



Bureau du président du conseil de l'ÉUM

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

SSMU Office of the Speaker

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MOTION REGARDING AMENDMENTS TO THE COMMITTEE TERMS OF REFERENCE 2024-11-26

Submitted for: 2024-11-26

Submitted to:	SSMU Board of Directors	Document no.:	BOD-PUB-MOT-2024-11-26-001
Moved by:	Dymetri Taylor <i>President</i>	Current Status:	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
Seconded by:	Pauline Jolicoeur <i>Vice-President (Finance)</i>		

Issue

Following a motion mandated by the Board of Directors, the Governance Reform Committee completed a review of two Board Committees to improve their functioning.

Background and Rationale

On September 24, 2024, the Board of Directors approved a motion that mandated the Governance Reform Committee (GRC) to review the Finance Committee and BOMCOM. Since then, the GRC has completed the review and submitted their proposed changes to the Terms of Reference.

Alignment with Mission

This motion is in line with SSMU's mission to provide exemplary services to the students by improving the quality and productivity of the Committees.

Consultations Completed

The Governance Reform Committee consulted with the Vice-President (Finance) and Vice-President (Sustainability & Operations) to gain a better perspective on the current and desired functioning of their respective committees.

The motion and changes to the Terms of Reference were drafted in consultation with the Policy and Advocacy Coordinator to ensure proper formatting and structure.



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Risk Factors and Resource Implications

There are no risk factors associated with these changes.

Impact of Decision and Next Steps

If approved, the Terms of References for all Committees mentioned will be updated as in Appendix A.

The Governance Department will update the Committee Terms of Reference document and upload it to the website in collaboration with the Communications Department, and ensure that the committees are properly updated for the SSMU membership to refer to.

A copy of the changes will also be communicated to the Translation Department for translation to French.

Motion or Resolution for Approval

Be it resolved that the Board of Directors approve the changes to the Terms of References as outlined in Appendix A.

Results of the Vote

In favour	(UNANIMOUS)
Opposed	()
Abstain	()



Appendix A : Amendments to Committee Terms of Reference

15. The Building and Operations Management Committee (BOMCOM)

15.1 Oversight

The Building and Operations Management Committee shall be a Committee of the Board of Directors.

15.2 General

The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for the SSMU's physical operations, facilitate the disbursement of eighty-five (85) percent of the Space Improvement Fee on building improvements, manage the excess of the University Centre Fee, and provide long-term objectives and goals for the management of the University Centre.

15.3 Responsibilities

The Building and Operations Management Committee shall:

- a. have the authority to allocate eighty-five (85) percent of the Space Improvement Fee for building improvements and any excess of the University Centre Fee not used to pay for rent and utilities monies from the portion of the Space Improvement Fee for allocation by the Building and Operations Management Committee in a manner consistent with the Governance Documents;
- b. make recommendations to the Board of Directors on the selection, removal, or renewal of building tenants;
- c. oversee review the functionality of all Society run food and beverage operations;
- d. review and make recommendations to the Board of Directors on fees associated with room bookings and building damages at least once per year; and
- e. act as a consultant for and review SSMU's official response to immediate threats to the Society's buildings or occupants.
- ~~f. consider sustainability in all decisions pertaining to the University Centre and adherence to SSMU Governing Documents~~
- ~~g. meet at least once per month; and~~



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~~h. meet during the business day.~~

15.4 Membership

The Building and Operations Management Committee shall consist of:

- a. the Vice-President (Sustainability and Operations) (Committee Chair);
- b. the Vice-President (Finance);
- c. President;
- d. Building Director (non-voting);
- e. Internal Events Coordinator (non-voting);
- f. General Manager (non-voting);
- g. One (1) Director, as elected by the Board of Directors;
- h. One (1) Councillor, as elected by the Legislative Council;
- i. One (1) Member at Large, as selected by the Chair;

15.4.1. Mandatory Consultations

The Vice-President (Student Life) shall be a mandatory consultation for all matters related to SSMU clubs and services.

~~15.4.1. Role of the Vice-President (Finance).~~

~~The Vice-President (Finance) shall be an advisory member but shall vote on fees and on decisions regarding the selection, removal, or renewal of tenants.~~

15.5. Meetings

The Building and Operations Management Committee will meet at least monthly or more as needed. Meetings shall be held within regular business hours.

15.6. Quorum

Quorum for the Building and Operations Management Committee is a simple majority of voting members.

15.7. Reporting

The Building and Operations Management Committee shall submit a semesterly report to both the Legislative Council and the Board of Directors.

- a. One (1) Report in September for the end of the Summer Semester
- b. One (1) Report in December for the end of the Fall Semester
- c. One (1) Report in April for the end of the Winter Semester



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15.6 Abbreviation

~~The official abbreviation of the Building and Operations Management Committee shall be the "BOMCOM".~~

16. Finance Committee

16.1. Oversight

The Finance Committee shall be a Committee of the Board of Directors.

16.2. General

The Finance Committee shall assist the Vice-President (Finance) in the review and approval of investments and funding fee proposals from the Operations Budget brought forward that fall within the range of \$10,000 to \$80,000 for consultation. The committee will also make recommendations regarding the long-term financial sustainability of the Society annually, as needed.

16.3. Responsibilities

The Finance Committee shall be responsible for:

- a. reviewing proposals by Staff, Commissioners or Officers for the funding of specific events or projects from the Operations Budget and approving requests that fall within the range of \$10,000 to \$80,000;
- b. reviewing proposals by Staff, Commissioners or Officers for the funding of specific events or projects from the Operations Budget and providing their recommendation to the Board of Directors for requests that exceed \$80,000;
- c. conducting an annual review of the Society's investment portfolio and making recommendations to the Board of Directors in accordance with the relevant Internal Regulations, Policies, Plans and Positions of the Society
 - i. all changes to the investment portfolio shall be incorporated in the report to the Legislative Council in public session;
- d. review and make recommendations to the Finance Committee's terms of reference at the end of the year.

16.4. Membership

The Finance Committee shall consist of:



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- a. the Finance Commissioner (Chair);
- b. the Vice-President (Finance);
- c. **two (2)** Directors;
- d. two (2) Councillors; and
- e. two (2) Members at Large.

16.5. Meetings

The Finance Committee will meet at least **biweekly** or more as needed.

16.6. Quorum

Quorum for the Finance Committee is a simple majority **of voting members**.

16.7. Reporting

The Finance Committee shall report to the Legislative Council at the second to last meeting of the Winter semester. The Finance Committee will report to the Board of Directors at the subsequent meeting following their report to the Legislative Council. Consultations with the Finance Committee shall be incorporated into the reporting of the Vice-President (Finance) to the Board of Directors as necessary.

16.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Secretary General, shall be responsible for recruitment for Committee positions.

16.8.1. Vacancies

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.