



Student Union Society
Committee Structure Policy

EFFECTIVE: June 2013

AMENDED: March 21 2014

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

-Ex-Officio Policy
-Responsibility of a Board Member policy

Purpose

The purpose of this policy is to govern the UFV Student Union Society Board of Directors members and the Society's non-Board members and govern the organization, accountability, and process of the committees under the Board; including ad-hoc, standing, and sub-committees.

1.0. Structure

1.1. The voting membership of a committee will consist of both current Student Union Society Board members and non-board members in Good Standing:

- 1.1.1. Student Union Society staff, Ex-Officio members, Alumni, UFV staff, faculty, or administration may join the committee by a simple majority motion passed by the board;
- 1.1.2. Both current Society board members and non-board members count for quorum;
- 1.1.3. Quorum for all committees shall be 1/3rd of total membership not including members on leave, vacation, or suspension.

1.2. A subcommittee or ad-hoc committee of any Board committee may be constructed on approval by simple majority of both the Board committee and the board.

2.0. Committee membership

2.1 Non-Executive members of the Board may join a maximum of one committee during their term. No standing committee may have more than one non-Executive Board member.

2.2. A call for expression of interest for committees must be send out to the students per semester to fill any vacancies at the start of the semester:

- 2.2.1. Notice must be posted on the Student Union Society website, social media, and posters in all UFV campus locations;
- 2.2.2. An application form must be filled out by all non-Board members expressing their interest in a committee;
- 2.2.3. The application forms must be available online and in all Student Union Society offices.

2.3. Committees must have at least 40% non-board members with the exception of:

- 2.3.1. Special, ad-hoc, and single-purpose committees;
- 2.3.2. Finance, Strategic Planning, and Governance, which can have 1-2 non-board members;
- 2.3.3. Any other committee with 75% approval of the Board granting the exception.

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- 2.4. Committee membership can be expanded, but not reduced, by a 2/3rd approval of the committee.
- 2.5. Vacant non-Board member positions do not invalidate the committee as long as the positions have been advertised.
- 2.6. The Executive Director of the Society is a non-voting member of any committee, except for the Executive Committee, for the duration of his or her employment.

2.6.1 The Executive Director may attend an Executive Committee meeting at the request of the Committee

3.0. Membership term

3.1. Non-board members have a maximum term of two years:

3.1.1 Non-board members must reapply each year to any committee(s) they wish to join.

3.1.1. The time as a board member does not count towards the non-board member's maximum term.

3.2. A non-board member ceases to be a committee member when:

- 3.2.1. Their term expires as per 3.1;
- 3.2.2. They choose to resign;
- 3.2.3. They are removed by a board motion;
- 3.2.4. They are no longer a member of the Society.

3.3. A board member ceases to be a committee member when:

- 3.3.1. Their Board term expires;
- 3.3.2. They resign from the board;
- 3.3.3. They are removed by a board motion;
- 3.3.4. They are no longer a member of the Society.

4.0. Membership confidentiality

4.1. All committee members must sign and abide by a confidentiality and conduct contract to be a member of a committee.

4.2. Due to the confidentiality and nature of the committees, all committees are closed to non-committee members, unless otherwise decided by the committee

4.3. Any individual, including but not limited to special presentations, guest speakers, and Society staff, may attend any number of meetings of a closed committee on 2/3rd approval of the committee.