

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> COMMITTEE STRUCTURE	<b>POLICY NUMBER:</b> 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
- The Executive Director's Review Committee
- Student Centre Leadership Award Committee

**OPERATIONS:**

1. **REPORTING**  
Committees shall report at each meeting of the Board 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 SCC 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.

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

<b>Board Approval Date:</b>	4 February 1992
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	25 October 2000; 20 June 2007 (administrative edits for grammatical errors)