
COLLEGE COMMITTEES

TERMS OF REFERENCE

Cttee ID & Name: **TOR28: COLLEGE-STUDENT UNION COMMITTEE**

Issued by: Vice-President, Student Services

Effective: 2015-12-15

1. PURPOSE

The College-Student Union Committee is a joint standing committee representing the administration of the College and the Student Union. The purpose of the committee is to provide an opportunity for consultation on matters of mutual interest to the College and to the Student Union.

2. DEFINITIONS

None

3. MEMBERSHIP AND TERM OF OFFICE

3.1. The membership of the committee:

3.1.1. The President of the College and the President of the Student Union are Co-Chairs;

3.1.2. The College members of the Committee are:

- Senior Vice-President, Academic,
- Vice-President, Student Services,
- Vice-President, Corporate Strategy and Business Development,
- Senior Manager, Counselling and Accessibility Services,
- Registrar,
- Executive Director, Reputation and Brand Management,
- Senior Manager, Student Academic Success,
- Executive Director, Student Success, and
- Senior Manager, Retail, Residence and Conference Services.

3.1.3. Seven representatives of the Student Union, (who need not be members of the executive), appointed by the executive of the Student Union, and the Student Union Business Manager;

3.1.4. The Ombuds, who is a non-voting member;

3.1.5. Both the Student Union and the College may invite resource persons as required.

3.2. All members have a vote except the Ombuds and resource persons.

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4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The College provides secretarial support for the Committee.
- 4.2. Meetings are normally held bi-monthly, or more often at the call of the Chairs.
- 4.3. Any member may submit items for the agenda by notifying the Secretary of the item (and providing any supporting documentation) by noon of the fifth working day before a scheduled meeting. The Secretary distributes the agenda as soon thereafter as possible. The first item of business at any meeting is approval of the agenda.
 - 4.3.1. In principle, only matters that require broad discussion should be brought to the committee. Routine matters, that can be resolved through normal channels of communication or through the operation of a College policy, should be dealt with through those vehicles.
 - 4.3.2. The College-Student Union Committee also considers matters of disagreement between the Student Union Executive and the Executive of the Regional Campus Student Government. Student complaints from regional campuses regarding the Student Union shall first be directed to the Regional Campus Student Government for resolution; then, if unresolved, to the Student Union; and then, if unresolved, to the College-Student Union Committee, by the executive of the Regional Campus Student Government, through the Secretary.
- 4.4. At any meeting, the committee may, by motion, move to go in camera. The in-camera portion is not recorded in the minutes and is confidential.
- 4.5. The Secretary distributes minutes of the meeting to members within ten business days of the meeting. Copies of unapproved minutes may be distributed for information only. Once approved, the minutes are considered public and available upon request.
- 4.6. The quorum for holding a meeting and transacting business is fifty percent of the voting members provided that at least two of the College members and two of the Student Union members are present.
 - 4.6.1. Motions (except to amend these Terms of Reference) are carried by a simple majority of the votes cast, including that of the Chair, who may exercise a deciding vote, subject to equal votes being cast by Fanshawe Student Union and College members. In the event of a tie, a motion is lost.

5. AMENDMENT AND RESOLUTION

The Terms of Reference may be amended by a two-thirds majority of the voting membership, subject to equal votes being cast by Fanshawe Student Union and College members.

6. REFERENCES

Terms of Reference:

TOR03 [x1-G-02]: Senior Leadership Council

7. ADDENDA

None.

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