



Bylaw 3/B – Standing Committees of the SRA

1. Purpose

- 1.1 To list the standing committees of the SRA and define the membership, procedures, and duties of each.

2. Definition

- 2.1 The standing committees of the SRA shall be:
 - 2.1.1 Finance;
 - 2.1.2 Internal Governance;
 - 2.1.3 Municipal Affairs;
 - 2.1.4 Provincial & Federal Affairs;
 - 2.1.5 Services;
 - 2.1.6 University Affairs.
- 2.2 Standing committees shall be considered subsidiaries of the Student Representative Assembly and exercise jurisdiction only inasmuch as has been delegated by the SRA in legislation or by resolution;
- 2.3 Prospective new standing committees shall normally operate for one (1) year as an ad hoc committee of the SRA prior to their inclusion in this bylaw as standing bodies.

3. Membership

- 3.1 Each standing committee's voting membership shall consist of four (4) SRA members elected from the SRA, and two (2) non-SRA MSU members elected by the SRA;
- 3.2 Each standing committee shall be chaired by an Associate Vice-President who shall be a non-voting member;
- 3.3 All MSU members on standing committees shall be initially filled by April 30;

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- 3.3.1 All SRA members on standing committees shall be initially filled by June 30;
- 3.4 The President and Vice-Presidents (Administration, Education, and Finance) shall be official observers of all standing committees;
- 3.5 The Speaker of the MSU, MSU Administrative Assistant, Administrative Services Coordinator, and General Manager shall be official observers of the Internal Governance Committee;
- 3.6 The Comptroller shall be an official observer of the Finance committee;
- 3.7 The Administrative Services Coordinator shall be an official observer of the Services committee;
- 3.8 The Marketing & Communications Director shall be an official observer of the University Affairs, Municipal Affairs and Provincial & Federal Affairs committees.

4. General Duties

- 4.1 All standing committees of the SRA shall:
 - 4.1.1 Exercise authority concurrently to the Assembly's term of office, and be reconstituted at the start of each new session;
 - 4.1.2 Extend the SRA's attentiveness to and depth of analysis of matters within their particular portfolio beyond what is possible in Assembly meetings;
 - 4.1.3 Carry out, on the Assembly's behalf, the detailed development of policy initiatives within their particular portfolio;
 - 4.1.4 Advise members of the Board of Directors on matters within their particular portfolios;
 - 4.1.5 Facilitate the participation of non-SRA MSU members in the MSU decision-making process by providing a more conducive environment for member input than meetings of the full Assembly;
 - 4.1.6 Facilitate SRA access to information from stakeholders and outside experts by providing a more conducive environment for stakeholder and/or expert testimony than meetings of the full Assembly;
 - 4.1.7 Cooperate with other standing committees of the SRA on matters that cross portfolios;
 - 4.1.8 Appoint, where required, ad-hoc sub-committees whose membership shall not be restricted to the standing committee's membership;
 - 4.1.9 Receive draft documents concerning their particular portfolio from the SRA or the Executive Board for comprehensive scrutiny, and accordingly issue recommendations, prepare amendments and/or refer these documents back to the SRA or Executive Board for approval;
 - 4.1.10 Operate with a budget not separate from the Assembly's and expressly avoid allocating any of the standing committee's monetary, human, or other resources for any task outside the operating parameters of the SRA;
 - 4.1.11 Meet at least once before each regularly scheduled meeting of the SRA during the academic year.

5. Associate Vice-Presidents

5.1 Associate Vice-Presidents shall:

5.1.1 Hold office from May 1 to April 30;

5.1.2 Be hired by a hiring committee struck by the SRA which shall consist of:

5.1.2.1 For the Associate Vice-President (Finance):

5.1.2.1.1 The Vice-President (Finance) (non-voting);

5.1.2.1.2 The Vice-President (Finance)-elect;

5.1.2.1.3 The outgoing Associate Vice-President (Finance);

5.1.2.1.4 One (1) SRA member;

5.1.2.1.5 The MSU General Manager (non-voting).

5.1.2.2 For the Associate Vice-President (Internal Governance):

5.1.2.2.1 The Vice-President (Administration)

5.1.2.2.2 The outgoing Associate Vice-President (Internal Governance);

5.1.2.2.3 One (1) SRA member;

5.1.2.2.4 The MSU Administrative Assistant (non-voting).

5.1.2.2.5 In the scenario the Vice-President (Administration) is elected prior to the hiring process, the incoming Vice-President (Administration) will sit on the hiring committee and will have a voting position and the outgoing Vice-President (Administration) will have a non-voting seat on the panel.

5.1.2.3 For the Associate Vice-President (Municipal Affairs):

5.1.2.3.1 The Vice-President (Education)

5.1.2.3.2 The outgoing Associate Vice-President (Municipal Affairs);

5.1.2.3.3 One (1) SRA member;

5.1.2.3.4 The MSU Marketing & Communications Director (non-voting).

5.1.2.3.5 In the scenario the Vice-President (Education) is elected prior to the hiring process, the incoming Vice-President (Education) will sit on the hiring committee and will have a voting position and the outgoing Vice-President (Education) will have a non-voting seat on the panel.

5.1.2.4 For the Associate Vice-President (Provincial & Federal Affairs):

5.1.2.4.1 The Vice-President (Education)

- 5.1.2.4.2 The outgoing Associate Vice-President (Provincial & Federal Affairs);
- 5.1.2.4.3 One (1) SRA member;
- 5.1.2.4.4 The MSU Marketing & Communications Director (non-voting).
- 5.1.2.4.5 In the scenario the Vice-President (Education) is elected prior to the hiring process, the incoming Vice-President (Education) will sit on the hiring committee and will have a voting position and the outgoing Vice-President (Education) will have a non-voting seat on the panel.

5.1.2.5 For the Associate Vice-President (Services):

- 5.1.2.5.1 The Vice-President (Administration)
- 5.1.2.5.2 The outgoing Associate Vice-President (Services);
- 5.1.2.5.3 One (1) SRA member;
- 5.1.2.5.4 The MSU Administrative Services Coordinator (non-voting)
- 5.1.2.5.5 In the scenario the Vice-President (Education) is elected prior to the hiring process, the incoming Vice-President (Education) will sit on the hiring committee and will have a voting position and the outgoing Vice-President (Education) will have a non-voting seat on the panel.

5.1.2.6 For the Associate Vice-President (University Affairs)

- 5.1.2.6.1 The Vice-President (Education);
- 5.1.2.6.2 The outgoing Associate Vice-President (University Affairs);
- 5.1.2.6.3 One (1) SRA member;
- 5.1.2.6.4 The MSU Marketing & Communications Director (non-voting).
- 5.1.2.6.5 In the scenario the Vice-President (Education) is elected prior to the hiring process, the incoming Vice-President (Education) will sit on the hiring committee and will have a voting position and the outgoing Vice-President (Education) will have a non-voting seat on the panel.

- 5.1.3 Be hired no later than April 30 of each year;
- 5.1.4 Receive remuneration according to **Employment Policy – Employment Wages**;
- 5.1.5 Call meetings and chair their standing committee;
- 5.1.6 Report to the Assembly on the activities of their committees at least twice per academic term, or whenever requested by the Assembly, Vice-President (Administration), or supervising Vice-President;

- 5.1.7 Ensure that proper minutes are taken of all quorate meetings and kept on file in the MSU Main Office; these minutes shall be posted on the committee page on the MSU Website within two (2) weeks of a meeting;
- 5.1.8 Be responsible for creating and maintaining a contact list of interested MSU members and informing them of each meeting;
- 5.1.9 Be responsible for producing a year plan, a mid-year review, and a year-end report with input from their committee members, which shall be posted on the committee's webpage on the MSU website; all year plans shall be approved by the SRA;
- 5.1.10 Be responsible for participating in their initial transitions and ensuring adequate transition for their successors including but not limited to the development of a transition report at the end of each term;
 - 5.1.10.1 A term shall be defined as one of the following periods: May 1 to August 31; September 1 to December 31; and January 1 to April 30.
- 5.1.11 Each Associate Vice-President shall be supervised and will report to their respective Vice-President, as outlined:
 - 5.1.11.1 Finance: Vice-President (Finance);
 - 5.1.11.2 Internal Governance: Vice-President (Administration);
 - 5.1.11.3 Municipal Affairs: Vice-President (Education);
 - 5.1.11.4 Provincial & Federal Affairs: Vice-President (Education);
 - 5.1.11.5 Services: Vice-President (Administration);
 - 5.1.11.6 University Affairs: Vice-President (Education).

6. Committee Procedures

- 6.1 The standing committees of the SRA shall adhere to the same procedures as those used by the Student Representative Assembly (as defined in **Bylaw 3/A – Assembly Procedures**), with adaptations to fit the committee model made at the discretion of the Associate Vice-President;
- 6.2 A member's seat shall be relinquished, regardless of excuse, if the member is:
 - 6.2.1 Absent, late beyond the first ten (10) minutes, or absent at the scheduled end of the meeting, for two (2) consecutive meetings without written explanation to the Chair prior to the close of the second meeting;
 - 6.2.2 Absent, late beyond the first ten (10) minutes, or absent at the scheduled end of the meeting for three (3) meetings per term;
 - 6.2.2.1 Terms are from September 1 to December 31 and January 1 to March 31;

- 6.3 Any member forced to relinquish their seat for attendance purposes may seek re-election;
- 6.4 Any member of a standing committee may be recalled by the SRA according to the procedures set out in **Bylaw 4 - Officers**;
- 6.5 Quorum on a standing committee shall be 50% of voting members:
 - 6.5.1 Vacancies will reduce the quorum value;
 - 6.5.2 Leaves of absences shall not reduce the quorum value.
 - 6.5.3 If an SRA member of a standing committee loses their seat, this will equate to one absence on the SRA in the term in which they lose their seat.

7. Participation by Non-Members

- 7.1 The standing committees of the SRA shall strive to provide an open and welcoming forum where concerned MSU members may freely provide input on MSU decision-making;
- 7.2 Meetings of each standing committee shall be advertised and each Associate Vice-President shall extend an invitation to all interested parties;
- 7.3 An appraisal of the degree of MSU member involvement shall be included in all reports by standing committees to the full Assembly.

8. Finance

- 8.1 Shall monitor and review MSU finances, and recommend financial policy to the Assembly;
- 8.2 Without limiting the generality of the foregoing, this committee shall:
 - 8.2.1 Advise and assist the Vice-President (Finance) on financial matters;
 - 8.2.2 As necessary, advise and assist other MSU officials (including the President, General Manager, and Clubs Administrator) on financial matters;
 - 8.2.3 Review financial policies and make recommendations to the full Assembly;
 - 8.2.4 Undertake, in conjunction with the General Manager, any financial analysis which pertains to the financial or service structure of the MSU as required by the SRA or Vice-President (Finance);
 - 8.2.5 Review and approve the clubs audit process annually;
 - 8.2.6 Review and approve criteria for clubs allocations;
 - 8.2.7 Be an appeal board for the allocation of financial grants to clubs;
 - 8.2.8 Actively raise awareness of, and seek input on, the financial ethics of the MSU;
 - 8.2.9 Be responsible for advocating on behalf of students on financial matters;
 - 8.2.10 Promote SLEF idea submission through awareness campaigns;
 - 8.2.11 Promote SELF voting through promotional campaigns.

8.2.12 Conduct financial reviews of MSU services in conjunction with the Services committee annual service departmental reviews to ensure that MSU Services;

- 8.2.12.1 Have a budget that properly reflects their service usage;
- 8.2.12.2 Are effectively using their current allocated budget;
- 8.2.12.3 Have up to date accounting and pricing policies (if applicable).

9. Internal Governance

9.1 Shall monitor matters pertaining to the structure of governance within the MSU, and review bylaw changes and other legislative initiatives to ensure accuracy of intent and consistency with the Constitution and other bylaws and policies;

9.2 Shall supervise the overarching operating procedures and shared infrastructure that affect the operations of the MSU and its component departments on a broad scale, and propose suggestions for improvement in these areas to the Assembly;

9.3 Without limiting the generality of the foregoing, this committee shall:

9.3.1 Advise the SRA and Vice-President Administration of possible improvements to the method of conducting the business of the SRA, its committees, and the General Assembly.

9.3.2 As necessary, advise and assist MSU officials (including the President, Speaker, Chief Returning Officer, Administrative Assistant, and Administrative Services Coordinator) on matters pertaining to the structure of governance within the MSU;

9.3.3 Study and screen all draft operating policies, bylaws and edits prior to their presentation to the Assembly for adoption, and refine wording of proposed changes where clarification of intent is required;

9.3.4 Serve as the primary forum for the drafting and review of all Operating Policies (excluding those specifically governing MSU Services or overseen by another standing committee);

9.3.5 Advise the SRA of the structural implications of all proposed changes to bylaws, operating policies, and the Constitution prior to debate;

9.3.6 Review the Constitution, operating policies (excluding those specifically governing MSU Services or overseen by another standing committee) and bylaws on a regular basis to ensure that they:

9.3.6.1 Specify internal procedures and parameters compatible with current needs;

9.3.6.2 Are consistent and clearly worded;

9.3.7 Work with the Speaker to advise the assembly and other committees on procedures for minutes, in order to ensure that accurate and consistent records of meetings are taken;

9.3.8 Review referenda topics eligible for recall, and provide recommendations to the SRA;

- 9.3.9 Provide input as necessary into policies, protocols, and plans pertaining to the MSU Network reviewed by the Information Systems Committee;
- 9.3.10 Ensure that ethical standards are upheld in the purchase and use of goods and resources across the organization, and direct the MSU's boycott procedures.

10. Municipal Affairs

- 10.1 Shall monitor Hamilton City Council and related sub-committees, the Ainslie Wood Westdale Community Association, and other municipal events which may have an impact on the academic or non-academic life of McMaster students, aid the Assembly in taking appropriate responses, and proactively participate in external municipal organizations and lobbying efforts that further the interests of the MSU and its members;
- 10.2 Shall participate in the MSU's Policy Process each term by selecting at least one (1) committee member to participate in each policy being reviewed;
- 10.3 Without limiting the generality of the foregoing, this committee shall:
 - 10.3.1 Advise and assist the Vice-President (Education) on matters related to the MSU's municipal interactions;
 - 10.3.2 As necessary, advise and assist other MSU officials (including the President and Student Community Support Network Coordinator) on matters related to the MSU's municipal interactions;
 - 10.3.3 Examine municipal reports and statements affecting university life, and participate in preparing recommendations to the Assembly;
 - 10.3.4 Solicit testimony before the committee from individuals of interest, including but not limited to politicians, civil servants, lobbyists, and student leaders from other universities and organizations;
 - 10.3.5 In conjunction with the Vice-President (Education) and Advocacy Coordinator promote all municipal elections and in doing so educate MSU members about the candidates running in those elections without partisan prejudice;
 - 10.3.6 In conjunction with the Vice-President (Education), prepare an annual budget submission to the City of Hamilton.

11. Provincial & Federal Affairs

- 11.1 Shall monitor provincial and federal bodies and events which may have an impact on the academic or non-academic life of McMaster students, aid the Assembly in taking appropriate responses, and proactively participate in provincial and federal organizations and lobbying efforts that further the interests of the MSU and its members;
- 11.2 Shall participate in the MSU's Policy Process each term by selecting at least one (1) committee member to participate in each policy being reviewed;

11.3 Without limiting the generality of the foregoing, this committee shall:

- 11.3.1 Advise and assist the Vice-President (Education) on matters related to the MSU's provincial and federal interactions;
- 11.3.2 As necessary, advise and assist other MSU officials (including the President) on matters related to the MSU's provincial and federal interactions;
- 11.3.3 Promote the work of OUSA to the McMaster community;
- 11.3.4 Examine provincial and federal reports and statements affecting university life, and participate preparing recommendations to the Assembly;
- 11.3.5 Solicit testimony before the committee from individuals of interest, including but not limited to politicians, civil servants, lobbyists, and student leaders from other universities and organizations;
- 11.3.6 In conjunction with the Vice-President (Education) and Advocacy Coordinator, promote all provincial and federal elections and in doing so educate MSU members about the candidates running in those elections without partisan prejudice;

12. Services

12.1 Shall review the provision, delivery, and goals of MSU services, and propose suggestions for improvement in these areas to the full Assembly;

12.2 Without limiting the generality of the foregoing, this committee shall:

- 12.2.1 Advise and assist the Vice-President (Administration) on matters related to MSU services;
- 12.2.2 As necessary, advise and assist other MSU officials (including the President and General Manager) on matters related to MSU services;
- 12.2.3 Study the desirability, demand, and form of new and existing services and determine how new services will be developed or integrated into the existing system of MSU services;
- 12.2.4 Serve as the primary forum for the drafting and review of operating policies that frame the operation of new or modified MSU services;
- 12.2.5 Review the operating policies governing MSU services on a regular basis to ensure that they:
 - 12.2.5.1 Specify efficient operating procedures;
 - 12.2.5.2 Specify operating parameters compatible with service's currently-desired functions;
 - 12.2.5.3 Are consistent and clear worded.
- 12.2.6 Annually conduct service departmental reviews which include re-examining the department mission primary goals, and criteria to evaluate performance to measure progress and assess whether services are achieving their objectives;

12.2.7 Annually review the criteria and process used to conduct departmental reviews;

12.2.8 Submit an annual report and recommendations to the Executive Board and the managers of the departments that have been reviewed.

13. University Affairs

13.1 Shall work to encourage constructive discourse between the MSU and McMaster University's governing bodies and administration, and advocate measures that will advance the academic and non-academic interests of the MSU membership;

13.2 Shall participate in the MSU's Policy Process each term by selecting at least one (1) committee member to participate in each policy being reviewed;

13.3 Without limiting the generality of the foregoing, this committee shall:

13.3.1 Advise and assist the Vice-President (Education) on matters related to the MSU's interactions with the McMaster University administration;

13.3.2 As necessary, advise and assist other MSU officials (including the President) on matters related to the MSU's interactions with the McMaster University administration;

13.3.3 Gather student opinion on the quality of academic and student life at McMaster University;

13.3.4 Identify and formulate possible solutions to academic and student life problems within the McMaster University community;

13.3.5 Examine McMaster University and all reports and/or statements affecting academic and student life, and participate in preparing recommendations to the Assembly in regards to them;

13.3.6 In conjunction with the Vice-President (Education) and the MSU President, publicize major political decisions made by or about to be made by the McMaster University administration to the Assembly and general MSU membership.