

Name of the Policy

1. This policy shall be referred to as the "Appeals Review Committee".

Composition

2. The Appeals Review Committee shall be composed of five (5) members:
 - a. One (1) non-executive member of the Board of Directors;
 - b. Four (4) BUSAC councilors as appointed by BUSAC;
 - c. Two (2) Student-at-Large from the student body as approved by BUSAC
3. The Appeals Review Committee shall be composed of the following permanent *ex-officio*, *non-voting* members:
 - a. One (1) Internal Resource Guide (as defined in the Code of Conduct), non-voting.
4. The Appeals Review Committee shall at their first meeting, elect from among its members, a Chair who shall:
 - a. Call all meetings of the Committee;
 - b. Report on behalf of the committee;
 - c. Prepare an end-of-year report to BUSAC;
 - d. Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner;
 - e. Make sure the committee meets its responsibilities as outlined in this policy.
 - f. Be responsible for maintaining a record of the time spent by committee members on committee business for the purpose of tracking volunteer hours.
 - g. Give at least three (3) business days' notice for meetings, when possible. However in times of emergency or urgency, the Chair may give only twelve (12) hours' notice of a meeting to Appeals Review Committee members, this requirement can be waived with unanimous consent of the Appeals Review Committee; and,
5. The Appeals Review Committee shall at their first meeting, pursuant to the election of the Chair, elect from among its members a Vice-Chair who shall carry out the responsibilities of the Chair when he/she is unable to attend.
6. In any instance whereby more than one member of the Appeals Review Committee must take a leave of absence from committee affairs, the Appeals Review Committee shall request from BUSAC, or the Board of Directors, temporary members to fill these seats for the duration of the aforementioned leaves of absence.

Responsibilities:

1. The Appeals Review Committee shall be responsible for the review and inquiry of any and all appeals relating to decisions rendered by both the Governance, Elections and Nominating Committee as well as the Clubs Policy Committee.
2. If the Appeals Review Committee may not handle a decision made by any other committee of BUSU.
3. It shall be the responsibility of the Appeals Review 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 policy.
4. The Appeals Review Committee shall practice a vetting process. This will allow the committee to ensure that the appeal's grounds are based on procedural error and bias.
 - (a) It is the responsibility of the Appeals Review Committee to formulate a vetting process.

5. The Appeals Review Committee shall perform such tasks as are incidental to the carrying out of the duties mentioned within this policy and as may be deemed necessary by BUSAC or the Board of Directors.
6. The Appeals Review Committee shall fulfill all duties outlined in Bylaw 400, The Elections and Referenda policy associated with this committee.

Process of Hearing an Appeal

7. Notification of intent to appeal shall be submitted in writing to the Chair of the Appeals Review Committee or online within 20 days of receiving the final decision.
8. After the Chair has received notification of intent to appeal, the Chair shall ask the Appellant to provide full documentation of their appeal, which shall include the following:
 - (a) The decision which they are appealing;
 - (b) The body which made that decision, and;
 - (c) The reason for their appeal.
9. The Appeals Review Committee shall meet within three (3) business days of receiving an appeal to initiate the appeal process.
10. The Appeals Review Committee shall discuss potential conflicts-of-interest of its members, and those who wish to excuse themselves from a discussion and/or inquiry may do so. If the committee feels that one of its members cannot maintain real or perceived impartiality, the committee shall vote as to whether or not to remove said member from hearing the appeal.
11. The Appeals Review Committee shall attempt to interview the Appellant., the Chair of the committee whose decision is being appealed, other relevant members of said committee, and any other parties with relevant information. The number of people interviewed, and the extent of the effort to secure interviews, is a matter of judgment by the Appeals Review Committee. The Appeals Review Committee shall closely examine the process utilized by the committee whose decision is being appealed, as well as all notes, minutes or other documentation that said committee may have utilized to come to their decision.
12. The Appeals Review Committee shall have the services of legal counsel available as required. All parties involved may obtain counsel, at their own expense, if they so desire.
13. The Appeals Review Committee, after full and complete deliberation, shall issue a ruling in accordance with this policy, on the appeal under consideration.
14. All decisions rendered by the Appeals Review Committee are absolute and final.
15. The Appeals Review Committee shall consider appeals on the ground of failure to uphold policy or policy breaches. The Committee shall not consider any appeals based on the content or outcome of a decision rendered by either the Clubs Policy Committee or the Governance, Elections and Nominating Committee.
16. BUSAC may overturn a ruling issued by the Appeals Review Committee only if it is found that the committee committed an act which broke policy or failed to execute its mandate, as outlined in appropriate legislation.
17. The Committee shall seek consensus in order to render a final ruling regarding the validity of the appeal and the appropriateness of sanctions. In absence of consensus, both a majority recommendation and a report of dissent shall be made public. In doing so, both analyses of the facts can be presented for consideration.
18. For the purposes of the Appeals Review Committee, a majority shall be considered 50%+1 of voting members present, so long as quorum is established and maintained.
19. Recognizing the potentially confidential and/or personal nature of submissions to the Appeals Review Committee, all meetings shall be held *in camera* and be kept in the strictest of confidence. All members of the Committee shall be responsible for maintaining confidence, both during and after their term,

regarding all information received in the course of any investigation. Breach of this confidentiality other than in accordance with official Committee reports presented to BUSAC shall in itself be considered as a breach of the BUSU Code of Conduct and subject to the appropriate disciplinary action.

Responsibilities Regarding BUSU Elections and Referenda

20. The Appeals Review Committee shall be responsible for fulfilling the responsibilities delegated to them under Policies 400 and 401 as they relate to the elections and referenda process.
21. The Appeals Review Committee should be prepared to meet on short notice during the campaign period. If the committee is not able to meet quorum due to its members being involved in the elections or referenda process in a way that would not allow them to fulfill their responsibilities, the committee shall request temporary members be appointed by BUSAC to replace those in conflict at the last meeting of BUSAC prior to the commencement of campaigning.

Annual Report

22. The Appeals Committee shall be responsible for compiling in a final report presented to BUSAC all activities that were undertaken throughout the year by the committee. Furthermore, the said report will make recommendations on how the committee could better fulfill its mandate in the future.