

Students' Union of St. Thomas University, Inc.

Policy Manual

A Policy respecting Committees of the SRC

This Policy may be cited as the "SRC Committee Operations Policy."

Part I – Finance Committee

S.1. There shall be a Finance Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall receive and make recommendations on requests for Students' Union funds, and shall have jurisdiction over the care of all financial matters, with the exception of Emergency Bursary requests.

S.3. The Committee shall develop, review, and make recommendations on financial management policies of the Students' Union.

S.4. The Committee shall, in collaboration with the SEC, develop and implement the Operating Budget of the Students' Union.

S.5. The Committee shall pursue fundraising and corporate sponsorship opportunities, and shall develop strategies to procure alternative sources of income beyond student-fee-generated revenue.

S.6. The Vice President Administration shall be the Chair of the Committee.

S.7. The Committee shall include at least two (2) other members of the SRC.

S.8. The President of the Students' Union and the General Manager shall be members of the Committee and attend each meeting.

S.9. The Committee shall include any other interested members of the Students' Union.

S.10. The discussions and undertakings of the Committee in respect of the Operating Budget shall be confidential.

S.11. The Committee shall convene once per week, or more frequently as directed by the SRC.

S.12. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.13. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

S.14. During the summer months The Committee shall consist of the SEC and any other interested members.

S.15. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.16. If the Chair is the individual in violation of the above documents, they may be removed from the committee by a consensus decision of the remainder of the SEC.

Part II – Governance Committee

S.1. There shall be a Governance Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall make recommendations on all matters pertaining to the Constitution including the review and approval of governing documents submitted by clubs, societies or organizations.

S.3. The Vice President Administration shall be the Chair of the Committee.

S.4. The Committee shall include at least two (2) other members of the SRC.

S.5. The Committee shall include any other interested members of the Students’ Union.

S.6. The Committee shall convene no less than once per month, or more frequently as is required or directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

S.9. The Committee shall consist of the SEC during the summer months.

S.10. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.11. If the Chair is the individual in violation of the above documents, they may be removed from the committee by a consensus decision of the remainder of the SEC.

Part III – Human Resources Committee

S.1. There shall be a Human Resources Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall follow all guidelines in the Human Resources Policy, shall develop and review the Human Resources Policy as is necessary, and shall carry out any and all procedures contained in the Human Resources Policy, including, but not limited to, soliciting and receiving employment applications, conducting interviews, hiring, conducting performance reviews, receiving complaints regarding employees, enforcing the Code of Conduct, terminations of employment and dismissals, and any other such affairs as may be required by the SRC.

S.3. The Vice President Administration shall be the Chair of the Committee.

S.4. The General Manager shall be a member of the Committee.

S.5. All members of the SEC shall be members of the Committee.

S.6. All members-elect of the SEC shall be members of the Committee commencing at the conclusion of the Spring General Election and ending on the first day of May in any year.

S.7. The Committee shall meet as necessary to undertake all duties and discharge all responsibilities, or as directed by the SRC.

S.8. The Chair of the Committee shall be present at each employment interview, and no more than three (3), and no less than two (2) other members of the Committee shall participate in an employment interview conducted by the Committee.

S.9. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of decisions undertaken by the Committee in each meeting.

S.11. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.12. If the Chair is the individual in violation of the above documents, they may be removed from the committee by a consensus decision of the remainder of the SEC.

Part IV – Member Relations Committee

S.1. There shall be a Member Relations Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall promote policies, initiatives and awareness of the Students’ Union to the student body through means which it sees fit within the St. Thomas University community.

S.3. The Committee shall also act as a liaison between students, the SRC and the Students’ Union, to develop initiatives and support the creation and implementation of other initiatives on campus that engage students.

S.4. The Committee shall support the Director of Communications in communicating with the membership of the Students’ Union.

S.5. An At-Large Representative appointed by the Vice President Education shall act as Chair of the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.6. The Committee shall be composed of the four (4) Residence Representatives, the four (4) Off-campus Representatives, the three (3) Member-At-Large Representatives, the Grad Class President, the Sexuality and Gender Diversity Representative, the Social Inclusion Representative, the International Student Representative, the Indigenous Representative and First-year Liaisons.

S.7. The Committee shall include any other interested members of the Students’ Union.

S.8. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.9. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.11. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.12. If the Chair is the individual in violation of the above documents, they may be removed from the committee at the discretion of the Vice President Education.

Part V – Yearbook Committee

S.1. The Students’ Union retains the ability to have a Yearbook Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall assist the Yearbook Editor in all aspects of the production of the *Aquinas* Yearbook, including layout, advertising, photography, and distribution.

S.3. The Yearbook Editor shall act as Chair of the Committee.

S.4. The Committee shall include at least two (2) other members of the SRC.

S.5. The Committee shall include any other interested members of the Students' Union.

S.6. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.9. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.10. If the Chair is the individual in violation of the above documents, they may be removed from the committee at the discretion of the overseeing member of the SEC.

Part VI – Academic and University Affairs Committee

S.1. There shall be an Academic and University Affairs Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall facilitate discussion and address issues of concern to members of the Students' Union and students of St. Thomas University, and collaborate with the Vice President Education to aid in the conduct of their duties.

S.3. The Committee shall develop and coordinate strategies to lobby faculty and staff of St. Thomas University, the administration and governance of St. Thomas University, and any other generally academic or educational affairs concerning members.

S.4. The Vice President Education shall be the Chair of the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.5. The Committee shall include the President, the Student Senators, student members of Senate Committees, the Board of Governors Student Representatives, and any other student members of University committees.

S.6. The Committee shall include any other interested members of the Students' Union.

S.7. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.8. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.9. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.10. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.11. If the Chair is the individual in violation of the above documents, they may be removed from the committee by a consensus decision of the remainder of the SEC.

Part VII – External Affairs Committee

S.1. There shall be an External Affairs Committee of the SRC, hereinafter referred to in this Part as the "Committee."

S.2. The Committee shall facilitate discussion and address issues of concern to members of the Students' Union, and collaborate with the Vice President Education to aid in the conduct of their duties.

S.3. The Committee shall develop policy to lobby municipal, provincial, and federal governments on issues related to post-secondary education, and other relevant stakeholders within the realm of post-secondary education sector.

S.4. The Vice President Education shall be the Chair of the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.5. The Committee shall include the President, the At-Large representatives, any other interested members of the Students' Union.

S.6. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.7. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.8. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.9. If a committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.10. If the Chair is the individual in violation of the above documents, they may be removed from the committee by a consensus decision of the remainder of the SEC.

Part VIII – Activities and Events Committee

S.1. There shall be an Activities and Events Committee of the SRC, hereinafter referred to in this part as the “Committee.”

S.2. The Committee shall plan and execute all social events and activities of the Students’ Union, including, but not limited to: Formals, the Annual General Meeting, awards ceremony, and the SRC Transition Retreat.

S.3. The Committee may not plan activities related to Welcome Week, First-Year Students’ Committee events and activities, and the planning and holding of SRC meetings.

S.4. The Committee shall develop new activities and events to engage the membership, and collaborate with the Activities Coordinator to support and assist them in the conduct of their duties.

S.5. The Activities Coordinator shall be the Chair of the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.6. The Committee shall include at least two (2) other members of the SRC.

S.7. The Committee shall include any other interested members of the Students’ Union.

S.8. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.9. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.11. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the committee at the discretion of the Chair.

S.12. If the Chair is the individual in violation of the above documents, they may be removed from the committee at the discretion of the overseeing member of the SEC.

Part IX – Emergency Bursaries Committee

S.1. There shall be an Emergency Bursaries Committee of the SRC, hereinafter referred to in this part as the “Committee.”

S.2. The Committee shall have jurisdiction to determine the recipients of the Students’ Union’s Emergency Bursary Program, and shall develop, review, and implement policies to ensure the equitable and accountable distribution of Bursaries to members in significant and emergent financial need.

a) where access to food is identified as a major concern for the recipient, the Emergency Bursary Committee may offer a complimentary Community Food Smart bag to help offset their cost of food.

S.3. The Committee shall have control over the Operating Budget line item dedicated to Emergency Bursaries, except where determined by the Finance Committee and/or the SRC.

S.4. The General Manager shall be the Chair of the Committee.

S.5. The Committee shall include the President, General Manager, and Vice President Student Life.

S.6. The Committee shall have right to determine, by majority vote, the inclusion of another member of the SRC in the case of absence, inability or refusal to act of the aforementioned members of the Committee.

S.7. The Committee shall meet no less than once per weekly period, or more often as determined by the SRC.

S.8. The Committee shall conduct its deliberations and decisions in confidence, and members shall be required to sign an Agreement to that effect.

S.9. Quorum shall be constituted by the presence the Chair and two other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.11. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Chair.

S.12. If the Chair is the individual in violation of the above documents, they may be removed from the Committee at the discretion of the President.

Part X – First-Year Students’ Committee

S.1. There shall be a First-Year Students’ Committee of the SRC, hereinafter known in this Part as the “Committee.”

S.2. The Committee shall collaborate with the First-Year Liaisons to develop and implement strategies, activities and events specifically designed for First-Year Students, to engage them in the St. Thomas University community and Students’ Union.

S.3. The First-year Liaisons shall be the Co-Chairs of the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.4. The Committee shall include the First-Year Representative (or equivalent) from each of the four (4) residences.

S.5. The Committee shall include the Chair of the Off-Campus Committee, or a designated alternate in their place.

S.6. The Committee shall include any other interested member of the Students’ Union.

S.7. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.8. Quorum shall be constituted by the presence of a Chair of the Committee and at least two (2) other members of the Committee.

S.9. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.10. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Chair.

S.11. If the Chair is the individual in violation of the above documents, they may be removed from the committee at the discretion of the overseeing member of the SEC.

Part XI – Off-campus Committee

S.1. There shall be an Off-Campus Committee of the SRC, hereinafter known in this Part as the “Committee.”

S.2. The Committee shall promote the interests and provide effective representative to those members of the Students’ Union not residing in the St. Thomas University residences (“off-campus students”).

S.3. Two Off-Campus Representatives shall be elected by the committee at the first regularly constituted meeting to serve as Co-Chairs of the Committee and shall be charged with reporting on the work of the Committee to the SRC and the Vice President Administration, work with the University employee responsible for off-campus student affairs, and who shall coordinate the order and purchase of off-campus clothing.

S.4. The Committee shall develop events, activities and initiatives for off-campus students, and shall engage the off-campus students in the St. Thomas University community and undertakings of the Students' Union.

S.5. The Committee shall foster a sense of community and collaboration between off-campus students, and shall endeavor to provide off-campus students with the same quality of life and opportunities that other students may receive due to their individual living arrangements.

S.6. The Committee shall include the four (4) Off-Campus Representatives.

S.7. The Committee shall include the Off-Campus First-Year Liaison, ineligible to hold the office of a Co-Chair on the Committee.

S.8. The Committee shall include any other interested members of the Students' Union.

S.9. One (1) member of the Committee shall be the Secretary-Treasurer upon election by the members of the Committee, who shall be responsible for keeping a written record of decisions undertaken by the Committee in each meeting, and maintain and manage the Operating Budget line item devoted to the Off-Campus Committee under the supervision of the Vice President Administration.

S.10. One (1) member of the Committee shall be the Sports and Activities Representative upon election by the members of the Committee, who shall be responsible for planning activities and events for the off-campus students and coordinating intra-mural sporting events.

S.11. One (1) member of the Committee shall be the Student Housing, City and Transport Representative upon election by the members of the Committee, who shall be responsible for liaising with the appropriate officials of and representatives of Fredericton regarding housing issues and off-campus living. They will also be responsible to work with the Vice President Student Life regarding the Universal Bus Pass, and any other requirements as may benefit the off-campus students under the direction of the SRC.

S.12. Quorum shall be constituted by the presence of the at least one of the Co-Chairs or and at least two (2) other members of the Committee.

S.13. The Chair, or individual acting in their stead, shall report on the activities and undertakings of the Committee at the SRC meeting immediately following the Committee meeting.

S.14. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Chair.

S.15. If one (or both) of the Co-Chairs is the individual in violation of the above documents, they may be removed from the Committee at the discretion of the overseeing member of the SEC.

Part XII – Communications Committee

S.1. There shall be a Communications Committee of the SRC, hereinafter referred to in this Title as the “Committee.”

S.2. The Executive Supervisor and the Director of Communications shall Co-Chair the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.3. The Committee will be made up of; the two co-chairs, four residence representatives of SRC, one off-campus representative of the SRC, and one at-large representatives of the SRC.

S.4. The Activities Coordinator shall also sit as an ex-officio member of the Committee.

S.5. The Committee shall include any other interested members of the Students’ Union.

S.6. The Co-Chairs of the Committee shall encourage other members of the Students’ Union to become members of this Committee that are not members of the SRC.

S.7. All members of the Committee shall receive training on: what the Students’ Union is, the services the Students’ Union provides, the rest of the information in this Communications Plan, and any other relevant information.

S.8. When the Committee meets, the Co-Chairs shall inform the Committee of upcoming events, social media posts, promotions, press releases and any other public relations information that is relevant to the Committee.

S.9. The Committee shall regularly provide feedback and ideas for the Co-Chair’s consideration, on ways in which the Students’ Union may decide to communicate with their members.

S.10. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Co-Chairs.

S.11 If the Director of Communications is in violation of the above documents, they may be removed from the Committee at the discretion of the Executive Supervisor.

S.12 If the Executive Supervisor is in violation of the above documents, they may be removed from the Committee by a consensus decision of the remainder of the SEC.

Part XIII – Sexual Assault Prevention Committee

S.1. There shall be a Sexual Assault Prevention Committee of the SRC, hereinafter known in this Part as the “Committee.”

S.2. The Committee shall combat rape culture on campus through events, awareness campaigns, and educational workshops.

S.3. The Vice President Student Life and an appointed student by the SRC shall Co-Chair the Committee.

S.4. The Committee shall include any other interested members of the Students’ Union.

S.5. All members of the Committee shall receive certified training to educate, to bring awareness to and/or provide crisis intervention training from the Fredericton Sexual Assault Centre or another comparable organization.

(a) all members of the SRC shall also be required to complete this training.

S.6. When the Committee meets, the Co-Chairs shall inform the Committee of upcoming events, social media posts, training workshops and any other activity related to this Committee.

S.7. The Co-Chairs shall establish lines of communications with the Campus Sexual Assault Advocate and Director of STU Student Services.

S.8. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Co-Chairs.

S.9 If the the Co-Chair is in violation of the above documents, they may be removed from the Committee at the discretion of the Vice President Student Life.

S.10 If the Vice President Student Life is in violation of the above documents, they may be removed from the Committee by a consensus decision of the remainder of the SEC.

Part XIV – Mental Health Committee

S.1. There shall be a Mental Health Committee of the SRC, hereinafter known in this Part as the “Committee.”

S.2. The Committee shall promote mental health on campus through events, awareness campaigns, and educational workshops.

S.3. The Committee shall plan a yearly Mental Wellness Week.

S.4. The Vice-President Student Life and an appointed student by the SRC shall Co-Chair the Committee and shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.5. The Committee shall include any other interested members of the Students’ Union.

S.6. All members of the Committee shall receive training on Mental Health advocacy and support.

S.7. When the Committee meets, the Co-Chairs shall inform the Committee of upcoming events, social media posts, training workshops and any other activity related to this Committee.

S.8. The Co-Chairs shall establish lines of communications with the Director of STU Student Services and STU’s Mental Health Coordinator.

S.9. The Committee shall incorporate STU’s Mental Health Framework when planning of activities, awareness campaigns and educational workshops.

S.10. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Co-Chairs.

S.9 If the the Co-Chair is in violation of the above documents, they may be removed from the Committee at the discretion of the Vice President Student Life.

S.10 If the Vice President Student Life is in violation of the above documents, they may be removed from the Committee by a consensus decision of the remainder of the SEC.

Part XV – Keep It Social Committee

S.1. There shall be a Keep It Social Committee of the SRC, hereinafter referred to in this Part as the “Committee.”

S.2. The Committee shall, in collaboration with the regional Keep It Social program, facilitate discussion and address issues of concern in the realm of alcohol harms at St. Thomas University.

S.3. The Committee shall develop and execute events and campaigns focused on reducing alcohol harms and encouraging safe drinking practices at St. Thomas University, both on- and off-campus.

S.4. The Vice President Student Life shall appoint either an At-Large Representative or the Social Inclusion Representative as Chair of the Committee who shall be charged with reporting on the work of the Committee to the SRC on a monthly basis.

S.5. The Chair of the Committee shall be the designated Keep It Social Representative for St. Thomas University and shall fulfill the requirements of the position at the regional level, as outlined by Keep It Social.

S.6. The Committee shall include the Social Inclusion Representative, the First Year Representative, the Graduating Class President, at least one House Representative, at least one Off-Campus Representative, and any other student members of University committees relating to alcohol harms.

S.7. The Committee shall include any other interested members of the Students' Union.

S.8. The Committee shall meet no less than once per month, or more frequently as directed by the SRC.

S.9. Quorum shall be constituted by the presence of the Chair of the Committee and at least two (2) other members of the Committee.

S.10. The Committee shall charge a member with keeping a written record of the decisions undertaken by the Committee in each meeting.

S.11. The Chair of the Committee shall present a report to the SRC during the final SRC meeting of the academic year.

S.12. If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee at the discretion of the Chair.

S.13. If the Chair is the individual in violation of the above documents, they may be removed from the Committee at the discretion of the overseeing member of the SEC.

Part XVI - Indigenous Reconciliation Committee

S.1 There shall be an Indigenous Reconciliation Committee of the SRC, hereinafter known in this Part as the “Committee.”

S.2 The Committee shall actively engage in efforts to work towards the decolonization of the Students’ Union and the University. These decolonization efforts shall also work towards reconciliation between the Students’ Union and the Indigenous community on campus.

S.3 The duty shall be performed by organizing events or campaigns, conducting research, proposing policy initiatives, student outreach, direct lobbying efforts in collaboration with the SEC and the Student Union’s affiliated lobbying organizations, and any other work both Indigenous and non-Indigenous students together deem necessary for decolonization.

S.4 No work shall be conducted by the Committee without Indigenous student participation and input.

S.5 The Indigenous Representative of the SRC shall be the Chair of the Committee.

S.6 Two (2) Vice-Chairs of the Committee shall be appointed by consensus of the Indigenous student community at the University.

S.6 The Chair of the Committee will maintain lines of communication with the University’s Senate Committee on Reconciliation to share perspectives, ideas, and collaborate on Indigenization initiatives together.

S.7 In the event there is no appointed Indigenous Representative, the President of the Students’ Union shall work in collaboration with the Indigenous students at the University in order to appoint the two (2) Vice-Chairs of the Committee, which will have the duty of facilitating work and Indigenous participation on the committee until an Indigenous Representative is appointed to serve as Chair of the Committee.

(i) After the appointment of an Indigenous Representative, who will also act as Chair of the Committee, the two (2) Vice-Chairs will continue to serve in their capacity by supporting the Chair and assuming their Committee responsibilities in case of the absence of the Chair.

S.8 The Committee shall include any other interested members of the Students’ Union.

S.9 If a Committee member is in violation of the Constitution, By-Laws or Policy Manual, they may be removed from the Committee by the Chair.

(a) the removal of the Committee member should be preceded by a talking circle, or another means of mediation, organized by the Indigenous student community at the University, and with consultation between the Chair and the SEC.

S.10 If the Chair is in violation of the above documents, they may be removed from the Committee by the a consensus decision of the Indigenous student community, with consultation with the SEC.

Part XVII – Committee Outreach and Recruitment

S.1. The Students' Union shall hold a Committees Fair at least once a year to showcase the variety of Committees that the Students' Union operates.

S.2. The Students' Union's Committees Fair should be thoroughly publicized and run by at least one member of the SEC and the Member Relations Committee Chair.