

## **Agenda #18**

Board of Directors Meeting

April 5, 2017 @ 6:00pm – UC 442



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### **18.0 Call to Order**

#### **18.1.Land Acknowledgement**

#### **18.2.Adoption of the Agenda**

18.2.1. Motion to Approve the Agenda

#### **18.3.Ratifications and De-ratification**

#### **18.4.Comments from the Chair**

18.4.1. Introductions

#### **18.5.Approval of Past Board Minutes**

18.5.1. (Action) Approval of minutes from board meeting #16 – March 20, 2017 (pg. 2)

18.5.2. (Action) Approval of in-camera minutes from board meeting #16 – March 20, 2017

#### **18.6.Executive Committee Minutes**

#### **18.7.Executive Reports**

18.7.1. Academic & University Affairs Commissioner (As supplement)

18.7.2. Finance & Operations Commissioner (pg. 11)

18.7.3. External Affairs Commissioner (pg. 12)

18.7.4. Local Affairs Commissioner (pg. 14)

#### **18.8.Director Reports**

#### **18.9.Business**

18.9.1. (Info) PDR Report (pg. 16)

18.9.2. (Info) Finance Committee Meeting Minutes (pg. 18)

18.9.3. (Action) 2017-2018 Budget (pg. 19)

18.9.4. (Action) Entertainment Fee (pg. 39)

18.9.5. (Action) CSA Constitution (pg. 40)

#### **18.10.New Business**

#### **18.11.Announcements**

#### **18.12.Adjournment**

## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom



In Attendance: Ryan Shoot, Emily Vance, Karly Rumpel, Claudia Idzik, Courtney Tait, Paula Boubel, Michaela Spencer, Spencer McGregor, Olivia Boonstra, Kate Schievink, Lacy Droste, Natalie Chow, Lindsey Fletcher, Aidan Paskinov, Nicholas Kowaleski, Elizabeth Cyr, Jay Rojas, Allison Arnold, Jack Fisher

Regrets: Joshua Ofori-Darko, Matthew Hernandez, Mohamed Ahmed, Michael Cameron, Chirag Patney

Absent: Razan Alshamali, Beth Whan, Ryan Bowes, Jamal Demeke, Alexandra Bogolowski

Chair: Ryan Shoot

Scribe: Tanya Vohra

### Overview of Motions

#### **16.2.1. Motion to Approve the Agenda**

**Motion:** To approve the agenda

**Moved:** Lindsey Fletcher

**Seconded:** Nick Kowaleski

**Motion carried as amended.**

#### **16.3.1. (Action) By-Election**

**Motion:** **BIRT** the Board of Directors amend Bylaw 2, Section 2.2.4 to read:

“Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.”

**BIFRT** the Board of Directors amend CSA Bylaw 1, Section 3.8.2, to read:

“At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA ~~Fall~~ By-Election, and if needed through an appointment process as laid out in Bylaw 2 – Electoral, and in accordance with all CSA Bylaws and Policies.”

**BIFRT** the Board of Directors amend CSA Bylaw 2, Section 2.2.5 to read:

“should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election ~~in the fall semester~~, the CSA Board shall use an appointment process to fill the At-Large Representative vacancies where the following requirements must be met.”

**Moved:** Aidan Paskinov

**Seconded:** Lindsey Fletcher

**Motion carried.**

**Spencer McGregor, Olivia Boonstra, Spencer McGregor and Elizabeth Cyr abstain.**

## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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### 16.3.2. (Action) Elections Timeline

**Motion: BIRT** the Central Student Association hold a By-Election to fill the executive position of President and the vacant Director positions prior to April 30th, 2017.

**BIFRT** the CSA adopt the following timeline for the By-Election:

- March 20 – March 24 @ 4:00pm: Nominations
- March 24 @ 5:30pm: Candidates Meeting with CEO
- March 24 – March 28: Preparation
- March 29 – April 5: Campaigning
- March 30: All-Candidates Forum in UC Courtyard
- April 3 – April 5: Voting

**BIFRT** the All-Candidates Package used in the Winter 2017 General Election be amended with the abovementioned dates and be approved as amended for use in the By-Election.

**BIFRT** the Board of Directors hold a meeting on April 12, 2017 at 6:00pm to ratify the results of the By-Election.

**Moved:** Aidan Paskinov

**Seconded:** Lindsey Fletcher

**Motion carried as amended.**

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## Agenda #16

### 16.0 Call to Order

#### 16.1.Land Acknowledgement

#### 16.2.Adoption of the Agenda

- 16.2.1. Motion to Approve the Agenda

#### 16.3.Business

- 16.3.1. (Action) By-Election
- 16.3.2. (Action) Elections Timeline
- 16.3.3. (Info) (In-camera) C&CA Leave

#### 16.4.New Business

#### 16.5.Announcements

#### 16.6.Adjournment

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## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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### 16.0 Call to Order

Called to order at 9:04 am

#### 16.1.Land Acknowledgement

Land Acknowledgement given by Aidan Paskinov.

#### 16.2.Adoption of the Agenda

16.2.1. Motion to Approve the Agenda

**Motion:** To approve the agenda

**Moved:** Lindsey Fletcher      **Seconded:** Nick Kowaleski

**Motion:** To add 16.3.3. (In-camera) (Info) C&CA Leave

**Moved:** Ryan Shoot      **Seconded:** Lindsey Fletcher

**Amendment carried.**

**Motion carried.**

### 16.3.Business

16.3.1. (Action) By-Election

**Motion: BIRT** the Board of Directors amend Bylaw 2, Section 2.2.4 to read:

“Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.”

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**BIFRT** the Board of Directors amend CSA Bylaw 2, Section 2.2.5 to read:

“should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election ~~in the fall semester~~, the CSA Board shall use an appointment process to fill the At-Large Representative vacancies where the following requirements must be met.”

**Moved:** Aidan Paskinov

**Seconded:** Lindsey Fletcher

## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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Nicholas: Why are we striking “in the Fall semester”? What that will allow us to do is appoint people to the board without having a Fall by-election...?

Lindsey: Takes off the restriction of when we can hold a by-election. Speaking to the exec, they said it would be in our best interest.

Nicholas: That last point speaks to allowing us to appoint people to the board without an election which in the past we have only done after the by-election.

Spencer: There is a part in the bylaws that says if you are under three execs there is a process where you can move forward to get another one. For that reason, since we have 3 commissioners, I don't think we should move forward with any of these motions. Also we have worked with 3 of 5 commissioners before. Also, are we hiring a PTM or GM?

**Motion:** To call the question

**Moved:** Aidan Paskinov      **Seconded:** Lindsey Fletcher

**Motion fails.**

Natalie; Something important to keep in mind as to why we are doing this right now is that, usually – yes, we would run with 3 of 5 execs but because we've switched to a hierarchal model, we are missing the guy at the top. Bylaws are not meant to be in place for situations like this

Olivia: I want to speak to what Spencer brought up. If there are less than 3, this automatically kicks in. I am worried we are doing this situationally...this feels very reactionary which I understand but I am hesitant as to what this might mean in the future. While we do need a president, in the future this applies to all exec and if we didn't get another exec we could use this process. Especially in this part of the semester when people are working on exams... worried we won't get voter turn out and applicants. Also concerned about the third section because it does sound like you could have appointments without any by-election.

Elizabeth: Just to clarify... what is the timeframe?

Ryan: Nominations open today. Candidates meeting 24<sup>th</sup>. The timeline is the following motion / next agenda item.

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Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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Elizabeth: I understand that we need to fill this position but I think this is a bit rash and I don't know how effective it will be to have students try to elect someone before exams

Emily: As someone who was elected in by-election in the fall, it was very hard coming in to the position half way through and we saw the effect it had on the execs who were brought-in in May. Missing *any* execs really hurts all of the executives. I am very in favour of this. I think we need everyone on board going forward.

Aidan: Many are speaking to the larger issue of us constantly amending bylaws but we have seen it this year... We passed the bylaw restructure but the bylaws have not been amended to match the restructure because we do not have a PTM... so we are passing all these bylaws to repair the ship. When we have the new PTM, we can get a new ship but the current bylaws speak to have 5 execs and not a presidential hierarchal structure. This needs to go forward. I am in favour.

Lindsey: To the 2<sup>nd</sup> and 3<sup>rd</sup> point, we were trying to be more flexible with when the by-election will be held. It does not say that we cannot hold a 2<sup>nd</sup> one in the Fall because there are first years that are coming in who may want to run. It just adds the flexibility to hold it at any point in time. We always have another.

Spencer: To do with the last point, I am part of the UC board as well. There is a recommendation to move to voting structure. I think the 3<sup>rd</sup> point may interfere with the other policy. This might not be in sync with other policies on campus. I think we should align with the UC in that way. I think it is important to note that the CSA has worked as a non-hierarchal structure for decades and I don't think the CSA will fall apart with the new structure. This is not something real yet. I think that is belittling the VPs.

**Motion:** To amend the motion to read:

**BIRT** the Board of Directors amend Bylaw 2, Section 2.2.4 to read:

“Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim **by a vote of the CSA Board of Directors.**”

**BIFRT** the Board of Directors amend CSA Bylaw 1, Section 3.8.2, to read:

## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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““At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA Fall By-Election, and if needed through an appointment process as laid out in Bylaw 2 – Electoral, and in accordance with all CSA Bylaws and Policies.”

**BIFRT** the Board of Directors amend CSA Bylaw 2, Section 2.2.5 to read: “should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall use an appointment process to fill the At-Large Representative vacancies where the following requirements must be met.”

**Moved:** Nicholas Kowaleski **Seconded:** Natalie Chow

Lindsey: To me this sounds like the CSA Board of Directors are the only ones allowed to vote in the by-election.

Nicholas: We are opening it up to not have a specific date, it can just be held whenever, so I think we should say the Board must vote for when to have the by-election.

Ryan: No, you're wrong. Because the Board of Directors still has to vote on the All Candidates Package.

**Motion:** Call the question

**Moved:** Jay Rojas

**Seconded:** Lindsey Fletcher

**Motion carried.**

**Amendment fails.**

Natalie: Point of Information - I am not understanding what people are saying that we can have a fill by appointment before the by-election.

Lindsey: I think what they're saying is that they want to have a by-election in the fall semester as well, prior to appointments because they want to give any incoming students an opportunity to be elected. Which, to clarify again, it doesn't restrict us from holding another one in the fall, it just allows us to hold one now or in any semester or more than once to fill the seats to have a solid full board.

## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom

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Spencer: I think the things we are trying to pass right now might have implications in bylaw and policy that we haven't reviewed and maybe we aren't patching up a sinking ship but drilling holes.

Jay: We are a sinking ship. Have been for 2-3 years which is why we are moving to a hierarchal structure. The reason we have a hierarchy is to ensure that if we are missing a commissioner at this time, the responsibilities are not dissipated or ignored but will be delegated between other execs, PTM or GM. I am in favour of this motion and hope other directors are as well. Having a board without this position for 6-7 months is not ideal. I have been in this position for 2-3 months and feel like I have accomplished nothing. The summer is the perfect time to prep, especially for upcoming Town Halls, AGM etc.

**Motion:** To call the question

**Moved:** Lacy Droste

**Seconded:** Lindsey Fletcher

**Motion carried.**

**Motion carried.**

**Spencer McGregor, Olivia Boonstra, Spencer McGregor and Elizabeth Cyr abstain.**

### 16.3.2. (Action) Elections Timeline

**Motion: BIRT** the Central Student Association hold a By-Election to fill the executive position of President and the vacant Director positions prior to April 30th, 2017.

**BIFRT** the CSA adopt the following timeline for the By-Election:

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## Minutes #16

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom



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**BIFRT** the Board of Directors hold a meeting on April 12, 2017 at 6:00pm to ratify the results of the By-Election.

**Moved:** Aidan Paskinov

**Seconded:** Lindsey Fletcher

Lindsey: In following the previous motion passed, we are hoping to pass this timeline. Have talked to the CEO and AEO and they have said this timeline will work for them.

Courtney: Is this the same amount of timeline used in previous elections?

Lindsey: It is slightly shorter in order to allow students to not have to campaign during exams

**Motion:** To amend campaign period to extend until April 5

**Moved:** Nicholas Kowaleski **Seconded:** Spencer McGregor

Nicholas: At the CSA, our precedence has been to allow campaigning to continue during voting to get quorum.

**Amendment carried.**

**Motion carried.**

### 16.4.New Business

#### 16.4.1. (Info) (in-camera) C&CA Leave

### 16.5. Announcements

### 16.6. Adjournment

**Motion:** To adjourn

**Moved:** Lindsey Fletcher

**Seconded:** Courtney Tait

**Motion carried.**

Meeting adjourned at 9:30 a.m.

**Minutes #16**

Emergency Board of Directors Meeting  
March 20, 2017 @ 9:00am – CSA Boardroom



Approved by the Board of Directors on	Date:	_____
Signed _____ Ryan Shoot Interim Chair, March 20 <sup>th</sup> , 2017	Date:	_____
Signed _____ Emily Vance External Affairs, 2016-2017	Date:	_____

## Executive Updates #17

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
519-824-4120 ext. 54408  
csaadmin@uoguelph.ca

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Hello Folks,

It feels like it was only just yesterday we met... oh wait, our reports are due on Thursday, we did meet yesterday. If you have any questions or concerns please reach out to me via email, phone.

### Health and Dental

- We have put forward an ask to Charlotte Yates for support in the Feeling Better Now Program for the next four years.
- Sierra Harris and I will be meeting with Charlotte on April 19<sup>th</sup>.

### Student Space

- UC Board
  - o UC Board applications have closed.
  - o Final Board meeting of the year April 4<sup>th</sup>.
  - o Renovations have begun on the new student lounge in UC 103
    - It is very loud in our offices; noise should be done by mid April.
  - o Clubs with offices have moved out. We are now working with sustainability and move out madness to find new homes for all of the furniture.
- Student Space Initiative
  - o No response on application as of yet.

### Student Employment

- Staff training was very successful on April 1<sup>st</sup>, with all of our new staff attending!

### Committee Work

- Finance Committee
  - o The budget, along with a motion to approve the budget is in the board package.
  - o Another motion to hold the entertainment fees which were not spent this year is in the agenda as well.
- Compulsory Fees Committee
  - o Concluded for the year.

## Executive Updates #16

Emily Vance – External Affairs Commissioner  
Central Student Association  
Office: UC 248A  
519-824-4120 ext. 58328  
[csaext@uoguelph.ca](mailto:csaext@uoguelph.ca)



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Hey friends!

It's hard to believe the 2016-2017 academic year is almost done. The last 5 months have been very challenging, but also an amazing learning opportunity. I'm excited to take everything I've learned and apply it in my new role as your first VP Student Experience for the 2017-2018 academic year.

If you ever have any questions, concerns, queries, or feedback for me, never hesitate to stop by my office, or email me to set up a meeting to chat.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.12 – External Affairs Commissioner.**

### Service Update

- Meal Exchange
- SafeWalk
  - SafeWalk volunteers participated in a team building escape room this week (special thanks and shout out to Captain of CASU, Jack Fisher)

### Committees/Working Groups

- Club Space Working Group
  - Next meeting: Thursday, April 6th
- Human Rights Advisory Group
  - March 30<sup>th</sup> meeting cancelled
  - Next meeting: April 5<sup>th</sup> to go over Fact Finder applications
- Advisory Committee on Student Mental Health and Well-being
  - Reviewed Queen's report on how they have been tackling their mental health challenges on campus
    - They created a task force report, identified timelines, tracked their progress on specific action items, list of who was accountable to each action item
    - Looking to create a similar implementation plan with action items in this committee

## Executive Updates #16

Emily Vance – External Affairs Commissioner  
Central Student Association  
Office: UC 248A  
519-824-4120 ext. 58328  
[csaext@uoguelph.ca](mailto:csaext@uoguelph.ca)



- 
- Creation of a communication committee to meet during the summer to discuss how resources and outreach should be communicated to our student body. If you have any input about this, please email me or come chat!
  - Met Dr. M. Drausz to discuss the increase in mental health challenges on university campuses, and in Canada in general
  - Discussed the importance of online resources, structural discrimination in mental health resources, and the need for a paradigm shift in how resources are distributed
  - Office Migration Steering Committee
    - Access to Zimba to be turned off April 30<sup>th</sup>
    - Email migration to take place June 17<sup>th</sup>
  - Sexual Violence Debrief Sub-Committee
    - Next meeting: Wednesday, April 5<sup>th</sup>
  -

### Other Initiatives

- Winter Pride 2017
  - Events have concluded. All collaborators will be meeting to discuss what worked, what didn't work, and how we can improve and expand Winter Pride in future years
- Slut Walk Guelph 2017
  - Took place on April 2<sup>nd</sup>
  - Started at St. Georges Square, walked around downtown, and returned to the Square
  - Had speakers from various Guelph resources, crisis lines, faculty, and V-Day representative, Ray Schenk
  - Amazing event! Great turn out, even better weather!
- Referendum question
  - Will be emailing SSGs and PSOs to see about partnerships with this in the upcoming year
- Event Planner Training
  - Attended Orientation Week Event Planner training last week

## Executive Updates #17

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

[csalocal@uoguelph.ca](mailto:csalocal@uoguelph.ca)

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Hello Directors,

Well, here we are at the end of our term. I am humbled to have had the opportunity to serve you and our students as your Local Affairs Commissioner these past 5 months. I hope that some of you would continue to keep in contact, as some of you did add value to my life.

I wish you all the best in your endeavours. As for those returning to the Board of Directors next year, may you continue to serve our student body with honesty, trust, and respect.

All the best,  
Jay

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.14 – Local Affairs Commissioner.**

### 1. Tenancy

- Move Out Madness: April 10 to April 24, 2017 in UC Courtyard
  - Stuff Swap
  - Bulky items
  - Food Drive
  - Electronic Waste

### 2. Transportation

- Guelph Transit Service Changes effective September 3, 2017

### 3. Municipal

- City provides free inspection of rental housing to all Guelph residents
  - To ensure they are safe and registered – open to students
  - <http://guelph.ca/tenants>

### 4. Committees

- Sexual Violence Committee (SVC)
  - No Update
- Males Against Violence Against Women (MAVAW)
  - No Update
- Town & Gown Committee (T&G)
  - No Update

## Executive Updates #17

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

[csalocal@uoguelph.ca](mailto:csalocal@uoguelph.ca)

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- Athletics Advisory Committee (AAC)
  - Had our last meeting of the semester on March 22, 2017.
- Student Wellness Advisory Group
  - No Update
- I Am A Gryphon Working Group
  - No Update
- 1 in 5 Working Group
  - No Update
- Alcohol and Substance Abuse Committee
  - No Update
- Student Executive Council
  - No Update

### 5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
- CSA Foodbank, 620 Gordon Street, Guelph
  - FoodBank Cooking Class (by donation)
    - April 7 at 5PM

### 6. Events

- No update

### 7. Extracurricular Involvement

- Volunteer, Wellness Education Centre, On going
- Volunteer, University of Guelph Ambassador, On going

## **PDR Committee**

March 29<sup>th</sup> 2017

*In Attendance: Ryan Bowes, Beth Whan, Ryan Shoot,  
Lindsey Fletcher*

*In Regrets:*

*Scribe:*

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FootNotes: 370, 100, 100, (look into setting precedent)= 200

ISA: 400, 250, 100, 100= 200

Young Careers: 350, 50, 0, 199= 150

**Motion: Toxicology Symposium receive \$300.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: Global Youth Network receive \$200.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: SLUT Walk receive \$500.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: OAC Graduate students baseball game receive \$0.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: Turban Up by the Sikh Student Association receive \$500.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: Guelph Students for Ethical Treatment of Animals receive \$ 300.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: Footnotes receive \$200.**

**Moved: Ryan Shoot                      Seconded: Lindsey Fletcher**

**Motion carried.**



**PDR Committee**

March 29<sup>th</sup> 2017



**Motion: Indian Student Association formal receive \$200.**

**Moved: Ryan Shoot**

**Seconded: Lindsey Fletcher**

**Motion carried.**

**Motion: Young Careers receive \$150.**

**Moved: Ryan Shoot**

**Seconded: Lindsey Fletcher**

**Motion carried.**

## Finance Committee - Minutes x

March 28<sup>th</sup> 2017 @1:00 pm

*In Attendance: Mohamed Ahmed, Michaela Spencer,  
Ryan Bowers, Ryan Shoot, Lee Anne Clarke*

*In Regrets:*

*Scribe: Ryan Shoot*

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### Agenda

Welcome

2017- 2018 Operating Budget Presentation (Lee Anne Clarke)

Ryan B: How does the 3% increase work?

Ryan S: Our board is able to vote to increase our fees by 3% at any point in time just the same as any PSO.

Mohamed: Where does the buffer go if not used?

LA: it will move into accumulated surplus.

Mohamed: Why is the promotional swag a separate line?

LA: it is a control and allowed for it to be visible where the SWAG is going to be spent from.

1:22 pm Ryan Bowes leaves

Motion: To recommend carrying the net revenues at year end from the Films and Live Entertainment budgets to be put into a reserve for future years events.

Motion: Ryan      Second: Mohamed

**Motion Carried.**

**Motion:** To support the 2017- 2018 Operating Budget to the Central Student Association Board of Directors

**Moved:** Mohamed

**Seconded:** Michaela

**Motion carried.**

Adjournment

Move: Mohamed

Seconded: Michaela

# Central Student Association

*DRAFT*

## OPERATING BUDGET

**2017 - 2018**

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Bike Centre	15
Meal Exchange	16
SafeWalk	17
Student Help & Advocacy Centre	18
 FoodBank <i>(Restricted fee, information only)</i>	 19

Recommended Forward by Finance Committee March 28, 2017

Served as Notice of Motion March 29, 2017

Approved on \_\_\_\_\_

# Comments & General Overview of the 2017-2018 Budget

This budget has been set in consultation with primary budget holders and the Business Manager, and has been reviewed in its entirety by the Finances & Operations Commissioner and the Executive Committee. On March 28, 2017, the Finance Committee reviewed and recommended forward the proposed budget for 2017-2018.

The Consumer Price Index (CPI) annual average for Ontario (2015) of 1.2% has been applied to all wage expenditure lines relating to Executive and part time contract student staff wages. The minimum wage rate will increase to \$11.60 per hour in October 2017. Permanent and renewable full time contract staff receive the current CPI annual average for Ontario (2016) of 1.8%. *[Of note, in 2018-19 Executive and part time student staff will receive the CPI rate of 1.8%. Permanent and renewable staff will receive the most current CPI annual average when announced in January 2018.]*

Enrollment is not expected to increase notably in 2017-2018.

Anticipated Student Fee revenues are based upon actual receipts from the previous fiscal year and adjusted by the current CPI rate of 1.8%.

Administration, Bullring and Promotional Services budgets are expected to generate revenue to offset those budgets reliant on student fee revenue.

Funds received from the 'Entertainment Fee' have been proportionately allocated per the original referenda question of 1976. All Entertainment Fee related budgets vary significantly from year to year, depending on the number of bands, venue choice, ticket subsidies and co-partnerships.

Most changes to the proposed budget are based on "actual" spending or revenue patterns from the current budget year that are expected to continue on into the next fiscal year. We do have past years' trends and history to help us understand any significant variances and make a determination as to whether they are one-time occurrences or an actual change to operations.

The 2017-18 budget reflects the recent structural changes to the organization which reduced the number of executive from 5 to 4. Funding is now available to support the reinstatement of the Policy & Transition Manager position, increasing the number of full time permanent/renewable staff to 8.

Additionally, a number of previously underfunded budget lines have been restored, partially or in full, to previous funding levels. Underutilized budget lines have been amalgamated with other similarly purposed lines.

Pg	Portfolio	Budget Line	Recorded As		Rationale
			Revenue	Expense	
5	Administration	83200 Wages		\$ 284,493.00	Increase of \$44,300. Wages paid through this line include the President, HR Manager, Policy & Transition Manager, Office Manager, Business Manager, FT & PT Bookkeeper, FT Summer Office Assistant, 2 PT Front Office Assistants.
5	Administration	93550 Purchase of Equipment		\$ 6,000.00	Funding increased to prior levels. Increase of \$2,000 necessary to address aging equipment
5	Administration	83660 Software/Licensing		\$ 6,000.00	Funding increased by \$3,000 to secure the benefits of GryphLife
7	Council	23225 Grants-CSA FoodBank		\$ 1,700.00	Due to the successful FoodBank referendum, CSA funding, previously necessary to address budgetary shortfalls, has been reduced from \$3,330
7	Council	23500 Board Training/Apprec		\$ 7,500.00	Increased funding of \$1,500 to provide additional training and support to members of the board
13	Student Experience	27453/54/55 Programming		\$ 5,500.00	Increase of \$4,000 over previous levels of funding specific to student engagement and support (stress busters)
16	Meal	62101	\$ 6,900.00		Increase of \$700 to support the revived growth of Trick or Eat

## STUDENT FEE & REVENUE SUMMARY 2017-2018

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 37,000.00	\$ -	\$ -	\$ 37,000.00
Administration (President)	\$ 305,000.00	\$ 22,000.00	\$ 119,200.00	\$ 446,200.00
Bullring	\$ -	\$ 10,500.00	\$ 710,000.00	\$ 720,500.00
Council	\$ 58,000.00	\$ 8,484.00	\$ 60,000.00	\$ 126,484.00
External	\$ 39,300.00	\$ -	\$ -	\$ 39,300.00
Films	\$ -	\$ 19,700.00	\$ 2,500.00	\$ 22,200.00
Live Entertainment		\$ 63,400.00	\$ 45,000.00	\$ 108,400.00
Local Affairs (Merged into External)	\$ -	\$ -	\$ -	\$ -
Programmer	\$ 48,800.00		\$ 23,850.00	\$ 72,650.00
Promotion Service (incls Campaign Coord)	\$ 32,800.00	\$ -	\$ 15,900.00	\$ 48,700.00
Student Experience (formerly Communications)	\$ 43,500.00	\$ 5,500.00	\$ 3,350.00	\$ 52,350.00
<b>Service Programme Summary</b>				(see below)
Bike Centre	\$ 17,000.00	\$ -	\$ 1,200.00	\$ 18,200.00
Meal Exchange	\$ 15,900.00	\$ 6,900.00	\$ 1,500.00	\$ 24,300.00
SafeWalk	\$ 7,200.00	\$ -	\$ 8,000.00	\$ 15,200.00
Student Help & Advocacy Centre	\$ 35,500.00	\$ 3,300.00	\$ 3,000.00	\$ 41,800.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 640,000.00</b>	<b>\$ 139,784.00</b>	<b>\$ 993,500.00</b>	<b>\$ 1,773,284.00</b>
<b>TOTAL Anticipated Fees</b>	<b>\$ 640,000.00</b>	<b>\$ 140,000.00</b>		

Difference \$ -

<b>RESTRICTED FEES</b>	Actual	Receivable	Anticipated	~ Available
Not part of CSA Operating Budget	Feb 28/17	(Payable)	17-18 Fees/Rev	Revenue 17-18
Affordable Housing	\$ 87,685.88	\$ -	\$ 44,385.00	\$ 132,070.88
Bus Pass			\$ 5,155,900.00	\$ 5,155,900.00
Late Night Service Reserve	\$ 43,059.54	\$ (4,500.00)		\$ 38,559.54
Cannon - CSA Portion of Surplus	\$ 18,776.00	\$ (9,945.00)		\$ 8,831.00
Dental Plan			\$ 1,748,110.00	\$ 1,748,110.00
Dental Plan Reserve	\$ 359,121.42	\$ (101,000.00)		\$ 258,121.42
Food Bank	\$ -		\$ 93,000.00	\$ 93,000.00
Food Bank Reserve	\$ 28,254.00			\$ 28,254.00
Health Plan			\$ 3,170,200.00	\$ 3,170,200.00
Health Plan Reserve	\$ 342,070.60	\$ (52,000.00)		\$ 290,070.60
Compassionate Health Bursary	\$ -	\$ (15,000.00)		\$ (15,000.00)
Menstrual Hygiene Products	\$ -	\$ -	\$ 33,000.00	\$ 33,000.00

## ENTERTAINMENT ~ MEDIA FEE

\*\* Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%

Distribution		2016-2017		2017-2018		
		Fee Charged Per Student	36860	Fee Charged Per Student	36860	
			~Total 3 Semesters		~Total 3 Semesters	
CFRU - Media	20%	\$ 1.25	\$ 46,075.00	\$ 1.27	\$ 46,812.20	
Ontario - Media	20%	\$ 1.25	\$ 46,075.00	\$ 1.27	\$ 46,812.20	
CSA - Concerts/Speakers	40%	\$ 2.48	\$ 91,412.80	} CSA = \$3.79	\$ 2.53	\$ 93,255.80
CSA - Films	10%	\$ 0.62	\$ 22,853.20		\$ 0.63	\$ 23,221.80
CSA - Cross Campus Events	10%	\$ 0.62	\$ 22,853.20		\$ 0.63	\$ 23,221.80
<b>TOTALS</b>	<b>100%</b>	<b>\$ 6.22</b>	<b>\$ 137,119.20</b>	<b>\$ 6.33</b>	<b>\$ 139,699.40</b>	

### CSA Entertainment Fee

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>CONCERTS</b>					
Live Ent - Concerts	\$ 22,700.00	\$ 20,000.00	\$ 27,000.00	\$ 27,800.00	\$ 28,400.00
Live Ent - Free Concerts	\$ 14,000.00	\$ 22,000.00	\$ 25,000.00	\$ 22,500.00	\$ 23,000.00
Live Ent - Speakers	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00
Human Rights/SHAC - Speakers	\$ 4,900.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00	\$ 3,300.00
Bullring Entertainment	\$ 10,000.00	\$ 13,000.00	\$ 7,300.00	\$ 10,500.00	\$ 10,500.00
Coordination Expenses	\$ 14,500.00	\$ 15,000.00	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00
TOTAL	\$ 76,100.00	\$ 83,800.00	\$ 88,800.00	\$ 91,800.00	\$ 92,200.00
ENTERTAINMENT FEE	\$ 83,600.00	\$ 85,084.00	\$ 89,537.50	\$ 91,400.00	\$ 93,255.80
<i>Over (Under)</i>	\$ (7,500.00)	\$ (1,284.00)	\$ (737.50)	\$ 400.00	\$ (1,055.80)
<b>FILMS</b>					
Free Film Series	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00
Film Cost Subsidy	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00
Coordination Expenses	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 21,850.00	\$ 21,850.00	\$ 22,050.00	\$ 22,850.00	\$ 23,200.00
ENTERTAINMENT FEE	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80
<i>Over (Under)</i>	\$ 850.00	\$ 490.00	\$ (62.50)	\$ -	\$ (21.80)
<b>CAMPUS WIDE EVENTS</b>					
College Royal	\$ 6,084.00	\$ 6,145.00	\$ 6,293.00	\$ 6,369.00	\$ 6,484.00
Cultural Entertainment Events (PDR)	\$ 2,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Fall Orientation Event (Communications)	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00	\$ 5,500.00
Meal Exchange Trick or Eat	\$ 9,000.00	\$ 8,000.00	\$ 7,600.00	\$ 6,200.00	\$ 6,900.00
Coordination Expenses	\$ 3,166.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 23,750.00	\$ 21,895.00	\$ 22,143.00	\$ 22,569.00	\$ 24,384.00
ENTERTAINMENT FEE	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80
<i>Over (Under)</i>	\$ 2,750.00	\$ 535.00	\$ 30.50	\$ (281.00)	\$ 1,162.20
<b>ACCUMULATED TOTALS</b>					
Budget Total	\$ 121,700.00	\$ 127,545.00	\$ 132,993.00	\$ 137,219.00	\$ 139,784.00
Anticipated Entertainment Fee Total	\$ 125,600.00	\$ 128,000.00	\$ 133,762.50	\$ 137,200.00	\$ 140,000.00
<i>(Remaining to Spend)</i>	\$ (3,900.00)	\$ (455.00)	\$ (769.50)	\$ 19.00	\$ (216.00)

Note: Coordination Expenses total \$22,000.00 The corresponding Entertainment Student Fee is found in the Administration Budget

## ACADEMIC: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
24100	CSA Student Fees	36,650	36,650	37,000
27120	Student Health Plan Reserve Support - Memorial	796	800	-
27140	Bullring Promotional Support - Artwork	500	500	-
	<b>TOTAL REVENUE</b>	<b>37,946</b>	<b>37,950</b>	<b>37,000</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ) *	30,848	30,848	31,220
24220	Employee Benefits *	3,616	3,616	3,885
24450	Campaigns	102	400	600
24451	Student Artwork @ Bullring	1,091	1,000	-
24452	Student Memorial Tree Service	795	800	-
24453	Teaching Excellence Award	28	286	360
24454	Academic Advocacy Work	-	200	-
24600	Advertising & Promotion	221	300	450
24800	Supplies	14	-	100
24870	Photocopying	133	500	385
	<b>TOTAL EXPENSES</b>	<b>36,848</b>	<b>37,950</b>	<b>37,000</b>
	<b>Net Revenue</b>	<b>1,098</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

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## ADMINISTRATION (President): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	Estimate YE	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>					
82100	Student Fees	274,009	280,000	241,185	305,000
82101	Entertainment Student Fee (General Coordination)	22,282	24,800	22,000	22,000
82200	Dental Plan - Admin Fee from Plan	11,000	11,000	11,000	11,000
82300	Health Plan - Admin Fee from Plan	14,000	14,000	14,000	14,000
82600	Other Income - Bullring Admin Fee/ATM/Vending	28,745	52,000	52,000	52,500
82620	Pro Ink - Net	1,063	550	750	600
82870	Black & White Photocopy Income	8,764	11,000	11,000	11,000
82875	Colour Photocopy Income	10,916	13,500	14,000	14,000
82910	Bus Pass - Net *	2,400	4,000	4,000	4,000
82920	Interest Earned	7,823	12,000	14,200	12,100
	<b>TOTAL REVENUE</b>	<b>381,002</b>	<b>422,850</b>	<b>384,135</b>	<b>446,200</b>
<b>Expenditure</b>					
83200	Salaries/Wages (includes RSP benefit)	176,404	210,000	240,100	284,493
83210	Student Risk Management	(790)	590	590	600
83220	Employee Benefits	18,110	22,000	28,788	30,652
83240	Employer Health Tax Premium	5,415	5,415	5,900	5,600
83380	Professional Fees (Audit/Legal/HR))	30,257	33,000	24,000	25,000
83382	Misc. CFS Litigation Expenses	245	550	500	700
83383	HR Litigation	13,000	13,000	-	-
83390	Travel (Business Office mileage, guest parking)	23	200	400	400
83440	Temporary Wages	21,587	24,000	6,000	8,000
83500	Staff Appreciation (incl coffee/water, mtg food)	1,183	1,800	1,200	2,300
83501	Staff Training (incl WSIB) & Transition	2,400	5,400	6,000	7,000
83520	Club Expenses	8,312	10,200	10,850	11,450
83550	Purchase of Equipment	2,162	4,000	4,000	6,000
83600	Advertising & Promotion	1,235	1,500	1,500	3,000
83610	Promotional Swag	-	-	-	3,500
83660	Software/Licensing/Hosting (CSAONLINE/GryphLife)	1,732	5,800	2,600	6,000
83700	University Services (lock/keys/minor repairs)	898	950	390	450
83701	Leasehold Improvements to CSA Main Office	185,000	200,000	-	-
83800	Office Supplies (includes postage chrgs)	5,351	6,100	6,000	6,300
83820	Telephone and Long Distance (all lines, except Bullring)	10,658	13,200	14,000	13,500
83850	Maintenance & Repair	1,302	2,000	2,000	2,000
83870	Photocopier Expense	16,472	22,200	22,200	22,400
83900	Bank Charges	383	417	417	455
83930	Insurance	6,360	6,360	6,700	6,400
	<b>TOTAL EXPENSES</b>	<b>507,699</b>	<b>588,682</b>	<b>384,135</b>	<b>446,200</b>
	<b>Net Revenue (Loss)</b>	<b>(126,697)</b>	<b>(165,832)</b>	<b>-</b>	<b>0</b>

**Wages Include**

- 83200 President, HR Manager, Office Manager, Policy & Transition Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, FT Summer Front Office Assistant, PT Front Office Assistants (2)
- 83850 Tech Support paid through this line



## BULLRING: Budget 2017-2018

Account No.	Account Name	Actual YE 2016	Last Feb YTD	YTD Feb 28/17	Estimated YE	BUDGET 17-18
<b>Revenue</b>						
92101	Entertainment Student Fee	7,800	7,800	10,500	10,500	10,500
92425	Beverage Sales - Gross Margin	97,088	82,948	70,466	77,000	81,500
92465	Food Sales - Gross Margin	595,359	440,453	480,529	635,500	619,000
92490	Miscellaneous Income (less register/over)	11,766	11,147	8,931	9,300	9,500
	<b>TOTAL REVENUE</b>	<b>712,013</b>	<b>542,348</b>	<b>570,426</b>	<b>732,300</b>	<b>720,500</b>
<b>Expenditure</b>						
93200	Managerial Salaries (incls RSP benefit)	60,578	52,817	59,912	76,800	118,860
93210	Hourly Wages	352,409	261,466	226,886	285,000	262,000
93220	Managerial Benefits	6,415	5,727	7,689	10,000	13,460
93225	Hourly Staff Benefits	33,722	25,871	21,931	27,000	23,000
93240	Employer Health Tax (Taxation Yr)	3,917	3,918	3,881	3,881	4,020
93250	Staff Safety Training	1,328	1,328	504	504	2,000
93280	Staff Appreciation/Uniform	4,406	3,567	2,667	4,500	6,000
93290	Staff Meals	14,000	11,100	12,920	16,340	17,100
93380	Administrative Fee to CSA Operating	40,500	20,250	20,250	40,500	41,200
93390	Travel/Mileage	383	347	47	150	500
93400	Entertainment Costs	8,245	5,944	7,599	8,900	10,500
93550	Purchase of Equipment/Furniture	4,643	4,643	1,088	3,500	5,000
93560	Lease of Equipment	1,312	990	1,170	1,408	1,600
93580	Maintenance of Equipment	7,092	6,634	5,393	5,800	7,500
93590	Maintenance of Front House	2,343	2,343	1,119	4,100	3,000
93600	Advertising & Promotion	9,873	6,312	4,632	10,000	7,500
93660	Memberships & Licenses	198	198	206	206	800
93700	University Services	26,560	32,656	1,093	1,500	10,000
93720	University Space Costs	21,210	17,655	17,259	20,710	22,000
93730	Express Card Commission/LCR Rental	61,564	43,332	43,625	62,000	63,000
93750	University Loan Repayment	15,143	15,185	0	0	0
93800	Supplies (incls replacement flatware)	23,376	19,663	14,957	18,500	21,500
93810	Janitorial Supplies	5,307	4,208	4,158	5,600	6,200
93815	Janitorial Services	7,549	5,863	6,282	7,700	8,500
93820	Telephone and Internet	750	750	750	750	1,750
93870	Photocopying	64	58	15	30	110
93930	Insurance	4,228	4,228	4,273	4,273	4,400
93950	Contingency/Capital Reserve	0	0	0	30,000	59,000
	<b>TOTAL EXPENSES</b>	<b>717,115</b>	<b>557,053</b>	<b>470,306</b>	<b>649,652</b>	<b>720,500</b>
	<b>Net Revenue</b>	<b>-5,102</b>	<b>-14,705</b>	<b>100,120</b>	<b>82,648</b>	<b>0</b>

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## COUNCIL: Budget 2017-2018

Account No	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
22100	CSA Student Fees	57,530	57,530	58,000
22101	Entertainment Fee (see below *)	8,369	8,369	8,484
22560	Survival Guide Revenue	55,872	60,000	60,000
	<b>TOTAL REVENUE</b>	<b>121,771</b>	<b>125,899</b>	<b>126,484</b>
<b>Expenditure</b>				
<b>PDR Committee Motion Required</b>				
23120	Grants - Summer	670	700	700
23200	Grants - Fall	4,385	4,500	4,500
23220	Grants - Winter	4,825	8,500	8,500
23221	Grants - Cultural/CrossCampus *	500	2,000	2,000
<b>CSA Executive Motion Required</b>				
23390	Travel & Conferences: CSA Staff	-	500	1,250
23391	Travel & Conference: CFS/CFS-O	861	2,500	1,500
23392	Travel & Conference: Student Leadership	276	1,000	1,000
23510	Executive Visioning/Training /Transition 50/50 split	1,212	2,500	2,500
23515	Executive Discretionary Fund	762	2,300	2,500
23516	Equity	-	1,500	-
<b>President</b>				
23225	Grants - CSA FoodBank Support	3,330	3,330	1,700
23226	Grants - Move Out Madness	-	500	500
23228	Grants - College Royal *	6,369	6,369	6,484
23300	Elections	13,260	13,000	14,000
23440	Honoraria (Chair/Scribe/Committee Scribe)	2,614	3,500	3,200
23500	Board Training/Appreciation	4,048	6,000	7,500
23560	Survival Guide Expense	40,266	60,000	60,000
23750	General Members Meeting (Fall & Winter)	7,064	4,000	5,000
23800	Supplies	1	-	200
23870	Photocopying	1,041	1,000	1,250
23930	Director's Insurance	2,078	2,200	2,200
	<b>TOTAL EXPENSES</b>	<b>93,562</b>	<b>125,899</b>	<b>126,484</b>
	<b>Net Revenue</b>	<b>28,209</b>	<b>-</b>	<b>-</b>

Note: \* Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

Prepared Mar 27/17

Executive Committee/LAC

## EXTERNAL: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
25100	CSA Student Fees	37,865	37,865	39,300
25120	Solicitations	-	-	-
	<b>TOTAL REVENUE</b>	<b>37,865</b>	<b>37,865</b>	<b>39,300</b>
<b>Expenditure</b>				
25200	Salaries (Includes 3% Education/RSP)*	30,848	30,848	31,220
25220	Employee Benefits *	3,616	3,616	3,885
25450	Campaigns	788	1,600	2,500
25451	Campaigns: Equity	-	200	-
25600	Advertising & Promotion	13	500	700
25700	University Services (TSS/Physical Resources)	-	-	100
25800	Supplies	38	101	100
25870	Photocopying	134	1,000	795
	<b>TOTAL EXPENSES</b>	<b>35,437</b>	<b>37,865</b>	<b>39,300</b>
	<b>Net Revenue (Loss)</b>	<b>2,428</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

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EV/EC/LAC

## FILMS: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
42101	Entertainment Student Fees	19,350	19,350	19,700
42400	Door Receipts	909	3,500	2,500
	<b>TOTAL REVENUE</b>	<b>20,259</b>	<b>22,850</b>	<b>22,200</b>
<b>Expenditure</b>				
43210	Temporary Wages	-	300	300
43400	Film Rental	6,466	11,650	13,000
43550	Purchase of Equipment/Upgrades	3,555	4,000	5,400
43600	Advertising & Promotion	602	2,000	1,000
43660	Memberships/Domain renewal	-	30	30
43700	Facility Cost	-	1,000	-
43800	Supplies	78	1,000	200
43840	Freight & Shipping	140	670	300
43850	Maintenance of Film Equipment	1,359	1,000	1,000
43870	Photocopying	930	1,200	970
	<b>TOTAL EXPENSES</b>	<b>13,130</b>	<b>22,850</b>	<b>22,200</b>
	<b>Under (Over) Budget</b>	<b>7,129</b>	<b>-</b>	<b>-</b>

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## LIVE ENTERTAINMENT: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
32101	Entertainment Student Fees	62,300	62,300	63,400
32400	Tickets / Sales	30,914	45,000	45,000
32500	Partnership Support	8,885	-	-
	<b>TOTAL REVENUE</b>	<b>102,099</b>	<b>107,300</b>	<b>108,400</b>
<b>Expenditure</b>				
33210	Temporary Wages	-	2,800	3,000
33400	Performer Fees	35,500	42,000	42,000
33410	Performer Rider	702	2,500	2,500
33420	Setup & Sound	10,554	14,700	15,000
33550	Purchase of Equipment/Sound/Staging	1,134	6,000	3,900
33600	Advertising & Promotion	1,008	2,000	2,000
33700	Facility Costs	-	1,000	2,000
33720	Free Concert Programming	12,625	22,500	23,000
33730	Community Concert Programming (net loss)	1,000	1,000	2,000
33740	Speakers	-	12,000	12,000
33800	Supplies	400	300	500
33870	Photocopying	-	500	500
	<b>TOTAL EXPENSES</b>	<b>62,923</b>	<b>107,300</b>	<b>108,400</b>
	<b>Net Revenue (Loss)</b>	<b>39,176</b>	<b>-</b>	<b>-</b>

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## PROGRAMMER (General Entertainment): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
72100	Student Fees	48,545	48,545	48,800
72500	Courtyard Sales - Net	-	-	-
72600	Imaginus Sales - Net	23,883	23,000	23,850
	<b>TOTAL REVENUE</b>	<b>72,428</b>	<b>71,545</b>	<b>72,650</b>
<b>Expenditure</b>				
73200	Salaries (Includes 10% RSP benefit) *	64,730	64,730	65,892
73220	Employee Benefits *	6,315	6,315	6,198
73390	Travel & Conferences (Mileage Allowance)	-	500	500
73800	Supplies	-	-	60
	<b>TOTAL EXPENSES</b>	<b>71,045</b>	<b>71,545</b>	<b>72,650</b>
	<b>Under (Over) Budget</b>	<b>1,383</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

Prepared Mar 21/17  
JB/LAC

## PROMOTIONAL SERVICES: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
52100	Student Fees	32,400	32,400	32,800
52300	Graphic Design	225	1,000	500
52400	Postering - Net	5,624	6,800	6,800
52500	Large Format Service - Net	4,340	3,000	5,500
52600	Button Maker & Miscellaneous - Net	(260)	500	300
52700	Space Rentals - Kiosk & UC Banner	1,925	2,800	2,800
<b>TOTAL REVENUE</b>		<b>44,254</b>	<b>46,500</b>	<b>48,700</b>
<b>Expenditure</b>				
53200	Wages - Graphic Designer *	33,300	31,710	38,420
53210	Wages - Poster Runners	4,900	9,350	5,000
53220	Benefits - Graphic Designer *	4,500	4,291	4,660
53225	Benefits - Poster Runners (CPP, EI)	280	709	300
53600	Advertising & Promotion	28	100	100
53660	Memberships & Subscriptions	-	100	100
53800	Supplies	54	240	120
53870	Photocopying	-	-	-
<b>TOTAL EXPENSES</b>		<b>43,062</b>	<b>46,500</b>	<b>48,700</b>
<b>Net Revenue (Loss)</b>		<b>1,192</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

**Note:** The Promotional Service budget consists of all costs and revenues associated with the Large Format Printing/Design and Poster Run services. Staff who play a role in these services will be paid through this budget, which include the Graphic Designer and two Poster Runners (the Campaign & Services Support Coordinator position has been collapsed)

Revenue History	2015	2016	~ 2017
Graphic Design	\$ 125.00	\$ 1,000.00	\$ 250.00
Poster Service Net	\$ 8,552.00	\$ 7,070.00	\$ 6,800.00
Large Format Service Net	\$ 4,189.00	\$ 2,918.00	\$ 5,300.00
Space Rentals & Miscellaneous Sales	\$ 3,335.00	\$ 3,293.00	\$ 3,100.00
	<b>\$ 16,201.00</b>	<b>\$ 14,281.00</b>	<b>\$ 15,450.00</b>

Prepared Mar 17/17  
MMLAC

(Formerly Communications & CA)

## STUDENT EXPERIENCE: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
			<i>Communications &amp; CA</i>	<i>Student Experience</i>
<b>Revenue</b>				
27100	CSA Student Fees	42,035	42,035	43,500
27101	Entertainment Fee: Cross Campus (Orientation)	4,500	4,500	5,500
27120	Student Health Plan Reserve Support - Memorial	-		2,850
27140	Bullring Promotional Support - Artwork	-		500
	<b>TOTAL REVENUE</b>	<b>46,535</b>	<b>46,535</b>	<b>52,350</b>
<b>Expenditure</b>				
27200	Salaries (Includes 3% Education/RSP) *	30,848	30,848	31,220
27220	Employee Benefits *	3,616	3,616	3,885
27450	Orientation Programming	3,997	4,500	5,500
27451	Student Artwork @ Bullring	-		1,100
27452	Student Memorial Tree Service	-		2,850
27453	Summer Programming	-	-	500
27454	Fall Programming (includes Stressbusters)	-	-	2,500
27455	Winter Programming (includes Stressbusters)			2,500
27600	Advertising & Promotion	2,380	3,465	1,000
27610	Promotional Swag Material	3,003	3,500	-
27700	University Services	-	-	200
27800	Supplies	54	-	100
27870	Photocopying	571	606	995
	<b>TOTAL EXPENSES</b>	<b>44,469</b>	<b>46,535</b>	<b>52,350</b>
	<b>Net Revenue</b>	<b>2,066</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

**Notes**

Orientation Programming is specifically funded from the Entertainment Fee and should not be used to offset any other budget line within this portfolio

Prepared Mar 27/17  
RS/EC/LAC



**SERVICE PROGRAMMES: Specific Allocation of Funding**

Account Name	PROGRAMMES	Bike Centre	MEAL	SafeWalk	SHAC
<b>REVENUE</b>					
Student Fees 62100	75,600	17,000	15,900	7,200	35,500
Entertainment Student Fees 62101	10,200	-	6,900	-	3,300
Solicitations/SSF 62120	13,300	800	1,500	8,000	3,000
GSA Support 62130	-	-	-	-	-
Other Income from Sales 62400	400	400	-	-	-
Other Income from Partners 62600	-	-	-	-	-
	<b>99,500</b>	<b>18,200</b>	<b>24,300</b>	<b>15,200</b>	<b>41,800</b>
<b>EXPENDITURES</b>					
Co-ordinators/Temp Wages 63210	67,844	14,982	14,377	9,589	28,896
Employee Benefits 63220	3,850	892	800	566	1,592
Professional Fees (Legal Aid) 63380	5,000	-	-	-	5,000
Conference/Taxi/Van Rental 63390	4,200	-	2,700	1,500	-
Speaker Expenses 63400	3,000	-	-	-	3,000
Campaigns/Events/Workshops 63450	3,400	-	2,200	-	1,200
Volunteer Appreciation/Training 63500	4,600	900	1,500	1,500	700
Advertising & Promotion 63600	4,500	700	1,700	1,100	1,000
Memberships/Licenses 63660	600	-	600	-	-
University Services 63700	-	-	-	-	-
Supplies 63800	1,300	700	100	300	200
Telephone/Internet x 53200 63820	500	-	-	500	-
Photocopying 63870	706	26	323	145	212
	<b>99,500</b>	<b>18,200</b>	<b>24,300</b>	<b>15,200</b>	<b>41,800</b>

<b>BIKE CENTRE: Budget 2017-2018</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/17</b>	<b>BUDGET 16-17</b>	<b>BUDGET 17-18</b>
BIKE 62100	Student Fees	16,750	16,750	17,000
62120	Solicitations & Donations	971	800	800
62400	Sales - Net Income	472	400	400
	<b>TOTAL REVENUE</b>	<b>18,193</b>	<b>17,950</b>	<b>18,200</b>
<b>Expenditure</b>				
BIKE 63210	Co-ordinators Wages *	14,807	14,807	14,982
63220	Employee Benefits (CPP & EI) *	1,083	1,083	892
63500	Volunteer Appreciation	284	860	900
63600	Advertising	593	600	700
63800	Supplies	542	600	700
63870	Photocopying	3	-	26
	<b>TOTAL EXPENSES</b>	<b>17,312</b>	<b>17,950</b>	<b>18,200</b>
	<b>Under (Over) Budget</b>	<b>881</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

<b>Staff</b>					
	BC Coordinator - May 1 to April 30/18	12/10 hrs/wk	556 hrs total	\$	7,156.00
	Repair Coordinator - May 1 to Dec 1/17 + 40 W'18 Flex	7 hrs/wk	222 hrs total	\$	2,858.00
	Volunteer Coordinator - May 1 to Apr 6/18	7/10 hrs/wk	386 hrs total	\$	4,968.00
				\$	<u>14,982.00</u>

[Refer to job description for detailed flex/starts/stops]

Prepared Mar 17/17  
SB/LAC

For Information Only: See Programmes Budget

<b>MEAL: Budget 2017-2018</b>				
Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
<b>Revenue</b>				
MEAL 62100	CSA Student Fees	15,950	15,950	15,900
62101	Entertainment Fee (Cross Campus): Trick or Eat	6,200	6,200	6,900
62120	Solicitations (Bayer Crop Sci)	1,500	1,500	1,500
	<b>TOTAL REVENUE</b>	<b>23,650</b>	<b>23,650</b>	<b>24,300</b>
<b>Expenditure</b>				
MEAL 63210	Co-ordinators Wages *	13,917	13,917	14,377
63220	Benefits (CPP & EI) *	1,014	1,014	800
63390	Transportation Costs	2,018	2,500	2,700
63450	Events - Misc. Expenses	1,439	2,500	2,200
63500	Volunteer Appreciation (inclcs T-shirts)	553	1,500	1,500
63600	Advertising & Promotion	1,420	1,000	1,700
63660	Conference: MEAL National Conference	408	600	600
63800	Supplies	15	100	100
63870	Photocopying	128	519	323
	<b>TOTAL EXPENSES</b>	<b>20,912</b>	<b>23,650</b>	<b>24,300</b>
	<b>Net Revenue</b>	<b>2,738</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - Adjusted to year end

<b>Staff</b>	ME Central Coordinator - Sept 5 to Apr 6/18 + Flex	15 hrs/wk	430 hrs total	\$ 5,535.00
	Volunteer & Donation Coordi - Sept 5 to Apr 7/18 + Flex	12.5 hrs/wk	345 hrs total	\$ 4,440.00
	Education & Promo Coordinator - Sept 5 to Ap 6/18 + Flex	12.5 hrs/wk	342 hrs total	\$ 4,402.00
				<u>\$ 14,377.00</u>
	Trick or Eat		Transportation	\$ 2,200.00
			Events	\$ 1,200.00
			Volunteer Apprec	\$ 1,200.00
			Advertising & Promo	\$ 1,300.00
			MEAL Nat'l Conf	\$ 600.00
			Photocopy Routes	\$ 400.00
				<u>\$ 6,900.00</u>
	General Programming			<u>\$2,200.00</u>

Prepared Mar 16/17  
MD/LAC

For Information Only: See Programmes Budget

<b>SAFEWALK: Budget 2017-2018</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/17</b>	<b>BUDGET 16-17</b>	<b>BUDGET 17-18</b>
<b>Revenue</b>				
Safe 62100	CSA Student Fees	6,500	6,500	7,200
62120	Solicitation -SSF/Student Affairs	8,000	8,000	8,000
	<b>TOTAL REVENUE</b>	<b>14,500</b>	<b>14,500</b>	<b>15,200</b>
<b>Expenditure</b>				
Safe 63210	Co-ordinators Wages *	9,283	9,286	9,589
63220	Employee Benefits (CPP, EI) *	676	676	566
63390	Taxi Expenses	1,191	1,200	1,500
63500	Volunteer Appreciation & Training	1,349	1,400	1,500
63600	Advertising	512	1,000	1,100
63800	Supplies	239	300	300
63820	Telephone Charge for x53200	500	500	500
63870	Photocopying	116	138	145
	<b>TOTAL EXPENSES</b>	<b>13,866</b>	<b>14,500</b>	<b>15,200</b>
	<b>Under (Over) Budget</b>	<b>634</b>	<b>-</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

<b>Staff</b>	SW Coordinator - Sept 5 to Apr 20/18 + 30 S Flex	12.5 hrs/wk	385 hrs total	\$ 4,955.00
	Vol & PR Coordinator - Sept 5 to Apr 20/18 + S Flex	12.5 hrs/wk	360 hrs total	\$ 4,634.00
				<u>\$ 9,589.00</u>

[Refer to job description for detailed flex/starts/stops]

Prepared Mar 10/17  
SALAC

## Student Help & Advocacy Centre (SHAC): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
SHAC 62100	CSA Student Fees	37,200	37,200	35,500
62101	Entertainment Fees: Speakers **	4,000	4,000	3,300
62120	Solicitations (incls. SSF support)	3,000	3,000	3,000
	<b>TOTAL REVENUE</b>	<b>44,200</b>	<b>44,200</b>	<b>41,800</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages *	30,015	30,015	28,896
63220	Employee Benefits (CPP & EI) *	2,028	2,028	1,592
63380	Professional Fees (Legal Aid Clinic)*	5,000	5,000	5,000
63400	Speaker Expense	2,200	3,500	3,000
63450	Information/Awareness Events	160	1,700	1,200
63500	Volunteer Training & Appreciation	225	700	700
63600	Advertising	744	800	1,000
63800	Supplies (incls Resource Material)	69	200	200
63870	Photocopying	46	207	212
	<b>TOTAL EXPENSES</b>	<b>40,487</b>	<b>44,150</b>	<b>41,800</b>
	<b>Under (Over) Budget</b>	<b>3,713</b>	<b>50</b>	<b>-</b>

\* Fixed Cost - adjusted to year end

\*\* Funding for Major Events

Staff					
	SHAC Coordinator - May 8 to April 20/18	15 hrs/wk	705 hrs total	\$	9,074.00
	HR Advocacy - May 8 to April 20/18	7 /12.5 hrs/wk	494 hrs total	\$	6,358.00
	HR Educ & Events - Aug 28 to April 6/18 + S Flex	15 hrs/wk	445 hrs total	\$	5,728.00
	Legal - Aug 28 to April 20, 2018 + S Flex	10 hrs/wk	311 hrs total	\$	4,003.00
	Volunteer - Aug 28 to April 6, 2018 + S Flex	10 hrs/wk	290 hrs total	\$	3,733.00
				\$	<u>28,896.00</u>

[Refer to job description for detailed flex/starts/stops]

### Primary Events/Awareness Resources

December 6th National Day of Remembrance **	DEC6
Black History Month **	BHM
Queer Identities Week **	QIW
HR in an International Context	INT
Housing & Tenancy	HT
Legal Assistance (primarily research)	LA
Student Budgeting and Personal Finances	SBF

## FOODBANK: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/16	Actual 2016	YTD Feb 28/17	Budget 17-18
<b>Revenue</b>					
28100	Student Fees: Undergraduate	67,432	69,078	78,837	93,000
28120	Solicitations (CUPE/Donations)	5,673	13,238	9,882	9,000
28130	Student Fees: Graduate	13,467	13,684	14,231	14,400
28135	CSA Support	3,000	3,000	3,330	1,700
28140	Bullring Support for Cooking Classes	-	-	500	500
	<b>TOTAL REVENUE</b>	<b>89,572</b>	<b>99,000</b>	<b>106,780</b>	<b>118,600</b>
<b>Expenditure</b>					
28210	Co-ordinators Wages	28,145	28,133	31,500	34,539
28220	Employee Benefits	3,147	2,986	3,300	3,461
28390	Transportation Costs	158	-	-	200
28450	Cooking Classes	42	42	309	500
28500	Volunteer Appreciation	274	558	733	800
28501	Staff or Volunteer Training	-	-	44	300
28510	Compassionate Fund	250	300	300	400
28540	Food Acquisition	50,849	61,668	52,839	70,000
28541	Special Diet	4,000	4,800	4,290	5,200
28542	Garden Supplies	-	-	16	100
28600	Advertising	566	567	493	900
28700	University Services/Rentals	-	-	-	50
28800	Supplies	1,011	1,249	1,656	2,000
28870	Photocopying	85	109	83	150
	<b>TOTAL EXPENSES</b>	<b>88,527</b>	<b>100,412</b>	<b>95,563</b>	<b>118,600</b>
	<b>Net Revenue (Loss)</b>	<b>1,045</b>		<b>11,217</b>	<b>-</b>

<b>Staff</b>	Food Bank Coordinator - Aug 2017 to Aug 2018	35 hrs/wk 52 weeks	\$ 30,350.00
	Volunteer Coordinator - Aug 29/16 to Apr 21/17	10.5 hrs/wk	\$ 4,189.00
			<u>\$ 34,539.00</u>

*[Refer to job description for detailed flex/starts/stops]*

Prepared Mar 17/17  
SV/LAC

## Agenda #18

Board of Directors Meeting

April 5, 2017 @ 6:00pm – UC 442



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### (Action) Entertainment Fee

Given the Live and Films Budget are exclusively funded through the Entertainment/ MEdia fee, and a sizable surplus is anticipated for this fiscal year

**BIRT** All net revenue remaining in the Live and Films budget at the fiscal year ending April 30, 2017 be carried forward into the respective 2017- 2018 Live and Films budgets.

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CONSTITUTION OF THE CENTRAL STUDENTS' ASSOCIATION

PREAMBLE

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ARTICLE III: Membership

ARTICLE IV: Meetings and Procedures

ARTICLE V: Officers

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MASTER DRAFT

MASTER DRAFT – DO NOT DUPLICATE

1



**Preamble**

We, the members of the Central Student Association, are an important part of the University of Guelph community, and are therefore entitled to an active role in deciding its bylaws, policies, and priorities. We hereby adopt and establish this constitution as the guiding instrument for our undergraduate government; to represent student interests; to secure an active role for students in deciding official bylaws and policies; to safeguard academic freedom and student rights; to ensure accessibility and affordability of a post-secondary education; to accredit student organizations; and to promote student interactions; and finally, to serve as a campus-wide organization for the expression and exchange of student ideas and opinions.

**Article I – Name**

**Section 1.** The name of this organization shall be The University of Guelph Central Student Association, hereafter referred to as "CSA".

**Comment [MOU1]:** Reference: Letters Patent

**Section 2.** The undergraduate students at the University of Guelph shall make up the members of CSA, hereafter referred to as the "Member".

**Section 3.** The Directors of the CSA shall make up the Board of Directors, hereafter referred to as the "Board".

**Section 4.** The Officers of the CSA shall make up the Executive Officers and are ex-officio members of the Board, hereafter referred to as the "Executive".

**Comment [MOU2]:** Reference: Bylaw 1, Section 1.3

**Article II – Purpose**

**Section 1.** The purpose of this organization shall be to:

- A. Represent and amplify the voice of undergraduate students at the University of Guelph;
- B. Provide practical services that improve students' lives;
- C. Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- D. Support students to organize around issues they care about, including through clubs and advocacy;
- E. Organize events that make an amazing student experience throughout university life;
- F. Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- G. Serve as a central coordinating body for all undergraduate student members.

**Comment [MOU3]:** Reference: CSA identity Statement Report (MVV Project)

**Section 2.** The Board and Executive shall be committed to:

- A. Proactive engagement with students;
- B. Representing all students accurately and effectively;
- C. Staying relevant and valuable to students;
- D. Excelling at communication;
- E. Behaving in a constructive and professional manner;
- F. Paying attention to the unique history and culture of this university;
- G. Modeling organizational excellence, including unified leadership and trusted financial management; and
- H. Promoting acceptance, belongingness, culture, diversity, and education at the University of Guelph.

**Comment [MOU4]:** Reference: CSA identity Statement Report (MVV Project)

**Article III – Membership**

**Section 1.** The general body of the organization must be comprised of all undergraduate students at the University of Guelph. The specific requirements of membership in the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.

**Comment [MOU5]:** Reference: Bylaw 1, Section 1.5

**Section 2.** The privileges and responsibilities of membership are:

- A. To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies;
- B. To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings;
- C. To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments;
- D. To the protection and support of the CSA in accordance with the aims and objectives of the CSA;
- E. To attend meetings of all decision-making bodies of the CSA, with the exception of in camera sessions and other situations in which confidentiality is required;
- F. To speak and vote at General Meetings of the Members;
- G. To speak, at the discretion of the Chair, at Board Meetings;
- H. To seek nomination in CSA Elections to run for Executive and Non-Executive office;
- I. To vote in CSA elections, by-elections, recalls, and referenda, subject to restrictions in these bylaws; and
- J. To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws;

- K. To access the services, research, information, materials, and other resources of the CSA;
- L. To access the CSA's Health and Dental Plan, Universal Bus Pass, and Guelph Student FoodBank within the provisions of the plan;
- M. To access information on associations to which the CSA belongs;
- N. Payment of the designated CSA membership fee;
- O. To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name;
- P. To respect the aims of the organization and inclusive mandate of the CSA.

**Comment [MOU6]:** Reference: Bylaw 1, Section 1.9

**Section 3.** Membership can be revoked when undergraduate students at the University of Guelph are:

- A. Deregistered from university;
- B. Transferred to another institution;
- C. Graduate from their undergraduate degree; and
- D. Deemed to no longer be in good standing with the CSA by the Board.

**Comment [MOU7]:** Reference: Bylaw 1, Section 1.6

**Section 4.** Membership is open to all full and part-time undergraduate students from the seven colleges of the University of Guelph.

- A. College of Arts;
- B. College of Biological Science;
- C. College of Business and Economics;
- D. College of Physical and Engineering Science;
- E. College of Social and Applied Human Sciences;
- F. Ontario Agricultural College; and
- G. Ontario Veterinary College

**Comment [MOU8]:** Reference: Bylaw 1, Section 1.10

**Section 5.** There is no arbitrary exclusion from membership on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, religious belief, nationality, ability, political beliefs, age, marital status, family status, records of offences, receipt of public assistance, gender identity or expression, or sexual orientation.

**Comment [MOU9]:** Reference: Bylaw 1, Section 1.5, Subsection 1.5.4 AND Policy Appendix F, Section 4, Subsection 4.4 to 4.7

#### Article IV - Meetings and Procedures

**Section 1.** All information belonging to the CSA shall at all times remain open to the public.

**Comment [MOU10]:** Reference: Policy Appendix B, Section 4, Subsection 4.1

**Section 2.** The Board meeting is open to the public and shall take place at least four times during an fall, summer, and winter semesters.

**Comment [MOU11]:** Reference: Bylaw 1, Section 4, Subsection 4.1.1 AND Policy Appendix A, Section 3, Subsection 3.3

**Section 3.** The General Meeting is open to the public and shall take place once a year in the winter semester. All members shall have a vote.

**Comment [MOU12]:** Reference: Bylaw 1, Section 9

**Section 4.** Amendments and additions made to CSA bylaws and policies must be brought forward to the Board meeting, by members of the board.

- A. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.
- B. Policy proposals shall require two weeks, or one meeting's notice and must be passed by a two-thirds (2/3) vote at a meeting of the Board. A Policy proposal passed by a two-thirds (2/3) majority vote shall be considered an official Policy of the CSA.
- C. Amendments to a policy must be submitted and included in the board package for review prior to the board meeting. All amendments require a majority vote at a meeting of the Board.
- D. The suspension of policies, or a section of a policy, must be submitted and included in the board package for review prior to the board meeting. All suspensions require a two-thirds (2/3) majority vote at a meeting of the Board.
- E. The rescindment of a policy resolution shall require two weeks, or one board meeting's notice and must be rescinded by a two-thirds (2/3) majority vote at a meeting of the Board.
- F. All policy remains the policy of the CSA until retracted by a two-thirds (2/3) majority vote of the Board.

**Comment [MOU13]:** Reference: Bylaw 1, Section 12

## Article V – Officers

**Section 1.** The CSA shall have a President.

- A. To act as the “Corporate President” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine.

**Section 2.** The CSA shall have a Vice President Student Experience.

- A. To act as the “Corporate Secretary” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine; and
- B. To assume the duties of the President in the event of the absence or incapacity of the President.

**Section 3.** The CSA shall have a Vice President Academic.

- A. To be the primary advocate for academic issues through regular attendance of academic related committees; and

- B. To assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President, Student Experience.

**Section 4.** The CSA shall have a Vice President External.

- A. To be the primary advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments;
- B. To defend and protect the rights and interests of undergraduate students at the University of Guelph within the context of Guelph, Ontario, and Canada; and
- C. To assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic.

**Section 5.** The duties of these officers are:

- A. To be responsible for an area or areas of concentration called portfolios;
- B. To be responsible for ensuring proper transition for the respective executive-elect into their portfolio;
- C. To be responsible for consultation with the general membership on all matters pertaining to each respective portfolio; and
- D. To defend and protect the rights and interests of undergraduate students at the University of Guelph.

**Comment [MOU14]:** Reference: Bylaw 1, Section 5

**Section 6.** Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than the first day of May and end no later than the thirtieth day of April.

**Comment [MOU15]:** Reference: Bylaw 1, Section 5, Subsection 5.2

**Section 7.** No person shall hold an Executive office for more than two terms.

**Comment [MOU16]:** Reference: Bylaw 1, Section 5, Subsection 5.3

**Section 8.** At all times there shall be a minimum of three Executive Officers.

- A. If for any reason the CSA is left with less than three Executives, the Board shall have the authority to appoint officers;
- B. This shall include ensuring that one individual is the corporate president and one individual the corporate secretary.

**Comment [MOU17]:** Reference: Bylaw 1, Section 5, Subsection 5.4

**Section 9.** All Executive Officers in the CSA are not permitted to be concurrent executives in other Primary Student Organizations or be a Director in the Board.

**Comment [MOU18]:** Reference: Bylaw 1, Section 10

**Article VI - Committees**

**Section 1.** The Board shall maintain the following standing committees:

- A. Executive Committee (EC)
- B. Finance Committee (FC)
- C. Service Oversight Committee (SOC)
- D. Policy and Bylaw Review Committee (PBRC)
- E. Petitions, Delegations, and Representations Committee (PDR)

**Comment [MOU19]:** Reference: Bylaw 1, Section 8, Subsection 8.1 AND Policy Appendix B, Section 2, Subsection 2.1

**Section 2.** The Executive Committee shall include the President, Vice President Student Experience, Vice President Academic, and Vice President External as voting members.

- A. The President shall serve as the facilitator and secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
- B. Quorum for Executive Committee meeting is three voting members.
- C. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- D. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue, and expenditure.
- E. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the Bylaws of the CSA or by any applicable statute or law are regularly and properly kept.
- F. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Finance Committee as they deem appropriate.
- G. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- H. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- I. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

**Comment [MOU20]:** Reference: Bylaw 1, Section 8, Subsection 8.2

**Section 3.** The Terms of Reference for the Finance Committee shall be found in the CSA Policy Manual.

**Comment [MOU21]:** Reference: Policy Appendix B, Section 2, Subsection 2.7

**Section 4.** The Terms of Reference for the Policy and Bylaw Review Committee shall be found in the CSA Manual Policy.

**Comment [MOU22]:** Reference: Policy Appendix B, Section 2, Subsection 2.10

**Section 5.** The Terms of Reference for the Petitions, Delegations, and Representations Committee shall be found in the CSA Manual Policy.

**Comment [MOU23]:** Reference: Policy Appendix B, Section 2, Subsection 2.9

**Section 6.** Additional committees may be formed and require a two-thirds (2/3) vote at a meeting of the Board.

**Comment [MOU24]:** Reference: Bylaw 1, Section 4

**Section 7.** Committees may be dissolved and require a two-thirds (2/3) vote at a meeting of the Board.

**Comment [MOU25]:** Reference: Bylaw 1, Section 4

**Article VII - Electing, Appointing, and Removing Executive and Board**

**Section 1.** Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any executive officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year (First of May to the thirtieth of April).

**Comment [MOU26]:** Reference: Bylaw 2, Section 3, Subsection 3.1

**Section 2.** A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held once a year during the winter semester.

**Comment [MOU27]:** Reference: Bylaw 2, Section 2.1

**Section 3.** The appointment procedures for appointing directors shall be found in the CSA Bylaws.

**Comment [MOU28]:** Reference: Bylaw 1, Section 3.8

**Section 4.** Executive Officers may be impeached and removed from office.

- A. An Executive Officer may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.
- B. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a two-thirds (2/3) majority vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

**Comment [MOU29]:** Reference: Bylaw 1, Section 6

**Section 5.** Directors of the Board may be impeached and removed from office.

- A. Directors may be removed from office by a referendum of the Members, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.
- B. A referendum to remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a two-thirds (2/3) majority vote of the Board of Directors. The Elections

Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Director.

**Comment [MOU30]:** Reference: Bylaw 1, Section 6

**Section 6.** In the event of a mid-term vacancy of an Executive Officer or a Director of the Board, a by-election shall occur during the Fall semester.

**Comment [MOU31]:** Reference: Bylaw 2, Section 2, Subsection 2.2

**Section 7.** In the event that an Executive Officer or a Director of the Board position remains vacant after a by-election, the Board may appoint a Member with a two-thirds (2/3) majority vote.

**Comment [MOU32]:** Reference: Bylaw 2, Section 2, Subsection 2.2

#### Article VIII – Bylaws

**Section 1.** Bylaws of the CSA shall be established and amended by the Board and Members.

- A. The Policy and Bylaw Review Committee shall be responsible for soliciting input from Members and presenting amendments of bylaws and policies to the Board.
- B. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote at a meeting of the Board.

**Comment [MOU33]:** Reference: Bylaw 1, Section 12

#### Article IX – Constitutional Amendments

**Section 1.** The Constitution is binding to all members of the CSA.

**Section 2.** Amendments to the Constitution must be proposed in writing to the Board by any Member at a Board Meeting at which two-thirds (2/3) of the active voting members are present.

**Section 3.** Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

**Section 4.** Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the Board.

#### Article X. Ratification

**Section 1.** The constitution as amended shall be established by a vote of three-fourths (3/4) majority vote at the Annual General Meeting.



# SUPPLEMENTS

Following This Page

## Article IX – Constitutional Amendments

**Section 1.** The Constitution is binding to all members of the CSA.

**Section 2.** Amendments to the Constitution ~~must be proposed in writing to the Board by any Member at a Board Meeting at which two thirds (2/3) of the active voting members are present.~~ may only presented as a motion to the Board of Directors after an electronic or physical petition of a majority of ratified voting and ex-officio members of the Board is given to the President and Policy and Transition manager to be put in the board package. This petition must include the wording of the amendment and motivations for the amendment in a preamble. The first and second signees on the petition will be, respectively, the mover and seconder of the motion.

**Section 3.** Proposed amendments ~~shall be voted upon only after two regular meetings following the introduction of the proposal.~~ will go through the following process at the Board of Directors:

- 1. Notice:** The mover of the amendment will present to the Board of Directors the wording and motivations for the amendment exactly as given in the petition outlined in **Section IX.2** and respond to any clarification questions. Discussion will not occur at this time.
- 2. Discussion:** The Board of Directors may discuss any aspect of the motion and will have the opportunity to task a committee with reviewing it.
- 3. Vote:** The Board of Directors will partake in any additional discussion on the motion, have the opportunity to make amends, and finally will vote on the motion via a roll-call vote.
- 4. Should a committee be tasked with reviewing the proposed amendment they must report back by the next regularly scheduled Board of Directors meeting.*
- 5. No step of **Section IX.3 (I-III)** may removed from the agenda, and the motion may not be committed, postponed, or tabled.*
- Each step of the process outlined in **Section IX.3.(1-3)** must occur at a different meeting of the Board of Directors, and will automatically be on the agenda should the preceding step have occurred, or a step have been unfinished, at the previous regularly scheduled Board of Directors meeting.
- Each step of the process outlined in **Section IX.3.(1-3)** must occur at regularly scheduled Board of Directors meetings as outlined at the beginning of the fiscal year, and no step may not occur any additional meeting.
- 8. The process outlined in **Section IX.3.(1-3)** must be open to the public, and any member of the CSA shall automatically have speaking rights during the process.*

**Section 4.** Proposed amendments will become effective following a ~~three-quarters (3/4)~~ two-thirds (2/3) affirmative vote of the Board.

## Article X. Ratification

**Section 1.** The constitution as amended shall be established by a ~~vote of three-fourths (3/4)~~ majority vote at the Annual General Meeting.

***BIFRT** The CSA Constitution be affirmed at the 2018 Annual General meeting by a majority vote.*