

### **Name of the Policy**

1. This policy shall be referred to as the "Brock University Students' Administrative Council Policy"

### **Membership**

2. The following persons are ex-officio members of BUSAC:
  - a) The Officers of the Corporation, voting;
  - b) The Speaker, non-voting;
  - c) The Brock University Undergraduate Senators, non-voting;
  - d) The Brock University Undergraduate Trustees, non-voting;
  - e) The Brock University Students' Union, Inc., Students-at-Large Directors, non-voting;
  - f) The Brock University Students' Union, Inc., Director of the Board, voting;
  - g) The General Manager, non-voting;
3. Each of the following academic areas shall elect a voting representative to sit on the Brock University Students' Administrative Council:
  - a) Faculty of Humanities;
  - b) Faculty of Social Sciences;
  - c) Faculty of Mathematics and Sciences;
  - d) Goodman School of Business;
  - e) Faculty of Applied Health Sciences;
  - f) Faculty of Education;
  - g) Non-Faculty (undeclared arts, non-degree students or otherwise defined by the Registrar as "Extra Faculty").
4. In addition to the faculty representatives, sixteen (16) at-large BUSAC councillors will be elected by the student body.
5. Each of the following organizations shall elect one member to be its representative on the Brock University Students' Administrative Council:
  - a) Graduate Students' Association, non-voting;
  - b) Brock Hamilton Campus, voting;
  - c) International Students' Association, voting;
  - d) Residence, voting;
  - e) Goodman Business Students Association, President (ex-officio), voting
6. It shall be the responsibility of the Director of Governance to liaise with the groups listed in section 5 of this policy to ensure they are advised of their right to representation on BUSAC.
7. Any other registered student group, which meets the following criteria, can apply to the Speaker to elect one (1) representative to sit on Brock University Students' Administrative Council:
  - a) The groups must be a student run organization, and must have been a recognized student group with Brock University Students' Union, Inc. and Brock University for five (5) years;
  - b) The group must not be part of a larger "umbrella" group on campus, excluding the Brock University Students' Union, Inc.;
  - c) The scope of the group must make a significant impact or contribution to campus life and the business of Brock University Students' Union, Inc.;
  - d) The group must be the only one on campus that legitimately pursues the group's goals and objectives;

- e) A formal request is submitted to the Speaker requesting a seat on council. The request will consist of the following items:
  - i. Name of the group;
  - ii. Reasons why the seat is needed by the group;
  - iii. How the group will contribute to BUSAC;
  - iv. The process for choosing the representative;
  - v. The estimate student population for which the group will represent.
- f) The Speaker will bring the request forward to the Governance Committee, who will vote to bring the request to BUSAC, who will ultimately have the final say on the creation of the seat.

### **Councillor Qualifications**

- 8. Councillors, except those who hold ex-officio seats, shall be elected by the members of the Corporation:
  - a) Who are enrolled in the particular academic area for faculty representative councillors as specified in section 3 of this policy;
  - b) Who are any members of the Corporation for Student-at-Large councillors as specified in section 4 of this policy;
  - c) Who belong to a group or organization specified in section 5 of this policy with the exception of the councillor for the Graduate Students' Association who will be elected by his or her own members.
- 9. Every member of BUSAC shall, at the date of his or her election, be a member of the Corporation, with exception of the member of the Graduate Students' Association.
- 10. To remain a member of BUSAC, a student must continue as a member of the Corporation and their respective faculty or student group/association which they represent, for the year in which she or he is a representative on BUSAC.
- 11. BUSAC Councillors will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
  - a) Upon the receipt of a nomination package for a BUSAC Councillor seat on BUSAC, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University.
- 12. Staff who work within the BUSU front office, or in any division 1 supervisor position across the organization may not serve on BUSAC.

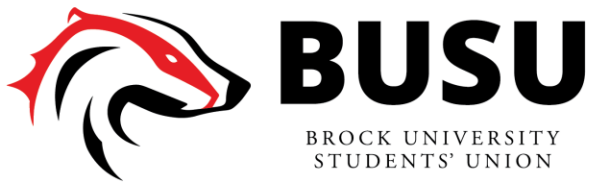
### **Attendance Requirements**

- 13. Attendance at BUSAC meetings by each councillor is mandatory, unless granted an absence from the speaker or a councillor has been granted a leave of absence by BUSAC. Councillors are obliged to inform the Speaker in advance if they are not able to attend a council meeting:
  - a) A valid excuse must be presented to the Speaker in advance for each missed meeting in order to be granted an absence from the meeting;

- b) If there are extenuating circumstances and a Councillor is not able to contact the Speaker in advance to be granted an absence, an excuse may be given after the fact, so long as the Speaker is contacted as soon as possible, given the severity of the situation at hand;
  - c) If the conditions of sections 13a or 13b are not met, the absence will count as an unexplained absence from BUSAC meetings in the attendance calculation outlined in sections 14 and 15 below.
14. If a councillor misses three (3) consecutive BUSAC meetings, regardless of whether or not they have presented valid excuses, that councillor shall cease to be a councillor, and the vacant seat shall be filled pursuant to Article XIII of the Bylaw and Policy 400 (Elections).
15. If a councillor misses five (5) BUSAC meetings regardless of whether or not they or have presented valid excuses, that councillor shall cease to be a councillor, and the vacant seat shall be filled pursuant to Article XIII of the Bylaw and Policy 400 (Elections).
16. If a councillor has three (3) unexplained absences from BUSAC, that councillor shall cease to be a councillor, and the vacant seat shall be filled pursuant to Article XIII of the Bylaw and Policy 400 (Elections).

### **Involvement Requirements**

17. BUSAC Councillors are required to attend a minimum of five (5) different events of the list that follows below.
- a) Attend the BUSAC Summer Retreat
  - b) Attend a Brock athletics event
  - c) Attend a BUSU Clubs sponsored event\
  - d) Attend an Equity Seeking Group
  - e) Be a Member of a Ratified Brock Club
  - f) Be a Member of an Equity Seeking Group
  - g) Volunteer at Orientation Week
  - h) Volunteer at Homecoming
  - i) Volunteer with another BUSU event or department, as approved by the governance office
  - j) Volunteer with any faculty orientation or event
  - k) Volunteer with the BUSU Advocacy Team
  - l) Participate with Isaacs Army
  - m) Participate in Grape Stomp
  - n) Complete a level of Brock Universities Leadership Series
  - o) Attend a dramatic or musical performance by a Brock University group
  - p) Volunteer with BUSU Elections office at the discretion of the Chief Returning Officer
18. In addition to attending five (5) of the events listed above, all BUSAC faculty representatives are required to meet with their faculty dean to discuss any issues that the faculty may want to raise with BUSAC.
19. Items from section 17 & 18 must be completed by the final meeting of the Fall Semester. If a councillor fails to complete the duties outlined in 17 & 18 by the final meeting of the Fall semester that councillor shall cease to be a councillor, and the vacant seat shall be filled pursuant to Article XIII of the Bylaw and Policy 400 (Elections).



20. BUSAC Councillors must individually submit a 250 word or more reflection on their experiences on council to the speaker before the last BUSAC meeting each semester. The statements will be kept on file for public perusal and presented to the Brock Press to be utilized as they see fit.
21. BUSAC Councillors will be reminded, by the Speaker, of their obligation to complete the assigned submission no later than the second last BUSAC meeting of the semester.
22. If a councillor fails to complete the duties outlined in Policy 103 sections 23, 24 and 26 by the final meeting of the Fall semester that councillor shall cease to be a councillor, and the vacant seat shall be filled pursuant to Policy 400.
23. Councillors may appeal any disciplinary action issued by the Speaker regarding councillor absenteeism to BUSAC.

#### **Term of Office**

24. Councillors, except those persons who are Councillors ex-officio, when duly elected pursuant to Policy 400, shall hold office from the 1<sup>st</sup> day of May until midnight of the following 30<sup>th</sup> day of April.
25. Councillors who are elected as the result of a by-election, pursuant to Policy 400, shall be ratified by BUSAC at its next regularly scheduled meeting after the election and shall hold office immediately after ratification of election results by BUSAC until midnight of the following 30<sup>th</sup> day of April.

#### **Voting**

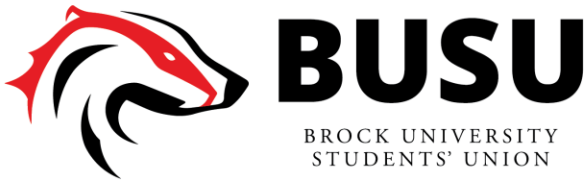
26. A Councillor who has voting privileges pursuant to sections 2, 3, 4 and 5 of this policy shall have one vote and shall have the right to vote at meetings of all Brock University Students' Administrative Council meetings, with the exception of the councillor for the Graduate Students' Association who does not have a voting seat.
27. No Councillor shall be permitted to vote by proxy.

#### **Meetings**

28. The Brock University Students' Administrative Council shall normally meet once (1) every two (2) weeks through the academic year.
29. The first meeting of BUSAC must be held no later than May 14<sup>th</sup> of each year.
30. The Brock University Students' Administrative Council shall meet at least twice (2) during the summer months (for the purposes of BUSU, considered to be May through August).

#### **Removal of Councillors**

31. Councillor vacancies as the result of recall or resignation shall be filled when by-elections are held. If the positions cannot be filled, they shall remain vacant until the next election.
32. A by-election for vacant seats must be held within one (1) month if quorum for the Brock University Students' Administrative Council meetings is less than ten (10) eligible voting members at any time during the fall and/or winter terms.



33. Resignations of any of BUSAC responsibilities by a member of BUSAC are to be addressed to the Speaker of BUSAC in either hardcopy or via email. Upon the receipt of a resignation, the Speaker is to confirm to the member that the correspondence has been received and at which meeting of BUSAC it will be presented.
34. Verbal resignations cannot be accepted by BUSAC unless that verbal resignation is made in the presence of a convened session of BUSAC and notice of the intent to resign was provided to the Speaker in advance of that meeting being convened.
35. All resignations of BUSAC related responsibilities must be presented to BUSAC before they are considered to be in effect, and as such will be reflected as accepted in the minutes.