

DOWNTOWN STUDENT ADVISORY COMMITTEE (DSAC) TERMS OF REFERENCE

1. INTRODUCTION

The Downtown Student Advisory Committee (“DSAC” or “the Committee”) is an Ontario Tech Student Union (OTSU) Committee and shall be a standing committee of the Board. The Committee is dedicated to representing all students at the Downtown Campus of Ontario Tech University and working with the VP Downtown to enhance the student experience.

This Committee will strive to engage members of the Downtown Campus in conversations related to Downtown events, opportunities, and/or concerns. Topics of discussion can be related to but is not limited to:

- OTSU events/services for the Downtown Campus,
- Campus opportunities to get involved,
- Opportunities for new experiences and/or
- Advocacy for concerns related to the Downtown Campus experience.

Additionally, this Committee will actively identify any issues and/or opportunities relevant to Downtown students and recommend matters relating to Downtown student concerns to Executives. The members will work alongside the OTSU VP Downtown to provide high-level insight into the needs and priorities of the Downtown Campus and how to enhance the campus with the help of the OTSU.

The DSAC allows Downtown students to work directly with the OTSU, its executives, and members of the Board. Members of the DSAC will also have the opportunity to develop friendships, establish strong networks, and gain a deeper understanding of the OTSU’s operations.

2. REPORT

The Downtown Student Advisory Committee reports to the OTSU Board of Directors.

3. DUTIES & SCOPE

3.1 The specific functions of the Committee shall be as follows:

- 3.1.1 Monitor and evaluate the status of Downtown concerns and opportunities at Ontario Tech University;
- 3.1.2 Provide feedback, input and guidance on the status of Downtown Campus projects, as set by the OTSU Executive Team;
- 3.1.3 Act as the OTSU Executive’s primary consultants with issues/opportunities relevant to Downtown students;

- 3.1.4 Share information about OTSU initiatives, programs, and services that are under development and provide feedback, input, and guidance for those activities specific to the Downtown Campus; and
- 3.1.5 Share information about Downtown student concerns that negatively impact the students' quality of life at Ontario Tech University.
- 3.1.6 Expected minimum availability of 5 hours per month between committee meetings and volunteer opportunities.
- 3.2 The VP Downtown or designate of the Committee will submit an annual report to the OTSU Board of Directors, outlining the Committee activities throughout the preceding year; and
 - 3.2.1 Act as the main policy owner to review and recommend changes to the Terms of Reference and Related Procedures, when necessary, to the OTSU Board of Directors.
- 3.3 The Committee shall not duplicate other services or events that run in conjunction with Ontario Tech University or the OTSU.

4. COMMITTEE MEMBERSHIP

- 4.1 The Committee membership shall consist of:
 - 4.1.1 President or Designate;
 - 4.1.2 VP Downtown;
 - 4.1.3 Board Member (1-2); and
 - 4.1.4 Students (6-9).
- 4.2 As the Committee's primary mandate is to observe and guide the OTSU on concerns/opportunities related to the Downtown Campus, a holistic approach is ideal when selecting Committee members.
- 4.3 It is preferable that at least one (1) Board Member representing the Downtown Campus and six to nine (6-9) Student positions would be filled by one (1) student from each of Ontario Tech's academic programs delivered at the Downtown Campus, at either the undergraduate or graduate level, whether pursued as a major or minor; thus properly representing the entirety of the Downtown Campus.
- 4.4 However, in the case that several strong candidates are interested in a position, more than one (1) student from each program is also welcomed to join, under the discretion of the VP Downtown and the President or Designate. In addition, up to two (2) "Students-At-Large" may be welcomed on the Committee, under the discretion of the VP Downtown and the President or Designate.
- 4.5 Each representative that sits on the Committee is considered an advisory member. Members serve voluntarily until April 30th of the serving academic year.
- 4.6 The VP Downtown, President/ Designate and "Students-At-Large" are non-voting members of the committee.

5. CHAIR & VICE CHAIR

- 5.1 Each year, the Chair will be designated to the individual who serves as the VP Downtown or another OTSU Executive appointed by the OTSU Board of Directors. If this individual cannot designate a Chair, the Board of Directors may appoint an alternative designate. The voting members of the DSAC will vote to appoint an individual to the role of Vice Chair who is a current member of the Committee.
 - 5.1.1 In the event of a tie, the VP Downtown and President or Designate will deliberate, come to a consensus, and serve as a tiebreaker jointly.

- 5.2 The responsibilities of the Chair will include:
 - 5.2.1 Developing the agenda;
 - 5.2.2 Chairing meetings;
 - 5.2.3 Maintaining committee files;
 - 5.2.4 Acting as a contact person for the Committee; and
 - 5.2.5 The Chair will also work alongside staff and university administration to provide the necessary supports and resources to the Committee and the OTSU.
- 5.3 The responsibilities of the Vice Chair will include:
 - 5.3.1 Communicating with the Chair between committee meetings, if necessary;
 - 5.3.2 Help facilitate discussions during committee meetings; and
 - 5.3.3 The Vice Chair will be responsible for filling the above duties in the absence of the Chair.

6. MEETING PROCEDURES

- 6.1 The Committee shall meet a minimum of once per month; however, additional meetings are to be scheduled as often as necessary to fulfil the mandate of the Committee.
- 6.2 Quorum of 50% of the membership is required for all primary advisory meetings; however, it is not required for secondary and tertiary meetings. Where a vote/decision is affecting the operations of the Committee, a quorum of 50% of the student membership is necessary.
- 6.3 Meeting minutes will be taken by an individual(s) determined through a vote of the advisory members during the beginning procedures of each Committee meeting, unless it has been voted upon that a committee member shall serve as the primary notetaker; in which case a new vote will only commence in their absence.

7. COMMITTEE LIMITATIONS

- 7.1 These limitations are to ensure accountability to all students and to the membership. The OTSU Executive Team, as a collective, has the right to halt Committee activities automatically and/ or Committee member participation, depending on the severity of the incident.
- 7.2 The DSAC and/or its members can be sanctioned for, but not limited to, the following reasons where cause and severity are determined by the OTSU Executive:
 - 7.2.1 Committing an offense which contravenes any federal, provincial, or municipal laws;
 - 7.2.2 Committing an offense which contravenes Ontario Tech University Student Code of Conduct;
 - 7.2.3 Committing an offense or engaging in an activity that damages the reputation of the OTSU or Ontario Tech University;
 - 7.2.4 Breach of any OTSU Bylaws or OTSU Clubs policies or procedures;
 - 7.2.5 Breach of any Ontario Tech University policies or procedures;
 - 7.2.6 Misuse of OTSU services or privileges; and/or
 - 7.2.7 Failure to take adequate precautions to limit liability while hosting or participating in events or activities.