

Committees Overview

General GSC Committee Guidelines:

- Committees established by the Council must operate under the [GSC Constitution](#)
- The Council shall have the following standing committees:
 - ***Student Affairs Committee***
 - Reporting Line: GSC Vice President
 - ***Constitution Committee***
 - Reporting Line: GSC President
 - ***Annual Projects Committee***
 - Reporting Line: GSC Vice President
 - ***Elections Committee***
 - Reporting Line: GSC President
 - ***Budget Committee***
 - Reporting Line: GSC Treasurer
- The Council may establish Ad-hoc committees to pursue specific goals of the Council.
- All Committees are expected to:
 - Meet on a regular basis determined by the committee chair communicated to the Council
 - Report on their activities to the Council on a regular basis
 - Inform the Executive Board of current developments
 - Maintain pertinent documentation
 - Handle the responsibilities of distributing said documentation to the proper channels for student access
 - Communicate with the CGU student body
- Executive Officers and Council members can chair a standing committee on a volunteer basis.
 - No council member running for an office may serve on the **Elections Committee**.
 - The treasurer shall chair the **Budget Committee**.
- Council members shall volunteer to serve on a standing committee at the beginning of the fall semester.
 - Each committee may elect a committee co-chair to aid the committee chair as needed, shall preside over meetings as requested, or if the committee chair is absent.
 - The chairpersons of ad hoc committees shall be appointed by the executive board and approved by a majority vote of the Council membership

- Chairs and/or Co-Chairs will schedule meetings, set agendas and lead all meetings in collaboration with the committees
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Student Affairs Committee

The Student Affairs Committee is charged with connecting with different student-led groups and organizations across campus to find opportunities to promote campus-wide events and collaborate when possible. The Student Affairs Committee can additionally serve as a touchstone for student orgs to communicate with the larger GSC. The committee will be given charges from the executive board and they are expected to create and execute a strategy to fulfill the charges in order to achieve the goals of the committee for that year.

Student Affairs Committee is expected to:

- Coordinate and promote all social functions sponsored by the Council
- Promoting events and resources that are beneficial to the student body
 - This could mean collaborating, co-sponsoring or promoting events and initiatives organized by CGU offices and student-led organizations
 - This could also mean collaborating with the GSC member responsible for social media
- In person and in general, they are expected to:
 - Supervise the running of the GSC office
 - Oversee the booking of the GSC office
 - Ensure that it is stocked with needed supplies
 - Ensure office is open on a regular schedule which is posted on the GSC website and/or social media pages
 - Keep a digital and/or hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.
 - Student Affairs committee should connect with each student-led organization and university offices throughout the school year to foster an open line of communication for event and program collaborations
- The committee is expected to share updates on committee matters at GSC general body meetings
- All updates and urgent matters must be communicated to the committees direct reporting line.

Constitution Committee

The Constitution Committee is charged with the responsibility of ensuring that all Constitutional obligations are met by the GSC. Additionally, the Constitution Committee is responsible for reviewing and updating the constitution as needed.

Constitution Committee is expected to:

- A committee chair shall be appointed by the council
- The Council Justice, if appointed, shall sit on the Constitution Committee
 - The Council Justice shall rule on any question or concern regarding the Constitution.
- Review and present all proposed amendments of the Constitution to the Council
- The committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.
- The committee can propose to the council other projects that benefit and uphold the constitution committee's mission.
- The committee is expected to share updates on committee matters at GSC general body meetings.
- All updates and urgent matters must be communicated to the committee's direct reporting line.

Annual Projects Committee

The Annual Projects Committee is charged with event planning with a central focus on programming that centers around the current GSC theme and initiatives.

The Annual Projects Committee is expected to:

- Plan and execute any major projects or events for the GSC that the Council approves by majority vote.
 - Event planning and logistics for both virtual and in-person events and programs
- The committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.
- The committee should create new ideas for events and initiatives in line with the GSC goals for the current year
 - For example; if the GSC theme is DEI then a possible event for this committee could be to create a faculty panel event speaking to DEI initiatives
- The committee should collaborate with other student-led organizations to co-sponsor events and initiatives

- The committee is expected to share updates on committee matters at GSC general body meetings
- All updates and urgent matters must be communicated to the committees direct reporting line

Elections Committee

The Elections Committee is charged with preparing and executing GSC elections. The Election Committee chair shall be elected during the first meeting of the fall semester by the Council and shall be ineligible to run for an executive office position during their term.

The Elections Committee is expected to:

- Create and publish an official elections timeline for the current and upcoming academic year
 - Publish the election timeline and regulations to all students during the first week of the spring semester.
 - Refer to the constitution for all elections guidelines
- The Election Committee shall plan and execute elections of the GSC for the current and upcoming year
 - Important milestones include but not limited to:
 - Preparing nominations qualtrics survey
 - Communicating timelines and other pertinent information to nominees, candidates and student body
 - Ensuring that all candidates are in good academic standing with the university via the Dean of Students
 - Scheduling and hosting “Meet the Candidate” Forum
 - Preparing elections qualtrics survey
 - Refer to previous GSC elections task list and communication templates
- Create and distribute any elections related communications
 - The committee can send any elections related communications to the E-Board to be sent out to the student body
- The committee is expected to reporting elections updates at GSC general body meetings
- All updates and urgent matters must be communicated to the committees direct reporting line

Budget Committee

The Budget Committee is charged with maintaining a balanced GSC budget. The Council shall appoint the Budget Committee members at the first meeting of the fall semester. The treasurer shall chair the Budget Committee.

The Budget Committee is expected to:

- Ensure that the GSC maintains a balanced budget
- Recommend a tentative budget resolution to the Council before October 1st of the academic school year
- Plan and execute the Travel and Material Awards (TMA) for the Council
- Provide a monthly budget report at the General Body Meetings
- Create and/or collaborate on budget requests on behalf of the Council
- Submit budget requests to the SLDL office with approval from the Executive Board
- Set funding guidelines and other miscellaneous priorities
- Keep a digital and hard copy of all meeting minutes for the Council to view and ensure it is passed on to the next chair of the committee

AD HOC COMMITTEES

Ad hoc Committees

The Council may establish ad hoc committees at any time by majority vote of the Council. Ad hoc committees shall have the same legitimacy of standing committees but may be disbanded by majority vote of the Council or upon completion of GSC duties. Ad hoc committees should be created for the purpose of executing a specific goal or project of the GSC. If members of the council want to propose an Ad hoc committee they can share a proposal at the General Body meetings.

Examples of Ad hoc Committees

International Students Committee

The International Students Committee could focus on connecting to International Students and the CGU offices that serve those students to help relay important information to international students through the GSC and to collaborate with offices to best advocate for and support those students.

Commencement Committee

The Commencement Committee could focus on reviewing student speaker applications for the Student Speaker Search and/or developing ideas for all commencement related tasks.

Podcast Committee

The Podcast Committee will collaborate with the Podcast Specialist to develop, record, and promote the new GSC Podcast.