



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

Committee Policy

University of New Brunswick Student Union

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Revised: March, 2016

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University of New Brunswick Student Union Incorporated
Committee Policy

1. Mandate

- 1.1 Committees will be empowered to take action on issues within their mandates to further the goals of the Student Union.

2. Definitions

- 2.1 **“Union”** or **“UNBSU”** refers to the University of New Brunswick Student Union Inc.;

“Council” refers to Council of the University of New Brunswick Student Union;

“UNB” refers to the University of New Brunswick;

“Committee” refers to a group of Councillors, possibly joined by ordinary members, who are given specific duties to further the goals and vision of the UNB Student Union; and

“Ad-hoc Committee” refers to non-regular meeting Committees that are struck to address specific purposes.

3. Committee Membership

- 3.1 General Councillors shall be nominated to the Committees by the Executive Committee.
- 3.2 Ordinary members shall include all members of the Union who are non-voting members of Council, defined by the Union Bylaws, and shall be nominated by the Committee Chair and approved by the Committee at large.
- 3.3 Committee membership shall be approved by Council in September with a simple majority vote.
- 3.3.1 Council must be notified of changes in Committee membership.
- 3.4 Committee members may only be removed from a Committee by a majority vote of Council.
- 3.4.1 Committees may propose the removal of a member.

- 3.4.2 The member in question shall be permitted to attend the related meeting of Council and plead their case, if they wish to do so.

4. Meeting Requirements

- 4.1 Each Committee is expected to meet at least three times per term during the academic year (defined in the Union Bylaws) and to submit a report to Council at the first regularly scheduled meeting of Council after each meeting of the Committee. Committees shall meet additionally as they see fit.
- 4.2 Meeting Quorum shall be 50 percent plus one of voting members.
- 4.3 Formal decisions and reports must be passed by 50 percent plus one.

5. Committee Chair

- 5.1 The Chair of each Committee shall be elected by Committee membership, unless otherwise determined by the Union Bylaws, this policy, or the Committee.
- 5.2 The duties of the Committee Chair are to:
- 5.2.1 Plan the meetings of the Committee;
 - 5.2.2 Ensure meetings run smoothly;
 - 5.2.3 Facilitate the delegation of tasks among the Committee members; and
 - 5.2.4 Coordinate the efforts of the Committee members.
- 5.3 The Chair may be removed by a majority vote of Council.

6. Committee Meeting Publication

- 6.1 The Committee meeting times and locations shall be publicized a week in advance.
- 6.2 Methods of publications can include:
- 6.2.1 Social media;
 - 6.2.2 Bi-weekly Newsletter; and/or
 - 6.2.3 The UNBSU website.

Appendix I: Committee Descriptions Executive

Committee

The Executive Committee shall consist of:

The President;

The Vice President Advocacy; The
Vice President Internal;

The Vice President Finance and Operations; and The Vice
President Student Life.

The duties of the Committee are to:

- i. Direct the day-to-day affairs of the Union;
- ii. Maintain and uphold the Bylaws of the Union;
- iii. Maintain and uphold the mission and vision of the Union;
- iv. Implement the strategic plan as approved by Council;
- v. Provide recommendations to Council on matters of concern and interest to UNB students;
- vi. Meet no fewer than once per week;
- vii. Initiate, and recommend to Council, projects and changes to Union policy;
- viii. Be responsible for the Union's offices, including but not limited to: allocation of space and keys, equipment, furniture, supplies and, telephones; and
- ix. Determine honoraria for the Councillors. This

Committee is chaired by the President.

Advocacy Committee

The Advocacy Committee shall consist of:

The Vice President Advocacy; Three (3)
General Councillors; and Two (2)
Ordinary Members.

The duties of the Committee are to:

- i. Coordinate the activities of the Union with respect to provincial and federal government lobbying, charitable or community interests;
- ii. Make recommendations to Council on any matter relating to any external interests of the Union and/or UNB including, but not limited to, policy stances; and

- iii. Develop and advise on internal projects that address issues that are relevant to UNB students.

This Committee is chaired by the Vice President Advocacy.

Internal Affairs Committee

The Internal Affairs Committee shall consist of:

The Vice President Internal; Three (3) General Councillors; and Two (2) Ordinary Members.

The duties of the Committee are to:

- i. Develop recommendations for the creation of, or changes to existing or new, academic:
 - a) Policies;
 - b) Regulations; or
 - c) Programming.
- ii. Develop, or work to improve, existing academic assistance programs; and
- iii. Develop programs to inform students of their academic rights and responsibilities.

This Committee is chaired by the Vice President Internal.

Finance and Clubs & Societies Committee

The Finance Committee shall consist of:

The Vice President Finance and Operations; Three (3) General Councillors; and Two (2) Ordinary Members.

The duties of the Committee are to:

- i. Fulfill and uphold the Financial Policies of the Union;
- ii. Review and make recommendations on the UNBSU Operating Budget before presentation to Council;
- iii. Oversee Clubs and Societies funding requests and keep accurate records of funding granted; and
- iv. Review submissions for ratification/recognition requests for Clubs and Societies to be delayed for further questioning or presented to Council.

This Committee is chaired by the Vice President Finance and Operations.

Student Life and Awards Committee

The Student Life and Awards Committee shall consist of: The Vice President Student Life; Three (3) General Councillors; and Two (2) Ordinary Members.

The duties of the Committee are to:

- i. Make recommendations to Council with respect to the operation and delivery of Union services;
- ii. Monitor the current status(es) of various UNBSU services and events;
- iii. Advise on the improvement of UNBSU services and events;
- iv. Advise on the implementation of potential new services and events;
- v. Receive and review proposals for new or additional services and events;
- vi. Make recommendations to Council with respect to the appointment of Life Members and Honorary Members; and
- vii. Advise on the process and the selection of internal UNBSU awards.

This Committee is chaired by the Vice President Student Life.

Senate Committee

The Senate Committee shall consist of:

The Vice President Internal; and All Undergraduate Senators.

The duties of the Committee are to:

- i. Review and discuss issues relating to academic university policy under the purview of Senate as it pertains to UNB students;
- ii. Identify issues relating to academic university policy under the purview of Senate; and
- iii. Prepare for Senate meetings to ensure the transparency and ease of communication between student Senators.

Policy Committee

The Policy Committee shall consist of:

The President;
The Vice President Finance and Operations;
Four (4) General Councillors; and

Two (2) Ordinary Members.

The Chief Returning Officer and Deputy Chief Returning Officer shall be automatically invited to all meetings of the Policy Committee which cover business pertaining to bylaw two (2).

The duties of the Committee are to:

- i. Hear, review, and provide written recommendation from/to Council regarding any matter of disputed interpretation of the Union Bylaws;
- ii. Write and/or revise any UNBSU document or policy that is mandated by Council;
- iii. Review and submit all questions with respect to the interpretation of the Union Bylaws to the legal counsel of the Union;
- iv. Hear and provide written recommendations to Council regarding any general matter of policy or changes thereto; and
- v. Bring recommendations to Council for new policies, or changes to existing ones.
- vi. Act as an avenue for the CRO to make recommendations pertaining to elections
- vii. Modernize and amend bylaw two (2);

This Committee is chaired by the President.

Advancement Committee

The Advancement Committee shall consist of:

The President;
Four (4) General Councillors; and Two (2)
Ordinary Members.

The duties of the Committee are to:

- i. Develop, monitor, and review long-term growth strategies;
- ii. Seek out opportunities for the expansion of the Union;
- iii. Ensure that the Union adheres to the long-term strategic goals of the Union;
- iv. Assist in developing strategies that will enable the Union to deliver more opportunities to students;
- v. Assist in the gathering of partnerships and sponsorships that advance the goals of the Union; and
- vi. Increase student engagement and the visibility of the Union.

This Committee is chaired by the President.

Code of Conduct Committee (Ad-hoc)

The Code of Conduct Committee shall consist of the members defined in the Human Resource Policy.

The duties of the Code of Conduct Committee are defined in the Human Resource Policy.

This Committee is chaired by Chief Conduct Officer (Chief Returning Officer).

Selections Committee (Ad-hoc)

The Selections Committee shall consist of:

The President;

Four (4) General Councillors; and One (1)
Ordinary Member.

The duties of the Committee are to:

- i. Solicit, receive, and review resumes from Union members for the positions of Council Chair, Council Secretary, Chief Returning Officer and Deputy Chief Returning Officer, or any other position that Council see fit for the Selections Committee to be struck; and
- ii. Conduct interviews and make recommendations to Council regarding all appointments.

This Committee is chaired by the President.

Orientation Committee

The Orientation Committee shall consist of:

The Orientation Chair;

The Orientation Vice-Chair; Seven (7)
Event Coordinators; The Townhouse
Coordinator;

The Vice President Finance and Operations; The Vice
President Student Life; and
All RedShirts.

The duties of the Committee are to:

- i. Execute UNBSU Orientation at the discretion of the UNBSU Orientation Executive Committee.

This Committee is chaired by the Orientation Chair.

Orientation Executive Committee

The Orientation Executive Committee shall consist of:

The Orientation Chair;

The Orientation Vice-Chair; and

The Vice President Finance and Operations. The

duties of the Committee are to:

- i. Be responsible for the general oversight of UNBSU Orientation;
- ii. Maintain and uphold the Constitution, Bylaws and Policies of UNBSU Orientation;
- iii. Report to the President of the UNB Student Union and the Student Engagement Coordinator on a minimum of a weekly basis;
- iv. Work in close consultation with the Student Engagement Coordinator; and
- v. Report to the BlackShirts and RedShirts on a bi-weekly basis.

This Committee is chaired by the Orientation Chair.

Clubs and Societies Executive Committee

The Clubs and Societies Executive Committee shall consist of: The Vice President Finance and Operations; and All Executive Members of UNBSU Clubs and Societies. The duties

of the Committee are to:

- i. Provide feedback and recommendations on events and services provided by the UNBSU which pertain to Clubs and Societies;
- ii. Foster communication and collaboration amongst Clubs and Societies; and
- iii. Provide consultation on policy developments, at the Union or University level, with implications for Clubs and Societies.

This Committee is chaired by the Vice President Finance and Operations.

Alcohol & Cannabis Education (A.C.E.) Steering Committee

The UNBSU A.C.E. committee shall consist of:

The Vice President Student Life; The

A.C.E. Coordinator;

The Director of Campus Events;

Student Engagement Coordinator (UNB Student Services); One (1)

UNBSU Councillor, Senator, or BoG Representative; One (1)

representative of UNB Security;

One (1) representative of UNB Residence Life; and Two (2)

Ordinary Members.

The duties of the committee are to:

- i. Be responsible for the strategic oversight of the UNBSU A.C.E. Initiative;
- ii. Create actionable recommendations to improve alcohol and cannabis education at UNB, through but not limited to:
 - a. Focusing on harm reduction approaches
 - b. Promoting a safe environment for the consumption of alcohol
 - c. Providing clear and evidence-based research on the risks of consumption;
- iii. Meet at least twice (2) per semester of the academic year;
- iv. Engage volunteers to administer educational sessions and programming during on-campus events as determined by the committee, both in scope and time; and
- v. Gather and provide up-to-date information on the harms of alcohol and cannabis consumption to the UNBSU Executive branch.

This Committee is chaired by the Vice President Student Life.