

## UPEI SU STANDING COMMITTEES BY-LAW

Enacted September October 16th, 2011

### **I. Committee Formation**

- A. At the first council meeting of the year interim Executive Committees only, will be formed through appointment and volunteer applications. This of course excludes those positions which are appointed based on the individuals role within council i.e. Chair of Council, Senate Reps etc.
- B. During the meeting following Fall elections, when full council has been compiled, permanent committee members will be appointed through a nomination and voting system outlined below.
  - a. A committee will be named by the Chair of Council along with a list of available positions.
  - b. Councilors will nominate fellow members to fill said positions.
  - c. In the case where too many nominations were made a vote will be held in which all voting members of council will cast ballots.
  - d. Said ballots will be counted immediately following the vote and the members with the most votes will be given the committee position.
  - e. Once formed each committee is responsible for appointing a chair (which cannot be the respective executive) except for the President's Committee as outlined in Section II.

### **II. Committee Structures**

- A. President's Executive Committee
  - a. President
  - b. Chair of Council (chair)
  - c. One (1) Graduate Student rep
  - d. One (1) Senate Rep
  - e. One (1) Student Councilor
- B. Executive Vice President's Executive Committee
  - a. Executive Vice President
  - b. One (1) Senate Rep
  - c. Three (3) Student Councilors
- C. Vice-President Communication's Executive Committee
  - a. Vice President Communications
  - b. Promotions Coordinator
  - c. Four (4) Student Councilors
- D. Vice-President Finance's Executive Committee
  - a. Vice President Finance
  - b. Four (4) Student Councilors
- E. Vice-President Activities' Executive Committee
  - a. Vice President Activities
  - b. Four (4) Student Councilors

### **III. Executive Committees Responsibilities**

A. President's Executive Committee.

The President's Executive Committee will be responsible for:

- a. Assisting the President steer the direction of his or her office.
- b. Assisting the President with any special projects or events.
- c. Providing accountability through an annual assessment of the President's performance.
- d. With the assistance of the Chair of Council, administer any revisions or review to the Student Union's policies.
- e. Complete any additional duties requested by the student council.

B. Executive Vice-President's Executive Committee.

The Executive Vice-President's Executive Committee will be responsible for:

- a. Assisting the Executive Vice-President steer the direction of his or her office.
- b. Assisting the Executive Vice-President with any special projects or events.
- c. Providing accountability through an annual assessment of the Executive Vice-President's performance.
- d. Complete assessments, provide recommendations and undertake actions concerning the Student Union's relationship with provincial and federal lobby groups.
- e. Complete assessments, provide recommendations and undertake actions concerning campus and Student Union safety issues.
- f. Complete assessments, provide recommendations and undertake actions concerning tuition and fees.
- g. Provide support to, and complete reviews of the Student Union's sponsored charities, e.g.: Shinerama, Movember, etc.
- h. Complete any additional duties requested by the student council.
- i. Reviewing submissions and determining the faculty of the year award.

C. Vice-President Communication's Executive Committee.

The Vice-President Communication's Executive Committee will be responsible for:

- a. Assisting the Vice-President Communications steer the direction of his or her office.
- b. Assisting the Vice-President Communications with any special projects or events.
- c. Providing accountability through an annual assessment of the Vice-President Communication's performance.
- d. Complete assessments, provide recommendations and undertake actions concerning communication and the Student Union.
- e. Complete assessments, provide recommendations and undertake actions concerning the Student Union's off campus housing service.
- f. With the assistance of the Chair of Council and the Chief Returning Officer, administer the annual election debate.
- g. Provide communications support to the Student Union's sub-organizations.

- h. Complete any additional duties requested by the student council.
- i. The coordination of the creation of the student handbook in conjunction with the administrative assistant.

D. Vice-President Finance's Executive Committee.

The Vice-President Finance's Executive Committee will be responsible for:

- a. Assisting the Vice-President Finance steer the direction of his or her office.
- b. Assisting the Vice-President Finance with any special projects or events.
- c. Providing accountability through an annual assessment of the Vice-President Finances' performance.
- d. Complete assessments, provide recommendations and undertake actions concerning the financial issues of the Student Union.
- e. Complete any additional duties requested by the student council.
- f. Assisting the Vice-President Finance in reviewing the student newspaper.
- g. Assisting in the distribution of funds to undergraduate students.

E. Vice-President Activities' Executive Committee.

The Vice-President Activities' Executive Committee will be responsible for:

- a. Assisting the Vice-President Activities steer the direction of his or her office.
- b. Assisting the Vice-President Activities with any special projects or events.
- c. Providing accountability through an annual assessment of the Vice-President Activities' performance.
- d. Collaborate with the Vice-President Activities on UPEISU activities.
- e. Provide assessments, provide recommendations and undertake actions concerning the Student Union's relationship with its sub-organizations.
- f. Provide support for activities run by Student Union sub-organizations.
- g. Complete any additional duties requested by the student council.

**IV. Committee Chair Responsibilities**

- A. In conjunction with the Chair of Council, appoint students at large if committees are unable to fill open positions.
- B. Schedule regular meetings and, with the approval of the majority of members, cancel the said meetings of the executive committees if necessary.
- C. Delivering a report on the committee's operations at every council meeting.
- D. Delivering the committee's report on its respective executive's performance at the last council meeting of the year.
- E. Ensuring the SU administrative assistant has a copy of committee operations and performance reports.

**V. Storage of Executive Committee Reports**

- F. Due to the role which the performance reviews will have in references for the executive in question, the report should be stored with the Student Union's administrative assistant.

## **VI. Standing Committees**

- A. The following committees will act, meet and form separately from the executive committees.
  - a. Hiring Board.
  - b. Wave Management Committee.
  - c. Student Union Executive Committee.
  - d. Student Health and Dental Plan Committee.
  - e. Elections Committee.
  - f. Grad Week Committee.
  - g. Graduate Student Committee.
  - h. Budget Committee
  - i. Planning Committee

## **VII. Standing Committee Structures**

- A. Hiring Board
  - a. General Manager (Non-Voting Chair)
  - b. UPEI SU Executive Member
  - c. Position Supervisor
- B. Wave Management Committee
  - a. Operations Manager (Chair)
  - b. Bar Manager
  - c. Shift Supervisor(s)
  - d. UPEI SU Security Chief
  - e. Vice President Activities
  - f. Student Councillor
- C. Student Union Executive Committee
  - a. President (Chair)
  - b. Executive Vice President
  - c. Vice President Activities
  - d. Vice President Finance
  - e. Vice President Communications
  - f. General Manager (Non-Voting)
  - g. Operations Manager (Non-Voting)
  - h. Administrative Assistant (Note Taking)
- D. Student Health and Dental Plan Committee
  - a. General Manager (Chair)
  - b. Administrative Assistant
  - c. Three (3) Students Representatives
  - d. One (1) International Student
- E. Elections Committee
  - a. Chair of Council (Chair)
  - b. Deputy Chair
  - c. Chief Returning Officer
  - d. Deputy Chief Returning Officer
  - e. Approved Scrutineers
- F. Grad Week Committee

- a. President of Grad Week (Chair)
  - b. Vice President of Grad Week
  - c. Secretary of Grad Week
  - d. Treasurer of Grad Week
  - e. Existing Vice President Activities
  - f. Incoming Vice President Activities
- G. Graduate Student Committee
- a. President (Chair)
  - b. Graduate Student Representative
  - c. Two (2) Graduate Students at large
  - d. Two (2) Undergraduate Students at large
- H. Budget Committee
- a. President (Chair)
  - b. Vice President Finance
  - c. General Manager
- I. Planning Committee
- a. President (Chair)
  - b. Vice President Finance
  - c. General Manager
  - d. One (1) Student Councillor

## **VIII. Standing Committee Responsibilities**

- A. Hiring Board
- a. Hiring Board in its various forms is responsible for the hiring of both full and part time jobs in the Student Union. Responsibilities include reviewing applications, scheduling interviews, performing interviews, and recommendation of candidates.
- B. Wave Management Committee
- a. The Wave Management Committee is responsible for making decision regarding the overall direction of The Wave. These decisions can include liquor pricing, promotional programming, long term planning, general management and other issues as necessary.
- C. Student Union Executive Committee
- a. Executive Committee is responsible for pursuing and accomplishing goals set by council during their year term. Weekly meetings are used to update, make decisions and form sub plans to achieve the overall organizational goals.
- D. Student Health and Dental Plan Committee
- a. The Student Health and Dental Plan Committee is tasked with creating the best available benefits plans for Students. This is achieved through feedback from students, reviewing past plan usage and estimations of coming year's use to form recommendations for the upcoming year.
- E. Elections Committee
- a. The Elections Committee has the primary responsibility of ensuring the collection and count of votes is completed in a fair and accurate manner. Further responsibilities include creating awareness of the election and aiding the CRO with any technical/logistic planning and execution.
- F. Grad Week Committee
- a. Grad Week Committee is tasked with planning and executing activities for the graduating class of that year. The committee is also responsible for arranging a Grad Class gift and securing nominations for select awards and bursaries.
- G. Graduate Student Committee
- a. The goal of this committee is to support graduate students and graduate student activities at the University of Prince Edward Island. The committee will allocate its resources to

graduate student activities, events, and to individual graduate students. This could include, but is not limited to, the following:

- Social and educational events for graduate students
- Travel and other expenses resulting from academic conferences
- Other events that provide graduate students with opportunities to enhance their university experience.

Applications can be made to this committee by completing the “Student Union Graduate Student Funding Application” and submitting it to the Student Union office. It will then be reviewed by the graduate student committee of the UPEI Student Union.

Once a decision is made by the committee, the applicant(s) will be informed of the decision and will be made aware of the support they will be receiving from the committee.

#### H. Budget Committee

- a. The Budget Committee is responsible for creating the yearly budget of the Student Union. Through weekly meetings consideration will be given to all areas under the financial administration of the Student Union with an eye towards accomplishing as many goals as possible brought forward by the Planning Committee.

#### I. Planning Committee

- a. The Planning Committee is tasked with taking the direction of council arising from the council retreat and onwards during the first semester and developing a plan that will help to guide the Budget Committee in second semester.