

CASG Committee Policy

Preamble:

CASG relies on a series of committees in order to allow for longer and in-depth research into different and important matters relevant to CASG Caucus. CASG committees are an important function of caucus so that meetings of the entire Caucus can proceed more smoothly.

1.0 General Committee Policies

1.1 Standing committees should meet at least once a month, or as decided by the Executive Committee;

1.2 Any committee can be called by the chair, any 5 members of CASG, or the president of CASG;

1.3 There will be a chair of each committee elected at the first meeting after May 1st and will hold the position until another chair is elected;

1.3.1 The chair shall ensure minutes are taken at each committee meeting and are submitted to CASG Caucus;

1.3.2 The chair shall call meetings about once a month and at least once between each meeting of CASG Caucus;

1.3.3 The chair shall ensure there is an agenda for each meeting;

1.3.4 The chair shall chair the committee, allowing for maximum student voice and consideration of all points of view;

1.3.5 Unless it is an exceptional circumstance the chair ought not be an executive of CASG;

1.3.6 The chair shall report to CASG Caucus and bring forward relevant motions.

1.4 The quorum for all committees shall be 50% + 1 of those able to vote or 5 members, whichever is lower;

1.5 The policies outlined in 1.0 shall apply to all committees unless otherwise specified, if a committee's procedures contradict the above, the more specific committee requirement stands;

1.6 The Vice President Internal is responsible for coordinating with the Chairs of all committees, ensure that all meetings are functioning, and that meetings are being held on an appropriate basis.

2.0 Standing Committees

- 2.1 CASG shall have the following standing committees that function year-round:
 - 2.1.1 Executive Committee
 - 2.1.2 Governance Review Committee
 - 2.1.3 Promotions and Advertising Committee
 - 2.1.4 Financial Committee
 - 2.1.5 Volunteer and Director Committee
 - 2.1.6 Campaigns Committee
- 2.2 The terms of reference for all standing committees shall be listed in Appendix 1;
- 2.3 It is suggested that one of the annual goals of each CASG standing committees be to work on revising the terms of reference for the committee.

3.0 Ad-Hoc Committees

- 3.1 CASG Caucus may establish an ad-hoc committee on any matter under the mandate of CASG, the motion creating the committee must state the purpose, mandate, candidates, term of committee and any pertinent procedures;
- 3.2 Ad-Hoc committees generally are created for a specific purpose to report back to Caucus at the end of their term;
- 3.3 The terms of reference for all standing committees shall be listed in Appendix 2.

Appendix 1

Executive Committee:

- Purpose: Administer the day to day operations and supervise staff of CASG.
- Requirements: Must meet to establish the agenda before each CASG Meeting.
- Composition: The President, Vice Presidents and Administrative Representative of CASG.
- Chair: The Chair shall be the President of CASG
- Procedures:
 - All meetings are held in-camera with minutes taken and be made accessible to CASG Members later.

- Meetings are to be weekly.
- Quorum shall be 3 members present in person or electronically

Governance Review Committee:

- Purpose: To review all policies on an annual basis and also review all potential changes to constitution and bylaws.
- Requirements: All constitutional or bylaw changes tabled at CASG Caucus must go to the Governance Review Committee.
- Composition:
 - Voting: All CASG Members.
 - Speaking: All Students.

Promotions and Advertizing Committee:

- Purpose: To coordinate the promotion of CASG to get the word out to the students at large.
- Composition:
 - Voting: All CASG Members
 - Speaking: All Students

Financial Committee:

- Purpose: To review and suggest financial expenditures of CASG
- Requirements: The Financial Committee must examine the expenditures of CASG and bring a report on the financial health of CASG to each meeting of Caucus.
- Composition:
 - Voting: All CASG Members
 - Speaking: All Students

Volunteer and Director Committee:

- Purpose: To involve the general student body at Carleton, recruit new directors, volunteers, and student representatives. To be a body of students drawn from the students-at-large to give feedback to CASG.
- Chair: The Chair of the Volunteer and Director committee as chosen by the Executive committee.
- Composition: All Students have voting and speaking rights.

Campaigns Committee:

- Purpose: To co-ordinate academic related campaigns for the entire Unviersity population and to engage all students in bettering the academics of the University.
- Composition:
 - Voting: All CASG Members
 - Speaking: All students

Appendix 2:

There are currently no ad-hoc committees.