



## Committees

### Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

### Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

### Expectations

#### Students' Council Committee Types

**1** There are three types of committees that operate under the authority of Students' Council:

**1.1** Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;

**1.2** Sub-committees, which are committees created by and reporting to Standing Committees; and

**1.3** Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.

**2** Standing Committees may establish Sub-committees in order to carry out specific tasks.

**3** Students' Council and Executive Committee may establish Ad-hoc Committees as needed.

**4** The following committees are Standing Committees of Students' Council:

**4.1** Executive Committee



**4.2** Governance Committee

**4.3** Audit Committee

**4.4** Finance Committee

**4.5** Strategy and Engagement Committee

**4.6** Students' Council Operations Committee

**4.7** Governance Investigations and Reinstatement Committee

**6** The following committees are Sub-committees of the Executive Committee:

**6.1** Grants and Awards Sub-committee

**6.2** Procedure Sub-committee

### **Committee Responsibilities**

**7** All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

**7.1** Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

**8** TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, and TORs for Executive Committee Sub-committees are set in "Appendix C" of this policy.

**9** Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

**10** All Standing Committees create annual work plans.

**10.1** These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

**10.2** Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

**11** All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

**12** All Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

### **Committee Operations**

**13** Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.



**14** A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

**15** Quorum for all official committee meetings is a simple majority of all voting members

**16** All committee members and resource officials sign a non-disclosure agreement.

**17** Committee members who miss two consecutive meetings are automatically removed from the committee.

### **Committee Chairs**

**18** Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

**19** The Chair of a committee serves as the committee spokesperson.

**20** Chairs of committees:

**20.1** oversee the construction of their committee's agenda;

**20.2** ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

**20.3** ensure that adequate minutes are taken at committee meetings;

**20.4** ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

**20.5** conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

**20.6** submit their committee's workplan(s) and report(s) to the body it reports to.

### **Committee Support**

**21** The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

**21.1** A member of the Governance Office will serve as the recording secretary for each committee

**22** The Governance Office retains, files, and organizes all committee documents.

### **Committee Members**

#### **Appointments**

**23** Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.



**23.1** Committee appointments are facilitated through secret ballot vote followed by an official motion.

**23.2** Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

**24** Executives, SAMU staff, and student-at-large members are appointed to committees by Executive Committee.

### **Terms**

**25** Elected representatives serve until their elected terms of office are concluded.

**26** SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

**27** Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

### **Recognition of Committee Members**

**28** Recognition in the form of an honourarium for student-at-large members is provided within 30 days of the end of their term.

**28.1** Committee recognition is awarded at a rate of \$15 per meeting attended.

**28.2** Committee recognition is limited to a value of \$120 per committee per year.

**28.3** Committee recognition at a value of \$50 is provided to students-at-large on the Governance Investigations and Reinstatement Committee if the committee does not meet at least four times during their term.

**29** Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

**30** Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

**30.1** Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

**31** Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.

## Appendix A: Terms of Reference

### Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

**1.1** Committee Mandate, which states the purpose of the committee;

**1.2** Roles of the Committee, which lists the roles, expectations, and powers of the committee;

**1.3** Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;

**1.4** Committee Operations, which lists who chairs the committee and any requirements specific to the committee.

## Appendix B: Standing Committees

### Executive Committee

#### Mandate

1. Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.

#### Roles of Committee

2. Executive Committee oversees the strategic operations of SAMU.
  3. Executive Committee ensures the implementation of Students' Council's strategies, motions, and other items of Council business.
  4. Executive Committee oversees, manages, supervises, and evaluates the General Manager.
  5. Executive Committee consults with the General Manager on SAMU's organizational structure.
  6. Executive Committee reports on SAMU projects, programs, and services.
  7. Executive Committee oversees, manages and sets the rate of the student Health and Dental plan.
    - 7.1. Executive Committee consults with the Finance Committee regarding the cost to students of the Health and Dental plan.
  8. Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.
  9. Executive Committee appoints SAMU members to internal or external committees and councils.
    - 9.1. Executive Committee may not appoint members to Students' Council or to the Executive Committee.
  10. Executive Committee appoints SAMU Staff to SAMU Committees.
  11. Executive Committee provides guidance, leadership, and direction for SAMU.
- #### Composition
12. The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President Governance and Finance, and the Vice President Student Life.
  13. The resource officials of Executive Committee are the General Manager and the Governance Advisor.



**13.1.** Other members of the Governance and Advocacy Support Team may be called as additional resources to the Committee.

**13.2.** Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

**14.** The President serves as Chair of Executive Committee.

**15.** Meetings of Executive Committee should be held at least on a biweekly basis.

**16.** Additional meetings may be called by any Executive member of the committee.



## **Governance Committee**

### **Mandate**

1. The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policy and assists in governance process development.

### **Roles of Committee**

2. The Governance Committee ensures the proper and timely review of SAMU Bylaws and Policy.
  - 2.1. The Governance Committee utilizes the policy review regulations set in the Governing Documents Policy.
3. The Governance Committee may recommend amendments to a current bylaws or policies.
4. The Governance Committee may create new policies.
5. The Governance Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.
6. The Governance Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.
7. The Governance Committee may be consulted regarding process development for Students' Council and the Executive Committee.

### **Composition**

8. The voting members of Governance Committee are the Vice President Governance and Finance, two Councillors, and two students-at-large.
9. The resource official of Governance Committee is the Governance Advisor.
  - 9.1. The Governance Committee may call on the Chair of Students' Council to provide feedback or advice to the committee.
10. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

10. The Vice President Operations and Finance serves as Chair of Governance Committee.
11. Meetings of the Governance Committee are held at least quarterly.
12. The Committee Chair may call additional meetings as required.





## **Audit Committee**

### **Mandate**

1. Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

### **Authority**

2. Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

### **Roles of Committee**

3. Audit Committee monitors, evaluates, advises, and makes recommendations on:
  - 3.1. matters affecting external, internal, or special audits;
  - 3.2. policies and practices related to internal controls; and
  - 3.3. compliance with legal, statutory, and regulatory requirements.

### **Standing Orders**

4. Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.
5. Audit Committee reviews budget variances quarterly.
6. Audit Committee reviews out-of-budget and exceptional authorizations or expenses.
7. Audit Committee reviews compliance with recommendations made by SAMU's auditors.
8. Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.
  - 8.1. The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.

### **Composition**

9. The voting members of Audit Committee are three Councillors and two students-at-large.
  - 9.1. If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.
  - 9.2. Preference will be given to students-at-large with financial experience.
10. The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.



11. No SAMU official with signing authority may serve on Audit Committee.
12. Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

**Committee Operations**

13. Audit Committee selects a Chair from among the Councillors on the committee.
14. Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.
  - 14.1. Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.
15. The Committee Chair may call additional meetings as required.

## **Finance Committee**

### **Mandate**

1. Finance Committee assists Students' Council in fulfilling its financial oversight responsibilities through budgetary deliberations, reviewing SAMU fees and monitoring the financial well-being of the organization.

### **Roles of Committee**

2. Finance Committee reviews and recommends the annual SAMU Operating budget to Students' Council for approval.
3. Finance Committee monitors, evaluates, advises, and makes recommendations on policies and practices related to internal financial controls.
4. Finance Committee provides recommendations regarding new or current SAMU fees.
5. Finance Committee monitors and recommends changes to the SAMU Membership Fee.
6. Finance Committee reviews the quarterly financial statements of the organization, reviewing any allocation adjustments over a 5% variance.
7. Finance Committee monitors the financial well-being of SAMU.

### **Composition**

8. The voting members of Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors and two students-at-large.
  - 8.1. Preference will be given to students-at-large with financial experience.
9. The resource officials of Finance Committee are the General Manager and a full-time staff member of the Finance Department
10. Any Member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

11. The Vice President Operations and Finance serves as Chair of Finance Committee
12. Meetings of the Finance Committee are held at least quarterly.
13. The Committee Chair may call additional meetings as required.

## Strategy and Engagement Committee

### Mandate

1. The Strategy and Engagement Committee (SEC) strives to maximize student engagement with Students' Council, provides leadership development opportunities to members of Students' Council and acts as a consultation body for strategic priorities.

### Roles of Committee

2. SEC develops a plan for Student Council to engage with SAMU members.
3. SEC creates opportunities for members of Students' Council to develop leadership skills by:
  - 3.1. researching and implementing professional development opportunities for members of council; and
  - 3.2. developing team building opportunities for Students' Council.
4. Strategy and Engagement Committee may be consulted by Executives on advocacy priorities relating to their portfolios to ensure alignment with Strategic Plan, topics may include but is not limited to:
  - 4.1. External organization advocacy priorities;
  - 4.2. Sexual Violence Prevention advocacy;
  - 4.3. Mental health advocacy;
  - 4.4. Equity, Diversity and Inclusion advocacy; and
  - 4.5. Academic advocacy.
5. Strategy and Engagement Committee may also be consulted about other strategic matters relating to SAMU.

### Composition

6. the voting members of Strategy and Engagement Committee are the Vice President Student Life, one Executive, three Councillors, and two Students-At-Large.
7. The resource officials of Strategy and Engagement Committee are the Advocacy Coordinator and the Executive Coordinator.
8. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

9. The Vice President Student Life serves as chair of Strategy and Engagement Committee.
10. Meetings of Strategy and Engagement Committee are held at least quarterly.
11. The Committee Chair may call additional meetings as required.



## **Students' Council Operations Committee**

### **Mandate**

1. Students' Council Operations Committee advises and reviews Students' Council, interviews and vets candidates for appointments made by Students' Council, and annually reviews the remuneration and compensation provided to Councillors, Executives, and other Students' Council appointments performing governance roles at SAMU.

### **Roles of Committee**

2. Students' Council Operations Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.
  - 2.1. Students' Council Operations Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.
  - 2.2. Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.
    - 2.2.1. Requests must be made in writing to the Chair of Students' Council Operations Committee within 10 business days of the disputed decision.
    - 2.2.2. Students' Council Operations Committee will have 30 days to respond in writing to Students' Council with its decision.
3. Students' Council Operations Committee reports on the effectiveness and progress of Students' Council.

### **Students' Council Appointments**

4. The committee reviews all applications for appointments made by Students' Council and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.
5. The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.
6. The committee interviews all appropriate candidates for positions appointed by Students' Council.
7. The committee provides candidates with further information regarding the position upon request.
8. The committee provides written recommendations on all vacancies.

9. The committee communicates to all candidates regarding the outcome of Students' Council appointments.

### **Governance Appointments**

10. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chair of Students' Council
11. Students' Council Operations Committee reviews the performance of the Chair of Students' Council.
12. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chief Returning Officer of SAMU.

### **Governance Remuneration**

13. Students' Council Operations Committee decides on the remuneration and compensation of Councillors and Executives,
14. Students' Council Operations Committee seeks relevant internal and external data related to remuneration and compensation, including:
  - 14.1. the current and future financial capacity of SAMU to support new levels of remuneration;
  - 14.2. remuneration and compensation offered at other comparable Alberta-based students' associations/unions;
  - 14.3. the effectiveness of the current level of remuneration in securing representatives; and
  - 14.4. the fairness of remuneration based on factors such as workload, time commitment, etc.
15. Students' Council Operations Committee reviews Executive wages as per Remuneration of Elected Representatives.

### **Composition**

16. The voting members of Students' Council Operations Committee are the Vice President Operations and Finance and four Councillors.
  - 16.1. Regarding Executive Remuneration another Executive may replace the Vice President Governance and Finance as a voting member if the Vice President Governance and Finance plans to run in the upcoming Executive election.
    - 16.1.1. The Executive who may become a voting member in place of the Vice President Governance and Finance must be an individual not running in the upcoming Executive election.
17. The resource official of Students' Council Operations Committee is the Governance Advisor.



- 17.1. A full-time staff member of the Finance Department serves as an additional resource to the committee during remuneration discussions.

### **Committee Operations**

18. The committee appointment deliberations and recommendations are confidential.
19. Meetings of Students' Council Operations Committee are held at least twice per quarter.
20. The Committee Chair may call additional meetings as required.





## **Governance Investigations and Reinstatement Committee**

### **Mandate**

1. The Governance Investigations and Reinstatement Committee (GIRC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results and is responsible for interviewing and vetting candidates for reinstatement to Students' Council.

### **Roles of Committee**

#### **Formal Complaints Against Elected Representatives**

2. A meeting of the GIRC is initiated by the decision of the Chair of GIRC or through the initiation of the Formal Resolution Process as per the Elected Representatives Code of Conduct Complaint Procedure.
3. GIRC will meet to review a complaint and may call upon any committee resources or parties involved to provide further information.
4. GIRC will provide a recommendation on any action to be taken based on the Elected Representatives Disciplinary Action Policy.
5. The Chair compiles the committee's recommendation(s) in a written report to Students' Council to be provided in-camera.
6. Reports will be made public, via official motion, at the discretion of Students' Council.
  - 6.1. Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

#### **Election Appeals**

7. Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
  - 7.1. The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
8. GIRC will review all supporting documents pertaining to the appeal.
9. GIRC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
10. GIRC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.



- 10.1.** If longer than fourteen days is necessary, the Chair must inform Students' Council and provide a timeline for completion.
- 11.** GIRC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.
  - 11.1.** In event the successful candidate is disqualified the runner up will be declared the winner.
- 12.** If GIRC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

### **Reinstatements**

- 13.** GIRC reviews all applications for reinstatements made by Students' Council, and ensures candidates considered for reinstatement meet the criteria for positions laid out in SAMU's bylaws and policies.
- 14.** GIRC may develop additional criteria that enables them to make a recommendation on reinstatement.
- 15.** GIRC reviews any evidence provided and may interview applicants when deemed necessary.
- 16.** GIRC provides written recommendations to Students' Council on all applications for reinstatement.

### **Composition**

- 17.** Voting members of the committee are five Students-at-large.
  - 17.1.** Voting Members must act impartially.
  - 17.2.** Members are appointed by the Chair upon the recommendation of the Governance Office.
- 18.** An individual with a legal background from the community at large will serve as a non-voting resource member of the committee.

### **Committee Operations**

- 19.** The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.
- 20.** A Governance Office representative serves as the recording secretary for the committee.
- 21.** In the case of a Formal Complaint against an Elected Representative, the third-party mediator, or a Human Resources consultant may serve as a resource to the committee.



**22.** Meetings of the committee are held when an appeal or reinstatement application has been submitted, or when a formal complaint requires.

**22.1.** Additional meetings may also be held at the call of the Chair.

**23.** The deliberations and minutes are confidential and archived by the Governance Office.

**24.** Quorum for the committee is a simple majority of voting members.

**25.** In the case of elections appeals, decisions of GIRC are final and binding on SAMU.



## **Appendix C: Sub-Committee**

### **Grants and Awards Sub-Committee**

#### **Mandate**

1. Grants and Awards Sub-committee (GAASC) selects recipients for SAMU awards, recommends the processes for creating and granting awards and reviews grant applications.

#### **Roles of Committee**

##### **Awards**

2. GAASC reviews all nomination applications for SAMU awards and honours.
3. GAASC recommends alteration to the Awards procedure to Executive Committee for approval.
4. GAASC selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.
5. GAASC ensures that the selection process for award recipients is fair, unbiased, and transparent.
6. GAASC recommends types of awards to be established or terminated at SAMU.

##### **Grants**

7. GAASC reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.
8. GAASC may approve grant applications.
9. GAASC monitors budgeted amounts for grants.
10. GAASC recommends alterations to the Grants procedure to the Executive Committee for approval.

##### **Composition**

11. The voting members of GAASC are the Vice President Student Life and 4 full time staff members.
  - 11.1. No more than two SAMU Directors may serve on Grants and Awards Sub-committee at a time.
  - 11.2. Members of the Student Groups Department are not allowed to serve on this committee.



**Committee Operations**

12. Meetings of GAASC are held at least once a month.
13. The Committee Chair may call additional meetings as required.
14. GAASC submits reports to Executive Committee quarterly.



## **Procedure Sub-Committee**

### **Mandate**

1. The Procedure Sub-Committee reviews the procedures of SAMU and provides feedback and recommendations for approval, amendment, or repeal of procedures to the Executive Committee. Procedure Sub-Committee also provides oversight on Directives within the General Manager's purview.

### **Roles of Committee**

2. Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:
  - 2.1. appropriate and current content;
  - 2.2. alignment of procedures with the SAMU bylaws, policies, and the strategic plan;
  - 2.3. use of best practices and general accountability standards;
  - 2.4. recommendations for repeal of procedures if applicable;
  - 2.5. format and organization of procedures;
  - 2.6. clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and
  - 2.7. other areas assigned by the Executive Committee.
3. Procedure Sub-committee may recommend amendments to current procedures to the Executive Committee for approval.
4. Procedure Sub-Committee may create new procedures.
5. Procedure Sub-committee has oversight over directives put forward by the General Manager.

### **Composition**

6. The voting members of the Procedure sub-committee are the Vice President Operations and Finance, the President, the General Manager, a Director, and the Governance Advisor.
7. Any Executive or Director is allowed to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

8. The Vice President Operations and Finance serves as chair of the Procedure Sub-Committee.
9. Meetings of Procedure Sub-Committee are held at least quarterly.



10. Additional Meetings may be called by either the Committee Chair or the General Manager after consultation with the Committee Chair.

**Fact Sheet****Approvals:**

First Approval – October 29, 2014

Last Approval – September 18, 2024

**Date of Last Review** – September 18, 2024

**Related Documents and Forms:****Source and Updates:**

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

May 20, 2020: *Committees* approved by Students' Council motion 2020-05-20-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include: updates to sub-committee composition, identifying that councillors are appointed to committees/sub-committees by official motion, and delegating the responsibility for all non-Students' Council member appointments to Executive Committee.

October 21, 2020: *Committees* approved by Students' Council motion 2020-10-21-7.1 on the recommendation of the Bylaws and Policy Committee. Changes to the Governance Investigations Committee TOR – identified that Students' Council can make reports public by passing a motion and that access to these reports will be provided once a written request is submitted to the Governance Office by SAMU members or staff.

April 21, 2021: *Committees* approved by Students' Council motion 2021-04-21-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include the addition of the Students' Council Reinstatement Committee and the Student Voice on Violence Elimination Sub-Committee.

September 15, 2021: *Committees* approved by Students' Council motion 2021-09-15-7.2 on the recommendation of the Bylaws and Policy Committee. Re. Appointment Advisory Committee – addition of a diversity consideration when making appointment recommendations.





February 16, 2022: *Committees* approved by Students' Council motion 2022-02-16-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include: recognition provide via gift card at a rate of \$15 per meeting, to a maximum of \$120 per committee per year; SVOVE TOR – membership reduced to 5 people total, and removal of naming specific MacEwan staff as resources but instead requiring the resource person to have specific background experience.

October 19, 2022: *Committees* – Governance Investigation Committee TOR approved by Students' Council motion 2022-10-19-7.4 on the recommendation of the Bylaws and Policy Committee. Updates include identifying how a GIC meeting is initiated and the review process when a formal complaint against an elected representative is received, changing 'lawyer' to 'individual with a legal background', and updating the potential resource members of the committee to include a mediator or HR consultant.

March 15, 2023: *Committees* approved by Students' Council motion 2023-03-15-7.4 on the recommendation of the Bylaws and Policy Committee. Major updates include creating the Governance Committee (source material drawn from the Bylaws and Policy Committee TOR), Finance Committee (source material drawn from the Budget and Finance Committee TOR), Strategy and Engagement Committee (source material drawn from the Leadership and Review Committee/Student Voice on Violence Elimination Sub-Committee TORs), Students' Council Operations Committee (source material drawn from the Appointments Advisory Committee/Leadership and Review Committee/Governance Remuneration Advisory Committee TORs), and Governance Investigations and Reinstatement Committee (source material drawn from the Governance investigations Committee/Students' Council Reinstatement Committee TORs), Grants and Awards Sub-Committee (source material drawn from the Awards Sub-Committee/Grant Allocation Sub-Committee TORs), Procedure Sub-Committee (source material drawn from the Procedure Sub-Committee TOR). Minor updates to the Executive Committee and Audit Committee TORs.

September 18, 2024: *Committees* approved by Students' Council motion 2024-09-18-7.1 on the recommendation of the Governance Committee. Updates include changing 'recognition in the form of a gift card' to 'recognition in the form of an honorarium' and removing two councillors as members of the Governance Committee and adding them to the Students' Council Operations Committee.