



URSU Committee Policy

Policy owner:	President
Audience:	URSU Board of Directors, URSU Executive, members
Approved:	Board of Directors (Board Meeting July 9, 2019)
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1. Introduction

The purpose of this policy is to outline the requirements for the establishment of URSU Standing or Advisory Committees to support the strategic direction and operational requirements of URSU. Under URSU's Constitution, Board of Directors shall have the authority to enact committees as may be required from time to time. A committee is a group of members of the Students' Union whose purpose is to research and provide timely and relevant information regarding current issues facing the Board of Directors. Committees are advisory in nature and the ultimate decision making body remains the Board of Directors.

2. Definitions

URSU -	The Students' Union of the University of Regina Inc.
Executive –	an officer of URSU as elected at an URSU General Election
Director –	a representative from one the constituencies of URSU as elected at a General or By-Election
Board -	The URSU Board of Directors comprised of the Executive Committee and one director from the constituencies URSU
GM -	URSU General Manager

3. Policy

3.1 Types of Committees

3.1.1 Executive Committee

- 3.1.1.1 The Executive Committee is comprised of four duly elected URSU officers, namely;
- (i) President
 - (ii) Vice President, Operations and Finance
 - (iii) Vice President, Student Affairs
 - (iv) Vice President, External Affairs

- 3.1.1.2 As provided by URSU's Constitution and bylaws, the Executive Committee has the power to act in all matters between meetings of the Board and to the extent permitted by law. The Executive Committee will be responsible for those duties as set forth in the Constitution and bylaws.
 - 3.1.1.3 The Executive Committee is chaired by the President. In addition, the GM serves on the committee ex officio without a vote except as provided for in 3.1.1.5
 - 3.1.1.4 The Executive Committee reports directly to the Board. All actions of the Executive Committee shall be fully reported to the Board at the Board's next meeting. Any formal policy recommendations developed by the committee are advanced to the full Board by the committee. The GM shall serve the committee by providing information, context, and perspective and may also follow up on administrative tasks, and coordinate logistics.
 - 3.1.1.5 Decisions of the Executive Committee are subject to a majority vote of its members. In the event of a tie, the GM shall be given a vote in order to break the tie. The GM, at his discretion, may elect not to vote in the event of a tie and refer the matter for a decision to be made by the Board at the next regularly scheduled Board of Directors meeting. In the event that a tie is broken by way of vote of the GM, the Executive Committee meeting minutes shall clearly outline the vote cast by each Committee member and the GM.
 - 3.1.1.6 Additional provisions are set forth in the Constitution, Bylaws and Policies of URSU.
- 3.1.2 Standing Committees
- 3.1.2.1 The Board of Directors may set Standing Committees with a continued existence to assist the Board to perform its work from a governance perspective and to support its role for operational oversight.
 - 3.1.2.2 The Board sets out the objectives of the Standing Committees and holds them accountable for policy advice and support to the Executive Committee and GM to develop recommendations and plans of action to be brought forward for ratification by the full Board.
 - 3.1.2.3 Appointments to Standing Committees are generally done as a volunteer call out to Directors. Volunteers who are selected have a demonstrated interest in contributing to the work and services of URSU and the skills and expertise to support the goals of the committee. From time to time, due to the specific nature of a project or task, direct appointments to Standing Committees may be recommended by the GM. The appointment of Standing Committee members is ratified by the Board following recommendations from the GM.
- 3.1.3 Advisory Committees
- 3.1.3.1 The Board may establish an Advisory Committee to focus on specific issues on an as-needed basis to assist the Executive, Board, GM and staff with the work of URSU and to provide advice and expertise on

specified topics, programs and projects.

- 3.1.3.2 The Board may establish an Advisory Committee to oversee the administration and operations of a particular ongoing URSU program.
- 3.1.3.3 Working groups may be established by Advisory Committees to provide specific expertise and to perform tasks related to a specified project.
- 3.1.3.4 Appointments to Advisory Committees are generally done as a volunteer call out to Directors. Volunteers who are selected have a demonstrated interest in contributing to the work and services of URSU and the skills and expertise to support the goals of the committee. From time to time, due to the specific nature of a project or task, direct appointments to Advisory Committees may be recommended by the GM. The appointment of Advisory Committee members is ratified by the Board following recommendations from the GM.
- 3.1.3.5 When a Board member sits on an Advisory Committee, he or she will report on committee activities directly to the Board. However when the committee is not represented by a Board member, the committee will report back to the Board through the GM.

3.2 Committee Designation

The committees are classified as follows:

- 3.2.1 Committees of the Board
 - (i) Executive Committee
- 3.2.2 Standing Committees of the Board
 - (i) Finance and Audit Committee
 - (ii) Investment Committee
 - (iii) Governance Committee
 - (iv) Events Committee
 - (v) Social Responsibility & Sustainability Committee
 - (vi) Human Resources Committee
- 3.2.3 Advisory Committees

3.3 General Provisions

- 3.3.1 A person may belong to one or more committee at the same time.
- 3.3.2 In determining whom to appoint to a committee, the Board focuses on skills, expertise, and background that will complement the responsibilities of the committee, recognizing the diverse nature of URSU's membership and clientele. Such considerations may include:
 - a) Campus representation;
 - b) Gender and demographic; and
 - c) Subject matter expertise
- 3.3.3 If practical, there should be at least one Executive on any committee.

- 3.3.4 The Board will have access to the regular minutes of the meetings of any committee at any time. The Board may request in-camera minutes of a meeting of a committee. The Chair of a particular committee has the right to redact such minutes in respect of confidentiality and privacy matters.
- 3.3.5 Remuneration of Committee Members is established in the URSU Meeting Policy.
- 3.3.6 A committee member participating in events of URSU where they are speaking or presenting shall not be reimbursed for their travel costs if they were intending to attend an event irrespective of being a committee member.
- 3.3.7 URSU may reimburse a committee member who is representing URSU at an event if that person is participating as a committee member and would not have otherwise attended the event.
- 3.3.8 A committee does not have the authority to establish a subcommittee but may establish a working group to assist it with its work. A working group is composed of members of the committee to provide specific expertise and to perform tasks related to a specific project. Members of the working group are selected for their knowledge, skills and abilities in the applicable areas of concern.
- 3.3.9 A person who is a member of a committee has full rights of participation in the committee.

3.4 Term of Office

- 3.4.1 Executive Committee members are automatically acclaimed to by nature of their position for a one year term commencing the first day of May in the year following a general election.
- 3.4.2 The term of office for a member of any Standing or Advisory Committee is determined by the Board and begins once the person is notified after the Board Meeting at which the appointment of the person was made. Their term ends on April 30 of each year.
- 3.4.3 New Standing Committee members are appointed annually by the Board as early as possible in the fall of each year.
- 3.4.4 New Advisory Committee members are appointed as required any any time.
- 3.4.5 Committee members may serve for more than one term at the discretion of the Board.

3.5 Chair and Vice Chair

- 3.5.1 Each committee must choose its Committee Chair (and a Vice Chair) at the first meeting of the committee, if the Board has not already appointed someone to the position or positions.

3.6 Committee Meeting Administration

- 3.6.1 The Committee Chair must determine the frequency of the meetings.
- 3.6.2 Advisory Committees may be called at any time by the General Manager or staff assigned to the committee depending on the nature of the business to be conducted.

3.7 Quorum

- 3.7.1 The quorum for Committees will be the majority of members currently appointed to the committee. Advisory Committees may proceed with any number of members present.

3.8 Meeting Procedures

- 3.8.1 Teleconference meetings can be held at such times as the Chair may determine necessary.
- 3.8.2 Where practical, Committees will follow the parliamentary procedures used by the Board to conduct its meetings.
- 3.8.3 All Committees must maintain minutes of each meeting. Recording of minutes is the responsibility of the Chair of the committee or its duly appointed designate.

3.9 Budgeting Authority

- 3.9.1 Committees do not have any budgetary authority.

3.10 Decision Making

- 3.10.1 Committees will work collaboratively and make decisions on a consensus-basis. For this purpose, consensus is defined as group decision-making that seeks an acceptable solution that the whole Committee can support even if it is not the first choice of every individual.
- 3.10.2 All decisions involving major directions, policies or approaches to achieve strategic directions should go to the full Board for approval.

3.11 Terms of Reference

- 3.11.1 The Executive Committee does not require Terms of Reference.
- 3.11.2 Each Standing and Advisory committee at its first meeting of the year shall either;
 - 3.11.3 Establish Terms of Reference or;
 - 3.11.4 Modify an existing previous committee Terms of Reference
- 3.11.5 Each Standing and Advisory committee will present its Terms of Reference to Board prior to the Board's next regularly scheduled meeting.

- 3.11.6 The Board must ratify the Terms of Reference for each Standing and Advisory committee. The ratified Terms of Reference will become an addendum to this policy and shall be posted on the Board web site.
- 3.11.7 Terms of Reference should follow the format as illustrated in Appendix A.

3.12 **Role of the Directors on the Committee**

3.12.1 A Director:

- a) may be included as a member of the any Standing or Advisory Committee;
- b) will act as a liaison to this committee on behalf of the Board; and
- c) will not bind the Board to a particular course of action recommended by this committee.

3.13 **Role of URSU Staff Members**

- 3.13.1 The GM may, on behalf of the Board, assign a staff member to assist any committee as needed, but the committee may not direct the work of the staff member assigned to that committee.

3.14 **Board to Retain Flexibility**

- 3.14.1 While Terms of Reference for committees are desirable, there should be room for the Board to make exceptions for special cases. Therefore, the Board reserves the right to establish special rules and may amend this policy at any time. If there is a conflict between this policy, and/or the committee Terms of Reference, the URSU Constitution and bylaws shall govern.

4. **Consequences for Non-Compliance**

- 4.1 Failure to follow these procedures could pose unnecessary distractions to the Board and prevent it from accomplishing its objectives.

5. **Related Information**

- 5.1. [The Non-profit Corporations Act, 1995](#)
- 5.2. [URSU Constitution](#)
- 5.3. [URSU Strategic Framework 2017](#)
- 5.4. [2020Conflict of Interest and Conflict of Commitment Policy](#)
- 5.5. [Executive Committee and Executive Roles](#)
- 5.6. [URSU Board Meeting Policy](#)
- 5.7. [URSU Board HR Committee Policy](#)
- 5.8. [Standards of Conduct Policy](#)

Appendix A

Terms of Reference Template

Committee Name

Official name of the committee or group

Type

Can be standing, ad hoc (special project) or advisory (related to another board, committee or project)

Purpose

Describe the purpose of the committee (what the committee will do, why it was created?)

Scope

Clearly describe what is in and out of scope for the committee

Authority

Describe the decision making authority of the committee (decides, approves, recommends, etc.)

Membership

Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role)

Meeting arrangements

Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.

Reporting

Describe whom the committee will report to, in what format, how often

Resources and budget

Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to or requested by the committee

Deliverables

Describe the requested/required committee output