


<b>Committee of 10,000 Terms of Reference</b>		
<b>Parent Policy:</b>	Union Bylaw	
<b>Related Policies:</b>	Committee of 10,000 Funding Procedure	
<b>Approving Body:</b>	Students' Legislative Council	
<b>Passed:</b>	Unknown	
<b>Amended:</b>	November 5, 2019 (77.20)	

## History

The Committee of 10,000 was created in 1973 as a tribute to Madame Olga Valda, a refugee of the Russian Revolution and internationally known ballerina. During her time as a student at the University of Calgary, Valda won two Students' Union awards. When she died in 1973, Valda left her estate to the University of Calgary, to be sold to aid a student cause. The program became known as the 'Committee of 10,000' to commemorate the approximately 10,000 students on campus at the time of its inception.

## Definitions

*Confidential Information* refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

## Authority

- 1 (1) The Union Bylaw establishes the Committee of 10,000 as a standing Committee of the Students' Union.

## Mandate

- 2 (1) The Committee of 10,000 shall allocate money given by University of Calgary students to non-profit and charitable organizations in the Calgary community in accordance with the Constitution, bylaws, procedures, and resolutions of the Students' Union.

## Membership

- 3 (1) The Committee shall be composed of:
  - (a) Vice President External, as Chair
  - (b) Two non-executive members of SLC;
  - (c) Six Students-at-Large; and
  - (d) The Students' Union General Manager or designate (non-voting).
- (2) Committee members shall be appointed by Nominations Committee on or before October 30 each year.

- (3) Appointments to the Committee shall be for the duration of the Fall and Winter sessions.
- (4) In the event of a vacancy, the Chair shall immediately request that the Nominations Committee fill the vacant Committee position.
- (5) If an appointed member is absent from more than one meeting without providing 24 hours advance notice to the Chair, the Committee may, by Super Majority, revoke the person's membership.

### **Quorum**

- 4 (1) Quorum shall consist of seven members, which must include:
  - (a) The Chair;
  - (b) One non-executive SLC member;
  - (c) Four Students-at-Large; and
  - (d) the General Manager or Designate.

### **Duties of the Chair**

- 5 (1) The Chair shall:
  - (a) Chair Committee meetings;
  - (b) Appoint another member of the Committee as Acting Chair, if the Chair is unable to attend for any reason.

### **Duties and Responsibilities**

- 6 (1) The Committee is responsible for:
  - (a) Fair and consistent processes related to the review of applications and selection of funding allocations for registered non-profit organizations;
  - (b) Developing a communication strategy to raise awareness of the program;
  - (c) Communicating funding decisions to the university and external community; and
  - (d) Hosting and attending the awards reception held in April.
  - (e) Conducting an annual review of the Committee of 10,000 Terms of Reference and Procedures.

### **Meeting Protocol**

- 7 (1) Committee meetings shall be open to the public.
- 8 (1) The Committee shall meet as many times as necessary to fulfill its duties and responsibilities.
  - (2) The Chair shall call a meeting within two business days of receiving a written request from at least two committee members.

- (3) Committee members must be given at least 48 hours' notice prior to the convening of any committee meeting.
- 9 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 10 (1) The Chair shall designate the General Manager or designate the responsibility for distributing the agenda and meeting materials to the Committee at least 48 hours' in advance of the meeting.
- 11 (1) The Chair shall designate the General Manager or designate the responsibility for recording meeting minutes.
- (2) Committee minutes must include all applications accepted and rejected, and a short rationale for each decision.
- 12 (1) The Committee shall require a Super Majority vote to approve all funding decisions.
- 13 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
- (2) Committee documents requested under section 13 (1), shall be provided within five – ten business days.
  - (3) Notwithstanding section 13 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.
  - (4) Committee documents may be made available to individuals other than Active Members at the discretion of the Chair.

## Reporting

- 14 (1) The Chair shall report on Committee activities to SLC within three weeks of the Committee meeting at which the decisions were made.
- (2) The Chair shall submit the minutes of the meetings at which funding decisions were made for inclusion in the SLC agenda for the meeting at which the report will be made.

**Amendment History:** September 28, 2010 (68.13); January 21, 2014 (71.55); February 3, 2015 (72.58); June 6, 2017 (75.04); March 20, 2018 (75.55); June 6, 2018 (76.06); January 15, 2019 (76.33); November 5, 2019 (77.20)