

# University of Saskatchewan Engineering Student Fund (USES F)

## Student Council Terms of Reference

Established:	February 20, 2020
Revised:	Not Applicable
Version:	1.0
Related Governing Documents:	USES F Fund Terms of Reference USES F Guidelines and Procedures SESS Constitution and Bylaws

### PURPOSE OF COUNCIL:

The USESF Student Council serves as an advisory group to the Dean of the College of Engineering. This Council manages the annual USESF application process and recommends the annual allocation of USESF funds relating to the purpose of the fund:

*“The USESF is a fund that will be used to advance the engineering undergraduate student experience by distributing funds to student groups and individuals within the engineering undergraduate community.” (USES F Fund ToR)*

The Council serves as a vital link between the engineering undergraduate student population and the college to ensure that the USESF’s mandate and purpose are visible and responsive to the entire engineering undergraduate student community experience.

The Dean may ask Council to manage the application process and recommend allocations for other funds that are of a similar nature to USESF.

### MEMBERSHIP:

The Council is made up of a broad undergraduate student representation to ensure the intent of the fund remains accessible and inclusive.

The Council will consist of eleven (11) members, including the chair:

POSITION TITLE	ROLE	VOTING	SEATS (#)
SESS <sup>1</sup> PRESIDENT	Chair	X <sup>2</sup>	1
EXECUTIVE ASSISTANT TO THE DEAN	Secretary	X	1
DESIGN TEAM LEADERS (OR DESIGNATES)	Member	✓	3
DISCIPLINE SOCIETY/PROFESSIONAL ASSOC. LEADERS (OR DESIGNATES)	Member	✓	4
SESS EXECUTIVE REPRESENTATIVE	Member	✓	1
UNDERGRADUATE STUDENT REPRESENTATIVES <sup>3</sup>	Member	✓	2

The quorum for regular and special meetings will be six (6) voting members and all recommendations shall be made by a majority (50%+1) vote. Deliberations of the Council are held in-camera.

<sup>1</sup> **SESS:** Saskatoon Engineering Students’ Society

<sup>2</sup> This allows the chair to navigate the Council according to process in an unbiased manner. The only time the chair will vote is when there is a tie.

<sup>3</sup> **Undergraduate Student Representatives:** Membership drawn from the total undergraduate student population at-large.

*Eligibility to Serve & Process for Appointing Members*

All members must be enrolled as undergraduate engineering students at the University of Saskatchewan.

Specific membership is defined as follows:

**Design Team Leaders** (or designates) must be in a leadership capacity associated with an undergraduate student design team that is ratified by the USSU. Collectively, the recognized design teams will appoint two members to serve on the USESF Council.

**Discipline Society/Professional Association Leaders** (or designates) must be in a leadership capacity associated with an undergraduate student discipline society or professional association that is recognized by the college. Collectively, the recognized discipline societies and professional associations will appoint three members to serve on the USESF Council.

**SESS Executive Representative** is defined in the SESS Constitution (Article 5, Section 4). The SESS Executive will appoint one member to serve on the USESF Council.

**Undergraduate Student Representatives** are undergraduate students representing the undergraduate student community at-large. They cannot serve in a leadership capacity on a design team or undergraduate student society/association during their term on the Council.

Undergraduate student representatives from the population at-large will be nominated by their peers, requiring at least 10 signatures from fellow engineering undergraduate students. Nominations need to be submitted to the SESS President no later than March 1 of each year. The SESS office will then hold an election. The occupants of these two seats will be determined by a simple majority vote.

In the event there is a membership vacancy, a call for nominations will be administered by the SESS Office and distributed to the relevant student body or the collective undergraduate student community.

*Non-council membership*

Employees and students from the College of Engineering may be invited to attend council in a resource capacity. These members will not have voting rights, and do not count toward quorum.

*Term*

The Council will operate using the University of Saskatchewan's fiscal year (May 1- April 30). The term of membership will be one year to align with the student governance model.

**REPORTING STRUCTURE:**

The council reports all its recommendations to the Dean (or designate) for approval.

**RESPONSIBILITIES:**

The Council's primary objectives are to:

- Ensure compliance with the mandate of the USESF;
- Receive the annual USESF budget from the Dean (or designate);
- Establish the funding amount for each funding category of the USESF;
- Review all applications received and recommend the comprehensive funding allocations to the Dean (or designate);
- Prepare and review regularly the Council's procedures;
- Ensure recommendations fall within the budget allocated annually;

- Ensure minutes of the Council are publicized; and
- Prepare and publicize an annual report of the funding decisions.

From time-to-time, the Council is expected to:

- Review and make recommendations to revise the USESF Guidelines and Procedures document; and
- Review and make recommendations to revise the Council’s terms of reference.

The Chair of Council is expected to:

- call the meetings;
- prepare the agenda and related papers;
- prepare and submit the recommendations from the Council to the Dean;
- administer the USESF application process on behalf of the Council;
- request the presence of non-council members as needed;
- serve as the conduit for the Council with the College and represent the Council at college-level meetings; and
- ensure the Council operates in accordance with its Terms of Reference and within University of Saskatchewan policy;

The Secretary of Council is expected to:

- ensure that the minutes of Council meetings are recorded in a summative fashion; and
- distribute all meeting material to the Council membership within a timely fashion.

Council members are expected to:

- attend and fully participate in scheduled meetings in person;
- work to find innovative ways to respond to opportunities and overcome challenges within the mandate of the Council;
- adhere to the [University of Saskatchewan’s Conflict of Interest Policy](#); and
- adhere to the principles outlined in the terms of reference.

The council will meet at least biannually as well as when a meeting is called by quorum or by the chair.

#### PRINCIPLES:

1. **Mutual Respect and Diversity:** The University of Saskatchewan values diversity and is committed to promoting a culture of mutual respect and inclusiveness on campus. Members of Council will display mutual respect and support for the mission, integrity, sustainability, and autonomy of each partner within the Council.
2. **Transparency and Trust:** All records of the Council’s operations will be made public to ensure transparency and trust of all stakeholders.
3. **Fairness and Equality:** Members of Council hold equal voice at the table.
4. **Good Faith:** Members of Council are committed to operating in good faith to achieve the objectives of the Council.
5. **Collaboration with the Community:** Members of Council are committed to consulting with the student community in order to ensure broad perspectives are being brought to the Council for consideration.

**REPORTING REQUIREMENTS:**

The Council is expected to ensure accurate and current record of their business is made public on the SESS's website. This includes an annual budget and an annual report outlining the funding allocation decisions, and the impact and outcome of each proposal funded.