



Committees

Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **public member** on a committee is any committee member who is not otherwise involved with SAMU, either as a SAMU member, an elected or appointed representative or official, or SAMU staff.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

Expectations

Students' Council Committee Types

1 There are three types of committees that operate under the authority of Students' Council:

1.1 Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;

1.2 Sub-committees, which are committees created by and reporting to Standing Committees; and

1.3 Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.

2 Standing Committees may establish Sub-committees in order to carry out specific tasks.

3 Students' Council and Executive Committee may establish Ad-hoc Committees as needed.



3.1 Ad-hoc Committees may also be entrenched in policies that specify their establishment in reaction to an event or occurrence.

4 The following committees are Standing Committees of Students' Council:

- 4.1** Executive Committee
- 4.2** Bylaws and Policy Committee
- 4.3** Audit Committee
- 4.4** Budget and Finance Committee
- 4.5** Governance Remuneration Advisory Committee
- 4.6** Leadership and Review Committee
- 4.7** Appointment Advisory Committee

5 The following committees are Ad-hoc Committees of Students' Council:

- 5.1** Governance Investigations Committee
- 5.2** Students' Council Reappointment Committee

6 The following committees are Sub-committees of the Executive Committee:

- 6.1** Health and Dental Sub-committee
- 6.2** Grant Allocation Sub-committee
- 6.3** Awards Sub-committee
- 6.4** Procedure Sub-committee
- 6.5** Student Voice on Violence Elimination Sub-Committee

Committee Responsibilities

7 All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

7.1 Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

8 TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, TORs of Ad-hoc Committees of Students' Council are set in "Appendix C" of this policy, and TORs for Executive Committee Sub-committees are set in "Appendix D" of this policy.



9 Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

10 All Standing Committees create annual work plans.

10.1 These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

10.2 Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

11 All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

12 Unless otherwise required within a TOR, all Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

Committee Operations

13 Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.

14 A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

15 Quorum for all official committee meetings is a simple majority of all voting members

16 All committee members and resource officials sign a non-disclosure agreement.

17 Committee members who miss two consecutive meetings are automatically removed from the committee.

Committee Chairs

18 Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

19 The Chair of a committee serves as the committee spokesperson.

20 Chairs of committees:

20.1 oversee the construction of their committee's agenda;

20.2 ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

20.3 ensure that adequate minutes are taken at committee meetings;



20.4 ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

20.5 conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

20.6 submit their committee's workplan(s) and report(s) to the body it reports to.

Committee Support

21 The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

22 The Governance Office retains, files, and organizes all committee documents.

Committee Members

Appointments

23 Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.

23.1 Committee appointments are facilitated through secret ballot vote followed by an official motion.

23.2 Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

24 Executives, SAMU staff, student-at-large, and public members are appointed to committees by Executive Committee.

Terms

25 Elected representatives serve until their elected terms of office are concluded.

26 SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

27 Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

Recognition of Committee Members

28 Recognition, in the form of a gift card, for student-at-large and public committee members is provided within 30 days of the end of their term.

28.1 Committee recognition is awarded at a rate of \$15 per meeting attended.

28.2 Committee recognition is limited to a value of \$120 per committee per year.



29 Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

30 Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

30.1 Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

31 Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.

Appendix A: Terms of Reference

Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

1.1 Committee Mandate, which states the purpose of the committee;

1.2 Roles of the Committee, which lists the roles, expectations, and powers of the committee;

1.3 Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;

1.4 Committee Operations, which lists who chairs the committee and any requirements specific to the committee.

Appendix B: Standing Committees

Executive Committee

Mandate

1 Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.

Roles of Committee

2 Executive Committee oversees the strategic operations of SAMU;

3 Executive Committee ensures the implementation of Students' Council's strategies, motions, and other directives;

4 Executive Committee consults with the General Manager on SAMU's organizational structure;

5 Executive Committee reports on SAMU projects, programs, and services;

6 Executive Committee oversees, manages, supervises, and evaluates the General Manager;

7 Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.

8 Executive Committee appoints SAMU members to internal or external committees and councils.

8.1 Executive Committee may not appoint members to Students' Council or to the Executive Committee.

9 Executive Committee provides guidance, leadership, and direction for SAMU.

Composition

10 The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President Operations and Finance, and the Vice President Student Life.

11 The resource officials of Executive Committee are the General Manager and the Governance Advisor.

11.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

12 The President serves as Chair of Executive Committee.



13 Meetings of Executive Committee are held at least on a biweekly basis.

14 Additional meetings may be called by any Executive member of the committee.



Bylaws and Policy Committee

Mandate

1 Bylaws and Policy Committee ensures the relevance and consistency of SAMU Bylaws and Policy.

Roles of Committee

2 Bylaws and Policy Committee ensures the proper and timely review of SAMU Bylaws and Policy.

2.1 Bylaws and Policy Committee utilizes the policy review regulations set in *Policies*

3 Bylaws and Policy Committee may create or recommend amendments to a particular bylaw or policy.

4 Bylaws and Policy Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.

5 Bylaws and Policy Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.

Composition

6 The voting members of Bylaws and Policy Committee are one Executive, two Councillors, and two students-at-large.

7 The resource officials of Bylaws and Policy Committee are the Governance Advisor and the Chair of Students' Council.

7.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Regular quarterly meetings of the Bylaws and Policy Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

8.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

9 The Committee Chair may call additional committee meetings as required.

Audit Committee

Mandate

1 Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

Roles of Committee

2 Audit Committee monitors, evaluates, advises, and makes recommendations on:

2.1 matters affecting external, internal, or special audits;

2.2 policies and practices related to internal controls; and

2.3 compliance with legal, statutory, and regulatory requirements.

Authority

3 Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

Composition

4 The voting members of Audit Committee are three Councillors and two students-at-large.

4.1 If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.

4.2 Preference will be given to students-at-large with financial experience.

5 The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

6 No SAMU official with signing authority may serve on Audit Committee.

7 Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Audit Committee selects a Chair from among the Councillors on the committee.

9 Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

9.1 Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

10 The Committee Chair may call additional meetings as required.



11 SAMU's auditors may advise and present to Audit Committee when required and as part of the audit process.

Standing Orders

12 Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.

13 Audit Committee reviews budget variances quarterly.

14 Audit Committee reviews out-of-budget and exceptional authorizations or expenses.

15 Audit Committee reviews compliance with recommendations made by SAMU's auditors.

16 Audit Committee reviews the performance of the auditors and may, at its discretion, recommend to Students' Council a change in auditors.

17 Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.

17.1 The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.



Budget and Finance Committee

Mandate

1 Budget and Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements.

Roles of Committee

2 Budget and Finance Committee compiles, creates, and submits the annual SAMU operating budget to Students' Council for approval.

3 Budget and Finance Committee monitors and recommends adjustments to the SAMU Membership Fee.

4 Budget and Finance Committee monitors the financial well-being of SAMU.

5 Budget and Finance Committee provides recommendations regarding new or current SAMU fees.

6 Budget and Finance Committee monitors SAMU's investment accounts.

Composition

7 The voting members of Budget and Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors, and two students-at-large.

7.1 Preference will be given to students-at-large with financial experience.

8 The resource officials of Budget and Finance Committee are the General Manager and a full-time staff member of the Finance department.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 The Vice President Operations and Finance serves as Chair of Budget and Finance Committee.

10 Meetings of Budget and Finance Committee are held at least quarterly.

11 The Committee Chair may call additional meetings as required.



Governance Remuneration Advisory Committee

Mandate

1 Governance Remuneration Advisory Committee annually reviews the remuneration and compensation provided to Councillors, Executives, and other committee members performing governance roles at SAMU.

Roles of Committee

2 Governance Remuneration Advisory Committee provides recommendations to Students' Council on remuneration and compensation adjustments of Councillors, Executives, and committee members.

3 Governance Remuneration Advisory Committee seeks relevant internal and external data related to remuneration and compensation, including:

3.1 the current and future financial capacity of SAMU to support new levels of remuneration;

3.2 remuneration and compensation offered at other comparable Alberta-based students' associations/unions;

3.3 the effectiveness of the current level of remuneration in securing representatives; and

3.4 the fairness of remuneration based on factors such as workload, time commitment, etc.

4 Governance Remuneration Advisory Committee reviews Executive wages as per *Remuneration of Elected Representatives*.

Composition

5 The voting members of Governance Remuneration Advisory Committee are one Executive, one Councillor, two student-at-large members, and one public member.

6 The resource official of Governance Remuneration Advisory Committee is a full-time staff member of the Finance department.

Committee Operations

7 Meetings of Governance Remuneration Advisory Committee are held at least once per year.

8 The Committee Chair may call additional meetings as required.

Leadership and Review Committee

Mandate

1 Leadership and Review Committee is a semi-judicial body which advises and reviews Students' Council, and strives to maximize student engagement.

Roles of Committee

2 Leadership and Review Committee reviews the performance of the Chair of Students' Council.

3 Leadership and Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Leadership and Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Leadership and Review Committee within 10 days of the disputed decision.

3.2.2 Leadership and Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Leadership and Review Committee creates opportunities for members of Students' Council to develop leadership skills by:

4.1 researching and implementing applicable professional development opportunities for members of council; and

4.2 developing team building opportunities for Students' Council.

5 Leadership and Review Committee develops a plan for Student Council to engage with SAMU members.

6 Leadership and Review Committee reports on the effectiveness and progress of Students' Council.

Composition

7 The voting members of Leadership and Review Committee are one Executive, two Councillors, and two students-at-large.

8 The resource official of Students' Council Review Committee is the Governance Advisor.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 Meetings of Leadership and Review Committee are held at least twice per quarter.

10 The Committee Chair may call additional meetings as required.



Appointment Advisory Committee

Mandate

1 The responsibility of the Appointment Advisory Committee is to interview and vet candidates for appointments made by Students' Council, and to vet and recommend student-at-large candidates for appointments by Executive Committee.

1.1 The committee will make all efforts to ensure that candidates represent the diversity of the student body.

Roles of Committee

2 The committee reviews all applications for appointments made by Students' Council and Executive Committee, and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.

4 The committee interviews all appropriate candidates for positions appointed by Students' Council.

5 The committee provides candidates with further information regarding the position upon request.

6 The committee provides written recommendations on all vacancies.

7 The committee communicates to all candidates regarding the outcome of Students' Council appointments.

8 The committee works to create relationships with MacEwan faculty and the University community to fill student-at-large vacancies.

Composition

9 Voting members of the committee are one Executive, one Councillor, and the Governance Advisor.

Committee Operations

10 The committee deliberations and recommendations are confidential.

11 Meetings of Appointment Advisory Committee are held at the call of the committee chair.



Appendix C: Ad-Hoc Committees of Students' Council

Governance Investigations Committee

Mandate

The Governance Investigations Committee (GIC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results.

Roles of Committee

Formal Complaints Against Elected Representatives

- 1** A complainant initiates a meeting of the GIC by submitting a written complaint to the Governance Office.
- 2** The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.
- 3** GIC will meet to review a complaint, and create a workplan, within fourteen days of receiving the complaint.
- 4** The Chair compiles the committee's results and recommendation(s) in a written report to Students' Council.
- 5** Reports will be made public, via official motion, at the discretion of Students' Council.
 - 5.1** Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

Election Appeals

- 6** Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
 - 6.1** The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
- 7** GIC will review all supporting documents pertaining to the appeal.
- 8** The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
- 9** GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.
- 10** GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.



10.1 In event the successful candidate is disqualified the runner up will be declared the winner.

11 If GIC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

Composition

12 Voting members of the committee are a Lawyer from the community at large, a Student at large, and a MacEwan staff member.

12.1 Members are only appointed when a complaint or appeal is made.

12.2 Members are appointed by the Chair upon the recommendation of the Governance Office.

Committee Operations

13 The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

14 A Governance Office representative serves as the recording secretary for the committee.

15 Meetings of the committee are held when a formal complaint or appeal has been submitted.

16 The deliberations and minutes are confidential and kept with the Governance Office representative.

17 Quorum for the committee is all voting members.

18 Decisions of GIC are final and binding on SAMU.



Students' Council Reinstatement Committee

Mandate

1 The responsibility of the Students' Council Reinstatement Committee is to interview and vet candidates for reinstatement to Students' Council.

Roles of Committee

2 The committee reviews all applications for reinstatements made by Students' Council, and ensures candidates considered for reinstatement meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee may develop additional criteria that enables them to make a recommendation on reinstatement.

4 The committee reviews any evidence provided and may interview applicants when deemed necessary.

5 The committee provides written recommendations to Students' Council on all applications for reinstatement.

Composition

6 Voting members of the committee are three Students-at-Large.

6.1 Voting members must act impartially.

6.2 Members are only appointed when an application for reinstatement is submitted.

6.3 Members are appointed by the Chair upon the recommendation of the Governance Office.

6.4 Preference is given to current Students-at-Large sitting on other SAMU committees.

Committee Operations

7 The Chair of Students' Council serves as the Chair (non-voting) of the Councillor Reinstatement Committee.

8 Meetings of the committee are held when an application for reinstatement has been submitted and at the call of the Chair.

9 Quorum for the committee is all voting members.



Appendix D: Executive Committee Sub-committees

Health and Dental Sub-committee

Mandate

1 Health and Dental Sub-committee monitors and evaluates the Health and Dental Program administered by SAMU, provides a forum for Health and Dental contract renewals, and advises Executive Committee regarding decisions related to the Health and Dental Program.

Roles of Committee

2 Health and Dental Sub-committee reviews the Health and Dental program and its financial matters, including the cost of the program and fees charged to students.

3 Health and Dental Sub-committee oversees the “Request For Proposal” process for a new Health and Dental broker or provider.

4 Health and Dental Sub-committee reviews the contract and facilitates the negotiation process with the current Health and Dental broker and provider.

5 Health and Dental Sub-committee monitors, evaluates, and makes recommendations to Executive Committee on policies and strategic matters related to the management of the Health and Dental program.

Composition

6 The voting members of Health and Dental Sub-committee are two Executives, one Councillor, and two students-at-large currently enrolled in the SAMU Health and Dental Plan.

7 The resource officials of Health and Dental Sub-committee are the General Manager, and one full-time staff member of the finance department.

7.1 Any Executive is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Meetings of Health and Dental Sub-committee are held at least once every three months

9 The Committee Chair may call additional meetings as required.



Grant Allocation Sub-committee

Mandate

1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

2 Grant Allocation Sub-committee reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.

3 Grant Allocation Sub-committee may approve grant applications.

4 Grant Allocation Sub-committee monitors budgeted amounts for grants.

5 Grant Allocation Sub-committee recommends alterations to the *Grants* procedure to the Executive Committee.

6 Grant Allocation Sub-committee provides a monthly report to Executive Committee on grant disbursement.

Composition

7 The voting members of Grant Allocation Sub-committee are one Executive and four full-time staff members.

7.1 No more than two SAMU Directors may serve on Grant Allocation Sub-Committee at a time.

Committee Operations

8 Meetings of Grant Allocation Sub-committee are held at least once a month.

9 The Committee Chair may call additional meetings as required.

Awards Sub-committee

Mandate

1 Awards Sub-committee selects recipients for SAMU awards and honours and recommends the processes for creating and granting awards and honours.

Roles of Committee

2 Awards Sub-committee reviews all nomination applications for SAMU awards and honours.

3 Awards Sub-committee ensures each SAMU award has a Terms of Reference (TOR).

4 Awards Sub-committee recommends alteration to the *Awards* procedure to Executive Committee for approval.

5 Awards Sub-committee selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.

6 Awards Sub-committee ensures that the selection process for award recipients is fair, unbiased, and transparent.

7 Awards Sub-committee recommends types of awards to be established or terminated at SAMU.

8 Awards Sub-committee submits reports to Executive Committee in January and April.

Composition

9 The voting members of Awards Sub-committee are one Executive, two Councillors, one student-at-large, and three full-time staff members.

9.1 No more than one SAMU Director may serve on Awards Sub-Committee at a time.

Committee Operations

10 Meetings of Awards Sub-committee are held at the call of the committee chair.

11 Awards Sub-committee deliberations and minutes are confidential.

Procedure Sub-committee

Mandate

1 Procedure Sub-committee reviews the procedures of SAMU and provides comments and recommendations for approval, amendment, or repeal of procedures to the Executive Committee.

Roles of the Committee

2 Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:

2.1 appropriate and current content;

2.2 alignment of procedures with the SAMU bylaws, policies, and the strategic plan;

2.3 use of best practices and general accountability standards;

2.4 recommendations for repeal of procedures if applicable;

2.5 format and organization of procedures;

2.6 clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and

2.7 other areas assigned by the Executive Committee.

3 Procedure Sub-committee consults with SAMU staff in the course of its deliberations where the creation and revision of procedures affects operations.

4 Procedure Sub-committee reviews procedures at the request of SAMU staff.

5 Procedure Sub-committee reviews all procedures annually.

6 Procedure Sub-committee provides Executive Committee with updates and recommendations to procedures.

Composition

7 The voting members of Procedure Sub-committee are two Executives, the General Manager, and two full-time staff members.

7.1 The resource official of the Procedure Sub-Committee is the Governance Advisor.

7.2 Any Executive or staff member is entitled to attend a committee meeting in a non-voting capacity.

7.3 No more than one SAMU Director may serve on the Procedure Sub-Committee at a time.



Committee Operations

- 8** Meetings of Procedure Sub-committee are held at least once per month.
- 9** The committee Chair may call additional meetings as required.



Student Voice on Violence Elimination Sub-Committee

Mandate

1 The Student Voice on Violence Elimination Sub-Committee identifies, discusses, and provides feedback on topics surrounding campus sexual violence and the effectiveness of SAMU sexual violence prevention advocacy efforts. It reports to SAMU's Executive Committee and advises MacEwan's Sexual Violence Prevention and Education Committee (SVPEC) on issues of campus sexual violence.

Roles of Committee

2 The Student Voice on Violence Elimination Sub-Committee reviews data and material relevant to student experiences of campus sexual violence at MacEwan University and related topics (ex. Campus Climate Survey, NCHA data).

3 The Student Voice on Violence Elimination Sub-Committee collects information on and consults students on campus norms around consent education and sexual violence prevention.

4 The Student Voice on Violence Elimination Sub-Committee inventories and suggests enhancements to services, initiatives, and educational programming around campus sexual violence put on by SAMU and/or MacEwan through reporting.

Composition

5 Voting members of the Student Voice on Violence Elimination Sub-Committee are one Executive, two Councillors, and two students at large.

5.1 Preference will be given to those who live in Residence.

6 The resource official to this committee is a public member with experience in sexual violence prevention, sexual violence education or sexual violence response.

7 Any Executive is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Meetings of the Student Voice on Violence Elimination Sub-Committee are held at least once every three months.

9 The committee Chair may call additional meetings as required.

10 The committee submits reports quarterly.



Fact Sheet

Approvals:

First Approval – October 29, 2014

Last Approval – February 16, 2022

Date of Last Review – February 16, 2022

Related Documents and Forms:

Source and Updates:

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

May 20, 2020: *Committees* approved by Students' Council motion 2020-05-20-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include: updates to sub-committee composition, identifying that councillors are appointed to committees/sub-committees by official motion, and delegating the responsibility for all non-Students' Council member appointments to Executive Committee.

October 21, 2020: *Committees* approved by Students' Council motion 2020-10-21-7.1 on the recommendation of the Bylaws and Policy Committee. Changes to the Governance Investigations Committee TOR – identified that Students' Council can make reports public by passing a motion and that access to these reports will be provided once a written request is submitted to the Governance Office by SAMU members or staff.

April 21, 2021: *Committees* approved by Students' Council motion 2021-04-21-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include the addition of the Students' Council Reinstatement Committee and the Student Voice on Violence Elimination Sub-Committee.

September 15, 2021: *Committees* approved by Students' Council motion 2021-09-15-7.2 on the recommendation of the Bylaws and Policy Committee. Re. Appointment Advisory Committee – addition of a diversity consideration when making appointment recommendations.



February 16, 2022: *Committees* approved by Students' Council motion 2022-02-16-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include: recognition provide via gift card at a rate of \$15 per meeting, to a maximum of \$120 per committee per year; SVOVE TOR – membership reduced to 5 people total, and removal of naming specific MacEwan staff as resources but instead requiring the resource person to have specific background experience.