

<b>Quality Money Committee Terms of Reference</b>		
<b>Parent Policy:</b> <b>Related Policies:</b>  <b>Approving Body:</b> <b>Passed:</b> <b>Amended:</b>	Union Bylaw Campus Improvement Fund Procedure, Quality Money Project Administration Procedure, Quality Money Project Evaluation Procedure Students' Legislative Council May 15, 2007 (65.03) November 5, 2019 (77.20)	

## Definitions

*Campus Improvement Fund* means a Quality Money initiative that: (a) is brought forward by a Faculty Representative to the Quality Money Committee; (b) benefits students of a specific faculty; and (c) has the support of the students, dean, and faculty members of the applicable faculty.

*Confidential Information* refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

*Quality Money* means a partnership between the Students' Union (SU) and the University Board of Governors, begun in 2003, which allocates funding for projects that enhance the student experience and/or improve quality of education.

## Authority

- 1 (1) The Union Bylaw establishes the Quality Money Committee as a standing Committee of the Students' Union.

## Mandate

- 2 (1) The Quality Money Committee shall be responsible for receiving, evaluating, and approving annual Quality Money project applications, in accordance with Students' Union and University of Calgary policies.

## Membership

- 3 (1) The Committee shall be composed of:
  - (a) The President, as Chair;
  - (b) The Vice President Student Life;
  - (c) The Vice President Academic;
  - (d) The Vice President External;

- (e) The Vice President Operations and Finance;
  - (f) Three non-executive members of SLC;
  - (g) Two Students-at-Large; and
  - (h) Students' Union General Manager or designate (non-voting).
- (2) Committee members shall be appointed by virtue of association, with the exception of non-executive members of SLC and Students-at-Large whom shall be appointed by the Nominations Committee.
- (3) Appointments to the Committee shall be for the duration of the Fall and Winter sessions.
- (4) In the event of a vacancy, the Chair shall immediately request that the Nominations Committee fill the vacant Committee position.
- (5) If a member is absent from more than two consecutive meetings, the Committee may remove the member by a Super Majority vote.

### **Quorum**

- 4 (1) Quorum shall consist of seven members, which must include:
- (a) Three executives;
  - (b) Three non-executive SLC members; and
  - (c) The General Manager or designate (non-voting).

### **Duties of the Chair**

- 5 (1) The Chair shall:
- (a) Chair Committee meetings;
  - (b) Appoint another member of the Committee as Acting Chair, if the Chair is unable to attend for any reason.

### **Duties & Responsibilities**

- 6 (1) The Committee shall:
- (a) On an annual basis, request and receive Quality Money project applications from members of the university community (students, faculty, and staff) to enhance the quality of the student experience and/or the academic experience;
  - (b) Receive Campus Improvement Fund project applications from Faculty Representatives;
  - (c) Review annual SU Survey results related to Quality Money;
  - (d) Evaluate, select, and approve Quality Money project applications received by the committee;
  - (e) Provide a summary report of approved projects to SLC and the University of Calgary Provost no later than March 30;
  - (f) Evaluate, select, and approve Campus Improvement Fund project applications received by the committee, with corresponding funding allocations;
  - (g) Receive status reports on approved Quality Money and Campus Improvement Fund projects;

- (h) Oversee compliance with the conditional funding terms for approved Quality Money and Campus Improvement fund projects;
  - (i) Oversee annual reports to the University Board of Governors, including:
    - a. A report on current year Quality Money projects; and
    - b. A status report on Quality Money projects approved in the previous year; and
  - (j) Provide recommendations to the SU President regarding all Quality Money matters pertaining to the University Board of Governors as required.
- 7 (1) The Committee shall conduct an annual review of the Quality Money Committee Terms of Reference and Procedures.

### **Meeting Protocol**

- 8 (1) Committee meetings shall be closed to the public,
- 9 (1) The Committee shall meet as often as necessary to fulfill its mandate and responsibilities.
- (2) The Chair shall call a special meeting within two days of receiving a written request to do so from at least two Committee members.
- (3) The Chair shall give at least 24 hours' notice of the date, time, and location of the next meeting.
- 10 (1) At the discretion of the Chair, if a member arrives more than fifteen minutes after the meeting begins, without providing meaningful notice in advance, the member may not:
- (a) Participate in debate on items already under discussion;
  - (b) Vote in that meeting; and/or
  - (c) Be counted as present.
- 11 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 12 (1) The Chair shall designate the General Manager or designate responsibility for distributing the agenda and meeting materials to the Committee at least 48 hours' in advance of the meeting.
- 13 (1) The Chair shall designate the General Manager or designate responsibility for recording meeting minutes.
- 14 (1) The Committee shall require a Super Majority vote of voting members present to approve decisions.
- 15 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
- (2) Committee documents requested under section 15 (1), shall be provided within five – ten business days.
- (3) Notwithstanding section 15 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.

- (4) Committee documents may be made available to individuals other than Active Members at the discretion of the Chair.

## Reporting

- 16 (1) The Chair shall report on Committee activities to SLC at the next available opportunity following a meeting, including the following information regarding project proposals under considerations:
  - (a) An overview of how proposals align with relevant procedures and selection criteria, including their benefit to large or underrepresented groups of students;
  - (b) The Committee's progress through the Quality Money process and timeline; and
  - (c) Aggregate requested funding versus total funding expected.
- (2) SLC may request reporting and/or minutes from the Committee at any time.
- (3) All substantive information on specific proposals shall be kept In-Camera at SLC.

**Amendment History:** September 22, 2009 (67.21); November 2, 2010 (68.35); August 28, 2012 (70.14); July 9, 2013 (71.10); February 3, 2015 (72.56); October 11, 2016 (74.19); July 4, 2017 (75.17); November 5, 2019 (77.20).