

Audit Committee **Handbook**

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Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Audit Committee?

The Audit Committee is one of the busiest committees of the SU. It oversees the use of funds collected by the SU, such as Faculty Association Membership Fees (FAMFs), Dedicated Fee Units (DFUs), as well as overseeing how the SU spends its money. Because of the nature of the Audit Committee's work, no SU executive is permitted to sit on the Audit Committee as a member or as a proxy.

Audit Committee's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

Oversee Student Representative Association Finances

With the exception of associations that are registered societies, the Audit Committee reviews financial reports of SRAs on a trimesterly basis. Because registered societies conduct a full audit of their finances with an accountant to fulfill the requirements of their status as a registered society, they need only send in a copy of their budgets and completed audit on an annual basis. If a SRA collects a membership fee through the SU, they must submit a financial report and receive approval from Audit Committee before their funds may be released to them. Audit Committee must review and approve SRA financial reports within 4 weeks of receiving them.

This oversight does not involve telling the SRA how to spend their funds or manage their finances, but ensuring that the SRA follows good fiscal practices and is spending students' money responsibly.

Coordinate the SU's Annual Audit

This requires selecting an auditor and overseeing their activities. Audit Committee must also review the audited financial statements and present them to Council.

Oversee the SU Budget

Audit Committee reviews alterations made to the SU's budget for the purpose of verifying compliance with SU legislation. This does not mean coordinating the whole budgeting process, which is driven by several different actors within the SU including SU staff, executive, and Finance Committee.

Review SU Transactions

Review all transactions of SU organizational units for appropriateness and compliance with the SU budget. Also reviews all expenditures made on SU credit cards, and investigates any inappropriate transactions or significant variances against the SU budget. Audit Committee may require staff or executives to appear before the committee, provided a reasonable amount of notice is given of the requirement.

Monitor Granting Activities of the Finance Committee

This oversight does not involve telling the Finance Committee how to allocate granting funds or managing the allocation, but ensuring that the Finance Committee follows good practices and is spending students' money responsibly.

Report Activities to Students' Council

This report should follow each meeting, and should consist of a summary of proceedings, a list of motions, and an appendix of documents voted on. This report is usually handled by the Chair, and may be compiled with the help of Discover Governance if necessary.

Audit Committee Annual Timeline

Spring/Summer

May	June
<ul style="list-style-type: none">• Create a strategic plan for Audit Committee• Review SRA Winter financial reports• Review department summaries	<ul style="list-style-type: none">• Review department summaries
July	August
<ul style="list-style-type: none">• Receive department summaries and select some for review	<ul style="list-style-type: none">• Audit of SU finances is conducted• Review department summaries• Receive SU credit card statements for review

Fall

September	October
<ul style="list-style-type: none">• Review SU audit• Review SRA spring/summer financial reports• Review department summaries	<ul style="list-style-type: none">• Present SU audit to Council• Review DFU financial reports• Review Audits from registered societies• Review department summaries
November	December
<ul style="list-style-type: none">• Review department summaries	<ul style="list-style-type: none">• Review department summaries• Receive SU credit card statements for review

Winter

January	February
<ul style="list-style-type: none">• Check committee progress to ensure all business will be finished by the end of the year• Choose auditor for next year• Review SRA Fall financial reports• Review department summaries	<ul style="list-style-type: none">• Review department summaries
March	April
<ul style="list-style-type: none">• Review department summaries• Review SU credit card statements	<ul style="list-style-type: none">• Review department summaries• Prepare transition for next Audit Committee

Annual Audit Of The Students' Union

Overview

The Students' Union is required by government to do a full audit with an accounting firm every year, and send them the results. It is Audit Committee's job to select the auditing firm and oversee the audit process.

Timeline

January – work with DG and the SU Accounting department to send out a request for an auditor. The letter should be drafted and signed by the Audit Committee chair. Audit Committee will then select an auditor.

August – The in-house portion of the audit will take place.

September – The auditor will present their findings to the Audit Committee.

October – Audit is presented/approved in Students' Council.

October 31 – Deadline to send audited statements to the government.

Auditing Credit Cards

The Executive and a few of the upper managers have SU credit cards they can use to make purchases on behalf of the SU. Audit Committee is tasked with overseeing these transactions and acting as a check on credit card expenditures.

Timeline

There is no set time, nor is there a minimum or maximum number of times, Audit Committee must look over credit card transactions. However, they should be checked at least once per semester if possible.

Instructions

1. Credit card statements and supporting documents must be requested from Discover Governance, who can compile them into a single document to be viewed at the meeting.
2. Compare the statements to the supporting documents to ensure that each transaction matches up with a supporting document, and flag anything that looks out of place or suspicious.
3. If any questions or confusion arises, you may ask questions of the relevant cardholder or request that they attend the next Audit Meeting to provide clarity or context. The Chair should be the main point of contact between the cardholder and the Audit Committee. If the Chair requires assistance contacting a cardholder, they should talk to Discover Governance.
4. Vote to approve the statements.

Auditing Student Representative Associations

Associations that have delegated authority from the Students' Union are audited on a trimesterly basis. This includes Residence Associations and Faculty Associations, as well as any other associations Students' Council has decided to delegate authority to.

Historical Context

Reporting like this was made mandatory in the early 2010s after money went missing from some Faculty Associations. Because the SU oversees SRAs, it will be implicated in any financial mismanagement or fraud that could potentially occur within them, so the SU decided to increase its financial oversight to better protect itself, deter such activity, and act as an early warning system when an FA begins to become dysfunctional.

Originally, FAs were required to conduct their own audits with a Chartered Accountant, and report the auditor's findings to the SU. However, this proved to be too costly and onerous for most FAs and in 2014/15 a new system was devised to simplify the process without compromising the reason it exists in the first place. This is the system we still use today.

In 2016/17 Residence Associations were folded into this system, and now report at the same time as FAs.

Timeline

Every May 1, September 1, and January 1 Discover Governance contacts all FAs and RAs to remind them to complete their report for the semester. This reminder comes with an explanation and instructions, as well as a reporting template.

Within two weeks of receiving a report, the Audit Committee must review it and make any requests for supporting documents or further information they may want.

Within two weeks of receiving the supporting documents, Audit Committee must make a decision as to whether or not to approve the report.

Instructions

1. All SRAs will receive a reporting template in the form of an Excel document. It requires that they break down their revenues and expenditures into budget codes.

204-00	204	00	Administration - Office Supplies	Monies spent on office supplies	\$0.00
204-01	204	01	Administration - Other Expense	Monies spent on administration not include office supplies	\$504.00
205-00	205	00	Professional Organization Members	Monies spent on membership in a professional organization	\$0.00

2. As soon as it is received, a report will be forwarded to the Audit Committee Chair and placed on the next Audit Committee agenda by the Administrative Assistant.
3. The Chair will assign the report to someone to review.

4. The person reviewing the report should look over all the numbers and try to identify gaps, missing information, discrepancies, or numbers that are far above or below the group's budget.
5. If any budget lines have the above issues, or are particularly large, you may request supporting documentation for that budget line by asking the Administrative Assistant.
6. The Administrative Assistant will request the documentation, which may include receipts, invoices, reimbursement forms, cheque stubs, or other similar documents. Once received they will be sent to the appropriate member of Audit Committee.
7. Compare the supporting documents to what is reported in the spreadsheet, and if any documents are missing or incorrectly recorded, you can follow up with the group through Discover Governance.
8. If everything looks like it is in order with the report, make a motion for the next meeting of Audit Committee to approve the report. Such a motion may be worded something like this:
"NAME MOVES to approve the Spring/Summer report of the Business Students' Association."

This process will happen three times a year for each Student Representative Association.

Tips For The Chair

Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of Audit Committee are fulfilled. This can mean handling them yourself, delegating them to others, or facilitating the entire committee in carrying them out, depending on the situation.

In addition to making sure Audit Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Audit Committee.
2. Submit reports to Students' Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Audit Committee are met.
5. Receive summaries of SU organizational units and select those that should be reviewed by the committee, subject to consent of the committee.
6. Receive all minutes and agendas from Finance Committee and provide a monthly report to Audit Committee on Finance Committee's activities.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become Audit Committee Chair...

If you're starting at the beginning of the year, your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Audit Committee have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair.
2. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
3. Has Audit Committee missed any important deadlines, and have all time-sensitive duties of Audit Committee been fulfilled up to the current date? Check the timeline for important dates and deadlines.

What projects has Audit Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Other Tips

Ensure your agenda is strategic.

Know areas that need to have more discussion, and which are contentious. Usually you want to deal with the less important items first.

Put tentative times by each item.

That way every one knows how much time they have to formulate their ideas.

Always go into the meeting with an outcome or goal in mind.

Have a plan to ensure that the committee will have resolved X, formed a group to discuss Y, etc. Having a focused approach keeps every one working. You do not need to share this with the group.

After each agenda item, summarize what was said.

It keeps members involved. It also helps keep people organized and following along with the agenda.

At the end of the meeting, summarize the key points.

This means you need to jot down notes so you can do the high level summary at the end.

Try to have action items and delegate work.

People like ownership of items and having a tangible way to contribute to the committee. Ensure they can report back their accomplishments and that the group will respect their contributions.

If there is conflict, welcome it.

This means you will get better discussion, ideas, and energy. The Chair's job is to get the best thinking out of the group.

Some members like to dominate. You have to let them have the floor, but then you have to move them off their soapbox.

You may have to interrupt or they will take over the meeting. It's okay if you're doing it with a view to moving the committee in a positive direction. Thank them, then ask if others have an opinion.

As Chair, do not take sides. Your job is to facilitate.

Make sure all sides of an issue have equal speaking time at the meeting, and do your best to keep your role as the chair and your role as a voting committee member separate.

If there is a hot issue, have a pre-meeting or post-meeting.

Your goal is to try to get more information. It's important for you to get clarity on why something is contentious and also to support members.

Roberts' Rules Of Order

Simplified Glossary

MOTION: the 'unit of business' debated by an assembly

Main Motions: must be seconded and are debatable, amendable, and reconsiderable. They are the motions to which all other motions react.

All Other Motions: There are 86 kinds of motion that can be made under Roberts' Rules of Order. They act on the business of the assembly in different ways. See the summary chart examples.

DEBATE: a structured discussion about a motion

A member must be recognized by the chair as "having the floor". They have a limited time to speak, and must stay on topic and respect decorum. Debate proceeds until the motion is put to a vote.

AMENDMENT: a formal process used to propose changes to motions

Only certain types of motions can be amended. See the summary chart for more information.

VOTE: how an assembly decides whether to support a proposed motion

When put to a vote, motions pass or fail. A motion that passes has a majority (as defined in the organization's bylaws) in favour, and is carried or adopted. A motion that fails does not have a majority in favour, and is not acted upon.

CHAIR: the person responsible for ensuring that the rules are observed

A chair may be voting or nonvoting. It is their primary responsibility to facilitate the meeting by enforcing the rules, so they must be impartial.

DECORUM: debating in a respectable and orderly manner

Debate is confined to the merits of the motion before the assembly. Members refer to one another respectfully, do not attack motives, do not interrupt, and do not speak against their own motions.

POINTS: allows a member to ask a question or interrupt debate

Point of information: a member asks a question of another member. Cannot interrupt a speaker.

Point of order: a member believes procedure is not being followed and brings it to the chair's attention. Cannot interrupt a speaker, but must be raised as soon as possible.

Point of parliamentary inquiry: a member asks a question related to procedure. Cannot interrupt a speaker.

Point of privilege: something is preventing a member from participating. Can interrupt a speaker.

Summary Chart of Important Terms

	Undebatable	Opens main question to debate	Cannot be amended	Cannot be reconsidered	Requires a 2/3 majority vote	Must be Seconded	Can interrupt a speaker
Adjourn	✓	-	✓	✓	-	✓	-
Adjourn, Fix the Time to which to	✓	-	-	-	-	✓	-
Amend	-	-	-	-	-	✓	-
Amend an Amendment	-	-	✓	-	-	✓	-
Amend the Rules	-	-	-	-	✓	✓	-
Appeal, relating to indecorum	✓	-	✓	-	-	✓	✓
Appeal, in all other areas	-	-	✓	-	-	✓	✓
Call to Order	✓	-	✓	-	-	-	✓
Close Debate, motion to	✓	-	-	-	✓	✓	-
Commit to Refer	-	✓	-	-	-	✓	-
Extend the Limits of Debate, motion to	✓	-	-	-	✓	✓	-
Fix the Time of which to Adjourn	✓	-	-	-	-	✓	-
Continue Speaking after indecorum	✓	-	✓	-	-	✓	-
Lay on the Table	✓	-	✓	✓	-	✓	-
Limit Debate, motion to	✓	-	-	-	✓	✓	-
Objection to Consideration of a Question	✓	-	✓	-	✓	-	✓
Orders of the Day, motion for the	✓	-	✓	-	-	-	✓
Postpone to a Certain Time	✓	-	-	-	-	✓	-
Postpone Indefinitely	-	✓	✓	-	-	✓	-
Previous Question	✓	-	✓	-	✓	✓	-
Priority of Business, questions relating to	✓	-	-	-	-	✓	-
Privilege, Question of	-	-	-	-	-	✓	-
Reading Papers	✓	-	✓	-	-	✓	-
Reconsider a Debatable Questions	-	✓	✓	✓	-	✓	✓
Reconsider an Undebatable Question	✓	-	✓	✓	-	✓	-
Refer (same as commit)	-	✓	-	-	-	✓	-
Rescind	-	✓	-	-	-	✓	-
Rise (in Committee equals Adjourn)	✓	-	✓	✓	-	✓	-
Special Order, to make a	-	-	-	-	✓	✓	-
Substitute (same as Amend)	-	-	-	-	-	✓	-
Suspend the Rules	✓	-	✓	✓	✓	-	-
Take from the Table	✓	-	✓	-	✓	✓	-
Take up a Question out of its Proper Order	✓	-	✓	-	✓	-	-
Withdrawal of a Motion	✓	-	✓	-	-	✓	-

In Camera FAQ

This FAQ is meant to help student representatives get a sense of the basics of navigating in-camera proceedings on elected bodies that use Roberts' Rules of Order.

What does it mean to 'go in camera?'

'In camera' is Latin for "in chambers," and it means to go into a confidential or secret session. Whatever is discussed cannot leave the room.

How do you make a meeting go in camera?

A motion to go in camera is undebatable, is in order as long as you don't interrupt someone who already has the floor, and requires a simple majority to pass. To go out of camera is the same motion except that you move out of camera instead of into it.

What, exactly, is covered by the confidentiality of in camera proceedings?

Every single thing that happened in the meeting after you moved in camera is confidential. This often includes the topic of the discussion itself, and always includes every thing that every person in the room said. For groups that don't automatically make motions public, it also includes the text of motions and the results of votes.

What in camera doesn't cover:

- Things that were already public.
For example, if you discussed the results of the 1967 World Series while in camera, the fact that the Red Sox lost doesn't suddenly become confidential. What you can't discuss outside the room is the fact that you talked about the 1967 World Series while in camera, or what anyone in the room said about it.
- Your opinion.
If you think that The Empire Strikes Back is the best of the Star Wars films and say so in camera, the fact that you believe that doesn't become a secret. However, you can't disclose that you shared this opinion while in camera. Opinions that you hold that are directly and obviously related to, or informed by, the business of your group should be kept to yourself.
- The behavior of people who aren't in the room.
- If your group is in camera discussing negotiations with a third party organization and that organization discloses things about your in camera proceedings, that doesn't automatically mean they did anything wrong. Most importantly with this point, if someone else spills your group's secrets, that does not necessarily mean that you are now free to discuss in camera proceedings publicly as well. You will need to consult your organization's rules.

Should we take minutes when we're in camera?

Yes. In camera minutes should be stored separately from your public minutes and should only be accessible to members who were privy to the in camera session.

Can a body move motions in camera?

Only if the motion will only affect people who are privy to the secret proceedings.

Exception: all motions made by the Students' Council of the University of Alberta Students' Union are public. Although a motion may be made in camera at one of these meetings, the motion itself will be published with the minutes. This is due to the fact that the organization's rules stipulate that all motions are automatically public.

Can I discuss in camera proceedings with people outside of the meeting?

Only if they're a member or they were specifically authorized to hear about the in camera proceedings. In other words, you can talk to people who were present during the in camera discussion or had the right to be present either because they're a member of the group or because the group explicitly authorized them to be there. You cannot talk to anyone else about what was discussed.

Is it bad for a democratic body to do things in secret?

No. All organizations will occasionally need to have private discussions. Certain issues, such as intra-group conflicts, member discipline, private personal information related to group business (e.g. executive health, academic, or family issues), discussions about ongoing legal proceedings, or other kinds of sensitive negotiations require more candid, confidential conversations. Robert's Rules places no limits on the content of in camera discussion except suggesting that some things must always be handled in executive session (e.g. member discipline).

However, in camera session, like any tool, is open to abuse. The decision to move your group in camera should always be made carefully. In camera should not be the default setting for your group's discussions.

Can in camera proceedings be retroactively made public?

Yes. For either minutes or motions, the easiest way to make things retroactively public is to move a new motion specifying which motion or which part of the in-camera proceedings you would like to see made public. That motion is handled the same as any other main motion. However, making proceedings that are not recorded in the minutes public may not be possible. You should consult with your own organizational rules before trying to retroactively publicize proceedings.

What happens if I disclose in camera proceedings?

You can face disciplinary action. Depending on the severity of the breach that could include anything from censure to fines to expulsion. You may even be sued or charged with a criminal offence. You also breach the trust of your organization and the other members of your group, which almost always severely damages its ability to operate effectively. You may also cause other kinds of damage, such as opening your organization to being sued or causing resignations of other members who feel like they've been professionally compromised by your actions.

Don't breach confidentiality. It's a bad idea.

APPENDICES

APPENDIX A

Audit Committee Standing Orders

https://www.su.ualberta.ca/legislation/wiki/Audit_Committee:Standing_Orders

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APPENDIX B

2018/19 Transition Report

Audit Committee Standing Orders

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1 Mandate

1. The Audit Committee:

- a. Shall monitor the use of all Faculty Association Membership Fees and Faculty Membership Fees, and approve disbursement of Faculty Association Membership Fees within four weeks of complete submission of all documents required by Bylaw 8200 7. ;
 - i. Should a submission be found incomplete, Audit Committee will inform the Faculty Association in question of any outstanding information that needs to be reported within two weeks of initially reviewing the submission.
- b. Shall annually select the Students' Union auditor and oversee the Students' Union's external audit;
- c. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- d. Shall review all alterations made to the Students' Union's budget for the purpose of verifying compliance with Students' Union legislation;
- e. Shall, each month, review, for appropriateness and compliance with the Students' Union's budget, the transactions of the Students' Union organizational units;
- f. Shall review all expenditures made on Students' Union credit cards;

- g. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
- h. Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden bear and Panda Legacy Fund, and the Refugee Student Fund;
- i. Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee(s) and/or members(s) of the Executive Committee.

2 Meetings

- 1. Quorum of the Audit Committee shall be four voting members.
- 2. Once at the beginning of the year to
 - a. Elect a Chair;
 - b. Approve Standing Orders
- 3. To make decisions regarding:
 - a. The removal and/or replacement of a Chair;
 - b. Changes to Standing Orders
- 4. Whenever called for by any member with seventy-two hours notice or agreement by all members of the committee as a whole.
- 5. For the first meeting of the Committee in May, September and January, set out a meeting schedule for the following months.
- 6. As per meeting schedule described in 2(4).

3 Membership

- 1. Should a vacancy on the Audit Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 2. Should the Chair of the Audit 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 Chair's Responsibilities and Duties

- 1. Shall ensure that there is an agenda for each meeting that will include, at minimum:
 - a. Call to Order
 - b. Items of Business
 - c. Adjournment
 - d. Confirmation of Next Meeting

2. Shall, after each meeting of the committee, submit to Students' Council a report to appear on the main agenda 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
3. If the meeting occurs after the Council agenda submission deadline, the Chair shall submit the report of the Committee as soon as possible so that they appear on the late additions agenda of Students' Council;
4. Shall ensure that all communication and decisions involving a dedicated fee unit and the Committee will be forwarded to the Students' Council representative of the dedicated fee unit's board.
5. Shall receive monthly summaries of the Students' Union organizational units, and select those that should be reviewed by the Committee. Prior notice must be provided to committee members, and the review is subject to consent of the committee.
6. Shall request to be added to the Finance Committee mailing list and to receive all minutes and agendas from Finance Committee;
7. Shall provide a monthly oral report to the Committee on the activities of Finance Committee.
8. Shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Audit Committee are met.

5 Member Responsibilities and Duties

1. Members are required to attend all meetings of the Audit Committee.
2. Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.
3. Should the Chair of the Audit Committee be absent from a meeting of the Committee, the Committee shall elect an interim chair from within its permanent voting membership for the duration of the meeting.

6 Proxies/Guests

1. To appoint a proxy to the Audit 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.

7 Administration

1. The Administrative Assistant of the Students' Council will:
 - a. Book meeting rooms for meetings of the Committee.
 - b. Book Minute Takers for each meeting of the Committee.
 - c. Structure Agenda's 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.
 - f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

8 Records

1. If a Minute Taker is not present at the meeting, the Chair will assign the task of recording minutes to a member of the Committee.
2. Members of the Committee may amend their comments in the minutes when the minutes are being approved by the Committee.

9 Rules of Order

1. The Chair may institute Robert's Rules of Order if the meeting would benefit from the imposition of the Structure.

10 Orders of the Day

1. Right of Submission by Committee Members
 - a. Any voting member of the Audit Committee may submit Orders of the Day to be considered by Audit Committee.
2. Order of Business
 - a. Introduction
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes

- iv. Chair's Business
 - b. Question/Discussion Period
 - c. Committee Business
 - d. Information Items
 - e. Adjournment
 - 3. Order of Orders of the Day
 - a. Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.
 - 4. Deadline for Submission
 - a. Members shall send all items for each meeting Agenda to the Students' Council Administrative Assistant twenty-four hours prior to the meeting.
 - 5. Late Additions
 - a. Late Additions may be added to the Order Paper, at the discretion of the Audit Committee at the meeting, if the items of business cannot be postponed to a future meeting of the Committee.
 - 6. Deadline for Publishing
 - a. The agenda package will be published in the following manner:
 - i. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
 - ii. An electronic version will be placed on the Students' Union web page.
 - iii. The Agenda package will be published no later than 4.30p.m. on the business day prior to the Committee meeting.

11 Standing Orders

- 1. The Standing Orders of the Audit 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 Audit Committee do not expire, but shall be reintroduced at the Committee's first meeting.

12 Confidentiality

- 1. All members shall ensure the security and confidentiality of financial documents, which come into their possession by virtue of their membership on the Audit Committee.

Audit Committee Transition Report

No transition report is available for this committee.