

## COMMITTEE POLICY AND PROCEDURE MANUAL

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## ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic form within two weeks. Any ratified changes to this document must be made available to all committee members in print and electronic form within one week.

## ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article 5 of the Association's Bylaws.

## ARTICLE III — STANDING COMMITTEES

1. Awards Committee
  - a. Membership
    - i. The Vice President (Academic) of the Association as Chairperson.
    - ii. The President of the Association.
    - iii. The Vice President (External) of the Association.
    - iv. One HSGSA designate.
    - v. One Senator of the Association.
    - vi. The Dean of the Faculty of Graduate Studies, or designate.
    - vii. No fewer than eight representatives of the Association, with two representatives, one Master's and one Doctoral candidate, from each of the following disciplines:
      1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
      2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
      3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
      4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
    - viii. No department can have a representative for more than two consecutive years.
  - b. Mandate

- i. Select the Graduate Teaching Award recipient.
- ii. Form a GSA Master's Award Subcommittee.
  - 1. The GSA Master's Award Subcommittee is to be composed of six members and will evaluate the Master's applications for the GSA Award and select the GSA Master's Award recipient.
  - 2. A representative from the Office of Private Funding will act as a non-voting resource to the Committee.
  - 3. The Vice President (Academic) will serve as Chairperson.
  - 4. Only one member from a department can serve on the GSA Master's Award Subcommittee.
  - 5. No more than two Subcommittee members can come from one of the above disciplines.
  - 6. In the event that one or more Executive members come from the same department or discipline, a Council member shall replace the Executive member(s) such that bylaw 2.1.1.2.b.iv. and bylaw 2.1.1.2.b.v. hold.
  - 7. The Subcommittee should reflect diversity in the levels of study of its members, with a balanced mix of Master's and Doctoral students.
- iii. Form a GSA Doctoral Award Subcommittee.
  - 1. The GSA Doctoral Award Subcommittee is to be composed of six members and will evaluate the Doctoral applications for the GSA Award and will select the GSA Doctoral Award recipient.
  - 2. A representative from the Office of Private Funding will act as a non-voting resource to the Committee.
  - 3. The Vice President (Academic) will serve as Chairperson.
  - 4. Only one member from a department can serve on the GSA Doctoral Award Subcommittee.
  - 5. No more than two Subcommittee members can come from one of the above disciplines.
  - 6. In the event that one or more Executive members come from the same department or discipline, a Council member shall replace the Executive member(s) such that bylaw 2.1.1.2.c.iv. and bylaw 2.1.1.2.c.v. hold.
  - 7. The Subcommittee should reflect diversity in the levels of study of its members, with a balanced mix of Master's and Doctoral students.
- iv. Each Subcommittee must be approved by Council; if there are any concerns, it will then be the mandate of the nonexecutive members of the Internal Development and Review Committee to find the appropriate solution.
- v. Organize and put on the GSA Awards luncheon where:

1. The Graduate Teaching Award will be presented.
  2. Recipients of the past term's GSA Awards will present their research, or some portion thereof.
  3. All members are to be invited.
  - vi. Conduct an annual review of Article IV.IV of the "Financial Policy and Procedure Manual" for presentation at the April meeting of the Bylaws and Policy Committee.
  - vii. The purpose of the review is to ensure that:
    1. All documents and forms published by the Awards Committee are current to the upcoming granting year.
    2. No discrepancies exist between applications and their governing subsections within bylaw 2.1.1.
  - c. Meetings
    - i. The Awards Committee shall meet in September to form the GSA Master's Award Subcommittee and the GSA Doctoral Award Subcommittee.
    - ii. At that time, the Committee shall determine a meeting schedule for each academic term.
  - d. Reporting Authority
    - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Awards Committee and Awards Subcommittee activities.
2. Bylaws and Policy Committee
- a. Membership
    - i. The Vice President (Internal) of the Association as Chairperson
    - ii. The President of the Association
    - iii. The Vice President (Academic) of the Association
    - iv. One HSGSA designate
    - v. One Senator of the Association
    - vi. The Executive-at-Large as a non-voting resource member.
    - vii. No fewer than six representatives of the Association, with at least one representative from each of the following disciplines:
      1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
      2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
      3. Natural and Agricultural Sciences: i.e. Chemistry, Physics, Human Ecology, Mathematics, Microbiology, Biological Sciences and Agriculture, Statistics, Geological Sciences, etc.
      4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
  - b. Mandate

- i. Develop and maintain all legislative documents for the Association.
      - ii. Develop and maintain the following:
        - 1. Legislation (including the Bylaws and the Constitution).
        - 2. Policy (including the Financial Policy Manual).
        - 3. Administration (including a Terms of Reference for Non-GSA Committees).
        - 4. Develop and maintain all legislative documents for the Association.
      - iii. Present an annual review of the Bylaws and Policy Manuals at the March meeting of Council.
    - c. Meetings
      - i. The Bylaws and Policy Committee shall meet in September and in January to determine a meeting schedule for each academic term.
    - d. Reporting and Authority
      - i. The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.
3. Campaigns Committee
- a. Membership
    - i. The Vice President (External) of the Association as Chairperson.
    - ii. The President of the Association.
    - iii. The Vice President (Academic) of the Association.
    - iv. One HSGSA designate.
    - v. One Senator of the Association.
    - vi. No fewer than four representatives of the Association, to include:
      - 1. No fewer than two Councillors of the Association.
      - 2. No fewer than two non-Councillors members of the Association.
  - b. Mandate
    - i. To implement campaigns on behalf of Council.
    - ii. To organize and put on academic events, including but not limited to the GSA Speaker Series and the GSA Seminar Series.
    - iii. To organize and put on non-academic events, including but not limited to Welcome Back Week / Orientation.
  - c. Meetings
    - i. The Events Committee will meet a minimum of once per month.
  - d. Reporting and Authority
    - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.

4. Election Committee
  - a. Membership
    - i. Four members of the Association.
  - b. Mandate
    - i. The GSA General Election Committee shall be struck by Council no later than the January meeting of Council.
    - ii. Operate as per the "Elections Policy and Procedure Manual."
    - iii. No GSA General Election Committee member shall be considered eligible to run in the GSA General Election for any Executive position.
    - iv. The General Election Committee shall select from its membership one person to serve as Chief Returning Officer for the GSA General Election.
    - v. The Chief Returning Officer for the GSA General Election shall have the duty to ensure the GSA General Election follows the policy and procedures outlined in the "Elections Policy and Procedure Manual."
  - c. Meetings
    - i. The GSA General Election Committee shall meet no later than the first Friday subsequent to the January meeting of Council to elect a Chief Returning Officer for the GSA General Election.
    - ii. Subsequent to the selection of a Chief Returning Officer for the GSA General Election, the GSA General Election Committee shall meet a minimum of once per week during the GSA General Election Period at times and dates to be established by the Chief Returning Officer of the GSA General Election.
  - d. Reporting and Authority
    - i. The Chief Returning Officer of the GSA General Election shall report the results of the GSA By-Election at the March meeting of Council following the GSA General Election.
5. Executive Committee
  - a. Membership
    - i. The President of the Association as Chairperson.
    - ii. The Vice President (Academic) of the Association.
    - iii. The Vice President (External) of the Association.
    - iv. The Vice President (Health Sciences) of the Association.
    - v. The Vice President (Internal) of the Association.
    - vi. Three Senators of the Association.
    - vii. The Vice President (External) of the Association.
    - viii. The Executive-at-Large as a non-voting resource member.
  - b. Mandate
    - i. Operate in accordance the "Executive Policy and Procedure Manual."
    - ii. Review all documents to be submitted to Council.

- iii. Refer items to the relevant Committee when deemed appropriate.
      - iv. Refer items directly to Council when deemed appropriate.
      - v. Set the agenda for each Council meeting.
    - c. Meetings
      - i. The Executive Committee shall meet a minimum of once per month.
    - d. Reporting and Authority
      - i. Where not explicitly outlined through the agenda, the Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
6. Finance Committee
- a. Membership
    - i. The Vice President (Internal) of the Association as Chairperson.
    - ii. The President of the Association.
    - iii. The Vice President (External) of the Association.
    - iv. One HSGSA designate.
    - v. One Senator of the Association.
    - vi. The Executive at Large as a non-voting resource member.
    - vii. Four representatives of the Association, with one representative from each of the following disciplines:
      - 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
      - 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
      - 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
      - 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Pharmacy, Architecture, Law, Medicine, Dentistry, Social Work, etc.
  - b. Mandate
    - i. Oversee the disbursement of grants and donations for the Association.
    - ii. Provide monthly reports to Council on the finances of the Association, including spending and credit-card reports.
    - iii. Make policy recommendations regarding the “Finance Policy and Procedure Manual” and the design of all grant and donation application forms.
    - iv. Ensure that:
      - 1. All documents and forms published by the Committee are current to the upcoming granting year.

2. No discrepancies exist between applications and their governing subsections within the "Finance Policy and Procedure Manual."
  - c. Meetings
    - i. The Finance Committee will meet a minimum of once per month.
  - d. Reporting and Authority
    - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Finance Committee activities.
7. Internal Development and Review Committee
- a. Membership
    - i. The President of the Association as Chairperson.
    - ii. The Vice President (Internal) of the Association.
    - iii. One HSGSA designate.
    - iv. One Senator of the Association.
    - v. The Executive at Large as a non-voting resource member.
    - vi. No fewer than six representatives of the Association, with at least one representative from each the following disciplines:
      1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
      2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
      3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
      4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
    - vii. It is the responsibility of the President of the Association to turn over all GSA review documents to the Chairperson of the Internal Development and Review Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.
    - viii. It is the responsibility of the HSGSA designate to turn over all HSGSA review documents to the Chairperson of the Internal Development and Review Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become

available until such a time the Subcommittee has completed its review.

b. Mandate

- i. Address all matters requiring ethical consideration within the Association.
- ii. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
- iii. Oversee the Association's continued development of, and adherence to, the GSA Award terms of reference in order to ensure the best distribution as more monies become available, with special consideration given to developing new award categories.
- iv. Form an Internal Development and Review Subcommittee to perform the bi-annual review of the current Executive.
  1. The Internal Development and Review Subcommittee shall include only those six non-Executive members outlined in the membership section.
  2. The HSGSA designate should have no standing on either the Executive or the HSGSA Executive; that member is to be included in the Internal Development and Review Subcommittee, for a total maximum of seven members.
  3. The Internal Development and Review Subcommittee shall elect its own Chairperson from its membership.
  4. The Internal Development and Review Subcommittee shall perform the bi-annual review of the Executive, with special regard to attendance and participation.
  5. The first review is to occur in November of the term under review.
  6. The second review is to occur in March of the term under review.
  7. Make recommendations to Council for the development and maintenance of the review process.

c. Meetings

- i. The Internal Development and Review Committee shall meet in September to form the Internal Development and Review Subcommittee.
- ii. The Internal Development and Review Committee shall meet in September to determine a meeting schedule for non-Subcommittee meetings for each academic term.
- iii. The Committee shall meet at least twice per academic term.
- iv. The Internal Development and Review Committee shall determine its own meeting parameters and schedule.

d. Reporting and Authority

- i. The Chairperson of the Internal Development and Review Committee shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.

- ii. The Chairperson of the Internal Development and Review Subcommittee shall present the Internal Development and Review Subcommittee's findings as per the first review at the January meeting of Council of the Executive term under review.
- iii. The Chairperson of the Internal Development and Review Subcommittee shall present the Internal Development and Review Subcommittee's findings as per the second review at the April meeting of Council of the Executive term under review.

## 8. Office Committee

### a. Membership

- i. The President of the Association, who will act as chair and supervisor for the Office Manager (or designate).
- ii. The Vice-President (Student Affairs) of the Association (or designate).
- iii. The Vice-President (Finance) of the Association (or designate).
- iv. Four members of Council, elected by and from Council. No additional members of the executive shall be eligible for election.
- v. The Office Manager shall have ex-officio status on the Committee.

### b. Mandate

- i. Oversee the disbursement of funds for the employment of an Office Manager and for the renovation and maintenance of the GSA Office.
- ii. Make policy recommendations regarding subsections of this Policy. An annual review of this Bylaw will be undertaken during the April Meeting of the Office Committee. The purpose of the review is to ensure that:
  - 1. The Policy is current and reflects current practice.
  - 2. All documents and forms published by the Committee are current to that year.
- iii. Committee recommendations are forwarded to Council when proposed amendments modify the Policy.

### c. Meetings

- i. The Office Committee at least once every two months at the call of the chair or the request of two voting members of the Committee.
- ii. The Committee shall meet before the end of the budget year, in April, to review the Office Manager position.

### d. Reporting and Authority

- i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Office Committee activities.

### e. Subsection A: Office Manager Review

- i. The Office Committee shall have jurisdiction for making recommendations to the GSA Council on the following matters:
      - 1. the hiring of the GSA Office Manager.
      - 2. the dismissal of the GSA Office Manger.
      - 3. the job description of the GSA Office Manger.
      - 4. the salary and benefits for the GSA Office Manager.
    - ii. The Office Manager is expected to participate in the evaluation process. However he or she may be asked to leave and must do so during any final deliberations.
  - f. Subsection B: Office Maintenance and Enhancements
    - i. The Office Committee shall have jurisdictions for making recommendations to the GSA Council on the following matters:
      - 1. Policy regarding purchase/rental of office equipment.
      - 2. Policy regarding the purchase and use of office equipment including computers.
      - 3. Policy regarding the maintenance & renovation of office décor, including the kitchenette.
    - ii. In consultation with the Health Sciences Caucus, the Office Committee shall make recommendations to maintain and enhance GSA office services on the Health Sciences Campus.

#### ARTICLE IV – AD HOC COMMITTEES

- 1. Council may call for an Ad-Hoc Committee through a regular motion of council with a simple majority.
  - a. When Council calls for an Ad-Hoc Committee, Council must declare:
    - i. committee composition
    - ii. mandate,
    - iii. meeting frequency
    - iv. reporting and authority
- 2. Selection Committee
  - a. Membership
    - i. The President of the Association as Chairperson.
    - ii. The Vice President (Internal) of the Association.
    - iii. One HSGSA designate.
    - iv. One Senator of the Association.
    - v. Three representatives of the Association.
  - b. Mandate
    - i. A Selection Committee shall be struck by Council when there is to be a decision made as to the hiring or appointment of GSA employees.
    - ii. The Selection Committee shall hire GSA employees except those otherwise specified in the Bylaws.
    - iii. Subsequent mandates as per the intentions of Council shall be determined when the Selection Committee is struck.

- iv. The Selection Committee shall be dissolved by Council subsequent to the execution of their duties.
- c. Meetings
  - i. The Selections Committee shall meet as required for the hiring of GSA employees.
- d. Reporting and Authority
  - i. The Chairperson of the Selection Committee shall submit the Selection Committee's final decision to Council for approval at the first meeting of Council subsequent to the Selection Committee's final decision.
  - ii. The Chairperson of the Selection Committee shall submit a report on the progress of the Selection Committee to Council only in the event that the Selection Committee requires an amendment or dissolution of a Council mandate in order to successfully execute the duties of the Selection Committee, or should the mandate from Council require such report(s) of progress.

#### ARTICLE V – EXTERNAL COMMITTEES

All Association representation on external committees is mandate by the committee's bylaws and guidelines. This list is not exhaustive, and does not supersede the bylaws of any external committee on which the GSA holds representation.

##### 1. Graduate Studies Faculty Council

###### a. Membership

- i. Fourteen members of the Association to include:
  - 1. The President of the Association as an ex-officio member;
  - 2. The Vice President (Academic) of the Association as an ex-officio member;
  - 3. One Council representative of the Association;
  - 4. One non-Council representative of the Association;
  - 5. Two representatives of the Association from Humanities departments;
  - 6. Two representatives of the Association from Social Science departments;
  - 7. Two representatives of the Association from Health Sciences departments;
  - 8. Two representatives of the Association from Agricultural Science departments;
  - 9. Two representatives of the Association from Natural Science departments.

###### b. Mandate

- i. The President of the Association is to forward the names of the fourteen members of the Association selected to sit on the Graduate Studies Faculty Council to the Faculty of Graduate Studies by July 1.
        - ii. The Graduate Studies Faculty Council will vote to authorize the Dean of Graduate Studies to fill vacant member positions at the first meeting subsequent to that date.
        - iii. Each representative shall be elected for a term of one year.
        - iv. No representative shall be elected for more than two consecutive terms.
        - v. Members of the Graduate Studies Faculty Council shall be entitled to attend all general meetings of the Faculty of Graduate Studies and have full rights of participation therein.
2. Faculty of Graduate Studies Executive Committee
  - a. Membership
    - i. The President of the Association as an ex-officio member.
    - ii. The Vice President (Academic) of the Association as an ex-officio member.
    - iii. One member of the Association selected from the membership of the Faculty of Graduate Studies Council.
  - b. Mandate
    - i. The President of the Association is to forward the names of the three members of the Association selected to sit on the Faculty of Graduate Studies Executive Committee to the Faculty of Graduate Studies by July 1.
    - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
    - iii. Each representative shall be elected for a term of one year.
3. Faculty of Graduate Studies Appeals Committee
  - a. Membership
    - i. Four members of the Association as full members of the Faculty of Graduate Studies Appeals Committee.
    - ii. Four members of the Association as alternate members for the Faculty of Graduate Studies Appeals Committee.
  - b. Mandate
    - i. The President of the Association is to forward the names of the four members of the Association selected to sit on and the four alternates for those members to the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.
    - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.

- iii. Each representative shall be elected for a term of one year term.
    - iv. The Vice-President (Academic) is not eligible for the Faculty of Graduate Studies Appeals Committee.
    - v. No department is to have more than one representative as either a member on or alternate member for the Faculty of Graduate Studies Appeals Committee.
- 4. Faculty of Graduate Studies Awards Committee
  - a. Membership
    - i. The Vice-President (Academic) of the Association.
    - ii. One representative of the Association from a Social Science or Humanities department.
    - iii. One representative of the Association from a Natural Science or Engineering department.
  - b. Mandate
    - i. The President of the Association is to forward the names of the three members of the Association selected to sit on the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.
    - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
    - iii. Each representative shall be elected for a term of one year term.
- 5. Faculty of Graduate Studies Guidelines and Policy Committee
  - a. Membership
    - i. One representative of the Association.
  - b. Mandate
    - i. The President of the Association is to forward the name the member of the Association selected to sit on the Faculty of Graduate Studies Guidelines and Policy Committee to the Faculty of Graduate Studies by July 1.
    - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
    - iii. Each representative shall be elected for a term of one year term.
- 6. Faculty of Graduate Studies Programs and Planning Committee
  - a. Membership
    - i. One representative of the Association
  - b. Mandate
    - i. The President of the Association is to forward the name of the member of the Association selected to sit on the Faculty of

Graduate Studies Programs and Planning Committee to the Faculty of Graduate Studies by July 1.

- ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- iii. Each representative shall be elected for a term of one year term.

7. Senate

a. Membership

- i. Three Senators of the Association as voting members of Senate.
- ii. The President of the Association, or designate, as an ex-officio assessor to Senate.

b. Mandate

- i. In the event that a designate is selected, that designate shall be the Vice-President (Academic) of the Association.
- ii. The President of the Association shall forward the names of the members of the Association selected to serve on Senate to the Office of the University President in April.

8. Senate Executive Committee

a. Membership

- i. The President of the Association, or designate, as an ex-officio assessor to Senate.

b. Mandate

- i. In the event that a designate is selected, that designate shall be the Vice-President (Academic) of the Association.
- ii. The President of the Association shall forward the name of the member of the Association selected to serve on Senate Executive Committee to the Office of the University President in April.

9. Senate Committee on Academic Computing

a. Membership

- i. Two representatives of the Association.

b. Mandate

- i. The President of the Association shall forward the names of the members of the Senate Committee on Academic Computing to the Student Nominating Committee in September.
- ii. Each representative shall have the option of serving a two year term.

10. Senate Committee on Animal Care

a. Membership

- i. One representative of the Association.

b. Mandate

- i. The President of the Association shall forward the name of the member of the Senate Committee on Animal Care to the Student Nominating Committee in September.
- ii. The representative shall have the option of serving a two year term.

#### 11. Senate Committee on the Ethics of Research Involving Human Subjects

- a. Membership
  - i. One representative of the Association.
- b. Mandate
  - i. The President of the Association shall forward the name of the member of the Senate Committee on the Ethics of Research Involving Human Subjects to the Student Nominating Committee in September.
  - ii. The representative shall have the option of serving a two year term.

#### 12. Senate Committee on Instruction and Evaluation

- a. Membership
  - i. The Vice President (Academic) of the Association.
  - ii. Up to three additional members of the Association.
- b. Mandate
  - i. UMSU and the Association share four seats on the Senate Committee on Instruction and Evaluation, of which a minimum of one is mandated to the Association.
  - ii. The President of the Association shall forward the name(s) of the member(s) of the Senate Committee on Instruction and Evaluation to the Student Nominating Committee in September.
  - iii. The representative(s) shall have the option of serving a two year term.

#### 13. Senate Committee on Libraries

- a. Membership
  - i. One member of the Association from a Social Science or Humanities department.
  - ii. One member of the Association from a Natural Science department.
- b. Mandate
  - i. One of the two above representatives shall be a Senator of the Association.
  - ii. The President of the Association shall forward the names of the members of the Senate Committee on Libraries to the Student Nominating Committee in September.
  - iii. Each representative shall have the option of serving a two year term.

14. Senate Planning and Priorities Committee

- a. Membership
  - i. The President of the Association, or designate.
- b. Mandate
  - i. In the event that a designate is selected, that designate shall be a Senator of the Association.
  - ii. The President of the Association shall forward the name of the member of the Senate Planning and Priorities Committee to the Student Nominating Committee in September.

15. Senate Committee on University Research

- a. Membership
  - i. One member of the Association from a Social Science or Humanities department.
  - ii. One member of the Association from a Natural Science department.
- b. Mandate
  - i. One of the two above representatives shall be the Vice President (Academic) of the Association.
  - ii. The President of the Association shall forward the names of the members of the Senate Committee on University Research to the Student Nominating Committee in September.

16. Joint Senate Committee on Master's Programs

- a. Membership
  - i. One representative of the Association enrolled in a Joint Master's Program between the University of Manitoba and the University of Winnipeg.
- b. Mandate
  - i. The President of the Association shall forward the name of the member of the Joint Senates Committee on Master's Programs to the Student Nominating Committee in September.
  - ii. The representative shall have the option of serving a two year term.

17. Budget Advisory Committee

- a. Membership
  - i. The President of the Association as an ex-officio member.
- b. Mandate
  - i. There is no mandate at this time.