



King's University College Students' Council
STANDING COMMITTEE TERMS OF REFERENCE

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Related Documents: Bylaw #1

Preamble

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.

1.00 Scope

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

2.00 The Standing Committees of the KUCSC

2.01 The following shall be the Standing Committees of Council:

- (1) The Finance Committee
- (2) The Communications Committee
- (3) The Internal Student Affairs Committee
- (4) The External Student Affairs Committee
- (5) The Student Events Committee
- (6) The Agenda and Council Operations Committee (ACOC)
- (7) The Judiciary Committee
- (8) The Elections 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:



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(1) Review, edit and / or make policies which fall under each Standing Committee mandate

(2) 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

(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

(3) Each sub-committee shall have a Terms of Reference that includes, at minimum, the mandate and membership

i. Sub-committees shall follow the procedures of the parent Standing Committee, unless the Standing Committee determines otherwise

2.05 All committees, except Judiciary and Elections 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 Officer, 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:

- (1) The By-Laws
- (2) Roberts Rules of Order, Newly Revised, 10th 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



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5.04 of Bylaw #1

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

4.05 Meetings open to the public

- (1) Meetings of Standing Committees shall be open to the public, and Committee reports shall be available to the public via the KUCSC website
 - i. Any Standing Committee may hold Confidential Meetings, and shall follow the procedure outline in section 5.11 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
 - i. As per Bylaw #1, notwithstanding 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



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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
 - 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
- (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

5.00 The Finance Committee

5.01 Mandate

- (1) Be a Standing Committee of Council
- (2) Be responsible for:
 - i. Reviewing and approving or rejecting all un-budgeted expenses up to five hundred dollars (< \$500.00)
 - ii. Review and put forward a recommendation to council for all un-budgeted expense over five hundred dollars (> \$500.00)
 - a. All recommendations put towards council must be as a posted motion and shall be subject to notice requirements as articulated



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in Bylaw #1

- b. In the instance that an un-budgeted expense over five hundred dollars (> \$500.00) occurs and must be dealt with as soon as possible, the Executive Council may include a motion under new business provided that:
 - (a) The Executive, unanimously supports the inclusion of the request
 - (b) A report outlining the urgency of the situation and explaining why it was not included in posted motions is created and distributed to all members of council
 - (c) The nature and substance of the request is articulated in an accompanying report provided to council
 - iii. Reviewing and making recommendations to Council on all matters that relate to the finances of the KUCSC
 - iv. Review the activities of all KUCSC positions in the Finance Committee
- (3) Any request to reallocate funds within a budget tab greater than one hundred dollars (> \$100.00) may, at the request of the Chief Financial Officer (CFO), require a Budget Reallocation Form and written proposal
 - (4) Any request to reallocate funds from one budget tab to another shall require a Budget Reallocation Form and written proposal
 - (5) Any Council monies beyond the ratified budget cannot be approved without going to the Finance Committee first
 - (6) Council or the Finance Committee cannot approve monies more than the maximum affordable amount
 - (7) Subject to section (6) above, Council can appeal any decisions made by the Finance Committee via a posted motion, signed by an executive member, and passed by a two-thirds (2/3) vote by Council



5.02 Membership

- (1) The Chief Financial Officer (CFO), Chair
- (3) Treasurer
- (4) At least three (3) other Ordinary Members of Council
- (5) No more than thirteen (13) members total

5.03 Sub-Committees

(1) The Budget Sub-Committee

- i. Shall consist of a minimum of four (4) members of the Finance Committee
 - a. Membership shall be open to all members of council
- ii. Shall not consist of no less than five (5) members and no more than none (9) members
- iii. Meetings shall be confidential or open to the public at the discretion of the Chair or as direction in Bylaw #1
- iv. Mandate:
 - a. The collection of all proposed budgets for the upcoming Council year
 - b. Reviewing and analyzing all proposed budgets
 - c. Assisting the Chief Financial Officer (CFO) in the drafting of a proposed budget for Council to vote on during the Annual General Meeting

(2) The Grants Sub-Committee

- i. Shall consist of a minimum of two (2) members of the Finance Committee
 - a. Membership shall be open to all members of council
- ii. Shall not consist of less than five (5) members and no more than nine



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(9) members

iii. Meetings shall be confidential or open to the public at the discretion of the Chair, or as directed in Bylaw #1

iv. Mandate:

a. Review and decide upon all Grants Applications in a fair and transparent manner

b. Prepare a report for Council regarding any approved grant

(3) The Charity Sub-Committee

i. Membership.

a) The Chief Financial Officer, Chair

b) Treasurer,

c) Two (2) charity commissioners,

d) the Vice President of Student Affairs,

e) and one other member who also sits on the External Student Affairs

ii. Mandate.

a) Review and decide upon the Charitable Donations that the KUCSC will be administering in the fiscal year.

b) The sub-committee will be administering funds from the Charity Account.

c) The sub-committee must meet at least once a semester. Where they can allow and review recommendations and presentations about prospective donations.

6.00 The Communications Committee

6.01 Mandate:

(1) Shall create policy and procedural recommendations to Council on the following:



- iii. Effective communication and promotion of KUCSC activities and initiatives
 - iv. Media relations
 - v. Volunteer recruitment and recognition
- (2) Reviewing and making recommendations to Council on all matters that relate to the Communications Portfolio
 - (3) Reviewing all KUCSC Positions in the Communications Portfolio

6.02 Membership

- (1) The Chief Communications Officer (CCO), Chair
- (2) Promotional Commissioner
- (3) King's Undergraduate Research Journal Commissioner
- (4) The Regis Commissioner
- (5) At least three (3) other Ordinary Members of Council
- (6) No more than thirteen (13) members total

6.03 Sub-Committees

(1) Promotions Committee

(a) Membership

- (i) Promo Commissioners, co-chairs
- (ii) AVPSE and AVPSA, *ex-officio*
- (iii) CCO, *ex-officio*
- (iv) a minimum of four (4) event-based commissioners
- (v) a minimum of two (2) voting members of council

(b) Mandate

- (i) Be responsible for the regular promotion of events, activities and initiatives that are beneficial to students and their undergraduate experience using a variety of mediums and



communication channels. Priority should be given to large-scale KUCSC events such as King's Ball, Speaker Series, annual concert, and whatever is requested by the executives;

- (ii) Use creative promotions mechanisms such as tabling, social media posts, and blitzing residences to promote events and sell tickets.

7.00 The Internal Student Affairs Committee

7.01 Mandate

- (1) Shall address any issues brought to council by student's at large regarding any issues that any one (1) student or group of students may have with King's University College or its employees, the University of Western Ontario or its employees, the University Students' Council, or the City of London
 - 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
- (7) May be tasked with providing background research or supporting documents as required for the proper functioning of the KUCSC, this Executive Council, or other members or agents of council as advocates of students at King's University College
- (8) Reviewing and making recommendations to Council on all matters that relate to the Student Issues portfolio
- (9) Reviewing all KUCSC Positions and services in the Student Affairs portfolio

7.02 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 External Student Affairs Committee

8.01 Mandate

- (1) Shall research the selected student affairs issue thoroughly
- (2) Shall write the annual advocacy paper/white paper corresponding to the selected issue

8.02 Membership

- (1) The Vice-President Student Affairs, Chair
- (2) The Associate Vice-President Student Affairs, Vice-Chair
- (3) All VPSA Representatives of Council

9.00 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
 - 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 student or student group 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) Athletics Coordinator
- (3) Charity Coordinator
- (4) Dry Events Coordinator
- (5) Off Campus Coordinators
- (6) Orientation Week Coordinator (or Proxy)
- (7) At least two (2) other Ordinary Members of Council
- (8) Limit of people on this committee shall be at the discretion of the Vice President Student Events

10.00 The Agenda and Council Operations Committee (ACOC)

10.01 Mandate

- (1) Be a Standing Committee of Council
- (2) Meet at least one (1) time a month within the designated school year before the KUCSC General Assembly meetings
- (3) Agenda and Motions
 - i. Organize the business of council through the preparation, review, and approval of the agenda and motions to be put forth to the general assembly
 - ii. Make recommendations on motions as needed for clarity, or for structure before bringing it forth to council
- (4) Supervise the operation of the Council and make recommendations on rules of order and other matters of internal reform, excluding employee and honorarium matters



- (5) Evaluate and recommend any proposed changes to the KUCSC's Governance structure and Committees (Standing or otherwise), including the creation or dissolution of Committees as necessary
- (6) Recommend changes to Council surrounding existing KUCSC documents
- (7) Review and draft new policies, procedures, bylaws, and other documentation as needed
- (8) Identify training and development needs of Members of Council, and work with the Governance Associate to implement an effective training and development program

10.02 Membership

- (1) Speaker of Council, *ex-officio*, chair, voting
- (2) Governance Officer, *ex-officio*, non-voting
- (3) At least four (4) Ordinary Members of Council, voting.
 - i. Early in Council's term, the GCOC may not meet the minimum membership requirement, but it may meet and transact business, so long as it has a quorum, as outline in section 4.06 of this document
- (4) Maximum of thirteen (13) members
- (5) Ordinary Members of Council that are not Voting Members of the ACOC may attend ACOC meetings. They may be deferred speaking rights by a Voting Member, at the unanimous consent of the ACOC
- (6) Not consist of any Member of the KUCSC Executive
 - i. The KUCSC Executive may be consulted for matters surrounding bylaws and policies, and their positions

11.00 The Judiciary Committee

11.01 Mandate

- (1) Be a standing committee of Council



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- (2) Meet when called upon by an appellant within the designated school year
 - i. The appellant may be, but is not limited to, the Deputy Speaker
- (3) Act as the primary consultative body with regrets and disciplinary actions
- (4) Attendance
 - i. Review and approve, reject, or amend any demerit points issued by the Deputy Speaker
 - ii. Review and approve or reject any disciplinary, including but not limiting to warnings, taken as a result of demerit point accumulation
 - iii. Address any appeals put forward by a member of council who has received warnings or disciplinary action.
 - a. These appeals must be submitted to the committee chair
- (5) Honoraria
 - i. Withhold in whole or in part the Executive Honorarium based on the successful completion of responsibilities as stated in By-law #3
- (6) Any decision made in regards to honoraria or disciplinary measures (including the issuing of warning or sanctions stemming from attendance, or the actions of the person in question) shall be brought before Council
 - i. Council may overturn any decision by way of a two-third (2/3) vote
 - ii. The person moving the appeal may also submit their application to the HBK appeals board (will of defendant of where to submit the appeal)
- (7) Recommend changes to the Commissioner and Coordinator hiring process to meet the needs of Council

11.02 Membership

- (1) Governance Associate, ex-officio, chair, voting
- (2) Deputy Speaker, ex-officio, voting



- (3) At least Four (4) Ordinary Members of council, voting
- (4) Maximum Thirteen (13) members
- (5) Not consist of members of the KUCSC Executive
 - i. The General Manager of the KUCSC may need to be consulted for questions regarding honoraria and disciplinary measures, but this person shall be for reference purposes, and shall not have a vote

12.00 The Elections Committee

12.01 Mandate

- (1) Shall be a Special Standing Committee of Council
- (2) Shall meet only as required by the Governance Associate
- (3) Shall ensure that all elections are dealt with in accordance with Bylaw #2
- (4) Assist with the supervision and implementation of KUCSC Elections
- (5) Make recommendations to Council regarding policy and procedures of KUCSC Elections
- (6) Record and archive all decisions made with regards to policy and procedures of KUCSC Elections
- (7) Any decisions regarding disciplinary actions shall be released by the CRO immediately following the meeting. This may be done through the following means:
 - i. The KUCSC Website
 - ii. Any or all official KUCSC Social Media Platforms

12.02 Membership

- (1) Membership may be renewed each election set at the discretion of the Governance Associate
 - i. If deemed necessary, the Committee may add members upon a two-



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thirds (2/3) majority vote

- (3) Membership shall be as follows:
 - i. The Governance Associate, *ex-officio*, Chair
 - ii. At least five (5) other members of Council, three (3) of which must be Ordinary Members
 - iii. Not more than thirteen (13) members total

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
- (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