

Mandate

1. This committee derives its authority and mandate from Students' Union Bylaw and therefore
 - (1) Shall recommend budgets to Students' Council as may be required by the Students' Union legislation:
 - (a) Form an Operating Budget - see Bylaw 3000
 - (b) Budget Process - see Standing Orders of Council
 - (2) Shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
 - (3) Shall make recommendations to the Students' Council on expenditures of the funds from Projects Allocation; and
 - (4) Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council.

Meetings

2. This committee has seven (7) members and a quorum of four (4) members.
3. The first meeting of the committee shall be coordinated through the Office of the Speaker or the Administrative Assistant of Students' Council prior to the first meeting of Students' Council.
4. All subsequent meetings will:
 - (1) Be scheduled on a trimesterly basis, in advance, with the trimesters being defined as the following:
 - (a) May to August,
 - (b) September to December, and
 - (c) January to April.
 - (2) Be called by any of the voting members, provided that the members are given seventy-two (72) hours' notice if there is a unanimous consent of members;

- (3) Being directly at the scheduled time or as soon as quorum is reached, whichever is later.

Records

5. The committee must have a written record of its votes and proceedings. In addition, the committee will make a report to council:

- (1) The chair shall, after each meeting of the committee, submit to Students' Council a report including:
 - (a) Any decisions made by the standing committee acting under authority delegated to it by Students' Council;
 - (b) Any recommendations made by the standing committee to Students' Council;
 - (c) Any standing orders adopted by the committee; and
 - (d) A document titled "Summary of Proceedings" summarizing the activities of the standing committee at the meeting in question.

Chair

6. The Chair will be responsible for the following:

- (1) Producing an agenda prior to each meeting and email it to all the members in advance of the meeting;
- (2) Securing a location for meetings;
- (3) When necessary, moderating debate;
- (4) Facilitating the committee's ability to achieve its mandate;
- (5) Delegating such responsibilities to committee members as are appropriate for its legislated mandate;
- (6) Recommend to the committee changes to Standing Orders when they are in conflict with higher Legislation;
- (7) Subsection (6) does not restrict any other members of the committee from recommending changes to the Standing Orders at any time.

7. Failure of the Chair to adequately perform his/her duties can result in dismissal. This requires a majority vote on the part of the committee membership excluding the Chair.
 - (1) If such a motion passes, a new Chair will be immediately selected from the standing committee membership;
 - (2) Should the Chair of the committee leave the voting membership of the committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

Standing Orders

8. These standing orders may be amended as needed by a simple majority vote of the committee membership. They must be reviewed at the first meeting of the committee annually. Any changes must be submitted to Students' Council for information.