

## **CAUCUS TERMS OF REFERENCE**

### **1.00 GENERAL**

1.01 The caucuses of the USC shall:

- (1) be arm's length bodies composed of members and non-members of Council;
- (2) make recommendations to Council which are not binding upon Council or the Corporation; and
- (3) be created or dissolved, or their terms of reference changed, by:
  - i. a majority vote of the members of the caucus which is subsequently affirmed by a resolution of the Board of Directors.

### **2.00 COMPOSITION**

2.01 The composition of the caucuses of the USC shall:

- (1) be stipulated in each caucus' terms of reference;
- (2) be determined by the Vice-President whose portfolio the caucus falls under, subject to a resolution of the Board of Directors.

### **3.00 CAUCUSES**

3.01 The following are the caucuses of the USC:

- (1) Caucus of Student Presidents
- (2) Chamber of Financial Affairs
- (3) Charity Roundtable
- (4) First Year Students' Caucus
- (5) Residence Councillors' Caucus
- (6) Second Entry Level Programs' Caucus
- (7) Student Caucus on Academic Affairs
- (8) Student Caucus on Governance
- (9) Western Programming & Activities Network (WPAN)

### **4.00 TERMS OF REFERENCE**

#### **4.01 CAUCUS OF STUDENT PRESIDENTS**

##### **(1) Article I: Preamble and Mandate**

- i. The Caucus of Student Presidents (herein referred to as the "COSP") shall be a caucus of the University Students' Council (herein referred to as the "USC.")

- ii. The COSP shall act as a forum for discussion of issues concerning student presidents of the USC, and faculty, residents', and affiliate college councils at The University of Western Ontario (herein referred to as "UWO.")

**(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The President of the USC, ex-officio, chair;
  - b. All faculty council presidents, ex-officio;
  - c. All residents' council presidents, ex-officio;
  - d. All affiliate council presidents, ex-officio;
  - e. The Off-Campus Head Don, ex-officio;
  - f. The Residence Hall Association President, ex-officio, non voting; and,
  - g. The USC President's Commissioner-At-Large, ex-officio, non-voting.

**(3) Article III: Sub-Groups**

- i. There shall be three affiliated sub-groups of the Caucus of Student Presidents which meet to discuss specific items as follows:
  - a. The Caucus of Professional Schools
  - b. The Residents Hall Association
- ii. These groups may hold their own constitutions and these constitutions are not subject to the constitution of the COSP. All members of these sub-groups shall be entitled membership on the COSP. These sub-groups will be able to hold their own meetings throughout the year, and reports of these subgroups may be heard at meetings of the COSP.

**(4) Article IV: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the COSP.
- ii. Each member shall make a brief oral report to the membership addressing issues currently faced by her respective council.
- iii. Members may solicit advice or opinions of the membership regarding issues of interest.

**(5) Article V: Officers of the Caucus of Student Presidents**

- i. There shall be two officers of the COSP:
  - a. Chair; and,

- b. Secretary.
- ii. The Chair of the COSP shall be the USC President.
- iii. The Secretary of the COSP shall be the USC President's Commissioner-At-Large.

**(6) Article VI: Duties of Officers**

- i. The Chair of the COSP shall:
  - a. call regular meetings of the COSP;
  - b. set the agenda for meetings of the COSP;
  - c. facilitate discussion of the membership regarding issues of interest;
  - d. be responsible for the enforcement of these terms of reference; and
  - e. provide an oral report at the beginning of each COSP meeting.
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of COSP meetings;
  - b. be responsible for retaining records of all COSP correspondence in conjunction with the Chair;
  - c. submit copies of all COSP minutes and other documentation to be filed at the USC office;
  - d. maintain a record of attendance at COSP meetings; and,
  - e. assume all other duties as assigned by the Chair.

**(7) Article VII: Meetings**

- i. There shall be at least one meeting of the COSP held in both the fall/winter and spring academic terms.
- ii. Any member may submit to the Chair a request for a special meeting of the COSP to address a pressing issue affecting the membership as a whole.

**(8) Article VIII: Report of the Caucus of Student Presidents**

- i. The USC President shall include a brief summary of issues discussed at COSP meetings in her report to Council following each meeting.

**(9) Article IX: Finances**

- i. Funding for the COSP shall be provided by the USC based annually on the USC Budget.

## **4.02 CHAMBER OF FINANCIAL AFFAIRS**

### **(1) Article I: Preamble and Mandate**

- i. The Chamber of Financial Affairs (herein referred to as the “CFA”) shall be a caucus of the University Students’ Council (herein referred to as the “USC.”)
- ii. The CFA shall act as a forum for discussion of issues concerning financial representatives of the USC, and faculty, residents’, and affiliate college councils at The University of Western Ontario (herein referred to as “UWO.”)
- iii. The CFA shall act as a voice and forum for discussion of issues pertaining to finances at constituencies within UWO such as budget practices, insurance, liability, and business management.
- iv. The CFA will have no authority to access or dictate over any of the financial governance of any of it’s member councils.
- v. The CFA shall serve as a think tank in the development and creation of financial solutions to obstacles being faced across campus.
- vi. Representative members should maintain an ongoing dialogue and strive to cooperate throughout the year in order to promote the development of cross-jurisdictional solutions.
- vii. The CFA will provide a point of contact for external companies to contact constituencies within Western to ensure uniformity of treatment.

### **(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The Vice-President Finance of the USC, ex-officio;
  - b. All faculty council financial representatives, ex-officio;
  - c. All residence financial representatives, ex-officio;
  - d. All affiliate council financial representatives , ex-officio;
  - e. USC Vice-President Finance Commissioner At-Large. and,
  - f. USC Clubs Finance Coordinator

### **(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the CFA.
- ii. Each member shall make a brief oral report to the membership addressing issues currently faced by her respective constituency.
- iii. Members may solicit advice or opinions of the membership regarding issues of interest.

**(4) Article IV: Officers of the Student Caucus on Academic Affairs**

- i. There shall be two officers of the CFA:
  - a. Chair; and
  - b. Secretary.
- ii. The Chair of the CFA shall be the USC VP Finance.
- iii. The Secretary of the CFA shall be the USC Vice-President Finance At-Large.

**(5) Article V: Duties of Officers**

- i. The Chair of the CFA shall:
  - a. call regular meetings of the CFA;
  - b. set the agenda for meetings of the CFA;
  - c. facilitate discussion of the membership regarding issues of interest;
  - d. be responsible for the enforcement of these terms of reference; and
  - e. provide an oral report at the beginning of each CFA meeting.
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of CFA meetings;
  - b. be responsible for retaining records of all CFA correspondence in conjunction with the Chair;
  - c. submit copies of all CFA minutes and other documentation to be filed at the USC office;
  - d. maintain a record of attendance at CFA meetings; and,
  - e. assume all other duties as assigned by the Chair.

**(6) Article VI: Meetings**

- i. There shall be at least two meetings of the CFA per academic semester.

- ii. Any member may submit to the Chair a request for a special meeting of the CFA to address a pressing issue affecting the membership as a whole.

**(7) Article VII: Report of the Chamber of Financial Affairs**

- i. The USC Vice-President Finance shall include a brief summary of issues discussed at CFA meetings in her report to Council following each meeting.

**4.03 CHARITY ROUNDTABLE**

**(1) Article I: Preamble and Mandate**

- i. The Charity Roundtable shall be a caucus of the University Students' Council (herein referred to as the "USC.")
- ii. The Charity Roundtable shall act as a forum for discussion of matters concerning philanthropy and/or charity representatives of the USC, and faculty, residence, and affiliate councils at the University of Western Ontario (herein referred to as "UWO.")
- iii. The Charity Roundtable shall serve as a brainstorming body in the development of fundraising efforts and charitable programming
- iv. The Charity Roundtable shall serve as a promotional body for charitable endeavors occurring across campus
- v. The Charity Roundtable shall solicit volunteers for charitable events taking place on campus
- vi. The Charity Roundtable will organize and execute a campus-wide food drive for the community
- vii. The Charity Roundtable will organize and execute a campus-wide clothing drive for the community
- viii. Representative members will maintain frequent communication in order to foster healthy competition amongst themselves and strive to develop cross-jurisdictional, joint programming efforts

**(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The USC Charity Commissioner, ex-officio, Chair
  - b. The USC Vice-President Student Affairs, ex-officio

- c. All faculty council philanthropy representatives, ex-officio
- d. All residence council philanthropy representatives, ex-officio
- e. All affiliate council philanthropy representatives, ex-officio
- f. The USC Vice-President Student Affairs Commissioner At-Large, Secretary

**(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the Charity Roundtable
- ii. Each member shall give a brief report to the membership highlighting and detailing constituent fundraising developments, and addressing issues facing her respective council
- iii. Members may solicit advice or opinions of the membership on any matter of interest

**(4) Article IV: Officers of the Charity Roundtable**

- i. There shall be two officers of the Charity Roundtable:
  - a. Chair; and
  - b. Secretary.
- ii. The Chair of the Charity Roundtable shall be the USC Charity Commissioner
- iii. The Secretary of the Charity Roundtable shall be the USC Vice-President Student Affairs Commissioner At-Large

**(5) Article V: Duties of Officers**

- i. The Chair of the Charity Roundtable shall:
  - a. call regular meetings of the Charity Roundtable;
  - b. set the agenda for meetings of the Charity Roundtable;
  - c. facilitate discussion of the membership regarding issues of interest;
  - d. be responsible for the enforcement of these terms of reference; and
  - e. provide an oral report at the beginning of each Charity Roundtable meeting.
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of Charity Roundtable meetings;

- b. be responsible for retaining records of all Charity Roundtable correspondence in conjunction with the Chair;
- c. submit copies of all Charity Roundtable minutes and other documentation to be filed in the USC office;
- d. maintain a record of attendance at Charity Roundtable meetings; and,
- e. assume all other duties as assigned by the Chair

**(6) Article VI: Meetings**

- i. There shall be at least three meetings of the Charity Roundtable per academic semester.
- ii. Any member may submit to the Chair a request for a special meeting of the Charity Roundtable to address a pressing issue affecting the membership as a whole.

**(7) Article VII: Report of the Charity Committee**

- i. The USC Vice President Student Affairs shall include a brief summary of highlights and issues discussed at Charity Roundtable meetings in her report to Council following each meeting.

**4.04 FIRST YEAR STUDENTS' CAUCUS**

**(1) Article I: Preamble and Mandate**

- i. The First-Year Students' Caucus (herein referred to as the "FYSC") shall be a caucus of the University Students' Council (herein referred to as the "USC.")
- ii. The FYSC shall act as a voice and forum for discussion of issues unique to first-year students at the University of Western Ontario (herein referred to as "UWO.")
- iii. The FYSC shall serve as a think tank in the development and creation of recommendations to be presented to the USC.
- iv. The FYSC shall strive to garner feedback on these issues from various members of the UWO community, to address the concerns and issues pertinent to first-year students.
- v. The FYSC shall present to the USC President concerns related to issues affecting first-year students and shall encourage resolution on these concerns.



## **(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. One (1) first-year student selected from each residence, faculty, and affiliate college at UWO;
  - b. One (1) first-year off-campus student;
  - c. The USC First Year-Students' Commissioner, ex-officio; and
  - d. The USC President, ex-officio.

## **(3) Article III: Selection of Members**

- i. Applications for membership of the residence, faculty, and affiliate college members of the FYSC shall be received by the respective constituency council.
- ii. Each residence, and affiliate college shall elect a first-year student from their constituency, by no later than September 30<sup>th</sup> of the academic year, following normal election procedures.
- iii. Each faculty shall select a first-year student from their constituency through a selection process, by no later than September 30<sup>th</sup> of the academic year.
- iv. Applications for membership of the off-campus member of the FYSC shall be received through the Off-Campus Dons.
- v. The first-year off-campus member of the FYSC shall be selected by the Off-Campus Dons through a selection process, by no later than September 30<sup>th</sup> of the academic year.

## **(4) Article IV: Duties of Members**

- i. All members shall attend all duly called meetings of:
  - a. the FYSC; and,
  - b. their respective constituency's council.
- ii. All members shall report on the activities of the FYSC at their respective constituency's council meetings.
- iii. First-year student members shall bring forth items of interest or concerns regarding the nature of first year students of their respective constituency, and the University.
- iv. First-year student members shall assist the Chair in both the development of a report of the FYSC and regular agendas.

**(5) Article V: Officers of the First Year Students' Caucus**

- i. There shall be three officers of the FYSC:
  - a. Chair;
  - b. Vice-chair; and,
  - c. Secretary.
- ii. The Chair of the FYSC shall be the USC First-Year Students' Caucus Commissioner, ex-officio.
- iii. The members of the FYSC shall elect amongst themselves the Vice-Chair and Secretary.

**(6) Article VI: Selection of Officers**

- i. The election of Vice-Chair and Secretary shall occur by no date later than the second called meeting of the FYSC.
- ii. Only the first-year student members of the FYSC shall be eligible to serve as Vice-Chair and Secretary.
- iii. The USC President shall serve as the chief returning officer for FYSC elections.
- iv. Candidates shall be given a maximum of two minutes each to address the membership of the FYSC prior to voting, at the discretion of the chief returning officer.
- v. Voting shall be conducted through a secret ballot process.
- vi. Each candidate shall be permitted to designate one member of the FYSC to act as their scrutineer during the tabulation of election results.
- vii. Once all ballots have been registered and counted, the chief returning officer shall inform the membership of the FYSC of the results.

**(7) Article VII: Duties of Officers**

- i. The Chair of the FYSC shall:
  - a. Call all meetings of the FYSC;
  - b. Set the agenda for meetings of the FYSC with the Vice-Chair;
  - c. Be responsible for the enforcement of these terms of reference;
  - d. Provide an oral report of FYSC business at the beginning of each FYSC meeting;
  - e. Be responsible for the coordination of the membership;

- (a) Be in contact with constituency executives from the beginning of their term
    - (b) Ensure the representation of each constituency council on the FYSC
    - (c) Ensure each constituency designates their FYSC Representative in accordance with Article III of the FYSC Terms of Reference
  - f. Submit copies of all FYSC minutes and other documentation to be filed at the USC office, and;
  - g. Perform the duties outlined in the USC Policies and Procedures under the duties of the First-Year Students' Commissioner.
- ii. The Vice-Chair shall:
- a. Chair meetings of the FYSC in the absence of the chair;
  - b. Set the agenda for meetings of the FYSC with the Chair; and,
  - c. Assist the Chair as required and assume all other duties as assigned by the Chair.
- iii. The Secretary shall:
- a. Be responsible for recording the minutes of the FYSC meetings
  - b. Be responsible for retaining records of all FYSC correspondence in conjunction with the chair;
  - c. Maintain a record of attendance at FYSC meetings, and notify the Chair when a member has been absent for two meetings in a row or three meetings in total; and,
  - d. Assume all other duties as assigned by the Chair.

**(8) Article VIII: Meetings**

- i. There shall be at least one meeting of the FYSC held each month ending March 31<sup>st</sup>.
- ii. The first meeting of the FYSC shall occur no later than October 31<sup>st</sup> of each academic year.
- iii. The FYSC shall hold two (2) general forums near the beginning of the fall/winter and spring academic terms to determine discussion topics for the respective term that include, but are not limited to:
  - a. Orientation Week;
  - b. Residence issues;
  - c. Academic and academic support issues; and,
  - d. Issues relating to the overall university community that directly affect first-year students.

- iv. Members of the university community may be invited by the FYSC to speak and answer questions of concern or for clarification of issues/concerns at meetings.

**(9) Article IX: Recommendations and Report of the First Year Students' Caucus**

- i. The FYSC shall make written recommendations to the USC through the President on matters discussed periodically throughout the academic year.
- ii. The FYSC shall generate a report which addresses issues of importance to first-year students as decided upon by the FYSC.
- iii. The FYSC shall produce at least one report per year and shall present it to the USC prior to the Annual General Meeting of council.
- iv. The FYSC shall report, through the President, to Council on all matters referred to the FYSC by a resolution of Council.

**(10) Article X: Finances**

- i. Funding for the FYSC shall be provided by the USC based annually on the USC Budget.
- ii. All requests for additional funding shall be made to the USC President through the First-Year Students' Commissioner.

**4.05 SECOND-ENTRY LEVEL PROGRAMS CAUCUS**

**(1) Article I: General**

- i. The Second-Entry Level Programs Caucus (herein referred to as the "SELPC") shall be a caucus of the University Students' Council (herein referred to as the "USC.")
  - a. For the purpose of these terms of reference, Second-Entry Level programs are considered to be the following: Medicine, Dentistry, Honours Business Administration, Law, and Education.
  - b. Second Entry Level students are those enrolled in the above programs.
- ii. The SELPC shall act as a forum for discussion of issues concerning the professional programs at The University of Western Ontario (herein referred to as "UWO").

- iii. The student councils considered ‘Second Entry Level Students’ Councils (herein referred to as “SELSC”) and considered to represent second-entry level students are the Faculty of Education Students’ Council, the Hippocratic Council, the Honours Business Administration Association, the Legal Society, and the University of Western Ontario Dental Students’ Society.
- iv. The SELPC at all times must abide by all USC By-Laws, Policies and Procedures.

**(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The President of the USC, ex-officio, non-voting, chair;
  - b. All SELSC Presidents, ex-officio, voting;
  - c. Another executive from each SELSC as appointed by each SELSC, voting;
  - d. The USC Legal Affairs Officer, ex-officio, non-voting, secretary.

**(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the SELPC.
- ii. Members may solicit advice or opinions of the membership regarding issues of interest.
- iii. Members may move resolutions for consideration at the University Students' Council.
- iv. No resolution shall be passed at this caucus compelling any member to vote in any particular manner at any meetings of the University Students’ Council.
- v. Members shall discuss issues that interest the students represented by the aforementioned councils represent and recommend solutions in the form of motions to the University Students’ Council
- vi. Members shall serve as a resource to the USC regarding matters concerning the students of their respective constituencies.

**(4) Article IV: Officers of the Second-Entry Level Programs Caucus**

- i. There shall be three officers of the SELPC:
  - a. Chair;

- b. Vice-Chair, and;
  - c. Secretary.
- ii. The Chair of the SELPC shall be the USC President.
  - iii. The Vice-Chair shall be 1 (one) SELSC Executive with voting membership on the SELPC as elected by the SELPC.
  - iv. The Secretary of the SELPC shall be the USC Legal Affairs Officer.

**(5) Article V: Duties of Officers**

- i. The Chair of the SELPC shall:
  - a. call regular meetings of the SELPC;
  - b. be a non-voting member of the SELPC;
  - c. only vote in the event of a tie on SELPC resolutions and elections;
  - d. set the agenda with the vice-chair for meetings of the SELPC;
  - e. be the liaison between the SELPC and the USC Board of Directors;
  - f. facilitate discussion of the membership regarding issues of interest;
  - g. be responsible for the enforcement of these terms of reference;
  - h. provide an oral report regarding USC proceedings at the beginning of each SELPC meeting;
  - i. act as the Chief Returning Officer for all SELPC elections, and;
  - j. assume other duties as assigned by the caucus, notwithstanding the responsibilities assigned by the position as chair of the USC Board of Directors
- ii. The Vice Chair shall:
  - a. be a voting member of the SELPC;
  - b. be elected by a fifty (50) percent plus one vote of the SELPC;
  - c. chair meetings of the SELPC in the absence of the Chair;
  - d. set the agenda with the Chair for all SELPC meetings;
  - e. serve as a lobbying coordinator and move motions to the University Students' Council;
  - f. call a meeting of the SELPC and chair said meeting only when and if the chair refuses or neglects a special request for a meeting from any member;
  - g. assist the Chair as required and assume all other duties as assigned by the Chair, and;
  - h. submit a year-end report of the SELPC to the USC and all other councils involved.

- iii. The Secretary shall:
  - a. be responsible for the recording of all minutes of SELPC meetings;
  - b. be responsible for retaining records of all SELPC correspondence in conjunction with the Chair;
  - c. submit copies of all SELPC minutes and other documentation to be filed at the USC office;
  - d. maintain a record of attendance at SELPC meetings; and,
  - e. assume all other duties as assigned by the Chair.

**(6) Article VI: Meetings**

- i. There shall be at least one meeting of the SELPC held in both the fall/winter and spring academic terms.
- ii. Any member may submit to the Chair a request for a special meeting of the SELPC to address a pressing issue affecting the membership as a whole.
- iii. If the Chair refuses or neglects to call a meeting within seven (7) business days of the request for a special meeting, a new request may be submitted in writing to the vice-chair of the SELPC and to the USC main office.
- iv. At least one (1) week's notice shall be give for regularly scheduled meetings.
- v. Regrets for regularly scheduled meetings must be received no later than twenty-four (24) hours prior to the start of any meeting.

**(7) Article VII: Quorum and Voting:**

- i. Quorum for all meetings of the SELPC shall be five (5) voting members;
- ii. Unless otherwise stated in these Terms of Reference, a motion shall be considered passed if it receives a majority vote of the members present at a meeting of the SELPC.
- iii. The SELPC shall not consider motions outside of its jurisdiction.
- iv. Minutes of meetings require ratification to be considered official SELPC minutes.

- v. Motions passed at the SELPC must also be passed by the University Students' Council to be made official.

**(8) Article VIII: Attendance and Removal of Members**

- i. If a member of the caucus is removed from their constituent council through that constituent councils' constitution or By-Laws, they will also cease to be a member of the SELPC.
- ii. If a member is unable to attend a duly called meeting of the SELPC she may select a proxy, who must also be an executive of her constituent council, to attend said meeting. The proxy shall assume full membership duties.
- iii. If a member is unable to attend a special meeting of the SELPC she shall not be permitted a proxy.

**(9) Article IX: Subcommittees**

- i. There shall be two (2) sub-committees of the SELPC:
  - a. The Professional Students' Network (herein referred to as the "PSN")
  - b. Athletics Committee

**(10) Article X: Report of the PPC**

- i. The USC President shall include a summary of issues discussed at SELPC meetings in her report to the University Students' Council following each meeting of the SELPC.

**(11) Article XI: Finances**

- i. Funding for the SELPC shall be provided by the USC based annually on the USC Budget.

**(12) Article XII: Amendments**

- i. Amendments to the Terms of Reference of the SELPC may be proposed by any member of Caucus at any duly called meeting.
- ii. Amendments shall be presented to the SELPC members at least one week prior to their consideration;
- iii. Amendments to the Terms of Reference must be approved by a two-thirds (2/3) majority;

**4.06 RESIDENCE COUNCILLORS' CAUCUS**



**(1) Article I: Preamble**

- i. The Residence Councillors' Caucus (herein referred to as the "RCC") shall be a caucus of the University Students' Council (herein referred to as the "USC.")
- ii. The RCC shall act as a forum for discussion of issues unique to residence councillors of the USC.
- iii. The RCC shall participate in joint meetings with the First-Year Students' Caucus in order to increase communication between the Caucuses and work towards solutions that will appease both groups.
- iv. The RCC shall act as a training mechanism for Residence Councillors in order to maximize their abilities as representatives of their constituents on the University Students' Council at the University of Western Ontario.
- v. The Terms of Reference of the Residence Councillors' Caucus are subsidiary to USC By-Laws, Policies and Procedures, and to the members' constituent council's constitution.

**(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. First-Year Students' Caucus Commissioner, *ex-officio*, interim chair and secretary, non-voting;
  - b. All residence councillors, *ex-officio*, voting;
  - c. Affiliated University College's Residence councillors, *ex-officio*, voting;
  - d. The Off-Campus Councillor, *ex-officio*, voting

**(3) Article III: Duties of Members**

- i. All members shall attend duly called meetings of the RCC.
- ii. Each member shall become familiar with the business and operation of the USC and shall continually investigating methods to improve the productivity of the organization.

**(4) Article IV: Officers of the Residence Councillors' Caucus**

- i. There shall be two officers of the RCC:
  - a. Chair; and,
  - b. Secretary.

- ii. The interim Chair of the RCC shall be the First-Year Students' Caucus Commissioner until complete membership of the Caucus is obtained, and shall also fulfill the duties of the Secretary at this time.
- iii. Once complete membership of the Caucus is obtained, the members of the RCC shall elect amongst themselves the Chair and Secretary. The elections shall take place no later than October 21<sup>st</sup> of each academic year.

**(5) Article V: Selection of Officers**

- i. The First-Year Students' Caucus Commissioner shall serve as interim Chair and fulfill the duties of Secretary until complete membership is obtained and all members are properly trained to fulfill their role on the Caucus.
- ii. The First-Year Students' Caucus Commissioner shall serve as the chief returning officer for RCC elections, and shall not participate in voting.
- iii. Candidates shall be given a maximum of two minutes each to address the membership of the RCC prior to voting, at the discretion of the chief returning officer.
- iv. Voting shall be conducted through a secret ballot process.
- v. Once all ballots have been registered and counted, the chief returning officer shall inform the membership of the RCC of the results.

**(6) Article VI: Duties of Officers**

- i. The Chair of the RCC shall:
  - a. call regular meetings of the RCC;
  - b. set the agenda with the Secretary for meetings of the RCC;
  - c. facilitate discussion of the membership regarding issues of interest;
  - d. be responsible for the enforcement of these terms of reference;
  - e. serve as a lobbying coordinator and move motions to the USC; and,
  - f. shall represent and speak on behalf of the RCC when a spokesperson is required.
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of RCC meetings;
  - b. set the agenda for meetings of the FYSC with the Chair;

- c. be responsible for retaining records of all RCC correspondence in conjunction with the Chair;
- d. submit copies of all RCC minutes and other documentation to be filed at the USC office;
- e. maintain a record of attendance at RCC meetings, and notify the Chair when a member has been absent for two meetings in a row or three meetings in total with the inclusion of joint meetings; and,
- f. assume all other duties as assigned by the Chair.

**(7) Article VII: Meetings**

- i. There shall be at least one meeting of the RCC held bi-weekly ending March 31<sup>st</sup>.
- ii. The first meeting of the RCC shall occur no later than the second USC meeting of each academic year.
- iii. Members must attend joint meetings held between the RCC and the First-Year Students' Caucus, which will be led by the First-Year Students' Caucus Commissioner and will occur no less than once every six (6) weeks.
- iv. Any member may submit to the Chair a request for a special meeting of the RCC to address a pressing issue affecting the membership as a whole.
- v. If the Chair refuses or neglects to call a meeting within seven (7) business days of the request for a special meeting, a new request may be submitted in writing to the Secretary of the RCC and to the USC main office.
- vi. Members of the university community may be invited by the RCC to speak and answer questions of concern or for clarification of issues/concerns at meetings.

**(8) Article VIII: Attendance and Removal of Members**

- i. If a member of the caucus is removed from their constituent council through that constituent councils' constitution or By-Laws, they will also cease to be a member of the RCC.
- ii. If a member is absent for two meetings in a row or three meetings in total with the inclusion of joint meetings, the Chair shall review the situation and deem if continued membership is appropriate.

- iii. Removal of membership on the RCC does not necessarily mean removal of membership on the constituent council or the University Students' Council.

**(9) Article IX: Finances**

- i. Funding for the RCC shall be provided by the USC based annually on the USC Budget for the First Year Students' Commissioner.

**(10) Article X: Amendments**

- i. Amendments to the Terms of Reference of the RCC may be proposed by any member of Caucus at any duly called meeting.
- ii. Amendments shall be presented to the RCC members at least one week prior to their consideration.
- iii. Amendments to the Terms of Reference must be approved by a two-thirds (2/3) majority.
- iv. Amendments to the Terms of Reference must be ratified by the University Students' Council, Board of Directors

**4.07 STUDENT CAUCUS ON ACADEMIC AFFAIRS**

**(1) Article I: Preamble and Mandate**

- i. The Student Caucus on Academic Affairs (herein referred to as the "SCAA") shall be a caucus of the University Students' Council (herein referred to as the "USC.")
- ii. The SCAA shall act as a forum for discussion of issues concerning academic representatives of the USC, and faculty, residents', and affiliate college councils at The University of Western Ontario (herein referred to as "UWO.") In addition to academic programming representatives from each residence.
- iii. The SCAA shall act as a voice and forum for discussion of issues pertaining to academics at UWO.
- iv. The SCAA shall serve as a think tank in the development and creation of academic programming efforts.

- v. Representative members should maintain an ongoing dialogue and strive to cooperate throughout the year in order to promote the development of cross-jurisdictional programming.

**(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The Vice-President Education of the USC, ex-officio;
  - b. All faculty council academic representatives, ex-officio;
  - c. All residence academic representatives, ex-officio;
  - d. All affiliate council academic representatives, ex-officio; and,
  - e. The USC Academic Affairs Commissioner, ex-officio.
  - f. USC Vice-President Education At-Large.

**(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the SCAA.
- ii. Each member shall make a brief oral report to the membership addressing issues currently faced by her respective council or residence.
- iii. Members may solicit advice or opinions of the membership regarding issues of interest.

**(4) Article IV: Officers of the Student Caucus on Academic Affairs**

- i. There shall be two officers of the SCAA:
  - a. Chair; and
  - b. Secretary.
- ii. The Chair of the SCAA shall be the USC Academic Affairs Commissioner.
- iii. The Secretary of the SCAA shall be the USC Vice-President Education At-Large.

**(5) Article V: Duties of Officers**

- i. The Chair of the SCAA shall:
  - a. call regular meetings of the SCAA;
  - b. set the agenda for meetings of the SCAA;
  - c. facilitate discussion of the membership regarding issues of interest;

- d. be responsible for the enforcement of these terms of reference; and
  - e. provide an oral report at the beginning of each SCAA meeting.
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of SCAA meetings;
  - b. be responsible for retaining records of all SCAA correspondence in conjunction with the Chair;
  - c. submit copies of all SCAA minutes and other documentation to be filed at the USC office;
  - d. maintain a record of attendance at SCAA meetings; and,
  - e. assume all other duties as assigned by the Chair.

**(6) Article VI: Meetings**

- i. There shall be at least two meetings of the SCAA per academic semester.
- ii. Any member may submit to the Chair a request for a special meeting of the SCAA to address a pressing issue affecting the membership as a whole.

**(7) Article VII: Report of the Student Caucus on Academic Affairs**

- i. The USC Vice-President Education shall include a brief summary of issues discussed at SCAA meetings in her report to Council following each meeting.

**4.08 STUDENT CAUCUS ON GOVERNANCE**

**(1) Preamble and Mandate**

- i. The Student Caucus on Governance (herein referred to as “SCOG”) shall be a caucus of the University Students’ Council (herein referred to as the “USC”)
- ii. The SCOG shall ensure that the student voice is being effectively represented within Senate and the Board of Governors.
- iii. The SCOG shall ensure that the student body is aware of the business of the Caucus, Senate, and the Board of Governors.
- iv. The SCOG shall solicit feedback from the student body on issues relating to the Senate and the Board of Governors;

- v. The SCOG shall advocate on behalf of Western students in order to positively impact the University's policies on financial aid, academics, and student life;
- vi. The SCOG shall develop credible and constructive policies on existing and future university policies;
- vii. The SCOG shall lobby members of the student body, administration, faculty, Senate, and Board of Governors to implement Caucus policy;
- viii. The SCOG shall create lobbying and awareness campaigns to effectively articulate the needs and interests of our members;
- ix. The SCOG shall elect student Senators to fill Senate committee positions.

## **(2) Membership**

- i. The membership shall be as follows:
  - a. the Student Caucus on Governance Commissioner, *ex-officio*, non-voting, as Secretary;
  - b. all elected student Senators, *ex-officio*, voting;
  - c. all elected student Governors, *ex-officio*, voting;
  - d. the USC President, *ex-officio*, non-voting;
  - e. the USC Vice President Education, *ex-officio*, non-voting;
  - f. the Society of Graduate Students (SOGS) President, *ex-officio*, non-voting;
  - g. the SOGS Vice President Academic, *ex-officio*, non-voting;
  - h. the Masters of Business Administration Association (MBAA) President, *ex-officio*, non-voting; and,
  - i. the MBAA Vice President Internal Relations, *ex-officio*, non-voting;

## **(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of the SCOG.
- ii. Each member shall make a brief oral report to the membership addressing issues currently faced by her respective constituency.
- iii. Members may solicit advice or opinions of the membership regarding issues of interest.

## **(4) Meetings**

- i. The SCOG shall hold meetings at least once per month (excluding the summer months) prior to regularly scheduled Senate meetings.

**(5) The Student Caucus on Governance Policy Committee**

- i. The SCOG shall select members from within the Caucus to compose the Student Caucus on Governance Policy Committee.

**(6) Composition of Student Caucus on Governance Policy Committee**

- i. The SCOG Policy Committee shall be composed of:
  - a. the Policy Chair of Caucus as Chair;
  - b. the Chair of Caucus;
  - c. the Student Senators who are members of the Senate Committee on Academic Policy and Awards;
  - d. selected members, both voting and non-voting;
- ii. The SCOG Policy Committee shall:
  - a. investigate University policies as directed by students at large and the Caucus;
  - b. develop policy initiatives to address student concerns;
  - c. serve as an internal review committee for Caucus, recommending constitutional amendments for consideration at Caucus meetings;
  - d. recommend initiatives to Caucus for approval;
  - e. take action on initiatives as directed by Caucus;
  - f. deliver a report at Caucus meetings;
  - g. meet at least one time per month, except during the summer months.

**(7) Authority**

- i. The SCOG shall not pass resolutions compelling members to vote in any particular manner at any Senate or Board of Governors meetings;
- ii. The SCOG shall work within the conditions, limitations, and guidelines as included in the Student Caucus on Governance Constitution and any Caucus policies as long as the Student Caucus on Governance Constitution or Policies do not run contrary to the mission or general intention of the University Students' Council.

**4.09 WESTERN PROGRAMMING & ACTIVITIES NETWORK (WPAN)**

**(1) Article I: Preamble and Mandate**



- i. The Western Programming & Activities Network (herein referred to as “WPAN”) shall be a caucus of the University Students’ Council (herein referred to as the “USC”)
- ii. WPAN shall act as a forum for discussion of matters concerning programming and events facilitated by coordinators representing the USC, and faculty, residence, and affiliate councils at the University of Western Ontario (herein referred to as “UWO”)
- iii. WPAN shall serve as a brainstorming body in the development of programming and events
- iv. WPAN shall establish clearly defined goals by considering the demographic needs of students on campus
- v. WPAN shall serve as a promotional body for programming occurring across campus
- vi. WPAN shall solicit volunteers for programming and events taking place on campus
- vii. WPAN shall evaluate programs & events and make recommendations to the membership & Chair
- viii. Representative members will maintain frequent communication in order to foster healthy relationships amongst themselves and strive to develop cross-jurisdictional, joint programming efforts

## **(2) Article II: Membership**

- i. The membership shall be as follows:
  - a. The USC Vice-President Student Affairs Commissioner At-Large, Chair
  - b. The USC Vice-President Student Affairs, Vice-Chair
  - c. All faculty council event organizers, ex-officio
  - d. All residence council event organizers, ex-officio
  - e. All affiliate council event organizers, ex-officio

## **(3) Article III: Duties of Members**

- i. All members shall make a strong effort to attend duly called meetings of WPAN
- ii. Each member shall give a brief report to the membership highlighting and detailing constituent programming and event developments, and addressing issues facing her respective council

- iii. Members may solicit advice or opinions of the membership on any matter of interest

**(4) Article IV: Officers of WPAN**

- i. There shall be three officers of WPAN:
  - a. Chair,
  - b. Vice-Chair; and,
  - c. Secretary.
- ii. The Chair shall be the USC Vice-President Student Affairs Commissioner At-Large.
- iii. The Vice-Chair shall be the USC Vice-President Student Affairs.
- iv. The Secretary shall be a member of WPAN elected by the membership.

**(5) Article V: Duties of Officers**

- i. The Chair of WPAN shall:
  - a. call regular meetings of WPAN;
  - b. set the agenda for meetings of WPAN;
  - c. facilitate discussion of the membership regarding issues of interest;
  - d. be responsible for the enforcement of these terms of reference; and
  - e. provide an oral report at the beginning of each WPAN meeting
- ii. The Secretary shall:
  - a. be responsible for the recording of all minutes of WPAN meetings;
  - b. be responsible for retaining records of all WPAN correspondence in conjunction with the Chair;
  - c. submit copies of all WPAN minutes and other documentation to be filed in the USC office;
  - d. maintain a record of attendance at WPAN meetings; and,
  - e. assume all other duties as assigned by the Chair.

**(6) Article VI: Meetings**

- i. There shall be at least three meetings of WPAN per academic semester

- ii. Any member may submit to the Chair a request for a special meeting of WPAN to address a pressing issue affecting the membership as a whole

**(7) Article VII: Report of WPAN**

- i. The USC Vice President Student Affairs shall include a brief summary of highlights and issues discussed at WPAN meetings in her report to Council following each meeting