

Refugee Student Board Terms of Reference		
Parent Policy: Related Policies: Approving Body: Passed: Amended:	Union Bylaw Refugee Student Program Procedures Students' Legislative Council March 19, 1996 (53.32) November 5, 2019 (77.20)	

Definitions

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.

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 (1) The Refugee Student Board shall establish principles and procedures for how the SU supports refugee students participating in the Refugee Student Program on the University of Calgary campus.
- (2) The Refugee Student Board shall establish general policies that align with the Constitution of World University Services Canada (WUSC).

Membership

- 3 (1) The Board shall be composed of:
 - (a) Vice President External, as Chair;
 - (b) Vice President Operations and Finance, as Vice-Chair;
 - (c) Two non-executive members of SLC;
 - (d) Eight Students-at-Large;
 - (e) One Student-at-Large appointed by the Residence Students' Association (RSA);
 - (f) One International Student Services (ISS) staff member, appointed by the University;
 - (g) One Residence Services staff member, appointed by the University; and
 - (h) Students' Union General Manager or designate (non-voting).

- (2) Board 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, RSA and ISS.
- (3) Appointments to the Board 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 Board position for non-executive members of SLC and Student-at-Large appointments, and the University for university appointments.
- (5) 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.

Quorum

- 4 (1) Quorum shall consist of eight members, which must include:
 - (a) The Chair or Vice-Chair;
 - (b) One non-executive SLC member;
 - (c) Four Student-at-Large members;
 - (d) One University staff member; and
 - (e) The Students' Union General Manager or designate (non-voting).

Duties of the Chair

- 5 (1) The Chair shall:
 - (a) Chair Board meetings.

Duties of the Vice-Chair

- 6 (1) The Vice-Chair shall:
 - (a) Assume the Chair's duties if the Chair is unable to attend for any reason.

Duties and Responsibilities

- 7 (1) 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 68th 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.

8 (1) The Board shall conduct an annual review of the Refugee Student Board Terms of Reference and Procedures.

Meeting Protocol

9 (1) Board meetings shall be open to the public.

10 (1) The Board shall meet at least once a month starting July of a given year as called by the Chair or Vice-Chair.

(2) 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.

(3) Board members shall be given at least 24 hours notice prior to the convening of any Board meeting.

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 Board at least 24 hours in advance of the meeting.

13 (1) The Chair shall designate the General Manager or designate responsibility for recording meeting minutes.

14 (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 14 (1), shall be provided within five – ten business days.

(3) Notwithstanding section 14 (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

- 15 (1) The Chair shall report on Board activities to SLC at the next available opportunity following a meeting.

Amendment History: 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); November 5, 2019 (77.20).