



## **AMS Student Life Committee**

### Graduating Class Subcommittee Terms of Reference

#### **1. Purpose**

The Graduating Class Subcommittee is charged with the responsibility of promoting and directing grad class activities, as well as recommending one or more annual Grad Class Gift(s) that represents the graduating class of that year. Upon reaching a direction, the subcommittee provides relevant recommendations to the AMS Student Life Committee and the AMS Finance Committee.

#### **2. Membership and Appointments**

- a. The Grad Class Subcommittee shall be comprised of the following membership:
  - i. the Chair of the Student Life Committee, who shall be Chair;
  - ii. the Vice-President Administration, who shall be Vice-Chair; and
  - iii. five (5) students-at-large who are members of the graduating class.
- b. In the event the Vice-President Administration is the Chair of the Student Life Committee, the Student Life Committee shall appoint one of its voting members to serve as Vice-Chair of the Grad Class Subcommittee.
- c. The five (5) students-at-large shall be selected by the Student Life Committee through an application process facilitated by the Chair of the Student Life Committee and the Vice-President Administration.
  - i. The application process shall be open before the end of January.
  - ii. Applications shall be open for a minimum of two (2) weeks.
  - iii. The Chair of the Student Life Committee and the Vice-President Administration shall endeavour to ensure that applications are adequately advertised to members of the graduating class, including graduates of affiliate colleges, through methods including but not limited to social media posts and emails.

- iv. At the conclusion of the application period, the Chair of the Student Life Committee and the Vice-President Administration shall recommend applicants to the Student Life Committee for approval.
- v. In the event the Vice-President Administration is the Chair of the Student Life Committee, the Vice-Chair of the Student Life Committee shall be responsible for assisting with the application process.

### **3. Roles and Responsibilities**

- a. The Grad Class Subcommittee shall be responsible for selecting gifts to the University on behalf of the graduating class, paid for by the Grad Class Fee.
- b. Once a decision has been made, the Subcommittee shall forward its recommendation to both the Student Life Committee and Finance Committee for approval.
- c. The Grad Class Subcommittee shall have the power to:
  - i. establish the criteria for gifts;
  - ii. determine which proposals for gifts shall be selected and recommended for approval; and
  - iii. develop and select its own proposals for gifts to be recommended for approval.
- d. The Grad Class Subcommittee shall be responsible for creating a project proposal submission form no later than the end of February. This form shall:
  - i. provide relevant information about the proposal process and guidelines for submissions;
  - ii. collect details about the name of the group or individual submitting the project for consideration, the name of the project, a description of the project, and the amount of funding requested; and
  - iii. be adequately advertised to members of the graduating class through social media, email, and other methods;
- e. In addition to selecting gifts, the Grad Class Subcommittee shall be responsible for:

- i. organizing activities on behalf of the graduating class; and
- ii. carrying out other duties associated with the graduating class as determined or assigned by the Student Life Committee and Council.

#### **4. Provisions and Additional Guidelines**

- a. For the purposes of this subcommittee, members of the graduating class shall consist of all students in the Winter Session who are registered in the final year of any program.
- b. All decisions reached by the Grad Class Subcommittee are subject to the final approval from the Student Life Committee and Finance Committee.
- c. Gifts that are directed to a specific faculty may not exceed five-thousand (\$5,000) in required funding.
- d. Any gift may not exceed twenty-five (\$25,000) in required funding unless approved by both the Student Life Committee and Finance Committee.

#### **5. Authority and Amending the Terms of Reference**

- a. The Student Life Committee shall be responsible for the oversight and operation of the Subcommittee.
- b. The Student Life Committee may amend the Terms of Reference for the Subcommittee through a normal resolution.