

### **The Phoenix Executive Committee (PEC)**

The Phoenix Executive Committee (PEC) is responsible for liaising between the Phoenix Management, GSA Executive, and general membership for the purposes of ensuring student and customer satisfaction with the establishment. The main responsibilities are related to restaurant atmosphere and minor operational decisions such as menu items, drink selections, and entertainment/events.

Chair: VP Administration, and in the event that VP Administration is unavailable, the President will serve as Chair.

Duties: the committee meets once per month to discuss issues related to customer satisfaction with food, beverages, and entertainment in the restaurant. The committee is also responsible for discussing and advising on issues related to restaurant atmosphere. Overall, the committee members act a liaison with the greater McMaster community to ensure that student input is taken into consideration of restaurant operations.

Quorum is constituted of the Chair (either the President or the VP Services) and three (3) other members. *\*\*Quorum is not necessary as this is not a decision making committee.*

Membership: The committee is composed of up to 13 members. Members include the VP Administration, GSA President, Director of Operations, Phoenix General Managers, and up to 9 general members.

### **The Finance Committee (originally passed June 2015)**

The finance committee must be struck annually by the VP administration to accomplish the following duties:

- Review the GSA and Phoenix budget documents for approval by the BOD and presentation at the AGM
- Monitor the financial progress of the GSA and Phoenix
- Oversee the duties of the bookkeeper
- Report any financial changes and progress to the BOD, Council, and general membership

The Finance committee will consist of the following required members:

1. VP Administration (committee chair)
2. GSA President
3. Director of Operations (or delegate), whom is non-voting

Up to three general members may volunteer to participate on the finance committee. Additionally, the bookkeeper/firm are expected to attend the necessary meetings to present key information and give their input on financial reports and decisions. The General Manager of the Phoenix may also be invited as a guest to attend meetings relating to the restaurant operations.

The GSA finance committee members are responsible for knowing and adhering to the bylaws of the GSA. All members must sign a non-disclosure agreement prior to receiving access to any financial documentation.

#### *Membership/Structure/Quorum*

The finance committee shall consist of at least three but no more than eight members (I.E- the president, the VP Administration, the members at large and 3 honorary members). The committee chair will be the VP Administration (elected annually).

Committee members should have finance, accounting, or business expertise. These skills are essential for the purpose of making recommendations to the GSA managing bodies (such as creation of the annual budget), quorum will consist of no less than three committee members and requires the VP Administration to be present.

#### *Meetings*

The finance committee shall convene at least four times per year. Committee members may participate by video or teleconference.

#### *Agenda, Minutes, and Reports*

The chair shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least 7 days in advance of the meeting. Minutes for all meetings shall be drafted by the committee chair, and approved by committee members at the following meeting.

### **The bylaws Committee**

**Purpose:** The By-Laws Committee exists to review the organization's by-laws and standing resolutions and make recommendations for alterations as required.

**Chair:** President of GSA

**Membership:** Up to ten members of the organization, with at least two spots reserved for Council Members (Faculty Representatives or Executive members).

Quorum is constituted of the Chair and three (3) other members of the committee.

#### **Meetings:**

The entire committee shall meet at least twice annually.

#### **Notes:**

1. Subcommittees may be formed and may meet more frequently to discuss changes and rewrite specific sections, as determined necessary by the entire committee.
2. Any suggestions for changes to the by-laws, from Council, members at large or persons outside the organization, shall be forwarded to the President, who will add these to the agenda for discussion at the next By-Law Committee meeting.

3. The chair shall draft an agenda prior to the meeting, highlighting any sections that have been suggested for review. However, additional sections may be selected for review during the meeting. The agenda will be circulated at least one week in advance to all members of the committee.
4. Additional meetings of the entire committee may be convened and will be agreed upon at the previous meeting or in advance by one weeks notice to all members.
5. Meeting minutes or summaries must be taken at the committee or subcommittee meetings and will be circulated to committee members and made available to the entire GSA membership.
6. Any changes to the by-laws or standing resolutions will be voted on in the appropriate venue, as indicated in the organization's by-laws.