

STUDENTS' COUNCIL PROCEDURES

POLICY: GV-01-A

GOVERNANCE

Reviewed Governance Committee March 2020

Approved Students' Council April 2020

POLICY INTENT

This policy defines mandatory procedures 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.

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Part 1 – GOVERNANCE AND POLITICAL AFFAIRS

Accountability to Membership

1. Students' Council shall seek to prioritize accountability to their Membership. To do so, Council shall:
 - a. Ensure meeting minutes are posted on the website and other activities such as town halls, newsletters, advertising council meetings, etc.
 - b. Establish processes and opportunities for membership input.
 - c. Act in good faith in accordance with the Bylaws and any directions given, on behalf of the Membership.
 - d. Make informed decisions that consider the needs, concerns, and opinions of the SABVC members and represent the interests of the entire organization
 - e. Strategically consider services that may be of benefit to members
 - f. Approve materials to be presented at General Meetings in accordance with SABVC Bylaws and Membership direction.
 - g. Bring recommendations for Bylaw amendments to the Membership.

Accountability to the government

2. As a governing board of the SABVC, Students' Council is responsible to all levels of government and shall act in accordance with the Post-Secondary Learning Act of Alberta and other relevant Provincial and Federal statutory requirements. Council shall perform Board functions required by governing legislation, SABVC Bylaws, and Board policies.

Advocacy

3. Students' Council has been given elected authority to advocate on behalf of the membership to BVC administration as well as to all levels of Government. Students' Council shall speak on behalf of its members' best interests, taking into account majority as well as minority groups. Council shall:
 - a. Undertake direct advocacy activities such as but not limited to participating in committees and lobby groups, initiating meetings, organizing friendly protests, and writing policy statements and letters.
 - b. Monitor progress of advocacy initiatives.

Appointments

4. Students' Council shall appoint one Councillor to be the Students' Council Chair for that year-term. According to SABVC Bylaws, this appointment must be done in the first Council's Meeting. The Chair will be appointed by Simple Majority of votes.

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5. After the Chair is determined, Students' Council shall appoint the Chair as the Board of Governors Representative by a Simple Resolution. This appointment must be done in the first Council's Meeting.
6. Students' Council shall appoint a Board of Governors Representative during Winter elections, no later than end of March, unless otherwise approved by Council.
7. Council is also responsible for any other necessarily appointments, including appointments to fill vacated positions.

Bylaws updates

8. Any Bylaws updates should be analyzed by Students' Council before they are presented to the Membership. Council is responsible to:
 - a. Read, understand, discuss and vote to approve or not the Bylaws amendments.
 - b. (If approved), present the updated Bylaws to the Membership at a Special Meeting before the Membership votes in favor or not of the amendments proposed.

Policy development & updates

9. Policies shall be used by Council to provide general direction for the SABVC. Councilors are responsible for understanding the principles and issues presented in policies before they are approved. Specific details that do not require risk management of Council shall be managed in procedure documents that do not require approval of Council. Council is responsible to:
 - a. Establish a process for the determination of SABVC policies and the handling of directives for action.
 - b. Identify how the Council is to function through the adoption of governance policies.
 - c. Define in governance policies the role of individual Council Members, including Executive officers.
 - d. Establish governance policy which will clearly outline actions, behaviours, or methods to be used in order to achieve the goals that the Council expects.
 - e. Monitor policy effectiveness.
 - f. Propose new policies or policy updates as needed, indicating what the main purpose is for each policy proposal.
 - g. Vote to approve or not each new policy proposal and/or policy update. According to SABVC Bylaws, policies may be established, amended, supplemented or repealed by Simple Resolution of Council.

Strategic Plan

10. Providing strategic direction for staff and the SABVC as a whole is a primary responsibility of Council. Council shall review and discuss the progress of the strategic plan. Council shall:
 - a. Seek input for strategic direction from Membership.

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- b. Determine the strategic priorities and the key results to be accomplished for a defined period of time.
- c. Read, understand, discuss and vote to approve the Strategic Plan.

Committees

11. According to SABVC Bylaws section 61.1, Council may create and appoint *adhoc* committees at any time during the year-term. Council shall:
 - a. As needed, appoint committees and provide terms of reference.
 - b. Appoint representatives to external committees and provide support as needed to those representatives.

Part 2 – OPERATIONAL DUTIES

Fiscal Accountability

12. Students' Council shall be mindful that the vast majority of their budget is from Membership fees. Therefore, in all areas of fiscal accountability, it is prudent that Council be mindful of how and where money is spent, ensuring that the services provided are worth the fees paid. Specifically, Council is responsible to:
 - a. Approve the annual budget to be recommended to the membership at the Annual General Meeting.
 - b. Review monthly financial statements.
 - c. Annually appoint the SABVC auditor.
 - d. Review the external Audit Report and ensure quality standards are met.

Students' Council and Executive Director relations

13. Students' Council and the Executive Director shall seek to cooperate and work together towards attaining the mission and goals of the SABVC. Council shall:
 - a. Provide the Executive Director with clear corporate direction through policy and an approved Strategic Plan.
 - b. Delegate, in writing, administrative authority and identify the Executive Director's areas of responsibility in specific policy.
 - c. Respect the authority of the Executive Director to carry out operational and executive actions; and support the Executive Director's actions which are exercised within the delegated discretionary powers of the position.
 - d. Formally evaluate the Executive Director's performance and/or review compensation, as needed.

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Council Development

14. With new members on Council each year, providing training and orientation is important to ensure an effective Students' Council. As such, Council shall:
- a. Work with the Executive Director to develop a plan for Council orientation, training, and development.
 - b. Determine compensation for the proceeding Council and Executives.

Events, Clubs, and Conference Expenses

15. Students' Council is responsible for discussion and rejection or approval of:
- a. Signature events by Special Resolution;
 - b. Club activities which the total amount is equal or more than \$ 200 (two hundred dollars) by Simple Resolution;
 - c. Conference expenses which the total amount is equal or more than \$ 3,000 (three thousand dollars) by Simple Resolution.

RELATED POLICIES

GV-01 Policy on the Role of Students' Council

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