

**Refugee Student Board  
Terms of Reference**  
*Students' Legislative Council (53.32)*

Passed: March 19, 1996 (52.32)  
Amended: June 29, 2010 (68.07); April 12, 2011 (68.64); August 16,  
2011 (69.12); September 10, 2013 (71.24);  
May 26, 2015 (73.02); September 13, 2016 (74.15)  
November 27, 2018 (76.28)  
January 15, 2019 (76.33)



**Authority**

- 1 (1) The Union Bylaw establishes the Refugee Student Board as a Standing Committee of the Students' Union.
- (2) The Refugee Student Levy is established as a fee according to Article IX Section D of the Constitution for the administration of the Refugee Student Program.

**Mandate**

- 2 The mandate of the Refugee Student Board will be to support refugee students on The University of Calgary campus. It shall also be responsible for setting general policies that aligns with the Constitution of World University Services of Canada (WUSC) and working with all relevant campus stakeholders to aid all University sponsored refugee students and further develop the refugee student program.

**Membership**

- 3 The Board shall be composed of:
  - (a) The Vice President External (Chair);
  - (b) The Vice President Operations and Finance (Vice-Chair)
  - (c) Two non-executive members of SLC;
  - (d) Eight students-at-large appointed by Nominations Committee;
  - (e) One student-at-large appointed by the Residence Students' Association (RSA);
  - (f) One International Student Services (ISS) staff member, recommended by the university;
  - (g) One Residence Services staff member, recommended by the university; and
  - (h) The Students' Union General Manager or designate (non-voting).
- 4 All members of the Board shall be appointed by virtue of association or office with the exception of the non-executive members of SLC and specified students-at-large who shall be appointed by the Nominations Committee before July 1 of a given year.
- 5 Appointments to the Refugee Student Board shall be for a one-year term.
- 6 In the event of vacancies, the Vice President Operations and Finance shall notify the Nominations Committee for non-executive members of SLC and student-at-large appointments, and the university for university appointments.

**Quorum**

- 7 Quorum shall consist of eight members, which must include:
- (a) Chair or Vice-Chair;
  - (b) One non-executive member of SLC;
  - (c) Four students at large;
  - (d) One university staff member; and
  - (e) The General Manager or Designate (non-voting).
- 8 If the Chair is unable to sit for any reason, the Vice-Chair shall assume the Chair's duties.

### **Duties and Responsibilities**

- 9 The Refugee Student Board shall:
- (a) Welcome and integrate sponsored students into university student life;
  - (b) Engage sponsored students in residence life;
  - (c) Facilitate enhanced support to sponsored students living in residence through the RSA and Residence Services;
  - (d) Provide academic, social, integration, settlement and transition support to sponsored students;
  - (e) Facilitate communication of refugee student concerns to the Students' Union, university administration, faculty, or other groups;
  - (f) Set general goals and policies to direct the refugee student program;
  - (g) Work with WUSC to promote and educate Active Members on the mandate of the refugee student program;
  - (h) Conduct a review of the program and its overall financial sustainability once every three years, beginning with the 68<sup>th</sup> SLC as the first year, which includes:
    - i. Support for basic living and academic costs of the program (i.e. rent, food, clothes, tuition fees, academic materials, and assistance with daily living including access to academic, campus, health and other services);
    - ii. WUSC administrative costs;
    - iii. The reserve fund which covers the total costs of supporting sponsored students if program funding was lost; and
    - iv. The emergency support fund which grants monies to students currently enrolled in the program requiring financial support for extenuating circumstances.

### **Meeting Protocol**

- 10 (1) Board meetings shall be open to the public.
- (2) The Board may invite stakeholders to meetings as guests to participate in discussion.
- (3) The Board shall meet at least once a month starting in July of a given year as called by the Chair or Vice-Chair.
- (4) The Chair shall call a special Board meeting within five business days of receiving a request to do so in writing from at least three Board members.
- (5) Board members shall be given at least 24 hours' notice prior to the convening of any Board meeting.
- (6) If a member is absent from more than two consecutive meetings without providing advance notice to the Chair, the Board may, by a Super-Majority vote, revoke the person's membership.

- (a) The vacant position will be filled in accordance with section 6 of the Refugee Student Board Terms of Reference.
- (7) The Chair shall ensure that the minutes of Board proceedings are recorded.
- (8) Copies of Board meeting minutes shall be made available to all interested individuals, with the exception of in-camera discussions.

### **Reporting**

- 11 The Vice President Operations and Finance shall make an oral report at each SLC meeting regarding the activities of the Board.
- 12 The Vice President Operations and Finance shall provide a written or oral report regarding the activities of the Board at the request of any Active Member.