

POLICY ON THE ROLE OF STUDENTS' COUNCIL

POLICY: GV-01

GOVERNANCE

Reviewed Governance Committee March 2020

Approved Students' Council April 2020

POLICY INTENT

This policy defines duties, responsibilities, and compensation of Students' Council of Students' Association of Bow Valley College.

CONTEXT

As per Students' Association of Bow Valley College (SABVC) Bylaws, the Students' Council is comprised of:

- (a) seven (7) Councillors, one representative of each BVC School;
- (b) one (1) Councillor as the Indigenous representative;
- (c) one (1) Councillor as the Regional representative;
- (d) the Executive Committee.

As the highest decision-making body of the Students' Association of Bow Valley College (SABVC), Students' Council has the responsibility to oversee and lead the Association on behalf of its members.

Council is responsible to fulfill fiscal and legal responsibilities, advocate on behalf of its members, provide strategic direction, and ensure the health of the Council as a governing body.

POLICY ON THE ROLE OF STUDENTS' COUNCIL

COUNCIL'S GENERAL DUTIES AND RESPONSIBILITIES

According to SABVC Bylaws, "Council is the official channel of communication between the Members and the Board of Governors of BVC, as per section 95(4) of the PSLA" (p. 15). Council is also the medium of communication between SABVC and its stakeholders.

Council's main duties and responsibilities are:

1. Manage the business and affairs of the Students' Association, being responsible for approval or disapproval of Bylaws, policies, strategic plan, committees, annual budget, events, partnerships, hiring of a CRO for elections, referendums and/or appeals, and any other duties determined by Council from time to time.
2. Ensure they are making the best decisions possible on behalf of the membership and in line with the SABVC mission, values, and Strategic Plan.
3. Ensure Council adheres to SABVC Bylaws and policies by focusing Council's activities on the Students' Association's purposes.
4. Conduct themselves with the highest level of integrity and exemplify the expectations set out in the SABVC Code of Conduct and in the BVC Learner Code of Conduct.
5. Be accountable to the membership for the conduct of the affairs of the Students' Association.
6. Develop and manage SABVC's governance.
7. Promote the building of relationships with key contacts outside the organization.
8. Assist in the coordination and implementation of local, provincial and national campaigns relating to educational affairs.
9. Govern other external committees relevant to the interests of SABVC membership.
10. Foster positive working relationships between Councillors and Students' Association staff.
11. Perform all duties outlined for Councillors in this policy and procedures.
12. Review and approve Students' Council and Executive Committee meeting minutes.
13. Oversee the activities of the Executives.
14. Host and chair SABVC Annual General Meetings, Special Meetings and Referendums.

POLICY ON THE ROLE OF STUDENTS' COUNCIL

EXPECTATIONS OF INDIVIDUAL COUNCIL MEMBERS

The success of Students' Council as a corporate body is dependent on the actions of its individual members. In addition to abiding by the duties and responsibilities outlined in this policy (sections 1 to 14), each Councillor must:

16. Contribute to Students' Council as it carries out its mandate in order to achieve SABVC's purpose, mission, and goals. The oath of office taken by each Students' Council member when they assume office binds that person to work diligently and faithfully to the cause of the SABVC.
17. Recognize that the Students' Council is a corporation. The decisions of the Council in a properly constituted meeting are those of the corporation. Individual Councillors exercise an effective decision-making role in the context of corporate action. The individual Councillor has no authority outside of the Students' Council meeting unless specific authority has been granted by the Students' Council during a duly constituted meeting of the Council.
18. Stay current with respect to provincial, national and international educational issues and trends.
19. Recognize their fiscal and legal responsibilities to the Students' Council and vote in the best interests of the Membership understanding that the SABVC's needs are paramount.
20. Abide by and provide the rationale for the corporate decisions of the Students' Council after a decision has been reached.
21. Keep confidentiality of SABVC's affairs, governance, issues, subjects and discussions, sustaining ethical behavior especially while conducting SABVC business.
 - 21.1 According to item 50.1 of SABVC Bylaws, Council members that breach confidentiality or intellectual agreements may be immediately suspended and may be impeached from their student leader position.
22. Become familiar with and respect the SABVC Bylaws and policies, Students' Council governances, meeting agendas, previous minutes, and reports in order to participate in Council meeting business.
23. Actively participate in the committees (apart from General Students' Council) that they decide to be part of as a member or as a chair.
24. Non-Executive Council Members must complete up to **ten hours per month** of service and pre-approved activities to the SABVC. The Council's Chair must complete up to

POLICY ON THE ROLE OF STUDENTS' COUNCIL

fifteen hours per month, with a minimum of ten hours per month. Further information about Chair's duties and responsibilities are found in the related policy.

- 24.1 Approved activities include attending Council and committee meetings, assisting Executives, volunteering at an SABVC event, research and work mandated by committees, assisting with SABVC office tasks, talking to students (provided the agreed upon discussion topics and reporting procedures are followed), or other activities deemed appropriate by Council.
- 24.2 Councillor's participation in a Club may not be included as office work.
- 24.3 Reading and preparation for meetings is considered a responsibility associated with attending meetings and is not included as office hours.
 - 24.3.1 Exceptionally, reading and preparation for meetings by the Chair shall be considered office hours.
- 25. Attend all scheduled Council meetings and be prepared to suggest agenda items and to participate in and contribute to the discussion.
 - 25.1 Unless proof of illness or emergency is provided, a Councillor may not miss more than **two** regularly scheduled Council meetings per semester. Notwithstanding section 49.1 of SABVC Bylaws, if adequate proof of illness or emergency is not provided, the Councillor shall be considered resigned and will be removed from Council's membership with a motion to remove the absent Councillor through a majority vote in favour of removal at the end of the second absent meeting.
 - 25.2 As Council meetings are scheduled well in advance, work or study commitments must be organized around Council's predetermined meeting times.
- 26. Support and assist the Chair in conducting effective Students' Council meetings.
- 27. Use special expertise and knowledge as appropriate to inform other Councillors.
- 28. Share the materials and ideas gained with fellow Councillors at a Council meeting, in written format, following conference attendance.
- 29. Maintain focus on the strategic work of the Students' Council.
- 30. When delegated responsibility, individual Councillors will exercise such authority within the defined limits in a responsible and effective way.

POLICY ON THE ROLE OF STUDENTS' COUNCIL

31. Monitor the results and outcomes of the work delegated to Executives, reviewing the Executive Committee's policy priorities as needed.
32. Strive to develop a positive and respectful learning and working culture both within the Council and the SABVC.
33. Submit monthly individual reports to the Executive Committee and the Students' Council outlining the status of individual position duties, projects and official communications as requested.
34. Submit conference reports every time they attend to.
35. Attend the Annual General Meeting and any Special Meetings and Referendums.
 - 35.1 For the Councillor representing Regional Students, attendance is not mandatory. However, if they decide to participate, attendance can be in person or virtual.
36. Support SABVC's events and campaigns.
37. Accept additional responsibilities as delegated by Students' Council and/or the Executive Committee.

COMPENSATION

38. For adequate fulfilment of their individual responsibilities outlined in this Policy, Councillors shall receive a compensation for services rendered during their term, as approved by Council from time to time, always in accordance with SABVC Bylaws.
 - 38.1 Councillors shall be paid an hourly wage based on hours worked monthly.
39. Minimum requirements in order to receive compensation, Councillors must:
 - 39.1 Work up to ten (10) hours per month;
 - 39.2 Submit the required timesheet monthly and reports on time.
40. Councilors may not receive compensation for social activities, either on or off-campus, where member participation might be desirable but is not mandatory.
41. Work hours may not be carried over to subsequent months.

POLICY ON THE ROLE OF STUDENTS' COUNCIL

42. Councillors are responsible for holding each other accountable for hours worked.

RELATED POLICIES

GV-01-A Students' Council Procedures

GV-02 Policy on the Role of Executive Committee

GV-03 Policy on the Role of Chair

GV-04 Policy on the Role of Board of Governors Representative

GV-05 Policy on the Role of Executive Director