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As per Article IV, Section E and Article XI of the CUS Constitution, the CUS Board of Directors is to administer and manage committees. No restrictions shall be made on the type of committee that can be created, other than outlined in the following policy.

**1) Purpose and Nature**

- a) Committees shall be formed for a purpose identified by the Board of Directors and act as agents of the Board of Directors
- b) The committee shall sit for a period stated by the Board of Directors at the committee's formation, not to exceed the term of the Board of Directors
- c) Upon completion of a committee's purpose, the committee shall be dissolved by majority vote of the CUS Board of Directors

**2) Formation Procedures and Structure**

- a) A committee shall be formed proceeding a majority vote from the CUS Board of Directors
- b) Members of the committee shall be composed of:
  - i) At least three members of the CUS Board of Directors
  - ii) Any number of Members at Large
    - (1) A Member at Large must be a member of the CUS
- c) The CUS Board of Directors shall actively promote the introduction of Members-at-Large from a broad representation of the general CUS population
- d) Upon first meeting, a Chair shall be elected by majority vote of the committee members
  - i) The Chair must be a member of the CUS Board of Directors
- e) No more than five members of the CUS Board of Directors shall sit on the same committee
- f) All members of the CUS Board of Directors must sit on at least one committee during their term
- g) No Board Member shall sit on more than three committees simultaneously
- h) All Committee Members will be entitled to one vote in their respective committee
  - i) All Members-At Large shall be entitled to vote on committees

### 3) Standing Committees

- a) A standing committee shall be defined as a committee that sits for an entire term of the CUS Board of Directors
- b) A standing committee can be created or dissolved by a majority vote of the CUS Board of Directors by a 2/3 majority vote
  - i) Upon creation or dissolution of a standing committee, the Section 3c of the Committee Policy shall be updated without approval of the CUS Board of Directors
    - (1) If a lack of information is available on the responsibilities of the standing committee, the Speaker of the Board shall define the responsibilities
- c) Given the current nature of the activities and responsibilities of the CUS Board of Directors, the following committees shall be governed as standing committees and have responsibilities as follows:
  - i) Executive Council Hiring Committee
    - (1) Primary Objective
      - (a) Hire incoming CUS Vice-Presidents
    - (2) Membership
      - (a) President
      - (b) Four additional members of the CUS Board of Directors
      - (c) Ombudsperson
    - (3) Responsibilities
      - (a) Adhere to Section 4.2 of the CUS Hiring Policy
      - (b) Draft interview questions for applicants
      - (c) Maintain confidence on all matters related to executive hiring
  - ii) Budget Oversight Committee
    - (1) Primary Objective
      - (a) Oversee the drafting, maintenance and reporting of the CUS Budget
    - (2) Membership
      - (a) At least three members of the CUS Board of Directors
      - (b) Vice-President Finance
    - (3) Responsibilities
      - (a) Meet monthly to review all CUS Budgets

- (b) Review all individual budgets of the annual CUS Budget prior to passing of the CUS Board of Directors
- iii) Policy and Procedures Committee
  - (1) Primary Objectives
    - (a) Maintain all CUS policies
  - (2) Membership
    - (a) Senator
    - (b) At least two other members of the CUS Board of Directors
    - (c) At least two members of the Executive Council
  - (3) Responsibilities
    - (a) Review all policies at least once per year
    - (b) Act as the deliberative body for all amendments, additions and retractions to policy
    - (c) Keep a record of all policy and operations related motions

#### **4) Responsibilities of the Committee**

- a) Committees shall make regular reports to the Board of Directors and to provide information as required by the Board of Directors
  - i) Committee Chair's must provide a brief verbal report at each meeting of the CUS Board of Directors regarding the activities of committee since the last meeting of the Board
  - ii) The Speaker of the Board may mandate a committee to prepare detailed minutes of any committee meetings as required
- b) The chair of each committee is responsible to ensure that the objectives of the committee will be achieved in the given time frame and ensure that regular progress reports are made to the Board of Directors
- c) Each committee may apply to the Board of Directors for the use of funds as set aside by the Board of Directors for the expenses of committees in the annual CUS Budget

#### **5) Powers of a Committee**

- a) Decisions within the committee are made by a simple majority (50%) vote
- b) Decisions or recommendations made by committees are not binding and require approval of the Board of Directors prior to implementation

- c) Committees have power to investigate and have access to public information (budgets, agendas, minutes, etc.) of organizations within the CUS for the purpose of achieving objectives
- d) After a default in attendance of three meetings, it is at the discretion of the chair to remove the member's seat on the committee

