

Bylaw II: GSA Committees

Article I: Committee Composition

Section 1: GSA Committee chairs

- a) GSA Committees shall be chaired or co-chaired by an Executive Committee member as described in Bylaw I;
- b) Executive Committee members may assign a co-chair for a period no longer than that of the Executive Committee member's term in office. The co-chair shall be selected from the GSA's Councillors and/or active members in good standing and must be ratified by council;
- c) All GSA committees shall be ratified by Council unless the positions are held *ex officio*.

Section 2: Committee Membership

- a) Committee openings shall be filled first by Executive Committee members and Councillors;
- b) Additional Committee members shall be drawn from the active members of the GSA in good standing;
- c) Individuals who are not active members of the GSA in good standing may not fill GSA Committee vacancies unless expressly permitted by Council;
- d) Where indicated, the Standing Committee members shall be those individuals stipulated in Bylaw II, Article II.

Section 3: Terms of Reference and Reporting

- a) Each Committee shall develop Terms of Reference to govern their activities during their first meeting in any academic year;
- b) Terms of Reference must include the Committee's purpose, goals, milestones, meeting schedule, and any other information considered relevant by the Committee;
- c) All Committees shall be subordinate to Council and subject to the oversight of Council;
- d) Committees shall present their terms of reference to Council at the first meeting following their establishment;
- e) Committees shall report to Council as needed or upon the request of the Council.

Article II: Standing Committees

Section 1: Constitution and Bylaw

- a) The Constitution and Bylaw Committee shall function to review the Constitution and Bylaws of the GSA;
- b) The Committee shall advise the Executive Committee and Council in devising policy positions on local, provincial, and national issues;
- c) If revisions of the Constitution and Bylaws are required, the Committee shall bring the need for such revisions to the attention of Council at the next meeting of Council, and shall offer recommendations on amendments;
- d) The Committee shall advise the Executive Committee or Council on matters referred to the Committee in accordance with the governing documents;
- e) In accordance with Bylaw I, Section 3(d), the Committee shall be chaired by the Vice-President Administration;
- f) Both the Council Chair and the CRO are to sit on the Constitution and Bylaw Committee;
- g) Membership in the Committee shall otherwise be open to interested members and all committee members shall be ratified by Council.

Section 2: Events Committee

- a) The Events committee shall be responsible for organizing any and all events organized by the Graduate Students Association as well as Orientation week and the Graduate Research Conference.
- b) The Events committee shall be chaired by the Vice-President Societies and Events.
- c) The Events Committee shall be responsible for coordinating supplemental fundraising.
- d) The Events Committee Chair shall produce and submit a written report including a financial report to the Executive Committee and orally present this report to Council after the conclusion of the event.
- e) The Events Committee shall submit a budget to the Vice-President Finance before receiving any funds and will present financial updates to council at meetings during the committee's event planning.

Section 3: Finance

- a) The Finance Committee shall be chaired by the Vice-President Finance;
- b) The committee shall act as an advisory board to:
- c) With the Executive Committee administer the Special Projects Trust Fund and the Media Fee;
 - Review the budget and ensure that Accounts Payable, Accounts Owed and Cash flow;
 - Prepare membership fee documents for the University;
 - Present the Budget with no less than seven (7) days' notice to council.
 - Oversee yearly financial review.
 - Maintain GSA assets; and conduct any other necessary financial oversight.

- d) The Committee may be called upon to conduct treasury duties for other Standing Committees or committees established by Council requiring financial oversight and budget management;
- e) The Committee shall include at minimum: two (2) Executive Committee members, one of which must be the President, two (2) Councillors, and two (2) active members of the GSA in good standing;
- f) Committee members need not have a background or experience in finance;

Section 4: Services

- a) The Services Committee shall act as an advisory board responsible for evaluating the provision of GSA services to the active membership, and assisting GSA employees in the development of existing and new services;
- b) The Committee shall be chaired by the Vice-President External;
- c) The Committee shall include at least three (3) additional active members of the GSA in good standing, drawn from separate GAUs;
- d) The Committee, when necessary, shall coordinate with the Saint John campus' Executive Committee, the New Brunswick National Executive Representative elected to the CFS National Executive, GSA employees, or any other representatives.