

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

SERVICE CREATION & REMOVAL PROCEDURE

Effective: December 1, 2009

Supercedes: None

1.00 GENERAL

Where it is desired that a new USC Student Service be created in the same model as existing USC Student Services, the following procedure must be followed.

Documents relevant to this Procedure are:

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

These documents may further define terms in this Procedure.

2.00 CREATION OF USC STUDENT SERVICES

2.01 Proposals for new services may be delivered to the Vice-President Campus Issues. Such proposals must:

- (1) include a detailed cover letter, explaining how a proposed organization meets the definition of a service as described in USC Student Services: Governance Policy;
- (2) include a draft terms of reference for the Coordinator of the Service, formatted similar to the terms of reference for existing Service Coordinators.
 - i. This must include an Executive Officer to whom the Coordinator will report.
- (3) include a draft constitution compliant with the USC Student Services: Governance Policy;
- (4) include a proposed budget; and,
- (5) be submitted before November 1st in order for it to be possible to make the ratification effective for the following academic year.

2.02 Proposals will be reviewed as a matter for approval by the Board. The Board may subsequently:

- (1) preliminarily approve the proposal;
- (2) reject the proposal for not meeting the established criteria for a Service;

- (3) reject the proposal for lack of financial feasibility; or,
 - (4) refer the proposal back to the applicant with feedback and recommended changes, to be brought back to the Board again at a later time.
- 2.03 If the proposal is preliminarily approved, USC Council must subsequently be given at least ten (10) days to review the proposed service constitution and provide feedback. Following this feedback, the Board may subsequently:
- (1) adopt the organization as a Service as proposed, including approval of the Service Operating Document and Coordinator terms of reference;
 - (2) adopt the organization as a Service with revisions based on Council feedback, including approval of the Service Operating Document and Coordinator terms of reference;
 - i. Substantive changes are subject to an additional ten (10) days of Council review before they can be approved in final.
 - (3) refer the proposal back to the organization with recommended changes based on Council feedback; or,
 - (4) reject the organization as a new service on the basis of feedback brought forward by Council.
- 2.04 Once the adoption of a new Service has been approved in final:
- (1) the Executive Officer responsible for overseeing the new Service shall work with the VP Finance to appropriately adjust the USC budget for the following academic year;
 - (2) the Service Coordinator position shall be opened up for applications in the Spring, along with all other Commissioner and Coordinator positions; and,
 - (3) the newly selected Service Coordinator may appoint individuals to fill executive positions on an interim basis until September, at which time the selection procedures defined in the constitution must be used.

3.00 REMOVAL OF USC SERVICES

- 3.01 A Service may be removed by a motion of Council or a motion of the Board.