



UNIVERSITY OF BRITISH COLUMBIA
ENGINEERING UNDERGRADUATE SOCIETY

IV - EUS Committees

	Committee	Council	Version
Approval	March 3 rd 2023	April 7 th , 2023	3.0.0
Last Modified	March 3 rd 2023	April 7 th , 2023	3.0.0
Last Reviewed	March 3 rd 2023	April 7 th , 2023	3.0.0
Responsible Body	Designated Execs & Volunteers		
Governance Committee	EUS President Council Director		

IV - EUS Committees

1 Description

This section elaborates on the structure, composition, and purpose of the EUS Committees of Council. These Committees shall act as a forum for organization and discussion outside of Council.

2 General Procedure

2.1 Committee Procedure

- 2.1.1 Committees shall operate by a majority vote system.
- 2.1.2 The Committee shall take minutes of all meetings. The minutes of meeting shall include motivation for any substantive motions, recommendations, and actions discussed in meetings, along with a report of the discussions at such meetings.
- 2.1.3 The Committee shall approve minutes at the following meeting of that committee.
- 2.1.4 Quorum of committee meetings shall be one half of the sitting members, unless otherwise specified within.
- 2.1.5 The Committee may enter In-Camera Sessions following the procedure outlined in EUS Council Policy

2.2 Responsibilities of the Chair

- 2.2.1 Committees will be chaired by the Executive member, unless otherwise designated in the composition of a particular committee. If more than one Executive sits on a committee, the Chair will be decided by the Executive Committee.
- 2.2.2 The Chair may discuss removal of a committee member with the EUS Council during an In-Camera Session should they believe that the committee cannot function properly with this member present. The EUS Council will decide whether a removal is necessary and instruct the Chair accordingly.
- 2.2.3 The Chair shall inform Department Presidents in writing of upcoming meetings that require the attendance of department representatives to fulfill performance funding requirements.
- 2.2.4 The Chair shall submit all approved Committee minutes to the President before the following Council meeting

2.3 Membership

- 2.3.1 Each member on the committee shall hold a maximum of one vote.
- 2.3.2 In the case of Department Club Representatives, only one vote shall be held by each Department Club.

- 2.3.3 A voting Committee member may proxy their vote at a Committee meeting to any EUS Member.
- 2.3.4 Notice of the proxy must be communicated to the Chair no less than 24 hours before the meeting in question.
- 2.3.5 Each person may only hold one vote per meeting, including proxy votes.

2.4 Appointment

- 2.4.1 Council shall appoint Committee seats.
- 2.4.2 Each Department Club President shall nominate themselves to sit on a minimum of one Committee with a specified Council member seat for the duration of their term.
- 2.4.3 Appointments shall happen at the Annual Council Transition meeting, the meeting when a new Ad-Hoc or Extraordinary Committee is formed, or a regular Council meeting if a Committee has a vacancy.
- 2.4.4 The outgoing President shall be responsible for sending the incoming Council a Committee Nomination form a minimum of one week prior to Annual Council Transition, listing all Council seat vacancies that members are eligible to occupy , with the associated Committee's policies readily available.
- 2.4.5 The outgoing President shall be responsible for creating a Student-at-Large Committee Nomination form a minimum of one week Prior to Annual Council Transition, with the associated Committee policies readily available, and providing it to the outgoing VP Communications to publicize appropriately.
- 2.4.6 During Annual Council Transition, each Council seat may only be appointed to a maximum of two Committee seats.
- 2.4.7 Council members may only be appointed to a maximum of three Committee seats.
- 2.4.8 Should a Department Club President fail to be appointed to any Committees during Annual Council Transition, they shall be nominated for any Standing Committee vacancies, or Ad-Hoc and Extraordinary Committee Council seats that are formed after Annual Council Transition, until such a time that they are appointed to an EUS Committee.

2.5 Removal

A member of any Committees who is not an Executive Officer or Appointed Volunteer may be removed from the committee for any of the following reasons:

- 2.5.1 Resignation
- 2.5.2 Absence from three consecutive Committee Meetings
- 2.5.3 Absence from two consecutive Committee Meeting without providing a proxy and without justification deemed valid by the Committee
- 2.5.4 Unsatisfactory performance according to a petition signed by three-quarters of EUS Council
- 2.5.5 Absences of Department Club Representatives shall:

- 2.5.5.1 Result in decreases to Performance Funding as outlined in Department Club Policy.
- 2.5.5.2 Be reported to the Department Club President
- 2.5.6 Absences of Affiliate Club Representatives shall:
 - 2.5.6.1 Result in consequences as outlined in EUS Affiliate Club Policy.
 - 2.5.6.2 Be reported to the Affiliate Club President

3 Standing Committees

Standing Committees shall form every year, with specific deliverables outlined within. At no point shall the total number of non-Executive Council seats within Standing Committees exceed the number of voting non-Executive Council members, with the exception of the Election Appeals Committee.

3.1 EUS Academic Committee

3.1.1 Purpose

This committee shall act as a forum to discuss academic issues and coordinate all attempts to improve academic conditions. Its goal is to better facilitate communication between department academic representatives, and advise the VP Academic on faculty-wide academic issues outside of the SAC and Grand Council. The scope of this committee includes, but is not limited to: compiling a list of academic issues faced by students; suggesting improvements to academic curriculum; discussing and reviewing new academic initiatives; and coordinating academic events across Engineering Programs.

3.1.2 Composition

The Academic Committee shall consist of:

- 3.1.2.1 The VP Academic as Chair
- 3.1.2.2 The EUS Curriculum Director
- 3.1.2.3 One Academic Representative Per Department Club
- 3.1.2.4 And The First Year Council Academic Representative

The invitees to this committee shall be:

- 3.1.2.5 The Applied Science Student Senator

3.1.3 Meetings

This committee shall:

- 3.1.3.1 Meet once over the Summer to discuss Beef & Pizza planning and coordinate initiatives for the Academic Year.
- 3.1.3.2 Meet at least one per term to review discussion items for Grand Council
- 3.1.3.3 Meet once at the end of the academic year to review the year and create recommendations for the following year.

3.2 EUS Scholarship Committee

3.2.1 Purpose

This committee shall be primarily responsible for awarding the EUS

Community Contribution Award in accordance with the EUS Funds & Grants Policy, the G.E. "Ted" Baynes Award, and shall assess any other awards that involve collaboration with the Faculty of Applied Science on an as-needed basis.

3.2.2 Composition

The EUS Scholarship Committee shall consist of:

- 3.2.2.1 The VP Academic as Chair
- 3.2.2.2 APSC Associate Dean Education & Professional Development, or designate,
- 3.2.2.3 APSC Student Senator, or designate,
- 3.2.2.4 And one member of EUS Council.
 - 3.2.2.4.1 If the VP Academic is also the APSC Student Senator, the APSC Student Senator seat shall be replaced with another member of EUS Council.
 - 3.2.2.4.2 In the event the APSC Student Senator or the APSC Associate Dean, Education & Professional Development neither participate themselves nor nominate a designate, they shall be replaced with a member of EUS Council.

3.2.3 Meetings

- 3.2.3.1 The meetings are as outlined in the EUS Funds & Grants Policy.

3.3 EUS Events Committee

3.3.1 Purpose

This committee shall be concerned with events within the Society and to the community at large. This committee is responsible for preventing event conflicts whenever possible. The committee is also responsible for creating and maintaining the EUS Events Calendar.

3.3.2 Composition

The EUS Events Committee shall consist of:

- 3.3.2.1 The VP Student Life as Chair
- 3.3.2.2 The VP Administration
- 3.3.2.3 The Social Director
- 3.3.2.4 Events Director
- 3.3.2.5 One Social Representative from each Department Club and First Year Council
- 3.3.2.6 One Representative from interested Affiliate Clubs
- 3.3.2.7 Representatives from other interested APSC groups

3.3.3 Meetings

This committee shall:

- 3.3.3.1 Meet a minimum of once during the May to June period to create an EUS Events Calendar for approval at ESC Governance Committee.
- 3.3.3.2 Meet at least once at the beginning of each term, to finalize the event schedule and complete any related contracts, liquor licenses,

and payments. The VP Administration will provide contracts to all clubs with upcoming events ahead of the meeting.

- 3.3.3.3 Meet once at the end of the academic year to review the year and create recommendations for the next year.

3.4 ESC Advisory Committee

3.4.1 Purpose

The purpose of the Committee is outlined in the ESC Governance Agreement and will be seen as equivalent to the ESC Advisory Committee, as called for in the ESC Governance Agreement. It shall be primarily concerned with the approval of the ESC Annual Plan and the ESC Bookings Regulations.

3.4.2 Composition

The mandated composition of the ESC Governance Committee is mandated in the ESC Governance Agreement. It is recommended that the EUS members be as follows:

- 3.4.2.1 The EUS President,
- 3.4.2.2 The VP Administration as Chair,
- 3.4.2.3 The VP Student Life,
- 3.4.2.4 An EUS Student-at-Large, chosen by the EUS President
- 3.4.2.5 An Alumni Representative, chosen by the EUS President

3.4.3 Meetings

This committee shall meet at least four times per year:

- 3.4.3.1 Once shall be in May to present a draft of the Annual Plan
- 3.4.3.2 Once shall be in June to approve the Annual Plan
- 3.4.3.3 Once in each winter academic term to receive updates on building operations and the Annual Plan.

3.5 EUS E-WEEK Committee

3.5.1 Purpose

This committee shall be concerned with promoting and organizing E-WEEK.

3.5.2 Composition

The EUS E-WEEK Committee shall consist of:

- 3.5.2.1 The VP Spirit as Chair
- 3.5.2.2 The E-WEEK Director
- 3.5.2.3 One E-WEEK Representative from each competing Department Club, Affiliate Club, and First Year Council
 - 3.5.2.3.1 Any Department or Affiliate Club that misses two or more E-WEEK Committee meetings prior to E-WEEK, without permission from the VP Spirit, shall be ineligible to compete in E-WEEK for that year.

3.5.3 Meetings

This committee shall:

- 3.5.3.1 Meet at minimum twice in Term One to finalize the events planned and the rules of E-WEEK to finalize the E-Week Guidebook for approval before the final EUS Council meeting of Term One.
- 3.5.3.2 Meet once in Term Two prior to E-WEEK, to discuss logistics of E-WEEK.
- 3.5.3.3 Meet once to review E-WEEK as a whole. Feedback from the meeting will be used to compile the E-WEEK Feedback Report which shall be presented to Council.

3.6 EUS Executive Committee

3.6.1 Purpose

This committee shall be made up of Executive Officers and handle all business and operations of the Society.

3.6.2 Composition

The Executive Committee shall consist of the EUS Executive, with the EUS President as Chair

3.6.3 Meetings

3.6.4 This committee shall:

- 3.6.4.1 Meet at least once every week throughout the winter academic terms
- 3.6.4.2 Meet at least once every two weeks during the summer months, unless
- 3.6.4.3 Decide on any alternative meeting schedule by majority vote
- 3.6.4.4 Meet at least once at the end of the academic year with the incoming Executive to review the year and create recommendations for the next year.

3.7 EUS Finance Committee

3.7.1 Purpose

This committee shall be concerned with reviewing financial matters that affect the EUS and its budget. The committee is responsible for overseeing the creation of the EUS budget, reviewing the budget on a regular basis, and creating a recommended budget for the following year. The committee will oversee the approval and distribution of club funding, review EUS Club Support Fund applications before they are brought to council, and oversee the ESC Capital Purchase Fund.

3.7.2 Composition

The Finance Committee shall consist of:

- 3.7.2.1 The VP Finance as Chair
- 3.7.2.2 Two other EUS Executives, one of whom must be the VP Student Life or VP Spirit
- 3.7.2.3 Three non-Executive Council members
- 3.7.2.4 One Student-at-Large

3.7.2.4.1 A non-Executive Council member shall fill this seat until a Student-at-Large is appointed.

3.7.3 Meetings

This committee shall meet on a monthly basis, however may ultimately meet at will so long that the following mandates are filled:

- 3.7.3.1 Oversee the creation of the annual budget during the summer.
- 3.7.3.2 Review Department and Affiliate Club Event Funding proposals.
- 3.7.3.3 Review the budget and aid the VP Finance in the submission of regular budget presentations to Council.
- 3.7.3.4 Create a recommended budget for the following year.
- 3.7.3.5 Oversee the ESC Capital Purchase Fund.
- 3.7.3.6 Review EUS Club Support Fund applications before bringing them to council, within two weeks of receiving the application.

3.8 Elections Committee

3.8.1 Purpose

This committee shall oversee the elections conducted by and for the Society, and oversee the implementation of elections policy. No member of the EUS Elections Committee may participate, endorse, or otherwise engage with an EUS Election outside of their Volunteer role.

3.8.2 Composition

The EUS Elections Committee shall consist of:

- 3.8.2.1 The Elections Administrator as Chair
- 3.8.2.2 The Department Elections Support Manager
- 3.8.2.3 The Elections Promotion Manager

3.8.3 Meetings

This committee shall meet only at the discretion of its Chair to discuss EUS Elections promotion, scheduling, and campaign violations.

3.9 Elections Appeal Committee

3.9.1 Purpose

This committee shall hear appeals in conjunction with the Society's elections policy.

3.9.2 Composition

The EUS Elections Committee shall consist of:

- 3.9.2.1 The President, as Chair
- 3.9.2.2 In the event of the President standing for election, another voting member of Council shall be designated Chair
- 3.9.2.3 All other voting members of Council not standing for election in the election for which the appeal is being considered

3.9.3 Meetings

This committee shall meet only at the discretion of its Chair upon the receipt of an appeal.

3.10 Executive Accountability Committee

3.10.1 Purpose

- 3.10.1.1 The Executive Accountability Committee shall provide oversight to the Executive by reviewing the President's performance managing and supporting the EUS Executive and ensuring that they fulfill their role in a satisfactory manner and are acting as per Council's direction. The Committee may also directly review and check-in with any other Executives as seen fit by resolution of the Committee or as a request from the President.
- 3.10.1.2 Check-ins are a review with personnel about their goals and ability to complete them, current performance, and any concerns. The Committee shall check-in with the President. They shall ask for their goals for the term and the year; following up on progress in subsequent check-ins. Feedback and concerns about the performance of the President, Executive, or the Society will be documented as part of the check-in.
- 3.10.1.3 If the Committee believes the President is inadequately overseeing the Executive or being responsive to Council's needs, the Committee may assume the duty of collecting Council and/or Executive feedback through survey and check-in. The information may be confidential at the discretion of the Committee but its results shall be presented to Council.
- 3.10.1.4 The Committee should raise concerns about Executive performance to Council and suggest a corrective course of action or ask the Speaker to suggest a punishment.

3.10.2 Composition

The Executive Accountability Committee shall consist of 3 non-executive members of Council.

3.10.3 Meetings

- 3.10.3.1 The Committee shall meet a minimum of three times per year, within six weeks from the start of each Summer, Fall, and Spring Term. At the first meeting of the year, the Committee shall appoint a Chair from its membership. The Committee is recommended to meet independently before performing check-ins to determine questions or areas of concern in advance.
- 3.10.3.2 Check-ins should be documented as Committee meetings with an invited guest. The Committee is recommended to take public minutes to clearly document that they have noted down goals, offered feedback, and raised any concerns. The Committee may see fit to go in camera as necessary to allow for honest discussion and protection of individual privacy at their discretion.

3.11 Governance Committee

3.11.1 Purpose

This committee shall be concerned with the review and amendment of the EUS Policy Manual. The committee is responsible for receiving mandates from EUS Council, drafting changes, and submitting them back to Council in accordance with “Policy on Policy”.

3.11.2 Composition

The EUS Governance Committee shall consist of:

- 3.11.2.1 Two EUS Executives;
- 3.11.2.2 Two non-Executive Council members
- 3.11.2.3 One additional Council member.

3.11.3 Meetings

This committee shall:

- 3.11.3.1 Meet no less than two weeks after receiving a Council Mandate to review or amend EUS policy
- 3.11.3.2 Continue to meet regularly until the Mandate has been satisfied.

4 Ad-Hoc Committees

Ad-Hoc Committees shall only form upon specific criteria. Deliverables shall be defined within, but shall be narrowed by Council during formation. Ad-Hoc Committees shall dissolve upon the completion of their objective, or at the Annual Council Transition meeting.

4.1 Club Mentorship Committee

The Club Mentorship Committee shall form when there is a Tier 2 Department Club.

4.1.1 Purpose

This committee shall provide oversight and guidance to Tier 2 Clubs. The Committee should support Tier 2 Clubs and provide them with the guidance needed to effectively run their clubs at the level expected by Tier 1 Clubs. The Committee is responsible for making redesignation recommendations to Council. In their recommendations, the Committee will consult with the EUS Department Club Policy.

4.1.2 Composition

The EUS Club Mentorship Committee shall consist of:

- 4.1.2.1 VP Administration, as Chair
- 4.1.2.2 New Clubs Manager, or in the event of the role being vacant, an EUS Executive designated by the Council
- 4.1.2.3 Tier 2 Club Presidents
- 4.1.2.4 2 non-Executive Council members

4.1.3 Meetings

This committee shall:

- 4.1.3.1 Meet at least once over the summer to discuss Tier 2 Club year planning and the responsibilities of the Club through the regular Term, and the criteria for redesignation.

- 4.1.3.2 Meet a minimum of twice per month to check in on the Tier 2 Clubs, with the exception of the exam period
- 4.1.3.3 Meet at the end of Term One to provide formal feedback to Tier 2 Clubs outlining their current progress on meeting the redesignation criteria.
- 4.1.3.4 Meet at the end of Term 2 before the submission deadline for the final EUS Council meeting to determine which Tier 2 Clubs may be recommended for redesignation and submit their recommendations to Council for approval

4.2 EDI Committee

The EDI Committee shall form when the EUS has received an EDI complaint pertaining to EUS operations.

4.2.1 Purpose

This committee exists to handle EDI complaints pertaining to EUS operations. Further detail, including deliverables, shall be determined by Council when the complaint is read and the committee is formed.

4.2.2 Composition

Due to the complex nature of EDI complaints, Council shall compose the EDI Committee within the following composition, with no more than four total members.

- 4.2.2.1 Two Executives who are not in a conflict of interest; and
- 4.2.2.2 Two non-Executive Council members who are not in a conflict of interest.

4.2.3 Meetings

This committee shall:

- 4.2.3.1 Meet at a frequency decided by Council upon its formation
- 4.2.3.2 Deliver a final report to Council before the end of the Academic Year during which it was formed

4.3 Sustainability Committee

The Sustainability Committee shall form when a special project related to the Society's environmental, social, or financial sustainability is approved by a majority vote of Council.

4.3.1 Purpose

This committee shall be tasked with working on special projects related to the Society's environmental, social, or financial sustainability. Further detail, including deliverables, shall be determined based on the special project proposal.

4.3.2 Composition

The Sustainability Committee shall consist of:

- 4.3.2.1 The Council member who brought the special project, as Chair
- 4.3.2.2 Two EUS Executives
- 4.3.2.3 Two non-Executive Council members.

4.3.3 Meetings

This committee shall:

- 4.3.3.1 Meet at a frequency decided by Council upon its formation
- 4.3.3.2 Deliver a final report to Council before the end of the Academic Year it was formed

5 Extraordinary Committees

5.1 Purpose

Extraordinary Committees may be struck by EUS Council as a forum for discussion and organization outside Council. The mandate and deliverables of the Extraordinary Committee shall be set by Council during the creation of the committee.

5.2 Creation

5.2.1 Extraordinary Committees must be struck by a motion to council. The motion must include:

- 5.2.1.1 Mandate of the Committee
- 5.2.1.2 Composition of the Committee
- 5.2.1.3 Chair of the Committee
- 5.2.1.4 Expected meeting frequency of the Committee

5.3 Dissolution

- 5.3.1 Extraordinary Committees shall be dissolved at any time by a motion to Council, upon the completion of their objective, or at the Annual Council Transition meeting.
- 5.3.2 Upon dissolution, the Chair shall deliver a final report to Council.