



POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: COMMITTEE STRUCTURE	POLICY NUMBER: BD-005

POLICY STATEMENT:

THE BOARD OF DIRECTORS SHALL ESTABLISH STANDING COMMITTEES TO OVERSEE OPERATIONAL AND POLICY ELEMENTS OF THE STUDENT CENTRE.

PURPOSE: TO OUTLINE THE STRUCTURE AND PURPOSE OF STUDENT CENTRE COMMITTEES.

GENERAL:

In accordance with Article 4.15 of By-Law No. 1, the Board of Directors, at its first scheduled meeting of a new term of office, shall appoint members to sit on the following standing committees:

Executive
Finance and Commercial Affairs
Safety, Security and Alcohol

OPERATIONS:

1. **REPORTING**
Committees shall report to the Board as necessary either in written or verbal form. Such reports are to be made by the Committee Chair; in their absence, the report shall be submitted by the YUSC Chairperson.
2. **MEETINGS**
Committee meetings shall be held in accordance with the Terms of Reference of the specific standing committee.
3. **QUORUM**
Quorum for the transaction of business by any committee shall be a simple majority of voting members. Proxies are not permitted.
4. **MEMBERSHIP**
 - a. **Membership:**

Membership to all committees shall be determined in accordance with the terms of reference for the individual committee.

- b. **Removal:**
A committee member may be removed by the committee if he/she misses more than two committee meetings without due notice. The Board shall then appoint a replacement.
- c. **YUSC Chair:**
The Board Chair shall have an ex officio (voting) membership in all YUSC standing and ad hoc committees.
- 5. **CHAIRPERSONS**
The following persons shall Chair the YUSC Standing Committees:
 - 1. Executive Committee – Board Chair
 - 2. Finance Committee – Treasurer
 - 3. Safety, Security and Alcohol Committee – Board Vice-Chair
- 6. **NOTICE**
Notice of meetings of committees shall be delivered, mailed, or telephoned to each member not less than two (2) working days prior to the meeting.
- 7. **DIVISION**
If consensus is not reached on matters, decisions of all committees shall be determined by a simple majority vote of those present. A tie vote shall be deemed defeated. The Chairpersons shall not have a casting vote.

Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board and Committees Minutes
Relevant Forms:	N/A

Board Approval Date:	4 February 1992
Review Dates:	
Revised Date(s):	25 October 2000; 20 June 2007 (administrative edits for grammatical errors), 29 April 2013