



POLICIES AND PROCEDURES

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| 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 4.14 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
Elections Appeals Committee
Policy & Governance Committee

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:

Executive Committee – Board Chair

Finance Committee – Treasurer

Safety, Security and Alcohol Committee – Board Vice-Chair

Elections Appeals Committee - Appointment by Committee

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.

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

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| Board Approval Date: | 4 February 1992 |
| Review Dates: | 2023/2024 |
| Revised Date(s): | 25 October 2000; 20 June 2007 (administrative edits for grammatical errors), 29 April 2013 23 April 2023 (Revised to add in Policy & Governance Committee) |
| Last Reviewed By: | YUSC Vice-Chair |