

University and Government Relations Committee Terms of Reference		
Parent Policy:	Union Bylaw	
Related Policies:	N/A	
Approving Body:	Students' Legislative Council	
Passed:	October 21, 2008 (66.39)	
Amended:	November 5, 2019 (77.20)	

Definitions

Advocacy Policy refers to how the Students' Union (SU) represents the interests of Active Members regarding post-secondary education issues to external groups, including university administration, government, media, and other organizations. Advocacy Policy may seek to challenge the development of, improve existing, or establish new, policies or legislation that may impact undergraduate students.

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 University and Government Relations Committee as a standing Committee of the Students' Union.

Mandate

- 2 (1) The University and Government Relations Committee is delegated the authority to:
 - (a) Acknowledge that decisions made by university and government officials greatly affect students and that there is a considerable amount of information and protocol to be learned and understood;
 - (a) Share relevant information amongst elected officials on matters related to the relationship between the Students' Union, Graduate Students' Association, University of Calgary, and government;
 - (b) Provide institutional memory and support for incoming elected officials;
 - (c) Coordinate the individual efforts of elected officials and executives related to university and government relations in a cohesive and professional manner; and
 - (d) Provide an informed response regarding:
 - i. How the university makes decisions;
 - ii. How government and university decisions may affect post-secondary students; and
 - iii. Policies and positions that may be taken by any municipal, provincial, or federal lobby group of which the SU is a member.
 - (e) advise on important and sensitive confidential information from the University and government bodies relating to undergraduate students.

- (2) The Committee shall recommend to SLC the strategic direction of the SU regarding University relations and the SU's position on tuition.

Membership

- 3 (1) The Committee shall be composed of:
 - (a) President, as Chair;
 - (b) Vice President Academic;
 - (c) Vice President External;
 - (d) Vice President Operations and Finance;
 - (e) Vice President Student Life;
 - (f) One member of the SU Student Services department (non-voting); and
 - (g) One member of the SU Communications department (non-voting).
- (2) Committee members shall be appointed by virtue of association.
- (3) Appointments to the Committee shall be for the duration of the Spring, Summer, Fall and Winter sessions.

Quorum

- 4 (1) Quorum shall consist of four members, which must include:
 - (a) three executives; and
 - (b) one member of the SU Student Services department or SU Communications department

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 and Responsibilities

- 5 (1) The Committee shall be delegated the authority to:
 - (b) Review and respond to pertinent University of Calgary and government documents, announcements, and positions;
 - (c) Provide feedback and advice to committee members regarding meetings with university and government officials;
 - (d) Make recommendations on any university and government related issue as requested by SLC;

- (e) Discuss government decisions that affect post-secondary students and communicate any relevant information with affiliated lobby groups;
 - (f) Receive reports and updates from committee members regarding interactions with university and government officials;
 - (g) Receive updates on correspondence between the SU, the University of Calgary, and government; and
 - (h) Consider the outcomes of the tuition consultation process and recommend the SU's position on tuition and fees to SLC for approval annually.
- 6 (1) The Committee may refer issues to the Policy Development Review Committee in order to develop advocacy policies.
- 7 (1) The Committee shall conduct an annual review of the University and Government Relations Committee Terms of Reference and Procedures.

Meeting Protocol

- 8 (1) Committee meetings shall be closed to the public.
- 9 (1) The Committee shall be held once per month, at minimum.
- (2) Additional meetings may be called by the Chair at the request of any executive member.
- (3) The Chair shall provide at least 24 hours' notice of the next meeting, using any communicative means reasonable.
- 10 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 11 (1) The Chair shall designate the General Manager or designate responsibility for distributing the agenda and meeting materials to the Committee at least 24 hours' in advance of the meeting.
- 12 (1) The Chair shall designate the General Manager or designate responsibility for recording meeting minutes.
- 13 (1) The Committee shall require Simple Majority vote to approve motions.
- 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 Committee activities to SLC at the next available opportunity following a meeting.

Amendment History: September 28, 2010 (63.25); August 28, 2012 (70.15); March 4, 2014 (71.65); February 23, 2016 (73.42); May 9, 2017 (75.02); November 5, 2019 (77.20).