

## Committee Responsibilities and Time Commitments

### **Appeals Committee**

1. The Appeals Committee shall be responsible for the review and appropriate investigation of any and all appeals relating to decisions rendered by BUSAC in relation to the BUSU Code of Conduct.
2. Furthermore, the Appeals Committee shall be responsible for review and appropriate investigation of any and all appeals relating to decisions rendered by the following committees:
  - a. The Club Policy Committee;
  - b. The Student Health Plan Advisory Committee, and;
  - c. The Universal Bus Pass Committee
3. It shall be the responsibility of the Appeals Committee to closely examine the process utilized by the committee whose decision is being appealed, and to determine if due process was followed pursuant to said committee's bylaw.
4. The Appeals Committee shall perform such tasks as are incidental to the carrying out of the duties mentioned within this bylaw and as may be deemed necessary by BUSAC or the Board of Directors.
5. The Appeals Committee shall fulfill all duties outlined in Bylaw 605, The Elections and Referenda bylaw associated with this committee.

**Available SAL Spots: 1**

**Time Commitment:** As needed (plus one initial meeting)

### **Clubs Policy Committee**

1. The Club Policy Committee shall be exclusively responsible for all matters relating to clubs, including but not limited to, ratifications and de-ratifications, supplemental grants, policies and procedures directly and/or indirectly related to clubs, and the general operation and behavior of all ratified clubs.
2. The Club Policy Committee shall be responsible for the enforcement of Bylaw 609.
3. The Club Policy Committee shall have the right to make unilateral amendments to the constitutions of clubs except in the areas of:
  - a. Name
  - b. Membership
  - c. Meetings
  - d. Elections
  - e. Amendments
4. After the consideration and recommendation by the Club Policy Committee, BUSAC or the BUSU Board of Directors will further endorse and implement their recommendations.
5. Considering any other questions that the Committee feels are relevant.
6. The Club Policy Committee shall be responsible for approving or rejecting supplemental grants of up to \$1500, and shall make recommendations to the BUSAC for grant requests of more than \$1500

**Available SAL Spots: 2**

**Time Commitment:** Weekly (1.5 hours)

### **Elections and Referenda Committee**

1. The CRO and DRO shall remain impartial (non-voting) unless Bylaw 400 or 401 otherwise requires;
2. The Election Committee shall oversee all elections and referenda as per Bylaw 400 and 401.
3. From time to time Elections and Referenda Committee may request additional temporary members from BUSAC. The temporary election committee members shall remain on the committee until the conclusion of the next election or referendum.
4. Approve or deny invalidation requests from the CRO as per bylaw 400

**Available SAL Spots: 3**

**Time Commitment:** As needed (plus one initial meeting)

### **Environment Committee**

1. The Environment Committee shall review the policies, procedures, and activities of BUSU and all of its subsidiaries and associated business and make recommendations on how to improve their impact on the physical environment.
2. The committee will work to make recommendations on how BUSU can reduce any negative impact it has on the physical environment.
3. The committee will develop and periodically review a comprehensive environmental policy.
4. Will work to develop guidelines for BUSU on how to make all events environmentally friendly, and share those guidelines with staff and clubs.
5. Will work to develop and maintain staff and club training sessions on environmental issues.
6. Efficiently and effectively use the "Green Levy" for environmentally friendly initiatives for BUSU, as per the memorandum of understanding. Use of the "Green Levy" shall be implemented upon the approval of the Board of Directors, pursuant to section 14 of the Fee Replacement Referendum, Winter 2010 MOU

**Available SAL Spots: 2**

**Time Commitment:** Monthly

### **Ethics Review Committee**

1. The Ethics Review Committee shall be responsible for the review and inquiry of complaints and/or allegations relating to the BUSU Code of Conduct when related to BUSAC Councillors, Student Executives, members of the Board of Directors or the General Manager in accordance with the following procedures

**Available SAL Spots: 1**

**Time Commitment:** As needed (plus one initial meeting)

### **External Affairs Committee**

1. The External Affairs Committee shall act as an advisory body to BUSU's representatives to various lobby groups on matters of political policy.
2. The External Affairs Committee shall develop a sound political policy and a lobbying strategy for national, provincial, regional and municipal levels of government.
3. As the need arises, the External Affairs Committee shall form, from its membership, The External Elections Committee for all federal, provincial and municipal elections

**Available SAL Spots: 2**

**Time Commitment:** Monthly

## **Governance Committee**

1. The Governance Committee shall:
  - a. Hear any references from BUSAC, the Board of Directors or any committee of BUSAC on any matter that pertains to the amendment, or implementation of any of the Corporation or its recognized organization's legislation.
  - b. From time to time recommend amendments to the Brock University Students Administrative Council regarding bylaws, based on suggestions internally from committee members.
  - c. At the discretion of the Committee membership, hear references from individuals on matters that pertain to the amendment, interpretation or implementation of any of the Corporation's legislation or that of any organization recognized by the Corporation.
2. The Governance Committee shall be charged to maintain the legislative documents of the Corporation by:
  - a. Performing clerical maintenance to ensure that they remain clear, consistent, organized, and in line with common practice;
  - b. Reviewing legislative documents for consistency after passing new bylaws or amendments;
  - c. Periodically reviewing changes in legislative documents with legal counsel.
3. Any amendments to legislation which change their meaning or intent must be brought to BUSAC for approval using the process outlined in Bylaw 101 "The Legislation of the Corporation bylaw"
4. Any clerical changes to legislation that do not change their meaning or intent must be reported by the Chair of Governance in their written reports to BUSAC.
5. The committee shall refer any cases where the difference between a substantive change and a clerical one is not clear to the Speaker of BUSAC.
6. The Governance Committee shall fulfill all duties outlined in Bylaw 602, The Elections and Referenda bylaw associated with this committee.
7. The types of references heard by the Governance Committee on matters regarding the amendment or creation of bylaws shall generally be one or more of the following:
  - a. Determining whether or not the matter referred conflicts with the Objects or Constitution of the Corporation and thus whether or not its consideration is in order;
  - b. Making recommendations on changes that need to be made to a proposed bylaw or bylaw amendment prior to its consideration by BUSAC;
  - c. Making modifications of proposed bylaws and/or amendments that strengthen them, keeping in mind the spirit of the proposal.
8. The Governance Committee shall hear recommendations/requests from BUSAC on proposed amendments or additions to Political Policies as well as the Standing Orders of Council. The Committee shall consider these recommendations/requests and report back to BUSAC on any developments

**Available SAL Spots: 2**

**Time Commitment: Weekly (2 hours)**

## **Internal Affairs Committee**

### **Financial and Budgetary Responsibilities:**

1. The Internal Affairs Committee shall be responsible for initial review and recommendation on the proposed Division 1 Operating Budget and will provide first approval of the draft budget prior to being sent to the Board of Directors
2. The Internal Affairs Committee will review quarterly financial reports including a running total of capital expenditures prepared by the General Manager and the Vice-President, Finance and Administration (The first quarter report within three (3) weeks of the end of the first quarter and the second quarter report within three (3) weeks of the end of the second quarter).
3. The Internal Affairs Committee will take part in quarterly updates and provide oversight for the Food Voucher Program, the Affinity Program and the Emergency Student Loan Program
4. The Internal Affairs Committee will research financial matters as requested by the Vice President Finance & Administration, The Board of Directors or BUSAC.

### **Health and Dental Plan Responsibilities:**

5. The Internal Affairs Committee shall be responsible for making detailed recommendations to The Board of Directors through the Vice-President, Finance and Administration after consulting with the Health and Dental Plan Administrator pertaining to the regulation, coverage, and implementation of the Health and Dental Plan fees.
6. The Internal Affairs Committee shall Report to BUSAC each academic term on non-confidential matters such as, but not limited to, statistics, financials and recommended action regarding the Health and Dental Plan and make recommendations to The Board of Directors in January each year about changes to the fee
7. The Vice President, Finance & Administration and the Health and Dental Plan Administrator shall, ensure that all members of the committee are given a formal education on all matters necessary to conduct their duties prior to the opt out date.
8. If a student has a grievance regarding coverage and/or quality of the service they have received, they may submit a complaint to the Internal Affairs Committee. All discussions that may reveal anything regarding the health or identity of an individual in any way shall be held in camera and it shall be the responsibility of the Health and Dental Plan Administrator and Vice-President, Finance and administration to conceal from the committee any personal information not necessary for the carrying out of mandated business.

### **Universal Bus Pass Advisory Responsibilities:**

9. Internal Affairs Committee shall ensure that the functionality, accessibility, and service provided to students through the U-Pass is meeting the needs of Brock students. The Internal Affairs Committee will also collect information and feedback regarding coverage and quality of service
10. No Undergraduate student who meets the requirements to be charged the Universal Buss Pass fee (minimum of 1.5 credits for the Fall/Winter semesters) shall be allowed to appeal or opt-out of the fee

### **Academic and Internal Responsibilities**

11. The Internal Affairs Committee shall research and investigate all matters pertaining to undergraduate academic policy or any issue on campus otherwise deemed Internal Affairs.
12. The Internal Affairs Committee shall assist in implementing a campus focused academic and educational advocacy agenda for BUSU
13. Provide input and feedback to the Vice President Finance and Administration on academic issues at Brock University;

**Available SAL Positions: 2**

**Time Commitment: Weekly (1 hour)**

### **Information Technology & Infrastructure Committee**

1. NBC shall be responsible for developing a set of Terms of Reference for the Committee to operate under.
2. Review existing documentation surrounding the New Student Union Building (NSUB) as well as product changes and development, to evaluate their impact on sustainability objectives.
3. Engage undergraduate students in the various sustainability objectives of NSUB
4. Develop, administer and manage distribution of surveys surrounding student opinion and student engagement over NSUB.
5. Collate data and provide accessible information to BUSAC, BUSU's Board of Directors and the general members of the undergraduate student population regarding the process and ongoing development of NSUB.
6. Provide input through reports in order to recommend direction surrounding the development of NSUB to BUSU's Board of Directors.
7. Work to develop preliminary proposals for review and approval by BUSU's Board of Directors through interaction with BUSU's executive team, architects, product design consultation, etc and provide recommendation to the Board as to which firms should be used.
8. Work to develop the various required Requests for Proposals (RFP's) on an as needed basis.
9. Liaise with all relevant partners and stakeholders to ensure that NSUB is both sustainable and feasible in terms of meeting the various needs.
10. Any other tasks and duties associated with the development of the new building, as assigned by the executive and Board of Directors.

**Available SAL Positions: 1**

**Time Commitment: Monthly**

### **Referendum Implementation and Levy Review Committee (RILRC)**

1. Create and maintain a fee tracking sheet, recording the year and election period (October, February, March) when a Referendum was successfully passed by the Brock Undergraduate Student Population.
2. Use the aforementioned tracking sheet to determine age of fees and last point at which they were reviewed by the committee, allowing the appropriate time necessary for all fees to achieve their mandate.
3. This committee will fulfill the function of an oversight to various levy's to ensure that proper process and documentation is being followed in accordance with Federal, Provincial and Municipal Law.
4. The committee will use its capacity and working knowledge of Referenda and Elections to review any possible, or reported violations of Memoranda of Understanding pertaining to each specific organization or levy.
5. The committee will be struck at the summer meeting of the Brock University Student's Administrative Council. At its first meeting the committee shall outline a set of priorities in regards to referendum review, specifically pertaining to a schedule for which fees shall be reviewed and when.
6. BUSAC shall set the initial rotation schedule for fee review upon the ratification of this by-law, and thereafter the committee will be bound by that schedule.
7. Council may, at its discretion, amend this schedule to address any concerns that the student body may have pertaining to a possible violation of a Memorandum of Understanding.

**Available SAL Positions: 2**

**Time Commitment: Weekly (2 hours)**

### **Referendum, Petitions and Polls Oversight Committee**

1. The Referendum Petitions & Polls Oversight Committee must craft a question, worded in the affirmative, which is without bias and does not include any attempt to manipulate the vote.
2. The committee shall work in conjunction and follow all guidelines as outlined in Bylaw 606 (The Referendum Petitions & Polls Bylaw)

**Available Positions: 2**

**Time Commitment: As needed**