

**Quality Money Committee  
Terms of Reference**

*Students' Legislative Council (65.03)*

Passed: May 15, 2007 (65.03)

Amended: September 22, 2009 (67.21);  
November 2, 2010 (68.35); August 28, 2012 (70.14);  
July 9, 2013 (71.10); February 3, 2015 (72.56);  
October 11, 2016 (74.19); July 4, 2017 (75.17)



**Definitions**

*Campus Improvement Fund* means a Quality Money initiative that: (a) is brought forward by a Faculty Representative to the Quality Money Committee; (b) benefits students of a specific faculty; and (c) has the support of the students, dean, and faculty members of the applicable faculty.

*Quality Money* means a partnership between the Students' Union (SU) and the University Board of Governors, begun in 2003, which allocates funding for projects that enhance the student experience and/or improve quality of education.

**Authority & Mandate**

- 1 The Union Bylaw establishes the Quality Money Committee as a Standing Committee of the Students' Legislative Council.
- 2 The Quality Money Committee shall be responsible for receiving, evaluating, and approving annual Quality Money project applications, in accordance with SU and university policies.

**Membership**

- 3 (1) The committee shall be composed of:
  - (a) The President, as Chair;
  - (b) The Vice President Student Life;
  - (c) The Vice President Academic;
  - (d) The Vice President External;
  - (e) The Vice President Operations and Finance;
  - (f) Three Non-Executive SLC members;
  - (g) Two Student-at-Large members; and
  - (h) The Students' Union General Manager, or designate (non-voting).

**Quorum**

- 4 Quorum shall be six voting members, comprising three Executives and three non-Executive members.

## **Appointment & Vacancies**

- 5 Non-Executive SLC members and student-at-large members shall be appointed by the Nominations Committee.
- 6 The Chair shall notify SLC and Nominations Committee of vacancies as they arise.

## **Meeting Procedures**

- 7 Committee meetings are not open to the public, unless special permission is granted by the Chair.
- 8 The Committee shall hold as many meetings as necessary to fulfill its mandate and responsibilities.
- 9 The Chair may designate another Executive member as interim Chair in case of absence.
- 10 (1) The Chair shall call a special meeting within two days of receiving a written request from at least two committee members.
  - (2) The Chair shall give at least 24 hours' notice of the date, time, and location of the next meeting.
- 11 (1) At the discretion of the Chair, if a member arrives more than fifteen minutes after the meeting begins, without providing meaningful notice in advance, the member may not:
  - (a) Participate in debate on items already under discussion;
  - (b) Vote in that meeting; and/or
  - (c) Be counted as present.
  - (2) If a member is absent from more than two consecutive meetings, the committee may remove the member by a Super Majority vote.
- 12 The General Manager or designate shall be responsible for taking minutes and preparing agendas. Minutes shall be kept In-Camera.

## **Decisions**

- 13 Committee decisions shall require a Super Majority of the voting members present.

## **Duties & Responsibilities**

- 14 (1) The committee shall:
  - (a) On an annual basis, request and receive Quality Money project applications from members of the university community (students, faculty, and staff) to enhance the quality of the student experience and/or the academic experience;
  - (b) Receive Campus Improvement Fund project applications from Faculty Representatives;
  - (c) Review annual SU Survey results related to Quality Money;
  - (d) Evaluate, select, and approve Quality Money project applications received by the committee;

- (e) Provide a summary report of approved projects to SLC and the University of Calgary Provost no later than March 30;
- (f) Evaluate, select, and approve Campus Improvement Fund project applications received by the committee, with corresponding funding allocations;
- (g) Receive status reports on approved Quality Money and Campus Improvement Fund projects;
- (h) Oversee compliance with the conditional funding terms for approved Quality Money and Campus Improvement fund projects;
- (i) Oversee annual reports to the University Board of Governors, including:
  - a. A report on current year Quality Money projects; and
  - b. A status report on Quality Money projects approved in the previous year; and
- (j) Provide recommendations to the SU President regarding all Quality Money matters pertaining to the University Board of Governors as required.

## **Reporting**

- 15 (1) The chair or designate shall report to SLC regularly regarding the activities of the committee and the project proposals under consideration, including:
- (a) An overview of how proposals align with relevant procedures and selection criteria, including their benefit to large or underrepresented groups of students;
  - (b) The committee's progress through the Quality Money process and timeline; and
  - (c) Aggregate requested funding versus total funding expected.
- (2) SLC may request reporting and/or minutes from the committee at any time.
- (3) All substantive information on specific proposals shall be kept In-Camera.