



UPEISU By-Law #1.07 *Committees*

CATEGORY: By-Law	SUBJECT: <i>Committees</i>
EFFECTIVE DATE:	LAST UPDATE: November 20, 2022

PURPOSE:

This By-Law provides guidance to the creation of UPEISU committees, and the roles and responsibilities of the committee.

APPLICATION:

This By-Law applies to UPEISU full-time Staff, UPEISU student staff, UPEISU Councillors, UPEISU Executive Members, and UPEI Full-Time Students. UPEISU Committees are to provide guidance and direction for the UPEISU.

DEFINITIONS:

Ad-hoc Committee: A temporary committee that has been formed to fulfil a specific need.

Directional Committees: Committees that provide direction to the UPEISU, dealing with matters that affect the overall direction and/or vision of the organization

Operational Committees: Committees that provide guidance to the operation of the UPEISU, dealing with matters that are fundamental to the day-to-day operations of the organization.

Student-at-Large: A member from the student body that is participating in a specific committee.

COMMITTEES OF THE UPEISU:

1.07.01 When deemed fit by Council, responsibilities may be delegated to a Committee.

1.07.02 When deemed fit by Council, Council may establish an ad-hoc committee.

1.07.03 All Committees shall adhere to the UPEISU Governing Documents.

General Committee Members: Roles and Responsibilities

1.07.04 The Committee Chair shall:

- a. Prepare the Agenda for each committee meeting;
- b. Appoint students at large if committees are unable to fill open positions;
- c. Schedule regular meetings and, with the approval of the majority of members, cancel said meetings if necessary;
- d. Deliver a report on the committee's operations at the last UPEISU Council meeting of each semester; and
- e. Ensure that any documents that need to be placed on the UPEISU website are delivered to the Marketing & Communications Manager.

1.07.05 The Secretary of a committee shall:

- a. Record committee meeting minutes and provide the minutes to the Committee Chair; and
- b. Ensure that the UPEISU Chair of Council has the meeting minutes and relevant documents.

1.07.06 The General Members of a committee shall:

- a. Be on time to all committee meetings; and
- b. Perform tasks as assigned by the committee, completing these tasks within the timeline prescribed in the work plans.

Committee Reporting Standards

1.07.07 All meeting agenda must be prepared by the Committee Chair, and a copy must be circulated to all committee members in advance.

1.07.08 Meeting minutes must be prepared by the Secretary, and a copy must be circulated to all committee members after the meeting.

1.07.09 Council Reports must be submitted by the Committee Chair to the UPEISU Chair of Council one (1) week prior to the final meeting of each semester. This report must include current tasks, progress on existing tasks, goals, achievements, and recommendations.

DIRECTIONAL COMMITTEES:

1.07.10 Directional Committees shall include:

- a. Academic & External Steering Committee;
- b. Budget Committee;
- c. Funding Committee;

- d. Governance Committee; and
- e. New Initiatives and Future Directions Committee.

Academic & External Steering Committee

1.07.11 The Academic & External Steering Committee shall consist of the following members:

- a. VP Academic & External (Chair);
- b. Policy and Research Coordinator;
- c. Three (3) Senate Representatives;
- d. One (1) Graduate Student Senate Representative;
- e. One (1) Board of Governors Representative; and
- f. One (1) Faculty Representative.

1.07.12 The roles and responsibilities of the Academic & External Steering Committee shall include:

- a. Assisting the VP Academic & External steer the direction of their office;
- b. Being 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;
- c. Developing strategies and tactics that will be used by the UPEISU in lobbying efforts at all levels of government and with the UPEI Senate and Board of Governors;
- d. Recommending and reviewing all external policies as per the UPEISU External Policy Development By-Law, the policies mandated by Council, and the policies mandated by the policy proposal package; and
- e. Overseeing the operations and actions of the UPEISU Advocacy Team.

Budget Committee

1.07.13 The Budget Committee shall consist of the following members:

- a. VP Finance & Administration (Chair);
- b. President;
- c. General Manager;
- d. Four (4) Councillors; and
- e. One (1) Student-at-large.

1.07.14 The Budget Committee shall deal with the following matters:

- a. Budget presentation, amendments, and promotion;
- b. Budget consultation with stakeholders; and
- c. Yearly Budget creation.

1.07.15 The Budget Committee shall meet as required to create and amend a budget.

Funding Committee

1.07.16 The Funding Committee shall consist of the following members:

- a. VP Finance & Administration (Chair);
- b. Clubs & Societies Coordinator;
- c. One (1) Graduate Student Representative;
- d. One (1) DVM Representative;
- e. One (1) Student-at-large; and
- f. Three (3) Student Councillors.

1.07.17 The roles and responsibilities of the Funding Committee shall include:

- a. Supporting undergraduate students, graduate students, and clubs & societies at UPEI;
- b. 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; and
- c. Any other additional tasks as assigned by Council.

1.07.18 The Funding Committee shall meet once monthly.

Governance Committee

1.07.19 The Governance Committee shall consist of the following members:

- a. Chair of Council (Chair);
- b. Deputy Chair of Council (Secretary);
- c. President;
- d. Four (4) Student Councillors; and
- e. General Manager.

1.07.20 The Governance Committee is responsible for reviewing the UPEISU Constitution and By-Laws.

1.07.21 Monthly meetings shall be held to review the existing Constitution and By-Laws, as well as any items referred to the Governance Committee by the UPEISU Council. All Proposed changes must consider the existing UPEISU Governing Document.

New Initiatives and Future Directions Committee

1.07.22 The New Initiatives and Future Directions Committee shall consist of the following members:

- a. President (Chair);
- b. General Manager;
- c. One (1) Graduate Student Representative;
- d. One (1) Indigenous Student Representative;

- e. One (1) International Student Representative;
- f. Three (3) Student Councillors; and
- g. One (1) Student-at-Large.

1.07.23 The roles and responsibilities of the New Initiatives and Future Directions Committee shall include:

- a. Assisting the President to steer the direction of their office;
- b. Assisting the President with any new project or event;
- c. Being responsible for developing new initiative proposals or project plans that will be presented to the Budget Committee;
- d. Facilitating opportunities for UPEI Full-Time Students to suggest ideas and improvements to the UPEISU;
- e. Being responsible for the creation and/or renewal of all UPEISU strategic Plans;
- f. Developing new initiatives within the UPEISU or assisting personnel in new initiative implementation;
- g. Monitoring, assessing and providing feedback on strategic initiatives within the UPEISU;
- h. Developing benchmarks to measure the success of new initiatives within the UPEISU; and
- i. Conducting reviews of UPEISU external memberships and governance models as required.

OPERATIONAL COMMITTEES:

1.07.24 Operational Committees shall include:

- a. Clubs & Campaigns Committee;
- b. Executive Committee;
- c. Marketing & Communications Committee;
- d. Occupational Health & Safety Committee; and
- e. UPEISU Advocacy Team.

Operational Committees may also include:

- a. Ad Hoc Committees.

Clubs & Campaigns Committee

1.07.25 The Clubs & Campaigns Committee shall consist of the following members:

- a. VP Student Life (Co-Chair);
- b. Clubs & Societies Coordinator (Co-Chair);
- c. Social Media Coordinator;
- d. Clubs Executive(s); and
- e. One (1) Student-at-large.

1.07.26 The roles and responsibilities of the Clubs & Campaigns Committee shall include:

- a. Reviewing club benefits and events;
- b. Allowing the ratified clubs on campus to have input and share ideas and concerns;
- c. Coming up with new and unique ways to put on campaigns;
- d. Recruiting volunteers for campaigns; and
- e. Deciding the direction of clubs and campaigns in the future of the UPEISU.

1.07.27 The Clubs & Campaigns Committee shall meet monthly or as needed.

Executive Committee

1.07.28 The Executive Committee shall consist of the following members:

- a. President (Chair);
- b. VP Academic & External;
- c. VP Student Life;
- d. VP Finance & Administration
- e. General Manager;
- f. Administrative Manager;
- g. Marketing & Communications Manager; and
- h. Fox & Crow Manager.

1.07.29 The General Manager, Administrative Manager, the Marketing and Communications Manager, and the Fox & Crow Manager shall be non-voting members of the Executive Committee.

1.07.30 The roles and responsibilities of the Executive Committee shall include:

- a. Responsibility for pursuing and accomplishing goals set by the UPEISU Council during their time in office; and
- b. Maintaining weekly meetings for updates, as well as making decisions and forming sub plans to achieve the overall organizational goals of the UPEISU.

Marketing & Communications Committee

1.07.31 The Marketing & Communications Committee shall consist of the following members:

- a. Marketing & Communications Manager (Chair);
- b. VP Student Life;
- c. Social Media Coordinator;
- d. Clubs and Events Coordinator; and
- e. Three (3) Student-at-large volunteers.

1.07.32 The roles and responsibilities of the Marketing & Communications Committee shall include:

- a. Assisting the Marketing & Communications Manager in the direction of their office;
- b. Assisting the Marketing & Communications Manager with any special projects relating to their portfolio;
- c. Completing assessments, providing recommendations, and undertaking actions concerning the UPEISU brand;
- d. Completing assessments, providing recommendations, and undertaking actions concerning communications from the UPEISU;
- e. Completing assessments, providing recommendations, and undertaking actions concerning promotions of any UPEISU events, campaigns, and services;
- f. Reviewing and making recommendations to UPEISU communication processes, channels, and practices;
- g. Working towards the maintenance of a positive relationship with the campus community; and
- h. Completing any additional duties as requested by the UPEISU Council.

Occupational Health & Safety Committee

1.07.33 The Occupational Health & Safety Committee shall consist of the following members:

- a. General Manager (Chair);
- b. Fox & Crow Manager;
- c. VP Finance and Administration; and
- d. One (1) Student Staff Member.

1.07.34 The roles and responsibilities of the Occupational Health & Safety Committee shall include:

- a. The Occupational Health & Safety Committee shall meet on a monthly basis. Minutes will be posted on the Occupational Health & Safety boards in the workplace; and
- b. Perform all duties in accordance with Section 25 of the PEI Occupational Health and Safety Act.

UPEISU Advocacy Team

1.07.35 The UPEISU Advocacy Team shall consist of the following members:

- a. VP Academic & External (Chair);
- b. Policy and Research Coordinator; and
- c. Student-at-large volunteers.

1.07.36 The roles and responsibilities of the UPEISU Advocacy Team shall include:

- a. Promoting advocacy across the UPEI campus by creating awareness of student issues on and off campus, as well as engaging students for their input into advocacy efforts of the UPEISU;
- b. Assisting the VP Academic & External and the VP 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 campus; and
- d. Working to create a culture of advocacy in student life at UPEI.

Ad Hoc Committees

1.07.37 Council may, when deemed necessary, establish Ad Hoc Committees as necessary, to facilitate the activities and goals of the UPEISU

1.07.38 Motions to establish Ad Hoc Committees shall include:

- a. The purpose of the committee;
- b. The term of the committee, which shall not exceed one (1) year;
- c. Who shall sit on the committee, and how they shall be selected;
- d. What the committee is to report on;
- e. If the committee is considered open or closed; and
- f. The mechanism(s) by which the committee is to provide a report.

BY-LAW 1.07 HISTORY:

Act	Date
Enacted	March 24, 2019
Creation of the New Policy & By-Law Framework	2022

Act

Date

Act	Date