**BYLAW 7 - COMMITTEES**

Enacted March 24th, 2019

# **Committees of the UPEI SU**

1. When deemed fit by Council, responsibilities may be delegated to a committee
2. When deemed fit by Council, Council may establish an ad-hoc committee.
3. All Committees shall adhere to the UPEI SU Constitution, Bylaws and Policies.
4. Committees will, hereafter, be divided into operations committees and directional committees. Operations committees shall deal with matters that are fundamental to the day-to-day operations of the organization and directional committees shall deal with matters that affect the overall direction and/or vision of the organization.

# **Directional Committeesing**

1. Directional Committees shall include:
2. New Initiatives and Future Directions Committee;
3. Academic & External Steering Committee;
4. Funding Committee;
5. Governance Committee;
6. Budget Committee.

# **New Initiatives and Future Directions Committee**

**Organizational Structure**

1. The New Initiatives and Future Directions Committee shall consist of the following:

(a) President (Chair)

(b) General Manager

(c) One (1) Graduate Student Representative

(d) One (1) International Student Representative

(e) Three (3) Student Councillors

(f) One (1) Student-at-Large

(g) One (1) Indigenous Student Representative

**Roles and Responsibilities**

1. The New Initiatives and Future Directions Committee shall:
2. Assist the President to steer the direction of their office;
3. Assist the President with any new special projects or events;
4. Be responsible for developing new initiative proposals or project plans
that will be presented to the Budget Committee;
5. Facilitate opportunities for the UPEI SU members to suggest ideas and
improvements to the UPEI SU;
6. Be responsible for the creation or renewal of a UPEI SU Strategic Plan;
7. Develop a framework to gain student input in yearly student union
Planning;
8. Develop new initiatives within the UPEI SU or assist personnel in new
initiative implementation;
9. Monitor, assess, and provide feedback on strategic initiatives within the UPEI SU;
10. Develop benchmarks to measure the success of new initiatives within the UPEI SU; and
11. Conduct reviews of UPEISU external memberships and governance models.

# **Academic and External Steering Committee**

**Organizational Structure**

1. The Academic and External Steering Committee shall consist of the following:

(a) VP Academic & External (Chair)

(b) Policy and Research Coordinator

(c) Three (3) Senate Representatives

(d) One (1) Graduate Student Senate Rep

(e) One Board of Governors Representative

(f) One (1) Faculty Representative

**Roles and Responsibilities**

1. The Academic and External Steering Committee shall:
2. Assist the VP Academic & External steer the direction of their office;
3. Be responsible for the oversight of all partnerships with external organizations. This includes engaging in campaigns, joint lobbying efforts, and events related to the advancement of UPEISU advocacy efforts;
4. Develop strategies and tactics that will be used by the UPEISU in lobbying efforts at all levels of government and with the University Senate and Board of Governors;
5. Identify new student issues that need to be addressed by the UPEI SU;
6. Recommend and review all external policies as per the UPEI SU EPD By-law and the policies can be mandated by Council, or by the policy proposal package; and
7. Oversee the operations and actions of the UPEISU Advocacy Team.

# **Funding Committee**

**Organizational Structure**

1. The Funding Committee shall consist of the following:

(a) VP Finance (Chair)

(b) Clubs & Campaigns Coordinator

(c) One (1) Graduate Student Representative

(d) One (1) DVM Representative

(e) One (1) Student-at-large

(f) Three (3) Student Councillors

**Roles and Responsibilities**

1. The Funding Committee shall:
2. Support undergraduate, graduate students
and sub-organizations at the University of Prince Edward Island;
3. Allocate its resources to student activities, events, and to individual students in accordance with the Student Academic Enrichment Policy and the Clubs and Society Funding Policy;
4. Meet on a bi-weekly basis; and
5. Complete any additional tasks assigned to it by Council.

# **Governance Committee**

1. The Governance Committee shall consist of the following:

(a) Chair of Council (Chair)

(b) Deputy Chair (Secretary)

(c) President

(d) Four (4) Student Councillors

(e) General Manager

1. The Governance Committee is responsible for reviewing the UPEI SU Constitution, By-laws and policy manual.

1. Bi-weekly meetings will be held to review the existing Constitution, By-laws, and any items referred to the Governance Committee by the UPEI SU Council. Proposed changes must consider the existing Constitution, By-laws and Policies.

# **Budget Committee**

**Organizational Structure**

1. The Budget Committee shall consist of the following:

(a) VP Finance (Chair)

(b) President

(c) General Manager

(d) Four (4) Councillor

(e) Student-at-large

**Roles and Responsibilities**

1. The Budget Committee will deal with the following matters:
2. Budget presentation, amendments, and promotion;
3. Budget consultation with stakeholders; and
4. Yearly budget creation.
5. The Budget Committee will meet bi-weekly until the budget creation process has begun, at which time, the Budget Committee will meet weekly.

# **Operations Committees**

1. Operations Committees shall include:
2. Business Advisory Board;
3. Grad Class Committee;
4. Clubs and Campaigns Committee;
5. UPEI SU Street Team;
6. UPEI SU Advocacy Team;
7. Marketing & Communications Committee;
8. Executive Committee; and
9. Appeal Board Committee.

# **Business Advisory Board**

1. The Business Advisory Board shall consist of the following:
2. VP Finance & Administration (Chair)
3. VP Student Life
4. General Manager
5. Bar Manager

**Roles and Responsibilities**

1. The Business Advisory Board shall:
2. Review the financial performance of UPEI SU run businesses (The Wave and Mickey’s Place) on a bi-weekly and monthly basis and review the events or promotions that theses businesses hosted and their overall effectiveness;
3. Be responsible for the long-term planning for The Wave and its general management;
4. Provide business recommendations to the Executive Committee; and
5. Meet bi-weekly to ensure timely information is ascertained.

# **Grad Class Committee**

**Organizational Structure**

1. The Grad Class Committee shall consist of the following:
2. President of Grad Week (Chair)
3. VP of Grad Week
4. Secretary of Grad Week
5. Treasurer of Grad Week
6. Outgoing VP Student Life
7. Incoming VP Student Life
8. Grad Week Coordinator

**Roles and Responsibilities**

1. The Grad Class Committee shall:
2. Plan and execute activities for the graduating class of that year;
3. Be responsible for the affairs of the graduating glass of the given year, including maintaining communications with the graduating class as trust officers of graduating class funds and as a liaison between Alumni and the graduating class (formally known as the Life Executive);
4. Have the authority to appoint replacements when and if needed; and
5. Be responsible for arranging a Grad Class gift and securing nominations for select awards and bursaries.

# **Clubs & Campaigns Committee**

**Organizational Structure**

1. The Clubs & Campaigns Committee shall consist of the following:
2. VP Student Life (Co-Chair)
3. Clubs & Campaigns Coordinator (co-chair)
4. Associate Director of Communications
5. Clubs Executive(s)
6. One (1) Student at large

**Roles and Responsibilities**

1. The Clubs & Campaigns Committee shall:
2. Review club benefits and events;
3. Allow the ratified clubs on campus to have input and share ideas and concerns;
4. Come up with new and unique ways to put on campaigns;
5. Recruit volunteers for campaigns;
6. Decide the direction of clubs and campaigns in the future of the organization; and
7. Meet monthly or as needed.

# **UPEI SU Street Team**

**Organizational Structure**

1. The UPEI SU Street Team shall consist of the following:
2. Associate Director of Communications (Chair)
3. One (1) member of the Marketing and Communications Committee
4. Student-at-large volunteers

**Roles and Responsibilities**

1. The UPEI SU Street Team shall:
2. Assist with the setup and teardown of UPEI SU run events and activities;
3. Provide communications support for activities run by the UPEI SU;
4. Deliver flyers, posters, and other publicity materials to key distribution points on and off campus;
5. Act as brand and event ambassadors for the UPEI SU; and
6. Use word of mouth to increase interest and attendance at UPEI SU Events.

# **UPEI SU Advocacy Team**

**Organizational Structure**

1. The UPEI SU Advocacy Team shall consist of the following:
2. VP Academic & External (Co-Chair)
3. Policy & Research Coordinator
4. Student-at-large volunteers

**Roles and Responsibilities**

1. The UPEI SU Advocacy Team shall:
2. 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;
3. 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;
4. Help educate students about on-going UPEI SU efforts relating specifically to advocacy on and off the campus; and
5. Work to create a culture of advocacy in student life at UPEI.

# **Marketing & Communications Committee**

**Organizational Structure**

1. The Marketing & Communications Committee shall consist of the following:
2. Director of Communications (Chair)
3. VP Student Life
4. Associate Director of Communications
5. Clubs & Campaigns Coordinator
6. Three (3) Student-at-large volunteers

**Roles and Responsibilities**

1. The Marketing & Communications Team shall:
2. Assist the Director of Communications in the direction of his/her office;
3. Assist the Director of Communications with any special projects relating to his/her portfolio;
4. Complete assessments and provide recommendations and undertake actions concerning the UPEI SU brand;
5. Complete assessments and provide recommendations and undertake actions related to communications from the UPEI SU;
6. Complete assessments and provide recommendations and undertake actions related to promotions of any UPEI Student Union events, campaigns, and services;
7. Review and make recommendations to UPEI SU communication processes, channels, and practices;
8. Work towards maintenance of a positive relationship with the campus community;
9. Provide support and direction to the UPEI SU Street Team; and
10. Complete any additional duties requested by the UPEI SU Council.

# **Executive Committee**

**Organizational Structure**

1. The Executive Committee shall consist of the following:
2. President
3. VP Academic & External
4. VP Student Life
5. VP Finance & Administration
6. General Manager
7. Administrative Coordinator
8. Director of Communications
9. The President shall be the chair of the Executive Committee

The General Manager, Administrative Coordinator and the Director of Communications shall be non-voting members of the Executive Committee.

**Roles and Responsibilities**

1. The Executive Committee shall:
2. Be responsible for pursuing and accomplishing goals set by UPEI SU Council during their term; and
3. Meet weekly to update, make decisions and form sub plans to achieve the overall organizational goals of the UPEI SU.

# **Appeal Board Committee**

**Organizational Structure**

1. The Appeal Board shall consist of the following:
	1. Two shall be knowledgeable in regard to the governance and operations of the UPEI SU; and
	2. One shall be a public person with knowledge of matters concerning Human Rights and/or Human Resources.

**Roles and Responsibilities**

1. The Appeal Board shall:
2. Be responsible for hearing and adjudicating appeals of decisions by the UPEI SU Ombudsperson, UPEI SU Council, and the UPEI SU Equity and Inclusion Committee; and
3. Decisions of the Appeal Board are final and binding on all members of the organization.

# **Ad Hoc Committees**

1. Council may, where it deems necessary, establish Ad Hoc Committees as necessary, to facilitate the activities and goals of the UPEI SU.
2. Motions to establish Ad Hoc Committees shall include:
3. The purpose of the committee;
4. The term of the committee which will not exceed one year;
5. Who shall sit as the committee and how they will be selected;
6. What the committee is to report on;
7. If the committee is considered open or closed; and
8. The mechanism(s) by which the committee is to provide a report.

# **General Committee Members Roles and Responsibilities**

Below are the general rules and responsibilities of each committee members:

(1) The Chair of a committee shall:

1. Prepare the Agenda for each committee meeting;
2. Appoint students at large if committees are unable to fill open positions;
3. Schedule regular meetings and, with the approval of the majority of members, cancel the said meeting of the committee if necessary;
4. Deliver a report on the committee’s operations at the last UPEI SU Council meeting of each semester;
5. Ensure the UPEI SU administrative coordinator has a copy of committee operations, documents, and reports; and
6. Ensure that any documents that need to be placed on the UPEIS SU website are delivered to the Director of Communications
7. The Secretary of a committee shall:
8. Record committee meeting minutes and provide the minutes to the chair; and
9. Ensue that the Chair of the UPEI SU Council has the meeting minutes and relevant documents to upload to the UPEI SU Council Google Site.
10. The General Members of a Committee shall:
11. Be on time to committee meetings;
12. Perform tasks that are assigned by the committee and complete theses tasks within the timeline prescribed in the work plans; and
13. Provide high quality work

# **Committee Reporting Standards**

1. Work Plans
2. Will outline what projects the committee will undertake, delegated tasks to committee members, and establish timelines for tasks and project completion; and
3. Should be completed and uploaded to the Google Site following the first meeting after permanent committee membership is established.
4. Agendas
5. Must be prepared by the Chair; and
6. A copy of the Agenda must be uploaded to the UPEI SU Google Site.
7. Minutes
8. Must be prepared by the Secretary; and
9. A copy of the minutes must be uploaded to the UPEI SU Google Site.
10. Council Reports
11. Must be submitted by the committee Chair and circulated to UPEI SU Council one (1) week prior to the final meeting of each semester; and
12. Should include current tasks, progress on existing tasks, goals, achievements, and recommendations.