

**\* Central Student Association**

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**Annual General Report**



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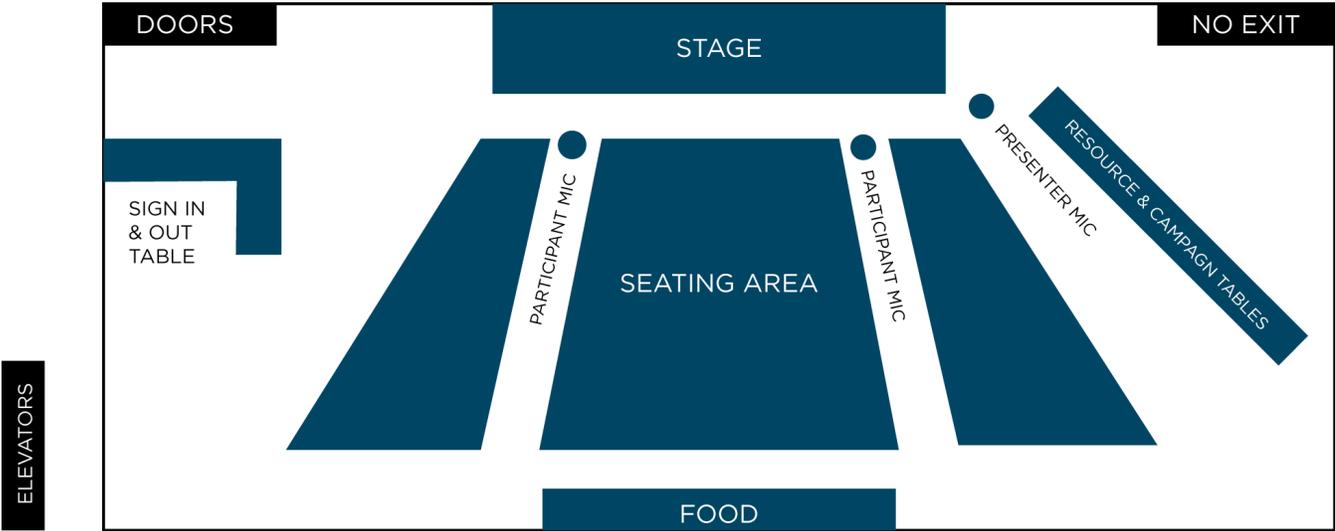
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## SIGN IN PLEASE

### PETER CLARK HALL:

ELEVATORS



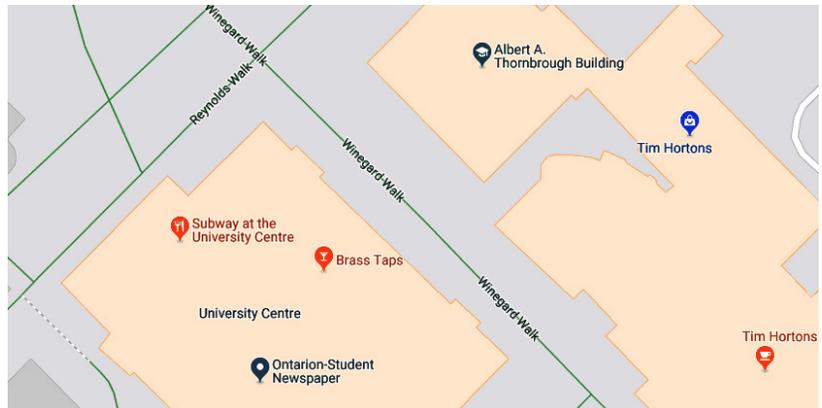
## YOU MUST SIGN IN

### GENDER NEUTRAL WASHROOMS

UC: 3rd Floor, South End  
 UC: 2nd Floor, South End

### GENERAL INFORMATION

Find a friendly volunteer in a CSA shirt who will help you



## ACCESSIBILITY

- Food: (Labeled vegetarian, vegan, and gluten-free options for pizza & cookies)
- An additional gender neutral washroom is in THRN (building across from UC)
- Physical Accessibility: ramp access on north, east & south side of building, elevator access to all floors.
- Childcare reimbursements and/or other accommodation needed, please email Becca Cheskes csavpacademic@uoguelph.ca

## ABOUT US



The Central Student Association (CSA) is your student union for undergraduate students at the University of Guelph and Local 54 of the Canadian Federation of Students (CFS). As such, we advocate with you, and on your behalf, making sure your interests are properly represented on a diversity of issues federally,

provincially, locally, and on our own campus.

The CSA is here to listen to your concerns — be they academic, community, social or environmental — and to take action. We also seek to protect and advance student rights on campus, in the community, and on a provincial and cross-Canada scale. We work in partnership with other university and college student groups, with the understanding that students together have more knowledge and ability than students alone.

The CSA recognizes that the barriers for students to access and fully experience university are created by systematic problems that take time to change. To understand the work that the CSA does, we provide you with #CSAinvolvement, #CSAadvocacy, #CSAengagement, #CSAinfo, and #CSAservices.

### Executives

The most active representatives of the Central Student Association are your four Executives, who are individuals voted into their respective positions by undergraduate students (like yourself!) during the CSA's General Elections each winter. The four Executives hold paid, full-time positions and work on their respective portfolios throughout their year-long terms. Visit your elected representatives in Room 274UC, or call or email their individual contacts listed below.

### CSA President

**Chelsea Mulvale** \_ ex. 54408 \_ [csapresident@uoguelph.ca](mailto:csapresident@uoguelph.ca)



Hi folks! In the role of president, it is my responsibility to ensure the organizational functioning of the CSA. This includes being well-informed and involved in all of our operations, finances, and advocacy. I am often referred to as the 'face of the CSA' as it is also my responsibility to head public relations for the organization. This means that I handle most of the large-scale communication whether that be with media or with the student body directly. While being the centre of attention is not my most comfortable place to be, I am very passionate about working with students and for students.

### Vice President Student Experience

Emily Vance \_ ex58328 \_ [csavpexperience@uoguelph.ca](mailto:csavpexperience@uoguelph.ca)



Hey everyone! My name is Emily Vance and I am your VP Student Experience. Within my role I am responsible for coordinating various events and activities with the purpose of enhancing the experience for students at the University of Guelph (as the job title would suggest). I am also responsible for managing the CSA Clubs Hallway in strong collaboration with the CSA Clubs Office and support them with other Clubs initiatives along the way.

I have enjoyed my time serving as your VPSE and look forward for what is to come in the months ahead. We had the opportunity to engage with first year students during our many Orientation Week events, and we will have the opportunity to raise our glasses and toast the graduating class of 2018 during the Last Toast event in April. Thank you all for being here and we are excited to continue representing you for the remainder of the 2017-2018 academic year.

### Vice President Academic & University Affairs

Becca Cheskes \_ ex56742 \_ [csavpacademic@uoguelph.ca](mailto:csavpacademic@uoguelph.ca)



Hi! I'm Becca Cheskes. I am an avid lover of cats, political facebook rants, and karaoke, and am also this year's Vice President Academic. I serve as a resource and an advocate for undergraduate students on all things pertaining to accessibility, affordable education, and academics. I sit on a wide variety of University committees, as well as Senate, and do my best

to defend the rights and interests of students in these spaces for deliberation and decision-making.

I am also the CSA's point person for accessibility. If there is ever a time when you feel you have an accessibility need that is not being met by the CSA, or ideas to improve our space, the way we do events, meetings, etc, please let me know! In addition, if you have questions or concerns about university policies and procedures, if you're having trouble navigating university processes, or if you feel as though your rights as a student are being compromised, please do not hesitate to contact me. It is my job to advocate for you!

## Vice President External Affairs

Kayla Weiler \_ ex56376 \_ csavpexternal@uoguelph.ca



Hi undergrads! I'm Kayla Weiler, your VP External Affairs. I work on anything off-campus such as transit (including your semester bus passes), City of Guelph working groups, as well as provincial and federal politics! I am also the rep for Local 54 (that's us, the CSA) for the Canadian Federation of Students.

My favorite part of the role is running campaigns that students care about such as Tap In!, Fight the Fees and United for Equity. I am passionate about a more affordable education and partnering with other on-campus social and environmental justice groups such as Fossil Free Guelph, GSEC and OPIRG. I've also worked with CUPE 1334, OPSEU and the Wellington Water Watchers throughout the city. I love working for our student union, advocating for your rights, better education and improved off-campus experiences! Students wanting to chat with me about our student issues are welcome to stop by my office at any time. The students united will never be defeated!

## CSA Staff

The friendly CSA staff are the backbone of the organization, providing integral institutional and administrative support for all our efforts. Our 80+ staff members are classified as permanent, contract, or casual employees. The executive-directed staff run and manage the student services and benefits you have come to know and love. They also work behind the scenes to support the executives and the board of directors in their initiatives.



### The Bullring

Your On-Campus Living Room. Originally an arena for the showing of cattle, the Bullring has served a number of different roles over the last 103 years. Its most recent - a cafe & coffee shop. Come by and grab a fair-trade coffee or some affordable grub that isn't produced by a massive fast food chain. The Bullring hosts Open Stage every Wednesday evening, has live music most days at noon, and is the perfect place to spend time between classes. It's available to rent for private events on weekends. Its turn of the century architecture, and the knowledge that students have passed through here for close to one hundred years, lends a unique feel to the Bullring; It's like no other place on campus. Come on by and see for yourself. Open Monday - Friday all year long.



### Clubs

With over 100 clubs on campus, CSA clubs provide a way for students to get involved and find inclusive groups that share their interests. Whether you're a new student and want to get involved or just looking for something to do after class, there is a huge variety of clubs that are constantly recruiting new members. Club mandates range from cultural, political, religious, or just plain fun. There is something for everyone!

The CSA helps clubs create the best experiences for their members through space booking, funding, and hosting events such as Clubs Days. Clubs Days happen once a semester when clubs take over the UC courtyard to engage students and grow membership. If you're looking to get involved this is the place to be! You can find a list of all CSA accredited clubs on our website. The CSA supports our clubs so their ideas can come to life! Reach out and get involved!



### SafeWalk

SafeWalk is all about providing peace of mind to anyone on campus at night. Our volunteers can provide you with a safe accompaniment across the University of Guelph campus between the hours of 7:30pm - 2:30am, 7 days a week. If you ever feel uncomfortable, or just want someone to talk to while walking across campus, our volunteers are ready to answer the call!



### SHAC

The Student Help and Advocacy Centre (SHAC) is a student run advocacy and referral center that provides a safe space for students to ask questions. SHAC provides student-to-student support on topics regarding human rights and advocacy, academic, legal (including landlord / tenant issues) and financial resources. SHAC strives to eliminate discrimination and all forms of oppression, as well as the stigma of asking for help by providing support that is inclusive and equitable for all students. SHAC staff and volunteers work together to assist students in a confidential and compassionate manner to provide them with all the information and resources they need, based on their individual situation.



## Food Bank

In an effort to combat hunger and poverty on campus and in the greater Guelph community, the Guelph Student FoodBank provides graduate and undergraduate students access to emergency food, anti-poverty resources, and referrals to other food security, and financial assistance groups. This service is always confidential. All current undergraduate and graduate students who are in need of emergency food are eligible to use our services. For the first visit we ask that all students bring their valid UofG student ID card and complete a short intake form. From there a visitor ID number is assigned and a corresponding visitor card will be given out; the visitor card must be brought to each subsequent visit.



## Meal Exchange

Meal Exchange is a nationally registered charity that empowers postsecondary students to take an active role in improving their local food system. Through research, educational activities and connecting with campus and community stakeholders, our programs support postsecondary students to build more just and sustainable food systems on campuses and with local communities.

(MealExchange.com)

As the CSA's Meal Exchange chapter, we provide students with community-outreach opportunities that support a variety of food security initiatives. Our Share-a-Meal fundraising initiative uses donations collected on campus to purchase food for emergency food programs operating across the city. Trick-or-Eat, our annual Halloween food drive, allows students to engage with the Guelph community by going door-to-door collecting donations of non-perishable food items for the Guelph Food Bank. We also host Hunger Awareness Week, a series of events aimed at offering students educational activities in fun, social and approachable setting.



## The Bike Centre

The CSA Bike Centre is a non-profit DIY repair shop funded by the Central Student Association, offering students and the public all the tools, equipment, and knowledge necessary to service and maintain their bicycles. Also offered are replaceable parts at cost, as well as a wealth of information relative to bike repair provided by our incredible volunteers, our repair library, and workshops hosted throughout the semester. On Thursday afternoon, the shop hosts Women, Trans and Femme hours, where individuals within the community are provided a safe and judgement-free space to discuss and work on bike repair. We are open Monday to Friday steady, and are here to aid individuals of any level of expertise!

## BOARD OF DIRECTORS

### COLLEGE OF ARTS

At-Large	Aidan Paskinov	apaskino@uoguelph.ca
At-Large	Bella Harris	bharri10@uoguelph.ca
CASU - College of Arts Student Union	Natalie Clarke	nclark01@uoguelph.ca

### COLLEGE OF BIOLOGICAL SCIENCES

At-Large	Nick Kowaleski	nkowales@uoguelph.ca
At-Large	Raymond Hu	hur@uoguelph.ca
CBSSC - College of Biological Sciences Student Council	Benjamin Solomon	solomonb@uoguelph.ca

### COLLEGE OF BUSINESS AND ECONOMICS

At-Large		
At-Large		
CBESA - College of Business and Economics Students Association		

### COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES

At-Large		
At-Large		
CEPSSC - College of Engineering and Physical Sciences Student Council	Karine Jarzecki	kjarzeck@uoguelph.ca

### COLLEGE OF SOCIAL AND APPLIED HUMAN SCIENCES

At-Large	Jensen Williams	jwilli20@uoguelph.ca
At-Large	Ryan Bowes	bowesr@uoguelph.ca
CSAHS-SA - College of Social and Applied Human Sciences Student Alliance	Noah Gould	ngould@uoguelph.ca

### ONTARIO AGRICULTURAL COLLEGE

At-Large		
At-Large		
SFOAC - Student Federation of the Ontario Agricultural College	Joe Sarraino	

### ONTARIO VETERINARY COLLEGE

At-Large	Natalie Chow	nchow01@uoguelph.ca
At-Large		
CVSA - Central Veterinary Student Association	Afshaun Zaman	kzaman@uoguelph.ca

## BOARD OF DIRECTORS

### STUDENT ORGANIZATIONS

Aboriginal Student Association		
Board of Governors		
GBSA - Guelph Black Students Association	Ariel Barrientos	abarrien@uoguelph.ca
Guelph Campus Co-Op		
GQE - Guelph Queer Equality	Alan Negrin	anegrin@uoguelph.ca
GRCGED - Guelph Resource Centre for Gender Empowerment and Diversity	Obehi Okaka	ookaka@uoguelph.ca
IHC - Interhall Council	Edward Willems	ewillems@uoguelph.ca
ISO - International Student Org.	Anna Canella	acanella@uoguelph.ca
OPIRG Guelph		
SSC - Student Senate Caucus	Sean Mitchell	smitch17@uoguelph.ca

### EXECUTIVE OFFICERS

President	Chelsea Mulvale	csapresident@uoguelph.ca
VP Student Experience	Emily Vance	csavpexperience@uoguelph.ca
VP Academic	Becca Cheskes	csavpacademic@uoguelph.ca
VP External	Kayla Weiler	csavpexternal@uoguelph.ca

### BOARD OF DIRECTORS STAFF

Chair	Cameron Olesen	csachair@uoguelph.ca
Policy and Transition Manager	Lauren Kelly	csaptm@uoguelph.ca
Board Scribe	Alison Ireland	csascrib@uoguelph.ca

### CSA CORE STAFF

Bullring General Manager	Katrina Lindsay	thering@uoguelph.ca
Business Manager	Lee Anne Clarke	lclarke@uoguelph.ca
Business Office Bookkeeper FT *	Christina Bishop	csaaccts@uoguelph.ca
Business Office Bookkeeper PT *	Hannah Stawski	csaaccts@uoguelph.ca
Events Programmer	John Bonnar	jbonnar@uoguelph.ca
Office Manager & Executive Support	Laura Parsons	csamain@uoguelph.ca
Promo Services & Graphic Designer	Victoria Rose	csapromo@uoguelph.ca

## SERVICES STAFF

### BIKE CENTRE STAFF

BC Coordinator	Nicholas Genova	csabike@uoguelph.ca
BC Repair Coordinator	Emmet Koudis	bcrepair@uoguelph.ca
BC Volunteer Coordinator	Rylan Carnegie	bikevol@uoguelph.ca

### CLUBS STAFF

Clubs Administrative Coordinator	Sophia Koutsikaloudis	csaclubs@uoguelph.ca
Clubs Programming Coordinator	Emma Harman	csasrm@uoguelph.ca

### ELECTIONS STAFF

CEO	Mohammad Shallouf	csaceo@uoguelph.ca
AEO	Celina Whaling-Rae	csaaeo@uoguelph.ca

### FOODBANK STAFF

FB Coordinator	Sarah Vincett	foodbank@uoguelph.ca
Volunteer Coordinator	Jessica Minott	foodvc@uoguelph.ca

### MEAL EXCHANGE STAFF

ME Central Coordinator	Celeste Lopreiato	meal@uoguelph.ca
ME Volunteer & Donations Coord	Bianca Cisternino	mealvol@uoguelph.ca
ME Education & Prom Coord	Jacque Bull	mxpromo@uoguelph.ca

### SAFEWALK STAFF

SW Coordinator	Laurel Deeley	safewalk@uoguelph.ca
SW Volunteer & Public Relations Coord	Bailey Cripps	swvol@uoguelph.ca

### STUDENT HELP & ADVOCACY CENTRE (SHAC) STAFF

SHAC Coordinator	Kendra Lee	shac@uoguelph.ca
SHAC HR Advocacy Coordinator	Arlene Campbell	advocacy@uoguelph.ca
SHAC Education & Events	Rachel Taylor	shacedu@uoguelph.ca
SHAC Legal Coordinator	Allison Penner	shacleg@uoguelph.ca
SHAC Volunteer Coordinator	Nseye Kabengele	shacvol@uoguelph.ca

### SUPPORT STAFF

Front Office Assistant	Sarah Oatley	csamain@uoguelph.ca
Front Office Assistant	Lauren Teixeira	csamain@uoguelph.ca
Poster runner	Ahona Mutsuddi	
Poster runner	Rachel Delle Palme	
SRM Coordinator	Ashley Cole	srm@uoguelph.ca

# HOW TO PARTICIPATE



## What is an Annual General Meeting?

The Annual General Meeting (AGM) of the Central Student Association (CSA) is a time for all undergraduate students, as members of the CSA, to meet and directly have a say in the direction of the organization, and to discuss the year’s activities. It is a great opportunity for CSA members to review and approve the CSA’s audited financial statements, approve our auditor for the next year, approve any changes to the CSA Bylaws since the last AGM, ask questions of your CSA and discuss motions submitted by students.

## Things to remember when participating in the AGM:

Do	Respect each other’s arguments
Do	Sign-in and out before you enter or leave Peter Clark Hall
Do	Respect our Anti-Oppression Policy
Do	Abide by Robert’s Rules of Order
Do	Address all points of debate and question to the Chair
Do	Ask questions if you are unsure of proper procedure, or how to do something
Don’t	Be rude, disrespectful, or intentionally disruptive
Don’t	Interrupt anyone speaking, unless you are making a point as per Robert’s Rules of Order
Don’t	Debate or question people’s lived experiences

## Robert’s Rules of Order – A Quick Guide

Robert’s Rules of Order is a set of rules that are designed to make meetings efficient, effective, and meaningful, and ensure that all decisions are made in a fair and democratic manner. CSA Board Meetings and the CSA Annual General Meeting’s abide by Robert’s Rules of Order. We use Robert’s Rules of Order to ensure that, in matter of discussion and debate, all voices are heard, not merely the loudest ones. This process works best when it is supported by a system of self-regulation and when members ensure that they are always respectful towards the Chairperson and the other participants.

The next page is a simplified guide to Robert’s Rules of Order to aid in your participation in this Annual General Meeting.

## **Call to Order**

This occurs at the time set for the start of the meeting (ex. 5:30pm). Once quorum is established (the minimum number of voting members present), the Chair will call the meeting to order. If quorum cannot be met, a next time and place for the meeting may be set.

## **Speaker's List**

The Chair will maintain a list of those wishing to speak to the matter being considered, and only those recognized by the Chair will have the right to speak. If a new motion is made, a new Speaker's List begins. If you would like to speak, please indicate this to the Chair by moving to a nearby microphone. For recording purposes, individuals wishing to speak must state their name before speaking in order to be recorded in the minutes. The CSA records all of its Board Meetings and Annual General Meetings for record and historical purposes. If you wish to not have your name recorded please state so. For the purposes of clarity and expediency, speakers are encouraged to start their comments with an indication of whether they are speaking for (in favour) or against (opposed) to the motion on the table. As well, speakers may direct their statements to the Chair or through the Chair when addressing another speaker.

## **Substantive Motions**

To give a sense of direction to the efforts of the meeting participants, the Chair must ensure that there is always a motion on the floor and that members know what they are debating. Main motions are submitted ahead of time, by the specified deadline, so that members may review them, prior to the meeting. Except in rare cases, a motion must be moved by one member and be seconded by another. This means that at least two voters agree they want to consider the matter at hand. If the motion is debatable, the mover may speak to the motion first in their motivation.

## **Amendments**

A motion may be amended by moving to make a specific change to the motion, ex: "I move to amend this motion to read..." For debate to occur on an amendment, it must first be seconded by someone else. Amendments are offered to assist in changing, modifying, or completing a motion to make it more acceptable to the present members. There may be an additional amendment made to the first amendment, but no further orders of amendment, ex: "I move to amend the proposed amendment to read..."

## Types of motions

While a motion is on the floor (aka, being discussed, or debated) certain other motions may be made. To make a motion, one is required to await one's turn on the Speaker's List. Members of the meeting must state their motion prior to entering debate on the issue. It is preferable to write out the motion and present a written copy to the Policy and Transition Manager (PTM) who conducts all Board administration.

The following is a partial list of these motions:

### *Amendment*

Explained above.

### *To Divide*

This is a variant of a motion to amend, and is subject to the same rules. When a question is divided, each separate item must be presented as an individual question to be decided upon by a vote.

### *To Postpone*

This motion must be moved and seconded and is debatable only as to the length of time of postponement. Normally a motion is postponed if more information is required or if another decision must be made before the decision that is on the floor can be made.

### *Call for the Question / Previous Question*

This motion is made when an individual feels that enough debate has occurred on a motion and that the members should move to a vote. Individuals should refrain from Calling the Question to stifle arguments with which they disagree; generally, such a motion should be used only when the individual feels that all sides of the debate have been clearly stated, or when it appears that there is a consensus in the room.

A motion to call for the question requires a second, is non-debatable and must pass by a two-thirds (2/3) majority vote. If passed, a vote is taken on the original motion on the floor; if not passed, discussion and debate on the motion continues. One may not speak to a motion on the floor and then end one's remarks by calling for the question.

### *To Reconsider*

This motion is made when an individual wishes to have another vote on a motion that has already been voted upon. Generally, motions to reconsider are presented when new information on a motion previously decided has emerged. The mover of the reconsideration must have voted on the prevailing side of the original motion. Motions may only be reconsidered during the same meeting at which they were first considered. Any one item may only be reconsidered twice. Motions to reconsider require a majority vote.

#### *To Recess*

This motion may be made to give the meeting participants a break during the meeting (for example, a recess from 12pm to 1:30pm for lunch). Quorum must be attained after each recess before the meeting may continue.

#### *To Adjourn*

This motion ends the meeting. Usually a motion to adjourn occurs only at the end of the agenda. It is made when there is no further business to be dealt with.

## **Individual Incidental Motions**

Individual Incidental Motions relate to the pending business or to the business at hand. These motions deal with questions of procedure arising out of a pending motion, a motion being discussed or an item of business. They must be decided immediately before business can proceed and are undebatable. Proper procedure is for the individual to raise their hand and call their motion (ex: “Point of Order”) and then wait to be recognized by the Chair. Once recognition is given (ex. the Chair says, “State your point”), then the individual may elaborate their point.

The following is a list of the most common individual incidental motions:

#### *Point of Order*

An individual may rise on a Point of Order if they feel that business is proceeding incorrectly. The Chair must either agree or disagree with the Point raised. An individual may also rise on a Point of Order if they feel that their rights as a member of the assembly have been violated (Robert’s Rules is very clear on appropriate decorum in meeting).

#### *Request for Information / Point of Information (POI)*

An individual may make a Request for Information or Point of Information (POI) to ask a question of clarification of the comments of another speaker. Such a request should be used by an individual to gather information necessary for making an informed decision (eg. To have an acronym spelled out or the nature of an organization explained). An individual may also make a Request for Information / Point of Information if they do not understand the proceedings and/or wishes to have clarification on a specific ruling. An individual who wishes to make a Request for Information / Point of Information may raise their hand and state “Point of Information” to the Chair. The individual will then direct their statement to the Chair or through the Chair when addressing another speaker.

# HOW TO PARTICIPATE

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## *Point of Privilege*

An individual may rise on a Point of Privilege if they are unable to hear a speaker, if the room is uncomfortable (too hot, too cold, the fan is too loud), or if there is any other problem during the meeting that does not relate to the debate, but which impedes the individual's ability to participate in the meeting.

## *Appeals to the Ruling of the Chair*

An individual may appeal a ruling of the Chair if they disagree with the ruling. Once a ruling has been appealed and seconded, the Chair explains their ruling and the individual who appealed the ruling can give reasons why the ruling should be overturned. The motion is debatable but individuals may only speak once. At the end of the debate, the Chair has the right to provide any final commentary. A majority or tied vote sustains the ruling of the Chair. When the Chair rules on a question about which there cannot possibly be two reasonable options, an appeal would cause delay and is not allowed. For example, appealing the ruling of the Chair cannot overturn the Bylaws.

## *Voting on a Motion*

The Chair is expected to follow the Agenda as approved by the membership, and there is a proper process they are expected to follow when going through each motion. This process generally follows reading the motion to the membership, the mover or seconder speaking to the motion, question, discussion and debate period, and calling for the question, or voting on the motion.

## **Questions**

If you have any questions you may ask any one of our designated 'Helpers' or one of the Executives.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT MAJORITY IS REQUIRED?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote is taken, chair rules
Seek clarification from the previous speaker	Request for information.	YES	NO	NO	NO	No vote is taken, chair rules
Object to something which prevents your continued participation (eg. Excessive noise)	Point of personal privilege	YES	NO	NO	NO	No vote is taken, chair rules
Object to a motion being considered	I object to consideration of this motion	YES	NO	NO	NO	2/3 Majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item...	NO	Yes	YES	YES	2/3 Majority
Appeal the ruling of the chair	I appeal the ruling chair on...	YES	YES	YES	NO	Majority
Change a motion <small>*Can only make an Amendment to the Amendment.* (Cannot make an amendment to the amendment to the amendment).</small>	I move that the motion be amended to read...	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	NO	YES	YES	YES	Majority

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT MAJORITY IS REQUIRED?
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that the motion... be tabled	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion... be lifted from the table	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion... be reconsidered	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	NO	NO	NO	NO	Majority
Recess the meeting	I move that the meeting recess until...	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn	NO	YES	NO	NO	Majority

## **Agenda**

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- 1.1. Call to Order**
- 1.2. Land Acknowledgement**
- 1.3. Comments from the Chair**
  - 1.3.1. Overview of the CSA
  - 1.3.2. How to participate in the AGM
- 1.4. Approval of the Agenda**
  - 1.4.1. Motion to approve the Agenda (pg. 3)
- 1.5. Approval of past AGM Minutes**
  - 1.5.1. Motion to approve minutes from the AGM – February 1, 2017 (pg.3)
  - 1.5.2. Questions and business arising from the minutes (pg. 26)
- 1.6. Approval of the 2016-2017 Auditor’s Report**
  - 1.6.1. Presentation of the 2016-2017 Audit Report (pg. 26)
  - 1.6.2. Motion to approve the 2016-2017 Audit Report as presented (pg.40)
  - 1.6.3. Motion to appoint BDO Canada LLP as the 2017-2018 Auditor for the CSA (pg. 40)
- 1.7. Approval of amendments to the CSA Bylaws**
  - 1.7.1. Motion to approve amendment to Bylaw 1 – Organizational and Bylaw 2 – Electoral approved by the CSA Board of Directors on February 8, 2017 (pg. 41)
  - 1.7.2. Motion to approve amendments to Bylaw 1 – Organizational and Bylaw 2 – Electoral approved by the CSA Board of Directors on March 20, 2017 (pg. 72)
  - 1.7.3. Motion to approve amendments to Bylaw 1 – Organizational, Bylaw 2 – Electoral and Bylaw 3 – Financial approved by the CSA Board of Directors on March 29, 2017 (pg. 77)
  - 1.7.4. Motion to approve amendments to Bylaw 1 – Organizational and the CSA Rules of Order (formerly Appendix A of the CSA Policy Manual) approved by the CSA Board of Directors on September 27, 2017 (pg. 118)
- 1.8. Report of the Organization**
  - 1.8.1. President – Chelsea Mulvale (pg. 144)
  - 1.8.2. VP Student Experience – Emily Vance (pg. 146)

- 1.8.3. VP Academic – Becca Cheskes (pg. 149)
- 1.8.4. VP External – Kayla Weiler (pg. 153)
- 1.8.5. Policy and Transition Manager – Lauren Kelly (pg. 157)
- 1.8.6. CSA Services Updates (pg. 160)
  - 1.8.6.1. FoodBank
  - 1.8.6.2. SafeWalk
  - 1.8.6.3. SHAC
  - 1.8.6.4. Clubs
  - 1.8.6.5. Bike Centre
  - 1.8.6.6. Meal Exchange
- 1.9. Business**
- 1.9.1. Open Forum (pg. 167)
- 1.10. Adjournment**

**Item 1.4.1.  
Approval of the Agenda**

**MOTION:** to approve the Agenda.

**Moved:**

**Seconded:**

**Item 1.5.1.  
Motion to approve minutes from the AGM – February 1, 2017**

**MOTION:** to approve the minutes from the February 1<sup>st</sup>, 2017 AGM.

**Moved:**

**Seconded:**

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1.1. Call to Order

Called to order at 5:49 pm with quorum (100 people).

- Meeting to be recorded to assist with scribing. Recording to be destroyed once minutes have been prepared. Please let us know if you prefer to not be recorded during the meeting.

1.2. Land Acknowledgement

Land Acknowledgement given by Zoey Ross.

1.3. Comments from the Chair

a. Overview of the CSA

Meghan: A brief insight into who the CSA is: The CSA is your undergraduate student association at the University of Guelph. We provide to you services (...) campaigns such as Tap-In (...). The CSA currently has 5 executive commissioners. This year we have been operating under a non-hierarchical structure. [Commissioners introduced]. These are full-time paid positions that are paid for by your student fees so that we can do the things listed previously, for you students. Last but not least, we have our CSA Board of Directors, as well as our CSA Staff and Support Staff. If you want to know anything more about us, feel free to contact any of us by e-mail.

b. How to participate in the AGM

Chair: Pages 12-18 of the AGM package include a summary of the AGM, some rules, as well as the Robert's Rules of Order. My job [as Chair] is to help facilitate the meeting since not everyone is familiar with these rules. Please respect each other's arguments. Please sign-in and sign-out before you enter or leave the PCH. Pages 13-18 summarize the different motions and sections of Robert's Rules. Some key rules to follow: 1) Only one person is allowed to speak at a time. As chair, I facilitate this by generating a speaker's list. Every time a new motion goes up, I will make sure to explain the motion and make sure everyone understands it. Pages 15-16 give a great summary of the types of motion and what each does. Pages 17-18 give a little more detail on how to recite the motion.

1.4. Approval of the Agenda

1.5. Motion to approve the agenda

**BIRT** the agenda be approved.

**Moved:** Nicholas Kowaleski

**Seconded:** Noah Gould

**Motion carried.**

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- 1.6. Approval of past AGM minutes
- 1.7. Motion to approve the AGM minutes from January 20, 2016

**BIRT** the AGM minutes from January 20, 2016 be approved.

**Moved:** Lindsey Hunter

**Seconded:** Wolfgang Kaufman

**Motion carried.**

- 1.8. Questions and business arising from the minutes

None.

- 1.9. Approval of the 2015-2016 Auditors Report

- 1.9.1. Presentation of the 2015-2016 Auditor Report as presented

**Motion:** To extend speaking rights to the Business Manager

**Moved:** Zoey Ross

**Seconded:** Mohamed Ahmed

**Motion carried.**

Lee Anne: In a few minutes, you will be asked to vote on two motions. The first: to approve the audited financial statements approved by BDO Canada for the year 2015-2016. The second, to approve BDO Canada as our auditor for the fiscal year 2016-2017. Before you vote, I would like to note some highlights in the auditor's report. The letter states that BDO has audited the accompanying financial statements and clarifies management's responsibilities and their responsibilities. On page 34, we are provided with a 2 year history and it is a principle snapshot of our financial health.

All monies held in restricted accounts are administered by the CSA but are not a part of our operating budgets. When revenues exceed expenses, they build and are set aside in a separate account. These reserves are set aside and used to (...).

We will begin with Note 4. Ideally, this reserve should be 15% of the annual claims, or \$350,000. This was due in part to the undergraduate committee deciding to pay for Feeling Better Now. The Dental Plan Reserve is to be at \$194,000.

Note 6: The affordable housing reserve builds each year from the student fees you pay to upgrade and build accessible housing. The first was the redevelopment of #7 Collage Ave into a fully accessible lodging unit for 12 students (...). This past summer, the affordable housing reserve committee was approached and made aware that the elevator at 7 Collage Ave needed significant repair, thus they paid \$7000 to ensure that this elevator is accessible.

Note 8: the difference between these costs is attained. Last year, we voted to subsidize this fee by \$5000.

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Note 9: Particularly lease hold improvements. For anyone who has been there, you will note the floors are in desperate need of repair, which is what we are looking into right now.

Note 10: Despite aggressive fundraising and (..), we ended with a shortfall, but now that the undergrads, at 85%, voted to support the foodbank, the deficit will be severely diminished.

Note 12: The reserve became too large therefore in 2015/2016 the student fee was suspended for one year in an effort to reduce the surplus.

Note 14: Our long-term debt is for the first time since 2003, \$0. The bullring – has been paid in full.

If we go back to page 34, we can take a look at the snapshot of our financial position. Depreciation has been factored into the total of \$163,304.

At first glance this accumulated surplus might seem significantly high, but we have two additional obligations that we must take into consideration. The CSA bylaws state that we must at any point maintain 10-15% surplus of our main budget (...).

For us, we plan for this additional cashflow by setting aside an additional \$444,000. Putting these together, we have (...) which means we have \$179,694 more surplus than we are required to keep, thus we can now - for the first time in a long time - consider renovating the club space on the 2<sup>nd</sup> floor of the UC.

I would like to take this moment to thank my colleagues who support us by providing all the necessary documents.

Before I conclude my presentation and you move to approve these reports, does anyone have any questions for me or Ryan, your Finance & Operations Commissioner?

1.9.2. Motion to approve the 2015-2016 Audit Report as presented

**BIRT** the 2015-2016 Auditor Report be approved, as presented  
**Moved:** Meghan Wing                      **Seconded:** Allison Nowalker  
**Motion carried.**

1.10. Motion to appoint BDO Canada LLP as the 2016-2017 Auditor for the CSA

**BIRT** BDO Canada LLP be appointed as the 2016-2017 Auditor for the BSA  
**Moved:** Meghan Wing                      **Seconded:** Mohamed Ahmed

Jordy Divok: How does the CSA determine who they use as the auditor?

Ryan: As Lee Anne said, we have used the same auditor for 21 years. We are a pretty unique business so the fact that they know us is a factor.

Jordy Divok: Have you guys ever looked at other options to see what else is out there and look for better options or is just through familiarity?

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Lee Anne: No we have not, the reason being they are extremely good at their job and have gone above and beyond anything I have ever asked them. Also, the fee to set up an audit with a new company would be exorbitant. To run an audit costs \$10,000 a year to run, even with the numbers they have, so we have had no reason to change that.

Eric Peacock: In the booklet, it says CSA falls under a NPO, however you said we are unique. What is the case here?

Ryan: We are a NPO, however we do have a Business Office.

Meghan: I would like to thank Lee Anne Clarke for conducting the audit which takes four weeks out of the year to conduct. She does an absolutely amazing job. Thank you so much Lee Anne.

**Motion carried.**

1.11. Approval of amendments to the CSA Bylaws

**Motion:** To consider all the bylaws omnibus

**Moved:** Zoey Ross      **Seconded:** Nicholas Kowaleski

**Motion:** To divide the question and consider 1.11.4 (pg. 49) and 1.11.7 (pg. 88) separately.

**Moved:** Peter Miller      **Seconded:** Mohamed Ahmed

**Motion carried.**

**Motion:** To consider bylaw amendments 1.11.1, 1.11.2, 1.11.3, 1.11.5, 1.11.6, 1.11.8 omnibus.

**Moved and duly seconded.**

**Motion carried.**

1.11.1. Amendment to Bylaw 2 Electoral Bylaws, Bylaw 2 Appendix I – Campaign Policies and Penalties, Bylaw 2 Appendix J – Elections Appeals Board, and Bylaw 1 Section 7.9 on January 13, 2016

**BIRT** the following amendment to Bylaw 2 – Electoral Bylaws, Appendix I – Campaign Policies and Penalties, Appendix J – Elections Appeals Board as laid out by the Elections Bylaws & Policies Review PBRC Working Group, be ratified;

“the changes to the table of contents as reflected in the attached documents “CSA Bylaws – Bylaw 2 Electoral, CSA Policy Manual – Elections – Campaign Policies, Election Accessibility, Elections Appeal Board, and Referendum Advocacy Committees”

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**BIFRT** the following amendment to Bylaw 1 Section 7.9 be ratified;

“7.9. If an "at-large" Board of Directors seat should become vacant prior to the CSA Fall By-election period, or have remained vacant following a CSA general election, it is the responsibility of the Board of Directors fill the vacancies in accordance with CSA Bylaws and Policies.”

**Motion considered and carried omnibus, refer 1.11.**

1.11.2. Bylaw 1 Section 15 – 15.1 and Bylaw 1 Section 14.2.1 on March 2, 2016

**BIFRT** the following amendment to Bylaw 1 Section 15 – 15.1 be ratified;

“15. Accountability & Removal From Office  
15.1 Members of the Executive Committee may be removed from office by a referendum of the members of the Association”

Shall be changed to:

“15. Accountability & Removal From Office  
15.1 Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote, in the event that the subject of the removal from office is confidential or sensitive in nature, of the Central Student Association board of directors.”

**BIFRT** the following amendment to Bylaw 1 Section 14.2.1 be ratified;

“14.2.1. In addition, meetings of the Board of Directors may be called on 48 hours notice in three ways:

- Decision of three members of the Executive Committee
- Student petition with 50 signatures presented to the Communications & Corporate Affairs Commissioner
- Petition of one-half of ratified Directors, (one signature per voting seat) to be presented to the Communications & Corporate Affairs Commissioner”

**Motion considered and carried omnibus, refer 1.11.**

1.11.3. Amendment to Bylaw 1 Section 15.3.1 on March 23, 2016

**BIRT** the following amendment to Bylaw 1, Section 15.3.1 be ratified;

“15. Accountability & Removal From Office

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15.3.1. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training.”

Shall be changed to include:

“15. Accountability & Removal From Office

15.3.2 The Board of Directors shall also have the power to de-ratify any Director by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors, pending the reasons for de-ratification are sensitive and confidential in nature”

**Motion considered and carried omnibus, refer 1.11.**

1.11.4. Amendment to Bylaw 2 Section 6.12 on March 28, 2016

**BIRT** the following amendment to Bylaw 2, Section 6.12 be ratified;

“6.12. There shall be a moratorium on any referenda questions that has failed due to “no” vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

6.12.1 Referendum questions that failed due to a lack of quorum shall be exempt from the one year moratorium. Such questions are free to be posted to the membership again in the next possible election period

6.12.2 Furthermore, in addition to exemption from the one year moratorium, referendum questions which deal with contractual obligations that fail to reach quorum, may, at the directive of the Executive committee and/or the Board of Directors, have their voting extended or re-opened to allow quorum to be met, regardless of any previously approved electoral timeline.”

**Moved:** Peter Miller      **Seconded:** Michaela Spencer

**Motion:** To amend the motion to strike “which deal with contractual obligations” from 6.12.2:

“6.12. There shall be a moratorium on any referenda questions that has failed due to “no” vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

6.12.1 Referendum questions that failed due to a lack of quorum shall be exempt from the one year moratorium. Such questions are free to

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be posted to the membership again in the next possible election period

6.12.2 Furthermore, in addition to exemption from the one year moratorium, referendum questions ~~which deal with contractual obligations~~ that fail to reach quorum, may, at the directive of the Executive committee and/or the Board of Directors, have their voting extended or re-opened to allow quorum to be met, regardless of any previously approved electoral timeline.”

**Moved:** Peter Miller

**Seconded:** Spencer McGregor

Peter Miller: We changed this referendum bylaw to allow referendum questions to be re-opened if we don't reach quorum, which happened last year with the bus pass. My thoughts are that we should open it up to referendums that are not under contractual obligations as well so that there is not a two-tier referendum question set up.

Ryan Shoot: What happened last year, that we re-opened the referendum with the bus pass, was a great opportunity for the students so I agree this is a great amendment.

Jack Fisher: If we hadn't had this addition to the bylaws we would not have passed the bus pass and this amendment helped us all continue to have the bus pass. I agree that this should cover all referendum questions. If we do not reach quorum, that means not enough students voted and students should always vote on the referendum question. If we do not reach quorum that is a problem for the student Board of Directors. The way this is phrased now, if it is a referendum question that is political, for these things that need to be done in a timely manner we cannot always push them to be approved the next semester. So if the amendment is just to remove 6.12.2 that is a problem. [Motion re-read]. I agree with this amendment.

**Amendment carried.**

**Motion:** To call the question

**Moved:** Meghan Wing

**Seconded:** Mohamed Ahmed

**Motion carried with 2/3 vote.**

**Motion carried as amended.**

1.11.5. Amendment to Bylaw 1 and Bylaw 1 Section 1.3 on April 6, 2016

**BIRT** the following amendment to Bylaw 1 be ratified;

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“Amendments and formatting changes to Bylaw 1 as reflected in the attached document”

**BIFRT** the following amendment to Bylaw 1 Section 1.3 be ratified;

“Special Status Groups” in the context of the CSA are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Aboriginal Student Association, and the Ontario Public Interest Research Group – Guelph”

**Motion considered and carried omnibus, refer 1.11.**

- 1.11.6. Amendment to Bylaw 2 Section 2.2.1, Bylaw 2 Section 5.4 ad Bylaw 2 Section 5.11.1 on September 14, 2016

**BIRT** the following amendment to Bylaw 2 Section 2.2.1 be ratified;

“2.2.1 By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.”

Shall be changed to:

“2.2.1 By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors or the Executive Committee”

**BIFRT** the following amendment to Bylaw 2 Section 2.2.1 be ratified;

“Section 5: Referendum  
5.4 Referendum questions shall be included during the General Elections period”

Shall be changed to:

“5.4 Referendum questions shall be included during the General Election or By-Election periods”

**BIFRT** the following amendment to Bylaw 2 Section 5.11.1 be ratified;

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“5.11.1 The final ratification date for referendum questions will be the last board meetings of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary”

Shall be changed to:

“5.11.1 The final ratification date for referendum questions will be the last board meetings of the general election or by-election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary”

**Motion considered and carried omnibus, refer 1.11.**

1.11.7. Amendment to Bylaw 1 Section 5 on January 18, 2017

**Motion:** to consider amendments to Bylaw 1 Section 5 Executive Officers (refer to amendments enclosed in the AGM package);

**BIFRT** these changes be effective as of May 1st, 2017 and for the Winter 2017 general election.

**Moved:** Meghan Wing

**Seconded:** Nicholas Kowaleski

Meghan Wing: This is the most contemptuous bylaw amendment coming forward at this AGM today. This was something that the Board of Directors had a lot of discussion over. To summarize the amendment, the main changes that were approved by the Board of Directors to make, was to go from a non-hierarchal structure and to a hierarchal structure - that being a President position and VP positions. These bylaw amendments also remove executives voting from the Board of Directors and moving from a 5 person executive committee to a 4 person executive committee: VP Student Experience, VP External Affairs, VP Academic and President. This amendment is not coming out of nowhere. There are reports here that have been created by past executive members and past executive companies we have hired to do reports of our organisation, with recommendations to move from a non-hierarchal to hierarchal organisation. It wasn't until we performed our CSA Identity Project last year that reaffirmed that we should be doing this. For those of you who know, we hired an external consultant to talk to students, executives, the board, and staff and find out who is the CSA and what we should be. One of the recommendations that came from this company was to move to a hierarchal structure. A non-hierarchal structure has a lack of accountability that has prevented the CSA from operating at prime capacity. We hope this allows all of the directors and the staff to do more for the membership, which is all of you undergraduate students. A personal anecdote: operating in a non-hierarchal structure this year has been very frustrating as an executive because it is so

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hard to operate the way that I know this operation can, without the accountability measures that we are looking to put in place. Cutting the external affairs position does not mean that we are cutting those responsibilities. This is completely false. Those responsibilities have been restructured under other positions. Concerns brought forward were that we are over-worked. The point of going from 5 to 4 executives is that we hope to take the HR responsibilities the executive currently have off of their plates. We currently supervise staff and have HR responsibilities to the staff, and we do not have the training to do so and it not fair to our staff, or students, or us. This is something that has been identified over the past four years. I want to end with the fact that the Board of Directors - 25 for and 5 against - passed this motion.

Peter Miller: I would like to speak against the bylaw amendments. I am the College of Arts representative on the Board of Directors and one the 24 former execs exec's who signed the letter against this. I am against these huge structural changes. Will get into one of them – removing local affairs and moving from 5 to 4 commissioners. Local affairs works on housing, transit, student issues and participatory campaigns. I see these changes being distributed among other the other exec resolving in these job descriptions not being adequately prioritized by the CSA and as a result I see the CSA under-representing students. I would also like to bring attention to the fact with these structural changes, a lot of these duties are being moved to policy, but executives are elected by the student body and because of that the student body at the AGM should have the ability to vote on these moves. This is an undemocratic move on the CSA's part.

Ryan Shoot: Point of Information, can policy changes be brought to the AGM?

Chair: Policies are not presented for confirmation, only bylaws. There is no procedure for it, so it could be brought under New Business.

Peter: My final point is that going from 5 to 4 executives is lowering the amount of appointed executives on the CSA and thus lowers student voice. For these reasons, I am against these changes.

Natalie Chow: I am the Ontario Veterinary College Representative At-Large [on the CSA Board of Directions] and I am strongly in favour of these motions. First, to address the previous point brought up, that removing the Local Affairs Commissioner would diminish student voice and would prevent the exec from interacting with students – in fact, I think the opposite. This motion would give the executive more time to work on issues that are important. It frees up the exec's time to have more time to interact with students. Right now, they are encumbered with HR positions and even though they are trying as hard as they can to listen to your concerns (...). And relating to concerns about having one less representative, – this is the opposite of what is going to happen. Every

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single person on the board is in some way elective and in this way when the CSA exec don't have a vote on the board of directors, they have a vote on every other committee they sit on With this new format the different minority groups will actually have a larger say on this democratic system. In a culture that values diversity this is a good step forward for the University of Guelph.

Claudia Idzik: I am the CBSSC rep on the CSA Board of Directors. I strongly speak in favour – I want to stress that we should be looking at evidence based facts in this motion. The CSA exec's have hired people to look into this motion, they have done their research and I think eliminating the HR aspect will free up a lot of time and allow for better representation of students.

Mohamed Ahmed: I am strongly in favour of this – I want to reiterate the point of accountability. For a lot of the committees I'm on, having that person like a president to guide you and hold you accountable is great and it also provides a face for the CSA that students can easily recognize. Also, the board of directors, which are voted by the students, will have the ultimate say over the president, executive will have less of a say in terms of voting power. It's not that the president will have ultimate say.

Sonali Menezes: I have been involved with the CSA since 2012, this is the first year that I've cut all ties with CSA. I am strongly against this motion. 22 past commissioners have signed on to a letter in opposition to this. Students have the strongest voices, but 22 execs who have experience in these positions say a lot. This eliminates accountability in a lot of ways. Non-hierarchical allows for power-checks, and a president that can veto. Leaves an imbalance of power. .... GSA at UofT changed to a non-hierarchical in 2008-09 and have found it very successful.

Chair: Reminder, a point of information is to get critical info. Point of privilege are for infringements of rights as a member.

Sonali: A non-hier actually eliminates (...) switches into a business model for the organization. The descriptions are minimal, leaving a vague basis for what execs will be doing, what the CSA does, and what commissioners are mandated to do. Additionally, regarding accountability and time to work on student issues, I think we need to remember that there is a GM role that is supposed to do the HR stuff.

Zoey Ross: I want to speak strong in favour. I had an opportunity to be apart of the consultation process with out staff. In regards to the letter that's in the Ontarion, I am reading it and finding misinformation and alternative facts all throughout it. I haven't been happy with the CSA over the past few years and I got here as a director and was very critical of the structure and did not feel as a College of Arts representative that our students were being represented. This

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structure allows for all those pathways to be open, for clarity, for higher performance and so that we can do our jobs better than before. I am inundated with small tasks every day that I am just not qualified to do, that could be done by someone else. It took a lot of time to organize this meeting with the help of others. It will require a student fee increase to keep both PTM and GM positions that are mandated; we are offering a solution. It's hard to read these comments from someone who claims to not have read the Ontario.

Alexandra Bogoslawski: I am the GQE representative on the CSA board of directors. I have been involved with the CSA my entire university career but this is my first year ever with a direct role on the board. That being said, I am one of the 5 board members who voted against at the board meeting, and after leaving the meeting and doing more research I am still against it. I am worried that all of the political and advocacy roles of the positions are being taken away. If you are on committees but not actually running campaigns that gives students a voice on important issues and make campus more safe and more accessible and a better place for marginalized groups – if you are not prioritizing these things because of a survey that says they're not important, that's weird to me. I am also against the CSA having a presidential figure. In every VP's job description it says that the VP has to follow the direction of the president. That is very vague and we cannot know that the president will be an accountable person. The exec's right now work may have a similar vision and very well together, but that is not always the case. There is often dissonance between exec's.

Jordy Divok: Point of Information – do you have a policy that outlines a mandate?

Meghan Wing: In bylaw, one speaks to who the CSA is and our mandate, and the un-released CSA identity statement (...).

Jordy: P.O.I. – would that be sufficient to give that direction needed?

Chair: We are now moving into a debate, not P.O.I.

Jay Rojas: I am your current Local Affairs Commissioner. I want to remind everyone that the main changes are removing votes of the executive, moving to a presidential model, and having four executives. Being elected late October, my schedule was all of a sudden filled up to the point that I had no idea what to do. I am burning out. I am being vulnerable with you today – I have responsibilities I don't know how to do. I am expected to supervise staff which I have no training or experience doing by our bylaws and that's scares me because when I hear past executives or members of the CSA, saying that the powers checks are not there says that you do not trust our directors. I trust them wholeheartedly because you voted for them. Mr. Chair, I do support this motion

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wholeheartedly, because as Local Affairs Commissioner, I have spoken to various students and college representatives and that's not in my job description, but I know that's what I needed to do. This is what our students want. A CSA that is (...). As for democracy, this is what your executive does, these are your directors, the students that represent you and that you voted for and still accurately represent you because they do sit on committees. 14% of votes with 36 seats (...), the exec account for 21%. If you need 50% to pass a motion, and if that motion has to do with a personal agenda of the exec, I can assure you that it will pass. We would like to step back in that, as voting members, to give more time to hear directors. Directing to the president is vague because it is the directors that hold the president and vice presidents accountable. The motion is for current students today. I appreciate the previous students, but I ask you to think of students today and coming in 2-3 years from you. We have 9 PSO's (Primary Student Organization), including 7 colleges and IHC. They are filled with amazing rep's, they are elected positions and they do a great job on and off campus. They all follow a hierarchy structure and we want to follow their success model. It makes us want to be an organizations that students want to be apart of.

Elizabeth Cyr: I am the OPIRG rep on the CSA board of directors – I am still against this motion. I am still concerned after everything that's been said about taking away voting rights from executive, not because I don't trust the directors but because I think they [the exec] really bring something valuable in their votes. I think it's important for any member of the exec, if they bring forward an idea that directors or even other exec don't agree with, that they themselves have an opportunity to vote on it.

Spencer McGregor: I want to bring up the consultation that was don't for these changes, I think it is a huge issue. The exec's talked about how these bylaws came to be and most of the emphasis was put on permanent staff and a document put forward. Even as a student on the board who was at every meeting, I feel like I was given little consultation on this. It looks like the exec put this through without any thought as to the broad implications of this document. The CSA should constantly be in touch with the student body. What I saw was that student involvement in forming this document is severely lacking. If we want to make such a large shift in governance to the CSA, we should take more time to do so. I would like to reiterate that there is a line directly in the policy that says the VP have to take directions from the President. I would not like to ever be in a position to need to take direction from someone. I feel I got little meaningful consultation in this process and how is it possible to get a good sense of student desires without the comprehensive assessment of students. Such a small portion of student population should not be able to bring forward something so far reaching. (...) students should be allowed to give feedback on a process like this, more time should be given to this. We should take time and make the right decision. I urge students to vote against this.

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Cameron Olesen: Point of Information - is the students and Board of Directors not being consulted right now?

Student: Point of Information - what consultation was done before this?

Meghan Wing: 2 surveys this past year with high response rates, also with permanent staff, as well as among current exec.

Spencer McGregor: Point of Information – was this consult for this or another document?

Meghan: The survey was not about the bylaw changes, rather the CSA in general, which then lead to suggestions and recommendations on bylaw changes.

Odesia Howlett: I am against this change. Accountability is being brought up. I believe you are here because you want a GM to here and you being here, is accountability. You were voted in by 20,000 students, that's your accountability. I was the president of the English Society and I know when I dropped the ball, everyone dropped the ball and if that happens to you, and the CSA flops for a certain amount of time... minority groups cannot drop the ball for any period of time and I think these groups need the CSA as their voice, for those that don't have one. The president will see whatever it is when they want to see. If the president is just looking for one key idea, then the entire year is a flop. Also on behalf of partner ASR who is also against this motion – none of you have been completing your full duties, you can't know how this change would impact an executive that actually does their full load of duties. (...) Many committees you are to chair have not met at all this year such as (...). In conclusion, this executive has failed to represent us and cannot (...).

Nick Kowaleski: Point of Information - why don't we function with a GM or a PTM right now?

Ryan Shoot: We did have a GM at the beginning of the year. The board is working diligently to make sure we could afford the position and get the job description out. The job description that come completed by the board and then amended as we moved forward was not possible. It was not sustainable long term. We are trying. We are working very diligently to create a position now, a GM but probably a separate name. We decided not to hire a PTM because we can't afford it. To reiterate what Jay said, if Jay is burned out, I am a puddle of wax dripping off the table, that will continue to drop for the next few months to support students. To jump on a bit more, today we have been told that the president can take a direction and run with it. This is not what will be happening. Additionally, when we talk about the Ontario article, out of 70 past executive

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members, 22 signed it, but we also had past executives e-mail us, but we did not feel it necessary to make this a public source of information because we understand the value of this. Also, any executive member can still come to the board to voice their opinion, just would not have a singular vote. As for the creation of the bylaws and why they are so far, you can go through our policy right now that was passed at our last board meeting and you can see that everything was copy and pasted into policy. The one thing that we did miss, which Peter [Miller] mentioned, and that we will bring up at the next board meeting. Additionally, all these changes were out in the public for an entire month over winter break, and it is the student's responsibilities to look into this.

Student: Point of Information - over the winter break, many students are at home. The meeting that happened with these changes was 1-2 weeks before the winter break on. A lot of students don't check their emails.

Ryan: There was also a meeting before that (...). Strongly in favour.

Student: I am a little confused. Are the changes all or nothing? Do all the aspects of this motion have to go together or can you change some of it? I am for some changes, but not all.

Chair: The procedural answer is yes. We can make certain amendments. One would have to motion to divide the question to change certain sections.

Braden McDonald: I am not a director, or on the board. I neither support or am against. Checks and balances you should be aware of. Check and balances are glaringly absent on my reading of these bylaw changes and I think we should hold these accountable in some way. Ideally through some more debate on this at some point, so maybe if this passes or fails (...).

Zoey Ross: Point of Information - what current processes outside of the electoral process does the CSA have to check for accountability for the check and balances?

Ryan Shoot: It's up to you, the students and the board of directors. Pretty much, if you feel we are not doing our job, you have the chance to come to a Board of directors meeting and bring reprimand to us. Currently, that does not happen, and the goal with the change is that the president would not only be watching over these folks, but so would the GM.

Braden McDonald: By accountability, I mean for everyone. The board the directors and the exec. The institutions are great, but people suck, so you need something in there institutionally to keep this in check. To repeat my question, what do you guys think we should do so that there is accountability everywhere?

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Olivia Boonstra: We do, in fact, work on a non-hierarchical structure and we are still full of great people so I think it is doable. I would like to speak against this motion. My biggest concern is that this seems to me like it is an attempt to depoliticize the union. The removal of anti-oppression from all of the bylaws is unacceptable to me. Inclusivity and accessibility is not the same thing. That, on top of moving back to a hierarchical structure, to me seems like a step back and does not seem to be in the best interest of students.

Natalie Chow: Point of Information - how does this individual feel the bylaws are being depoliticized?

Ryan Bowes: I am the CSAHS-At Large rep on the board of directors. I am one of the five who voted against this motion at the board meeting. I truly respect the CSA and each one of you. I have spoken personally to Ryan [Shoot] and Zoey [Ross]. They know I am against it, and they elucidated a lot of things. I am conflicted and confused by this. All these other pages are duties and obligations that we had to the student group. I am wondering who this empowers. I know a lot of this restructure has come from the report from the professional that you hired that I also voted against, for a new Mission, Vision, Values statement and that is sort of confusing to me because something that was discussed before this was made. In what capacity is empowering you guys too much, because all this is about is the executives and the president, and where is the mention of students? That is what is confusing me.

Lacy Droste: I am one of the Ontario Agricultural College At-large reps on the board of directors and I voted in favour of this. I am in a unique position where this is the 3<sup>rd</sup> post-secondary school I have attended, and it's the only CSA that is not run in a hierarchical position. With that being said, I understand how voting, and voices, are often seen as the same. The voices aren't being taken away. If anything, they are more dominant because they have to fight for what you want, and they have to back up what they are bringing forward. There is so much talk about failure around our execs. If there is so much failure, don't you think we need a change?

Emily Vance: I am your current External Affairs Commissioner. Given that campaigning has been brought up, that is a large part of my job description and I will speak to it. Yes, I want to run campaigns; United for Equity, No means No are all very near and dear to my heart. It is what I ran on in my own campaign. I want to do these things, but the way our structure is currently run, I am not functioning at 100%, not because we don't have enough executive, but because all my time is spent doing HR committees. I was not elected into this position to supervise my staff, although I love my staff and cannot thank them enough for how amazing they are. I can't do that because of our structure currently. I am doing all these supervisory things that I do not currently have the training to do.

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The CSA itself is kind of holding itself together because of all the permanent staff and student and contract staff we have. The execs and especially those responsible for campaigns will have time to do those things. So campaigns will be possible if this restructure happens because HR will be re-allocated somewhere else.

George Charchoyhlyan: I have been on campus for about 5 years now. I have seen the CSA go through its phases and transitional periods. I am not directly involved with the CSA, but I am with it's many clubs. Part of my job is to ask our students, what concerns you? On a daily basis I interact with countless students and you really get to hear their opinions. A lot of these students are not here, and they will not speak up when they see problems. I have heard this debate at length. I was at the last board meeting where 22 voted for and 5 against this motion and I am hearing those individuals say this is vague and we were at that meeting for hours. It is very clear. 22 exec's signed the Ontario article. If the system is failing, (...) I have heard some very strong and insulting accusations against our exec and I am upset. "They have failed to represent our students". Have you talked to our students? I quote, "for once our focus is peaceful". I just want to finish off. Lastly, I want to commend the exec's for undertaking the single largest survey that I have even heard of taken on a university campus... 4000+ students. If you can point to anything remotely close to this... if this is not evidence-based policy creation, I don't know what is. Clearly, students love our executive, and I strongly suggest students listen to them. They have spent countless hours refining every single one of these points. I encourage you all to listen to them. With this and countless other motions, Jay is swamped. Ryan is as well. It's just very unfair to continue this perpetuate cycle. Unfortunately, this motion is the only thing that will address the inherent instabilities in the CSA.

Angela Keelie: I am a graduate from Guelph from 2011...

Point of order raised regarding speaking rights. Guest is not a member and no speaking rights were given.

Chair requests for consent motion to extend speaking rights to all present.

**Motion:** To extend speaking rights to all present.

**Moved:** Student. **Seconded:** Kate Schievink

**Motion carried unanimously.**

Chair: Isn't consent great.

Angela Keelie: Having been here when I was on club and other committees, I understand the necessity for hierarchal models sometimes, but I have also worked at OCAD and seen hierarchal structures fail, and one voice can dominant whether it is the president or someone else. It can become

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“contentious” because people feel they are silenced. I think the commissioner model is the only one that works well and because I worked in a job that was very poorly defined, I agree that you guys need a GM and PTM, but I do not think this hierarchal change is necessary.

Chirag Patney: I am on the board as the IHC rep. I want to address: it has been said that this new model doesn't allow the new executive to be in touch with their students. I argue against this. By taking the HR responsibilities against the executive and putting it on the GM, they have more time to engage with students, hear your voices and work for you. The vagueness that people are discussing states just in the bylaw. There is a whole section marked in red that is not *gone*, it is just moved. It is moved from here to another CSA governing policy. Lastly we are failing to understand here that the students at the end of the day have the vote, which is why things like the AGM exist. Nothing can get passed without the vote at the AGM and the execs are voted in by you as well. The Board of Directors are voted in by the students to represent the students to various different organisations. At the end of the day, the Board of Directors and the students are the ones that have the guiding say as to what happens with this organisation and the concerns and opinions that you have are the ones that get moved on and are discussed by the CSA.

Lindsey Hunter: I am in favour. I see we are doing a lot of debate.

**Motion:** To call the question

**Moved:** Aidan Paskinov

**Seconded:** Mohamed Ahmed

**Motion carried with 2/3 vote.**

**Motion carried.**

- 1.11.8. Amendment to Bylaw 1 Section 1.5, Bylaw 2 Section 3.2 and Bylaw 2 Section 1.1 on January 25, 2017

**BIRT** the following amendment to Bylaw 1 Section 1.5. be ratified;

“1.5. Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph”

Shall be changed to:

“1.5 Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph or are presently enrolled in a co-op program or are on a semester break”

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**BIFRT** the following amendment to Bylaw 2 Section 3.2. be ratified;

“3.2 Nomination of Directors

3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency.”

Shall be changed to:

“3.2 Nomination of Directors.

3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

d) The nominee must receive a total of 25 verified signatures in support of their candidacy and must be from individuals within your constituency.”

**BIFRT** the following amendment to Bylaw 2 Section 1.1 be ratified; “1.1. Electoral Officers

1.1.3. CSA Elections Office staff shall report to and be supervised by the Communications & Corporate Affairs Commissioner.

1.1.3.a In the event that the Communications & Corporate Affairs Commissioner is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.”

Shall be changed to:

“1.1. Electoral Officers

1.1.3. CSA Elections Office staff shall report to and be supervised by the Policy and Transitions Manager.

1.1.3.a In the event that the Policy and Transitions Manager is a candidate for election or the position is vacant, CSA Elections Office will report to the General Manager. If the General Manager position is vacant, CSA Elections Office will report to an executive who is not a candidate, as determined by the Board of Directors. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.”

**Motion considered and carried omnibus, refer 1.11.**

1.12. Report of the Organization

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Jay Rojas: Unfortunately, I am focusing my time more on HR, transportation and municipal, so stay tuned for tenancy updates. We have a new GM, Mike Spicer, at Guelph transit. We are going to work towards improving service on the Gordon corridor. As for municipal, I am working towards (...). My door is always open for you.

Emily Vance: Short update. I have been trying to find different avenues for advocacy to advocate for certain student groups. Winter Pride, I have been collaborating with (...) to have events throughout the semester instead of just during Pride week. The first event tomorrow is Sex and Pizza where you can have pizza and learn about sex education with an LGBT focus. As well, I am hoping to be creating a media campaign in the upcoming semester. I have been collaborating with a bunch of folks including those collaborating with winter pride, to raise awareness of discrimination that happens on campus.

Zoey Ross: First, I want to recognize the incredible work of the Board of Directors. We have had a lot of training this year and a very attentive board come out and help with promotions of the CSA. I am very, very proud of our Board of Directors for collaborating that way. Going back, this semester has really been about building bridges and building collaboration and that really started during O-Week. If you look to marketing and engagement, media relations, and an Integrated Marketing Communications Plan are all things I want to focus on and they have all been on the up and up ... when Nestle continued to take water from us even though we were in a drought .... Made the cover of the Ontario for the first time in a couple of years. We haven't had a PTM in quite some time now and those roles have fallen on our exec's and staff as Tanya Vohra and our staff have taken on the responsibilities of the PTM. We are really happy all of our board minutes and packages are up and transparent on our site. Our social media numbers and marketing numbers are all up and are at our highest of all time. If you have any questions, please contact me.

Meghan Wing: I am notorious for giving long updates so I will try and keep it short. I am going to revert back to you what I ran on in my campaign last year. One of the things that really got to me when I was an undergrad was that the hours of our library were very limited to folks, especially during midterms and summer. I met with the library early on and met with some resistance because of some large renovations that are going on. It is not something I have forgotten about and something I fully plan on transitioning the incoming Academic Affairs into. I have started a cool initiative with the library around bringing more awareness around availability of textbooks because school is very expensive and I don't want to spend \$200, right after paying tuition. We have worked to increase our numbers of e-reserves, but the numbers don't actually support increasing this because they are so under-used right now. So, we looked at data into whether or not students are buying or using textbooks and if they are not, why that is so, so we are in the analyzing part of this data at the moment. This is something I have really been working hard on this year. Because these renovations are occurring, there will be a reduction in student space for a certain time. The library has been working really hard to make sure there are alternatives for the students and also working with the contractors

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to make sure most of the construction is happening in the summer. I sit on so many committees that I am really passionate about. We passed a new neuroscience major this year. Senate worked really hard on it, all the way down to the departmental level. Lastly I led throughout CAPCOM committee the CSA Identity project. I did try to be as off-hands as I could to remove any bias. Those are my main points. If anyone ever has any questions feel free to contact me.

Ryan Shoot: At the start of the term this team was told we might get maybe one big thing done in our term, and we got a lot of things done. This year, FeelingBetterNow was a project that was handed to me when I joined the Health & Dental committee. It was a program we were going to lose this year because we weren't able to afford it. We reached out to Wellness and Student Affairs and got \$10,000. A few weeks ago, we got some amazing numbers back. We are up 500% in usage. 83% of people who used it thought it was helpful to them and 89% would recommend it to others. We are working towards these things constantly. Emily and I are currently working on a letter together to send out to the public as a cry for help from our governments. We didn't pay a dime for these water bottles. What we were able to create: for the price of 2 non-reusable water bottles, you can purchase one re-usable water bottle. I brought forward a club space initiative this year. It is unprecedented at our time in the UC as we have always had to fight for space. Multiple people have tried to accomplish this over the years and they were unsuccessful and the notes I got from all of these attempts were don't bite off more than you can chew. Some clubs will lose their meeting space but all clubs will now have access to storage (...).

Student: How often are the clubs going to have access to the boarding rooms?

Ryan Shoot: Completely up to the group. There will be a sign-up at the beginning of every month. We have gotten amazing support for this project.

Student: Point of Information - for these rooms, do we have to rent them or do we have to pay money for them?

Ryan Shoot: No, these are club-specific spaces and are not open to public. What we noticed was a lot of spaces on campus were being taken up by professors etc. by September (...).

Zoey Ross: Kudos on passing the first referendum question to increase the foodbank since 1976. That took a lot of time and effort on everyone's part. Secondly, the CSA has been working with a team of post-graduate students to put together a (...) and that has been on-going since July. Mayor Cam Guthrie is coming to the next CSA board meeting. Our meetings are open to the public. The next one is Wednesday, February 8<sup>th</sup> at 6pm in UC 442.

1.13. Business

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None.

1.14. Open Forum

Rebecca Borland.: I would like to discuss the club space renovation. [Student reads pre-written statement]. The second floor of the UC contains safe spaces in the form of club rooms. These safe spaces are used for religious clubs. The change from private to public club spaces will be detrimental to the public space on campus. Our club has (...). Safe spaces on campus are now even more important considering the suicides on campus that have just occurred. The CSA is using a million dollars to do this renovation where this (...). Perhaps you may consider to use the renovation budget to hire a manager or GM to (...). Technically we are paying for it. If you go into your tuition payment there is a \$2 charge for club spaces. As I have talked to many students about this, many are unaware of the renovations on the second floor. The update was released August 2<sup>nd</sup> by email over the summer. The info is not accessible to all the clubs in the summer or the students. The students were not informed. We received a secret email from a board member to let us know this is happening . You have received to listen to the kind words(...) You aim to be about democracy but not a single club was able to vote for this. Frankly, we are fine with having less space in our offices. We would love for all the clubs to have office space, but what you are planning, is that all clubs are equal when they are gone. We have seen this in other universities like the University of Waterloo, when club spaces were removed and the number of clubs existing dropped significantly. It's my home. It is where I met my roommate and all my friends. Your public plan only allows for 2 hours of personal club hours. Right now, my club personally offers 6 every week. When you sent out the recent survey, they were only open for a few days, and very bias, speaking to the renovation already taken place. You have told us you will not maintain club space, so how will we keep clubs running? We will not be able to keep the documents you require us to keep for 7 years. The meetings occurred during the winter exam period and the first week back from winter break, making many exec's unable to attend. The blueprints were also said to be presented to the clubs and this has not occurred. We have asked one thing and you have promised us adequate rental services, which we currently provide for free. Last night at the Accreditation meeting you offered us a 2 ft. by 2 ft. by 2 ft. box for storage. We currently have 4 bookshelves worth. The current storage has been called dog service. The volunteers you hired may not take care of our stuff as we would require. You are removing safe spaces. Not requiring adequate storage space. You have ignored our opinions. You have made ourselves inaccessible.

1.15. Adjournment

Quorum lost at 8:25pm.

Meeting adjourned at 8:25pm.

**Item 1.5.2.**  
**Questions and business arising from the minutes**

**Item 1.6.1.**  
**Presentation of the 2016-2017 Audit Report**



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BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

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## Independent Auditor's Report

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### To the Members of The University Of Guelph Central Student Association

We have audited the accompanying financial statements of The University Of Guelph Central Student Association which comprise the statement of financial position as at April 30, 2017, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



#### Basis for Qualified Opinion

In common with many not-for-profit organizations, The University Of Guelph Central Student Association reports sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of The University Of Guelph Central Student Association. We were unable to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess of revenues over expenditures, current assets and net assets.

#### Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The University Of Guelph Central Student Association as at April 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario  
October 2, 2017

# The University Of Guelph Central Student Association

## Statement of Financial Position

April 30	2017	2016
<b>Assets</b>		
<b>Current</b>		
Cash and short-term investments (Note 2)	\$ 872,369	\$ 865,957
Accounts receivable (Note 3)		
- University of Guelph	30,893	30,960
- Other	5,412	16,835
- Bullring	774	1,704
Prepaid expenses	204,552	861
	<b>1,114,000</b>	916,317
<b>Capital assets (Note 4)</b>	<b>154,230</b>	163,304
<b>Restricted deposits</b>		
Health plan reserve fund (Note 5)	258,876	331,816
Dental plan reserve fund (Note 6)	257,294	351,010
Affordable housing reserve fund (Note 7)	88,781	98,599
Late night service reserve fund (Note 9)	42,452	42,987
Bullring capital reserve fund (Note 10)	122,574	121,355
Food bank reserve fund (Note 11)	28,168	28,206
Due from operations - Cannon.ca (Note 13)	6,585	6,585
Due from Guelph Campus Co-operative (Note 13)	-	12,299
	<b>\$ 2,072,960</b>	<b>\$ 2,072,478</b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities		
- Other	\$ 58,669	\$ 83,620
- Due to Guelph Campus Co-operative (Note 13)	495	-
	<b>59,164</b>	83,620
<b>Net Assets</b>		
<b>Net Assets Externally Restricted</b>		
Health plan reserve (Page 5)	258,876	331,816
Dental plan reserve (Page 5)	257,294	351,010
Affordable housing reserve (Page 5)	88,781	98,599
Late night service reserve (Page 5)	42,452	42,987
Food bank reserve (Note 11)	28,168	28,206
Cannon.ca reserve (Note 13)	6,090	18,884
<b>Bullring capital reserve (Page 5)</b>	<b>122,574</b>	<b>121,355</b>
<b>Net assets invested in capital assets (Page 5)</b>	<b>154,230</b>	<b>163,304</b>
<b>Unrestricted net assets (Page 5)</b>	<b>1,055,331</b>	<b>832,697</b>
	<b>2,013,796</b>	<b>1,988,858</b>
	<b>\$ 2,072,960</b>	<b>\$ 2,072,478</b>

Approved on behalf of the Association:

## The University Of Guelph Central Student Association Statement of Changes in Net Assets

April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Internally Restricted Bullring Capital Reserve	Invested In Capital Assets	2017 Total	2016 Total
Balance, beginning of the year	\$ 351,010	\$ 331,816	\$ 98,599	\$ 42,987	\$ 121,355	\$ 163,304	\$ 1,941,768	\$ 1,895,966
Premiums collected in the year	1,788,211	3,147,136	-	-	-	-	4,935,347	4,589,017
Student fees collected	-	-	45,026	391,603	-	-	436,629	426,618
Bursaries and support payments	-	(31,000)	-	-	-	-	(31,000)	(62,000)
Interest earned	12,965	18,272	156	87	1,219	-	32,699	35,261
Premiums for the year	(1,882,642)	(3,190,181)	-	-	-	-	(5,072,823)	(4,597,751)
Administration fees	(12,250)	(17,167)	-	-	-	-	(29,417)	(33,038)
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	(33,343)	213,560	75,021
Purchase of capital assets	-	-	-	-	-	24,269	-	-
Expenditures	-	-	(55,000)	(392,225)	-	-	(447,225)	(387,326)
<b>Balance, end of the year</b>	<b>\$ 257,294</b>	<b>\$ 258,876</b>	<b>\$ 88,781</b>	<b>\$ 42,452</b>	<b>\$ 122,574</b>	<b>\$ 154,230</b>	<b>\$ 1,979,538</b>	<b>\$ 1,941,768</b>

## The University Of Guelph Central Student Association Statement of Operations

For the year ended April 30	2017	2016
<b>Revenues</b>		
Council - general	\$ 124,571	\$ 128,665
Academic commissioner	37,946	39,142
External commissioner	37,865	38,000
Local affairs commissioner	35,390	35,800
Communications commissioner	46,535	45,200
Live entertainment	102,099	69,403
Films	21,767	22,073
Programmes	102,065	105,721
General programming (entertainment)	72,428	67,061
Administration (Note 8)	437,561	426,100
The Bullring	745,313	712,012
Promotional services	48,956	38,381
	<b>1,812,496</b>	<b>1,727,558</b>
<b>Expenses</b>		
Council - general	155,101	154,847
Academic commissioner	37,655	39,340
External commissioner	33,838	29,863
Local affairs commissioner	18,911	34,730
Communications commissioner	42,355	42,226
Live entertainment	73,331	44,949
Films	13,022	15,276
Programmes	96,812	99,232
General programming (entertainment)	71,617	70,724
Administration	389,141	385,582
The Bullring	624,936	697,427
Promotional services	42,217	38,341
	<b>1,598,936</b>	<b>1,652,537</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 213,560</b>	<b>\$ 75,021</b>

The accompanying notes are an integral part of these financial statements.

## The University Of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2017	2016
<b>Cash flow from operating activities</b>		
Excess of revenues over expenditures	\$ 213,560	\$ 75,021
Adjustments for		
Amortization	33,343	33,828
	<u>246,903</u>	<u>108,849</u>
<b>Changes in non-cash working capital balances</b>		
Accounts receivable	12,420	(38,775)
Prepaid expenses	(203,691)	(861)
Accounts payable and accrued liabilities	(24,951)	15,034
	<u>30,681</u>	<u>84,247</u>
<b>Cash flows from investing activities</b>		
Purchase of capital assets	(24,269)	(21,858)
<b>Cash flows from financing activities</b>		
Repayment of long-term debt	-	(15,046)
<b>Change in cash position during the year</b>	<u>6,412</u>	<u>47,343</u>
<b>Cash position, beginning of year</b>	<u>865,957</u>	<u>818,614</u>
<b>Cash position, end of year</b>	<u>\$ 872,369</u>	<u>\$ 865,957</u>

The accompanying notes are an integral part of these financial statements.

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# The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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## 1. Summary of Significant Accounting Policies

**Nature of Business** The University of Guelph Central Student Association (the "Association") was incorporated without share capital, on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.

The Association is a non-profit organization and, as such, is exempt from income tax.

**Basis of Accounting** The Association has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

These financial statements were prepared using the accrual basis of accounting. The accrual basis recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipts of goods and services and the creation of a legal obligation to pay.

**Capital Assets** Capital assets are recorded at cost. Amortization is based on the estimated useful life of the assets as follows:

Furniture and equipment - 10 years straight-line basis  
Computer equipment - 5 years straight-line basis  
Leasehold improvements - 12 years straight-line basis

**Revenue Recognition** The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

# The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

## 2. Cash and Short-term Investments

The Association's bank accounts are held at one credit union.

	2017	2016
Cash	\$ 718,237	\$ 703,520
Short-term investments	160,000	160,000
Due from health plan reserve fund	-	2,842
Due from food bank reserve fund	95	1,440
Due from late night service reserve fund	622	4,740
Due to Canon.ca reserve fund	(6,585)	(6,585)
	\$ 872,369	\$ 865,957

The cash balance earns interest at the rate of 0% to 1% (2016 - 0% to 1%).

Short-term investments consists of GICs that earn interest at rates of 2.48% and 2.50% and mature in April 2019 and April 2021, respectively.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to this risk through interest earned on its savings accounts and its guaranteed investments certificates. This risk has not changed since the previous period.

## 3. Accounts Receivable

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to accounts receivable. This risk has not changed since the previous period.

## 4. Capital Assets

	2017		2016	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 250,400	\$ 123,294	\$ 127,106	\$ 131,458
Computer equipment	17,763	11,052	6,711	6,683
Leasehold improvements	57,000	36,587	20,413	25,163
	\$ 325,163	\$ 170,933	\$ 154,230	\$ 163,304

During the year, amortization of \$33,343 (2016 - \$33,828) was recorded on capital assets.

# The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

## 5. Health Plan and Health Plan Reserve Fund

The Association administers the student health plan. Use of health plan reserve funds is restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund.

	2017	2016
Savings	\$ 31,982	\$ 34,658
Short-term investment	300,000	300,000
Due to operations from health plan	(73,106)	(2,842)
	<b>\$ 258,876</b>	<b>\$ 331,816</b>

The short-term investment consists of a GIC that earns interest at a rate of 2.40% with a maturity date of April 2018. The savings accounts earn interest at the rate of 0.20% to 1% (2016- 0.20% to 1%).

During the year, the Board approved a one-time loan of \$80,000 from the Bullring Capital Reserve account to the Health Plan Reserve account. This loan and any interest lost will be repaid during the next fiscal year.

## 6. Dental Plan and Dental Plan Reserve Fund

The Association administers the student dental plan. Use of dental plan reserve funds is restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund.

	2017	2016
Savings (indebtedness)	\$ (42,706)	\$ 51,010
Short-term investments	300,000	300,000
	<b>\$ 257,294</b>	<b>\$ 351,010</b>

The short-term investments consist of GIC's that earn interest at rates of 1.90% and 2.40% with maturity dates of May 2017 and April 2018. The savings accounts earn interest at the rate of 0.20% to 1% (2016 - 0.20% to 1%).

## 7. Affordable Housing Reserve Fund

The Association administers an affordable housing plan. Use of the affordable housing reserve funds is restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees. The funds are deposited in a savings account that earns interest at 0.20% (2016 - 0.20%).

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 8. Universal Bus Pass Revenue

Included in administration revenues is the net universal buss pass revenue, which is comprised of the following:

	2017	2016
Universal bus pass revenue	\$ 4,815,096	\$ 4,141,354
Universal bus pass expenses	(4,809,024)	(4,133,709)
Net	<b>\$ 6,072</b>	<b>\$ 7,645</b>

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### 9. Late Night Service and Late Night Service Reserve Fund

The Association administers late night bus service for use by the students. Use of any funds resulting from the excess of revenues over expenditures is restricted for the purpose of providing future late night bus services to the students. Revenues earned in the fund are generated from student fees.

	2017	2016
Savings	\$ 43,074	\$ 47,727
Due to operations from late night service reserve	(622)	(4,740)
	<b>\$ 42,452</b>	<b>\$ 42,987</b>

The savings account earns interest at the rate of 0.20% (2016 - 0.20%).

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### 10. Bullring Capital Reserve Fund

The Association administers a Bullring capital reserve fund. Use of the Bullring capital reserve fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 1% (2016 - 1%).

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 11. Food Bank Reserve

The Association administers a food bank plan. Use of the food bank reserve funds is restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees.

	2017	2016
Balance, beginning of the year	\$ 28,206	\$ 32,646
Add: Revenues	110,351	99,089
Less: Expenditures	(110,389)	(103,529)
Balance, end of the year	<u>\$ 28,168</u>	<u>\$ 28,206</u>

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### 12. Contingencies

On April 30, 2013, the Association entered into a Litigation Cooperation Agreement ("Agreement") with the Canadian Federation of Students ("CFS") and Canadian Federation of Students-Ontario ("CFS-O") through which the Association, the CFS and the CFS-O will together be seeking damages from the University of Guelph equivalent to all unpaid, unremitted and/or uncollected 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 CFS and CFS-O membership fees. There is at this date no potential claim by the CFS or the CFS-O against the Association for unpaid or uncollected fees as a result of this Agreement. The Agreement is accessible of review by any of the Association's members upon request.

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

### 13. Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners. Activity of the Cannon.ca is as follows:

	2017	2016
Revenues	\$ -	\$ 1,189
Expenses	25,588	34,819
	<b>\$ (25,588)</b>	<b>\$ (33,630)</b>
Net loss for the year		
Opening reserve balance	\$ 18,884	\$ 35,699
Association's 50% portion of the net loss for the year	(12,794)	(16,815)
Ending reserve balance	<b>\$ 6,090</b>	<b>\$ 18,884</b>
Due from operations	\$ 6,585	\$ 6,585
Due (to) from Guelph Campus Co-operative	(495)	12,299
	<b>\$ 6,090</b>	<b>\$ 18,884</b>

The Association's portion of the net income of Cannon.ca from inception to April 30, 2017 is included in a reserve account as this money is restricted for the purpose of financing future deficits of the partnership.

### 14. Commitments

The association has entered into an operating lease for one photocopier. The photocopier is leased at \$2,670 per quarter under a lease expiring in July 2019.

The minimum annual lease payments for the next three years are as follows:

2018	10,680
2019	10,680
2020	2,670
	<b>\$ 24,030</b>

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 15. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.

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**Item 1.6.2.**

**Motion to approve the 2016-2017 Audit Report as presented**

**MOTION:** to approve the 2016-2017 Audit Report as presented.

**Moved:**

**Seconded:**

**Item 1.6.3.**

**Motion to appoint BDO Canada LLP as the 2017-2018 Auditor for the CSA**

**MOTION:** to appoint BDO Canada LLP as the 2017-2018 Auditor for the CSA.

**Moved:**

**Seconded:**

**Item 1.7.1.**

**Motion to approve amendment to Bylaw 1 – Organizational and Bylaw 2 – Electoral approved by the  
CSA Board of Directors on February 8, 2017**

**MOTION:** to approve the following amendment to Bylaw 1 – Organizational and the amendments to Bylaw 2 – Electoral as passed by motion of the CSA Board of Directors on February 8, 2017 (Board Meeting #13).

Bylaw 2, Section 12 – Campaigning, point 12.1. moved to definitions in Bylaw 1 as per Board Package #13 materials (pg. 48) included for the Board to approve at the February 8, 2017 Board Meeting.

To amend Bylaw 2 Electoral to strike the following Bylaws and move them to a new Appendix L – Elections: 1.2. Conflict of Interest, 1.3.1. (a-n), 1.4., 3.0. (all), 4.0. (all), 6.0. (all), 8.0. (all) excluding 8.2., 8.4., 9.0., 10.0., 11.0. excluding 11.1., 11.3., 11.4. and 11.5. inclusive, 12.2.-12.6., 13.0. excluding 13.1., 14.0.

To renumber Bylaw 2 in accordance to previous amendments.

**Moved:**

**Seconded:**



# Central Student Association Bylaw 1 – Organizational

2017 DATE

Last amended: March 15,

These bylaws were last amended by the CSA Board on February 8, 2017, January 18, 2017, April 6, 2016. Some amendments have been ratified by an Annual General Meeting on January 21, 2016, February 1, 2017 the below bylaws pertain to the affairs of the University of Guelph Central Student Association. These Bylaws, once in force, precede all previous Bylaws, written or implied.

**Commented [C-P&TM1]:** BM#13 Feb 8, 2017(pg.2) Motion carried moving Campaigning definition from Bylaw 2 to Bylaw 1 Definitions.

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## 1.0. General

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### 1.1. Introduction to the Central Student Association

1.1.1. The University of Guelph Central Student Association, hereafter referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

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### 1.2. Aims of the Central Student Association

1.2.1. The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:

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a. a) Advocacy – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation we protect our rights at the institutional, municipal, provincial, and federal level.

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b. b) Enhance the Student Experience – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.

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c. c) Provide Cost-Saving Services – We offer members services to save money, like health & dental plans, affordable bus passes, and more.

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### 1.3. Definitions

In these bylaws, unless the context otherwise requires, these shall be the definitions:

"Board" means the board of directors of the CSA;

"Bylaws" means this bylaw (including the schedules to this by-law) and all other bylaws of the CSA as amended and which are, from time to time, in force;

"Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period."

**Commented [C-P&TM2]:** Campaigning definition moved from Bylaw 2 to Bylaw 1 definitions at BM#13 February 8, 2017. Motion carried (pg. 2).

"Chair" means the chair of the Board;

# Central Student Association Bylaw 1 – Organizational

These bylaws were last amended by the CSA Board on February 8, 2017. Some amendments have been ratified by an Annual General Meeting on February 1, 2017 the below bylaws pertain to the affairs of the University of Guelph Central Student Association. These Bylaws, once in force, precede all previous Bylaws, written or implied.

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## 1.0. General

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- 1.2.1. The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:
- Advocacy – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation we protect our rights at the institutional, municipal, provincial, and federal level.
  - Enhance the Student Experience – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.
  - Provide Cost-Saving Services – We offer members services to save money, like health & dental plans, affordable bus passes, and more.

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"Board" means the board of directors of the CSA;

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"Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period.";

"Chair" means the chair of the Board;

**Commented [C-P&TM2]:** Campaigning definition moved from Bylaw 2 to Bylaw 1 definitions at BM#13 February 8, 2017. Motion carried (pg. 2).

# Central Student Association Bylaw 2 - Electoral

## 1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

### 1.1. Electoral Officers

- 1.1.1. The CSA Elections Office shall be comprised of at least one Chief Electoral Officer (CEO) and one Assistant Electoral Officer (AEO).
- 1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3. CSA Elections Office staff shall report to and be supervised by the Communications & Corporate Affairs Commissioner.
  - 1.1.3.a In the event that the Communications & Corporate Affairs Commissioner is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

### 1.2. Conflict of Interest

- 3. A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.
- 4. The CEO and AEO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.
- 5. Any member of the organization who feels that the CEO or AEO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.
- 6. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.
- 7. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.
- 8. If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.
- 9. If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

### 1.23 Roles and Responsibilities of the CSA Elections Office

Commented [C-P&TM1]: BM#13 February 8, 2013 Motion of the Board.



# Central Student Association

## Bylaw 2 - Electoral

4. It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix L – CSA Electoral; the following:

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- a) The role of the CSA Elections Office shall be to conduct CSA elections and by elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and
- b) The CEO shall oversee the completion of the AEO's roles and responsibilities; and
- c) The CEO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement; and
- d) The CEO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college; and
- e) The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures; and
- f) The CSA Elections Office shall securing polling stations or voting spaces on campus; and
- g) The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester; and
- h) The CSA Elections Office shall organize all aspects of the All Candidates Meeting; and
- i) The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and
- j) The CSA Elections Office shall be responsible for the approval of all campaigning material; and
- k) The CSA Elections Office shall adjudicate and provide rulings on complaints filed by during the electoral process; and
- l) The CSA Elections Office shall prepare any necessary reports for the Board of Directors; and
- m) The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and
- n) The CSA Elections Office shall abide by adhere to any other roles and responsibilities laid out in the CEO and AEO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

### 1.4 Roles and Responsibilities of the Board and Executive with regard to CSA Elections

4. The CSA Elections Office, in co-operation with the Academic & University Affairs Commissioner, will compile a class schedule of all classes containing at least 100 students.
5. The Communications & Corporate Affairs Commissioner will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last board meeting of the semester prior to the commencement of the election process.
  1. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs etc.
6. Directors and Executives shall aspire to attend any emergency Board meetings during the CSA election period

# Central Student Association Bylaw 2 - Electoral

~~7. Failure, on the part of Directors, to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1 Section 15 (Accountability & Removal From office), at the Board's discretion.~~

Commented [C-P&TM2]: BM#13 February 8, 2013 Motion of the Board.

## 2.0. Election Periods

### 2.1 General Election

- 2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.1.3. A simple majority vote is required for a valid outcome.

### 2.2 By-Elections

- 2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.
- 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.2.3. A simple majority vote is required for a valid outcome.
- 2.2.4. 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 Summer Semester.
- 2.2.5. 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:
  - a) The Communications and Corporate Affairs Commissioner post a call-out on relevant platforms regarding the vacancies on the Board of Directors
  - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies

# Central Student Association Bylaw 2 - Electoral

- e)c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
- f)d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

## 3. Nominations

### 3.1 Eligibility

- 12.1.1 Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Commissioner position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.
- 12.1.2 Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CEO before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.
- 12.1.3 For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.
- 12.1.4 The CEO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

### 3.2 Nomination of Directors

- 4 The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:
  - 11.1 The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office
  - 11.2 The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CEO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed.
  - 11.3 The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office
  - 11.4 The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency

# Central Student Association Bylaw 2 - Electoral

~~11.5~~ The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words.

~~11.6~~ The nominee shall present a refundable deposit of \$25.00 in the form of cash, certified cheque or personal cheque.

~~5~~ These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

~~6~~ Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CEO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

~~7~~ In order to facilitate verification and eligibility, the CEO will request a voters list from the registrars office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

### 3.3 Nomination of Executive/Commissioner

~~6~~ The nomination for any Executive/Commissioner Board of Directors position must abide by the following rules of procedure:

~~6~~ The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office

~~7~~ The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CEO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed.

~~8~~ The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office

~~9~~ The nominee must receive a total of 100 verified signatures in support of their candidacy

~~10~~ The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words.

~~11~~ The nominee shall present a refundable deposit of \$50.00 in the form of cash, certified cheque or personal cheque.

~~7~~ These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

~~8~~ Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CEO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.



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~~9 — In order to facilitate verification and eligibility, the CEO will request a voters list from the registrars office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.~~

## 4. Withdrawals of Candidates

~~A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office twenty four (24) hours before the voting period commences.~~

Commented [C-P&TM3]: BM#13 February 8, 2013 Motion of the Board.

# Central Student Association

## Bylaw 2 - Electoral

### 10.3. Referendum

Commented [C-P&TM4]:BM#13 February 8, 2013 Motion of the Board.

~~10.4.3.1.~~ Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. [For further information see CSA Policy Manual, Appendix L – CSA Electoral.](#)

~~6.4~~ Any student group, or member of the undergraduate student body, may submit a Referendum question on the appropriate form outlined by the CSA Elections Office

~~6.5~~ Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.

~~6.6~~ Referendum questions shall be included during the General Elections period.

~~6.7~~ Quorum for a referendum question posed to the membership shall be 20% of the general membership.

~~6.8~~ A simple majority vote is required for a valid outcome.

~~6.9~~ When the CEO is presented with any referenda question which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CEO must notify said campus organization via email within 24 hours of receiving the question.

~~6.9.1~~ Petition signatures may be collected in opposition to the asking of these questions. All signatures on such a petition must be verified by the CEO and presented to the CSA Board of Directors.

### 5.8 Standing Referendum Committee

~~6.~~ A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

~~7.~~ The SRC shall:

~~1.1.4.~~ Be comprised of the CEO and at least two Directors.

~~1.1.5.~~ Receive all submitted referendum questions from the CSA Elections Office.

~~1.1.6.~~ Upon receipt of a referendum question, the SRC shall meet to approve the question and provide any feedback within two weeks.

~~1.1.7.~~ Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.

~~1.1.8.~~ Determine which fee schedule, paid to the CSA, for hosting the referendum question is applicable to the group

### 5.9 Referendum Fee Schedule & Expenses

~~7.~~ Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.

~~8.~~ Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

~~9.~~ Each group sponsoring a referendum question shall present a refundable deposit of \$50.00 in the form of cash or certified cheque before campaigning can begin.



# Central Student Association

## Bylaw 2 - Electoral

10. A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

### 5.10 Referendum Question Petition Collection

1. Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.
2. Referendum questions which are initiatives of an Executive Commissioner, Director or Service Coordinator under the supervision of an Executive Commissioner acting in pursuance of their respective duties is not required to collect signatures, but must be approved at the Board of Directors.
3. The collection of petitions for any referendum question must abide by the following rules of procedure:
  1. Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office
  1. Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply
  1. Petitioning for signatures shall not be considered campaigning

### 5.11 Ratification of Referendum Questions

1. The final ratification date for referendum questions will be the last board meeting of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary.
2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline
3. Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Commissioner acting in pursuance of their respective duties.
4. Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Commissioner, Director or Service Coordinator acting under the supervision of an Executive Commissioner in pursuance with their respective duties.
5. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The Communications & Corporate Affairs Commissioner is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the Communications & Corporate Affairs Commissioner is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.
6. There shall be a moratorium on any referenda questions that has failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.



# Central Student Association Bylaw 2 - Electoral

## 11.4. 6: Responsibilities of Candidates and Referendum Teams

Commented [C-P&TM5]: BM#13 February 8, 2013 Motion of the Board.

11.4.4.1. To read, understand and abide by all campaign rules set out by the CEO and CSA and Bylaws and Policies, and to direct any question to the CEO. (See CSA Policy Manual, Appendix I – Campaign Policies and Penalties and Appendix L – CSA Electoral, Section 13 – Campaigning).

- 1 To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CEO. If access to email is not available, the CEO must be informed before the start of the campaign period and alternative arrangements made.
- 2 To be prepared to attend Board meetings, as requested, during the course of elections.
- 3 To attend the All Candidates Meeting called by the CEO and to participate in any All Candidates Forum(s) & Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in the CSA Policy Manual – Campaign Policies and Penalties
- 4 To submit all applicable information or forms proscribed and by the designated dates, and recognize that failure to do so may lead to disqualification at the discretion of the CEO
- 5 No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.



# Central Student Association Bylaw 2 - Electoral

## 7. All-Candidates Meeting

1. All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CEO in person within twenty four (24) hours of the meeting.
  1. For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.
2. Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CEO shall be disqualified from the election.
3. The topics at the All-Candidates Meeting shall include, but not limited to:
  1. the elections process as outlined in the CSA Bylaws and Policies
  1. the elections schedule
  1. the duties and functions of the Elections officials
2. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.
3. It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

Commented [C-P&TM6]: BM#13 February 8, 2013 Motion of the Board.

# Central Student Association

## Bylaw 2 - Electoral

### 12.5. 8. Campaigning

~~12.1. For the purpose of this bylaw, "Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period."~~

~~12.2.5.1. Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.~~

~~12.3. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.~~

~~12.4. A list of official campaigners for each candidate or referendum team shall be provided to the CEO prior to the commencement of campaign period. This list shall remain confidential and is for CSA Elections Office use only.~~

~~12.5. Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.~~

~~12.6. Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behavior is not permitted and may result in disqualification.~~

~~12.7. No campaigning shall take place before the nomination period and before the start of the campaigning period.~~

~~12.8. Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.~~

~~12.9. It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.~~

~~12.10. All campaign material and/or advertisements need approval by the CEO in advance of posting or distribution. All submissions made to the CEO shall be returned with or without approval within two (2) business days.~~

~~12.11. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."~~

~~12.12. No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CEO.~~

~~12.13. Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.~~

~~12.14. Campaigning is not allowed within individual Student Residences or within the Library.~~

~~12.15. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.~~

Commented [C-P&TM7]: BM#13 February 8, 2013 Motion of the Board.

Commented [C-P&TM8]: As per Board Package #13 – February 8, 2017, section 12.1. Campaigning definition moved to Bylaw 1, Definitions.

# Central Student Association Bylaw 2 - Electoral

~~12.16. Campaigning During Voting Period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.~~

~~12.17.5.2. Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual and it is the duty of each individuals to understand and comply with all stated rules.~~

## 9. Penalties for Infractions

~~1. The CEO is responsible for monitoring candidates and referendum campaigns, and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.~~

~~2. The CEO and AEOs are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this bylaw and the approved All Candidates Package.~~

~~3. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CEO will make their decisions must be adopted by the CSA Board of Directors at a board meeting during the semester during which the election will be held, and prior to the commencement of such election period.~~

~~4. Infractions will be percentage based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.~~

~~5. Failure to comply with applicable CSA bylaws and policies, could result in the invalidation of a referendum or individuals candidacy, as determined by the CEO, per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.~~

~~6. Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24hrs of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.~~

~~7. In cases of disqualification, the CEO must attempt to contact the candidate or referendum team by both email and phone.~~

~~8. The CEO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the Communications & Corporate Affairs Commissioner to ensure that this statement is made available on the CSA website.~~

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## 10. Expenses

1. Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.
2. Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form 48 hours after the close of the polls (weekends and statutory holidays included). It may be submitted prior to this deadline.
3. All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
1. All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
4. The campaign expense limit for Executive candidates is \$200.
5. The campaign expense limit for Board of Director candidates is \$75.

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# Central Student Association Bylaw 2 - Electoral

6. The campaign expense limit for Referendum teams is \$300.
1. If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.
7. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

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# Central Student Association Bylaw 2 - Electoral

## 13.6. 11. Appeals for CEO Decisions

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~~13.1.6.1.~~ Any candidate or referendum team member may appeal any decision made by the CEO by submitting the applicable form to the Communications & Corporate Affairs Commissioner, within 24 hours of the decision being made.

~~1.~~ The process for appealing a decision made by the CSA Elections Office is as follows:

~~1.~~ An attempt must be made to address the issue or concerns directly with the CEO

~~1.~~ If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the Communications & Corporate Affairs Commissioner

~~13.2.~~ The Communications & Corporate Affairs Commissioner will submit this form to the Electoral Appeals Board

~~13.3.6.2.~~ The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a deci  
The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix J - Elections Appeals Board.

~~13.4.6.3.~~ The EAB shall be the final decision-making body in regards to any elections related appeals. EAB decisions will be considered final and will not be subject to further review.

## 6.106.4 Archiving Elections Complaints

~~7.4.1.6.4.1.~~ All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.

~~7.4.2.6.4.2.~~ Upon completion of elections, the CEO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

# Central Student Association Bylaw 2 - Electoral

## 7. Voting Process

### 7.1. Voting Eligibility

~~40.1.4.7.1.1.~~ All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

~~40.1.2.7.1.2.~~ Proxy voting is not permitted.

### 12.2 Format of Ballots

#### Candidate Ballots

Each candidate race will appear on a separate ballot sheet.  
Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board.  
The order of each candidate name on the ballot will be randomized through the full ballot population.  
In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot shall include a "Yes" or "No" option.  
Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.  
The CEO will ensure that information explaining the "Decline" option is posted at each polling station and on the electronic ballot.

#### Referendum Question Ballots

Referendum question ballots shall include a "Yes" or "No" option.  
Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.  
Referendum question shall appear on the ballot in the exact format they were ratified by the Board.  
Each referendum question will appear on a separate ballot sheet.

### 12.3 Polling Stations

There shall be at least one polling station per day during the voting period for any election.  
Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.  
Polling stations shall include the following information about each candidate accessible to voters:  
5. The name of each candidate, as it appears on the ballot.  
6. The position each candidate has been nominated for.  
7. The candidate's statement of interest.  
8. Information about the "Decline" option on the ballot.  
9. Information about how to properly cast your ballot.

### 12.4 Election Results

Commented [C-P&TM12]: BM#13 February 8, 2013 Motion of the Board.

# Central Student Association Bylaw 2 - Electoral

Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

Candidates who undergo a "Yes" or "No" vote, and receive a majority of "Yes" votes shall be declared a winner.

Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.

In the event that a "Decline" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.

## 12.5 Ballot Counting Process

1. The ballot counting process shall commence no later than 24 hours after the polls officially close.

## 12.6 Auditing/Recounting the Ballots

An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

A recount is in reference to a review of the voting results and a recounting of cast ballots.

Following the close of the voting period, there shall be a fifteen (15) day audit/recount period.

The CEO may issue a recount of the ballots at any time during the fifteen (15) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CEO by following the appeal procedure outlined in Section 11 of this bylaw (Appeals for CEO decisions).

An audit and recount will automatically be initiated if the winning candidate or option outperforms the second place candidate or option by less than 3% of total votes cast.

1. The CEO will accept appeals for an audit/recount for during this period following the posting of the results.
2. A request for an audit/recount of the ballots must be submitted in writing to the CEO within the fifteen (15) day period. A request should state clearly the reasons behind such a request and any and all evidence.
3. During the fifteen (15) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.
4. The Board of Directors will be informed of any request for an audit/recount at the first board meeting after the close of the fifteen (15) day period.
5. Successful candidates will only be ratified after this fifteen (15) day period.



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6. ~~The CEO shall send a copy of any audit to the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.~~
1. ~~If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CEO.~~

Commented [C-P&TM13]: BM#13 February 8, 2013 Motion of the Board.

## 13. Announcements of the Results

1. ~~The CEO shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.~~
2. ~~The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.~~

~~The results of the election shall be advertised as "unofficial" until the Board of Directors ratifies the results.~~

Commented [C-P&TM14]: BM#13 February 8, 2013 Motion of the Board.

# Central Student Association Bylaw 2 - Electoral

## 8.0. Ratification

- 8.1. The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary recounting of ballots. If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

Commented [C-P&TM15]: BM#13 February 8, 2013 Motion of the Board.

## 14. Online Elections Contingency Plan

- ~~1. In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this by-law.~~
- ~~2. In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan:~~
  - ~~1. Voting will be conducted via paper balloting~~
  - ~~2. The format of the ballots will be as outlined in this Bylaw 2, Section 12.2.~~
  - ~~3. The location of polling locations on campus~~
  - ~~4. Counting of the ballots will be as outlined below:~~



## Central Student Association Bylaw 2 - Electoral

1. ~~The ballots shall be counted immediately upon the closing of the polls on the last day of voting.~~
1. ~~The ballots shall be counted by the CEO, the AEO, the CEO's supervisor, at least two polling clerks.~~
1. ~~One Scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as said Scrutineer is not a campaign manager or member of a campaign team.~~
1. ~~Recounting of the ballots will be as outlined in Bylaw 2, Section 12.6~~

Commented [C-P&TM16]: BM#13 February 8, 2013 Motion of the Board.



# Central Student Association Bylaw 2 - Electoral

## 1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

### 1.1. Electoral Officers

- 1.1.1. The CSA Elections Office shall be comprised of at least one Chief Electoral Officer (CEO) and one Assistant Electoral Officer (AEO).
- 1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3. CSA Elections Office staff shall report to and be supervised by the Communications & Corporate Affairs Commissioner.
  - 1.1.3.a In the event that the Communications & Corporate Affairs Commissioner is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

### 1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix L – CSA Electoral.

## 2.0. Election Periods

### 2.1 General Election

- 2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.1.3. A simple majority vote is required for a valid outcome.

### 2.2 By-Elections

- 2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.
- 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.2.3. A simple majority vote is required for a valid outcome.
- 2.2.4. 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 Summer Semester.
- 2.2.5. 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:
  - a) The Communications and Corporate Affairs Commissioner post a call-out on relevant platforms regarding the vacancies on the Board of Directors
  - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies
  - c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
  - d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.



# Central Student Association

## Bylaw 2 - Electoral

### 3.0. Referendum

- 3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. For further information see CSA Policy Manual, Appendix L – CSA Electoral.



# Central Student Association Bylaw 2 - Electoral

## 4.0. Responsibilities of Candidates and Referendum Teams

- 4.1. To read, understand and abide by all campaign rules set out by the CEO and CSA and Bylaws and Policies, and to direct any question to the CEO. (See CSA Policy Manual, Appendix I – Campaign Policies and Penalties and Appendix L – CSA Electoral, Section 13 – Campaigning).



# Central Student Association

## Bylaw 2 - Electoral

### 5.0. Campaigning

- 5.1. Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- 5.2. Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual and it is the duty of each individuals to understand and comply with all stated rules.



# Central Student Association

## Bylaw 2 - Electoral

### 6.0. Appeals for CEO Decisions

- 6.1. Any candidate or referendum team member may appeal any decision made by the CEO by submitting the applicable form to the Communications & Corporate Affairs Commissioner, within 24 hours of the decision being made.
- 6.2. The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix J - Elections Appeals Board.
- 6.3. The EAB shall be the final decision-making body in regards to any elections related appeals. EAB decisions will be considered final and will not be subject to further review.

### 6.4. Archiving Elections Complaints

- 6.4.1. All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.
- 6.4.2. Upon completion of elections, the CEO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.



# Central Student Association

## Bylaw 2 - Electoral

### 7.0. Voting Process

#### 7.1. Voting Eligibility

7.1.1. All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.1.2. Proxy voting is not permitted.



# Central Student Association

## Bylaw 2 - Electoral

### 8.0. Ratification

- 8.1. The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary recounting of ballots. If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

**Item 1.7.2.**

**Motion to approve amendments to Bylaw 1 – Organizational and Bylaw 2 – Electoral approved by the CSA Board of Directors on March 20, 2017**

**MOTION:** to approve the following amendments to Bylaw 1 – Organizational and the amendments to Bylaw 2 – Electoral as passed by motion of the CSA Board of Directors on March 20, 2017 (Board Meeting #16).

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.”

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.”

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:**

**Seconded:**

# Central Student Association Bylaw 2 - Electoral

## 2.0. Election Periods

### 2.1 General Election

- 2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.1.3. A simple majority vote is required for a valid outcome.

### 2.2 By-Elections

- 2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.
- 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.2.3. A simple majority vote is required for a valid outcome.
- 2.2.4. 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~~~~Summer Semester~~.
- 2.2.5. 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:
  - a) The Communications and Corporate Affairs Commissioner post a call-out on relevant platforms regarding the vacancies on the Board of Directors
  - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies
  - c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
  - d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

Commented [C-P&TM1]:BM#16 March 20, 2017, Motion carried.

Commented [C-P&TM2]:BM#16 March 20, 2017, Motion carried.

# Central Student Association Bylaw 2 - Electoral

## 2.0. Election Periods

### 2.1 General Election

- 2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.1.3. A simple majority vote is required for a valid outcome.

### 2.2 By-Elections

- 2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.
- 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.2.3. A simple majority vote is required for a valid outcome.
- 2.2.4. 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.
- 2.2.5. Should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election, the CSA Board shall use an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:
  - a) The Communications and Corporate Affairs Commissioner post a call-out on relevant platforms regarding the vacancies on the Board of Directors
  - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies
  - c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
  - d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

Commented [C-P&TM1]:BM#16 March 20, 2017, Motion carried.

Commented [C-P&TM2]:BM#16 March 20, 2017, Motion carried.

# Central Student Association Bylaw 1 – Organizational

## 3.7. Vacation of the Office of a Director

- 3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:
- a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
  - b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
  - c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
  - d) if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
  - e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;
  - f) upon their death.

## 3.8. Appointment of Directors

- 3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.
- 3.8.2. "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.
- 3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy and Transition Manager and Chief Electoral Officer, provided that it must occur in the fall semester.
- 3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.
- 3.8.6. Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.

Commented [C-P&TM12]: BM#16 March 20, 2017, Motion carried.



# Central Student Association Bylaw 1 – Organizational

## 3.7. Vacation of the Office of a Director

- 3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:
- a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
  - b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
  - c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
  - d) if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
  - e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;
  - f) upon their death.

## 3.8. Appointment of Directors

- 3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.
- 3.8.2. “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA 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.
- 3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy and Transition Manager and Chief Electoral Officer, provided that it must occur in the fall semester.
- 3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.
- 3.8.6. Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.

Commented [C-P&TM12]: BM#16 March 20, 2017, Motion carried.

**Item 1.7.3.**

**Motion to approve amendments to Bylaw 1 – Organizational, Bylaw 2 – Electoral and Bylaw 3 -  
Financial approved by the CSA Board of Directors on March 29, 2017**

**MOTION:** to approve the following amendments to Bylaw 1 – Organizational, Bylaw 2 – Electoral and Bylaw 3 -  
Financial as passed by motion of the CSA Board of Directors on March 29, 2017 (Board Meeting #17).

To approve the executive and staff name changes to Bylaw 1, 2 and 3, as presented.

**Moved:**

**Seconded:**

# Central Student Association Bylaw 1 – Organizational

These bylaws were last amended by the CSA Board on February 8, 2017. Some amendments have been ratified by an Annual General Meeting on February 1, 2017 the below bylaws pertain to the affairs of the University of Guelph Central Student Association. These Bylaws, once in force, precede all previous Bylaws, written or implied.

## 1.0. General

### 1.1. Introduction to the Central Student Association

- 1.1.1. The University of Guelph Central Student Association, hereafter referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

### 1.2. Aims of the Central Student Association

- 1.2.1. The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:
- a) **Advocacy** – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation we protect our rights at the institutional, municipal, provincial, and federal level.
  - b) **Enhance the Student Experience** – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.
  - c) **Provide Cost-Saving Services** – We offer members services to save money, like health & dental plans, affordable bus passes, and more.

### 1.3. Definitions

In these bylaws, unless the context otherwise requires, these shall be the definitions:

"Board" means the board of directors of the CSA;

"Bylaws" means this bylaw (including the schedules to this by-law) and all other bylaws of the CSA as amended and which are, from time to time, in force;

"Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period.";

"Chair" means the chair of the Board;

# Central Student Association Bylaw 1 – Organizational

"Director" means an individual occupying the position of director of the CSA by whatever name they are called;

"Executive", sometimes referred to as ~~Commissioners Executive Officers~~ means one, or all of the ~~four~~ ~~executives~~ ~~commissioners~~ of the CSA, namely, the ~~President, Vice President Student Experience, Vice President Academic, Vice President External Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Finance and Operations Commissioner and Local Affairs Commissioner;~~

Commented [C-P&TM1]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

"Full-time undergraduate" means a person who is registered at the University of Guelph as a full-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"Member" means a member of the CSA, as defined in the bylaws;

"Members" means the collective membership of the CSA;

"Officer" means an officer of the Corporation;

"Part-time undergraduate" means a person who is registered at the University of Guelph as a part-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"Registered undergraduate student" means a person who is registered at the University of Guelph as an undergraduate student; and

"Special Status Groups" in the context of the CSA are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Aboriginal Student Association, and the Ontario Public Interest Research Group - Guelph.

## 1.4. Interpretation

1.4.1. Other than as specified in Section 1.3 Definitions, all terms contained in this bylaw that are defined in any outside legislative documents applicable to the CSA, including but not limited to the Not-for-Profit Corporations Act, 2010 (Ontario), Corporations Act (CA) and the Occupational Health and Safety Act shall have the meanings given to such terms as outlined in those Acts.

## 1.5. Membership



# Central Student Association Bylaw 1 – Organizational

- 1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.
- 1.5.2. Students appealing a decision, which affects their status as an undergraduate student, shall be deemed members of the CSA until such time as their appeal has been concluded.
- 1.5.3. Members of the Executive who are not enrolled in classes shall be deemed members of the CSA and have all the rights and privileges and responsibilities of the membership as per these bylaws.
- 1.5.4. No person shall be excluded from the CSA for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA.

## 1.6. Cessation of Membership

- 1.6.1. Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1.5 the section of Bylaw 1 defining membership, or should they no longer be deemed in good standing with the CSA, as determined by the Board.

## 1.7. Membership Fee

- 1.7.1. The membership fee schedule shall be established by referendum of the membership, as stipulated within the CSA bylaws. Any changes made to the amount, through an authorized referendum, shall be entered below, into the bylaws of the CSA along with the date of the authorizing referendum.

“The CSA membership fee shall be \$12.00 per semester for each full time, registered, undergraduate student of the University of Guelph, also established by a general referendum held November 7, 1985. Part-time registered, undergraduate students of the University of Guelph shall pay a fee of \$3.00 per course per semester as passed by a part time student referendum and approved by the CSA Board of Directors on March 28, 1990 and ratified by the CSA Annual General Meeting on October 10, 1990. Student fees shall increase by the cost-of-living index yearly as determined by the University of Guelph as passed by a general referendum and approved by the CSA Board of Directors on April 3, 1991. In 2012-2013 these fees stood at \$15.50 per semester for full time undergraduate students and \$4.85 per course per semester for part time undergraduate students.” [Date]

- 1.7.2. It shall be the responsibility of the ~~President~~ ~~Finance and Operations Commissioner~~ to ensure that all fees owing to the CSA are collected in full and in a timely manner.

Commented [C-P&TM2]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

## 1.8. Changes to the CSA Fee

- 1.8.1. Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-



# Central Student Association Bylaw 1 – Organizational

## 2.0. Officers of the Corporation

### 2.1. Signing Officers of the Corporation

2.1.1. The CSA Executive structure operates in a collaborative, hierarchical manner, however:

- a) the ~~President Finance and Operations Commissioner~~ shall ~~be also known as the 'President' and~~ serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.
- b) the ~~Vice President Student Experience Communications and Corporate Affairs Commissioner~~ shall be also known as the 'Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

Commented [C-P&TM3]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

Commented [C-P&TM4]: BM#17 March 29, 2017 Motion carried to apply restructure naming.



# Central Student Association Bylaw 1 – Organizational

## 3.0. Board of Directors

### 3.1. Board of Directors

3.1.1. The affairs of the CSA shall be managed by a Board of Directors of 35 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

3.1.2. The composition of the Board of Directors shall be:

Executive (Ex-officio, non-voting)

- (1) ~~President Academic & University Affairs Commissioner~~
- (1) ~~Vice President Student Experience Communications & Corporate Affairs Commissioner~~
- (1) ~~Vice President Academic External Affairs Commissioner~~
- (1) ~~Vice President External Finance and Operations Commissioner~~
- (1) ~~Local Affairs Commissioner~~

Commented [C-P&TM5]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

At-Large (Elected) Representatives

- (2) College of Arts
- (2) College of Biological Sciences
- (2) College of Business and Economics
- (2) College of Physical and Engineering Sciences
- (2) College of Social and Applied Human Sciences
- (2) Ontario Agricultural College
- (2) Ontario Veterinary College

Member College Government Representatives (Appointed)

- (1) College of Arts Student Union
- (1) College of Biological Sciences Student Council
- (1) College of Business and Economics Student Association
- (1) College of Physical and Engineering Science Student Council
- (1) College of Social and Applied Human Sciences Student Association
- (1) Central Veterinary Students Association
- (1) Student Federation of the Ontario Agricultural College

Student Organization Representatives (Appointed)



# Central Student Association Bylaw 1 – Organizational

- to the CSA, including but not limited to AGMs, GMMs, Elections, Hiring, large-scale programs and “Awareness Weeks”; and
- e) at all times uphold the by-laws and policies of the CSA. Where no policy or by-law exists for a specific issue, to look to policies and practices of similar organizations; and
  - f) be at all times as objective, fair and impartial as possible when discussing issues and making decisions; and
  - g) be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation; and
  - h) actively promote student involvement in CSA services, advocacy, events and campaigns; and
  - i) tender their resignation if two meeting are missed per semester without obtaining prior leave of absence; and
  - j) be aware that the Board may decide to remove Directors who fail to perform their duties; and
  - k) carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

3.5.2. For the purposes of section 3.5.1, the determination of valid excuse shall be made by the ~~Policy and Transition Manager~~ ~~Communications & Corporate Affairs Commissioner~~ in conjunction with the Chair of the Board.

Commented [C-P&TM6]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

## 3.6. Disciplining Directors

3.6.1. The CSA shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

- a) poor attendance at Board meetings;
- b) just cause;
- c) theft, fraud, or embezzlement of funds;
- d) failure to disclose a significant or obvious conflict of interest;
- e) breach of confidentiality;
- f) failure to attend or complete applicable Board training;
- g) misuse of CSA property;
- h) failure to perform their duties as specified by the CSA Bylaws or Policies; or
- i) unprofessional behaviour, breach of the anti-oppression policy, code of conduct, harassment policy or other relevant policies related to appropriate behaviour.



# Central Student Association Bylaw 1 – Organizational

- 3.6.2.** The disciplinary action to be taken against any Director shall be decided on a case by case basis in an in-camera session of the Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from the Board.

### 3.7. Vacation of the Office of a Director

- 3.7.1.** The office of a Director shall be automatically vacated upon the occurrence of any of the following events:
- a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
  - b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
  - c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
  - d) if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
  - e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;
  - f) upon their death.

### 3.8. Appointment of Directors

- 3.8.1.** If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.
- 3.8.2.** “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA 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.
- 3.8.3.** A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the [Policy and Transition Manager Communications &](#)

Commented [C-P&TM7]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.



# Central Student Association Bylaw 1 – Organizational

~~Corporate Affairs Commissioner~~ and Chief Electoral Officer, provided that it must occur in the fall semester.

- 3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.
- 3.8.6. Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.
- 3.8.7. Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process, as laid out in CSA Bylaws and Policies.

### 3.9. Appointment of Chair of the Board

- 3.9.1. The Chair of the Board shall be hired pursuant to CSA Human Resources Policy, and ratified at the first meeting of the Board within the elected term.
- 3.9.2. In the event that the Chair of the Board is not ratified, the ~~President Communications & Corporate Affairs Commissioner~~ or a Director (including a member of the Executive Committee) appointed by the board shall Chair, until an alternate Chair is appointed.
- 3.9.3. The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

Commented [C-P&TM8]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

# Central Student Association Bylaw 1 – Organizational

## 4.0. Board Meetings

### 4.1. Meetings of the Board of Directors

- 4.1.1. All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.
- 4.1.2. The Board of Directors shall meet at least four (4) times during an academic semester and the ~~Policy and Transition Manager~~Communications & Corporate Affairs ~~Commissioner~~ shall be responsible for scheduling these meetings.
- 4.1.3. In addition, meetings of the Board of Directors may be called on 48 hour notice in three ways:
  - a) Decision of three members of the Executive Committee
  - b) Student petition with 50 signatures presented to ~~Policy and Transition Manager~~Communications & Corporate Affairs ~~Commissioner~~
  - c) Petition of one-half of ratified Directors (one signature per voting seat) to be presented to the ~~Policy and Transition Manager~~Communications & Corporate Affairs ~~Commissioner~~
- 4.1.4. Quorum shall consist of a majority of ratified Directors. Proxies or alternates shall not be allowed for quorum or for voting.
- 4.1.5. The Board of Directors shall operate under the Central Student Association's Rules of Order as outlined in the CSA Policy Manual.

Commented [C-P&TM9]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM10]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM11]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

### 4.2. Powers of the Board

- 4.2.1. The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.
- 4.2.2. The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- 4.2.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by The Board at the time of such appointment.
- 4.2.4. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other



# Central Student Association Bylaw 1 – Organizational

## 6.0. Accountability & Removal From Office

- 6.1. Members of the Executive Committee 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.
  - 6.1.1. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a 2/3 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.
- 6.2. Directors 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.
  - 6.2.1. 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 2/3 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 Executive Officer.
- 6.3. The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the [Policy and Transition Manager](#) ~~Communications & Corporate Affairs Commissioner~~ or a designated staff member at least 24 hours in advance of the meeting
- 6.4. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training, by resolution to de-ratify and subsequent 2/3 vote of the Central Student Association Board of Directors.
- 6.5. Organizations who have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement sent to the Communications & Corporate Affairs Commissioner.
- 6.6. Any additional reasons for de-ratification shall follow a referendum process.

Commented [C-P&TM12]: BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

## 9.0. Members Meetings

### 9.1. Annual and Other Meetings of the Members

- 9.1.1. Every year, one annual meeting of the membership shall be held during the elected term.
- 9.1.2. The annual general meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.
- 9.1.3. Notice for a meeting of the members shall not be less than 10 days
- 9.1.4. Any significant changes to the structure and operations of the CSA must be brought forward to the membership.
- 9.1.5. The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than forty-eight hours prior to such meetings.
- 9.1.6. Quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA, if no quorum is present the meeting shall be adjourned.
- 9.1.7. Each member of the CSA shall at all meetings of the members in which they are present, are entitled to one vote.
- 9.1.8. At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person.
- 9.1.9. The ~~President~~~~Communications and Corporate Affairs Commissioner~~ shall publicize a call-out for business to be presented to the AGM thirty (30) days before it is due as notice to the Board of Directors.
- 9.1.10. A motion passed by the Board of Directors or the Executive committee shall have the power to call at any time a general meeting of the members of the Corporation.
- 9.1.11. Should the CSA fail to reach quorum at a general meeting twice consecutively, a special general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members.

Commented [C-P&TM13]: BM#17 March 29, 2017  
Motion carried to apply restructure naming.



# Central Student Association Bylaw 1 – Organizational

9.1.12. The order and content of the agenda for the annual general meeting shall be as follows:

- Call to Order
- Comments from the Chair
- Approval of the Agenda
- Approval of the Minutes
- Approval of the Auditor's Report (Motion to appoint the auditors)
- Approval of Bylaw Amendments
- Report of the Organization
- Business

9.1.13. The order of the agenda is set by this bylaw, however the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.

9.1.14. The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy and Transition Manager and compiled by the ~~President~~Communications and Corporate Affairs Commissioner with input from the Executive Committee.

Commented [C-P&TM14]: BM#17 March 29, 2017  
Motion carried to apply restructure naming.

9.1.15. The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

9.1.16. Notice of such business must be served as information at a meeting of the Board of Directors, and

9.1.17. Such a meeting of the Board of Directors must take place at least seven (7) days before the members' meeting in question.

## 9.2. Error or Omission in Notice

9.2.1. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.



# Central Student Association Bylaw 1 – Organizational

## 10.0. Conflict of Interest

- 10.1. A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or Staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of their selves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA's mandate.
- 10.2. A state of a conflict of interest shall not exist for a director should a matter under consideration be a directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.
- 10.3. Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.
- 10.4. In the event of a conflict of interest, the interested party shall:
- Prior to any vote on the issue, declare the conflict of interest to the Chair, ~~President~~ ~~Communications & Corporate Affairs Commissioner~~ or the Board as a whole.
  - Refrain from voting in relation to the matter.
  - Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
- 10.5. If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from the contract
- 10.6. No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.
- 10.7. No member of the Board of Directors who is an employee or whose partner is an employee of the CSA may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.

Commented [C-P&TM15]: BM#17 March 29, 2017  
Motion carried to apply restructure naming.

# Central Student Association Bylaw 1 – Organizational

## 12.0. Adoption and Amendments of Bylaws

- 12.1. An amendment to the University of Guelph Central Student Association's By-laws and Policies may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.
- 12.2. Proposed amendments require one meeting's notice and require discussion and a vote at the subsequent board meeting to either:
  - a) postpone to a particular date; or
  - b) refer to a committee; or
  - c) approve or disapprove
- 12.3. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.
- 12.4. To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws and/or Policies must be recorded by a roll call vote.
- 12.5. While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the ~~Policy and Transition Manager~~~~Communications & Corporate Affairs Commissioner~~ within forty-eight (48) hours of the notice. The ~~Policy and Transition Manager~~~~Communications & Corporate Affairs Commissioner~~ will distribute the written copy to all Directors within twenty-four (24) hours of receipt. If a written copy is not submitted within forty-eight hours, the motion must be presented again at the next available meeting of the Board of Directors.
- 12.6. By-law amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting, however significant changes which impact the structure and operations of the CSA must first be taken to a meeting of the members prior to confirmation. Bylaw amendments must pass the AGM with a simple majority.

**Commented [C-P&TM16]:** BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

**Commented [C-P&TM17]:** BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

# Central Student Association Bylaw 1 – Organizational

These bylaws were last amended by the CSA Board on February 8, 2017. Some amendments have been ratified by an Annual General Meeting on February 1, 2017 the below bylaws pertain to the affairs of the University of Guelph Central Student Association. These Bylaws, once in force, precede all previous Bylaws, written or implied.

## 1.0. General

### 1.1. Introduction to the Central Student Association

- 1.1.1. The University of Guelph Central Student Association, hereafter referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

### 1.2. Aims of the Central Student Association

- 1.2.1. The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:
- a) **Advocacy** – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation we protect our rights at the institutional, municipal, provincial, and federal level.
  - b) **Enhance the Student Experience** – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.
  - c) **Provide Cost-Saving Services** – We offer members services to save money, like health & dental plans, affordable bus passes, and more.

### 1.3. Definitions

In these bylaws, unless the context otherwise requires, these shall be the definitions:

"Board" means the board of directors of the CSA;

"Bylaws" means this bylaw (including the schedules to this by-law) and all other bylaws of the CSA as amended and which are, from time to time, in force;

"Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period.";

"Chair" means the chair of the Board;



# Central Student Association Bylaw 1 – Organizational

"Director" means an individual occupying the position of director of the CSA by whatever name they are called;

"Executive", sometimes referred to as Executive Officers means one, or all of the four executives of the CSA, namely, the President, Vice President Student Experience, Vice President Academic, Vice President External;

**Commented [C-P&TM1]:** BM#17 March 29, 2017 Motion carried to apply restructure naming.

"Full-time undergraduate" means a person who is registered at the University of Guelph as a full-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"Member" means a member of the CSA, as defined in the bylaws;

"Members" means the collective membership of the CSA;

"Officer" means an officer of the Corporation;

"Part-time undergraduate" means a person who is registered at the University of Guelph as a part-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"Registered undergraduate student" means a person who is registered at the University of Guelph as an undergraduate student; and

"Special Status Groups" in the context of the CSA are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Aboriginal Student Association, and the Ontario Public Interest Research Group - Guelph.

## 1.4. Interpretation

1.4.1. Other than as specified in Section 1.3 Definitions, all terms contained in this bylaw that are defined in any outside legislative documents applicable to the CSA, including but not limited to the Not-for-Profit Corporations Act, 2010 (Ontario), Corporations Act (CA) and the Occupational Health and Safety Act shall have the meanings given to such terms as outlined in those Acts.

## 1.5. Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.



# Central Student Association Bylaw 1 – Organizational

- 1.5.2. Students appealing a decision, which affects their status as an undergraduate student, shall be deemed members of the CSA until such time as their appeal has been concluded.
- 1.5.3. Members of the Executive who are not enrolled in classes shall be deemed members of the CSA and have all the rights and privileges and responsibilities of the membership as per these bylaws.
- 1.5.4. No person shall be excluded from the CSA for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA.

## 1.6. Cessation of Membership

- 1.6.1. Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1.5 the section of Bylaw 1 defining membership, or should they no longer be deemed in good standing with the CSA, as determined by the Board.

## 1.7. Membership Fee

- 1.7.1. The membership fee schedule shall be established by referendum of the membership, as stipulated within the CSA bylaws. Any changes made to the amount, through an authorized referendum, shall be entered below, into the bylaws of the CSA along with the date of the authorizing referendum.

"The CSA membership fee shall be \$12.00 per semester for each full time, registered, undergraduate student of the University of Guelph, also established by a general referendum held November 7, 1985. Part-time registered, undergraduate students of the University of Guelph shall pay a fee of \$3.00 per course per semester as passed by a part time student referendum and approved by the CSA Board of Directors on March 28, 1990 and ratified by the CSA Annual General Meeting on October 10, 1990. Student fees shall increase by the cost-of-living index yearly as determined by the University of Guelph as passed by a general referendum and approved by the CSA Board of Directors on April 3, 1991. In 2012-2013 these fees stood at \$15.50 per semester for full time undergraduate students and \$4.85 per course per semester for part time undergraduate students." [Date]

- 1.7.2. It shall be the responsibility of the **President** to ensure that all fees owing to the CSA are collected in full and in a timely manner.

**Commented [C-P&TM2]:** BM#17 March 29, 2017 Motion carried to apply restructure naming.

## 1.8. Changes to the CSA Fee

- 1.8.1. Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a 2/3 majority vote of a properly worded motion at a meeting of the CSA Board of Directors.



# Central Student Association Bylaw 1 – Organizational

## 2.0. Officers of the Corporation

### 2.1. Signing Officers of the Corporation

2.1.1. The CSA Executive structure operates in a collaborative, hierarchical manner, however:

- a) the **President** shall serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.
- b) the **Vice President Student Experience** shall be also known as the 'Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

**Commented [C-P&TM3]:** BM#17 March 29, 2017 Motion carried to apply restructure naming.

**Commented [C-P&TM4]:** BM#17 March 29, 2017 Motion carried to apply restructure naming.



# Central Student Association Bylaw 1 – Organizational

## 3.0. Board of Directors

### 3.1. Board of Directors

3.1.1. The affairs of the CSA shall be managed by a Board of Directors of 35 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

3.1.2. The composition of the Board of Directors shall be:

Executive (Ex-officio, non-voting)

- (1) President
- (1) Vice President Student Experience
- (1) Vice President Academic
- (1) Vice President External

Commented [C-P&TM5]: BM#17 March 29, 2017 Motion carried to apply restructure naming.

At-Large (Elected) Representatives

- (2) College of Arts
- (2) College of Biological Sciences
- (2) College of Business and Economics
- (2) College of Physical and Engineering Sciences
- (2) College of Social and Applied Human Sciences
- (2) Ontario Agricultural College
- (2) Ontario Veterinary College

Member College Government Representatives (Appointed)

- (1) College of Arts Student Union
- (1) College of Biological Sciences Student Council
- (1) College of Business and Economics Student Association
- (1) College of Physical and Engineering Science Student Council
- (1) College of Social and Applied Human Sciences Student Association
- (1) Central Veterinary Students Association
- (1) Student Federation of the Ontario Agricultural College

Student Organization Representatives (Appointed)

- (1) Indigenous Student Representative (filled by the Aboriginal Student Association)
- (1) Racialized Student Representative (filled by the Guelph Black Student Association)
- (1) LGBTQ Student Representative (filled by Guelph Queer Equality)
- (1) Women Student Representative (filled by the Guelph Resource Centre for Gender Empowerment and Diversity)



# Central Student Association Bylaw 1 – Organizational

- g) issues and making decisions; and
- g) be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation; and
- h) actively promote student involvement in CSA services, advocacy, events and campaigns; and
- i) tender their resignation if two meeting are missed per semester without obtaining prior leave of absence; and
- j) be aware that the Board may decide to remove Directors who fail to perform their duties; and
- k) carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

**3.5.2.** For the purposes of section 3.5.1, the determination of valid excuse shall be made by the Policy and Transition Manager in conjunction with the Chair of the Board.

**Commented [C-P&TM6]:** BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

## 3.6. Disciplining Directors

**3.6.1.** The CSA shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

- a) poor attendance at Board meetings;
- b) just cause;
- c) theft, fraud, or embezzlement of funds;
- d) failure to disclose a significant or obvious conflict of interest;
- e) breach of confidentiality;
- f) failure to attend or complete applicable Board training;
- g) misuse of CSA property;
- h) failure to perform their duties as specified by the CSA Bylaws or Policies; or
- i) unprofessional behaviour, breach of the anti-oppression policy, code of conduct, harassment policy or other relevant policies related to appropriate behaviour.

**3.6.2.** The disciplinary action to be taken against any Director shall be decided on a case by case basis in an in-camera session of the Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from the Board.





# Central Student Association Bylaw 1 – Organizational

## 3.7. Vacation of the Office of a Director

- 3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:
- a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
  - b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
  - c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
  - d) if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
  - e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;
  - f) upon their death.

## 3.8. Appointment of Directors

- 3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.
- 3.8.2. “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA 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.
- 3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy and Transition Manager and Chief Electoral Officer, provided that it must occur in the fall semester.
- 3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.
- 3.8.6. Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.

Commented [C-P&TM7]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.



# Central Student Association Bylaw 1 – Organizational

- 3.8.7. Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process, as laid out in CSA Bylaws and Policies.

### 3.9. Appointment of Chair of the Board

- 3.9.1. The Chair of the Board shall be hired pursuant to CSA Human Resources Policy, and ratified at the first meeting of the Board within the elected term.
- 3.9.2. In the event that the Chair of the Board is not ratified, the **President or a Director** (including a member of the Executive Committee) appointed by the board shall Chair, until an alternate Chair is appointed.
- 3.9.3. The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

**Commented [C-P&TM8]:** BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

## 4.0. Board Meetings

### 4.1. Meetings of the Board of Directors

- 4.1.1. All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.
- 4.1.2. The Board of Directors shall meet at least four (4) times during an academic semester and the Policy and Transition Manager shall be responsible for scheduling these meetings.
- 4.1.3. In addition, meetings of the Board of Directors may be called on 48 hour notice in three ways:
  - a) Decision of three members of the Executive Committee
  - b) Student petition with 50 signatures presented to Policy and Transition Manager
  - c) Petition of one-half of ratified Directors (one signature per voting seat) to be presented to the Policy and Transition Manager
- 4.1.4. Quorum shall consist of a majority of ratified Directors. Proxies or alternates shall not be allowed for quorum or for voting.
- 4.1.5. The Board of Directors shall operate under the Central Student Association's Rules of Order as outlined in the CSA Policy Manual.

Commented [C-P&TM9]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM10]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM11]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

### 4.2. Powers of the Board

- 4.2.1. The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.
- 4.2.2. The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- 4.2.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by The Board at the time of such appointment.
- 4.2.4. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.



# Central Student Association Bylaw 1 – Organizational

## 6.0. Accountability & Removal From Office

- 6.1. Members of the Executive Committee 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.
  - 6.1.1. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a 2/3 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.
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- 9.1.8. At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person.
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- 9.1.11. Should the CSA fail to reach quorum at a general meeting twice consecutively, a special general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members.

Commented [C-P&TM13]: BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.



# Central Student Association Bylaw 1 – Organizational

**9.1.12.** The order and content of the agenda for the annual general meeting shall be as follows:

- Call to Order
- Comments from the Chair
- Approval of the Agenda
- Approval of the Minutes
- Approval of the Auditor's Report (Motion to appoint the auditors)
- Approval of Bylaw Amendments
- Report of the Organization
- Business

**9.1.13.** The order of the agenda is set by this bylaw, however the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.

**9.1.14.** The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy and Transition Manager and compiled by the President with input from the Executive Committee.

**9.1.15.** The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

**9.1.16.** Notice of such business must be served as information at a meeting of the Board of Directors, and

**9.1.17.** Such a meeting of the Board of Directors must take place at least seven (7) days before the members' meeting in question.

## **9.2. Error or Omission in Notice**

**9.2.1.** No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

**Commented [C-P&TM14]:** BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.



## 10.0. Conflict of Interest

- 10.1.** A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or Staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of their selves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA's mandate.
- 10.2.** A state of a conflict of interest shall not exist for a director should a matter under consideration be a directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.
- 10.3.** Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.
- 10.4.** In the event of a conflict of interest, the interested party shall:
- Prior to any vote on the issue, declare the conflict of interest to the Chair, President or the Board as a whole.
  - Refrain from voting in relation to the matter.
  - Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
- 10.5.** If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from the contract
- 10.6.** No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.
- 10.7.** No member of the Board of Directors who is an employee or whose partner is an employee of the CSA may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.

Commented [C-P&TM15]: BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

# Central Student Association Bylaw 1 – Organizational

## 12.0. Adoption and Amendments of Bylaws

- 12.1. An amendment to the University of Guelph Central Student Association's By-laws and Policies may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.
- 12.2. Proposed amendments require one meeting's notice and require discussion and a vote at the subsequent board meeting to either:
  - a) postpone to a particular date; or
  - b) refer to a committee; or
  - c) approve or disapprove
- 12.3. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.
- 12.4. To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws and/or Policies must be recorded by a roll call vote.
- 12.5. While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the Policy and Transition Manager within forty-eight (48) hours of the notice. The Policy and Transition Manager will distribute the written copy to all Directors within twenty-four (24) hours of receipt. If a written copy is not submitted within forty-eight hours, the motion must be presented again at the next available meeting of the Board of Directors.
- 12.6. By-law amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting, however significant changes which impact the structure and operations of the CSA must first be taken to a meeting of the members prior to confirmation. Bylaw amendments must pass the AGM with a simple majority.

Commented [C-P&TM16]: BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

Commented [C-P&TM17]: BM#17 March 29, 2017  
Motion carried to apply restructure and staffing naming.

# Central Student Association Bylaw 2 - Electoral

## 1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

### 1.1. Electoral Officers

- 1.1.1. The CSA Elections Office shall be comprised of at least one Chief Electoral Officer (CEO) and one Assistant Electoral Officer (AEO).
- 1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3. CSA Elections Office staff shall report to and be supervised by the ~~President Communications & Corporate Affairs Commissioner~~.
  - 1.1.3.a In the event that the ~~President Communications & Corporate Affairs Commissioner~~ is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

Commented [C-P&TM1]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM2]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

### 1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix L – CSA Electoral.

# Central Student Association Bylaw 2 - Electoral

## 2.0. Election Periods

### 2.1 General Election

- 2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.1.3. A simple majority vote is required for a valid outcome.

### 2.2 By-Elections

- 2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.
- 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.
- 2.2.3. A simple majority vote is required for a valid outcome.
- 2.2.4. 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.
- 2.2.5. Should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election, the CSA Board shall use an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:
  - a) The ~~Policy and Transition Manager~~~~Communications and Corporate Affairs Commissioner~~ post a call-out on relevant platforms regarding the vacancies on the Board of Directors
  - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies
  - c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
  - d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

Commented [C-P&TM3]:BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

# Central Student Association Bylaw 2 - Electoral

## 6.0. Appeals for CEO Decisions

- 6.1. Any candidate or referendum team member may appeal any decision made by the CEO by submitting the applicable form to ~~the Policy and Transition Manager~~~~Communications & Corporate Affairs Commissioner~~, within 24 hours of the decision being made.
- 6.2. The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix J - Elections Appeals Board.
- 6.3. The EAB shall be the final decision-making body in regards to any elections related appeals. EAB decisions will be considered final and will not be subject to further review.

Commented [C-P&TM4]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

## 6.4. Archiving Elections Complaints

- 6.4.1. All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.
- 6.4.2. Upon completion of elections, the CEO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

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- 1.1.3. CSA Elections Office staff shall report to and be supervised by the President.
  - 1.1.3.a In the event that the President is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

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- 6.4.2. Upon completion of elections, the CEO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.



# Central Student Association Bylaw 3 – Financial

## 1. Execution

- 1.1. Deeds, transfers, licenses, contracts and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the ~~Finance and Operations Commissioner and the Communications and Corporate Affairs Commissioner~~ President and Vice-President Student Experience, and the secretary shall affix the seal of the Corporation to such instruments as require the same.
- 1.2. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the ~~Corporation by the Finance and Operations Commissioner and the Communications and Corporate Affairs Commissioner~~ President and Vice-President Student Experience.
- 1.3. The ~~Finance and Operations Commissioner~~ President, the members of the Executive, or any Person or persons from time to time designated by the Board of Directors may transfer securities from time to time standing in the name of the Corporation in its individual or any other capacity or as a trustee or otherwise and may accept in the name and on behalf of the Corporation transfer of securities from time to time transferred to the Corporation and may affix the corporate seal to any such transfers of acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of securities on the books of any company or corporation.
- 1.4. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom any particular instrument, contract or obligations of the Corporation may or shall be executed.

**Commented [C-P&TM1]:** Missing part of name of executive title.  
BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

**Commented [C-P&TM2]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

**Commented [C-P&TM3]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

## 5. Budgeting Process

5.1. The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last board meeting of the winter semester. The ~~Finance and Operations President Commissioner~~ will be responsible for the oversight and coordination of the budgeting process. The process shall include consultation with the Executive Committee, Program Coordinators, Business Manager and the Finance Committee. The following budget process shall be used:

**Commented [C-P&TM4]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

5.1.1. A preliminary estimate of salaries, expenses and purchases shall be made based on the current year's budgeted and actual expenses, as well as foreseeable expenses.

5.1.2. An estimate of revenue shall be made. Student fees shall be calculated based on projected enrollment figures and cost-of-living increases, and be based on the current year's student fee revenue. Further estimated changes in revenue shall also be taken into account.

5.1.3. After revenue estimates, the expenses of the CSA shall be revisited and adjusted where necessary. At no time will the CSA budget for an overall deficit.

5.1.4. A draft of the budget shall be presented by the Business Manager to the ~~Finance and Operations Commissioner President~~ for review.

**Commented [C-P&TM5]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

5.1.5. A draft of the budget shall be presented to the Finance Committee by the ~~Finance and Operations Commissioner President~~ for further input and evaluation before being presented to the Board of Directors.

**Commented [C-P&TM6]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

5.1.6. The budget shall then be brought before the Board of Directors for due consideration and approval by the ~~Finance and Operations Commissioner President~~.

**Commented [C-P&TM7]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

### 7. Expenditures

- 7.1. Purchase confirmation forms shall be used in the event that an Executive member or CSA staff is requesting a release of funds for any activity. The following process must be adhered to in order to process expenditures:
- 7.1.1. A Purchase Confirmation must be filled out and submitted to the business office in order for a payment to be processed.
- 7.1.2. For auditing purposes, an invoice or receipt must be submitted to the business office with one's Purchase Confirmation.
- 7.1.3. Should a purchase confirmation be submitted by a staff member who has not been granted budgetary privileges by the Board of Directors, the Purchase Confirmation must first be submitted to the staff member's immediate supervisor for approval before being submitted to the Business Office with the necessary supporting documentation.
- 7.1.4. All cheques issued for which the CSA is the payee must be signed jointly by two signing officers of the Central Student Association.
- 7.2. The ~~Finance and Operations Commissioner~~ President can only overrule a particular expenditure, if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the ~~Finance and Operations Commissioner~~ President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the ~~Finance and Operations Commissioner~~ President, the Executive Committee must meet to rule on their~~his~~~~her decision.~~
- 7.3. In any and all cases where ~~Finance and Operations Commissioner~~ President deems it necessary to overrule a particular expenditure, they must submit a report to the Finance Committee.
- 7.4. In any and all cases where expenditure shall exceed \$5000, the Finance Committee shall be made aware of the expenditure.
- 7.5. Any expense requiring funds beyond that set aside for, or remaining in, an approved budget for such an expense, must be submitted to the chair of the Finance Committee and follow the process below
- 7.6. In cases where a party wishes to exceed the amount of dollars set out in their approved operating budget, up to \$2000, the Committee shall act as the decision making body that may grant or refuse permission to do so.
- 7.7. All requests over \$2000 will be forwarded to the Board of Directors with recommendations from the Finance committee.
- 7.8. Should the requesting party feel unsatisfied with the decision or recommendations of the Committee, an appeal may be made to the Board of Directors via the chair of the

Commented [C-P&TM8]: BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

Commented [C-P&TM9]: BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

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- 1.2. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the President and Vice-President Student Experience.
- 1.3. The President, the members of the Executive, or any Person or persons from time to time designated by the Board of Directors may transfer securities from time to time standing in the name of the Corporation in its individual or any other capacity or as a trustee or otherwise and may accept in the name and on behalf of the Corporation transfer of securities from time to time transferred to the Corporation and may affix the corporate seal to any such transfers of acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of securities on the books of any company or corporation.
- 1.4. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom any particular instrument, contract or obligations of the Corporation may or shall be executed.

**Commented [C-P&TM1]:** Missing part of name of executive title.  
BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

**Commented [C-P&TM2]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

**Commented [C-P&TM3]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

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**Commented [C-P&TM4]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

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**Commented [C-P&TM5]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

5.1.5. A draft of the budget shall be presented to the Finance Committee by the President for further input and evaluation before being presented to the Board of Directors.

**Commented [C-P&TM6]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

5.1.6. The budget shall then be brought before the Board of Directors for due consideration and approval by the President.

**Commented [C-P&TM7]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

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7.1. Purchase confirmation forms shall be used in the event that an Executive member or CSA staff is requesting a release of funds for any activity. The following process must be adhered to in order to process expenditures:

7.1.1. A Purchase Confirmation must be filled out and submitted to the business office in order for a payment to be processed.

7.1.2. For auditing purposes, an invoice or receipt must be submitted to the business office with one's Purchase Confirmation.

7.1.3. Should a purchase confirmation be submitted by a staff member who has not been granted budgetary privileges by the Board of Directors, the Purchase Confirmation must first be submitted to the staff member's immediate supervisor for approval before being submitted to the Business Office with the necessary supporting documentation.

7.1.4. All cheques issued for which the CSA is the payee must be signed jointly by two signing officers of the Central Student Association.

7.2. The President can only overrule a particular expenditure, if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the President, the Executive Committee must meet to rule on their decision.

**Commented [C-P&TM8]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

7.3. In any and all cases where President deems it necessary to overrule a particular expenditure, they must submit a report to the Finance Committee.

**Commented [C-P&TM9]:** BM#17 March 29, 2017 Motion carried to apply restructure name changes and staffing.

7.4. In any and all cases where expenditure shall exceed \$5000, the Finance Committee shall be made aware of the expenditure.

7.5. Any expense requiring funds beyond that set aside for, or remaining in, an approved budget for such an expense, must be submitted to the chair of the Finance Committee and follow the process below

7.6. In cases where a party wishes to exceed the amount of dollars set out in their approved operating budget, up to \$2000, the Committee shall act as the decision making body that may grant or refuse permission to do so.

7.7. All requests over \$2000 will be forwarded to the Board of Directors with recommendations from the Finance committee.

7.8. Should the requesting party feel unsatisfied with the decision or recommendations of the Committee, an appeal may be made to the Board of Directors via the chair of the Committee. The appeal will include both a written report by the party, and the recommendations or decision of the Finance Committee and will be presented to the Board

**Item 1.7.4.**

**Motion to approve amendments to Bylaw 1 – Organizational and the CSA Rules of Order**

**MOTION:** to approve the following amendment to Bylaw 1 – Organizational and to the amendment to move the CSA Rules of Order, formerly included in the CSA Policy Manual Appendix A – CSA Rules of Order, to before Bylaw 1 to be included within the CSA Bylaws as passed by motion of the CSA Board of Directors on September 27, 2017 (Board Meeting #7).

“To approve the Quorum document from PBRC and apply all of its recommendations.

“Appendix A will be moved from the CSA Policy Manual to the CSA Bylaws, before Bylaw 1 and labelled as “CSA Rules of Order” and the sections will be numbered.

A new header and table of content page will be applied for the CSA Rules of Order.

The amendments to Section 1 – Quorum will be applied.

Bylaw 1, Section 4.1.4. be struck from the bylaws.”

**BIRT** the following friendly amendment is also approved, based on the motion passed by the CSA Board on September 27, 2017:

Bylaw 1 – Organizational, Section 4.1.5., to remove “as outlined in the CSA Policy Manual”, as the Rules of Order are no longer in the Policy Manual as per the Board’s motion on September 27, 2017.

**Moved:**

**Seconded:**

CENTRAL STUDENT ASSOCIATION  
APPENDIX A – CSA RULES OF ORDER

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Contents

1. Quorum
2. Speakers List
3. Efficiency of Board Meetings
4. Meeting Accessibility
5. Challenging the Chair
6. In-Camera Policy & Procedures

**Commented [C-P&TM1]:** BM7 September 27, 2017 Motion to move Appendix A to the Bylaws, before Bylaw 1 and rename as CSA Rules of Order. Also, to remove Appendix A from the Policy Manual.

BM7 September 27, 2017 Motion to approve PBRC's recommendations for Section 1 – Quorum.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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Board meetings are organized loosely around Robert's Rules of Order with the following exceptions and clarifications:

### 1. Quorum

1.1. Quorum for board of directors meetings is a simple majority of Directors of the Board

Commented [C-P&TM2]: BM7 September 27, 2017 Motion to approve PBRC's recommendations for Section 1 – Quorum.

#### **PBRC recommendation to the CSA Board of Directors for Quorum section in CSA Rules of Order**

- CSA Rules of Order to be moved to Bylaws, before Bylaw 1 and labelled as “CSA Rules of Order”
- CSA Rules of Order become numbered, instead of current lettered appendixes

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#### **(Header) Central Student Association** **CSA Rules of Order**

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Director Meetings are organized and governed by Robert's Rules of Order.

#### **(Table of Contents)**

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### **1.0. Quorum for CSA Board of Director Meetings**

#### **1.1. Counting towards Quorum**

1.1.1. To be counted towards quorum at the Board of Director Meetings a Board Member must have the right to vote.

1.1.2. For an elected “At-Large” representative Board Member to be counted towards quorum the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.

1.1.3. For an appointed College government and/or Student Organization Board Member to be counted towards quorum they must be ratified at a Board of Director Meeting.

#### **1.2. Fall and Winter Terms**

1.2.1. Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.2.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.2.1., quorum would be 16 members (rounding up) if all Board Member positions are filled and appointed.

1.2.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy and Transition Manager (PTM), quorum shall be half of the total filled and known voting Board

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## CENTRAL STUDENT ASSOCIATION

### APPENDIX A – CSA RULES OF ORDER

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Member positions. An example being if 17 voting Board Member positions are filled and appointed, quorum will be 9 voting Board Members (rounding up to the nearest whole number).

1.2.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 4 positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1., at least 2 Executive Officers must be in attendance, one of which must be the President. Where the President is unable to attend, all 3 Vice Presidents must then be present to meet quorum.

1.2.5. In the event of an Executive Officer position becoming vacant, all filled Executive Officer positions are required to meet quorum.

1.2.6. Proxies or alternates shall not be allowed for quorum or for voting.

#### 1.3. Summer Term

It is recognized by the CSA that its Board of Directors is comprised of elected and appointed members of the CSA, which are undergraduate students. It is also understood that as undergraduate students the Summer Term tends to see fewer CSA members available and/or present at the University campus and in the City of Guelph due to extenuating circumstances, such as work opportunities. As a result, a separate ruling procedure is required to address quorum of the Board of Director Meetings during the Summer Term, as vital operating decisions are needed to be made by the Directors during this time.

1.3.1. Quorum during the Summer Term, as defined as May 1st through to August 31<sup>st</sup>, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.3.1., quorum would be 10 members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.3.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy and Transition Manager (PTM), quorum shall be a third of the total filled and known voting Board Member positions. An example being if 17 voting Board Member positions are filled and appointed, quorum will be 6 voting Board Members (rounding to the nearest whole number).

1.3.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 4 positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1., at least 2 Executive Officers must be in attendance, one of which must be the President. Where

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### APPENDIX A – CSA RULES OF ORDER

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the President is unable to attend, all 3 Vice Presidents must then be present to meet quorum.

1.3.5. In the event of an Executive Officer position becoming vacant, all filled Executive Officer positions are required to meet quorum.

1.3.6. Unless Fall and Winter Terms quorum is reached (point 1.2.1.), there shall be no amendments to the CSA Rules of Order or Bylaws.

1.3.7. Matters involving policy shall be permitted, but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 - Organizational, Section 12 Adoption and Amendments of Bylaws.

1.3.8. Proxies or alternates shall not be allowed for quorum or for voting.

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**21. Speakers List**

**24.1.1.** Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.

# CENTRAL STUDENT ASSOCIATION

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### **3.2 Efficiency of Board Meetings**

In order to facilitate efficient Board meetings, the following conditions shall be kept:

- 3.1.2.1.** All submissions, with the exception of new business shall be in writing and placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about; otherwise that business shall be omitted from the agenda. The Policy and Transition Manager shall be responsible for the creation of the board packages.
- 3.2.2.2.** There shall be no reading of reports, policies, etc., that are in the board packages. Exceptions can be made for Accessibility purposes at the discretion of the Chair.
- 3.3.2.3.** Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.
- 3.4.2.4.** Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.
  - 3.4.1.2.4.1.** If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.
- 3.5.2.5.** In discussion, there shall be no repetition of comments; if a person should repeat a statement previously made they may be ruled out of order by the chair.
- 3.6.2.6.** New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New Business.
- 3.7.2.7.** All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.
- 3.8.2.8.** Oral reports are not permitted.
- 3.9.2.9.** Any presentations to the Board of Directors are to be submitted in the board package, and presentations will be given a maximum of 10 minutes to present. Presentations that are not submitted in the board package will only be allotted a maximum of 5 minutes to present. This time may be extended by a motion of the Board of Directors requiring a 2/3rds majority.
  - 3.9.1.2.9.1.** The length of a presentation may also be extended or shortened by a motion at a Board of Directors meetings prior to the presentation, as long as notice of that presentation is given time.
- 3.10.2.10.** Meetings will be no longer than five (5) hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a 2/3 vote of the Board of Directors where debate shall be limited only to the length of the extension.
  - 3.10.1.2.10.1.** Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### 4.3 Meeting Accessibility

The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

4.1.3.1. The Policy and Transition Manager shall be responsible for ensuring the following:

4.1.1.3.1.1. All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or Braille, upon request.

4.1.2.3.1.2. All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.

4.1.3.3.1.3. Any additional accommodations requested by board members or guests are implemented in an appropriate and confidential manner.

4.2.3.2. The External Chair shall be responsible for ensuring the following:

4.2.1.3.2.1. Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.

4.2.2.3.2.2. All motions are read aloud before members are requested to discuss or vote on them.

4.2.3.3.2.3. Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.

4.3.3.3. The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy and Transition Manager regarding all board meeting accessibility needs and concerns.

4.4.3.4. Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.

4.5.3.5. Participants should not feel they must disclose their disability in order to fully engage in meeting business. Every effort must be made to ensure that the confidentiality of members' accessibility needs are not disclosed at the Board level.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX A – CSA RULES OF ORDER

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#### **5.4 Challenging the Chair**

**5.1.4.1.** A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.

**5.2.4.2.** If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President or another member chosen by the Board will facilitate the remaining agenda items.

**5.3.4.3.** If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### 6.5 In-Camera Policy & Procedures

#### 6.1.5.1. Background

A motion to move in-camera is made when there are matters to discuss that can not be made public. All debate in camera is strictly confidential because its' content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in-camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-Directors, visitors should only be allowed to attend an in-camera session if their presence is necessary and with a majority vote of the Board of Directors. Non-Directors and visitors shall sign a *Confidentiality and Conflict of Interest Agreement* before participating and/or presenting in an in-camera session.

#### 6.2.5.2. In-Camera Minutes

6.2.1.5.2.1. In-camera minutes shall be recorded at any time the board decides to move in-camera to discuss an agenda item.

6.2.2.5.2.2. The Board Scribe and Policy & Transition Manager shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

6.2.2.4.5.2.2.1. The Board Scribe and Policy & Transition Manager shall not be included in in-camera sessions where the topic of discussion pertains to any Staff, Director, or Executive human resources issue.

6.2.3.5.2.3. Any Director, including the Executive Committee, who is currently ratified to the Board of Directors shall have access to any approved in-camera minutes stored by the organization by contacting the Policy and Transition Manager.

6.2.3.4.5.2.3.1. The Board Chair shall also have access to in-camera minutes.

6.2.3.2.5.2.3.2. The Board of Directors shall have the power to grant access to in-camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds (2/3) majority vote.

6.2.4.5.2.4. A hard copy of in-camera minutes shall be distributed in-camera at a subsequent board meeting to be approved by the board by a simple majority vote.

6.2.5.5.2.5. All motions decided during in-camera sessions shall be recorded in public minutes.

6.2.6.5.2.6. In-camera minutes will be stored electronically by the Policy and Transition Manager.

#### 6.3.5.3. Procedures Following Accusations of a Breach of Confidentiality

6.3.1.5.3.1. All accusations of a breach of confidentiality must be made to the Chair of the board via email

6.3.2.5.3.2. A brief presentation of the allegation shall be made by the Chair at the first board meeting following knowledge of the allegation. This shall take place under new business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.3.3.5.3.3. The Board shall then appoint a committee to hear the allegations. The committee shall consist of four board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this board meeting, and must make a presentation at the next board meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next board meeting after that. The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSARULES OF ORDER

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of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved. Committee members will also take this opportunity to review the evidence against the individual in question, and recommend to their accuser(s) any additional information that the Board may ask for. Hopefully, the committee will be able to ensure that all of the relevant information is brought to the board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the board level.

**6.3.4.5.3.4.** When the case is brought to the board by the committee, all proceedings shall move in-camera.

### **6.4.5.4.** Order of Proceedings

**6.4.1.5.4.1.** The Chair of the committee shall make a brief introduction. First, they shall state that charge that has been made. Second, they shall outline the procedures that the committee followed to assure the board that the committee has acted properly.

**6.4.2.5.4.2.** The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.

**6.4.3.5.4.3.** The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.

**6.4.4.5.4.4.** The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the in-camera session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.

**6.4.5.5.4.5.** If found to have breached the confidentiality of an in-camera session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases where the information has no merit or relevance.

**6.4.6.5.4.6.** The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of camera, at which time the decision shall be written and voted on in a formal motion.

### **6.5.5.5.** Suggested Penalties

**6.5.1.5.5.1.** Directors (in order of severity)(including executive)

- a written apology to those directly affected
- a written apology to the CSA and those affected to also be sent to the Ontario
- removal from the Board of Directors (which for an executive member would include impeachment procedures)

**6.5.2.5.5.2.** CSA Staff

- if a staff member is found to have violated the confidentiality of an in-camera session, appropriate disciplinary action may be taken because they have "...demonstrably harmed or hindered the

## CENTRAL STUDENT ASSOCIATION APPENDIX A – CSA RULES OF ORDER

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activities or interests of the CSA". (by-law 6.1)

- all disciplinary action must be in accordance with CSA by-laws and the Human Resources Policy
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# Central Student Association Table of Contents

## **CSA Rules of Order**

Board of Directors Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Directors Meetings are organized and governed by Robert's Rules of Order.

## **Table of Contents**

1. Quorum
2. Speakers List
3. Efficiency of Board Meetings
4. Meeting Accessibility
5. Challenging the Chair
6. In Camera Policy & Procedures



# Central Student Association

## CSA Rules of Order

These CSA Rules of Order were last amended by the CSA Board on September 27, 2017. Some amendments have been ratified by an Annual General Meeting on \_\_\_\_\_. The below Rules of Order pertain to the affairs of the University of Guelph Central Student Association. These Rules of Order, once in force, precede all previous Rules of Order, written or implied.

### 1.0. Quorum for CSA Board of Directors Meetings

#### 1.1. Counting towards Quorum

- 1.1.1. To be counted towards quorum at the Board of Directors Meetings a Board Member must have the right to vote.
- 1.1.2. For an elected “At-Large” representative Board Member to be counted towards quorum the election results confirming their election must be ratified at the Board of Directors Meeting following the close of the Auditing/Recounting process.
- 1.1.3. For an appointed College government and/or Student Organization Board Member to be counted towards quorum they must be ratified at a Board of Directors Meeting.

#### 1.2. Fall and Winter Terms

- 1.2.1. Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Directors positions are filled and appointed.
- 1.2.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.2.1., quorum would be 16 members (rounding up) if all Board Member positions are filled and appointed.
- 1.2.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy and Transition Manager (PTM), quorum shall be half of the total filled and known voting Board Member positions. An example being if 17 voting Board Member positions are filled and appointed, quorum will be 9 voting Board Members (rounding up to the nearest whole number).
- 1.2.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 4 positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and





# Central Student Association

## CSA Rules of Order

recommendations to the Board. It is essential for Board of Directors Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1., at least 2 Executive Officers must be in attendance, one of which must be the President. Where the President is unable to attend, all 3 Vice Presidents must then be present to meet quorum.

- 1.2.5. In the event of an Executive Officer position becoming vacant, all filled Executive Officer positions are required to meet quorum.
- 1.2.6. Proxies or alternates shall not be allowed for quorum or for voting.

### 1.3. Summer Term

- 1.3.1. Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Directors positions are filled and appointed.
- 1.3.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.3.1., quorum would be 10 members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.
- 1.3.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy and Transition Manager (PTM), quorum shall be a third of the total filled and known voting Board Member positions. An example being if 17 voting Board Member positions are filled and appointed, quorum will be 6 voting Board Members (rounding to the nearest whole number).
- 1.3.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 4 positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Directors Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1., at least 2 Executive Officers must be in attendance, one of which must be the President. Where the President is unable to attend, all 3 Vice Presidents must then be present to meet quorum.
- 1.3.5. In the event of an Executive Officer position becoming vacant, all filled Executive Officer positions are required to meet quorum.
- 1.3.6. Unless Fall and Winter Terms quorum is reached (point 1.2.1.), there shall be no amendments to the CSA Rules of Order or Bylaws.



# Central Student Association

## CSA Rules of Order

- 1.3.7. Matters involving policy shall be permitted, but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 - Organizational, Section 12 Adoption and Amendments of Bylaws.
- 1.3.8. Proxies or alternates shall not be allowed for quorum or for voting.



# Central Student Association CSA Rules of Order

## 2.0. Speakers List

- 2.1. Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.



# Central Student Association

## CSA Rules of Order

### 3.0. Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept:

- 3.1. All submissions, with the exception of new business shall be in writing and placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about; otherwise that business shall be omitted from the agenda. The Policy and Transition Manager shall be responsible for the creation of the board packages.
- 3.2. There shall be no reading of reports, policies, etc., that are in the board packages. Exceptions can be made for Accessibility purposes at the discretion of the Chair.
- 3.3. Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.
- 3.4. Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.
  - 3.4.1. If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.
- 3.5. In discussion, there shall be no repetition of comments; if a person should repeat a statement previously made they may be ruled out of order by the Chair.
- 3.6. New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board Meeting may only be discussed under New Business.
- 3.7. All motions, not written and included in the board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.
- 3.8. Oral reports are not permitted.
- 3.9. Any presentations to the Board of Directors are to be submitted in the board package, and presentations will be given a maximum of 10 minutes to present. Presentations that are not submitted in the board package will only be allotted a maximum of 5 minutes to present. This time may be extended by a motion of the Board of Directors requiring a 2/3rds majority.





# Central Student Association

## CSA Rules of Order

- 3.9.1.** The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.
- 3.10.** Meetings will be no longer than five (5) hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a 2/3 vote of the Board of Directors where debate shall be limited only to the length of the extension.
- 3.10.1.** Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board Meeting under Unfinished Business.



# Central Student Association

## CSA Rules of Order

### 4.0. Meeting Accessibility

The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

- 4.1. The Policy and Transition Manager shall be responsible for ensuring the following:
  - 4.1.1. All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or Braille, upon request.
  - 4.1.2. All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.
  - 4.1.3. Any additional accommodations requested by board members or guests are implemented in an appropriate and confidential manner.
- 4.2. The External Chair shall be responsible for ensuring the following:
  - 4.2.1. Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.
  - 4.2.2. All motions are read aloud before members are requested to discuss or vote on them.
  - 4.2.3. Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.
- 4.3. The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy and Transition Manager regarding all Board Meeting accessibility needs and concerns.
- 4.4. Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.
- 4.5. Participants should not feel they must disclose their disability in order to fully engage in meeting business. Every effort must be made to ensure that the confidentiality of members' accessibility needs are not disclosed at the Board level.



# Central Student Association

## CSA Rules of Order

### 5.0. Challenging the Chair

- 5.1. A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.
- 5.2. If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President or another member chosen by the Board will facilitate the remaining agenda items.
- 5.3. If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.



# Central Student Association

## CSA Rules of Order

### 6.0. *In Camera* Policy & Procedures

#### 6.1. Background

A motion to move *in camera* is made when there are matters to discuss that can not be made public. All debate *in camera* is strictly confidential because its' content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the *in camera* session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of Non-Directors, visitors should only be allowed to attend an *in camera* session if their presence is necessary and with a majority vote of the Board of Directors. Non-Directors and visitors shall sign a *Confidentiality and Conflict of Interest Agreement* before participating and/or presenting in an *in camera* session.

#### 6.2. *In Camera* Minutes

6.2.1. *In camera* minutes shall be recorded at any time the Board decides to move *in camera* to discuss an agenda item.

6.2.2. The Board Scribe and Policy & Transition Manager shall be included in *in camera* sessions to be the official recorders of the minutes and motions that arise from *in camera* sessions.

6.2.2.1. The Board Scribe and Policy & Transition Manager shall not be included in *in camera* sessions where the topic of discussion pertains to any Staff, Director, or Executive human resources issue.

6.2.3. Any Director, including the Executive Committee, who is currently ratified to the Board of Directors shall have access to any approved *in camera* minutes stored by the organization by contacting the Policy and Transition Manager.

6.2.3.1. The Board Chair shall also have access to *in camera* minutes.

6.2.3.2. The Board of Directors shall have the power to grant access to *in camera* minutes, either in full or in part, to anyone not previously mentioned by a two-thirds (2/3) majority vote.

6.2.4. A hard copy of *in camera* minutes shall be distributed *in camera* at a subsequent Board Meeting to be approved by the Board by a simple majority vote.





# Central Student Association

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**6.2.5.** All motions decided during *in camera* sessions shall be recorded in public minutes.

**6.2.6.** *In camera* minutes will be stored electronically by the Policy and Transition Manager.

### **6.3.** Procedures Following Accusations of a Breach of Confidentiality

**6.3.1.** All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

**6.3.2.** A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under new business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

**6.3.3.** The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting, and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that. The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to please their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved. Committee members will also take this opportunity to review the evidence against the individual in question, and recommend to their accuser(s) any additional information that the Board may ask for. Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

**6.3.4.** When the case is brought to the Board by the committee, all proceedings shall move *in camera*.

### **6.4.** Order of Proceedings

**6.4.1.** The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the





# Central Student Association

## CSA Rules of Order

procedures that the committee followed to assure the Board that the committee has acted properly.

- 6.4.2.** The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.
- 6.4.3.** The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.
- 6.4.4.** The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the *in camera* session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.
- 6.4.5.** If found to have breached the confidentiality of an *in camera* session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases where the information has no merit or relevance.
- 6.4.6.** The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of *in camera*, at which time the decision shall be written and voted on in a formal motion.

### 6.5. Suggested Penalties

- 6.5.1.** Directors (in order of severity) (including Executives)
  - A written apology to those directly affected
  - A written apology to the CSA and those affected to also be sent to the Ontario
  - Removal from the Board of Directors (which for an Executive member would include impeachment procedures)
- 6.5.2.** CSA Staff
  - If a staff member is found to have violated the confidentiality of an *in camera* session, appropriate disciplinary action may be taken because they have "...demonstrably harmed or hindered the activities or interests of the CSA." (By-law 6.1.)
  - All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy

# Central Student Association Bylaw 1 – Organizational

## 4.0. Board Meetings

### 4.1. Meetings of the Board of Directors

- 4.1.1. All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.
- 4.1.2. The Board of Directors shall meet at least four (4) times during an academic semester and the Policy and Transition Manager shall be responsible for scheduling these meetings.
- 4.1.3. In addition, meetings of the Board of Directors may be called on 48 hour notice in three ways:
  - a) Decision of three members of the Executive Committee
  - b) Student petition with 50 signatures presented to Policy and Transition Manager
  - c) Petition of one-half of ratified Directors (one signature per voting seat) to be presented to the Policy and Transition Manager

~~4.1.4. Quorum shall consist of a majority of ratified Directors. Proxies or alternates shall not be allowed for quorum or for voting.~~

~~4.1.5. 4.1.4. The Board of Directors shall operate under the Central Student Association's Rules of Order, as outlined in the CSA Policy Manual.~~

**Commented [C-P&TM1]:** BM#7 September 27, 2017 – Amendment to Motion by Board to Strike point 4.1.4. from Bylaw 1. Motion carried as amended.

**Commented [C-P&TM2]:** Friendly Amendment. Based on the motion carried by the Board on September 27, 2017, the Rules of Order are no longer within the policy manual. This has been removed to avoid confusion and for accessibility.

### 4.2. Powers of the Board

- 4.2.1. The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.
- 4.2.2. The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- 4.2.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by The Board at the time of such appointment.
- 4.2.4. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.



# Central Student Association Bylaw 1 – Organizational

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- 4.1.4. The Board of Directors shall operate under the Central Student Association's Rules of Order.

**Commented [C-P&TM1]:** BM#7 September 27, 2017 Motion applied.

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- 4.2.5. The Board shall have the authority to establish committees to exercise any function of the CSA.

**Item 1.8.1.**  
**Report of the Organization**

**President**  
**Chelsea Mulvale**

Hello CSA Members,

Below you will find the most relevant information to my position. The sections are organized by the different categories that are found in my portfolio, which is outlined in the CSA Policy Manual. Within each section I've attempted to outline goals, successes, challenges, and conclusions (meaning either outcomes or understandings). Please let me know if there are specific questions or concerns you may have in relation to my update or anything related to my role. My preferred methods are in person through arranged meeting, if it is a quick question I'm happy to respond through email or over the phone.

**If you are ever interested in any of the items that I'm working on, please reach out.**

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.6.** and **Policy Appendix A, Section 13.2.**

**Public Relations**

Media: Lou Reed and CTV

Installation of the Chancellor

Photo Arts Club

OSAP

President's Welcome to New Students

International Student Dinner

Press Conference

Homecoming

Student Memorial Tree Dedication

Remembrance Day Ceremony

Branding

**Finances and Operations**

Litigation Settlement

Minimum wage increase

Student Fee increase

Technology improvements

Club space/CSA Space

Adjusting to a new structure

HR

Lack of transition

Health and Safety of CSA

### **Committees**

Capacity, Analysis and Planning Committee

Petitions, Delegations and Representations Committee

Finance Committee

CSA and GSA Health and Dental Committee

Joint Health and Safety Committee

Policy and Bylaw Review Committee

**Item 1.8.2.**  
**Report of the Organization**

**Vice President Student Experience**  
**Emily Vance**

Hello everyone!

Thank you for attending the Central Student Association Annual General Meeting. It's important to us that you were willing to take time out of your day to attend, and we truly appreciate it. My name is Emily Vance and I am your Vice President, Student Experience at the CSA.

This report will present a brief overview on the VPSE role, some accomplishments during my term, as well as some on-going goals, and big-ticket items that will be coming up throughout the rest of the year.

I encourage you to ask any questions you may have about my report, as well as provide any constructive feedback you may have. If there's ever an initiative you would like to see done on campus, don't hesitate to get in contact with me and we can make something happen! You can email me at [csavpexperience@uoguelph.ca](mailto:csavpexperience@uoguelph.ca), call me on my extension at x58328 and we can set up a meeting.

For reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in the **CSA Policy Manual, Appendix A, Section 13.4. – Vice President, Student Experience.**

**1. Overview of Role**

- Primary purpose: enhance the student experience on and off campus through events and activities
- Collaborate within the CSA Exec, other student governments and clubs, Special Status Groups, and CSA Staff to create meaningful experiences for students on and off campus
- To support and assist the Clubs Office staff with all things Clubs space and Clubs relations when necessary
- Be an active participant in many committees that focus on a wide variety of subjects. Many of these committees revolve around student engagement, mental health and wellness, sexual violence, and student services
- Supervise (in collaboration with CSA Staff) Clubs Office staff, the Bike Centre, and Safewalk
- Manage the social media accounts for the CSA

**2. Accomplishments**

- Clubs Hallway Operations
  - Given the large-scale change to the Clubs Hallway on the 2<sup>nd</sup> floor of the UC, our Clubs policies needed an equally large upgrade to reflect the new system of booking out meeting rooms, and applying for storage and rental space.

- With the amazing hard work of our Policy & Transition Manager, Clubs Office staff, Front Office Staff, the Business Office, and the members of the

Policy and Bylaw Review Committee, we were able to create a policy to ensure that clubs would have a detailed system in policy for Club members to refer to. This policy has been growing and developing throughout the year. Thank you to all of those who assisted in it's creation, and especially to the CSA Clubs who have provided feedback! This feedback has been incredibly helpful in ensuring the Clubs Hallway is meeting your needs

- For any other feedback that arises throughout this year, don't hesitate to set up a meeting with me and we can chat it out
- Orientation Week Programming
  - Orientation Week Programming falls into my portfolio as well. During the summer, I proposed multiple events for first year students alongside my fellow Execs. We were able to run multiple high volume, successful events during O-Week 2017, including CSA Block Party, Sexy Bingo, Dog Days, DJ Shub @ GryphFest, Paint Your Thoughts, CSA Goes to the Market, and more!
  - CSA Execs had multiple opportunities to connect with first year students and inform them about our amazing services through various Resource Fairs
- Menstrual Product Service
  - Last year a referendum was passed which has resulted in there being free menstrual products on campus! With the amazing contributions of the Business Office and UC Administration, there are now menstrual product dispensers that folks can utilize without paying. These products can be found in multiple locations within the UC and it is planned to expand even further to accommodate for multiple areas of campus

### **3. On-Going Goals**

- Finishing touches on the CSA Clubs Hallways
  - We want to ensure that CSA Clubs feel comfortable and at home in the new space, so we will be continuing to take steps to make the Hallway more "homey" and comfortable
- Continue the expansion of the Menstrual Product Service
  - We are hoping to continue the expansion of this service by having products in the Library, OVC, Athletics, and someday in all major lecture buildings
- Transition documents for the next VPSE
  - Transition documents and operating manuals are crucial for a CSA Executive's success. As this is a new position this year, I will be ensuring that there is adequate transition information available for the next person in this position to ensure the turnover from this year to next year is more

seamless. This way, projects that are still in development at the end of this term will be able to continue and grow in my absence

#### **4. Big Ticket Items**

- Transition of New Exec
  - The current Execs will be having regular meetings together to plan what topics we will be organizing hands-on training for incoming execs
  - On-going filing organization and event/activity debrief documents will be prepared by myself throughout this semester
- Continue Collaborating and Forming Meaningful Partnerships
  - There are several events coming up this semester that CSA will be collaborating on (e.g., Winter Wizard Wonderland with CASU, Last Toast with Alumni and UC Admin, Share Your Story/Guelph Talks speaker event with multiple stakeholders)
  - One of my goals this year has been to collaborate with as many groups as possible to mend and create relationships with them to ensure that future collaborations could be easily navigated
- Social Media Development
  - Continue to keep our social media schedule up to date and strengthen the online image of the CSA

**Item 1.8.3.**  
**Report of the Organization**

**Vice President Academic**

**Becca Cheskes**

Hi everyone,

My name is Becca Cheskes and I am this year's Vice President Academic. I serve as a resource and an advocate for undergraduate students on all things pertaining to accessibility, affordable education, and academics. I sit on a wide variety of University committees, as well as Senate, and do my best to defend the rights and interests of students in these spaces for deliberation and decision-making.

I am also the CSA's point person for accessibility. If there is ever a time when you feel you have an accessibility need that is not being met by the CSA, or ideas to improve our space, the way we do events, meetings, etc, please let me know! My email is [csavpacademic@uoguelph.ca](mailto:csavpacademic@uoguelph.ca) and my phone extension at the university is x56742. In addition, if you have questions or concerns about university policies and procedures, if you're having trouble navigating university processes, or if you feel as though your rights as a student are being compromised, please do not hesitate to contact me. It is my job to advocate for you!

**SO FAR, THIS YEAR...**

The key areas in which I advocate on behalf of students are Affordable Education, Accessibility, and Academic Issues. Affordable education comprises everything from OSAP, to late fee appeals, to fighting for more public funding for post-secondary education. Accessibility means making sure the voices of students with disabilities are heard and considered, and taking steps to ensure that our organization and the campus at large are barrier free spaces for all people. Academic issues are many and diverse, ranging from big topics like Fall Reading Break and effective exam scheduling, to ensuring that students are swiftly and fairly moved through complicated processes like academic appeals. The following are some important highlights from the year so far, in each of these areas.

**Affordable Education**

In September, we discovered that the University was rolling over **tuition fee increases** from the past year without consultation with students. When we confronted the administration about this, we learned that this was not just the result of a blunder made by the University, but also of wider issues with government funding. We learned that in the spring of 2017, the Government of Ontario froze funding for post-secondary institutions, and introduced a new structure which made funding dependent on schools staying within specific caps of domestic enrollment. Students can expect more than ever to see rising tuition annually to cover costs not being met by public funding or increased enrollment. Moreover, international students, on whom there is no enrollment cap, will continue to be recruited in high numbers and pay skyrocketing prices for their education. I wrote a letter on behalf of our Board of Directors which I was invited to read at the University's Financial

Committee. It expressed our understanding of the University's decision to raise fees, but also our disapproval of the lack of say students have here in what happens with their own money, especially

international students. We also pushed the University to hold a town hall to inform students of what happened, and give them a chance to ask questions and give feedback. It did happen, but was poorly advertised, and thus, not well attended. We used this as an opportunity to have a discussion with administration around improving their methods of outreach and consultation with students. We have seen marginal improvements in this area since that time.

Something positive that arose from this was that it provided clarity on the stressful climate universities are working within as they try to secure funding; U of Guelph now only receives 30% of its revenue from the government, meaning we are no longer publicly funded- we are publicly *assisted*. It helped us to direct a lot of our attention to the underlying barriers to affordable education here in Ontario. The discussion we were having around funding and tuition conveniently overlapped with the introduction of the new Ontario Student Grant (OSG). I myself had a lot of questions about the **new OSAP**, and so did many students, especially around eligibility criteria, and the big question- is tuition actually free now? Of course, tuition is *not* free for students in Ontario, and the answers to criteria questions were murky, even after extensive conversations with student financial services, OSAP representatives, and even the office of the Ministry of Advanced Education and Skills Development. While the OSG may have been a step in the right direction for students, it is by no means a full victory: many students are still ineligible, only domestic students benefit, and students enrolled in high priced programs like business and engineering benefit less than others since the grant is based on "average tuition". Both I and the CSA President were able to express these feelings directly to Minister Deb Matthews at a panel in October, and in numerous newspaper interviews which followed. We maintain the stance that education needs to be barrier free for *all* students, and that for this to happen, our institutions *and* government must be held accountable to making that happen. We will be pushing hard for this at Lobby Week in February, and during the upcoming provincial election, with help from the Canadian Federation of Students and its new campaign, *Fairness for Students*. Stay tuned as we ramp up advocacy on affordable education this semester, and contact us if you'd like to get involved!

Another project I have been working on, in partnership with the Accessible Course Content and Open Educational Resource Task Force, is spreading awareness of the high prices of textbooks and the benefits of introducing **Open Educational Resources (OER)** as a solution. We just released a second survey on the ability of students to afford textbooks, so check your Gryphmail and fill it out (there are prizes)! Recently, we have started engaging more directly with students through the nationwide #textbookbroke campaign. In January I ran a #textbookbroke tabling event in the library where I met so many students who are fed up with being unable to buy mandatory course materials every semester. We're hearing from students that the current model isn't working for their bank accounts or the way they learn- it's time to convince our governments, institutions, and faculty that OER is the new way forward!

### **Accessibility**

This year, I have had the privilege of chairing the CSA's **Accessibility Working Group (AWG)**. This is a committee intended for, but not limited to, folks who identify as having one or more

disabilities to come together and discuss issues around accessibility within the CSA and on campus at large. Membership is confidential, meaning that names are not kept in the minutes and the identities of those who attend are known only to other members. The recruitment process took place in October

and we began meeting in November. We have only had a few meetings due to scheduling issues (mostly my own), but have been able to use those times to identify some barriers that need to be addressed. Some examples include improperly performed accessibility audits of spaces on campus, academic policies that do not support students with disabilities, and the need for improved inclusion training for staff and faculty.

The AWG will continue to meet this semester to work on these issues. I am presently in contact with the National Educational Association of Disabled Students (NEADS) who are interested in attending or skyping into one of our meetings to get our feedback on campus accessibility issues, and to see how they might provide us with support moving forward. Additionally, I will be transitioning the incoming VPA on the AWG so that they have an idea of where we left off in conversation and planning, and so that they have background in the recruitment process and how to chair. I went in with very little info, so it is important to me that the new exec in this role is adequately prepared!

Lastly, I have tried to ensure that students with disabilities are considered when issues and potential changes are being discussed on all committees I sit on. Some of my **committee work** is very specific to students with disabilities, such as the Campus Accessibility Committee, but many issues discussed at broader committees like Academic Policies and Procedures Working Group intersect with accessibility. For instance, after bringing it to their attention, this committee has agreed that we need to prioritize creating a policy that ensures students with disabilities have the option to defer missed midterms instead of being forced to reweight their final exam.

## **Academics**

This year, one of my goals was to advocate for a **24-hour study space** to be implemented in the library. After meeting with the Associate Vice-President Student Affairs, Chief Librarian, the library's Director of Organizational Services, and board members on ideas, it became clear that while there is a significant desire for this change amongst students, there are several sticking points preventing it from moving forward at this time. Some of these perceived barriers are issues with the building itself, safety and security concerns, insufficient staff, and a concern that a 24-hour space would encourage unhealthy habits and contribute to a lower standard of student wellness. I argued many of these points, but ultimately, the university just isn't ready to make this a reality. If students want this, the person in my position in years to come will need to keep the momentum going on this issue, perhaps even creating a campus wide campaign with clear student support. However, based on an idea put forward by one of our board members, the library is now considering opening the library earlier! This is will be a huge benefit for many students, especially those with 8:30 classes, and so I am taking this potential compromise as a victory while we continue to advocate for a 24-hour space.

The one topic that has been consistently ongoing and has taken up the most of my time since starting this role is the **Fall Reading Break**. I could write many, many pages on the process this has gone through since September, and the details of all the meetings where this was discussed, but

instead I'll summarize it this way: the University knows they need to extend our one-day "fall break", but they don't know how yet. There are different ideas about what wellness looks like for students, questions about whether we can or should give up our long holiday break, what a change would look like for faculty and TAs, whether there are ways around some of the identified trade-offs, or if those trade-offs need to be accepted to move forward. Needless to say, it has been very difficult to get any consensus on this issue, and on January 25<sup>th</sup>, I attended a joint meeting of Board of Undergraduate and Board of Graduate Studies, where the latest motion for a proposal failed. 8 people voted in favour, and 8 against. I voted against this proposal because it reduced O-week programming, didn't do anything for student wellness, and was created without consultation from students. I am disappointed that something reflective of student needs was not able to go through for next fall. However, I feel optimistic that this conversation will continue, and that in the meantime, folks will have the chance to get up to speed on the potential benefits and trade-offs, logistical considerations, and new data to help them make a better and clearer decision the next time this goes to a vote... maybe even for 2019!

Lastly, I have been working on **addressing gaps in students' rights** within existing university policies and processes. Currently, the Student Rights and Responsibilities Committee's mandate is only to talk about student responsibilities. There is no committee that looks at their rights. The last I heard, this committee was considering changing its name, and not expanding its mandate to include student rights. Even more startling is that our school does not have a **Student Grievance Policy** (students against faculty or staff) or an **ombudsperson**. There is currently no formal procedure or mechanism for students to complain or vouch for themselves if they feel their rights as a student have been violated. This deeply unsettling discovery prompted me to spend a good deal of time in the summer and fall going through each of the University's policies pertaining to academic and non-academic misconduct and appeals, policies pertaining to staff and faculty rights, and all associated webpages. I also researched what other universities have in place, the process for implementing an ombudsperson at an academic institution, and Canadian and Ontario law. In addition, I contacted the office of the Ontario Ombudsman, who confirmed that there are no laws or standards on a provincial or federal level that ensure post-secondary schools have mechanisms towards students' rights. Unfortunately, I was unable to advocate for this publicly this year because of how large an issue it is and because other issues had to be prioritized. I will continue to compile and organize my research so that the next VPA can have a strong foundation on which to pursue this next year.

Thanks for reading!

As the semester goes on, I will continue to advocate for students on all university committees, to hold the university accountable for consulting with and listening to students on issues that impact them, and to be here for students when they need someone to vouch for them. If you have any questions, or if you're looking for ways to get involved in some of the advocacy I mentioned, please do not hesitate to contact me at [csavpacademic@uoguelph.ca](mailto:csavpacademic@uoguelph.ca).

Becca Cheskes, CSA VP Academic

**Item 1.8.4.**  
**Report of the Organization**

**Vice President External**  
**Kayla Weiler**

Welcome all undergrad students!

Welcome to your Annual General Meeting. Whether it is your first time or you're a seasoned pro at Roberts Rules, this is *your* meeting so let's make the most of it; have fun while getting the work accomplished. The best part of my role at the CSA has been working with so many excellent undergraduate students. The drive and ambition that students have for the issues they care about is why I love coming to campus every day. I believe in our student union and want to keep working for the students of the University of Guelph! There is strength in numbers and united the students will never be defeated!

My role works on anything off-campus, in the city of Guelph, Province of Ontario, or federal issues. From local transit issues, to GO transit issues, municipal politics and provincial issues. I'm passionate to be working on social and environmental justice issues and how to advocate for the student perspective. Last but not least, I greatly enjoy being our representative for the Canadian Federation of Students, local 54! Thank you for your attendance and I hope you enjoy, learn and engage with us during our AGM!

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Appendix A, Section 13.6. – Vice President External Affairs.**

**1. Tenancy**

- Over the year, I helped SHAC find resources for tenancy cases. As well, I became in contact with the Advocacy Centre for Tenants Ontario. This is an area that I want to work on more often.

**2. Government Updates**

- **Students and Workers United:** Ontario minimum wage is now \$14/hr and will be increasing to \$15/hr in 2019. Through the \$15 and Fairness campaign, I've been in discussions about Bill 148 and employment standards. I've also been in contact with CUPE 1334 and given updates about labour issues occurring on campus.
- **Constituency Youth Council for MP Lloyd Longfield:** Part of the Youth Council for Lloyd Longfield, MP for Guelph. Have been able to discuss topics such as the environment and mental health. Future topics include education, minorities and Indigenous communities.
- **OPSEU Strike:** During the fall semester, college faculty were on strike, demanding equal pay, less precarious work, and more academic freedom. Becca and I visited the picket line at Conestoga College in Guelph, talked to the faculty and students about the strike.

### 3. Campaigns

- **Tap In!:** It's back! A goal of mine for the year was to bring back the Tap In! campaign. With help from Emily De Sousa, we have about 20 volunteers who attend weekly meetings. We've been working with Wellington Water Watchers, a grassroots group that works also against water privatization. With WWW, I was able to attend "Water is for Life", a bi-national meeting of water action groups, held in Flint, Michigan. As well, I gave a presentation in early December about water privatization to high school students. Water is extremely important to me since I'm from Walkerton and had e-coli in 2000, and I want to incorporate this more into the campaign. This upcoming semester we will be hosting an event on March 22, entitled Bottled Water Free Day.
- **United for Equity:** Attended an Equity Conference in Guelph on Jan 27. Throughout the year, I've been using the United for Equity materials to have discussions about equity with students, as well as the pronoun buttons to discuss sharing of pronouns.
- **Fight the Fees:** A passion of mine is advocating for accessible, free post-secondary education. This campaign was designed by the CFS, and lays out all the myths and facts about education, OSAP and OSG. On February 1, we held the Day of Action on our campus. Speakers shared stories of inaccessible education and the motivation and drive to continue to advocate for free education; for domestic and international students.

### 4. Canadian Federation of Students, Local 54

- **Ontario Executive Committee:** I am the representative for local 54 at the Ontario level. During these meetings, we review budgets, ongoing projects of the Ontario office and work on development of Federation campaign materials.
- **Ontario Skills Development Symposium 2017:** Chelsea, Becca and I attended Skills in May. At Skills, we attended workshops on campaign planning, event training, and media relations. We met students from other locals across the province.
- **Ontario General Meeting:** Chelsea and I attended the meeting in August, where local 54 presented a motion for the CFS-O office to develop a sexual violence policy for non-unionized workers, as well as encouraged other locals to develop internal policies. The motion passed!
- **National General Meeting:** Becca and I attended the meeting in November, held in Quebec. Local 54 did not present any motions but were in conversations in sub-plenary committees, as well as I represented the Women's Constituency in Organizational and Services Development. Becca represented Students with Disabilities Constituency in Policy Development.
- **Semi-Annual Ontario General Meeting:** All four executives attended the OGM in January; a first for the CSA! Local 54 presented no motions, but we were all in discussions about motions and attended workshops on transfer students, Fight the Fees, and ageism.

- **Why attend so many meetings?** It is important for the CSA to be active in the CFS. Through the CFS, we have free workshops on student issues, as well we are given support from Federation staff, as well are part of the largest student organization in Canada that has a lot of lobbying power, free and discounted services, and active conversation about the student issues on our campuses. These meetings provide us with training and information on how to better help students on campus. A goal of mine this year was to repair our relationship with the CFS and keep an ongoing presence in CFS spaces! The meetings are also subsidized or free for CSA exec to attend!

- **Field Organizers:** The CFS-National office hired two field workers for UofG campus. They helped me organize the Feb 1 Day of Action, as well helped Fossil Free Guelph on the day of the Board of Governors meeting. We are continuing this great working team for the rest of the school year.

## 5. Committees

Alcohol and Substance Abuse Committee

Code of Ethical Conduct Advisory Committee

CSA/GSA Transit Committee

- I co-chair this committee with the GSA VP External

CSA Ethical Purchasing Committee

Guelph Wellington Coalition for Social Justice

Hate Crime Subcommittee

Homecoming Working Group

- attended meetings with members of community and Brenda Whiteside to plan ahead for next year's homecoming.

Human Rights Advisory Group

Policy and Bylaw Review Committee (PBRC)

- I am the vice-chair for PBRC. Business can be submitted to PTM.

Town & Gown Committee (T&G)

Transit Advisory Committee (TAC)

Student Leaders and Administration Meeting

Student Affordable Housing Initiative Committee

Vehicle for Hire Working Group (VFHWG)

## 6. Services

Guelph Student Foodbank, 620 Gordon Street, Guelph

- **Summer 2017:** hiring process for the Foodbank Coordinator.

- **Fall 2017:** arranged Anti-Oppression training for the volunteers with Sarah and Trina from the CFS. Sarah led a fundraiser, selling holiday cards with a foodbank theme.

Meal Exchange

- **Fall 2017:** MX held the annual event, Trick or Eat. It was a grand success! I had the pleasure of picking up the shopping carts after the night was over.

## 7. Other

### **Bus Pass Distribution:**

- **Summer 2017:** On my 12<sup>th</sup> day on the job, we ran bus pass. Students in the summer can opt-in to a discounted bus pass, regardless of taking classes or not.
- **Fall 2017:** Distribution occurred on the first day and second day of classes.
- **Winter 2018:** Distribution occurred on Jan 11, 12, 15. Becca and I made videos with Board members, Natalie, Bella and Jensen to promote bus pass distribution.

**Fossil Free Guelph Solidarity:** The OPIRG action group presented their request for the Board of Governors to divest from fossil fuels, gradually over a five year period. The days leading up to their presentation to the BoG, I showed solidarity by getting more materials from the CFS, and providing storage space for their materials. I hope to work more with FFG in the future and that divestment occurs!

## 8. Upcoming Projects:

- **International Women's Day March 8:** Plan to host an event on March 8 discussing womyns issues with an intersectional lens.
- **Bottled Water Free Day March 22:** Event to be hosted by Tap In! We are challenging students, staff and faculty to go bottled water free and use a reusable bottle!
- **Provincial Election June 2018:** As External Affairs, I am your point person for the upcoming provincial election. I'll have all the information about registering to vote, where to vote and how to vote! I'll also be organizing events to have discussions about student issues and how to make our election issues!

Collectively as students, we are able to make changes in our communities and unify as a student body to advocate for what we believe in. Students are stronger together than they are alone. If you have any ideas for a campaign that is important to you, or need support on a local, provincial or federal level, I am your point person for support and help. The CSA is run by students; for students, and we love student input and want to elevate the voices of the students. This is your union. This is your voice.

In Solidarity,

Kayla Weiler

**Item 1.8.5.**  
**Report of the Organization**

**Policy and Transition Manager**

The Policy and Transition Manager (PTM) role is one that has been a part of the CSA for some time, but has been vacant for the last few years. The PTM is a neutral position that prepares, maintains and presents all Board transition and training documents and materials. This position is also responsible for all Board administration matters, including preparing Board Packages and ensuring Meeting Minutes from Board and Committee meetings are accurate, consistent and archived. As well as assisting in the planning and administration of the CSA Town Hall and the AGM. In addition, this role applies all Board approved amendments to the CSA Bylaws and policies.

**Board Training and Transition**

Board training began in May 2017 with two separate dates that Board Members could attend for a four hour time frame. At this training presented by the PTM, Board Members received an updated Board Training binder (a physical copy and electronic) that provided information on the following subjects; the CSA, its services, history and staff, Board Meetings for the year, Board Meeting structure, rules and processes, responsibilities and expectations of Board Members, an overview of Robert's Rules of Order, the CSA Rules of Order and an introduction to the CSA Bylaws and policies, and the CSA Operating Budget. Additional training items were presented to Board Members in the first hour before each Board Meeting of the summer semester and the first Board Meeting of the fall semester.

As not all Board Members were able to attend the May training sessions, the PTM held several other training dates and times throughout the Fall and Winter semester to provide training to all Board Members. All Board Members have received this training.

In October, Board Members attended a Saturday training event to receive Anti-Oppression/Inclusivity training from Diversity and Human Rights. As well, they participated in a team-building event with The Making-Box.

Transition for next year's Board Members will involve the Board Training binder, with updates based on experience and feedback from this year.

**Board Administration**

Arriving in this role in May, I realized there was not a clear record of the motions that had been brought before the Board in the previous year. I found this would have been a very useful resource, not only for myself, but also to be able to provide to new Board Members and as a way to archive decisions made by the Board. A process has been put in place this year to ensure a better record of motions brought before the Board is available for ease of reference and archiving.

Board Packages have also been updated for better accessibility. They are also available on the CSA website for all to review. Every effort has been made to ensure that the Board receives as

much information as possible when asked to make a decision on a motion presented to them. This has included the addition of supplementary materials to motions for clarity and background.

The Board Minutes template has been updated for accessibility and ease of reference. A recording device has also been implemented at all Board Meetings to assist the Board Scribe with taking minutes and to assist in recording as much as we can of the points brought up during discussions. These recordings are only to assist in writing the minutes. Approval of the minutes has been kept as up to date as possible. When the Board approves the minutes, the Chair and PTM have ensured the minutes are signed on the day they are approved or as close to it as possible. As well, the minutes have been posted to the CSA website for all to access and view.

CSA Committee appointments began in the summer semester and have occurred throughout this Board term. Minutes have been recorded and submitted to the PTM for archiving purposes. Unfortunately, due to time limitations, the committees' section on the CSA website has not been updated this year. This is a task of the utmost importance and the PTM is doing their best to ensure this is updated for the next term. If anyone has any questions about CSA Committees and/or their minutes they are encouraged to contact the PTM at [csaptm@uoguelph.ca](mailto:csaptm@uoguelph.ca). Efforts have been made to advertise and encourage participation of CSA members in those Committees that have CSA member positions on them, such as the Policy and Bylaw Review Committee (PBRC), the Elections Appeals Board (EAB) and the Accessibility Working Group.

### **CSA Bylaws and policies**

When I joined the CSA in May of 2017, it was a top priority that I perform a complete review of all CSA policies and Bylaws to ensure all Board and AGM approved changes were applied up to the current year and updated on the website. This was completed in early fall 2017. In doing this process, the PTM made sure to maintain an accurate record of all policy and bylaw amendments and additions, including track change versions. An archive has been started for all approved and applied policy and bylaw amendments.

The Board has focused a large amount of its attention this year on policy and bylaw review. The Policy and Bylaw Review Committee (PBRC) consisting of the PTM, Executives, Board Members, and CSA members, have reviewed several areas of policy and the Bylaws, to ensure accuracy and consistency. An area of great focus by the Board this year has been the CSA Clubs space policy, which received a nearly complete overhaul due to the new club space completed over the summer of 2017. This is a project that is still ongoing as we learn and discover how the space works for those utilizing it. As well, the Board has focused on health and safety, including workplace policies, to ensure all policies are up to date with related government legislation. The Board has also reviewed its Rules of Order to ensure the Board of Directors and its meetings are run effectively. A significant amendment occurred at the September 27, 2017 Board meeting where the Board approved a motion to move the CSA Rules of Order from its policies to the beginning of its Bylaws to emphasize the importance of the Rules of Order in its governing documents. As well, this motion also carried recommendations made by PBRC to amend Section 1 – Quorum, to ensure a clear and detailed description of quorum (the number of Board Members required to be present at a meeting in order to carry out business) was provided to ensure meetings are run with the appropriate number of Board Members present. As well, with the Executive restructure which was

approved in last year's term, quorum also needed to be updated to include the non-voting Executives.

The PTM is working diligently to ensure all of the approved amendments made in this term by the Board, and at this AGM, are properly recorded and applied.

**Item 1.8.6.1.**  
**Report of the Organization**

**FoodBank**

Currently, the foodbank has 241 registered visitors, who are either undergraduate or graduate students. 141 visitors are graduate students and 72 students are undergraduate students, with 28 students not reporting. Our biggest cohort of students are international graduate students. Since May of 2017, we've given out 32,572 items. Visitors that have completed the optional survey, cite a low paying job and high rent as the most impactful factors to their food security. The foodbank remains at over-capacity with respect to our resources and as a result we are unable to meet the demand of our visitors. We'll continue to advocate for increased food security on campus.

FoodBank Coordinator

**Item 1.8.6.2.**  
**Report of the Organization**

**SafeWalk**

SafeWalk has had a successful year. We had a total of 90 walks in 2017. To increase this number further in 2018, our advertising campaigns have increased to boost awareness about the SafeWalk service on campus. Two new public relations campaigns were introduced to entice more people to call our service. The first were Facebook posts of our volunteers so that the Guelph campus can put a face to some of the volunteers, and the second was a draw during the month of November; anytime you called SafeWalk for a walk, you were entered into a draw for a \$25 gift card. We also tried a FoodBank cooking class for the first time as a SafeWalk team which was really fun, and we will continue to offer team building exercises to all of the volunteers. However, we faced, and continue to face, a challenge of recruiting the necessary number of people to volunteer, despite the perks offered to volunteers each shift. Otherwise, we continue to function as normal, and are continually looking for innovative ideas to increase the number of calls we receive and maintain volunteer morale.

SafeWalk Coordinator

**Item 1.8.6.3.  
Report of the Organization**

**Student Help and Advocacy Centre (SHAC)**

**Events**

SHAC has had a pretty interesting year so far! During Orientation Week we hosted a Trivia Night at Brass Taps, which was very successful and a lot of fun! We had 20 teams show up to play, with 85 people in total. The Orientation Week Objective for this event was to help first years and returning students in accessing resources. The first round of trivia was entirely based on the CSA website to help first years explore and familiarize themselves with the website and on campus resources. The participants had a set amount of time to use the website (on their phones) to access the CSA website and answer the trivia about the relevant resource. I believe this objective was met, as the first round saw the best scores across the various groups, with only two or three groups not getting a perfect score. Most people were on their phones accessing the website, with several people per group looking for the information. One way this objective was not fulfilled was our inability to carry out our open forum session that we were planning to do in between rounds. We found that time was our biggest limiting factor, as we had to start later than planned (group before us had to take down their event) and technical difficulties also slowed us considerably.

Our Queer Identities Week was certainly mixed in terms of success. On one hand we had an amazing radio Interview with Amber Holmes, a two-spirited Indigenous educator and Anishinaabe medicine keeper as well as co-founder of the Indigenous Learning Circle. We had a phenomenal discussion on two spirit identities, Aboriginal representation and resources both on and off-campus, as well as topics surrounding de-colonization and healing of communities.

On the other hand, we had a disappointing turnout to our film screening of Two Soft Things, Two Hard Things, a documentary that explores the history of LGBT2Q+ identities in Inuit communities, and what happens when a remote Arctic community decides to hold an pride celebration. Our limitations really came from the lack of planning and promotion for this event. It wasn't set at a good time, and there should have been much more collaboration and promotion of the event. However, we have decided that we would re-screen the film this March (with the director of the film coming for a Q&A) to allow for a more collaborative and interactive event to take place.

On December 6<sup>th</sup> the National Day of Remembrance and Action on Violence Against Women SHAC set up a memorial in the University Courtyard, to commemorate the Polytechnique attack as well as other women who have been hurt by gender-based violence. We set up three tables in the University Courtyard with battery-operated candles, 14 red roses in individual vases, and a SHAC sign in book which was started in 2012. At least 150 people stopped to pay their respects, learn about the history behind the memorial and take a white ribbon. We then later that night had a community memorial hosted at the Boathouse, which ended with candle lit vigil in Mariannes Park. Also during the month of December SHAC partnered with Guelph-Wellington Women in Crisis, GRCED, ARCH - HIV / AIDS Resources & Community Health, OPIRG, Sex

Workers Ally Group – SWAG, CFRU 93.1, YMCA – YWCA of Guelph and CFUW Guelph to host the 16 Days of Activism against Gender-Based Violence (GBV) campaign. This campaign began on November 25, the International Day for the Elimination of Violence against Women, and ended on December 10, Human Rights Day. The campaign brings together thousands of organizations across the world with the aim to raise awareness and advocate for the elimination of all forms of GBV. Victoria was able to make an amazing poster for the event, which was put up in the UC and across campus. The event was a definite success, with a variety of events and calls to action happening throughout the week. We feel that looking back on the event more time for planning would have been very helpful, as there were many great ideas brought up in meetings that weren't able to be accomplished due to lack of capacity.

Planning only started in early November, so earlier meetings/planning would definitely be beneficial moving forward. The full list of events can be found below

- November 28<sup>th</sup>: Stress Busting & Self Care hosted by Grced and V-Day Guelph
- November 30<sup>th</sup>: RadiOpirg, Interview with Sarah Wilmer of ARCH run by SHAC
- December 1<sup>st</sup>: AAW Guelph 2017; World AIDS Day; Vigil & Potluck hosted by ARCH - HIV / AIDS Resources & Community Health
- December 6<sup>th</sup>: National Day of Remembrance and Action on Violence Against Women Memorial hosted by SHAC
- December 6<sup>th</sup>: National Day of Remembrance and Action on Violence Against Women Table hosted by GRCED and V-Day Guelph
- December 6<sup>th</sup>: Community Vigil-Guelph hosted by Guelph-Wellington Women in Crisis and SHAC
- December 7<sup>th</sup>: RadiOpirg
- December 8<sup>th</sup>: SWAG - Cookie Making and Umbrella Decorating hosted by Sex Workers Ally Group - SWAG - Guelph/Wellington

### **Legal/Advocacy**

Successes: Visible reduction in student stress (those who come into our office leave knowing that something will be done about their problem), Kept multiple students from being harassed and/or illegally evicted, informed many students of their responsibilities so they do not get lawfully evicted, Increased knowledge possessed by first years of renting off campus houses (tenancy sessions).

Challenges: Promotion (not many students know SHAC exists, most students who come here do so because they were referred by a friend), After-hours resources are not available, student issues do not occur 9-5 Monday-Friday and so helping students whose issues occur outside of those hours are very difficult as there's no support, Inadequate university services to help students with issues so we end up being a catch-all service for issues we are not prepared to deal with.

From May 8<sup>th</sup>- January 26<sup>th</sup> here is the break down of the SHAC's operation usage by students:

Human Rights: 3

Legal Aid: 34

Tenancy: 59

Financial: 5

Academic: 12

Other: 32

Total: 145 students

**Item 1.8.6.4.  
Report of the Organization**

**CSA Clubs**

With over 100 clubs on campus, CSA clubs provide a way for students to get involved and find inclusive groups that share their interests. Whether you're a new student and want to get involved or just looking for something to do after class, there is a huge variety of clubs that are constantly recruiting new members. Club mandates range from cultural, political, religious, or just plain fun. There is something for everyone!

The CSA helps clubs create the best experiences for their members through space booking, funding, and by hosting events such as Clubs Days. We support our clubs any way we can so that their ideas can come to life!

Clubs days happens once a semester when clubs take over the UC courtyard to engage students and grow their membership. If you're looking to get involved this is the place to be! Otherwise, you can find a list of all CSA accredited clubs on our website. Use the contact information found here to reach out and get involved!

**Item 1.8.6.5.  
Report of the Organization**

**Bike Centre**

The CSA Bike Centre is a non-profit DIY repair shop funded by the Central Student Association, offering students and the public all the tools, equipment, and knowledge necessary to service and maintain their bicycles. Also offered are replaceable parts at cost, as well as a wealth of information relative to bike repair provided by our incredible volunteers, our repair library, and workshops hosted throughout the semester. On Thursday afternoon, the shop hosts Womyn, Trans and Femme hours, where individuals within the community are provided a safe and judgement-free space to discuss and work on bike repair. We are open Monday to Friday steady, and are here to aid individuals of any level of expertise!

**Item 1.8.6.6.  
Report of the Organization**

**Meal Exchange**

This past summer marked the 14th installation of the National Student Food Summit, Meal Exchange's annual conference on exploring solutions to food insecurity and improving health and sustainability on campuses across Canada. Hot topics at this year's event included (1) working with campus food service departments to offer healthier and more affordable meal options to students and (2) developing initiatives that move beyond food charity in order to lay a groundwork for a more sustainable impact on student food insecurity rates.

Our annual Halloween food drive, Trick-or-Eat, saw 200+ students volunteer to collect nearly 10,000 kilograms of non-perishable food items for the Guelph Food Bank and its supported programs. A huge success, this event continues to provide students with an opportunity to engage with the wider Guelph community on the issue of food insecurity and provides much positive media exposure for the University. In co-operation with software developers on campus, we are continuing to develop a web-based app that will help to facilitate this event both in Guelph and across the country. Additionally, we plan to continue discussions with the Meal Exchange head office on the newly-implemented registration fee for this event.

**Goals for 2018:**

- Expanding our Share-a-Meal fundraising initiative from a week-long to a year-round effort
- Engaging a greater number of students to participate in Trick-or-Eat 2018
- Increasing the number of regular volunteer opportunities offered to students
- Fostering new relationships with community partners

Item 1.9.

## **Business**