



Legislative Council Committee Terms of Reference Book

Adopted by the Legislative Council, xxxx-xx-xx



Terms of Reference for Committees

Adopted by the Legislative Council, 2015-XX-XX

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LEGISLATIVE COUNCIL COMMITTEES - TERMS OF REFERENCE

1. ACCOUNTABILITY COMMITTEE

1.1 GENERAL. The Accountability Committee shall hold Officers and Councillors accountable to their contractual obligations, their responsibilities under the Constitution and Internal Regulations, and their Constituencies. The Accountability Committee shall also hold Officers and Councillors accountable to their responsibilities under the Society's Policies, except where adherence to a Policy is supervised and administered by another Committee of the Legislative Council, such as the Equity Policy and the Equity Complaints Investigation Committee.

1.2 CHAIR. The Committee Chair shall be responsible for advertising the positions for Members at Large not after the second week of September.

1.3 FUNCTIONS. The Accountability Committee shall

- (a) review performance evaluations for Officers and Councillors;
- (b) monitor the adherence of Officers and Councillors to the Constitution, Internal Regulations, and their relevant mandates;
- (c) inform Officers and Councillors when their actions conflict with or violate the Constitution, Internal Regulations or their mandates;
- (d) collect complaints from Members and bring them to Officers, the Executive Committee, or the Legislative Council;
- (e) preserve the anonymity of complainants unless it is waived by the complainant; and
- (f) report publicly to the Legislative Council at least once every month.

1.4 MEMBERSHIP The Accountability Committee shall consist of:

- (a) the Speaker (Committee Chair, *non-voting*);
the Parliamentarian (Committee Chair, *non-voting*);



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- (b) three (3) Councillors;
- (c) two (2) Members at Large, who may not be Councillors;
- (d) one (1) representative from the student staff of the Society, chosen by the student staff at their discretion; and
- (e) one (1) representative from the permanent staff of the Society, chosen by the permanent staff at their discretion.

2. NOMINATING COMMITTEE

2.1 GENERAL. The Nominating Committee shall work to ensure that positions on Committees of the Legislative Council, the Judicial Board and Elections SSMU are adequately filled during the academic year.

2.2 QUORUM. Quorum for meetings of the Nominating Committee shall be five voting members.

2.3 FUNCTIONS. The Nominating Committee shall

- (a) review applications and select appropriate candidates to fill positions at Elections SSMU and serve as Justices on the Judicial Board;
- (b) appoint Councillors to unfilled seats on Committees of the Legislative Council after the Legislative Council has appointed Councillors in September;
- (c) be responsible for the distribution of the Society's awards and nominations where another Committee of the Legislative Council is not specifically responsible; and
- (d) report to the Board of Directors after every meeting.

2.4 SELECTION FOR INTERVIEWS. The Nominating Committee should review applications in order to select which applicants should be interviewed.

2.5 INTERVIEWS. The General Manager should interview selected applicants. The results of these interviews should go to Nominating Committee.

2.6 FINAL SELECTION. After the interviews, The Nominating Committee shall select the best candidate for ratification by the Board of Directors.



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- 2.7 MEMBERSHIP.** The Nominating Committee shall consist of:
- (a) the General Manager (Committee Chair, *non-voting*);
 - (b) four (4) Councillors; and
 - (c) four (4) Members at Large.
- 2.8 AVAILABILITY OF MEMBERS.** Members of the Nominating Committee must be available to meet for a period of twelve (12) months.
- 2.9 PARTICIPATION BY WAY OF TECHNICAL MEANS.** A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.
- 2.10 CHIEF ELECTORAL OFFICER TO ACT AS ADVISOR.** The outgoing Chief Electoral Officer may be requested to attend meetings of the Nominating Committee as an advisory, non-voting member when the Nominating Committee is discussing candidates for positions at Elections SSMU.

3. STEERING COMMITTEE

- 3.1 GENERAL.** The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council.
- 3.2 FUNCTIONS.** The Steering Committee shall:
- (a) meet the week of meetings of the Legislative Council, after all documents have been received;
 - (b) review the content and constitutionality of all resolutions before they are considered by the Legislative Council, including proposed amendments to the Internal Regulations;
 - (c) submit a report at each meeting of the Legislative Council.
 - (d) set the agenda for all meetings of the Legislative Council;
 - (e) organize and maintain an annual calendar of business;
 - (f) ensure the accountability of all Committees of the Legislative Council;



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- (g) monitor deadlines and approval paths;
- (h) recommend amendments to the Internal Regulations and Constitution, including changes to the Committee Terms of Reference, as necessary; and
- (i) review Policy and Plan proposals.

3.3 MEMBERSHIP. The Steering Committee shall consist of:

- (a) the Speaker (Committee Chair, *non-voting*);
- (b) the Parliamentarian (*non-voting*);
- (c) the President;
- (d) a second Executive Member to be chosen by the Legislative Council; and
- (e) a third Executive Member to be chosen by the Legislative Council; and
- (f) four (4) Councillors.

4. ELECTORAL REVIEW COMMITTEE

4.1 GENERAL. The Electoral Review Committee shall serve as the body that determines whether a violation of the Internal Regulations related to Elections or Referenda has occurred where the Chief Electoral Officer and Elections SSMU are considering the disqualification of a candidate or the invalidation of an Election or Referendum.

4.2 FUNCTIONS. The Electoral Review Committee shall:

- (a) meet to determine whether specific infractions have occurred; and
- (b) publish a report to the Society that indicates which (if any) infractions they determine have occurred and which (if any) infractions they determine not to have occurred.

4.3 RECRUITMENT. Recruitment of a pool of nominated individuals (as stipulated in the membership requirements) shall be the responsibility of the President and Elections SSMU and shall begin immediately following each spring Election.



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- 4.4 CONFIDENTIALITY OF MEMBERSHIP.** The list of nominated individuals shall be made public so that any Member who may have concerns about conflicts of interest that would otherwise be unknown to Elections SSMU may report their concerns to Elections SSMU. The final membership of the Electoral Review Committee called to convene shall be kept confidential to protect the integrity of the process and the individuals involved unless the Electoral Review Committee unanimously consents to suspending this confidentiality.
- 4.5 SELECTION.** Upon the calling of the Electoral Review Committee, Elections SSMU shall select from the pool of nominated candidates the final composition of the Electoral Review Committee in accordance with the membership requirements. The selection process should maximize the diversity of opinions while ensuring impartiality and objectivity.
- 4.6 MEMBERSHIP.** The Electoral Review Committee shall consist of:
- (a) one (1) councillor from the Post-Graduates' Student Society (PGSS), selected from three (3) nominated PGSS Councillors;
 - (b) one (1) student from the Faculty of Law, selected from three (3) nominated students from the Faculty of Law;
 - (c) one (1) Member at Large, selected from three (3) nominated Members at Large; and
 - (d) the General Manager (*Advisory*).
- 4.7 IMPARTIALITY.** All members of the Electoral Review Committee shall be impartial and shall not be affiliated directly or indirectly with any campaign team or Referendum committee. Where a member of the Electoral Review Committee is found by the Chief Electoral Officer to be at a conflict of interest, the membership of the individual shall be suspended and a replacement, who holds a position of equal or close significance, shall be found by the Chief Electoral Officer.
- 4.8 QUORUM.** Quorum for the Electoral Review Committee shall be two (2) voting members.
- 4.9 CONFIDENTIALITY.** All meetings of the Electoral Review Committee shall be Confidential Sessions unless the Electoral Review Committee votes to suspend confidentiality. All members of



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the Electoral Review Committee must sign confidentiality agreements.

5. ENVIRONMENT COMMITTEE

5.1 GENERAL. The Environment Committee shall serve as a representative body for all environmental groups at the University, whether or not they are directly affiliated with the Society.

5.2 FUNCTIONS. The Environment Committee shall be charged with the coordination of all the Society's projects related to sustainability, including but not limited to:

- (a) initiatives within the William Shatner University Centre;
- (b) project funding from third party sources;
- (c) participation in provincial, federal and international campaigns related to environmental sustainability; and
- (d) communication with the University's Office of Sustainability.

5.3 FUNDING. The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of the Finance and Operations Portfolio.

5.4 MEMBERSHIP. The Environment Committee shall consist of:

- (a) the Environment Commissioners (Committee Chairs);
- (b) the Vice-President (Operations);
- (c) the Sustainable Building Coordinator;
- (d) one (1) Councillor; and
- (e) any interested Members at Large.

6. BUILDING AND OPERATIONS MANAGEMENT COMMITTEE

6.1 GENERAL. The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for all of the Society's revenue-generating operations, to facilitate the disbursement of eighty-five (85) percent of the Space Fee on building improvements, and to provide long-term objectives and goals for the management of the William Shatner University Centre.



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6.2 FUNCTIONS. The Building and Operations Management Committee shall:

- (a) have the authority to allocate monies from the portion of the Space Fee for allocation by the Building and Operations Management Committee, in a manner consistent with the Governance Documents;
- (b) make recommendations to the Legislative Council on the selection, removal, or renewal of building tenants;
- (c) review the functionality of all Society run food and beverage operations;
- (d) make recommendations to the Legislative Council on capital investments related to the Society's operations;
- (e) review fees associated with room bookings and building damages at least once per year.
- (f) meet at least three (3) times per semester;
- (g) meet during the business day;

6.3 MEMBERSHIP. The Building and Operations Management Committee shall consist of:

- (a) the Vice-President (Operations) (Committee Chair);
- (b) the Vice-President (Finance) (Advisory)
- (c) the General Manager, or their delegate;
- (d) the Food and Beverage Director;
- (e) the Sustainable Building Coordinator;
- (f) three (3) Councillors; and
- (g) (3) Members-at-Large;

6.4 ROLE OF THE VICE-PRESIDENT (FINANCE). The Vice-President (Finance) shall be an advisory member, but shall be voting on decisions involving fees, capital expenditures, and on decisions regarding the selection, removal, or renewal of building tenants.

6.5 ABBREVIATION. The official abbreviation of the Building and Operations Management Committee shall be the "BOM Com". The



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Committee shall be referred to as such in all communications, publications, and documents of the SSMU.

7. CLUB COMMITTEE

7.1 GENERAL. The primary responsibility of the Club Committee shall be the review and approval of Interim Club Status and Full Club Status applications in accordance with the Internal Regulations of the Clubs and Services Portfolio. It shall also serve as a consultative body for the improvement Policies on behalf of the Society's Clubs

7.2 FUNCTIONS. The Club Committee shall:

- (a) review and make recommendations for approval of Interim Club Status and Full Club Status applications in a manner consistent with the Internal Regulations of the Clubs and Services Portfolio;
- (b) review and make recommendations for the approval of proposed changes to Club Constitutions;
- (c) make recommendations to the Vice-President (Student Life) on Policies related to Clubs and Services;
- (d) report all decisions for ratification to the next meeting of the Legislative Council.

7.3 MEMBERSHIP. The Club Committee shall consist of:

- (a) the Club Commissioner (Committee Chair, *non-voting*);
- (b) the Vice-President (Student Life);
- (c) the two (2) Clubs Representatives to the Legislative Council;
- (d) one (1) other Councillor;
- (e) two (2) representatives from the executives of the Society's Clubs and Services (2); and
- (f) two (2) Members at Large.

7.4 MEETINGS. All meetings of the Club Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session.

8. SERVICES REVIEW COMMITTEE



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- 8.1 GENERAL.** The Services Review Committee shall review every Service once every two (2) years to ensure that they meet the definition and mandatory characteristics of a Service as set out in the Internal Regulations of the Clubs and Services Portfolio and to ensure that they continue to meet the needs of students.
- 8.2 FUNCTIONS.** The Services Review Committee shall
- (a) review and make recommendations on the approval of applications for Service status;
 - (b) review one quarter (1/4) of all Services during each fall and winter semester and submit a report of their findings to the Legislative Council at least two (2) weeks prior to the last scheduled meeting of the Legislative Council for that semester; and
 - (c) comply with all its other obligations as laid out in the Internal Regulations of the Clubs and Services Portfolio.
- 8.3 MEMBERSHIP.**
- (a) the Vice-President (Student Life);
 - (b) the Vice-President (Finance);
 - (c) the Services Representative to the Legislative Council;
 - (d) two (2) Councillors; and
 - (e) two (2) Members at Large.
- 9. COMMISSION DES AFFAIRES FRANCOPHONES**
- 9.1 GENERAL.** The Commission des Affaires Francophones shall be responsible for promoting and maintaining bilingualism throughout the Society. It shall also be responsible for creating programming related to Quebec culture.
- 9.2 MEETINGS.** The Commission des Affaires Francophones shall meet as needed in order to fulfill its mandate.
- 9.3 MEMBERSHIP.** The Commission des Affaires Francophones shall consist of:
- (a) the Francophone Commissioner(s) (Committee Chair(s));
 - (b) the Vice-President (External Affairs) of the Society;



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- (c) one (1) Councillor; and
- (d) three (3) Members at Large.

10. STUDENTS' SOCIETY PROGRAMMING NETWORK (SSPN)

10.1 GENERAL. The Students' Society Programming Network (SSPN) shall serve as the principal advisory committee for the Vice-President (Internal) on the organization and execution of all Society events.

10.2 MEETINGS. The SSPN shall meet as needed in order to fulfill its mandate, as determined by the Committee Chair.

10.3 FUNCTIONS. The SSPN shall:

- (a) provide advice on established events from previous years;
- (b) create new and innovative programming to service a diverse student body;
- (c) make recommendations to the Legislative Council on large-scale events to be implemented;
- (d) seek input from the Legislative Council on current or proposed programming; and
- (e) report to the Legislative Council at least once per semester.

10.4 MEMBERSHIP. The SSPN shall consist of:

- (a) the Vice-President (Internal Affairs);
- (b) one (1) Councillor; and
- (c) ten (10) Members at Large.

11. COMMUNITY ENGAGEMENT COMMITTEE

11.1 GENERAL. The Community Engagement Committee shall be responsible for maintain links with local community organizations and connecting McGill students when possible.

11.2 FUNCTIONS. The Community Engagement Committee shall:

- (a) plan events that promote student involvement in communities in the wider Montreal area, such as Community Engagement Mixers.



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- (b) work with organizations such as the SSMU Volunteer service, the Social Equity and Diversity Education (SEDE) office, and the Arts Community Engagement Committee in order to further connect McGill students to local community organizations.

11.3 MEMBERSHIP. The Community Engagement Committee shall consist of:

- (a) the Community Engagement Coordinator (Committee Chair);
- (b) the Vice-President (External Affairs);
- (c) two (2) Councillors; and
- (d) two (2) Members at Large.

11.4 QUALIFICATIONS. Members of the Community Engagement Committee should have knowledge of Montreal community organizations and an interest in social justice..

12. FINANCIAL ETHICS RESEARCH COMMITTEE

12.1 GENERAL. The Financial Ethics Research Committee shall be responsible for reviewing the ethical nature of the Society's business transactions.

12.2 FUNCTIONS. The Financial Ethics Research Committee shall:

- (a) meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) referred to it by the Legislative Council;
- (b) meet and review any investment that exceeds ten thousand dollars (\$10,000) to ensure that it is a socially responsible investment within the meaning of the Internal Regulations of the Finance and Operations Portfolio, at the request of any Member
- (c) meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) that exceeds fifteen thousand dollars (\$15,000);
- (d) prepare a recommendation fifteen (15) working days after the transaction has been referred to it;
- (e) research the University's transactions;



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- (f) advise on matters of social responsibility;
- (g) report any deliberations to the next meeting of the Legislative Council; and
- (h) prepare an annual report to be presented to the Legislative Council in the winter semester on all actions taken, and recommendations for future research.

12.3 NOTIFICATION OF TRANSACTIONS. It shall be the responsibility of the Vice-President (Finance) to notify the Financial Ethics Research Committee and the Financial Ethics Research Commissioner of any transactions that exceed fifteen thousand dollars (\$15,000), so that the Financial Ethics Research Committee can meet and review the transactions.

12.4 MEETINGS. The Committee shall meet at least once per semester to review the Committee's objectives and membership. These meetings should occur in September and January. Additional meetings can be scheduled as needed by the Committee Chair.

12.5 FINANCIAL ETHICS REVIEW COMMITTEE. Any request by a Member to review the practices of a corporation or government that the Society invests over ten thousand dollars (\$10,000) in will be handled by the Financial Ethics Review Committee. The committee will meet within five (5) working days of the request. The committee will submit a written recommendation to Council within fifteen (15) working days of the request upon which it has been called to act.

12.6 MEMBERSHIP. The Financial Ethics Research Committee shall consist of:

- (a) the Financial Ethics Research Commissioner (Committee Chair);
- (b) the Vice-President (Finance);
- (c) three (3) Councillors; and
- (d) two (2) Members at Large.

13. FUNDING COMMITTEE

13.1 GENERAL. The Funding Committee shall be responsible for the disbursement of the following fees:

- (a) the Campus Life Fee;



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- (b) a portion of the Environment Fee (as referred to in the Internal Regulations of the Finance and Operations Portfolio);
- (c) the Ambassador Fee;
- (d) the Club Fund from the Operating Budget;
- (e) a portion of the Space Fee (as referred to in the Internal Regulations of the Finance and Operations Portfolio);
- (f) the Charity Fee;
- (g) the Equity Fee; and
- (h) a portion of the First Year Council Fee (as referred to in the Internal Regulations of the Finance and Operations Portfolio).

13.2 FUNCTIONS. The Funding Committee shall:

- (a) allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of the Finance and Operations Portfolio;
- (b) report all decisions at the next meeting of the Legislative Council for ratification;
- (c) update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester;
- (d) report once a year to the Legislative Council on the volume and nature of received funding applications; and
- (e) meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner.

13.3 MEMBERSHIP. The Funding Committee shall consist of:

- (a) the Funding Committee Coordinator, (Committee Chair, *non-voting*);
- (b) the Vice-President (Finance);
- (c) the Vice-President (Student Affairs);



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- (d) two (2) Members at Large;
- (e) two (2) Clubs Representatives to the Legislative Council;
- (f) two (2) Councillors;
- (g) the Environment Commissioner (*non-voting*, except for Environment Fee applications);
- (h) the Equity Commissioner (*non-voting*, except for Equity Fee applications); and
- (i) one (1) executive from First Year Council (*non-voting*, except for First Year Council Fee applications).

13.4 MEETINGS. All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session.

14. AWARDS OF DISTINCTION SELECTION COMMITTEE

14.1 GENERAL. The Awards of Distinction Selection Committee shall be responsible for the allocation of the Awards of Distinction.

14.2 FUNCTIONS. The Awards of Distinction Selection Committee shall:

- (a) assess the applications for the Society Awards of Distinction, pursuant to the eligibility requirements and guidelines respecting the assessment of applications in the Internal Regulations of the University Affairs Portfolio; and
- (b) review the Society Awards of Distinction application for each year and update it as necessary.

14.3 MEMBERSHIP. The Awards of Distinction Selection Committee shall consist of:

- (a) the Vice-President (Student Life) (Committee Chair);
- (b) the Vice-President (Finance) (Advisory)
- (c) three (3) or more Councillors; and
- (d) three (3) Members at Large.

14.4 QUORUM. Quorum shall be two-thirds (2/3) of voting members.

15. LIBRARY IMPROVEMENT FUND COMMITTEE



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- 15.1 GENERAL.** The Library Improvement Fund Committee shall be responsible for the allocation of the Library Improvement Fund. It shall operate and be governed by the Internal Regulations of the University Affairs Portfolio.
- 15.2 RESPONSIBILITIES.** The Library Improvement Fund Committee shall:
- (a) determine the yearly allocation of the Library Improvement Fund;
 - (b) consult with students and student groups on library priorities;
 - (c) solicit, facilitate and review proposals for uses of the Library Improvement Fund from Members of the Society and other members of the University community;
 - (d) develop project proposals for uses of the Library Improvement Fund based on identified priorities of the Members of the Society; and
 - (e) ensure the fund is used to enrich library resources, and not to provide for regular operational costs.
- 15.3 LIBRARY IMPROVEMENT FUND COORDINATOR.** The Library Improvement Fund Coordinator shall present to the Legislative Council on behalf of the Library Improvement Fund Committee at least once each semester. They shall also report on the allocations at least once each year.
- 15.4 MEMBERSHIP.** The Library Improvement Fund Committee shall consist of:
- (a) the Library Improvement Fund Coordinator (Committee Chair);
 - (b) the Vice-President (University Affairs);
 - (c) the other Society Representative to the Senate Committee on Libraries (not the Library Improvement Fund Coordinator);
 - (d) four (4) Members at Large, with preference given to students from faculties not already represented on the committee; and
 - (e) one (1) Councillor.



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15.5 QUORUM. Quorum of the Library Improvement Fund Committee shall be two-thirds (2/3) of voting members.

16. EQUITY COMMITTEE.

16.1 GENERAL. The Equity Committee shall confront historical and current inequities at the University through active engagement and public education, in manner consistent with the Society's Equity Policy.

16.2 MANDATE. The Equity Committee's mandate is from April 11, 2013 to April 11, 2018, per the Equity Policy.

16.3 RESPONSIBILITIES. The Equity Committee shall:

- (a) foster an understanding of equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression, deconstruct this bias and oppression, and take pro-active steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- (b) advise the Vice-President (University Affairs) and the Legislative Council on issues pertaining to student equity;
- (c) meet at least three (3) times per semester; and
- (d) report to the Legislative Council at least once every semester.

16.4 MEMBERSHIP. The Equity Committee shall consist of:

- (a) the Equity Commissioners (Committee Chairs);
- (b) the Vice-President (University Affairs);
- (c) one (1) Councillor; and
- (d) five (5) or more Members at Large, selected through an application process conducted by the Equity Commissioners.

16.5 APPOINTMENT GUIDELINES FOR MEMBERS AT LARGE. The applicant must have experience working with equity or issues of social justice. The applicant must also possess a demonstrable knowledge of equity and social justice that upholds the spirit of the Society's current Equity Policy.

17. MENTAL HEALTH COMMITTEE



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17.1 **RESPONSIBILITIES.** The Mental Health Committee shall:

- (a) coordinate events and programming for the promotion and destigmatization of mental health on campus;
- (b) connect and facilitate cooperation between mental health related groups on campus;
- (c) solicit student feedback on professional and peer-run mental health services on campus and advocate on behalf of students who have had negative experiences with available mental health resources;
- (d) monitor the Society's compliance with its Policies and Plans as related to Mental Health; and
- (e) identify and make recommendations for addressing broader issues affecting student mental health on campus.

17.2 **MEMBERSHIP.** The SSMU Mental Health Committee shall consist of:

- (a) the Mental Health Coordinators (Committee Chairs);
- (b) the Vice-President (Student Life);
- (c) two (2) Councillors;
- (d) one (1) representative from each relevant student-run mental health initiative, as determined by the Vice-President (Student Life) and approved by the Legislative Council;
- (e) two (5) Members at Large;