

**University Students' Council of the University of Western Ontario
USC STUDENT SERVICES**

GOVERNANCE POLICY

Effective: December 1, 2009

Supercedes: None

1.00 GENERAL

The structure, purpose, and values that define a Student-run USC Service are distinct from that of other organizations affiliated with the USC. This Policy outlines general principles for the governance structures of the USC Student Services, as well as their mandates.

Documents relevant to this Policy are:

- USC Student Services: Statement of Standards of Service;
- USC Student Services: Coordinator & Executive Selection Procedure; and,
- USC Student Services: Service Creation & Removal Procedure.

These documents may further define terms in this Policy.

2.00 DEFINITION & PURPOSE OF A USC STUDENT SERVICE

2.01 A "USC Student Service" or "Service", as referenced in the USC Student Services policies and procedures, is a USC organization that:

- (1) has a mission statement that responds to the needs of Students;
- (2) is coordinated by a USC Coordinator reporting to an Executive Officer; and,
- (3) is funded through the budget of an Executive Officer.

2.02 A Service may be further classified as a "Social Support Service" if its primary function is to promote the equity of all individuals.

2.03 As a result its centralized role within the USC, a Service's mandate must reflect the following characteristics:

- (1) a Service is universally accessible and/or universally beneficial to Students, including:
 - i. providing education and awareness;
 - ii. providing support for Students' needs; and,
 - iii. providing opportunities for Student involvement;

(2) if a Service classifies as a Social Support Service, it also:

- i. provides safe spaces and accessible programming, and,
 - ii. provides advocacy efforts;
- (3) a Service seeks to address issues within the mandate of an Executive Officer's portfolio;
- (4) a Service is able to address the issues that it targets more reliably and effectively than would be possible through alternative organizational structures; and,
- (5) a Service's mandate does not significantly overlap with another existing USC Service, USC-ratified club, or University-provided service.

2.04 The USC Student Services operating under this policy include:

- (1) Ally Western;
- (2) EnviroWestern;
- (3) PrideWestern; and,
- (4) Women's Issues Network.

3.00 GOVERNANCE

3.01 Service Operating Documents

- (1) Each Service has an Operating Document. An Operating Document may be defined by the Service as a Service Constitution or a Service Operating Policy, and must include:
 - i. the Service's mission and vision statements;
 - ii. a description of the Service's structure;
 - iii. an outline of executive roles and responsibilities;
 - iv. a reference to an executive selection procedure in the USC Student Services: Coordinator and Executive Selection Procedure for each executive position; and,
 - v. a Standards of Service section specific to the Service.

- vi. Where there is a conflict between a Service's Operating Document and these USC Student Services documents, these USC Student Services documents supersede the Operating Document.
- vii. Service Operating Documents are adopted as USC documents, and are subject to the Policy and Procedure Amendment provisions in Bylaw #1.

3.02 General Meetings

- (1) Each Service with a membership must hold at least one General Meeting (GM) per semester. A GM is defined as a gathering of a Service's membership that is:
 - i. held during the academic year, and,
 - ii. advertised to the general membership and all executive members with at least one week advance notice.
- (2) Each of the following must take place at at least one GM per academic year:
 - i. election of executives for GM-elected positions, or introduction of executives planning to apply for interview-elected positions;
 - ii. introduction of members to different activities, services, and opportunities; and,
 - iii. generation of feedback from members and executives.
- (3) A Service that does not maintain a membership must devise an alternative means of gathering feedback from Students at large. Such feedback shall be gathered at least once per academic year.

3.03 Service Executives

- (1) Service executives must be selected using one of the procedures outlined in the USC Student Services: Coordinator and Executive Selection Procedure.
 - i. Only Students may be voting members of the executive.
 - ii. Graduate students of the University may hold an executive position, but shall not have voting privileges.
- (2) Any individual may serve as an advisor to the executive, and participate in executive meetings. However, such individuals shall not have voting privileges.
- (3) Different executive positions within each Service may be selected through different procedures, however:

- i. the Service's Operating Document must explicitly state which election procedure is to be used for each executive, and,
- ii. the Service's Operating Document must also include a rationale for why executives are selected in the manner that they are.

3.04 Service Coordinators

(1) Service Coordinators are principally responsible for the day-to-day management of a Service, and must:

- i. educate all executives of USC policies and procedures relevant to their position, including the USC Student Services: Statement of Standards of Service;
- ii. organize regular meetings of the executive;
- iii. hold executives accountable to their prescribed responsibilities;
- iv. prepare an annual report to USC Council on the status of the Service, to be presented before the USC's AGM. This presentation must include feedback from Students, the results of the budget review report, measures of the extent of Student engagement, and progress towards short- and long-term goals; and,
- v. organize the election of executives, in accordance with USC Student Services: Coordinator and Executive Selection Procedure.

3.05 Executive Officer

(1) The Executive Officer overseeing a Service holds a fundamental role in supporting and ensuring the effectiveness of that Service, and must:

- i. educate the Service Coordinator on all USC policies and procedures that affect her Service, including the Service Operating Document, and the USC Student Services: Statement of Standards of Service;
- ii. hold the Service Coordinator accountable to her prescribed responsibilities;
- iii. maintain an integral role within the internal structure of the Service, by attending at least one executive meeting per academic term;
- iv. participate in the relationship building and networking of the Service;
- v. review the budget of the Service annually, and prepare a Budget Review Report in consultation an individual from the Student Life Department; and,

- vi. network the Services by chairing meetings amongst the Service Coordinators and an individual from the Student Life Department at least once per academic term.

3.06 USC Council

(1) USC Council is responsible for monitoring the progress of Services, and shall:

- i. receive an annual presentation from each Service, prior to its AGM, in which the Service Coordinator reports on feedback from Students, the results of the budget review report, the extent of Student engagement, and progress towards short- and long-term goals, and,
- ii. review any material changes to the Operating Document of each Service prior to their approval by the Board.

3.07 Student Life Department

(1) An individual in the Student Life Department, as assigned by the Student Life Manager, shall:

- i. participate in the Services meetings amongst the Service Coordinators;
- ii. participate in relationship building and networking of each Service in order to establish an institutional memory for those relationships; and,
- iii. be connected to the event/social director of each Service by the Service Coordinator, prior to the start of the academic year. This relationship must continue throughout the year.