

UPEI SU STANDING COMMITTEES BY-LAW

Enacted September October 16th, 2011

Amended September 9th, 2012

Amended March 9th, 2014

Amended September 21st, 2014

Amended April 26th, 2015

Amended October 18th, 2015

I COMMITTEE FORMATION

1. At the first council meeting of the year interim 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.
2. During the meeting following Fall elections, when a full council has been compiled, permanent committee members will be appointed through a nomination and voting system outlined below.
3. A committee will be named by the Chair of Council along with a list of available positions.
4. Councilors will nominate fellow members to fill said positions.
5. In the case where too many nominations were made a vote will be held in which all voting members of council will cast secret ballots.
 1. Said ballots will be counted immediately following the vote and the members will the most votes will be given the committee position.

II COMMITTEE STRUCTURES

1. New Initiatives & Future Directions Committee
 1. President (chair)
 2. General Manager
 3. Graduate Student Rep
 4. International Student Rep
 5. Three (3) Student Councilors
 6. One (1) Student-at-large
2. Academic & External Affairs Committee
 - A. VP Academic & External (chair)
 - B. Policy and Research Coordinator
 - C. Two (2) Senate Reps
 - D. Graduate Student Senate Rep
 - E. Board of Governors' Rep
 - F. Two (2) Student Councilors
3. Funding Committee
 - A. VP Finance (chair)

- B. Three (3) Student Councilors
 - C. GSA Representative
4. UPEISU Street Team
 - A. VP Communications (Chair)
 - B. VP Student Life
 - C. Wave Promotions Coordinator
 - D. Graphic Designer
 - E. Campaign Coordinator
 - F. First Year Representative
 - G. Seven (7) Student Councilors
 - H. UPEISU Volunteers
 5. UPEISU Advocacy Team
 - A. Vice-President Academic & External (Co-Chair)
 - B. Vice-President Student Life (Co-Chair)
 - C. Policy and Research Coordinator
 - D. Two (2) Student Councilors
 - E. Four (4) Students-at-Large
 - F. Student Volunteers

III COMMITTEE ROLES

1. New Initiatives & Future Directions Committee
 - A. The New Initiatives & Future Directions Committee will be responsible for:
 - i. Assisting the President steer the direction of their office.
 - ii. Assisting the President with any new special projects or events.
 - iii. Responsible for developing new initiative proposals or project plans that will be presented to the Budget Committee.
 - iv. Facilitate opportunities for UPEISU members to suggest ideas and improvements to the UPEISU.
 - v. Plan and execute the annual Council retreat.
 - vi. Responsible for the creation or renewal of a UPEISU Strategic Plan.
 - vii. Develop framework to gain student input in yearly student union planning.
 - viii. Develop new initiatives within the Student Union or assist personnel in new initiative implementation.
 - ix. Monitor, assess, and provide feedback on strategic initiatives within the Student Union.
 - x. Develop benchmarks to measure the success of new initiatives within the SU.
 - xi. Aid the President in implementing reviews for UPEISU Executive and Staff.
 - xii. Conduct reviews of UPEISU external memberships and governance models.

2. Academic & External Affairs Committee

A. The Academic & External Affairs Committee will be responsible for:

- i. Assisting VP Academic & External steer the direction of his or her office.
- ii. Assisting the VP Academic & External with any special projects
- iii. Complete assessments, provide recommendations and undertake actions concerning the Student Union's relationship with provincial and federal lobby groups.
- v. Complete assessments, provide recommendations, and undertake actions concerning the Student Union's advocacy and lobbying actions on the municipal, provincial, and federal political arenas.
- vi. Complete assessments, provide recommendations and undertake actions concerning tuition and fees.
- vii. Complete assessments, provide recommendations, and undertake actions concerning academic issues.
- viii. Recommend and review all external policy as per the UPEISU EPD By-law.
- ix. Complete any additional duties as requested by UPEI SU Council.

3. Funding Committee

A. The goal of this committee is to support undergraduate, graduate students and sub-organizations at the University of Prince Edward Island. The committee will allocate its resources to student activities, events, and to individual students. This could include, but is not limited to, the following:

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

B. The Committee will accomplish this by:

- i. Managing funding budgets
- ii. Reviewing Student Funding Applications
- iii. Informing applicants of the committee's decision
- iv. Explaining rationale behind committee's decision
- vi. Deliver funding reports to the UPEISU Council on a regular basis.
- vii. The Student Funding Committee will meet on a bi-weekly basis.
- viii. Complete any additional duties requested by the student council.

4. UPEISU Street Team

A. This committee is responsible for bringing UPEISU excitement to campus. The role of the Street Team is to engage students on campus through various interactive promotions. The Street Team will accomplish this by:

- i. Assisting the Vice President Student Life and Vice President Communications with any special projects or promotion of events.

- ii. Collaborate with the Vice President Student Life by assisting with the set up and tear down of the Student union run events and activities.
 - iii. Provide communications support for activities run by Student Union sub-organizations.
 - iv. Complete assessments, provide recommendations and undertake actions concerning communication and the Student Union.
 - v. Responsible for building sponsorship packages for events and other opportunities where applicable.
 - vi. Members of the team will be required to plan promotional events in busy areas during the school day.
 - vii. Promoting the UPEISU to those who may not already be aware of our business, services, sub-organizations, and events.
 - viii. Delivery of Monthly Event Calendars and flyers and other publicity to residences, off-campus housing complexes and other key distribution points on and off campus.
 - ix. To act as brand and event ambassadors for the UPEI Student Union.
 - x. Use word of mouth to increase interest in and attendance at SU Events.
 - xi. Maintains a positive relationship with the campus community.
 - xii. Complete any additional duties requested by the student council.
5. UPEISU Advocacy Team
- A. This committee is tasked to promote advocacy across campus by creating awareness of student issues on and off campus, as well as engaging students for their input into advocacy efforts of the UPEI SU.
 - B. Assist the Vice-President Academic & External and the Vice-President Student Life with the Implementation of events or campaigns that relate to academic and non-academic advocacy.
 - C. Help educate students about on-going UPEISU efforts relating specifically to advocacy on and off the campus.
 - D. Work to create a culture of advocacy in student life at UPEI.

IV COMMITTEE CHAIR RESPONSIBILITIES

1. In conjunction with the Chair of Council, appoint students at large if committees are unable to fill open positions.
2. Schedule regular meetings and, with the approval of the majority of members, cancel the said meetings of the committees if necessary.
3. Delivering a report on the committee's operations at every council meeting and a year end report at the last Council meeting of the year.
4. Ensuring the SU administrative assistant has a copy of committee operations, documents, and year end reports.

V STANDING COMMITTEES

1. The following committees will act, meet and form separately from the committees outlined in Section I,II, and III:

- A. Wave Management Committee.
- B. Student Union Executive Committee.
- C. Grad Week Committee.
- D. Budget Committee
- E. Policy Committee

VI STANDING COMMITTEE STRUCTURES

1. Student Union Executive Committee
 - A. President (Chair)
 - B. Vice President Academic & External
 - C. Vice President Student Life
 - D. Vice President Finance
 - E. Vice President Communications
 - F. General Manager (Non-Voting)

2. Wave Management Committee
 - A. Bar Manager (Chair)
 - B. Shift Supervisor(s)
 - C. Vice President Student Life
 - D. Wave Promotions Coordinator
 - E. Student Councillor

3. Grad Class Committee
 - A. President of Grad Week (Chair)
 - B. Vice President of Grad Week
 - C. Secretary of Grad Week
 - D. Treasurer of Grad Week
 - E. Outgoing Vice President Student Life

4. Budget Committee
 - A. President (Chair)
 - B. Vice President Finance
 - C. General Manager
 - D. Councillor, appointed by NIFD

5. Policy Committee
 - A. Chair of Council (Chair)
 - B. Deputy Chair (Secretary)
 - C. President
 - D. Three (3) Student Councilors
 - E. General Manager

VIII STANDING COMMITTEE RESPONSIBILITIES

1. 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.

2. Policy Committee

- A. The Policy Committee is responsible for reviewing the UPEI Student Union By-laws, policy manual and Constitution. Bi-weekly meetings will be held to review existing by-laws, constitution, and any items referred to Policy Committee by the Student Union Council. Proposed changes must consider existing by-laws, policies and the UPEI Student Union constitution.

3. Budget Committee

- A. The Budget Committee is responsible for creating the yearly budget of the Student Union. Through weekly meetings consideration will be giving 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 New Initiatives & Future Directions Committee.

4. Wave Management Committee

- A. The Wave Management Committee is responsible for making decisions regarding the overall direction of The Wave. These decisions may include liquor pricing, promotional programming, long-term planning, general management and other issues as necessary.

5. Grad Class Committee

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- A. Grad Week Committee is tasked with planning and executing activities for the graduating class of that year. This committee will also be responsible for the affairs of the Class of the given year , including maintaining communications with the graduating class as trust officers of Class funds, and as a liaison between Alumni and the graduating class (formally known as the Life Executive). The Grad Class Committee will also have the authority to appoint replacements when and if needed. The committee is also responsible for arranging a Grad Class gift and securing nominations for select awards and bursaries