1 Definitions

(1) In this document:

(a) “Active Member” is defined by the Union Bylaw as “a student at the University of Calgary who meets the qualifications for membership;”

(b) “Committee” means the Quality Money Committee, except if otherwise specified; and

(c) “SLC” means the Students’ Legislative Council.

2 Establishment

(1) In accordance with the Union Bylaw, SLC establishes the Quality Money Committee as a standing committee under these terms of reference.

(2) The Committee is delegated the roles, responsibilities, authorities, and procedural obligations set out in these terms of reference.

3 Composition

(1) The Committee shall comprise:

(a) The President, ex officio, as chair;

(b) the Vice President Academic, ex-officio;

(c) the Vice President External, ex-officio;

(d) the Vice President Student Life, ex-officio;

(e) the Vice President Operations and Finance, ex-officio;

(f) three non-Executive SLC Members;

(g) three students-at-large; and
(h) the General Manager or designate, ex-officio (non-voting).

(2) Committee members, other than ex-officio members, shall be appointed by SLC for the duration of the Fall and Winter terms, in accordance with any applicable processes for appointments as may be established by SLC.

(3) If a position on the Committee becomes vacant, the chair may request that SLC fill the position in accordance with any applicable processes for appointments.

(4) If a Committee member, other than an ex-officio member, is absent for two consecutive Committee meetings, the Committee may vote by two-thirds majority to remove them from their position.

4 Roles and Responsibilities

(1) The chair of the Committee may designate another Committee member to serve as the acting chair of a committee meeting, if the chair cannot attend.

(2) Committee members who contribute to a Quality Money project application (not including if their contribution is limited to a letter of support for a project that is prepared and submitted by someone else):

   (a) must abstain from submitting a Quality Money rubric score for that application;

   (b) must declare a conflict of interest for that application;

   (c) must recuse themselves from discussion pertaining to that application;

   (d) must abstain from voting on that individual application; and

   (e) may vote as normal on a final list of projects that includes that application.

(3) The Committee is responsible for:

   (a) requesting and receiving Quality Money project applications from members of the University of Calgary community, including students, faculty and staff on an annual basis;

   (b) evaluating, selecting, and approving Quality Money project applications;

   (c) providing a summary report of approved projects to SLC and to the University of Calgary Provost no later than March 30 of each year;

   (d) receiving status reports on approved Quality Money projects;

   (e) overseeing compliance with conditional funding terms for approved Quality Money projects;

   (f) overseeing annual reports to the University of Calgary Board of Governors, including:

       (i) a report on Quality Money projects approved in the current year; and
(ii) a report on ongoing, previously approved Quality Money projects; and

(g) providing recommendations to the chair of the Committee regarding all Quality Money matters pertaining to the University of Calgary Board of Governors, as may be required.

(4) The Committee may establish procedures to guide the execution of its roles and responsibilities.

5 Meeting Procedures

(1) Quorum for Committee meetings is six members, including:

(a) the chair or an acting chair;
(b) three Executives;
(c) two non-Executive SLC Members or students-at-large; and
(d) the General Manager or designate.

(2) Committee meetings shall be closed to the public.

(3) At the discretion of the chair, guests may be invited to attend and participate in discussion during Committee meetings.

(4) The Committee shall meet as scheduled, as often as necessary to fulfil its roles and responsibilities.

(5) The General Manager or designate is responsible for:

(a) preparing and distributing meeting materials, including an agenda, at least 48 hours in advance of a regular Committee meeting;
(b) taking meeting minutes; and
(c) providing other administrative supports to the Committee, including the preparation and maintenance of Committee documents and records.

(6) All Quality Money project approval decisions require a two-thirds majority approval.

(7) Committee agenda, minutes, and reports may be requested by any Active Member by contacting the chair in writing, who shall provide the requested documents (subject to redaction for confidentiality) within five business days.

6 Special Meetings

(1) A special meeting of the Committee may be called by the chair by providing at least 24 hours' notice to all Committee members, including the date, time, and location of the meeting, and an agenda of the business to be addressed at the special meeting.
(2) The chair shall call a special meeting if requested to do so by at least two Committee members in writing.

(3) A special meeting is subject to all other meeting procedures described in these terms of reference.

7 Reporting

(1) The chair shall provide a report on Committee activities to SLC at the first reasonably available opportunity, including the following:

(a) information regarding project applications currently under consideration by the Committee, including how the applications align with relevant procedures and selection criteria;

(b) the Committee’s progress and timeline in reviewing and adjudicating Quality Money project applications; and

(c) an aggregate total of requested funding versus total funding expected.

(2) All substantive information pertaining to specific Quality Money projects or project applications is subject to confidentiality and may be reported to SLC in-camera as necessary.

8 Review

(1) The Quality Money Committee is responsible for reviewing these terms of reference at least once every three years.

History:

- May 15, 2007 (SLC Resolution 65.03): Approved and enacted.
- September 22, 2009 (SLC Resolution 67.21): Amended.
- November 2, 2010 (SLC Resolution 68.35): Amended.
- August 28, 2012 (SLC Resolution 70.14): Amended.
- July 9, 2013 (SLC Resolution 71.10): Amended.
- February 3, 2015 (SLC Resolution 72.56): Amended.
- October 11, 2016 (SLC Resolution 74.19): Amended.
- July 4, 2017 (SLC Resolution 75.17): Amended.
- November 5, 2019 (SLC Resolution 77.20): Amended.
- November 30, 2021 (SLC Resolution 79.22): Amended.
- December 6, 2022 (SLC Resolution 80.37): Amended.