



Governing Procedure 5000 - Committees & Caucuses

Approved By: Students' Administrative Council

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Administered By: Chairperson of the Students' Administrative Council

1 – PREAMBLE

The Students' Administrative Council (hereinafter “SAC” or “Council”) of the Mount Allison Students' Union (hereinafter “MASU”) has numerous standing committees and caucuses that have a diverse set of functions. This Governing Procedure (hereinafter “GP”) establishes guidelines for committee and caucus conduct and procedures so that they work successfully with efficacy and intent **but is not replacement for any paragraph of the General By-Laws and shall only act as an extension of them.**

2 – COMMITTEE OPERATIONS

2.1 Committee Orientation: No later than two (2) weeks following the full appointment of the membership of a Committee, the Committee Chair shall convene a meeting to orient their Committee's members. The Committee Chair shall;

2.1.1 Review the Committee's mandate, responsibilities, structure, and purpose;

2.1.2 Define a timeline for the committee's work throughout the fiscal year, and;

2.1.3 Communicate all expectations for committee procedure set forth in the General By-Laws, GPs, and Committee mandate.

2.2 Committee Conduct: The Committee Chair shall establish a set of expectations for committee conduct at the first meeting of the committee. These expectations may refer to attendance, time limits, follow-up on tasks, and procedure for enforcing expectations.

2.3 Removal from a Committee: In the event of serious or repeated misconduct, a committee member may be removed through the following procedure;

2.3.1 A complaint shall be brought to the SAC that shall be deliberated in-camera and the individual against which the complaint was filed shall be allowed in-camera;

2.3.2 The SAC may then remove the member by a two-thirds (2/3) majority vote that is conducted in-camera.

3 – CAUCUSES

3.1 Definition of “Caucus”: A Caucus is an informal Committee that cannot bring motions to the SAC. Caucuses may primarily be used to collect feedback, make recommendations to the SAC, or otherwise perform work that does not require the final approval of the SAC.

3.2 Caucus Purpose: All caucuses, standing or ad-hoc, are subsidiaries of the SAC and must present, at minimum, a yearly report to the SAC. Furthermore;

3.2.1 A discussion may be referred to a Caucus by the SAC, or can be originated by the Chairperson of the Caucus (hereinafter “Caucus Chair”) or any of its members.

3.3 Caucus Composition and Membership: All caucuses shall have one (1) Chairperson, one (1) Secretary, and may have any number (as defined in their mandate) of Officers, Contract Staff, and Members At-Large.

3.4 Ad-Hoc Caucuses shall be established per paragraph 74 of the General By-Laws.

3.5 Caucus Appointment shall follow paragraph 76 of the General By-Laws.

3.6 Caucus Procedures: Caucuses shall be run in accordance with paragraphs 77–81 of the General By-Laws. The rules of order for a Caucus shall be set at the discretion of the Caucus Chair and shall be agreed upon at the first meeting.

3.7 Caucus Member Removal or Resignation: Caucus members may resign at any time by submitting written notice to the Chair of the Caucus from which they are resigning. Caucus members may also be removed in accordance with paragraph 2.3 of this GP. The following additional rules shall apply:

3.7.1 **Replacement of a Caucus Member:** The Caucus Chair shall be responsible for the appointment of a new Caucus member to fill a vacancy;

3.7.2 **Replacement of a Caucus Chair:** In the event of the resignation or removal of a Caucus Chair, the Caucus shall convene shortly thereafter and appoint a new chair from within its membership, and;

3.7.3 **Replacement of an Entire Caucus Membership:** If all members of a Caucus, including its Caucus Chair, shall resign or be removed, the Appointment Committee shall recommend a course of action to the SAC for approval.

3.8 Location of Caucus Mandates: The mandates of Standing Caucus are in Appendix A of this GP. The mandates of Ad-Hoc Caucuses shall be stored in the MASU Drive upon approval by the SAC and archived upon the dissolution of the Caucus.

APPENDIX A – CAUCUS MANDATES

BOARD OF REGENTS CAUCUS

The **Board of Regents Caucus** shall advance, review, and advocate MASU positions through the University Board of Regents and its committees. Furthermore, it shall:

1. Meet at least once in advance of each Board of Regents (hereinafter “BoR”) meeting;
2. Consist of the following members:
 - a. The President & CEO, as Caucus Chair;
 - b. The Vice President, Academic and University Affairs, as Secretary;
 - c. All other Student Regents, if any, and;
 - d. All Officers and Members-At-Large that sit on BoR committees, if any.

FIRST-YEAR CAUCUS

The **First-Year Caucus** shall amplify the concerns and opinions of first-year Members-At-Large within the MASU and its advocacy. Furthermore, it shall;

1. Meet at least twice during the Fall semester and at least twice during the Winter semester;
2. Plan one (1) event in each residence to promote the MASU to first-year students;
3. Perform a review of University Orientation and related programming;
4. Consist of the following members:
 - a. The First Year Representative, as Caucus Chair;
 - b. One (1) Member, in their first year, appointed by each Residence Executive from their residence;
 - c. Two (2) Members in their first year not living in residence;
 - d. The Vice President, Student Life (ex-officio), and;
 - e. The President & CEO (ex-officio).

YEARBOOK CAUCUS

The **Yearbook Caucus** shall help prepare the Allisonian Yearbook. Furthermore, it shall:

1. Meet on a regular basis as determined by the Caucus Chair;
2. Consist of the following members:
 - a. One (1) Allisonian Editor, as Caucus Chair;
 - b. One (1) Allisonian Editor, as Secretary;
 - c. An unlimited number of Councillors and Members At-Large, and;
 - d. The Vice President, Communications and Marketing (ex-officio).

SENATE CAUCUS

The **Senate Caucus** shall advance, review, and advocate MASU positions on academic affairs through the University Senate and its committees. Furthermore, it shall:

1. Meet at least once in advance of each University Senate meeting;
2. Consist of the following members:
 - a. The Vice President, Academic Affairs, as Caucus Chair;
 - b. Two (2) Science Senators;
 - c. Two (2) Social Science Senators;
 - d. Two (2) Arts Senators;
 - e. The Indigenous Student Senator;
 - f. All other Officers and Members that sit on senate committees, if any, and;
 - g. The President & CEO (ex-officio).

SOCIAL CAUCUS

The **Social Caucus** shall offer a space for residence Social Chairpersons to communicate, share ideas, and coordinate social events with the MASU and amongst each other.

Furthermore, it shall:

1. Meet at least once per semester as determined by the Caucus Chair;
2. Review and provide feedback on MASU events in and out of residence;
3. Consist of the following members:
 - a. The Vice President, Student Life, as Caucus Chair;
 - b. The Campus Life Coordinator, as Secretary;
 - c. Two (2) representatives, delegated by each residence executive;
 - d. The Entertainment Director (ex-officio), and;
 - e. The Assistant Entertainment Director (ex-officio).
4. Residence executives shall delegate their two Social Chairpersons (or equivalent position) if present but may delegate other representatives in their absence.