

Ontario University Registrars' Association
CONSTITUTION
Updated May 2014

ARTICLE I – NAME, PURPOSE, MEMBERSHIP

SECTION 1 – NAME

The name of the Association shall be the Ontario University Registrars' Association, herein after referred to as OURA.

SECTION 2 – PURPOSE

- a. OURA shall concern itself with academic administration including, but not limited to: admissions, registration, examinations, scheduling, transcripts, systems, records, calendars, scholarships and awards, secondary school liaison, and other activities or undertakings that may be deemed appropriate to OURA.
- b. It shall encourage and conduct studies on matters related to items indicated in (a).
- c. OURA, as an affiliate of the Council of Ontario Universities (COU), maintains a professional relationship with COU. With respect to OURA's interests and functions which fall within the scope of the activities of COU, OURA may request the appropriate level of funding and administer those funds in a proper, responsible manner. OURA shall advise COU on any item deemed appropriate.
- d. It shall conduct workshops for the exchange of information, professional development, and for the development of new procedures.

SECTION 3 – MEMBERSHIP

- a. Institutional Members
Institutions which are recognized by the Council of Ontario Universities and have paid the annual fee in accordance with Article V are Institutional Members of OURA. Institutional Members are eligible to participate actively in the work of OURA. Each Institutional Member has one vote on all matters brought before OURA. The Office of the Registrar, or equivalent, of each participating institution shall designate a Regular Member as the Institutional Representative who will vote on behalf of that Institution. Institutional Members only may vote.
- b. Regular Members
The Office of the Registrar, or equivalent, of each participating institution may designate as many Regular Members as it wishes in accordance with By-Law II.
- c. Associate Members
Professional representatives in educational agencies or institutions may apply for Associate Membership, which must be approved by the Executive Committee.

Associate Members may attend OURA workshops and annual meetings, but may not vote or hold office.

d. Member Emeritus

One who has been awarded the OURA Award of Achievement and who holds the rights and privileges of a Regular Member (see Article VIII, Section 3).

e. Honourary Members

Honourary Members shall be those individuals, no longer eligible to be Regular Members, but with records of significant service in OURA, who are so selected by the Executive Committee. They shall enjoy a permanent invitation to attend OURA meetings and to maintain interest in OURA affairs.

SECTION 4 – OPERATING YEAR

The operating year for OURA shall be from April 1 to March 31.

ARTICLE II – OFFICERS AND COMMITTEES OF OURA

SECTION 1 – OFFICERS OF OURA

The officers of OURA are the President, Vice-President, Secretary, and Treasurer.

SECTION 2 – STANDING COMMITTEES

- a. A Standing Committee of OURA is a subcommittee of the Executive Committee, established by an action of OURA, on recommendation of the Executive Committee. Standing Committees are established to carry on continuing business of a specialized nature in an administrative, research and/or advisory capacity in accordance with its terms of reference. The action of establishment must include the proposed terms of reference governing the specific functions and structure of the Standing Committee.
- b. Activities of such a committee shall be governed by Article VI.

SECTION 3 – COMMISSIONS

A Commission is a body appointed by the Executive Committee for specific services which can be discharged within a specific period of time.

SECTION 4 – REPRESENTATION ON STANDING COMMITTEES AND COMMISSIONS

Every effort shall be made to ensure regional representation on all Standing Committees and Commissions.

SECTION 5 – TERM OF OFFICE

The term of office begins April 1 after the Annual Meeting at which a member was elected and continues to March 31 of the succeeding year. The Treasurer, Secretary and Communications Officer shall serve for a two-year term and may stand for re-election for one consecutive two-year term. The other members shall serve for one-year terms and may stand for re-election, but no member may serve for more than three consecutive terms in one position. Normally, one-third of any committee should be new members annually.

SECTION 6 – VACANCIES

- a. Should a vacancy occur on the Executive Committee, other than the office of President, the Committee shall have discretion as to whether the vacancy is left unfilled or filled via (1) a by-election or (2) by appointment.
- b. Should a vacancy occur on any Standing Committee, it is the responsibility of said Standing Committee to notify the Executive Committee of the disposition of the vacancy.

SECTION 7 – QUORUM

A quorum for any committee shall be a majority of its members.

ARTICLE III – EXECUTIVE COMMITTEE

SECTION 1 – COMPOSITION

The Executive Committee shall consist of the following members:

- I. Past President
- II. President
- III. Vice-President
- IV. Secretary
- V. Treasurer
- VI. Chair of each Standing Committee
- VII. Up to two Members-at-Large
- VIII. One non-voting member from the COU Secretariat, selected by the Secretariat and accepted by COU.
- IX. Communications Officer

For the positions of Secretary, Communications Officer, Vice-President, President, Past President, Treasurer and Member-at-Large, there should be no less than seven separate institutions represented in these positions at any given time for the purpose of

ensuring an institutionally representative governance. This requirement can only be superseded by an OURA AGM vote as a result of the existing nominations process.

SECTION 2 – ELECTION OF OFFICERS

- a. The immediate Past President shall be Chair of the Nominating Committee. The Chair shall appoint two other members, one of whom shall be the current Vice-President, to act on the Committee.
- b. The President shall be the Vice-President of the previous year.
- c. Two months prior to the date of the Annual Meeting, the Nominating Committee shall distribute an invitation to all members for submission of nominations for the Executive Committee positions of Member-at-Large, Secretary, Treasurer, Vice-President and Communications Officer. Nominations must have the prior consent of the nominee. One month prior to the date of the Annual Meeting, the Executive Committee will distribute a list of nominations received. Additional nominations may be made from the floor.
- d. In the event of the nomination of more than one individual to any one of the available Executive positions, either through mail-in nominations or through nominations received from the floor at the Annual Meeting, an immediate vote shall be called, by institution, with only those institutions in attendance at the Annual Meeting granted the right to vote.
- e. Balloting shall be supervised, and votes tabulated, by no less than two (2) Regular Members appointed by the Executive Committee.

SECTION 3 – FUNCTIONS

The following shall be the functions of the Executive Committee and the members thereof:

- a. General Function
 - i. To act on behalf of OURA; To establish study committees, prepare reports, working papers and recommendations for consideration of OURA;
 - ii. To establish workshops on business related to OURA;
 - iii. To report decisions of OURA to the appropriate bodies;
 - iv. To be responsible for the Annual Meeting;
 - v. To call a special meeting of OURA if the need arises (See Article IV, Section 3);
 - vi. To report to the Annual Meeting;
 - vii. To report, as required, to the Council of Ontario Universities.
- b. Committee Member Functions
 - i. The Past President shall assume the role of President should that Office become vacant. The Past President shall, in the absence of the President, preside and perform the duties of President. The Past President shall serve as Chair of the Nominating Committee; shall direct the activities of developing and maintaining OURA's Corporate Membership and generally

- carry out those duties and tasks as assigned by the President or Executive Committee.
- ii. The President shall preside as Chair of all meetings of OURA and the Executive Committee and is an ex-officio member of every committee or commission of OURA, save and except the Executive and Nominating Committee. The President is normally considered the official spokesperson for OURA.
 - iii. The Vice-President shall be responsible for soliciting the membership for nominations for OURA's awards. In accordance with Article III, Section 2, b), the Vice-President will assume the role of President. The Vice-President is a member of the Nominating Committee. The Vice-President shall also carry out those duties and tasks as assigned by the President or Executive Committee.
 - iv. The Secretary shall keep a record in minutes of the proceedings of meetings of OURA and the Executive Committee. The Secretary shall circulate, to the Registrar of each participating institution said minutes. The Secretary shall have custody of all records of OURA except those that shall be in the custody of the Treasurer or other persons as directed by resolution of OURA. The Secretary shall also maintain and update OURA's membership lists and shall cause them to be circulated when appropriate. The Secretary shall ensure that all relevant Constitutional and By-Law deadlines are brought to the attention of the President and the Executive Committee in good time.
 - v. The Treasurer shall have custody over all monies belonging to, or managed by, OURA and shall cause to have all such monies deposited in a recognized financial institution as designated by the Officers of OURA. The Treasurer shall cause to be kept accurate and auditable financial records and shall annually present a financial statement to the membership.
 - vi. The Member-at-Large shall assume those duties, tasks and/or responsibilities as assigned by the President or Executive Committee.
 - vii. The Standing Committee Chairs' responsibilities shall be in accordance with the relevant By-Laws appended to this document. In general, Chairs of Standing Committees, as members of the Executive Committee, are expected to attend meetings of the Executive Committee, to assist in the development of OURA and to represent the interests of their constituencies. Chairs are responsible for preparing written reports outlining their committee's activities for Executive committee meetings and for submitting these reports, and copies of their committee minutes, to the Secretary.
 - viii. The Communications Officer shall be responsible for overseeing the communication requirements for the annual OURA conference including but not limited to oversight for the web messaging, the print program and any related collateral as well as overseeing the OURA website, the OURA

listserv, and any additional communication needs that may arise.

SECTION 4 – PLACE OF MEETINGS

In general, meetings of the Executive Committee shall be held at locations deemed financially expedient by the Executive Committee.

ARTICLE IV - MEETINGS OF OURA

SECTION 1 - ANNUAL MEETING

There shall be an Annual Meeting of OURA, held in accordance with By-Law I.

SECTION 2 – WORKSHOPS

OURA may sponsor a workshop or a series of workshops, held in accordance with By-Law I.

SECTION 3 – SPECIAL MEETINGS

Special meetings of OURA shall be called by the Executive Committee on request of more than 50% of Regular Members. Where possible, the agenda for such a meeting must be circulated to all Institutional Members at least two weeks in advance (see Article III, Section 3, a), vi).

SECTION 4 – VOTING AT ANNUAL AND SPECIAL MEETINGS:

When voting on all matters of substance, Institutional Members shall have one vote cast by their present and registered Institutional Representative. The President shall determine whether any individual motion is substantive. Where possible, a minimum of one month notice of motion shall be given to the regular membership on all substantive matters.

SECTION 5 – PROCEEDS FROM MEETINGS OF OURA AND WORKSHOPS

Proceeds from meetings of OURA, Guidance Dialogue, and/or workshops shall be transferred to the account of OURA.

SECTION 6 – PARLIAMENTARY PROCEDURE

Bourinot's Rules of Order shall apply in the conduct of any meeting. Members desiring to speak on any point shall ask the Chair for the floor and may not speak more than three times on any one subject without the special permission of the Chair.

ARTICLE V – FEES

- a. OURA membership, as defined in Article I, Section 3, shall require the payment of an annual fee in accordance with By-Law II.
- b. Recommendations for changes to the annual fee shall be made by the Executive Committee which shall present said recommendations for approval at the next regularly scheduled Annual Meeting. A minimum of one month's advance notice of such recommendations shall be given.

ARTICLE VI – STANDING COMMITTEES

SECTION 1

There shall be Standing Committees on Admissions, Graduate Studies, Secondary School Liaison, Records and Systems, and Scholarships and Awards.

SECTION 2

The terms of reference, membership and rules of procedures for the Standing Committees shall be appended to the Constitution.

SECTION 3

Revisions to the appendices shall be subject to the approval of the Executive. Such approval shall not unreasonably be withheld.

ARTICLE VII – AMENDMENT AND DISSOLUTION

SECTION 1 – AMENDMENT

- a. This Constitution may be amended at any Annual or Special meeting of OURA by a two-thirds vote of the Institutional Members present, providing that notice of such amendment has been given at least one month in advance of the meeting.
- b. The By-Laws may be amended at any Annual or Special meeting of OURA by a majority vote of the Institutional Members present, providing that notice of such amendment has been given at least one month in advance of the meeting.

SECTION 2 – DISSOLUTION

If, for any reason, OURA finds it necessary to seek dissolution, it shall determine the disposition of its assets and files at a meeting of OURA.

ARTICLE VIII – OURA AWARD OF ACHIEVEMENT

SECTION 1 – PURPOSE

An award shall be established to provide a vehicle through which OURA may demonstrate its appreciation for the significant contributions made by its members.

SECTION 2 – SELECTION

Factors to be considered in the review of candidates shall be as follows:

- a. Years of service to OURA with a minimum of 10 being required;
- b. Level of participation and contributions made to OURA through the Executive, standing committees and workshops;
- c. Significant contributions being made not only to OURA but also to the enhancement and development of academic administration within the Ontario university system.

The award(s) may be given each year at the OURA Annual Meeting. It is also possible that an award may not be granted in any given year. A list of potential candidates shall be prepared by the Vice-President for review and decision by the full executive. Nominations for such awards may be made by the membership to the Vice-President.

SECTION 3 – SPECIFICATION

The Award shall be called the OURA Award of Achievement and the recipient shall be granted the status of Member Emeritus.

ARTICLE IX – OURA INNOVATION AWARD

SECTION 1 – PURPOSE

This award program is designed to recognize, reward and share university achievements in improving the quality of, and reducing the cost of, academic administration in the following areas: admissions, registration, examinations, scheduling, transcripts, systems, records, calendars, scholarships and awards, secondary school liaison, and other activities or undertakings that may be deemed appropriate by OURA.

SECTION 2 – SELECTION

One innovation award will be available each year, or at the discretion of the OURA Executive, and is valued at \$5,000 to be given in the form of an endowment to fund a

student scholarship at the winning institution. It is suggested that the winning institution consider matching opportunities from the Ontario government that may be in place at the time of receiving this award.

Factors to be considered for the application and selection process:

1. The Selection Committee reserves the right not to give an award if not warranted in its judgment.
2. Initiatives may be resubmitted by an institution in subsequent years provided the submission contains additional qualitative and quantitative results.
3. Clear documentation of how the project is being implemented and, where applicable, clear evidence of the outcomes that reflect at least 12 months of measurable results are also required.
4. Applications will be published on the OURA web site. In addition abstracts of the winning projects, together with the title and contact persons for all submissions, will be distributed through the OURA Newsletter and list serve.

Awards nominees and the winner will be announced at the Annual OURA Conference. A plaque will be presented to the winning institution.

SECTION 3 – APPLICATIONS

A call for applications will be made via the OURA listserv in November. Applications are to be submitted to the OURA Vice-President no later than January 1 for review and decision by the selection committee which is composed of the, Executive Director, Ontario Universities Application Centre, one member from OCAV, and one member of the OURA Executive (cannot be a member from an institution that has submitted an application).

SECTION 4 – AWARD CRITERIA

Five categories will be used to evaluate submissions for the Innovation Award, leading to a maximum score of 100 points. The scoring factors and point values for each category are as follows:

1. **Portability:** The potential for use of the technique at other institutions.
2. **Originality:** The originality and uniqueness of the idea as applied to higher education.
3. **Quality impact:** The extent of the impact of improvements in quality of service as seen by the end user, or in working conditions as seen by staff.
4. **Productivity impact:** The extent of the impact of the improvements in productivity. The size of the institution will be taken into account where the improvements generate financial savings or increased revenue.

5. **Involvement:** The extent of the involvement of the entire institutional community. Consultation beforehand with staff and users, faculty and students, and broad acceptance of the changes will be taken into account.

Clarity of presentation is an essential element in the assessment of the portability criterion and a major consideration in the scoring in the other categories.

BY LAWS

BY-LAW I – MEETINGS OF OURA

SECTION 1 – ANNUAL MEETING

- a. Date and place of Annual Meeting
 - i. An Annual Meeting shall be held prior to March 1.
 - ii. The date and place of the Annual Meeting shall be determined at least four months in advance.
 - iii. The place of the Annual Meeting shall be designated by the Executive Committee.
- b. Agenda for the meeting will include:
 - i. President's Report
 - ii. Treasurer's Report
 - iii. Communications Officer Report
 - iv. Reports and recommendations of Committees/Commissions
 - v. Election of officers of the Executive Committee

SECTION 2 – WORKSHOPS

- a. Workshops may be sponsored by OURA:
 - i. to exchange information among members;
 - ii. to develop common procedures, where desirable, applicable to OURA matters;
 - iii. to provide an opportunity for professional development
- b. The Executive Committee may receive recommendations for workshop topics from members of OURA or from its standing committees.
- c. The Chair of the workshop shall be responsible for the preparation and submission of a written report to the Executive Committee normally within four weeks after the conclusion of the workshop as follows:
 - i. a review of the workshop;
 - ii. specific recommendation(s) arising out of the discussions, where applicable;
 - iii. final financial statement.

BY-LAW II – FEES

SECTION 1 – MEMBERSHIP FEES

- a. Each Institutional Member shall pay an annual fee and is thereby entitled to designate ten persons as Regular Members.
- b. There will be an annual fee for additional Regular Members from participating institutions.
- c. The annual fee shall be waived for Honourary Members.
- d. Organizations that are Associate Members shall pay an annual fee and shall name one person as their representative.
- e. Individuals who are Associate Members shall also pay an annual fee.
- f.

SECTION 2 – REGISTRATION FEES

A fee for the Annual Meeting, Guidance Dialogue, workshops and other activities may be assessed to defray the costs.

BY-LAW III – COMMUNICATION

- a. All members of OURA shall be invited, a minimum of one month in advance, to attend the Annual Meeting. The invitation shall include a copy of the Minutes of the most recent Annual Meeting.
- b. The minutes of Executive Committee Meeting(s) shall be sent to the designated OURA contact of each participating institution.
- c. Electronic communication is recognized as an official vehicle of communication.

Also revised: June, 1968; June, 1972; June, 1974; June, 1977 June, 1982; June, 1986; February, 1989; October, 1990; February, 1992; June, 2004; February, 2007; February, 2008; February, 2009; December 2013; May 2014.

TRAVEL EXPENSE GUIDELINES

The following are guidelines for funding of travel expenses for all OURA committee members:

- a) An attempt will be made to schedule Executive and other committee meetings to coincide with other university commitments (including the OURA Annual Meeting, but not special workshops), with the understanding that the travel expenses to these meetings will not be covered by OURA.
- b) Every attempt will be made to schedule meetings in locations which result in the least travel expenses for the group as a whole.
- c) The first \$500 of a member's travel expenses in any year, are the responsibility of the member's home university.
- d) All travel expenses for members of Standing Committees must be requested as part of the committee's annual budget and are subject to approval of the Executive. These requests will be considered in the light of the status of the OURA budget. It is suggested that the annual travel claims of individuals not normally exceed \$2,000. However, Chairs are free to distribute the travel funds allotted to their standing committee in any manner that minimizes the total cost claimed from OURA, while maintaining the ability for representatives to travel to meetings. Similarly, the President is free to distribute the travel funds budgeted for the Executive Committee in any manner that minimizes the total cost claimed from OURA, while maintaining the ability for members of the Executive to travel to meetings.
- e) Travel expenses for members of the OURA Standing Committee on Secondary School Liaison will continue to be supported by COU through the annual Liaison budget. It is the responsibility of the SCSSL to negotiate the amount of this transfer with the COU and OUAC.

Claimants are expected to make all claims to their own university and submit copies of those claims to the Chair of their committee. Reimbursement for claims will be based on institutions involved upon receipt, by the Treasurer, of detailed copies of the travel expenses incurred which have been reviewed and approved by the relevant committee's Chair.

Updated June 30, 2004; December 2013

OURA MEMBERSHIP FEES

Full Membership (up to 10 representatives)	\$ 600
Additional Membership (each)	\$ 75
Associate Membership	\$ 500

Carried By Motion: OURA AGM 2011.03.08

STANDING COMMITTEE ON UNDERGRADUATE ADMISSIONS

TERMS OF REFERENCE – Updated January 2014

ARTICLE I - NAME AND REPORTING STRUCTURE

The name of this Committee shall be the Standing Committee on Undergraduate Admissions (SCUA), also known in these Terms of Reference as the Committee. The Standing Committee on Undergraduate Admissions is responsible to the Ontario University Registrars' Association (OURA) and shall advise OURA on any item/issue where it (OURA) requires information. Financial support for Committee activities is to be requested through OURA. The Standing Committee on Undergraduate Admissions should be familiar with the ongoing business of the Ontario Universities' Council on Admissions, in order to remain current in undergraduate admission affairs and in order to avoid duplicate research or studies on undergraduate admission. The Chair of SCUA is an ex-officio member of the Ontario Universities' Council on Admissions (OUCA).

ARTICLE II - OBJECTIVES AND FUNCTIONS

- a. The Committee will provide a forum to facilitate discussion, communication and sharing of knowledge and resources among member institutions and to work together for common benefit.
- b. The Committee shall serve as a resource and research body to provide assistance to undergraduate Admissions personnel in unusual or difficult admissions-related situations.
- c. The Committee shall actively promote and support the professional development of Ontario university undergraduate admissions office personnel by undertaking the following activities:
 - organizing workshops for the exchange of information;
 - reviewing and researching topics of mutual interest;
 - maintaining a communication network to further facilitate the sharing of information;
 - developing a list of contact names (one per institution) of Ontario University Admissions Officers who are available to provide information, to answer questions and/or to participate in surveys.

ARTICLE III - MEMBERSHIP

- a. The Committee shall consist of at least seven members, as listed below.

- b. All Committee members must represent institutions holding membership in OURA and must hold undergraduate admission responsibilities within their own institutions.
- c. In nominating/electing representatives for the Committee, the need for representation of a variety of sizes of institution as well as representation from various geographic locations in the province will be taken into account.
- d. All members of the Committee will have voting privileges in those matters where decision by vote is deemed appropriate.
- e. Positions within the Committee will be as follows: Chair, Vice-Chair, Past Chair and Secretary.
- f. The Vice-Chair shall be elected at the annual meeting of the Association for a one-year term and will automatically become Chair for the succeeding term. The Secretary shall be chosen by the Committee members from the Members-at-Large. Four Members-at-Large will be elected by the entire undergraduate admissions group and shall, where possible, represent the four geographic regions within the province; i.e., the southwestern, central, northern and eastern regions.
- g. Responsibilities:
 - i. Chair:
 - will sit on the Executive Committee of OURA;
 - will sit as an ex-officio member of the Ontario Universities' Council on Admissions (OUCA)
 - ii. Vice-Chair:
 - in the absence of the Chair, acts on his/her behalf;
 - carries the responsibility for the nominations for future members of the Committee;
 - will move into the position of Chair after one year
 - iii. Past-Chair:
 - will act in an advisory role to allow for continuity on the Committee;
 - will assist the Chair and Vice-Chair as required
 - iv. Secretary:
 - is responsible for the minutes of the Committee;
 - undertakes other responsibilities and activities as deemed appropriate and necessary by the Chair

ARTICLE IV - ELECTION AND TERM OF OFFICE

- a. The positions of Chair, Vice-Chair and Past Chair shall be for a term of one year. Members-at-Large shall hold for two-year terms.
- b. Three members of SCUA, as outlined in the previous article, shall be nominated (by themselves or by another member of OURA) prior to the Annual Meeting of the Committee, held in conjunction with the Annual Meeting of OURA
- c. Two Members-at-Large will rotate off the Committee each year; that is, each year the Committee shall consist of two Members-at-Large in their second year of office and two Members in their first year of office.
- d. Each year, at the Annual Meeting of SCUA, elections will be held for the positions of the two Members-at-Large who have completed their two years of office, Vice-Chair and Secretary.

ARTICLE V - MEETINGS

The SCUA will meet at least twice a year, at the call of the Chair. At least one meeting will be held in late spring or early autumn; at least one will be held in early to mid-winter. Preference will be given to telephone conference calls except for the Annual Meeting of the Committee held in conjunction with the Annual General Meeting of OURA. Meetings in person will be held in the city which affords the most economies for the most members of the Committee.

STANDING COMMITTEE ON GRADUATE STUDIES

TERMS OF REFERENCE – Updated April 2013

ARTICLE I - PURPOSE OF OURA GRADUATE STUDIES GROUP

- a. To exchange information about administrative procedures at the graduate level.
- b. To promote and preserve more interaction and communication of ideas between graduate officers and, as necessary, undergraduate officers in Ontario.
- c. To undertake studies and activities as requested by the Graduate Studies Group and/or the OURA Executive Committee, and to make recommendations as necessary.
- d. To plan sessions of interest for the Graduate Studies Group at the annual OURA conference.
- e. To maintain the Graduate Studies Group website.

ARTICLE II - MEMBERSHIP OF THE OURA GRADUATE STUDIES GROUP

- a. Membership shall be open to all interested persons responsible for the development, management or operation of administrative functions involving graduate studies, and whose institutions have membership in OURA.
- b. Members elected to the Standing Committee on Graduate Studies must be Regular Members of OURA or become Regular Members on election.
- c. Only members of the Graduate Studies Group who are Regular Members of OURA may have voting privileges.

ARTICLE III - OURA STANDING COMMITTEE ON GRADUATE STUDIES

- a. The Committee shall consist of a minimum of six (6) members as follows:
 - i. Chair, Vice-Chair and Past-Chair. The Vice-Chair shall be elected, prior to the Annual Meeting of the Association, for a one-year term, and will automatically become Chair at the end of that term.
 - ii. In addition, a minimum of three (3) members shall be elected, on a regional basis where possible, to the Committee.
- b. The Chair shall be a member of the OURA Executive Committee.
- c. The Chair and Vice-Chair of the Standing Committee on Graduate Studies shall also act as Chair and Vice-Chair of the Graduate Studies Group.

ARTICLE IV - MEETINGS OF THE GRADUATE STUDIES GROUP AND THE OURA STANDING COMMITTEE ON GRADUATE STUDIES

- a. The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.
- b. The Graduate Studies Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- c. A copy of the agenda shall accompany the Notice of Meeting, normally distributed two weeks prior to the date of the meeting.
- d. Whenever possible, the Annual Meeting of both the Standing Committee and the Graduate Studies Group will be scheduled to coincide with other OURA meetings.
- e. At all meetings of the Graduate Studies Group, seven (7) members, excluding the Chair, shall form a quorum.

- f. Observers may be invited to attend meetings of the Graduate Studies Group and Standing Committee.
- g. Only one Regular Member from each institution will be allowed to vote.
- h. The Chair of the Graduate Studies Groups and Standing Committee shall have no vote in either body while occupying the Chair, except to cast a tie-breaking vote.

ARTICLE V – RESPONSIBILITIES OF MEMBERS OF THE STANDING COMMITTEE ON GRADUATE STUDIES

- a. Past-Chair: shall assume the role of Chair, should that Office become vacant; shall, in the absence of the Chair, preside over meetings and perform the duties of Chair; and shall call for nominations for positions on the Standing Committee for the following year.
- b. Chair: shall preside as Chair of all meetings of the Standing Committee and of the Graduate Studies Group and is normally considered the official spokesperson for the Standing Committee; shall be a member of the OURA Executive Committee.
- c. Vice-Chair: shall carry out those duties and tasks as assigned by the Chair.
- d. Member-at-large: shall assume those duties, tasks and/or responsibilities as assigned by the Chair.
- e. Member-at-large/Secretary: shall keep a record in minutes of the proceedings of meetings of the Standing Committee; shall circulate said minutes to Standing Committee members; shall have custody of all records of the Standing Committee.
- f. Member-at-large/Special Projects Coordinator: shall assist in the management of special projects as assigned.

ARTICLE VI – VACANCIES

- a. Should a vacancy occur on the Standing Committee on Graduate Studies, the Committee shall have discretion as to whether the vacancy is left unfilled or filled via:
 - 1. A by-election; or
 - 2. By appointment

**STANDING COMMITTEE ON
SECONDARY SCHOOL LIAISON**

TERMS OF REFERENCE - Updated February 2013

ARTICLE I – NAME, PURPOSE, CONTROL, MEMBERSHIP

SECTION 1 – NAME

The name of the committee shall be the Standing Committee on Secondary School Liaison (SCSSL). It is a Standing Committee of the Ontario University Registrars' Association (OURA). The SCSSL is an Executive Committee which represents and acts on behalf of the General Committee on Secondary School Liaison (GCSSL).

SECTION 2 – PURPOSE

- a) It shall, in cooperation with the Secondary Schools in the Province of Ontario, annually organize and supervise the University Information Program (UIP).
- b) It shall conduct workshops for the exchange of information, professional development and for the development of new procedures.
- c) It shall conduct research and studies on matters related to effective communication with secondary school counsellors and students.
- d) It shall annually chair the Ontario University's Fair Steering Committee as defined in Article V, Section 4
- e) It shall annually organize and supervise the Regional or Provincial Dialogues as defined in Article III, section 4.

SECTION 3 – PARTICIPATING UNIVERSITIES

Universities who are recognized by the Council of Ontario Universities (COU) are considered eligible to participate actively in the work of the General Committee on Secondary School Liaison (GCSSL). Universities who choose to participate in the work of the GCSSL must participate in all activities, including but not limited to, the University Information Program, the Ontario Universities' Fair, and Regional / Provincial Dialogues and INFO. Failure to participate in all activities will result in the removal of the university from all activities of the GCSSL.

SECTION 4 – RELATIONSHIP TO THE COUNCIL OF ONTARIO UNIVERSITIES

The GCSSL reports to OURA. COU provides funding for the GCSSL functions and publications through OUAC via OURA. The GCSSL shall advise OURA on any item where it requires information.

SECTION 5 – MEMBERSHIP

All participating universities, as defined in Article I, Section 3, are Institutional Members. Each Institutional Member has one vote on all matters brought before the GCSSL. Institutional Members may designate as many individual members to the GCSSL as it wishes. A membership list shall be established at the time of the Annual Meeting and will be up-dated regularly throughout the year.

ARTICLE II – COMMITTEES AND OFFICERS OF THE SCSSL

SECTION 1 – GENERAL COMMITTEE

- a) The GCSSL shall consist of one voting member from each participating university. This will be the person responsible for Secondary School Liaison within the institution or the person to whom they delegate that authority.
- b) Other individual members may attend and participate in GCSSL meetings in accordance with Article III, Section 6.

SECTION 2 – STANDING COMMITTEE MEMBERSHIP

- a) The Standing Committee shall consist of:
 - i. The Chair;
 - ii. The immediate Past Chair;
 - iii. Seven members elected at large by the GCSSL;
 - iv. The Chair of the INFO Editorial Board (ex officio);
 - v. The Chair of the OUF-SC (ex officio);
 - vi. Website Administrator (ex officio).
 - vii. OUAC representative (ex-officio).

SECTION 3 – STANDING COMMITTEE ELECTIONS AND TERMS OF OFFICE

- a) The election of the members-at-large shall take place at the Annual Meeting.
- b) Nominations for the position of member-at-large should be presented to the Chair at least two weeks prior to the date of the Annual Meeting. Nominees must be sanctioned by their institutions to stand for election. The Chair shall inform all members of the GCSSL, prior to the Annual Meeting, of those who will stand for election. Nominations may be made from the floor for all positions if a two-thirds majority of institutions present so approve. Such nominees must have the prior consent of their institution to stand for election. Any member of the GCSSL is eligible to nominate candidates for any position.
- c) When nominations have been closed, the officer(s) shall be chosen by a majority of those participating universities present and voting.
- d) The term of office begins with the adjournment of the Annual Meeting at which a member was elected. Each elected member will serve a one-year term and may stand for re-election. If an elected member is elected at the first SCSSL meeting to serve as Vice-Chair their term of office will change from one year to three years.
- e) In any office is left vacant, the Chair shall have the discretion as to whether the vacancy is filled via (1) a by-election, or (2) appointment, or (3) is left unfilled until a new election is conducted at the Annual Meeting.

SECTION 4 – STANDING COMMITTEE FUNCTIONS

- a) The following shall be the functions of the Standing Committee and the members thereof:
 - i. At the first meeting of the Standing Committee, to appoint the following:
 - i. A Vice-Chair who will assume the position of Chair the following year from the members-at-large; one member-at-large to act as secretary for the SCSSL and the GCSSL, another to be responsible for the UIP publicity, a third to be responsible for Post Secondary Information Events (PSIEs), a fourth to be responsible for UIP and Regional Dialogue statistics and a fifth to be designated as Special Projects Coordinator; a Chair of the INFO Editorial Board and a representative to the INFO Editorial Board, in accordance with Article VII, Section 2 from the GCSSL;
 - ii. To act on behalf of the GCSSL; to establish study committees, prepare reports, working papers, and recommendations for consideration by the GCSSL;
 - iii. To prepare an annual budget for presentation to OURA; to establish workshops on business related to the GCSSL; to report decisions of the GCSSL to the appropriate bodies;
 - iv. To be responsible for the Annual Meeting; to call special meetings of the GCSSL if the need arises;
 - v. To report as required to OURA;
 - vi. To monitor the production of INFO;
 - vii. To determine the site of the Annual Workshop;
 - viii. To set the rotation schedule for the Regional Dialogues as indicated in Article III, Section 4.
- b) The Past Chair shall, in the absence of the Chair, preside and perform the duties of the Chair. The Past Chair shall be the treasurer of the GCSSL and shall have supervision over all monies belonging to, or managed by, the GCSSL. The Past Chair shall keep accurate financial records and shall annually present a financial statement to the GCSSL. The Past Chair shall also generally carry out those duties and tasks as assigned by the Chair of the Standing Committee.
- c) The Chair shall preside as Chair for all meetings of the GCSSL and is an ex-officio member of every committee of the GCSSL; shall appoint individual members to serve on committee, boards or commissions that request participation from the GCSSL; and shall be the GCSSL representative to the Ontario University Registrars' Association (OURA) and the Ontario Universities' Application Centre Advisory Board. The Chair is normally considered the official spokesperson for the GCSSL and as such is required to prepare and submit an annual report.
- d) The Vice Chair shall, in accordance with Article II, Section 4, Subsection i) i), assume the role of Chair in the year following the appointment as Vice Chair. At the time of the Annual Meeting, the Vice Chair shall present a report of the recently completed UIP based on comments solicited from the membership. The Vice Chair shall also carry out those duties and tasks as assigned by the Chair or Standing Committee.
- e) The member-at-large appointed as Secretary shall keep a record in minutes of the proceedings of all meetings of the GCSSL and cause those records to be circulated to the institutional members at the appropriate times; shall maintain, update and distribute the GCSSL membership lists; and shall ensure that all relevant Terms of Reference deadlines are brought to the attention of the Chair and Standing Committee in good time.
- f) The member-at-large appointed to be responsible for publicity shall endeavour to notify public media of the activities of the GCSSL, in particular the UIP, so as to encourage public attendance at those programs.
- g) The member-at-large appointed to be responsible for PSIEs will keep the PSIE calendar up to date and be the main contact for secondary schools wishing to host a PSIE
- h) The member-at-large designated as Special Projects Coordinator will, under the direction of the Chair, conduct research, prepare reports, and facilitate the interests and work of the SCSSL and the GCSSL as it relates to emerging topics.
- i) The member-at-large appointed responsible for UIP and Regional Dialogue statistics shall keep and accurate record of attendance at all UIP and Regional Dialogues events.

- j) Ex-officio member, Website Administrator, reports to the SCSSL and GCSSL on the progress of the collective memberships and ensure appropriate access is granted to members. The Website Administrator shall monitor content posted by members of the GCSSL and ensure the user protocols are maintained and updated.
- k) Ex-officio member, Chair of the OUF Steering Committee will report to the GCSSL on all matters related to the management of the affairs of the OUF Steering Committee and the Ontario Universities' Fair. The OUF-SC Chair will manage the affairs of the OUF-SC and the OUF in order to fulfill the mandate of the OUF; review and recommend on contracts and budgets to the OUAC; manage the event contractor in partnership with the OUAC; liaise effectively with OUAC administrators and manage processes and timelines.
- l) Ex-officio member, OUAC representative will report to the GCSSL on all OUAC matters related to the functions of the GCSSL.

ARTICLE III – MEETINGS OF THE GCSSL

SECTION 1 – ANNUAL MEETING

- a) Date and Place of the Annual Meeting
 - i) The Annual Meeting shall be held no later than March 1st each year.
 - ii) The date and place of the Annual Meeting shall be designated by the Standing Committee and shall generally be held during the same week and at the same location as the OURA Annual Meeting.
- b) Members and Quorum
All members of the GCSSL shall be invited to attend the Annual Meeting. At the Annual Meeting fifty percent plus one of the institutional members shall form a quorum.
- c) Agenda
An agenda shall be forwarded to the institutional members at least two weeks prior to the date of the Annual Meeting and shall include:
 - i) Chair's report;
 - ii) Financial report;
 - iii) Nominations for the offices of the Standing Committee received to date;
 - iv) Reports and recommendations of the committees.
- d) Voting
Each participating university shall have one vote.

SECTION 2 – STANDING COMMITTEE MEETINGS

- a) Meetings of the Standing Committee shall be called at the discretion of the Chair.
- b) Each member of the Standing Committee, with the exception of the Chair of the INFO Editorial board, the Chair of the OUF-SC, the Website Administrator and the OUAC representative, shall have one vote.
- c) Meetings of the Standing Committee shall normally be held in a central location in the Province.
- d) At all meetings of the Standing Committee, fifty percent plus one of the members shall form a quorum.

SECTION 3 – WORKSHOP

- a) A Workshop shall be held each year prior to the beginning of the UIP on behalf of the SCSSL to:
 - i) Exchange information among universities;
 - ii) Develop common procedures, where desirable, applicable to the liaison function;
 - iii) Introduce new liaison personnel;
 - iv) Provide opportunity for professional development.
- b) A Workshop Committee shall be struck at the Fall Meeting to plan and organize the Workshop.
- c) The Workshop Committee may receive recommendations for Workshop topics from members of the GCSSL or from the Standing Committee.
- d) Workshop shall be hosted by one of the member institutions.
- e) The Chair shall ask the members of the General Meeting normally held in August to indicate their interest in hosting Workshop. The Standing Committee shall determine which institution is to host Workshop in accordance with Article II, Section 4, Subsection a), vii.).
- f) The university which accepts the offer to host Workshop commits itself for the physical arrangements and financial obligations, and shall convene the Workshop Committee as provided in b).

SECTION 4 – REGIONAL AND PROVINCIAL DIALOGUES

The general committee hosts regional dialogues on an annual basis with a rotation between universities, normally in the spring. A schedule of the rotation will be based on a five-year cycle. Universities that choose to host a provincial dialogue are required to give two years notice to the collective prior to the May meeting. The proposal would include, but is not limited to, timing, number of days, possible itinerary, theme/focus, special events and marketing to counsellors. Members will vote on the proposal at the August meeting, If no proposal is forthcoming then the system

would revert to the Regional Dialogue pattern. Once the Provincial Dialogue proposal has been approved by the GCSSL, the motion will be put forward for approval by OURA.

SECTION 5 – SPECIAL MEETINGS

Special Meetings of the GCSSL shall be called at the discretion of the Chair.

SECTION 6 – RIGHT OF DEBATE AT MEETINGS

Meetings shall be open to observers but only members will be permitted to participate in debate unless recognized by the Chair. Meetings may move into closed session to consider a specific item of business at the request of a majority of the institutional members present and voting.

SECTION 7 – GENERAL MEETINGS

There will be four meetings of the GCSSL:

- a) February during the OURA Conference;
- b) May during the Provincial Dialogue / Regional Dialogue conference;
- c) August during Workshop;
- d) After the fall UIP and Ontario Universities' Fair have been completed.

ARTICLE IV – THE UNIVERSITY INFORMATION PROGRAM (UIP)

SECTION 1 – PURPOSE AND ORGANIZATION

The UIP is a vehicle for communication between Ontario's universities and the province's high school students, outside the GTA. All School boards – public, separate, private and independent – outside the GTA in Ontario will be eligible to host a UIP. The Standing Committee is responsible for the organization of the UIP on behalf of the GCSSL. The Standing Committee shall endeavour to include all school boards in the visit schedule within reasonable bounds of geography, time and budget. The UIP will normally be held from September to November each year.

SECTION 2 – PARTICIPATING UNIVERSITIES

- a) All post-secondary institutions which are voting members of the GCSSL, as defined in Article 1, Section 3, must participate in the UIP.
- b) The participation of other post-secondary institutions in the UIP is not permitted.
- c) Affiliate institutions of Ontario universities, as defined in Article 1, Section 5, are permitted to participate under the auspices of the COU member. Affiliate institutions must share the COU members' space during the UIP.

SECTION 3 – CONDUCT OF PARTICIPATING UNIVERSITIES DURING THE UIP

- a) No institution shall request to visit a secondary school during the week of that secondary school's participation in the UIP.
- b) No institution shall request additional classroom space at a school hosting a UIP.
- c) Institutions are expected to conduct themselves in such a manner during a UIP so that they will not disturb other presentations or interfere with the general operation of the UIP.

ARTICLE V – THE ONTARIO UNIVERSITIES' FAIR (OUF)

SECTION 1 – PURPOSE AND ORGANIZATION

The OUF is a vehicle for communication between Ontario's universities and the GTA area's high school students. The Ontario Universities' Fair Steering Committee is responsible for ensuring the organization of the OUF on behalf of the GCSSL. The OUF will normally be held at the end of September.

SECTION 2 – PARTICIPATING UNIVERSITIES

- a) All post-secondary institutions which are voting members of the GCSSL, as defined in Article 1, Section 3, must participate in the OUF.
- b) The participation of other post-secondary institutions in the UIP is not permitted.
- c) Affiliate institutions of Ontario universities, as defined in Article 1, Section 5, are permitted to participate under the auspices of the COU member. Affiliate institutions must share the COU members' space during the OUF.

SECTION 3 – CONDUCT OF PARTICIPATING UNIVERSITIES DURING THE OUF

- a) All participating universities shall follow the policies outlined in the OUF Policy Manual.
- b) No institution shall participate in any GTA non ISV events the week of the Ontario Universities' Fair.

ARTICLE VI – ONTARIO UNIVERSITIES' FAIR STEERING COMMITTEE

SECTION 1 – NAME

The name of the committee shall be the Ontario Universities' Fair Steering Committee, herein after referred to as OUF-SC.

SECTION 2 – PURPOSE

- a) The mandate of the OUF-SC is to ensure that Ontario universities are effectively marketed in order to provide information to prospective students and their families through the Fair.
- b) The OUF-SC is appointed by the Ontario University Registrars' Association (OURA) Executive. It reports on the OUF to the OURA Executive and the Ontario Universities' Application Centre (OUAC) Advisory Board which ensures that the OUF meets the needs of the registrarial and liaison communities as is practical.

SECTION 3 – RELATIONSHIP TO THE COUNCIL OF ONTARIO UNIVERSITIES

The OUF-SC is responsible for directing the OUF as a service to the members and associate members of the Council of Ontario Universities (COU).

SECTION 4 – OUF-SC RESPONSIBILITIES

The following shall be functions of the OUF-SC and the members thereof:

- a) To formulate a strategic plan for the OUF every three years and present it for consideration to the OUAC Advisory Board and to the OURA Executive.
- b) To monitor the OUF's performance against the strategic plan.
- c) To maintain the OUF Policy Manual in order to meet the objectives of the strategic plan and good business practice. Contents of the manual will include, but are not limited to: OUF policies and compliance – including regulating sponsorship, space allocation, booths, pricing and signage; budgeting and budget compliance; operations management; relations with universities; marketing; contracting; risk management and human resource management.
- d) To establish goals for organizational performance and direction prior to each OUF.
- e) To evaluate each OUF on its performance against the set goals.
- f) To submit timely reports to the OUAC Advisory Board, the OURA Executive, the Standing Committee on Secondary School Liaison (SCSSL) and to the COU. An annual report will include an evaluation of the most recent Fair; plans for the upcoming Fair and periodic strategic plans.
- g) As a senior member of the General Committee on Secondary School Liaison (GCSSL), the appointed Chair of the OUF-SC will contribute valuable liaison information and expertise to the direction of the OUF. The Chair of the OUF-SC will report on the OUF to the OURA Executive and the OUAC Advisory Board whereby he/she will solicit advice and information.
- h) The OUF-SC Chair will report to the SCSSL and the GCSSL on all matters related to the management of the affairs of the OUF Steering Committee and the Ontario Universities' Fair. The OUF-SC Chair will manage the affairs of the OUF-SC and the OUF in order to fulfill the mandate of the OUF; review and recommend on contracts and budgets to the OUAC; manage the event contractor in partnership with the OUAC; liaise effectively with OUAC administrators and manage processes and timelines.
- i) The OUF-SC shall have the discretion to delegate responsibilities to the OUAC, contractors and volunteers in order to fulfill its mandate.

SECTION 5 - MEMBERSHIP

The OUF-SC shall consist of eight members from institutions which are recognized by the Council of Ontario Universities. Each member shall have one vote on all matters brought before the OUF-SC. It is important that the election/appointment process for OUF-SC membership encourage and facilitate broad geographic and institutional representation from within the Ontario university community.

The OUF-SC shall consist of the following:

- a. Four members named by the OURA General Committee on Secondary School Liaison. The Vice-Chair, Chair, and Past-Chair will be drawn from the four members allocated to the GCSSL. To ease succession planning, the roles will be sequential. The term for Vice-Chair, Chair, and Past-Chair is one year in each role. With this sequence in mind, it is intended that two new GCSSL members will be required each year - one will be elected to the role of incoming Vice-Chair, the other for a one-year term.
- b. Two members named by the OURA Executive. Of the two, one shall be a registrar. The second shall be a senior administrator responsible for their institution's OUF budget.
- c. Two members named by COU and OUAC.

SECTION 6 - OUF-SC ELECTIONS

- a) The election of two new GCSSL OUF-SC members shall take place at the GCSSL Annual General Meeting. One will be elected as Vice-Chair, and the second will serve a one-year term. (Once elected as Vice-Chair, it is intended that this member will remain a member of the OUF-SC for three terms.)
- b) The SCSSL Chair is responsible for inviting nominations for each of the two GCSSL positions. Nominees must be sanctioned by their institution to stand for election. It is expected that nominees for the Vice-Chair role be drawn from the senior level of the liaison collective, and have sufficient knowledge and experience to become OUF-SC Chair following their term as Vice-Chair.
- c) One month prior to the Annual General Meeting, the Chair of the SCSSL shall inform members of the GCSSL of those who will stand for election in each of the two positions. At the Annual General Meeting, nominations may also be made from the floor for either of the two positions, if two-thirds of the institutions approve. (Such nominees must have the prior consent of their institution to stand for election.) Any member of the GCSSL is eligible to nominate candidates for either position. When nominations have been closed, the election for Vice Chair will be conducted first, followed by the election for the position with a single-year term. Each shall be chosen by a majority of the universities that are present and voting.
- d) The representatives from the OURA Executive, COU and the OUAC shall be appointed or elected by their constituency in a manner appropriate to them.

SECTION 7 – OPERATING YEAR

The operating year for the OUF-SC shall be from March 1 to the end of February.

SECTION 8 – MEETINGS

The OUF-SC shall meet on a regular and on-going basis throughout the year as deemed necessary by the OUF-SC Chair. Bourinot's Rules of Order shall apply in the conduct of any meeting

SECTION 9 – TERM OF OFFICE

Members drawn from outside the GCSSL shall normally be appointed for two-year terms. Members from the GCSSL will serve as indicated in Section 5.

SECTION 10 – VOTING

Each member of the OUF-SC shall be a voting member. Quorum shall be a majority of members within OUF-SC.

SECTION 11 – VACANCIES

Should a vacancy occur on the OUF-SC, the committee shall have discretion to determine whether the vacancy will be filled by appointment by the OUF-SC or by requesting appointments from the OURA Executive, COU or the Standing Committee on Secondary School Liaison. In all instances, appointments shall honour the proportionality as defined in Section 5 – MEMBERSHIP.

SECTION 12 – AMENDMENT

These Terms of Reference may be amended at any Annual General Meeting of the GCSSL by a two-thirds vote of the institutional members present, providing the notice of such amendment has been given at least one month in advance of the meeting.

ARTICLE VII – PROCEDURES

- a) It is the duty of the Chair to maintain order and decorum, read motions to the meeting so that they may be debated, decide questions of order and procedure, submit motions or other proposals to the meeting for decision by vote and to adjourn the meeting when business is concluded. The Chair has the responsibility to ensure that the rights of the individuals as members are upheld and respected. The Chair also has the responsibility and authority to ensure that the business before the meeting is expedited and facilitated.
- b) No substantive motion shall be considered at any meeting of the GCSSL or the Standing Committee unless it appears explicitly on the agenda.
- c) All substantive motions, including report of sub-committees, must be sent to the institutional members at least fourteen days in advance of the meeting at which they are to be discussed.
- d) The Chair of each meeting shall conduct the proceedings in conformity with the rules given in Bourinot's Rules of Order, revised by J.G. Dubroy (McLelland and Stewart Ltd., Toronto).
- e) In special cases, the Chair may request that these Terms of Reference be suspended in order to effectively conduct the business of the GCSSL. Such suspension shall require a two-thirds vote of those members present and eligible to vote.

ARTICLE VIII – eINFO

SECTION 1 – NAME OF PUBLICATION

The primary purpose of eINFO shall be to provide secondary schools and their students with accurate information about the Ontario universities on matters that fall within the scope of secondary school liaison. Information relevant to non-secondary school students may also be included in the website/publication.

SECTION 2 – EDITORIAL BOARD – MEMBERSHIP AND TERMS OF OFFICE

GCSSL:

Chair – three years
One member – three years

OUAC:

One member – three years
Manager, Communications (permanent)
Editor (permanent)

OSCA:

Two members – two years

OUCA:

One member – two years

OURA:

One member – two years

The Editorial Board Chair and the GCSSL member will be appointed by the Standing Committee on Secondary School Liaison in accordance with Article II, Section 4, Subsection a) iii). The appointment of an Editor and all functions relating to the Editor's duties shall be the responsibility of the Ontario Universities' Application Centre (OUAC). All other members shall be appointed or elected by their constituencies in a manner deemed appropriate by them. The Chair shall be responsible for informing the Ontario University Registrars' Association (OURA), the Ontario School Counselors' Association (OSCA), and the Ontario University Council on Admissions (OUCA) that the Editorial Board seeks their organization's involvement and shall request that representatives be appointed in accordance with the above.

SECTION 3 – FUNCTION

- a) eINFO is the responsibility of the Standing Committee on Secondary School Liaison (SCSSL).
- b) The operation and maintenance of eINFO is the responsibility of the OUAC.
- c) The Editor shall have control of copy and in the event of dispute will consult with the Chair of the Editorial Board, who will discuss with appropriate members of the SCSSL.
- d) The Editorial Board shall meet at least once a year and is fully responsible for the content of the website, and associated publications.
- e) One person from each institution will be responsible as the "institutional contact". That person will manage the institution's access to the eINFO database, and be solely responsible for contact with the Editor.

Revised: September 1992; December 1992; February 1993; February 1994; August 1997; February 1998; February 2000; June 2007; February 2008; February 2009, January 2010, April 2010, October 2010, February 2012

**OURA STANDING COMMITTEE
ON RECORDS AND SYSTEMS**

TERMS OF REFERENCE – Updated December 2013

SECTION 1 - PURPOSE OF THE OURA RECORDS & SYSTEMS GROUP

- a. To exchange information regarding development, management or operation of manual and /or computer systems used in the Office of the Registrar and related student service areas.
- b. To advise and make recommendations to the Ontario University Registrar's Association regarding all aspects of systems as they affect Registrar's Offices and related student service areas in Ontario.
- c. To advise and make recommendations on systems referred to in section 1(a) involving the co-operation of the Ontario Universities.
- d. To undertake such systems-related studies and activities as requested by the OURA Executive.

SECTION 2 - MEMBERSHIP OF THE OURA RECORDS & SYSTEMS GROUP

- a. Regular Member: Shall consist of anyone who is a Regular Member of OURA and has responsibilities related to the development, management or operation of systems in the Registrar's Office or related student service areas.
- b. Associate Member: Membership is extended to Associate Members of OURA. Such members may not be elected to the OURA Standing Committee on Records & Systems nor may they have voting privileges.

SECTION 3 - OURA STANDING COMMITTEE ON RECORDS & SYSTEMS

- a. The Committee shall consist of seven (7) Regular members as follows:
 - i. Chair, Vice-Chair and Past-Chair. The Vice-Chair shall be elected prior to the Annual Meeting of the Association, for a one year term and will automatically become Chair at the end of that term.
 - ii. A Member-at-large shall be elected to the Committee by the university records and systems representatives and will act as Secretary for the committee, keeping a record in minutes of the proceedings of committee meetings to circulate to each committee member.
 - iii. In addition, three (3) members shall be elected on a regional basis, where possible, to the Committee by the university systems representatives.
- b. The Chair shall be a member of the OURA Executive Committee.
- c. The Chair and Vice-Chair of the Standing Committee on Records & Systems shall also act as Chair and Vice-Chair of the Systems Group.

SECTION 5 - MEETINGS OF THE STANDING COMMITTEE ON RECORDS & SYSTEMS

- a. The Records & Systems Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- b. A copy of the agenda shall accompany the Notice of Meeting which will normally be distributed two weeks prior to the date of the meeting.
- c. Whenever possible, the Annual Meeting of the Standing Committee will be scheduled to coincide with other OURA meetings.
- d. Special meetings will be held in Toronto whenever possible.
- e. At all meetings of the Standing Committee three (3) members, excluding the Chair shall form a quorum.
- f. Observers may be invited to attend meetings of the Standing Committee.
- g. Only one Regular Member from each institution will be allowed to vote.
- h. The Chair of the Standing Committee shall have no vote, except to cast a tie-breaking vote.

SECTION 4 - MEETINGS OF THE RECORDS & SYSTEMS GROUP

- a. The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.
- b. A copy of the agenda shall accompany the Notice of Meeting which will normally be distributed two weeks prior to the date of the meeting.

- c. At all meetings of the Records & Systems Group eight (8) members, excluding the Chair shall form a quorum.
- d. Observers may be invited to attend meetings of the Systems Group.
- e. The Chair of Records & Systems Group shall have no vote, except to cast a tie-breaking vote.

STANDING COMMITTEE ON SCHOLARSHIPS AND AWARDS

TERMS OF REFERENCE – Updated at April 2013

ARTICLE I - PURPOSE OF OURA SCHOLARSHIPS AND AWARDS GROUP

- a. To exchange information regarding development, management and operation of scholarships and awards (i.e. scholarship, fellowship, prize, and bursary) programs administered, in whole or in part, by the Office of the Registrar and related University student service areas.
- b. To exchange information regarding government student aid program policy which directly impacts the scholarships and awards programs referred to in section (I.a).
- c. To advise and make recommendations to the Ontario University Registrars' Association regarding programs referred to in section (I.a) and policy referred to in section (I.b) as they affect: (a) potential and current students at Ontario Universities, and (b) Registrar's Offices and related University student service areas.
- d. To advise and make recommendations to other agencies (i.e. AUCC, OASFAA, as well as other government, private and corporate groups) directly involved in the development, management and operation of scholarship and awards programs. The Chair will provide the OURA Executive with written reports of such activity.
- e. To undertake scholarships and awards-related studies and activities as requested by the OURA Executive.

ARTICLE II - MEMBERSHIP OF THE OURA SCHOLARSHIPS AND AWARDS GROUP

- a. Regular Member: Shall consist of anyone who is a Regular Member of OURA and has responsibilities related to the development, management or operation of scholarships and awards programs in the Registrar's Office or related student service areas.
- b. Associate Member: Membership is extended to Associate Members of OURA. Such member may not be elected to the OURA Standing Committee on Scholarships and Awards.

ARTICLE III - OURA STANDING COMMITTEE ON SCHOLARSHIPS AND AWARDS

- a. The Committee shall consist of six (6) Regular Members as follows:
 - i. Chair, Vice-Chair and Past-chair. The Vice-Chair shall be elected prior to the Annual Meeting of the Association for a one-year term and will, at the end of the term automatically become Chair.
 - ii. In addition, three (3) members shall be elected on a regional basis, where possible, to the Committee by the university student scholarships and awards representatives.
- b. The Chair shall be a member of the OURA Executive Committee.
- c. The Chair and Vice-chair of the Standing Committee on Scholarships and Awards shall also act as Chair and Vice-chair of the Scholarships and Awards Group.

ARTICLE IV - MEETINGS OF THE SCHOLARSHIPS AND AWARDS GROUP AND THE STANDING COMMITTEE ON SCHOLARSHIPS AND AWARDS

- a. The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.

- b. The Scholarships and Awards Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- c. A copy of the agenda shall accompany the Notice of Meeting which will normally be distributed at least two weeks prior to the date of the meeting.
- d. Normally, the Annual Meeting of both the Standing Committee and Scholarships and Awards Group will be scheduled to coincide with other OURA meetings.
- e. At all meetings of the Scholarships and Awards Group, eight (8) members, excluding the Chair, shall form a quorum.
- f. At all meetings of the Standing Committee, three (3) members, excluding the Chair, shall form a quorum.
- g. Observers may be invited to attend meetings of the Scholarships and Awards Group and Standing Committee.
- h. Only one Regular Member from each institution will be allowed to vote.
- i. The Chair of the Standing Committee and Scholarships and Awards Group shall have no vote in either body while occupying the Chair, except to cast a tie-breaking vote.