

DOWNTOWN CAMPUS ADVISORY COMMITTEE (DCAC) TERMS OF REFERENCE

1. INTRODUCTION

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

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
- Concerns related to the downtown campus experience.

Additionally, this committee will actively identify any issues and/or opportunities relevant to downtown students and make recommendations to Executives on matters relating to downtown student concerns. 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 DCAC provides downtown students with the opportunity to work directly with the OTSU, its executives, and members of the Board. Members of the DCAC will also have the opportunity to develop friendships, establish strong networks, and a deeper understanding of the OTSU's operations.

2. REPORT

The Downtown Campus 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 which negatively impact the student quality of life at the Downtown Campus.
- 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 that will review and recommend changes to the Terms of Reference and Related Procedures (if 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); and
 - 4.1.4 Students (8).
- 4.2 As the Committee’s primary mandate is to observe and provide guidance to 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 is representing the Downtown Campus and the eight (8) Student positions would be filled by one (1) student from each of Ontario Tech’s eight (8) downtown academic programs, thus properly representing the entirety of the Downtown Campus. The eight (8) academic programs are as follows and it would be ideal to get at least one (1) student from each program:
- 4.3.1 Criminology and Justice;
 - 4.3.2 Legal Studies;
 - 4.3.3 Forensic Psychology;
 - 4.3.4 Communications;
 - 4.3.5 Political Science;
 - 4.3.6 Liberal Studies;
 - 4.3.7 Psychology; and
 - 4.3.8 Education.
- 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, there may be up to two (2) “Students-At-Large” 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 isare considered an advisory members. Members serve on a voluntary basis for a one (1) year period.
- 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, as appointed by the OTSU Board of Directors. If this individual is unable to designate a Chair, the Board of Directors may appoint an alternative designate. The members of the DCAC will vote to appoint an individual to the role of Vice Chair who is a current member of the Committee.
- 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 meetings. Where a vote/decision is affecting the operations of the Committee, a quorum of 100% is necessary.
- 6.3 Meeting minutes will be taken by an individual(s) determined through vote of the advisory members during beginning procedures of each Committee meeting.

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, have the right to automatically halt committee activities and/ or committee member participation depending on the severity of the incident.
- 7.2 The DCAC and/or its members can be sanctioned for, but not limited to, the following reasons where cause and severity is 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.