



Students-at-Large Policy

1. Preamble

This policy outlines the positions Students-at-Large (SAL) can obtain on university or community committees, boards or working groups that are under USSU Executive portfolios. The intent is to provide all undergraduate students with the opportunity for involvement in governance.

2. Procedures

a) Timelines:

The initial SAL application process will follow the same timeline as the Fall Term callout for SALs for USSU Boards. However, if a position opens at another time during the year, new applications will be accepted. SAL positions run until April 30, at which time the new Executive will assume responsibility for these positions until new applications are accepted in the fall.

b) Usage:

Executive members are not required to appoint SALs to university level committees, nor should they assign the majority of these meetings to SALs. The SAL positions are to be used as required. Committees, boards and working groups specific to each Executive portfolio will be reviewed by each Executive member at the end of their term so that recommendations can be made to the incoming Executive regarding which meetings are most important for specific Executive members to attend. There may be other meetings that are seen as good opportunities for undergraduate students (SALs) to attend.

c) Exceptions:

USSU boards, committees and meetings do not apply.

d) Enforcement and Maintenance:

Any reoccurring meetings specific to each portfolio (for example, university and community committees, boards and working groups) must be attended by the Executive member who maintains that portfolio or by an appointed SAL. If an Executive member chooses to give up their position on a committee, board or working group, the USSU Executive Committee may appoint an SAL to that position. Each Executive member shall be given the opportunity to make recommendations regarding which SALs they would like to attend their meetings; however, the USSU Executive Committee shall make the final decision. If no SALs apply or are chosen for a position, it is the Executive member's responsibility to attend the meetings.

The appointed SAL is required to report back to and brief the appropriate Executive member on all relevant information gained. This is to be done in a timely fashion following each meeting, either in person or by email. The SAL is also required to give copies of minutes, agendas and notes to the Executive member as resource material for present and future use. If the SAL fails to attend 2 out of 3 meeting or 3 out of 5 meetings, the Executive member may attend the meetings in place of the SAL or may appoint a new SAL to the position. If no SALs apply or are chosen for the position opening, it is the Executive member's responsibility to attend the meetings.

Contact Information:	President 966-6965		
Policy Authority:	Executive Committee		
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Adopted	Executive Committee	03/17/09	EXEC 88
Amended	Executive Committee	06/20/11	EXEC10