



Brock University Graduate Students' Association

Document 050B

The Graduate Students' Association Committees Policy

Name:

1. This Document shall be referred to as the "Committees Policy".

Standing Committees:

2. The following Committees are standing committees of the Board of Directors:
 - a. Executive Committee
 - b. Governance, Elections and Nominating Committee
 - c. Student Engagement Committee
 - d. External Affairs Committee
 - e. Communications & Advancement Committee
 - f. Equity & Inclusion Committee
 - g. Faculty Communities Committee(s)

Standing Groups:

3. The following groups shall be standing within the Graduate Students' Association:
 - a. Foundation Advisory Board (FAB)

Ad-Hoc Committees:

4. There shall exist ad-hoc committees for making recommendations to the Board of Directors and/or the Executive Committee on specific issues, as the Board of Directors and/or the Executive Committee deem necessary and with such terms of reference as the Board of Directors and/or the Executive Committee may deem appropriate.

Membership and Voting:

5. The quorum for any committees is a simple majority of the voting members unless otherwise specified in that committee's policy.
6. The President shall be an ex-officio non-voting member of all standing and ad-hoc committees unless the committee's policy states otherwise. The President shall not be included in membership or quorum calculations unless the President is a voting member of the committee.
7. In the event of a committee vote tie, the President shall cast the deciding vote. In the event of their absence, the Chair shall cast the deciding vote.
8. Only current members of the Brock University Graduate Students' Association, as outlined in the GSA Bylaw, shall be allowed to hold a voting seat on any committee.
9. Once a standing committee is formed as per its policy it may, by a two-thirds (2/3rds) majority vote of its members, invite whomever it sees fit to the committee in a non-voting capacity in order to better carry out its duties.



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10. Attendance requirements will be determined on a committee-to-committee basis, outlined in their respective policies.
11. Any committee member removed from a committee may appeal the decision to the Board of Directors.
12. All standing committees shall select internally a Chair and Vice-Chair.
13. The Committee Chair shall normally be non-executive members of the board, while the Vice-Chair position may be held by any non-executive member of the committee.
14. No Board Member may sit on more than two (2) Committees as elected by the Board.

Sub-Committees:

15. Committees may establish Sub-Committees based on specific tasks or responsibilities.
16. Such sub-committees shall be ad-hoc and will need to be reestablished each year.
17. Sub-Committee membership shall be determined by the main committee and shall only include members from the main committee they report to.

Meeting and Reporting:

18. All standing committees must be struck at or before the first meeting of the Board in May.
19. All committees, via the Chair or their designate of each respective committee, are required to submit a written report to the satisfaction of the Board. Chairs or their designate must report regularly on all the actions and activities undertaken by the committee.
20. Committees shall designate a member as the minute taker. All minutes should be sent to the Executive Director to place on file.
21. All Committees must produce a report for the final Board meeting of the year (April). Prior to the end of the winter term the Board Chair shall remind the Committee Chairs of the obligation to submit a cumulative end of term report.

Students-at-Large:

22. Committees may have student-at-large positions, which shall not normally constitute a majority of a committee's voting membership.
23. Such members are to be appointed by the Board upon recommendation by the Executive Committee and shall serve at the pleasure of the Board. The Executive Committee may delegate this responsibility to the Governance, Elections, and Nominating Committee (GEN). Such delegation shall only be effective for the year in which it is given, and any further delegation must be renewed.



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24. Such members must be Class I members of the GSA, pursuant to the restrictions set out in the GSA Bylaw.
25. Students-at-Large shall be allowed on all GSA committees, with the exception of the GSA Executive Committee.

Attendance:

26. All committee members must follow the attendance requirements stipulated for members of the Board of Directors and outlined in relevant GSA legislation, failure to abide by these requirements shall result in removal from the committee.