.
4. At the will of the representative, shall be encouraged to attend King's College Council (KCC) Meetings; and,
5. Check KUCSC email two times per week (biweekly).

4.10 USC Representatives: (5)

1. Liaise between the KUCSC and the University Students' Council at Western (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,
5. Check KUCSC email two times per week (biweekly).