


Quality Money Committee Terms of Reference		
Parent Policy:	Union Bylaw	
Related Documents:	Quality Money Project Administration Procedure	
	Quality Money Project Evaluation Procedure	
Approval Authority:	Students' Legislative Council	
Passed:	May 15, 2007	
Amended:	December 6, 2022	

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.