1 Mandate

1. In accordance with Bylaw 100, the Student Group Committee:
   a. Shall receive reports on all student group investigations carried out by SU staff;
   b. Shall make determinations on matters of student group discipline;
   c. Shall make determinations on matters of registration and, where appropriate, event approval in situations where Student Group Services staff cannot automatically approve the registration or event submission of a Student Group.

2 Meetings

1. Quorum of the Student Group Committee shall be five voting members.

2. Start-Up Meeting Logistics
   a. The Administrative Assistant will arrange a start-up meeting of the Student Group Committee after the start-up meeting of Students’ Council and prior to the installation ceremony at the first meeting of Students’ Council.

3. The Order of Business for the start-up meeting of the incoming Student Group Committee will be:
   a. Election of a Chair (see appendix 1)
   b. Approval of Meeting Schedule, and
   c. Approval of Standing Orders.

4. The Order of Business for the last meeting of the year will have the following orders of the day added to the Chair’s Business:
   a. Review and Revision of Standing Orders.

5. Within the limitations of Bylaw 100, additional meetings of the Student Group Committee may be called by the:
   a. Chair, or
   b. Student Group Committee.

6. Meetings of the Student Group Committee may be cancelled by the Chair or Student Group Committee.

3 Membership
1. The Administrative Assistant to Council shall request nominations of non-Councillor committee members from Student Group Services prior to the Start-Up meeting.

2. Should a vacancy on the Student Group Committee occur, then the Committee shall recommend the nomination of additional member(s) to the appropriate nomination body as soon as possible.

3. Should the Chair of the Student Group 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.

4 Attendance

1. The Chair will take attendance orally twice each meeting, once during the Chair’s Business and once immediately prior to adjournment.

5 Chair’s Responsibilities and Duties

1. Presiding over debate at meetings of the Student Group Committee,

2. Submitting the “Report to Students’ Council” to the Administrative assistant, after each Student Group Committee Meeting and prior to the deadline for Submissions to the next Students’ Council meeting as set out in the Students’ Council Standing Orders.

3. Working with the Speaker and Administrative Assistant to ensure the logistical needs of Student Group Committee are met,

4. Recommending to Students’ Council the removal of any member who in the opinion of the Chair is not fulfilling their responsibilities to the Student Group Committee, and

5. Designating an alternative chair for any meeting of the Student Group Committee they are unable to attend.

6 Member Responsibilities and Duties

1. All members of the Student Group Committee are responsible for:
   a. Ensuring the mandate of the Student Group Committee is being fulfilled;
   b. Recommending to the Student Group Committee the removal of any chair who in the opinion of the members of the Student Group committee is not fulfilling their responsibilities as Chair to the Student Group Committee;
c. Recommending to Students' Council the removal of any member who in the opinion of the Student Group Committee is not fulfilling their responsibilities to the Student Group Committee;
d. Carefully reviewing all appeal, disciplinary, and advisory materials without bias prior to the meeting; and
e. Making appeal and disciplinary decisions with full consideration for the principles of natural justice.

7 Proxies/Guests

1. Any person may become a Guest of the Student Group Committee upon being recognised as such by the Chair.
2. The Chair may grant speaking privileges to Guests of the Student Group Committee as deemed appropriate by the Chair.
3. To appoint a proxy to the Student Group Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
   a. Stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy;
   b. Indicating the duration of the appointment; and
   c. That is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

9 Administrative Assistant Duties

1. The Administrative Assistant of the Students' Council will:
   a. Book meeting rooms for meetings of the Committee.
   b. Book an Administrative Clerk for each meeting of the Committee.
   c. Structure Agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students’ Council.
   d. Notify the Committee of Meetings through the Agenda.
   e. Distribute the Agenda and Minutes to members of the Committee in accordance with Standing Orders.
   f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting upon request.
10 Records

1. If an Administrative Clerk is not present at the meeting, the Chair will assign the task of recording proceedings to a member of the Committee.

2. Student Group Committee “Report to Students’ Council”
   a. Student Group Committee proceedings will be recorded in a document styled “Report to Students’ Council”.
   b. The “Report to Students’ Council” will be circulated to members of the committee via email for feedback regarding accuracy prior to submission to the Speaker.
   c. The “Report to Students’ Council” is considered approved as submitted by the Chair to the Speaker for Students’ Council and ultimately as received by Students’ Council.
   d. Whenever in the opinion of Student Group Committee an error is made in the “Report to Students’ Council” submitted by the Chair to the Speaker for Students’ Council, such error will be noted in the next “Report to Students’ Council”.
   e. The Report to Students’ Council will consist of:
      i. A document styled “Summary of Proceedings” which will be a brief written summary of the Student Group Committee’s activities at the relevant meeting;
      ii. A document containing a list of all motions voted on by the committee that the committee intends to be a force and effect in accordance with Bylaw 100; and
      iii. An appendix of all documents voted upon by the Student Group Committee for the purpose of providing an audit trail and accurate record of actions taken.

11 Rules of Order

1. Robert’s Rules of Order will be observed at all meetings of Student Group Committee except where they are inconsistent with the Bylaw or Standing Orders of the Student Group Committee.

2. Where the Bylaws, Standing Orders and Robert’s Rules of Order fail to provide direction with respect to procedure, the Chair will decide.
3. The Chair may relax the rules prescribed in Robert’s Rules of Order at their discretion.

4. Any member of the Student Group Committee may require the Chair to strictly employ any part or all of Robert’s Rules of Order by rising on a point of order to that effect.

12 Orders of the Day

1. Any voting member of the Student Group Committee may submit Orders of the Day to be considered by the Student Group Committee.

2. The following SU Staff may submit Orders of the Day regarding recognition, derecognition, event approval, or investigation of Student Groups to be considered by the Student Group Committee:
   a. The Director of Student Life;
   b. The SGS Program Lead;
   c. The SGS Assistant Program Lead;
   d. The Discover Governance Manager.

3. Order of Business
   a. Chair’s Business
   b. Question/Discussion Period
   c. Committee Business
      i. Consideration of items submitted from members of the committee;
      ii. Consideration of items submitted from SU Staff;
      iii. Other matters referred to the Student Group Committee;
      iv. Miscellaneous recommendations to the Student Group Committee.
   d. Information Items

4. Order of Orders of the Day
   a. Orders of the Day shall appear on the Agenda in the order submitted or as otherwise designated by the Chair.
   b. Orders of the Day must be submitted to both the Chair and Students’ Council Administrative Assistant by noon two business days prior to a Student Group Committee meeting.
   c. Late Orders may be added to the Agenda, at the discretion of Student Group Committee at the meeting, if the items of business cannot be postponed to a future meeting of Student Group Committee for resolution without risking
detrimental consequences to or negative procedural difficulties for the Students’ Union.

5. The agenda package will be published in the following manner:
   a. Paper copies will be created and made available in the Students’ Council Office upon request, and
   b. An electronic version will be placed on the Students’ Union web page.
   c. The Agenda package will be published no later than 4.30 p.m. on the business day prior to a Student Group Committee meeting.
   d. For additional unscheduled meetings called by the Chair or the Student Group Committee, there will be no submission or publishing deadline.

6. Special Orders
   a. A motion to make a specific Order of the Day a Special Order is a privileged motion.
   b. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.
   c. The Order of Business notwithstanding, the Student Group Committee may designate any Order of the Day a Special Order.

7. Chair’s Business
   a. During Chair’s Business, the Chair will address all day-to-day regulatory concerns of the Student Group Committee, including but not limited to:
      i. Attendance;
      ii. Approval of the “Report to Students’ Council” required in accordance with Bylaw 100;
      iii. Resignations/recommendations to Council to nominate new members;
      iv. Any process by which a member is recommended for removal from the Student Group Committee;
      v. Reports;
      vi. Announcements; and
      vii. Motions making Orders of the Day Special Orders

13 Standing Orders
1. The Standing Orders of the Student Group Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students’ Council.

2. The Standing Orders of the Student Group Committee do not expire, but shall be reintroduced and approved at the Committee’s first meeting.

14 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Student Group Committee.

19 Miscellaneous

1. Public Meetings
   a. Meetings of the Student Group Committee are open to the public, unless the Student Group Committee moves in camera.

20 Appendix 1: Procedure for Electing a Chair

1. Electing a Chair at the start-up meeting of the Student Group Committee:
   a. The Speaker of Students’ Council will serve as interim chair for the duration of the start up meeting of the Student Group Committee, and preside over the election of a Chair of the Student Group Committee as per this Appendix.
   b. Any voting member of the Student Group Committee may nominate themselves for the role of Chair.
   c. Each candidate may give a brief speech not to exceed two minutes.
   d. The presiding officer will allow questions to be put to the candidates from the members of the Student Group Committee.
   e. The vote will be by secret ballot
   f. The Student Group Committee will recess while the presiding officer counts the vote.
   g. The presiding officer will announce the results of the election to the Student Group Committee.

2. Electing a Chair after a vacancy:
a. Should the position of chair become vacant, election of a new chair will take place at the next meeting of the Student Group Committee as a special order of business to be dispensed with immediately.

b. Election of a new Chair shall be held in accordance with this appendix with the exception that a voting member of the Student Group Committee who is not running for election or re-election to the position of chair will preside over elections procedure until the election of a new chair.

c. This member will be the outgoing Chair unless the outgoing Chair is running for re-election or is no longer a voting member of the Student Group Committee, in which case the presiding member will be determined by vote cast by all members of the Student Group Committee not running for election or re-election to the position of chair.

d. In the case that all voting members of the Student Group Committee are running for election or re-election to the position of Chair, the speaker of Students’ Council will serve as presiding officer.