

Agenda #11

Board of Directors Meeting

January 18, 2017, 2016 @ 6:00pm – UC 103



11.0 Call to Order

11.1.Land Acknowledgement

11.2.Adoption of the Agenda

11.2.1. Motion to Approve the Agenda

11.3.Ratifications and De-ratification

11.3.1. CBE At Large

11.4.Comments from the Chair

11.4.1. Introductions

11.5.Approval of Past Board Minutes

11.5.1. (Action) Approval of Board Meeting Minutes #10 – November 30, 2016

11.5.2. (Action) (In-Camera) Approval of In-camera board meeting minutes #10 – November 30, 2016

11.6.Executive Reports

11.6.1. Academic & University Affairs Commissioner

11.6.2. Communications & Corporate Affairs Commissioner

11.6.3. Finance & Operations Commissioner

11.6.4. External Affairs Commissioner

11.6.5. Local Affairs Commissioner

11.7.Director Reports

11.8.Business

11.8.1. (Info) Guest Presentation with city Councillors Cathy Downer and Leanne Piper

11.8.2. (Info) In-Camera CFS

11.8.3. (Info) Final identity statement

11.8.4. (Action) Structure bylaw change

11.8.5. (Info) Club space

11.8.6. (Info) Statement from former exec re: structure change

11.8.7. (Action) Amendments to executive structure motion

11.8.8. (Action) CUPE support motion

11.8.9. (Info) Job descriptions

11.8.10. (Info) Bylaw Change - Contract

11.9.New Business

11.10.Announcements

11.10.1. AGM Feb. 1

11.11.Adjournment

ATTENDANCE

Chair: Joshua Ofori-Darko

Scribe: Arthi Manivannan

Zoey Ross	Communications & Corporate Affairs
Meghan Wing	Academic & University Affairs
Ryan Shoot	Finances & Operations
Emily Vance	External Affairs
Jay Rojas	Local Affairs

Board of Governors	Michael Cameron
CBSSC at-large	Nicholas Kowaleski
IHC	Chirag Patney
CASU	Aidan Paskinov
CVSA	Courtney Tait
SSC	Lindsey Fletcher
CPES at-large	Michaela Spencer
CPES at-large	Mohamed Ahmed
COA at-large	Peter Miller
GRCGED	Olivia Boonstra
CSAHS at-large	Beth Whan
CSAHS-SA	Kate Schievink
GBSA	Jamal Demeke
CBSSC	Claudia Idzik
SFOAC at-large	Lacy Droste
CBE at-large	Megan Gooley
CPESSC	Paula Boubel
CVSA at-large	Natalie Chow

Guests:

Natasha

Lauren

Kayla

Cassie

Phil

Jan

Samson

Brian

Phillip

Stephanie

5.0 Call to Order at 6:00pm

5.1 Land Acknowledgement

5.2 Adoption of the Agenda

5.2.1 Motion to Approve the Agenda

Moved: CBSSC at-large **Seconded:** SSC

Discussion

Motion to Renumber 5.8.2 to (Action) Club Space (Director) and 5.8.1 to (Info) Club Space (F&O).

Moved: COA at-large **Seconded:** GRCGED

Amendment carries.

Motion to Add 5.9.1 (In-Camera) E-mail.

Moved: CBSSC at-large **Seconded:** GRCGED

Motion to Move In-Camera.

Moved: CBSSC at-large **Seconded:** CPES at-large

Motion carries.

Motion to Move out of Camera.

Moved: A&UA **Seconded:** SSC

Motion carries.

Motion to Call to Question.

Moved: A&UA **Seconded:** CVSA

*2/3 votes needed to end debate – **2/3 votes reached.**

Motion carries.

Amendment carries.

5.2.1 Motion Carries as Amendment.

5.3 Comments from the Chair

5.3.1 Introductions

Motion to extend speaking rights to all present.

Moved: CPES at-large **Seconded:** CBE at-large

Amendment to extend speaking rights to all Club Space-related business (5.8.1 and 5.8.2).

Moved: CBSSC at-large **Seconded:** COA at-large

- A&UA Meghan Wing speaks against the motion.

Amendment fails.

Motion to Call to Question.

Moved: F&O **Seconded:** CVSA

Motion carries.

Motion to extend to all present.

Motion carries.

5.4 Approval of Past Board Minutes & 5.5 Executive Committee Minutes

5.4.1 (Action) (In-Camera) Approval of In-Camera Board Meeting Minutes #8 – November 16, 2016

Motion to Move In-Camera.

Moved: SSC **Seconded:** A&UA

Motion carries.

Motion to Approve In-Camera Board Meeting Minutes #8.

Moved: A&UA **Seconded:** CVSA

Motion carries.

5.5.1 (Info) (In-Camera) Executive Committee In-Camera Minutes #20, 22, 23

Motion to Approve In-Camera Executive Committee Minutes #20, 22, and 23.

Motion duly moved and seconded.

Motion carries.

Motion to Move out of Camera.

Moved: SSC **Seconded:** A&UA

Motion carries.

5.4.2 (Action) Approval of Board Meeting Minutes #8 – November 16, 2016 (As supplement)

Motion to Approve Board Meeting Minutes #8.

Moved: CVSA **Seconded:** SSC

Motion carries.

5.5.2 (Info) Executive Committee Minutes #18 – 23 – Sept. 12 – Nov. 8

Motion to Approve Executive Committee Minutes #18-23.

Motion duly moved and seconded.

Motion carried.

5.6 Executive Reports

Motion to Keep Executive Commissioner Reports to 1 minute each.

Moved: A&UA **Seconded:** SSC

Motion carried.

5.6.1 Academic & University Affairs Commissioner – Meghan Wing

- With the renovation happening, will be meeting with some folks from the library about the student space.
- Art at the Bullring was successful; 5 students won.
- Participated in the Santa Clause parade.
- Also performed evaluations for our staff.

5.6.2 Communications & Corporate Affairs Commissioner – Zoey Ross

- Hired new temporary help to get things ready for the AGM.
- Had access with the app for the first time and is set to launch in winter. Taking longer than expected.
- Meeting with Mayor Guthrie

5.6.3 Finance & Operations Commissioner – Ryan Shoot

- Student Space Initiative – getting advice as to how to improve them.
- Have a decent amount of cash and figuring out what to do with it.
- Services and Clubs – going to talk about it more today...

5.6.4 External Affairs Commissioner – Emily Vance

*Emily not yet present

5.6.5 Local Affairs Commissioner – Jay Rojas

- Concerns about hydro coming door-to-door; energy scams!
- Participated in the Santa Clause parade.
- Ward 5 recognizes the CSA as the heroes of today.

5.7 Director Reports

- SSC: EEC has met, second reports coming at the end of this semester. Anyone from the board who has input for the EEC, email me!
- CBSSC at-large: Sat as a committee member for EEC and PBRC.

5.8 Business

5.8.1 (Info) Club Space (F&O)

- F&O: Sent out a survey and had 66 respondents in this round. The Indian Association was the only one who answered twice.
- A&UA: Point of Privilege – don't record or film at meetings.

Motion to Live-stream.

In Favour: 9 Against: 8

Motion carries.

- F&O: *goes over data from the survey responses.
- Would clubs like to collaborate with other clubs in the club space? Over 60% said yes.
- Guest's suggestion: Create a Presidents Club where all presidents of all clubs come together and talk about what their space is being used for weekly.

SPEAKERS LIST

- CSAHS at-large: I heard around from people that your [F&O] survey questions were biased.
- CBSSC at-large: Do you have any updates on the potential funding for this from the UC?

- F&O: The director of the UC presented us with a solution on how to recover from the losses from this. It is a possibility that it can be covered, but it all comes down to the UC board. We're guaranteed up to \$700,000 for this renovation.
- CBSSC at-large: When does the UC board meet again?
- F&O: Next semester.
- COA at-large: I'm assuming the money from the UC is coming as a loan?
- F&O: No, the university is going to be having major renovation so I made sure to jump on this to get as much assistance as possible.
- COA at-large: What is the design process?
- F&O: Absolutely nothing for this renovation is set in stone. We want clubs to be aware and involved when those first blueprints come out. I'm going to put forth a motion later today.
- Guest: Why isn't there a yes/no question to support this?
- F&O: I didn't want to put out a question that may completely throw this renovation out.
- CVSA at-large: What are we voting for today?
- Chair: There's no motion on the floor yet.
- F&O: Basically we are ready for this project and we'll begin meeting with clubs to discuss what they like/don't like.
- Lee Anne: We have \$201,000 that we can put into the project and that can be used for space.
- Guest: How are you going to allocate space?
- F&O: Take the first office hallway and make it into small, medium, and large booking space. Additionally, have a clubs common area and more storage for clubs.
- A&UA: There are a number of folks who aren't happy, so you should've received an e-mail from me to meet with clubs who already hold space on the 2nd floor to discuss what you need. I'm fully aware that not all clubs will benefit with a small meeting space, but we are hoping that clubs are open to compromise and provide for ALL of the clubs we currently have, which we currently aren't doing. With this renovation there are many options. We are looking to have conversation with you folks, but I've only heard back from 2 clubs... so reach out to me!!

- A&UA: If we were to get this money, is there a time frame?
- F&O: We'll have to spend it in the fiscal year.
- LA: It'd be great for future students to know how to be involved and reach out to your clubs. This conversation expands to your future club members.
- COA at-large: The deadline is Friday but it's difficult to set up meeting times with clubs during finals. I wrote something about why I'm opposed to removing office space. I think the CSA should increase office space rather than renovation.
- Guest: There is a lot of generic bookable space on campus in the Library and MCKN. I'm not against this renovation, but I'm against the removal of office space specific to each club.

(Motion): Student Space

BIRT the CSA cease pursuing the conversion and renovation of existing club office

space into bookable meeting space, social space, study space, and/or storage space;

BIFRT the CSA Clubs Tribunal open up applications for club office space for offices that can hold a third club; and

BIFRT the CSA collaborate with all CSA Clubs, Special Status Groups, and other equity seeking groups on campus about creating student group office space in the old CUPE 3913 office, the unused UC admin offices, and the new meeting room space opening up across from GRCGED.

Moved: F&O Seconded: BofG

- F&O: I think it's great that 27 clubs have that space in the hallway, but I want 100+ clubs to have that. It's time for us as students to step up and have the administration follow us.

Move to Amend the Motion from 2 Board Members to 3.
Motion duly moved and seconded.

Motion to Call to Question.
Motion duly moved and seconded.
Motion carried.

Motion carried.

- COA at-large: I'm against this motion – the Ontarion is willing to give up their space and there is a new meeting room which could be used for student office space. This plan is approving a lot of things very fast. Clubs are willing to have 3 clubs per office which could provide more space for clubs.

- Guest: The 2nd floor is like home. Not having this space would largely impact the social life.

BIFRT 3 board members including at least one college representative and Special Status Group representative sit on the working group.
Moved: SSC

- SSC: It's really important to have diversity by having one college rep and SSG rep. That makes it more representative of the students.

Amendment carries.

SPEAKERS LIST

- F&O: When people see a club on clubs day, they can be informed of their office hours and the person can go see them after.
- GRCGED: I'm opposed to this motion. The motion is very vague. I want to make sure we're aware of how clubs *actually* run, even with their office hours.
- CVSA at-large: We are all envisioning different things. It's important to try to amend this so we can get one more final say.

**BIFRT the blueprints be presented to the CSA Board of Directors in the Winter 2017 semester for final approval.
Amendment duly moved and seconded.**

- CSAHS-SA: I don't feel comfortable voting on this.
- Chair: Just to remind you, we are only talking about this amendment. I recommend that this be postponed and then submit it to the AGM.
- BofG: How much money would we lose if we go through with this and the Board doesn't approve?
- F&O: Depends on where we are... could be up to \$25,000.

- F&O: We don't want to bring these plans back around just to have it be thrown out later.
- A&UA: I don't think we arrived at the right wording yet. Is there a way we can change it? I truly feel we are going to find a happy medium for everyone.
- GRCGED: What do you mean by 'whereas'?
- Chair: Think of 'whereas' as a preamble.
- C&CA: I'd like to speak in favour of this motion. The concern is that because it's so delayed we are going to lose money... well, we shouldn't have let it come to December. This should've been done earlier. It may be expensive but it's due process.
- Lee Anne: I understand that the funding coming from the UC is flagged and we do have a timeline. It's not meant to be threatening, they're just following their fiscal year.
- CPES at-large: Let's say we go through with this motion and there's an uproar – is there any way it can be returned or worked around?
- F&O: No, we wouldn't be able to go back because a million dollars would've been spent. Maybe in a year there'll be an uproar, but in more years to come, I trust that the CSA will do what they can.
- GRCGED: If it's in January, I don't see how we can get meaningful consultation from clubs.
- F&O: If this motion approves, I'd send out an e-mail saying we're on... even if we send it by mid-February we could still make tender. So consultation would make it on time.
- A&UA: Point of Order – are we discussing the amendment or what's happening??

Motion to Call to Question on the Amendment.

Moved: CASU **Seconded:** LA

*2/3 votes needed to end debate – **2/3 votes reached.**

Motion carried.

Current Amendment: Blueprint for W17

Amendment put forth.

Amendment carried.

SPEAKERS LIST

- CSAHS at-large: I'm worried about the rush of this timeline. A lot of clubs are concerned about losing their office and community space. They're going to be missing their hangout space when it's not a meeting. Could we push bringing this to the AGM if we don't have enough time for consultation?

- C&CA: If this went to the AGM, when would it be submitted by?

- F&O: January 6th. We need to commit and hire a contractor before April 3rd.

- CSAHS at-large: Why?

- F&O: That's how the fiscal year works.

- C&CA: I want to speak against this motion. The outcome of these consultation will be collateral. I'm put in a position where I have to gamble \$50,000. I'm not in favour of making this bet in the first place. It's unfortunate because the money from the UC would be nice... I don't know if it would be inclusive. I think I'm going to vote against this motion when those blueprints come out so why not vote against it now rather than losing \$50,000 down the road. It needs work. I see a plan that lacks finesse. So I urge everyone at this table to vote against this plan.

- Guest: The CSA office has their hours up but it's not always followed... would hiring someone be considered for storage? Clubs like the Pakistani Student Association spent money on their office, so would they be reimbursed?

- F&O: Our front office staff is amazing. For clubs who put money into their office, these are possible things we can look into but they need to come to us and have a consultation.

- CVSA: I support this motion. Like Zoey said, there's such a great sense of community when you walk down those hallways, but what about the clubs who don't have their offices there? Peter's solutions seem short-term and could only accommodate maybe a few more clubs. But this proposal seems more long-term. The other clubs who don't have space are probably just as active as the ones who do have space.

- LA: You all brought forth some great ideas – thank you. For those 78 clubs who don't have office space, they don't get reimbursed for what money they spend elsewhere. The students

we do represent are the students we don't typically hear from. Those are the students I want to represent, along with the clubs who do have office space. These motions have been made in the past and have failed. Today, you can make a difference.

- Guest: I'm hoping to ensure that the consultation will include clubs that do have office space and clubs that don't. There's a sense of privilege in the clubs who do have space and share a floor with the CSA. A lot of people are referring to this as 'taking away' club space, but that's not the case. Booking space at the library, MCKN, etc., is not a community. Meeting space is hard to book!! Making permanent booking rooms will create a community.

Motion to Call to Question.

Moved: CASU

Motion failed.

- A&UA: A lot of the clubs aren't here right now and don't have the luxury of attending this meeting. Clubs came to our town hall meeting letting us know how grateful they are to even be considered because they don't have club space. In recent years, no progress has been made in getting more office space for clubs. I think it's important that the consultation move forward. I want the board of directors to remember the students that aren't being portrayed here tonight and remember that we are representing them too.

- COA at-large: Clubs with office space want to work with clubs who don't have space. I think the clubs here are willing to work with clubs that aren't here. By looking at that bigger picture, only the 2nd floor is being used. Look at the basement of the UC – maybe it can be used to create more office space.

- GRCGED: I think there should've been a yes/no question on that survey... I speak against this motion.

- Guest: With office space we have open hours and that's the only reason I'm able to feel a part of this University of Guelph community. If we went through with this project that eliminated that opportunity, I might not be available during those office hours. I'm just concerned that taking away club space will actually take away from a sense of community.

- C&CA: I think there are other solutions for booking space that we aren't looking at. Don't take away this community. I don't like being on the other side of the executive board, but my job as a director exceeds my job as an executive.

- CPES at-large: I speak against this motion. This would lower our standing... in the short-term this seems logical, but in the grand scheme of things this doesn't give students the power they deserve.

Motion to Recess for 10 minutes.

Motion duly moved and seconded.

Motion carried.

*Returned at 8:42pm

- CBSSC at-large: I heard the concerns here tonight and at town hall and they are all legitimate, however I speak in favour of this motion. I think we need to move forward in this renovation. Is this proposal perfect? No. Right now, we aren't giving that opportunity to the clubs that don't have this. We need to go through with this to help them as best we can. I don't think this should be delayed. It needs to be voted on tonight.

- F&O: We have till January 6th to go to the board with approval. I want this space to be maximized and used multiple times a day. When this was first built, we had enough space for every club. That's not the case anymore – we're growing. We get 15 new clubs every year, new students constantly coming in. To say we can take over MCKN and create a new hallway there for clubs, that's not realistic. We want a space where these clubs can check in, not come in from 5-7 in MCKN.

- Guest: You seem to be generalizing all the personalities of students. They won't all be able to come into the space and feel comfortable – that's why office space worked.

Amendment to remove 'has decided' and replace it with 'wishes' in the motion.

Moved: LA *no one objects

Motion altered.

*END OF DEBATE

Motion to Have a Roll Call Vote.

Moved: CBSSC at-large **Seconded:** GRCGED

In favour: All Board members except CPES at-large **Against:** CPES at-large

Roll Call carries.

Standing Roll Call Vote

IN FAVOUR: Emily Vance, Jay Rojas, Meghan Wing, Aidan Paskinov, Claudia Idzik, Nicholas Kowaleski, Michael Cameron, Michaela Spencer, Chirag Patney, Lacy Droste, Lindsey Fletcher, Megan Gooley, Courtney Tait, Ryan Shoot

AGAINST: Zoey Ross, Mohammad Ahmed, Paula Boubel, Jamal Demeke, Olivia Boonstra, Kate Schievink, Peter Miller

Motion carries.

- CPES at-large: We have to work hard in order for this to be beneficial and ensure we don't waste any money.

EXECUTIVE REP

- Emily Vance: 11 votes

- Zoey Ross: 9 votes

COLLEGE REP

- Beth Whan: 8
- Nicholas Kowaleski: 10

SSG

- Olivia Boonstra

SSC

- Chirag Patney: 7
- Lindsey Fletcher: 10
- Beth Whan: 2

Motion to Appoint the following board members to Club Space Working Group:

Executive Rep: Emily Vance
College Rep: Nicholas Kowaleski
SSG: Olivia Boonstra
SSC: Lindsey Fletcher

Motion duly moved and seconded.

Motion carries.

Motion to Amend the Previously Adapted Motion.

Motion to change 3 to 5 members.

Moved: CBSSC at-large **Seconded:** None

Motion dies.

5.8.2 (Action) Club Space (Director)

Moved: COA at-large **Seconded:** GRCGED

SPEAKERS LIST

- F&O: I want to speak against this motion. 3 clubs in an office is too many.
- CBSSC at-large: I speak against this motion.
- Guest: **[to F&O]** Why is 3 clubs in one office too many?
- F&O: It creates a large hazard and becomes a huge health and safety issue.
- Guest: Can't we just enforce them to keep their space tidy?

- F&O: Then these clubs wouldn't be able to leave their backpacks and resources in their space... we've gotten documented reports from clubs who complain that too many clubs in one room isn't appropriate.
- Guest: That's contradictory towards your proposal though because now you want large rooms with a bunch of clubs sharing it.

Motion to Call to Question.

Moved: COA at-large **Seconded:** A&UA

*2/3 votes needed to end debate – **2/3 votes reached.**

Motion carries.

Clubs Tribunal

Motion seceded.

Collaboration with CSA clubs

Motion seceded.

5.8.3 (Notice) Structure/Bylaw Change – Bylaw 1

- A&UA: Putting forth a motion that will undergo some big changes for our organization.
- The CSA has an idealistic structure, but this structure is very impractical, stunts a lot of growth, and causes hostility.
- Changing from five executive commissioners to four – responsibilities of local and external will be fused into one.
- Moving from a non-hierarchical structure to a hierarchical structure.
- We lose a lot of accountability in a non-hierarchical structure. Numerous reports recommend a hierarchy.
- Moving forward for this organization, this is crucial. We want to function at its best, efficiently.

SPEAKERS LIST

- C&CA: I'm very much in support of this and I appreciate all the hard work put in.
- CSAHS-SA: Will there be more work if it's brought down from 5 exec commissioners to 4? How will that work?
- CASU: I think this is a great idea. The exec won't be overseeing services. Services are pretty self-run so it's a great way to alleviate the stress from the exec.
- CSAHS at-large: Is there any actual research that shows there is more success with a hierarchical structure? Or is this just based off of other universities?
- A&UA: We're not doing it because other universities are doing it, we're just enforcing it.

We see this problem happening internally AND externally. People have commented that our structure doesn't work, but I don't mind doing research.

- CBSSC at-large: I think this is a good idea. Meghan said many of the duties would go on to the General Manager... Do you plan on hiring a policy and transitions manager?

- A&UA: Yes, we do! This will allow the GM to act as a general manager. We are hoping to have a thorough job description for a general manager and a policy and transitions manager.

- GRCGED: Can you expand on accountability? And when exactly would this be put in place? And would this go through the AGM?

- CPES at-large: Sounds like a fantastic idea.

- COA at-large: The execs are the only people elected by the student body – students should vote too.

- A&UA: We aren't accountable to anyone. The GM and the president are going to be working very closely with each other. The president needs to have constant communication with the GM and the board. Before, the GM was accountable to all 5 us and that just didn't work. This would be put in place for this election period. We're all confident that we will get enough voter turnout at the AGM.

Motion to Call to Question.

Moved: CASU

*2/3 votes needed to end debate – **2/3 votes not reached.**

Motion defeated.

- Lee Anne: Meghan is right – permanent staff have been working with the exec and they support this. It does need more work. To be able to bring back a Policy and Transitions Manager and a GM to relieve them from the exec is huge. We support it, we like it, and we're part of the process.

Motion to have a 5-minute recess.

Motion duly moved and seconded.

Motion carries.

5.8.4 (Action) PBRC Report on Elections

- PBRC Elections Review Status document reviewed.
- 3 main statuses: proposed changes, to be in policy (in planned elections policy), and to not change.
- Chair: To clarify, Fall and Winter is 20,000 give or take; Summer is about 2,000.

SPEAKERS LIST

- SSC: For amendment 1, how would a leave of absence work?

- CPES at-large: We take the summer students into consideration. But some students take courses in the Summer but not in the Fall, so why would we limit them?
- A&UA: If for some reason we ran a by-election in the summer, this would destroy us in reaching quorum, so I foresee there being problems.
- CSAHS-SA: We can discuss this again but I get how the semester break can be tricky...

- A&UA: With respect to #7, did you discuss college clubs or CSA clubs?
- CBSSC at-large: We did not do any consulting yet.
- SSC: When it comes time to vote on this, we're voting on allowing them to discuss this?
- Chair: Correct.

*END OF SPEAKER LIST

BIRT no further action is taken on recommendations 2b and 6a from the 2016 Elections Office report.

BIFRT PBRC is directed to draft an elections policy to include, by discretion of PBRC, changes based on recommended in 2a, 5a, 7a, and 9a from the 2016 Elections Office report, elements of Bylaw 2 determined to be more appropriate for policy, and rules and regulations outlined in the Winter 2016 and Fall 2016 All Candidates Packages, in descending order of precedence.

BIFRT PBRC present the aforementioned elections policy, as well as amendments to Bylaw 2 to reflect the items moved to the policy, by the January 25th Board of Directors meeting.

Moved: CBSSC at-large **Seconded:** GRCGED
Motion carries.

- C&CA: thank you Mohammad – this is a lot of work so close to exams.

5.8.5 (Info) Semi-Annual Budget Report

- F&O: Thank you Lee Anne for all the hard work you've done. We're under budget right now which allows us to take on some new initiatives as we move forward.
- On track with everything...
- Poll coming out on what movies students want to see at Sunday Cinema.
- Still have money leftover from Alessia Cara so we can use some of that for something second semester.

- Bike Centre is spending really well.
- SSC: When do you expect to get the next actual?
- Lee Anne: 7-10 business days every new month.
- Lee Anne: Only other comment is the Bullring – we're back on track to being consistent after previous years.

5.8.6 (Info) PDR Report

- C&CA: We have \$1190 remaining in our budget, it's balancing out quite well.
- If you have any questions about the individual line, let Zoey know.

5.8.7 (Info) Hiring Chair Report – SafeWalk Volunteer and PR Coordinator

- EA: We just hired the SafeWalk Volunteer and PR Coordinator.
- There were 9 applicants and of those 9, we interviewed 4. Laurel Deeley ended up receiving the role.

Motion to Ratify Laurel Deeley as the SafeWalk Volunteer and Public Relations Coordinator for the 2016-2017 term.

Motion duly moved and seconded.

Motion carries.

5.8.8 (Info) CSA General Election Promotion Plan (As Supplement)

- A&UA: This is what we plan on doing to promote the election in the Winter semester.
- We had a very successful turnout due to the temporary help and volunteers we recruited for the by-law election, so we may do the same next year.
- We need people to sign up for classroom announcements!

5.9 New Business

5.9.1 (In-Camera) Email

Motion to Move In-Camera.

Moved: CBSSC at-large

Motion carried.

Motion to Move Out of Camera.

Moved: CASU Seconded: CVSA
Motion carries.

5.10 Announcements

- C&CA: Harry Potter event tomorrow, come out!
- CASU: CASU's Build-a-Band December 1st-2nd.
- C&CA: Referendum questions are due Friday.

5.11 Adjournment at 10:53pm.

Approved by the Board of Directors on		Date: _____
Signed	_____	Date: _____
	Joshua Ofori-Darko Board Chair, 2015-2017	
Signed	_____	Date: _____
	Zoey Ross Communications & Corporate Affairs, 2016-2017	

Executive Updates #10 - January 18th 2017

Meghan Wing - Academic and University Affairs Commissioner
Central Student Association

Office: UC 249

519-824-4120 ext. 56742

csaacad@uoguelph.ca



Hello Directors!

Happy New Year. I hope each of you had a great break and took some time for self care. It is the beginning of the Winter semester and as such things are already incredibly busy around the CSA office. That being said, please feel free to drop by my office hours on Thursdays from 1-3pm with any questions you may have about my updates or otherwise.

As always, if you, at any time, require any accessibility need, please do not hesitate to contact me. This includes board meetings, but also could be regarding one of our events, campaigns or services!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.10 - Academic and University Affairs Commissioner.**

1. Academic and Curricular Issues

- Experiential Education Committee met on January 11th
- Senate Meeting on December 12th. Something important that was brought forward was the University's new Strategic Research Plan. Malcolm Campbell (VP-Research) gave a presentation outlining the process, and Senate was given a copy of the report for review. I brought up the importance of undergraduate research through things like undergraduate research projects and URAs/USRAs, as I felt that the undergraduate component had not been stressed enough during the process
- CUAA Fall 2016 Meeting on December 8th

2. Student Finance and Post-Secondary Funding Issues

- Gen has reached out on behalf of the Board of Governors for the University for the CSA to give a presentation at the Finance Committee Meeting with our recommendations around funding and budget formulation for the following year. I will be working with the Finance and Operations Commissioner to give this present in mid-February
- Compulsory Fees Committee Meeting on January 17th

3. University Issues and Representation

- Met with Mike Calvert to discuss logistics around food and prizing for our Annual General Meeting
- Attended the Vigil for Violence Against Women that SHAC organized on December 6th

4. Collaboration and Support to Academic Student Leaders

- Held Library Stressbuster on December 12th where we handed out ice cream to students during their exams. This event was highly attended (300+) and it was great to see so many students' smiling faces when they were picking up their free ice cream. Thanks to the

Executive Updates #10 - January 18th 2017

Meghan Wing - Academic and University Affairs Commissioner
Central Student Association

Office: UC 249

519-824-4120 ext. 56742

csaacad@uoguelph.ca



Communications and Corporate Affairs Commissioner as well as the Finance and Operations Commissioner for their help with this

- Sexy Bingo to be held in collaboration with The Brass Taps monthly this semester. Collaborating with the External Affairs Commissioner right now to find some external sponsors for this event. Exciting stuff!!
- Collaborating with the library and possibly CBESA on a monthly "Take a Paws" stressbuster event with therapy dogs. Last semester, our Animal Utilization Protocol was approved. This event will be taking place on January 30th this month. Dates for February and March are TBD

5. Accessibility for Students with Disabilities Issues

- Still looking for any members that are willing to take part in the Accessibility Working Group. Placing call out to general members sometime next week. Hoping to connect with Student Accessibility Services as well. Please send me an email if you self-identify with having a disability and wish to take part

6. Other Initiatives

- **Re: MVV**
 - Final draft coming to you at today's meeting
 - CAPCOM met two times over the exam period to review the last two drafts before the final draft was submitted by Sage Solutions
- **Re: Hiring**
 - Held interviews for CEO week of December 12th
 - Hired new CEO - Bennett Malcolmson. Held all day training session for Bennett to help him in his transition into this role. Met with the AEO for assistance in what to include in CEO training
- **Re: Club Space**
 - Local Affairs Commissioner and myself met with **six** clubs who currently hold office space during the examination period. We completed written Needs Assessment Forms, and submitted them to the Finance and Operations Commissioner for the Clubs Working Group to review. These meetings were anywhere from half an hour to an hour in length
- Executive Retreat occurred from January 4-6 2017 in Niagara Falls. Your executive committee participated in a number of team building activities, and engaged in various sessions around ethics, feedback, etc. Updated goal setting for the semester is to be completed shortly after bus pass distribution

Executive Update #10

Zoey Ross – Communications & Corporate Affairs Commissioner

January 18, 2017

Office: UC 103

519-824-4120 ext. 56376

csatalk@uoguelph.ca



Hello directors,

Hope you have all had a marvelous break.

Since my last report I've spent much time winding down last semester and starting up this one. It was great seeing so many directors at the Harry Potter Ugly Sweater Tea Party at the end of last semester!

Over the break I attended our first executive retreat of the term. I thought this was a practical and helpful excursion. The sessions were well done and each had a theme and endearing points. I feel that this exercise will help us perform better as an executive team, and lead to better results for the CSA.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.11– Communications and Corporate Affairs Commissioner.**

1. Promotions and Communication of the CSA

- Managed all social media and communications platforms
- Have acquired second version of the beta. Moving on to the graphic design and promotion of the CSA App.
- Was presented the integrated marketing communications plan from post graduate students at Conestoga College.

2. Administrative Duties

- Attended staff meetings as required
- Working with Tanya (Tanya did the work) ensured that all minutes and board packages are all up to date on csaonline.ca

3. Committee Involvement

- Scheduled PDR and PBRC
- Attended all executive committee meetings
- Attended first UC board meeting of the year and was ratified as a primary member.
- Attended the Collaborative learning summit and talked with a speaker about bringing a new session back to the CSA board of directors covering how to leverage your experience as student leaders to get a job in your field.

Executive Update #10

Zoey Ross – Communications & Corporate Affairs Commissioner

January 18, 2017

Office: UC 103

519-824-4120 ext. 56376

csatalk@uoguelph.ca



Additional Responsibilities

4. Event Planning

- Hosted the Harry Potter Ugly Sweater Holiday Tea Party with OCUS, CASU and many others. This event cost the CSA \$0.

5. Policy and Transition

- Crafting documents for the AGM on Feb. 1
- Planning another (final) round of board training for new directors.

Executive Updates #11

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



Hello Folks,

If you have any questions or concerns please reach out to me via email, phone, or by stopping by my office hours Thursdays 12- 2pm UC 248.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.13 –Finance & Operations Commissioner.**

Health and Dental

- Meeting to come later this month to speak about the plan and Feeling Better Now as well.

Student Space

- UC Board
 - o We are currently looking for 4 more alternates who would be able to sit in a student member was unable to attend. If you are interested send your Cover letter explaining why you would be a good addition to the board and your resume to csatalk@uoguelph.ca
- Student Space Initiative
 - o This initiative has met and is creating a form to be put out to all student organizations looking to improve their space by the end of this year.

Student Employment

- A new Bike Centre Volunteer coordinator has been hired along with a new CEO.
- Hiring will be coming out in this week, first hiring for the coordinators of our services then following that the other roles will be filled.

Finances

- As the AGM is approaching we will be presenting the audit to the students. The Finance Committee has not met since the semi annual budget.

Services and Operations

- Clubs space consultation update will follow

Committee Work

- Student Budget Committee

Executive Updates #11

Ryan Shoot Finances and Operations Commissioner
Central Student Association

Office: UC 248

519-824-4120 ext. 54408

csaadmin@uoguelph.ca



- Meghan and I are looking into presenting for the Board of Governors to comment on their upcoming budget and how they can improve spending to assist students on campus
- Student Space Initiative
 - Will be applying when the form is open.

Agenda #11

Emily Vance – External Affairs Commissioner
Board of Directors Meeting
January 18, 2017 @ 6:30pm – UC 442



Hey friends!

I hope you all found some time over the break to relax and eventually will get used to the outrageous amount of syllables that make up 2017 (it's 6. Doesn't that seem like way too many?)

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

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

Service Update

- Updated the job descriptions of both Coordinator positions
- Safewalk
 - In the process of hiring volunteers for the Winter semester. Applications are now open on csaonline.ca. They are due January 23rd.
- Meal Exchange
 - Share-a-Meal (formerly known as Skip-a-Meal) will be taking place on January 23-27. They will be fundraising to buy food and supplies for local emergency food providers.
 - Anyone interested in donating or promoting the event can email meal@uoguelph.ca to receive promo materials
 - Hunger Awareness Week will be the week of March 13
 - Organizing a “day of action” where people can volunteer at a local emergency food provider

Committees/Working Groups

- Club Space Working Group
 - Have been attending clubs consultations all week and transcribing the meetings to help determine various club needs and what themes we can take from the conversations
- Sexual Violence Committee
 - New policies effective as of January 1
- OUTline Advisory Committee
 - Next meeting: February 28, 2017
- Student Rights and Responsibilities Committee

Agenda #11

Emily Vance – External Affairs Commissioner

Board of Directors Meeting

January 18, 2017 @ 6:30pm – UC 442



- Next meeting: February 2, 2017
- Advisory Committee on Student Mental Health and Well-being
 - Next meeting: February 14, 2017

Other Initiatives

- Will be meeting next week with representatives from SHAC, OUTline, GRCGED and Wellness to discuss collaborations for Winter Pride this semester
- Working with Meghan Wing to organize Sexy Bingo in the Winter semester
- Attended the Collaborative Learning Summit on January 7th, 2017
- Attended the Train the Trainer training for the Level 2 Sexual Violence on January 13, 2017

TO: Board of Directors

FROM: External Affairs Commissioner

DATE: January 18, 2017

RE: Hiring Committee Report – Bike Centre Volunteer Coordinator

The Hiring Committee for the Bike Centre Volunteer Coordinator position met on Friday, December 2, 2016 to prepare interview questions and candidate short-listing. Interviews were conducted on Monday, December 12, 2016. In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Period: November 10 – November 25, 2016

Application Deadline: November 25, 2016

Means of advertisement: csaonline.ca, thecannon.ca, email to student organizations and clubs representing marginalized students (The Aboriginal Students' Association, Guelph Black Student Association, International Student Association, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, Ontario Public Interest Research Group, CSA Accessibility Working Group, JSO, ISA, WISA, MSA, ISO)

Committee Membership: Emily Vance, Karly Rumpel, Sofia Becerra

Executive Member(s): Emily Vance, External Affairs Commissioner

Board Member(s): Karly Rumpel, Student Federation of Ontario Agricultural College

Representative Staff Member(s): Sofia Becerra, Bike Centre Coordinator

Coordinator Number of applications: 15

Number of candidates interviewed: 4

Successful Candidate: Sarah Feige

Date Offer was accepted by candidate: Wednesday, December 14, 2016

BIRT, the CSA ratify the hiring of Sarah Feige as the Bike Centre Volunteer Coordinator for the 2017 Winter semester.

Moved and seconded by: Volunteer Coordinator Hiring Committee

Executive Updates #11

Jay Rojas – Local Affairs Commissioner
Central Student Association
Office: UC 451
519-824-4120 ext. 54407
csalocal@uoguelph.ca



Hello Directors,

Happy new year! I hope you had a great winter break with friends and family. The winter semester has always been the busiest semester for the CSA, but with your help, we're going to make it a great and memorable one!

If you have any questions, comments, concerns, or would like to have a chat about anything, please let me know. I'm always up for coffee or sushi!

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

1. Tenancy

- Create sample leases and agreements to be made available for students at csaonline.ca

2. Transportation

- Mike Spicer hired as new General Manager for Guelph Transit
- Grace period for Guelph Transit ended January 14, 2017 at 12:00AM (Midnight).
- Meeting with Distance Education and Co-Op students who choose to opt-in to the Universal Bus Pass outside of office hours

3. Municipal

- No updates

4. Committees

- Sexual Violence Committee (SVC)
 - New University of Guelph Sexual Violence Committee is effective as of January 1
- Males Against Violence Against Women (MAVAW)
 - No Update
- Town & Gown Committee (T&G)
 - Next meeting to be determined
- Athletics Advisory Committee (AAC)
 - Next meeting to be determined
- Landscape Advisory Committee
 - Next meeting to be determined
- Transit Advisory Committee
 - Next meeting scheduled for January 26

Executive Updates #11

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

csalocal@uoguelph.ca



5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
 - New Bike Centre Volunteer Coordinator
- CSA Foodbank, 620 Gordon Street, Guelph
 - FoodBank Cooking Class (by donation)
 - January 27 at 5PM
 - March 16 at 5PM
 - April 7 at 5PM

6. Events

- Gryphons Got Talent
 - Thursday, March 9 at 8PM, talent submission deadlines are due February 17

7. Extracurricular Involvement

- Volunteer, Wellness Education Centre, On going
- Delegate, Collaborative Learning Summit, Jan 7, 2017
- Delegate, OAC Leadership Conference 2017, Jan 20, 2017

8. Other

- No update

Articulating the Identity of the Central Student Association at the University of Guelph

December 2016

Prepared by: Rebecca Sutherns, PhD CPF



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Background

The Central Student Association (CSA) at the University of Guelph is run by an Executive of four elected Commissioners and a Board of Directors, and supported by permanent staff. The Executive and Board members fulfill one-year terms in office. In an effort to develop a multi-year framework to guide the CSA with consistency beyond the term of any one Executive, the CSA hired Sage Solutions, a strategic consulting firm in Guelph, to facilitate stakeholder engagement and articulate a “Mission Vision Values” (MVV) document for the organization. That document would guide planning, inform the behaviour of the Board, and frame expectations for incoming Executive members. The Board identified developing such a multi-year “credo” for the CSA as the highest priority task this year.

Methodology

Dr. Rebecca Sutherns of Sage Solutions designed and managed this project collaboratively with the Academic and University Affairs Commissioner of the CSA 2016/2017, Meghan Wing.

Information to shape the development of the MVV document was gathered in a variety of ways as follows:

- An electronic survey distributed to undergraduate students through multiple channels over two weeks in November 2016. 4,378 responses were received, representing 17% of the full- and part-time undergraduate population.
- Four focus groups with students. 270 expressed interest following the survey, eight attended.
- Three focus group conversations, with the Executive, Board and permanent staff.
- Two interviews with University of Guelph administrators (VP Student Affairs, Brenda Whiteside, by telephone and Student Life’s Shannon Thibodeau).
- A review of the CSA’s website, by-laws and Letters Patent.
- A review of three previous consultant reports about the governance of the CSA.
- A review of MVV documents from eight Student Associations at comparably sized universities (seven in Ontario, one in Quebec).¹
- A telephone interview with a former Student Association Board Chair from another university.
- An analysis of the demographic profile of Guelph undergraduate students.

Findings from these various sources were compiled into a draft consultation summary report, which was then reviewed by the CSA Board’s CAPCOM (i.e. governance committee), along with two drafts of the proposed “MVV” document.

¹ Direct comparisons with other Student Unions is problematic, as they differ in many ways from the CSA in Guelph, including in terms of their scope of responsibility and ownership of assets. Experiences from elsewhere were primarily used to compare how their MVVs were articulated.

Context

Undergraduate Students at the University of Guelph

The University of Guelph is a mid-size university with roughly 23,000 full-time and 2,740 part-time undergraduate students. It ranks fourth in Canada among comprehensive universities according to the 2017 *Maclean's* annual university rankings, including second in student satisfaction.

An increasing number of secondary school applicants are making the U of G their first choice university (40% growth from 2005-2015 compared to 17% for other Ontario universities). Guelph receives more than seven applications per available undergraduate space. 95.5% of accepted students attain an entrance average above 75%. Based on feedback published in the *Globe and Mail* in 2013, students cite quality of education, close interaction with faculty, a friendly, caring community and a beautiful campus as their main reasons for attending. Guelph is also considered one of the ten best Canadian cities in which to live. At the U of G, over 90% of first year students live in residence on campus.

Although overall undergraduate enrolment is expected to stay stable at Guelph (it is declining in Ontario), the proportion of Aboriginal, transfer, commuter and international students is projected to grow over time. Currently, approximately 5% of first year students are international students.

Most undergraduate students are millennials (age 18-24), who represent the largest generational cohort in the Canadian workforce (37%) and who report being primarily focused on career and financial stability. A recent survey of post-secondary school students identified their top priorities as finding a job they love, finishing their education and paying off student debt. Unemployment rates and tuition rates are a significant concern to this generation. They are also characterized as being tech savvy and driven by values and personal relationships.

The CSA at the University of Guelph

The history of the CSA at the University of Guelph has been documented in several other consultant reports and will not be the focus of this one. There are, however, several current features of the CSA that are directly relevant to the development of a multi-year identity statement. They include:

- Annual mandates for Executive and Board members, against a backdrop of regular student turnover and swings in the pendulum of political ideology within the CSA that have combined to make longer term planning, and staying the course with those plans, difficult. Values and priorities are seen to vary annually based on Executive and Board priorities and behaviour.
- A history of tensions (between the CSA and university Administration; CSA and its staff; CSA and the Canadian Federation of Students (CFS); among CSA Executive members etc.) that in some cases have lasted or repeated themselves over several decades.

- A recent pattern of student disengagement with the CSA, exemplified by vacancies on the Board, uncontested elected roles on the Executive, low voter turnout for CSA elections, poor attendance at some meetings etc.
- A governance and staffing structure that is seen as unclear and problematic – even at times dysfunctional. Pending governance and staffing changes may help to address this concern.
- An apparent willingness to admit the organization is broken and needs fixing, with a current Executive willing to tackle that challenge.
- Commissioners who have ambitious job descriptions and who work hard, but often not on the same things as each other or as the previous year’s leaders, at times resulting in a lack of unified leadership and a loss of momentum toward impact.

Findings

Consultation Highlights

Alignment of MVV with the findings of the consultation phase has been an important goal of this project. Detailed findings from the student survey and recurring themes from the other data collection channels have been included as Appendices B and C. Highlights related to the development of MVV are noted here², with other recommendations related to governance and operations noted in later sections.

- I. **Student engagement** was identified as a critical, in four related ways:
 - a. Students want to be better informed about and connected to what the CSA does. Higher and more targeted visibility is needed.
 - b. CSA Executive and many Board members want greater student engagement so that they can be more confident in their mandate as elected representatives. Voter and candidate turnout for elections need to be higher.
 - c. CSA representatives cannot assume to know what students think in the absence of reliable and active mechanisms to solicit their input.
 - d. Students are craving greater transparency and accountability within the CSA, which would result in a higher level of trust within and toward the organization.
 - e. Campaigns need to represent student priorities and voices. As one student said, “Ask for my opinion rather than projecting it.”

² As with any large survey, there were contradictory opinions within the results. Overall themes expressed by the majority of respondents are summarized within this report.

2. Students look to the CSA for **practical support that saves students money and enriches their university experience**. This point was expressed in three primary ways:
 - a. The CSA's role in providing affordable services is seen as a high priority. It should be done consistently well, independent of the ebbs and flows of any specific executive's annual agenda.
 - b. There is a strong desire for any CSA campaign work to be closely connected to practical improvements in students' lives, such as reduced tuition.
 - c. Feedback was mixed in terms of the CSA's role in planning events and activities. Many are appreciated, and the CSA is seen as well positioned to sponsor large-scale events that individual groups on campus could not afford to organize. At the same time, others saw the CSA's role in event planning as a significantly lower priority than several of its other responsibilities, including saving students money, creating a culture of acceptance on campus, and advocating on behalf of students to decision makers.
3. The role of the CSA in **representing undergraduate students to decision makers** is worth highlighting. This role, often on university governance committees, goes beyond campaigns, service and activities and accounts for considerable time spent by the Executive.
4. People want the CSA to **work constructively, positively and professionally** on campus. The CSA has been perceived at times as "divisive," "demanding" and "accusatory," and there seems to be an appetite now for an organizational tone that is more welcoming, affirming and collaborative. There was also encouragement for the CSA leadership to behave as unified ambassadors for a larger shared vision that transcends agendas of personal power.
5. The **governance structure and culture** of the CSA need to support the ongoing implementation of the MVV and equip leaders for success. Numerous governance and operational staffing changes were suggested. Without at least some of these changes being made, the likelihood of any MVV document gaining meaningful traction is low.
6. Opinions on how best to represent CSA **values** were mixed. Lists of values were seen to be of limited use, because they are not understood or lived out consistently in practice. The role of the CSA in promoting the five "I Am a Gryphon" values was unclear. The newly articulated internal service values at the CSA were not developed by or shared with a wider audience. There is also a tension between wanting to promote particular expectations around inclusion and social justice, while feeling uncomfortable about telling people how to think or behave.

Proposed “MVV”: A CSA Identity Statement

In light of the above findings, a renewed CSA Identity Statement is proposed here, comprising a clear articulation of the CSA’s mandate, indicators of success and approach.

The mandate combines both purpose and mission. The indicators of success speak to vision, with a focus on results. The approach underscores values, expressed through behaviour.

It is recommended that the CSA establish measurement systems and annual performance standards for each of the indicators of success, and the approaches where appropriate.

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students’ lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, including through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

- Students want to engage with the CSA. They know what the CSA does and are to be involved;
- Executive members represent students accurately and confidently, based on knowledge of what students want that comes from having consulted meaningfully with them;
- The CSA provides services that students use;
- Advocacy on students’ behalf is effective in achieving its goals; and

- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.

Additional Advice

It is common in a project of this nature to receive feedback that goes beyond the original scope of the consultant’s mandate but is nevertheless potentially very useful for the organization. Comments of that nature have been summarized here, for future consideration by the leaders of the CSA.

Governance Advice

An Identity Statement is aspirational; it gains traction through behaviour. It needs to be embedded within an effective governance structure, and unified leadership needs to drive its implementation.

Even if an effective governance structure is in place “on paper,” it needs to be surrounded by a constructive organizational culture to breathe life into it. In the case of the CSA, pursuing becoming a learning organization with strong accountability and unified collaboration between the Board, Executive and staff will help to make the Identity Statement a closer reflection of real life.

Specific governance-related suggestions were provided throughout the consultations. They included the following:

- A smaller, better trained, accountable and more active Board
- Well run Board meetings with a truly neutral Chairperson who has the support of the members

- Term limits and/or an enforced time gap between being a paid staff member and a Board member
- Non-student seats on Board
- Clearer roles and leadership on the Executive. It is currently unclear, for example, whether the Executive function more like staff (i.e. COO/CFO roles) or like Board Vice Presidents. The distinction is significant, as in the former case they take direction from the Board and in the latter, they give that direction.
- More thorough and systematic knowledge transfer from one year to the next
- Stronger Executive accountability mechanisms, including greater transparency in decision-making. For example, When decisions are taken, greater clarity is needed regarding whose decisions those are – i.e. the Board? Executive? One Executive member?
- Consideration of two-year terms
- Sufficient training/mentoring to ensure Executive members are equipped to carry out their roles effectively, particularly in cases when their experience or skills may not be commensurate with the level of responsibility they carry.
- Annual strategic planning workshops to set priorities, performance targets and plans for the year.

Operational Advice

At an operational level, the CSA is encouraged to consider the following:

- Equip next year's Executive by identifying not only the changes needed, but also a clear path forward for making them.
- Hold clear and realistic expectations of what can reasonably be accomplished within a one-year term. Ongoing operational effectiveness may be sufficient.
- Focus on promoting more effectively what the CSA does/offers and how students can get involved, especially at the first-year level.
- Establish mechanisms and habits that allow the Executive to hear from students on a regular basis.
- Staff should supervise staff, with clear accountability of the General Manager to either the Executive or Board (see above).

Conclusion

The CSA has enormous potential to be a constructive and influential voice at the University of Guelph. Its new proposed Identity Statement has been informed by significant input from a wide range of CSA stakeholders. It is hoped it will serve as an effective tool for multi-year planning and building of positive momentum within the CSA. Its successful implementation is far more likely if accompanied by changes in governance structure and operational practice that undergird its intentions.

Appendices

Appendix A

Research of Comparable Universities

Highlights of how eight other comparably-sized universities define what is important to their Student Association/Union:

- Encourage unity and cooperation; constructive; positive
- Create an atmosphere of acceptance, inclusion, safety
- Promote good conduct
- Advance the interests of its members; results-driven advocacy; on your side; help you navigate; amplify voice; influence things for you
- Involvement and personal development opportunities
- Services
- Diversity, democracy, inclusivity, equal voice – stewards of democracy
- Student engagement; driven by student vision and guidance; understand constituents
- Organizational excellence
- Business innovation; progressive; future oriented
- Strong sense of belonging; build community
- Representation; liaison
- Make student life rewarding and fun
- Professional in our approach; prepared
- Relevant and valuable
- Approachable; visible
- Opportunities for paid and unpaid personal development
- Make decisions within the unique culture of this university
- Adaptable to change
- Socially responsible
- Make student life easier, together
- A buzzing hub
- We help students. We are you/We get you. Cheerleader. We have your back. We're in the game, for you. Invested and useful.
- Listeners. Connectors.

Summary of Feedback from Interviews and Focus Groups

- Need for a clear path forward toward improvement – identify not only the changes needed but also how to make them
 - Can't happen overnight – ideally a multi-year plan with incoming Exec on board
 - Simple, practical victories
- Multi-year commitments within an annual system are difficult, made more so if the organization lacks unity. Generally strong support on current Board/Exec for the need to do so.
 - Some suggestion of 2-year terms on Board and/or Exec
- MVV happens within a context – not just a stand-alone document. Needs leadership to be implemented, a governance structure in which to be embedded etc.
 - A mindset shift to use it
 - Words can be there, but reality has to match
- Want something to guide the platform for income Exec candidates
- Unified leadership within the Executive is key.
 - Accountability as an Executive
 - Priorities should be set as a slate not as individuals
 - Less polarization with staff needed, as a team and as individuals
- Not only about governance structure but also about the culture that surrounds the documents and roles.
 - e.g. Learning organization? Staff as mentors?
 - Craving accountability and clarity
 - CSA could carry a lot of weight if well regarded
- Also about tone
 - Seeking messaging/identity on campus that is less divisive, accusatory, angry, condescending
 - More welcoming, positive, responsive, affirming, energetic
 - CSA often seen as benign, or negative. Need to transform it toward positive, constructive passion.
- Not as fully autonomous as CSA might like to think, for example:
 - Accredits some clubs but not all
 - Relies heavily on the U of G (e.g. space, fee collection etc.)
- Governance ideas:
 - Larger assembly, smaller Board
 - Better trained Board
 - More accountable Board, with positions all filled and attendance strong
 - Well-run Board meetings with truly neutral Chair
 - Less political representation on Board
 - Non-student Directors
 - Elected Chair
 - Term limits, even if still taking an undergraduate course

- Hierarchical structure – or flat with more supports in place
- Run as a slate then hire additional Commissioners
- GM should supervise staff
- Staff could do some of the things that students do here
- Create enforced gap between being Board member and paid staff (1 year?)
- Are Exec more like COO/CFO or more like Board VPs? Is it appropriate that they vote on the Board? Not clear if the GM or the Exec is the ED equivalent. In one case, Exec takes direction from Board and behaves as staff, in the other they are the Board. Varied opinion re: whether GM should be accountable to the Exec or vice versa.
- Training system is “blind leading the blind” or “broken telephone” – need more systematic knowledge transfer
- Greater clarity when things are decisions of the Board (not the Exec or individual members of it)
- Streamline Exec positions
- Current Board composition allows some spots to get ‘stuck’
- Too much unaccountable, variable power in Exec right now
- Two-year terms haven’t worked well in the past (?)
- Clearer accountability – e.g. re: impeachment process
- Accurate job descriptions
- Clear staff roles
- Hired scribe
- Mechanisms to address poor performance
- Level of responsibility not commensurate with experience?
 - Sometimes craving permission, ‘grown up supervision’?
 - Need staff reporting to staff
 - Professionalism, maturity lacking at times
 - “If I’d been interviewed for this role, I would never have been hired.”
- Be careful of comparing directly to other Student Unions. Lots of variability in terms of many factors such as reporting structures, ownership of services, roles etc.
- Student voice is widely agreed to be critical. Need more confidence in the representativeness of that voice. Cannot assume to know what “students” think.
 - Understand what representative governance requires – not about personal voice
 - Better turnout at elections
 - More candidates so that positions are contested
 - More pride in winning a spot if you had to compete for it
 - More mechanisms to elicit input from students
 - More student engagement with those mechanisms
 - Greater accountability to use the mechanisms
 - Can be ‘students for students’ and still give staff a say
 - Need time to engage – capacity, space in schedule
 - Engagement should be a value
 - Transparency around this

- Concerns re keeping in mind who the CSA is for – not about personal power
 - Needs to be “less incestuous” – too much drama
 - Ambassadors of something bigger – not about personal soapbox
 - Tendency to become addicted to the power
- Need multi-year infrastructure and capacity to run businesses/services if they are core
 - Should not be dependent on Exec – should be staff run
 - Student advocacy can ebb and flow but service quality should not
 - Services seen as critically important – invest in them, advertise them, expand them.
- Maintain perspective on what student leaders can do to add value within a single year
 - Bring student perspectives reliably to the table
 - No need to be about personal legacy – keep the machine running
 - Leaders crave making a tangible
 - Work on the same things as each other and make progress from last year rather than infighting and switching direction
- Values
 - Could the CSA position itself to contribute to the Gryphon values? Add value to them, align activity choices around them? Mixed views on the Board about this (see photo) Do they reflect student values more than the CSA currently does?
 - Tricky to have this conversation, as if unified values exist
 - Also have newly minted internal service values
 - Sense that the values vary with the Exec, and they shouldn't.
 - Craving consistency – over time, across campus, in behaviour
 - Tension between not telling people how to think/behave and reinforcing particular expectations (e.g. anti-racism).
- Generally low support on Board for being tied to the CFS/national student movement (although divided – see photo).
- Invest in what is important – including hearing students (e.g. pay for pizza, coffee...)
- Lots of comments re: need for increased CSA visibility so students know what it provides/offers and the impact it has. Communicate about more than just campaigns and events. Average student does not know or care.
- Desire for greater transparency, trust.
- Four prongs to mandate of student voice and student experience:
 - Representation
 - Campaigns
 - Services
 - Events/Activities
- Board (16 responses) sees ideal breakdown of Exec time as follows:
 - Representation – avg 27% of time (ranging from 5-55%, median just above 25)
 - Campaigns – avg 21% of time (ranging from 0 to 55%, median around 22)
 - Services – avg 34% (ranging from 17-50%, median just under 35)

- Events/Activities – 19% of time (ranging from 5 to 50%, median just under 17%)
- Also time needed for general administration
- More comments re: time allocation among mandate priorities
 - Services and representation seen as especially important and less vulnerable to the interests of a changing Executive.
 - Representation and campaigns are seen as linked, but there are diverse views as to how that relationship should play out.
 - Sense that services should run fairly independently of the Executive.
 - Activities/events can likely be run by clubs. Support for concerts, stressbusters plus acknowledgement that clubs don't individually have the budget to host large events. Some feedback that events seem like a waste of money to those who don't choose to participate.
- Indicators of success (what should CSA be good at – from Board – targeted list)
 - Less student apathy. If they want to engage with us, without us needing to be aggressive or militant with them, then we know we are doing a good job on their behalf. They like us and want to be involved.
 - Provide useful services well.
 - Confidence that we are representing students accurately and democratically. We know what they want.
 - Effective advocacy once we know what students want. Voice.
 - Effective communication.
 - Job creation and cost savings
 - Smaller groups get an amplified voice.
 - Coordination among colleges, clubs etc.
- Most needed change (from Board feedback):
 - Multi-year strategic planning/credo on which to base decisions
 - Talk to students more – greater awareness, know what they want
 - Re-evaluate how the CSA is governed and run – clearer roles
 - Ask for opinions more than projecting them – less demanding
 - Support students to organize around issues they care about
 - More physical space
 - More unified Exec and Board
 - Higher trust – internally and with stakeholders
 - Higher profile on campus
 - Well liked
 - Diverse student representation, directly and indirectly

Appendix C

Survey feedback

4,378 responses (17% of all undergraduate students)

93% had heard of the CSA before

Most important roles of the CSA:

- Save students money
- Fight for lower tuition
- Create a culture of acceptance on campus
- Advocate on behalf of students to decision makers
- Provide services for students

Lowest ranking roles:

- Plan events
- Develop student leaders

Most important roles for Exec:

- Engage with students to stay in touch with what they most want
- Represent Gryphons on decision making bodies across campus
- Collaborate with university administration

Least important roles for Exec:

- Run campaigns
- Challenge university administration
- Represent Gryphons to various levels of government

CSA is currently best known for:

- Running social and educational activities (clear winner for both #1 and #2 choice)
- Second place was providing useful services and third was enhancing student experience.
- Lowest ranking options were creating jobs for students and saving students money.

What should CSA be best known for?

- Defending student rights, saving students money and enhancing student experience were close top 3 and clear winners. Providing useful services was fourth option and scored well as second choice.
- Lowest was creating jobs for students.

Awareness of CSA services:

- Highest yes and largest yes/no differential for Safewalk and Transit pass

- Yes exceeded no for each option except Health and Dental plan

Attended a CSA AGM?

- 87% never
- 9% once
- 1% every year

How many times voted?

- 31% never
- 27% once
- 19% twice

7% willing to participate in a 90-minute focus group to provide more detailed feedback.

Did not ask what year in which respondents were currently enrolled.

Roughly 255 respondents wrote useful, specific comments. They were most often about promotion of the CSA to raise awareness; the need for heightened student engagement; a desire for the CSA to save students money; and communicating appropriately with students.

An additional 66 provided comments in the form of encouragement (e.g. “Thanks” or “Good job.”)

Below are examples of some of the comments, sorted into clustered themes:

Promotion: Who you are, what you do, what services you provide

14% of the comments focused on the need for the CSA to do a better job promoting themselves, what they do, the services they offer, and how students can get involved or in touch. Students love the free **events** provided and would like to see more, and suggest the CSA do a better job promoting events and activities. Students also provided suggestions for **new or improved services**. Examples included the following:

- I feel that CSA should advertise more on the services and activities they offer, such as their Sunday Cinema!
- Work on services and improving student experience. Work well with university admin. The campaigns aren't doing anything.
- Provide services for mental health, fight of mental health rights
- The CSA can do a lot better job of promoting the opportunities and what they do for students. I a fourth year accounting student at UofG and the President of the Accounting Society. CSA is personally something I would have loved to get involved with in my first year, but I feel that marketing of the association along with events and their purpose has been weak. I suggest leveraging social media communication channels and attaining ambassadors for the CSA in every big program (e.g.

Commerce, Science, Political Science) etc. This will help to broaden reach and get more people involved in the CSA's events.

- Invest in informing students about your role, it will make people more invested in participating in the CSA and help to improve what you do.
- Would recommend CSA printing hours should be longer
- Get a debit machine at the bullring
- Be better at advertising yourselves and any activities you do put on. There are so many Guelph and university social Media pages and accounts and I rarely see anything about the CSA
- We need better dental and prescription coverage even if it costs a bit more
- I think better promotion of CSA events could go a long way
- Students do not seem to be aware of CSA matters, it might be useful to work on marketing yourselves better, use videos to spread awareness that are entertaining and grab the communities interests do more classrooms presentations etc.
- Please let me opt out of health!! I don't need it!!!!
- You need to do more advertising to make students more aware of your roles on campus and how to become a part of the CSA
- It is better to spend time on services for students rather than trying to decrease tuition because it really isn't unreasonable and services are more likely to be improved.
- I feel like I was never really aware of the organization or how to join it. All they did was fill my email up, but I didn't know how to join or know what they did.
- Make campaigns more well-known among students
- Put out more information on what you guys run and what you are doing and maybe update us!
- I feel that a lot of the information available regarding the CSA isn't necessarily about what they do or have done to help, but rather what they still need to do (ie. fight for lower tuition). Maybe if students had a better understanding of how much the CSA has impacted the UofG culture and system, we would be more open to working more with them.
- I am interested in what CSA does for the university and the initiatives they are taking part in, it would be nice to see more information provided such as at booths set up in the UC courtyard every so often!
- Consider other options for students that commute and the mandatory buss pass fee that ends up being useless for most commuting students(perhaps offer the bus pass fee as a credit toward a parking pass).
- I would appreciate more advertising and information about CSA services like the dental plan and the Bike shop. That being said, thank you for all the hard work you in representing us!
- CSA is great. Sometimes it's hard to keep track of everything they are doing. Maybe a concrete list posted outside CAS office of things currently going on would be helpful! Keep up the good work!
- I like the location of the office, it is well known and visible but maybe have more hours in case of questions/help needed throughout the day or a more publicized phone extension so students may reach CSA with their concerns. Thank you!

- Not sure who to address ideas or issues to or how to get involved
- I like that the office is very well known and easily accessible to students, but maybe have more people present for students who need their help throughout the day, or a more publicized phone extension so students may contact CSA with their questions and concerns. I think this will help students commuting from Mississauga and Toronto in regards to voicing concerns or getting involved with CSA more. Thank you!

Student engagement

9% of the comments suggested the CSA needs to have a better presence on campus and do a better job listening to and engaging with students. For instance:

- I think there should be more campaigns geared to words making students more heard.
- Listen to marginalized groups on campus
- I think getting out to hear more about what is concerning students is extremely important.
- Though I'm not sure how one would go about it, you should try to reach out more to first year students because as a first year student myself I feel very distant from the CSA, what its goals are, what it does, etc. Therefore even asking us to vote, as first year students, we would not make an educated election.
- The CSA feels very dislocated from the student body this year. They don't seem as involved or encouraging for participation from students.
- Get more involved with the student body, stop acting out of your own whims.
- CSA is not engaging enough. Frankly, most people are not concerned with what happens within the CSA because they are known for being controversial with little actual change occurring. You need to collaborate more with students and LISTEN rather than just trying to make noise.
- There should be more outreach with students to find out what we want
- Get students opinions on concerning issues
- Focus less on campaigning and attacking people on Facebook, and more on trying to include students in administrative issues at the university. Relax about informing others of your position of potential power, and use that power to get in touch with and help students, as should be your job.
- Introducing CSA during class time would be a great way to remind students about the offerings of CSA
- I feel like I don't see or hear about the CSA doing anything other than social events like the concerts or movies or running the Bullring. To have more of an impact and presence on campus, the CSA could see what matters most to students, advocate for things that are important to us like lowering fees and actually seeing results. So far, it doesn't look like there's been much positive change since I've been at Guelph. And yes, don't get me wrong, social events are important to community and student culture but the events that are run are not the only important thing to students and it's not something that everyone can or will take part in.

Save students money

9% provided comments related to money. Most of these comments wanted the CSA to help students save money, lower tuition and other fees, etc. There were a few comments that the CSA should stop trying to lower tuition. Here are some examples:

- Just save us money and provide good services. Spare all the bullshit (events, advocacy, etc.) Do things that will have a concrete impact.
- I think the members of CSA that have money in their budget need to give it to organizations that need the money. For example, how about give money to campaign for students, because EVERY students' voice needs to be heard. It's not fair if only the privileged organizations are heard. Give to the under budgeted. If any organization asks for funding and you have the money, it's your right to support that and not be greedy. I'm not saying everyone is, but the CSA should build everyone up. Thanks.
- Don't waste time or money on advocating for lower tuition. It will take more than CSA to do that.
- CSA should let students choose where they want to direct their tuition money. ex. 100% of additional fees to food bank.
- Fighting for lower tuition is great, but so is letting students know of all the great things their tuition dollars entitle them to and where exactly their money is going
- Fight to lower student fees! That is by far the most important fight for students that want an education.
- We already have rights just fight for better education and cheaper school
- We need less tuition fees, maybe more job fairs?
- Fight the fees! Free education now!
- The irony is that the CSA stands for saving students money, fighting for lower tuition and providing services, however, in doing so, CSA fees cost students. All of the clubs, organizations and activists groups (none of which I am a part of) are all on my tuition and costing me money. Instead of cheaper tuition provide students with the option of what services they want to be a part of and buy into.

Communication with students

4% of comments focused on communication with students and provided ideas and suggestions for improvements as follows:

- Send us more emails to keep us updated.
- Send fewer emails
- Take very long when it comes to responding to emails & SRM
- Your emails seem to be a bit overwhelming and it can be easy to miss a very important topic. Please emphasis in the subject line important votes etc.
- Better exposure for when events/meetings happen would be helpful.
- Develop new ways to reach out to students, emails are often ignored by campus members
- Send out more concise emails about what the CSA is doing to improve student life on campus. They are very long-winded and I feel many students may regard them as spam when they actually contain really important information, it's just that students don't

- have the time to read through text-heavy emails. The CSA should also promote themselves more -- they do such great things for students on campus and I feel as though half the student population doesn't acknowledge them at all or even know what they do.
- A lot of times events are going on in the University Centre that a lot of students don't hear about. It would be nice for students to hear about those events through some form of communication.
 - In your emails about voting, put the main questions and issues in the email tag.
 - Many students do not vote in the CSA elections because they think the email is just another weekly update or spam. I think better advertising for this is needed.
 - There needs to be a better social media presence or better ways of communicating with students. Especially with regards to elections.
 - Have a website with a calendar so you can see all the events and click on them to find out more
 - Important issues such as the bus pass referendum and the food bank should not be hidden in the emails regarding less important issues, they should be boldly called out with the consequences of each vote clearly stated for student to know.

Student advocate

4% feel that the CSA needs to do a better job fighting for student rights and representing students. Some of those comments are shown here:

- CSA is an autonomous union that needs to fight for students. But your website, this year, says otherwise. The CSA has been taken over by right wing careerists who just want to further their careers. This is bad.
- I hear lots of negative things about my own demographic (straight white males) around campus from social justice groups. What will the CSA do to encourage true equality instead of allowing for a social teeter-totter effect, by attempting to raise one group's rights by lowering another's?
- Challenge the institution, do not take your elected positions for granted! The students need you to be our voice!
- Instead of only protesting and challenging the administration, you should be more negotiative and compromising to make real changes in a collaborative way!
- Protect students' rights
- The CSA needs to support students and their campaigns that are run by students. The CSA should speak on behalf of the students; not administration.
- I believe that all students on campus should be aware that the CSA is an advocate for their rights. Most students, especially international students don't get their voice heard or aren't aware of the support of the CSA
- A lot of talk that I hear from my fellow students is that the CSA is truly a useless organization. They continue to advocate for cheaper tuition but nothing is done. They do not advertise their campaigns well and I have heard that some members are not effective in their roles. I would like to see the CSA become an organization that students are proud of.
- The CSA is something that bewilders me as an International Development student. I

do not understand how it believes it represents the diversity of students that it says it does. Personally, I lost all respect for the CSA a few years ago when the lead a BOG campaign, where they 'delayed' a BOG meeting by pounding on desks. What bothered me most about the campaign was the use of a Gorilla, wearing a suit and tie, stomping on students holding protests signs. The reason it bothered me is that while they say they promote decolonization and educational workshops on racism, members of the BOG that year were people of colour, and angry Gorillas have been a terribly racist and colonialist stereotyped perpetuated towards POCs, specifically of African Descent (which a female BOG member was). I am certainly not perfect in my views, and I myself constantly check my privilege and learn from it, but I could no longer support an organization that would work on decolonization and anti-racism efforts within the student body, but then perpetuate that towards BOG members. Writing this makes me feel the anger I did then, but I knew, based off of being friends with CSA members, that the feedback would go nowhere. I stopped voting for the CSA after that campaign, and advocated for others to do the same. I am grateful this survey has been handed out so I can finally, anonymously, voice this concern. I hope to come back to complete my graduate degree at UOG, and I recognize then I'll be represented by the GSA. However, I continuously plan to advocate for students to challenge the CSA, and really critically analyze its merit for defending students. Thank you for giving me the space to say this.

- The CSA should work with the school and run services for us, that is all. You're a union, not a social justice group for the University. Represent me to the university.
- The CSA needs to continue representing the interests of students, and includes advocating for students on issues such as tuition fees. The fact that the CSA excluded students participating in the Day of Action from the recent Town Hall was a reflection of the exec's lack of concern for these responsibilities
- Since the CSA is elected by the students, the elected students should act to benefit the students, not administration.
- I would like to see improvement in helping and advocating for students with disabilities.
- There should be better efforts to defend student rights. Last year I inquired to file a complaint with someone about how I had been disrespected on campus, and because they were too busy with the bus referendum, my complaint was not further looked into.
- Be autonomous from the university administration and think about how your decisions affect minorities.

Other

The remaining feedback includes many one-off comments and suggestions. There are a few topics that several students raised (1-2% of comments per topic), including the CSA needing to **improve its image, stay out of politics, support student clubs and protect club space** and **make improvements to the bus pass/transit service.**

Specific Student Requests

Within the 4,378 survey responses, students made specific service-related requests and/or offered concrete ideas for service improvements that are captured here

- Longer printing hours
- ATM at the Bullring
- Lower food prices :)
- Choice between bus pass or parking credit for commuting students
- Better health/dental plan even if it costs a bit more, with better options to opt out
- More targeted outreach to first year students so they can get involved and be more informed in their voting
- Overwhelmed my emails – hard to tell which ones are especially important – often ignored
- Calendar of events
- More support for students with disabilities and/or struggling with mental health challenges
- Protect club space
- Invest in what is important – including hearing students (e.g. pay for pizza, coffee...)
- Have more hours in case of questions/help needed throughout the day
- Publicized phone extension so students may reach CSA with their concerns
- You should put signs up at the bike racks around campus for the bike centre so people know about it!
- Make the website more user friendly. It is almost impossible to find anything on there that you aren't promoting. Like finding last years minutes is almost impossible to do. Please fix this.

Agenda #11

Board of Directors Meeting

January 18, 2016 @ 6:00pm – UC 442



(Motion) – Bylaw and Policy Change

Change to Bylaw 1 – Organizational and Addition to Appendix D – CSA Internal Policy

WHEREAS there have been numerous external consultant reports that identify the problems with a non-hierarchical structure and put forth the recommendation of a hierarchical structure

WHEREAS the “CSA Identity Statement” project, lead by the Capacity, Analysis and Planning Committee (CAPCOM) in the Fall 2016 semester has identified a need for a change in structure in its final report

WHEREAS the CSA Executive Committee has been working with the permanent staff to draft the purposed changes to the structure of the Executive Committee

BIRT the board approve the enclosed changes to Bylaw 1 Section 5 and the addition of Section 13 in Appendix B of our Policy Manual – Executive Committee Portfolio Duties

Moved by: Academic and University Affairs Commissioner

Seconded by: Executive Committee



Organizational Restructure Proposal January 2017

Emily Vance, External Affairs Commissioner
Jay Rojas, Local Affairs Commissioner
Meghan Wing, Academic & University Affairs Commissioner
Ryan Shoot, Finance & Operations Commissioner
Zoey Ross, Communications & Corporate Affairs Commissioner

Bylaw 1 – Organizational

5. Executive Officers, herein also referred to collectively as the Executive Committee

5.1 The CSA Executive Officers operate in a collaborative, hierarchal manner and shall include;

5.1.1 the President,

5.1.2 the Vice President, Student Experience,

5.1.3 the Vice President, Academic, and

5.1.4 the Vice President, External

5.2 Term of Office

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

5.2.2 No person shall hold an Executive office for more than two terms

5.2.3 At all times there shall be a minimum of three Executive Officers

a. If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, this shall include ensuring that one individual is the corporate president and one individual the corporate secretary

5.3 General Executive Responsibilities

5.3.1 The Executive Committee shall

a. Represent the CSA to all internal and external parties

b. At all times take into consideration the CSA's welfare and mandate

c. Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies

d. Actively participate in Executive Committee meetings

e. Actively seek opportunities to collaborate and involved other student organizations

f. Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives

g. At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization

h. At all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager

i. Assist with any service's programming, as requested by CSA Service Coordinators

5.3.2 The Executive Committee must commit to

- a. Working a minimum of thirty-seven hours per week from the the first of May until the thirtieth of April
- b. Being enrolled in no more than 1.00 credits per semester
- c. Submitting an activity log as requested by the Executive Evaluation Committee
- d. Submitting a final report to the Board of Directors
- e. Adhering to the requests and direction of the Board of Directors
- f. Participate in ongoing leadership training
- g. Receive inclusivity training from Diversity and Human Rights
- h. Provide Executive Committee meeting minutes to the Board of Directors
- i. Support with training and transition as required by the Policy & Transition Manager and General Manager.

5.4 Conduct of Executive Committee Meetings

5.4.1 The President shall act as the chair of the Executive Committee

5.4.2 Quorum for Executive Committee Meetings is three voting members

- a. This shall comprise of no less than the President, and two Vice Presidents
- b. If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be the three Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours

5.5 Relationship between Board of Directors and Executive Committee

5.5.1 To attend and actively participate in all CSA Board of Directors meetings as ex officio members, except where prior leave of absence is obtained

5.5.2 To present regular and informative reports to the Board of Directors

5.5.3 To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA

5.5.4 To be responsible for accomplishing additional tasks as assigned by the Board of Directors

5.5.5 Executive Officers, with the exception of the President upon a draw, shall not be voting members on the Board of Directors

5.5.6 The President shall only vote to break a tie among the voting members

5.6 The President of the CSA shall:

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

5.6.2 Report and be accountable to the Board of Directors

5.6.3 Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee

5.7 Vice President, Student Experience of the CSA shall:

5.7.1 Act as the “Corporate Secretary” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine

5.7.2 Assume the duties of the President in the event of the absence or incapacity of the President

5.8 The Vice President, Academic of the CSA shall:

5.8.1 Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President, Student Experience

5.8.2 Advocate for academic issues through regular attendance of academic related committees

5.9 The Vice President, External of the CSA shall:

5.9.1 Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic

5.9.2 Advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments

5.9.3 Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada

CSA Policy Manual
Appendix B - CSA Internal Policy

13.0 Executive Officer Portfolio Duties

13.1 General Duties

13.1.1 Each executive member shall be responsible for an area or areas of concentration called portfolios

13.1.2 Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio

13.1.3 Each executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This includes holding office hours, performing classroom talks, etc.

13.2 President

13.2.1 The primary purpose of the President is to uphold the values and goals of the Central Student Association. This includes acting as the main communicator of the organization, and leading the Executive Committee upon receiving direction from the Board of Directors. This also includes assuring that the mission, programs and services are consistently presented to the various stakeholders of the organization. This person is also to initiate new projects that address the needs of the students at the University of Guelph.

13.2.2 Public Relations

- a. To be the spokesperson of the CSA
- b. To contribute to the CSA's Strategic Plan review every five years
- c. To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph
- d. To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events in collaboration with the Promotions and Graphic Designer
 - i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible
 - ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)
- e. To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting job opportunities, services, and activities
 - i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body

- f. To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students
- g. To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience
- h. To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters
- i. To coordinate all meet, greet and appreciation events with the CSA membership, staff, volunteers and executive

13.2.3 Finances

- a. To be familiar with all aspects of the budget, day to day finances and to at all time take into consideration the long term financial sustainability of the CSA as a non-for-profit organization
- b. To present regular financial reports to the Board of Directors and the CSA membership
- c. To be the executive liaison with the Business Office, especially on matters relating to the budget.
- d. To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager
- e. To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- f. To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council
- g. Responsible for seeking out new revenue generating opportunities consistent with the organization's mandate
- h. The President can only overrule a particular expenditure, if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented and presented to the executive committee for discussion within 24 hours of an overruling by the President

13.2.4 Operations

- a. To be the signing authority of the CSA
- b. To be aware of the general operations of all the CSA services by conducting monthly meetings with the General Manager and the Business Manager
 - i. This includes planning the "Year at a Glance" calendar of events and responsibilities for the year, in collaboration with the General Manager, permanent staff and executive committee sometime in the first two months of their term

- c. To support the Policy & Transition Manager and General Manager with training and transitioning of directors, executive, staff and volunteers
- c. To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA
- d. To ensure that the Student Organization Policy (SOP) Form is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph
- e. To be the executive contact for all matters related to CSA ancillary student fees
- f. Uphold the CSA's general objectives according to the Board of Directors annually
- g. To be responsible for the oversight of CSA designated spaces
- h. To coordinate the Annual General Meeting in collaboration with the Executive Committee and permanent staff

13.2.5 Committees

- a. To chair the Executive Committee
- b. To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.
- c. To co-chair the Student Health Plan Committee, with the representative of the Graduate Students' Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body
- d. To be a member of the Student Executive Council
- e. To be a member of the Policy and Bylaw Review Committee
- f. To be a member of Student Leaders and Administration Meetings
- g. To chair the Capacity, Analysis and Planning Committee
- h. To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and the Health and Dental Plan Committee
- i. To be a member on Student Budget Caucus
- j. To be a member on the PDR Committee

13.3 Vice President, Student Experience

13.3.1 The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities

13.3.2 To follow the leadership and direction of the President

13.3.3 To be involved in event planning pertaining to University of Guelph undergraduate students

- a. This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students
- b. To create exciting and safe events, working collaboratively with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
- c. This includes coordinating and planning Orientation Week events

13.3.4 To advocate for increasing student representation and participation on committees and newly created standing and ad hoc committees

13.3.5 To manage the social media and online presence of the CSA

13.3.6 To provide campaigns and events that ensure the health and well-being of students in collaboration with the Vice President Academic

13.3.7 To oversee and support the CSA Bike Centre, Clubs Coordinators and Safewalk in collaboration with the General Manager

13.3.8 Collaboration

- a. To act as a support person for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights
- b. To collaborate with VP External on advocating for underrepresented and marginalized undergraduate students of the University of Guelph
- c. To collaborate with VP External on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety
- d. To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas
- e. To ensure that students needs are being met through appropriate channels
- f. To provide referrals, resources, and act as an advocate as needed
- g. To be aware and up-to-date on University resources that provide non-academic support to undergraduate students
- h. To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing of events

13.3.9 Committees

- a. To ensure proper representation on any University committees
- b. To increase and advocate for increasing student representation and participation on these committees and newly created standing and adhoc committees
- c. To be a member of University Centre Board
- d. To be a member of Student Leaders and Administration Meeting

- e. To be a member of Athletics Advisory Committee
- f. To be a member of Finance Committee
- g. To be a member of Orientation Week Advisory Committee
- h. To be a member of Student Life Advisory Committee
- i. To be a member of Sexual Violence Committee, as well additional Sub-committees
- j. To be a member of Student Wellness Advisory Group
- k. To be a member of the 1 in 5 Planning Committee
- l. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- m. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee

13.4 Vice President, Academic

13.4.1 The primary purpose of the Vice President of Academic (VPA) is to defend the University of Guelph undergraduate students' academic rights and interests

13.4.2 To follow the leadership and direction of the President

13.4.3 To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming

13.4.4 To oversee issues of accessibility for undergraduate students that identify with having a disability

13.4.5 Financial Support

a. To be well-versed in various areas of financial support

i. Ontario Student Grant

ii. OSAP

iii. Bursaries

iv. Work study

v. Scholarships (Internal and External)

b. To oversee the planning of the annual University budget in collaboration with the President

c. To promote the use of financial-aid available to students

13.4.6 To create events targeted at reducing student stress in collaboration with the Vice President Student Experience

13.4.7 To oversee and support the Student Help and Advocacy Centre in collaboration with the General Manager and the VP External

13.4.6 Academics

a. To collaborate and act as a resource with other academic student leaders

b. To communicate with students around various academic initiatives that are occurring around campus

- c. To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures
- d. To represent undergraduate students on all academic, accessibility, and sustainability-related committees
- e. To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body
- f. To be responsible for creating a well-researched lobby document to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term

13.4.7 Advocacy

- a. To advocate on behalf of undergraduate students for an affordable post-secondary education
- b. To be the primary advocate for undergraduate students who self-identify as having a disability
- c. To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy

13.4.8 Senate

- a. To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate

13.4.9 Committees

- a. To be a member of Student Leaders and Administration Meeting
- b. To be a member of Academic Policy and Procedures Committee
- c. To be a member of Board of Undergraduate Studies
- d. To be a member of Campus Accessibility Committee
- e. To be a member of Compulsory Fees Committee
- f. To be a member of Calendar Review Committee
- g. To be a member of Committee of Undergraduate Academic Advising
- h. To be a member of Energy Conservation Working Group
- i. To be a member of Judicial Committee
- j. To be a member of Any Special Service Fee Committee
- k. To be a member of Student Budget Caucus
- l. To be a member of Senate
- m. To be a member of Student Senate Caucus
- n. To be a member of Student Leaders and Administration Meeting
- o. To be a member of Student Rights and Responsibilities
- p. To be a member of Accessibility Working Group
- q. To be a member of Capacity, Analysis and Planning Committee
- r. To coordinate the process for the Teaching Excellence Award

13.5 Vice President, External

13.5.1 The primary purpose of the Vice President of External (VPE) is to represent the University of Guelph undergraduate students within municipal, provincial, and federal levels of politics

13.5.2 To follow the leadership and direction of the President

13.5.3 Coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.

a. This involves informing, educating, and involving as many students as possible in these campaigns

13.5.4 Initiate awareness and lobbying campaigns around municipal, provincial, federal, and global issues, especially legislation and policy affecting students

13.5.5 Ensure that all municipal, provincial, or federal election, as well as general election information, is disseminated to students

a. Responsible for making public forums accessible and inclusive to all undergraduate students

13.5.6 Collaborate with other civic engagement groups wherever possible

13.5.7 Monitor municipal, provincial, federal, and global initiatives, programs, policies, and legislation that impacts students

a. Where issues could include but are not limited to: post- secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs

13.5.8 Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice

a. Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED), CFRU FM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization(ISO)

13.5.9 Coordinate with the President for responses to hate activity on campus

13.5.10 Act as a liaison to Guelph, Ontario, and Canadian governments

13.5.11 Being aware of city by-laws, programs, and initiatives that impact students

a. Representing the CSA at municipal events, activities, and initiatives where appropriate

b. To communicate with as many community members as possible

13.5.12 To oversee and support MealExchange and the Guelph Student FoodBank in collaboration with the General Manager

13.5.13 To oversee and support the Student Help and Advocacy Centre in collaboration with the VP Academic and the General Manager

13.5.14 Universal Bus Pass and Late Night Service Agreement

- a. To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service
 - i. This involves responding to any student questions about the Bus Pass and Late Night Bus Service (LNBS) providing promotional materials, creating campaigns about the UPass and the LNBS, and organizing distribution of the bus pass during summer, fall, and winter semesters

13.5.15 Advocacy

- a. To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- b. To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
- c. To oversee issues of sustainability on and off campus
- d. To oversee additional matters as directed by the Board of Directors

13.5.16 Support in Tenancy Rights

- a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students
- b. When advocacy requires a legal opinion, the VP External will refer students to the appropriate community organization
- c. Act as a resource for SHAC on issues related to the Residential Tenancies Act
- d. Be aware of university residence issues and concerns and to work with Interhall Council to address them
- e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.

13.5.17 Committees

- a. To be a member of Code of Ethical Conduct Advisory Committee
- b. To be a member of Hate Activity Sub-committee
- c. To be a member of Human Rights Advisory Group
- e. To be a member of Town & Gown Committee
- f. To be a member of Guelph Transit Advisory Committee
- g. To be a member of Student Leaders and Administration Meeting
- h. To be a member of neighbourhood committees
- i. To co-chair of the CSA/GSA Transit Committee
- j. To chair the Student Affordable Housing Initiative Committee

Agenda #11

Board of Directors Meeting

Jan 18, 2017 @ 6:00pm – UC 103



(Information): Former CSA execs speak out against restructuring

The following article was published in the Ontario on Thursday, January 12th. The statement was published by 7 former CSA exec and Since the statement was released, 12 more former CSA Exec have signed on for a total of 19.

Link to the Ontario Article: <http://www.theontarion.com/2017/01/former-csa-execs-speak-out-against-changes/>

A call to action for CSA board members

As former Central Student Association (CSA) commissioners, we stand together against the proposed changes to the CSA executive structure, to be voted on at the CSA board meeting Jan. 18, 2017.

A motion is being brought forward to remove the right for CSA executive members to vote on the CSA board of directors, cut the number of executive positions from five to four, and make the executive structure hierarchical.

All undergraduate students at the University of Guelph elect the CSA executive—who serve in full-time positions for their membership—and vote for members of the executive based on their platforms. Taking away the executive vote on the board of directors weakens the input from all students to influence the campaigns, services, and events of the CSA.

Reducing the number of executives from five to four diminishes the capacity of the CSA to organize and defend students' rights on campus.

The current plan cuts the CSA local affairs commissioner position and distributes important tasks, including advocating for survivors of sexual assault, working in students' interests for safe and accessible transit, and campaigning for accessible, affordable, and safe housing for students, amongst the rest of the executive. Adding tenancy and transit issues to the external affairs commissioner job description, for instance—a portfolio that prioritizes advocating for students at the local, provincial, and federal governmental level, for public and accessible education—would overwhelm this position and reduce the capacity of the CSA to organize collectively.

Furthermore, as an organization whose bylaws and policies speak to a commitment to supporting students and fair working conditions, the callousness of removing a full-time position and simply redistributing tasks must be underscored. As previous executives, we can attest to an existing workload that was often already overwhelming, particularly in the face of the expectations and significance associated with elected positions.

We also stand together against the CSA executive operating under a hierarchical structure, with a president and three vice-presidents.

In our past work at the CSA, we found working collectively in a non-hierarchical executive team to not only work very well, but to also be very important in ensuring a diversity of student views are reflected in the work. If these changes pass, they will provide the structural framework for a student association that is run more like a

Agenda #11

Board of Directors Meeting

Jan 18, 2017 @ 6:00pm – UC 103



corporation than a membership driven non-profit, with an emphasis on service provision at the expense of representation and organization in defence of student rights.

The CSA provides important services, such as the bus pass, the FoodBank, and the Bike Centre. Ongoing events provided by the CSA, including Noon Hour Concerts and Sunday Night Cinema, are also meaningful to enhancing student life. While the CSA is well positioned to provide these aspects of student needs, it must not be forgotten that the CSA's paramount commitment is to its far more unique role as a representative body for all undergraduate students at Guelph.

It is in the U of G senior administration's interest to weaken the CSA executive and influence the student association to be "non-political" and only focus on service provision.

The issue is a "non-political" CSA is politically in favour of a status quo that leaves behind countless students who cannot afford exorbitant tuition fees and countless marginalized students who face oppressive conditions in education. This stance has larger, longer-term effects on students' collective struggle towards a more public, affordable, high quality, and anti-oppressive academic and living experience that is more reflective of their interests and needs.

In the past, the CSA has tackled such political issues as successfully advocating for the organic agriculture program to be saved in the face of program cuts in 2009, supporting anti-oppressive programming like Black History Month and Queer Identities Week, strengthening policies against sexual assault on campus, and working with the student movement to win the tuition fee freeze from 2004 to 2006.

We ask that the CSA board of directors vote against the changes to the CSA executive structure. We also ask students to show up to the CSA board meeting and voice their concern to the changes.

Peter Miller, Academic & University Affairs Commissioner 2014-2016
Scarlett Raczkycki, Local Affairs Commissioner 2015-2016
Sonia Chwalek, Communications & Corporate Affairs Commissioner 2014-2016
Drew Garvie, Communications & Corporate Affairs Commissioner 2011-13
Denise Martins, External Affairs Commissioner 2010-2011
Sonali Menezes, External Affairs Commissioner 2014-2015
Deaglan, Academic & University Affairs Commissioner 2012-2013
Tyler Valiquette, Local Affairs Commissioner 2013 - 2014
Charles Hamilton, Human Resources and Operations Commissioner 2013-2014
Ryan White, External Affairs Commissioner 2004-2005
Dave Hauch, Communications Commissioner 2002-2003
Jaime Allen, Communications Commissioner 2004-2005
Sean Field, Finance & Operations Commissioner 2004-2005
Luke Weiler, External Affairs Commissioner 2002-2003
Dominica Mcpherson, External Affairs Commissioner 2012-2014
Hannah Draper, Communications Commissioner 2005-2006
Cailey Campbell, External Affairs Commissioner 2007-2009
Arden Hagedom, Local Affairs Commissioner 2008-2009
Momina Mir, External Affairs Commissioner 2009-2010

Amendments to Bylaw 1 Section 5

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.1 Composition** to add the **Vice President Local Affairs** as the fifth CSA commissioner.

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.3.2**.

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.5.5** to allow executive to vote on the CSA board of directors.

BIRT the CSA Board of Directors accept the addition of **5.10 to 5.10.3** titled **"The Vice President, Local Affairs of the CSA Shall:"**

BIRT the CSA Board of Directors accept the addition of **"5.5.6** the Executive Committee shall supervise the Human Resources staff"

BIRT the CSA Board of Directors accept the deletion of municipal from **5.9.2** and **5.9.4**

Amendments to Appendix B section 13.

BIRT the CSA Board of Directors accept the amendments to proposed section **13.3 Vice President, Academic Affairs.**

BIRT the CSA Board of Directors accept the amendments to proposed section **13.4 Vice President, External Affairs**

BIRT the CSA Board of Directors accept the addition of section **13.5 Vice President, Local Affairs**

BIRT the CSA Board of Directors accept the amendments to proposed section **13.1 President.**

BIRT the CSA Board of Directors accept the amendments to proposed section **13.2 the Vice President, Student Experience**

BIRT the proposed changes not be in effect until the 2018 elections.

BIRT Appendix B sections 13 be moved to the end of bylaw 1 section 5

MOVED BY Peter Miller, College of Arts At-Large Representative

SECONDED BY

See below the proposed Bylaws and Policies with track changes.

Bylaw 1 - Organizational

5. Executive Officers, herein also referred to collectively as the Executive Committee

5.1 Composition

- 5.1.1** the President,
- 5.1.2** the Vice President (Student Experience),
- 5.1.3** the Vice President (Academic Affairs),
- 5.1.4** the Vice President (External Affairs), and
- 5.1.5** The Vice President (Local Affairs)

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5.2 Term of Office

- 5.2.1** Each Executive Officer shall be elected by the general members to serve a term of office, which shall begin no earlier than the first day of May and end no later than the thirtieth day of April
- 5.2.2** No person shall hold an Executive office for more than two terms
- 5.2.3** At all times there shall be a minimum of three Executive Officers
 - a. If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, this shall include ensuring that one individual is the corporate president and one individual the corporate secretary

5.3 Mandate

- 5.3.1** The Executive Committee shall
 - a. Represent the CSA to all internal and external parties
 - b. Always take into consideration the CSA's welfare and mandate.
 - c. Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies
 - d. Actively participate in Executive Committee meetings
 - e. Actively seek opportunities to collaborate and be involved with other student organizations
 - f. Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives

- g. All times ensure the financial viability and continuation of the CSA as a non-for-profit organization
- h. All times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager
- i. Attend and assist with any service's programming, as requested by CSA Coordinators

5.3.2 The Executive Committee must commit to

- a. Working a minimum of thirty-seven hours per week from the the first of May until the thirtieth of April
- b. Enrolled in no more than 1.00 credits
- c. Submitting an activity log as requested by the Executive Evaluation Committee
- d. Submitting a final report to the Board of Directors
- e. Adhering to the request and direction of the Board of Directors
- f. All Executive Officers are expected to participate in ongoing leadership training; [including but not limited to all Board of Director training and transitioning sessions](#)
- g. Receive inclusivity [anti-oppression](#) training ~~from Diversity and Human Rights~~
- h. Provide Executive Committee meeting minutes to the Board of Directors

5.4 Conduct of Meetings

- 5.4.1** The President shall be the chair of the Executive Committee
- 5.4.2** Quorum of the Executive Committee is three voting members
 - a. This shall comprise of no less than the President, and two of Vice Presidents

5.5 Relationship with Board of Directors

- 5.5.1** To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained
- 5.5.2** To present regular and informative reports to the Board of Directors
- 5.5.3** To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA
- 5.5.4** To be responsible for further tasks as assigned by the Board of Directors and be responsible to the Board of Directors for the performance of duties
- 5.5.5** Executive Officers shall ~~not~~ be voting members of the Board of Directors
- 5.5.6** [The Executive Committee shall supervise the Human Resources staff](#)

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5.6 The President of the CSA shall:

- 5.6.1** Act as the corporate president of the CSA
- 5.6.2** Report and be accountable to the Board of Directors
- 5.6.3** Will receive initiatives from the Board of Directors and the general student body and implement them within the Executive Committee

5.7 Vice President, Student Experience of the CSA shall:

- 5.7.1** Act as the corporate secretary of the CSA
- 5.7.2** Assume the duties of the President in the event of the absence or incapacity of the President

5.8 The Vice President, Academic Affairs of the CSA shall:

- 5.8.1** Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President (Student Experience)

5.9 The Vice President, External Affairs of the CSA shall:

- 5.9.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President (University Affairs), and the the Vice President (Student Affairs)
- 5.9.2** Advocate for the CSA to the ~~municipal~~, provincial, and federal governments
- 5.9.3** Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada
- 5.9.4** Be the CSA resource on alternative ~~municipal~~, provincial, and federal policies and budgets
- 5.9.5** Be the CSA resource on and liaison with other Student Unions and Associations at other post-secondary institutions and the University of Guelph Graduate Student Association

5.10 The Vice President, Local Affairs of the CSA shall:

- 5.10.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President (Academic Affairs), Vice President (Communications) and the Vice President (External Affairs)
- 5.10.2** Advocate for the CSA to the municipal government
- 5.10.3** Be the CSA resource on alternative municipal policies and budgets

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CSA Policy Manual
Appendix B - CSA Internal Policy

13.0 Executive Officers

13.1 President

- a. The primary purpose of the President is to uphold the values and goals of the Central Student Association. This includes acting as the main communicator of the organization, and leading the Executive Committee upon receiving direction from the Board of Directors. This also includes assuring that the mission, programs and services are consistently presented to the various stakeholders of the organization. This person is also to initiate new projects, [in collaboration with the executive committee](#), that address the needs of the students at the University of Guelph.

13.1.1 Public Relations

- a. To be the spokesperson of the CSA
- ~~b. To contribute to the CSA's strategic plan review every five years~~
- c. To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph
- d. To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events in collaboration with the Promotions and Graphic Designer [and other CSA executive](#)
 - i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible
 - ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)
- e. To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting job opportunities, services, and activities
 - i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body

- f. To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students
- g. To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience
- h. To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters
- i. To coordinate all meet, greet and appreciation events with the CSA membership, staff, volunteers and executive

13.1.2 Finances

- a. To be familiar with all aspects of the budget, day to day finances and to at all time take into consideration the long term financial sustainability of the CSA as a non- for profit organization
- b. To present regular financial reports to the Board of Directors and the CSA membership.
- c. To be the executive liaison with the business office, especially on matters relating to the budget.
- d. To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager.
- e. To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- f. To meet with the business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- g. Responsible to seek new revenue generating opportunities consistent with the organization's mandate
- h. It is strictly recognized that the President can only overrule a particular expenditure, if that 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 must meet to rule on their decision.

13.1.3 Operations

- a. To be the signing authority of the CSA
- b. To be aware of the general operations of all the CSA services by conducting monthly meetings with the General Manager and the Business Manager
 - i. This includes planning the "Year at a Glance" calendar of events

and responsibilities for the year, in collaboration with the General Manager, permanent staff and executive committee sometime in the first two months of their term

- c. To oversee all training and transitioning of directors, executive, staff and volunteers together with the General Manager and Policy and Transition Manager
- c. To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA
- d. To ensure that the Student Organization Policy (SOP) Form is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph
- e. To be the executive contact for all matters related to CSA ancillary student fees
- f. Uphold the CSA's general objectives according to the Board of Directors annually
- g. To be responsible for the oversight of CSA designated spaces
- h. To coordinate the Annual General Meeting in collaboration with the Executive Committee and permanent staff

13.1.4 Committees

- a. To chair the Executive Committee
- b. To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.
- c. To co-chair the Student Health Plan Committee, with the representative of the Graduate Students' Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body
- d. To be a member of the Student Executive Council
- e. To be a member of the Policy and Bylaw Review Committee
- f. To be a member of Student Leaders and Administration Meetings
- g. To chair the Capacity, Analysis and Planning Committee
- h. To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and the Health and Dental Plan Committee
- i. To be a member on Student Budget Caucus
- j. To be a member on the PDR Committee

13.2 the Vice President (Student Experience)

13.2.1 The primary purpose of the Vice President of Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities

13.2.2 [To follow the leadership and direction of the President](#)

13.2.3 To be involved in event planning pertaining to University of Guelph undergraduate students

- a. This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students
- b. To create exciting and safe events, working collaboratively with other PSO, ASO, SSG, etc.
- c. This includes coordinating and planning orientation events

13.2.4 To advocate for increasing student representation and participation on committees and newly created standing and ad hoc committees

13.2.5 To manage the social media and online presence of the CSA

13.2.6 To create events targeted at reducing student stress in collaboration with the Vice President Academic

13.2.7 To oversee and support the CSA Bike Centre, Clubs Coordinators and Safewalk in collaboration with the General Manager

13.2.6 Collaboration

- a. To act as a support person for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights
- b. To collaborate with VP External Affairs on advocating for underrepresented and marginalized undergraduate students of the University of Guelph
- c. To collaborate with VP External Affairs on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety
- d. To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas
- e. To ensure that students needs are being met through appropriate channels
- f. To provide referrals, resources, and act as an advocate as needed
- g. To be aware and up-to-date on University resources that provide non-academic support to undergraduate students
- h. To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing of events

13.2.7 [Space & Student Space Initiatives](#)

- a. [To investigate and coordinate CSA specific space and building initiatives](#)
- b. [To work towards university wide student space initiatives in cooperation with the executive committee](#)
- c. [To consult with the Academic and University Affairs Commissioner regarding campus accessibility](#)

13.2.87 Committees

- a. To ensure proper representation on any University committees
- b. To increase and advocate for increasing student representation and participation on these committees and newly created standing and adhoc committees
- c. To be a member of University Centre Board
- d. To be a member of Student Leaders and Administration Meeting
- e. To be a member of Athletics Advisory Committee
- f. To be a member of Finance Committee
- g. To be a member of Orientation Week Advisory Committee
- h. To be a member of Student Life Advisory Committee
- i. [To be a member of Sexual Violence Committee, as well additional Sub-committees](#)
- j. To be a member of Student Wellness Advisory Group
- k. To be a member of the 1 in 5 Planning Committee
- l. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- m. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental plan Committee

13.3 Vice President of Academic Affairs

13.3.1 The primary purpose of the Vice President of Academic Affairs (VPAA) is to defend the University of Guelph undergraduate students' academic rights and interests

13.3.2 [To follow the leadership and direction of the President](#)

13.3.3 To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming

13.3.4 To oversee issues of accessibility for undergraduate students that identify with having a disability

13.3.5 Financial Support

- a. To be well-versed in various areas of financial support i.
Ontario Student Grant

- ii. OSAP
- iii. Bursaries
- iv. Work study
- v. Scholarships (Internal and External)

- b. To oversee the planning of the annual University budget in collaboration with the President [and VP External](#)
- c. To promote the use of financial-aid available to students

13.3.6 To create events targeted at reducing student stress in collaboration with the Vice President Student Experience

13.3.7 [To work with the Vice President, External Affairs to insure student input at every level of tuition and ancillary fee discussions.](#)

13.3.8 [To work with the Vice President, External to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institutions.](#)

13.2.97 To oversee and support the Student Help and Advocacy Centre in collaboration with the General Manager and the VP External

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13.3.106 Academics

- a. To collaborate and act as a resource with other academic student leaders
- b. To communicate with students around various academic initiatives that are occurring around campus
- c. To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures
- d. To represent undergraduate students on all academic, accessibility, and sustainability-related committees
- e. To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body
- f. To be responsible for creating a well-researched lobby document to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term

[g. To provide referrals and act as an advocate for students with academic concerns](#)

[h. To monitor the University, with regard to curriculum, programs, enrollment and tuition and ensure students have meaningful participation and decision-making power](#)

[i. To advocate strongly in support of accessible post-secondary education, and against cuts to university programs.](#)

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13.3.117 Advocacy

- a. To advocate on behalf of undergraduate students for an affordable post-secondary education
- b. To be the primary advocate for undergraduate students who self-identify as having a disability
- c. To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy

13.3.128 Senate

- a. To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate

13.3.139 Committees

- b. To be a member of Academic Policy and Procedures Committee
- c. To be a member of Board of Undergraduate Studies
- d. To be a member of Campus Accessibility Committee
- e. To be a member of Compulsory Fees Committee
- f. To be a member of Calendar Review Committee
- g. To be a member of Committee of Undergraduate Academic Advising
- h. To be a member of Energy Conservation Working Group
- i. To be a member of Judicial Committee
- j. To be a member of Any Special Service Fee Committee
- k. To be a member of Student Budget Caucus
- l. To be a member of Senate
- m. To be a member of Student Senate Caucus
- n. To be a member of Student Leaders and Administration Meeting
- o. To be a member of Student Rights and Responsibilities
- p. To be a member of Accessibility Working Group
- q. To be a member of Capacity, Analysis and Planning Committee
- r. To coordinate the process for the Teaching Excellence Award

13.4 the Vice President (External Affairs)

13.4.1 The primary purpose of the Vice President of External (VPE) is to represent the University of Guelph undergraduate students within ~~municipal~~, provincial, and federal levels of politics.

~~13.4.2 To follow the leadership and direction of the President~~

13.4.3 Coordinate campaigns and events centered around provincial, and federal issues affecting students and our community.

- a. This involves informing, educating, and involving as many students as possible in these campaigns

13.4.4 Initiate awareness and lobbying campaigns around provincial, federal, and global issues, especially legislation and policy affecting students

13.4.5 Ensure that all provincial, or federal election, as well as general election information, is disseminated to students

a. Responsible for making public forums accessible and inclusive to all undergraduate students

b. In the event of a federal or provincial election, candidate and party positions on issues pertaining to students are to be recorded. To ensure that information regarding the candidates as well as general election information is disseminated to students and to ensure that public all-candidates forums are held which are accessible to students.

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13.4.6 Collaborate with other civic engagement groups wherever possible

13.4.7 Monitor provincial, federal, and global initiatives, programs, policies, and legislation that impacts students

a. Where issues could include but are not limited to: post- secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs

13.4.8 Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice

a. Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity, CFRU PM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization(ISO)

13.4.9 To work with the External Affairs Commissioner to insure student input at every level of tuition and ancillary fee discussions.

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13.3.10 To work with the Vice President, Academic Affairs to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institution

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13.4.11 Coordinate with the Vice President, Academic Affairs for a responses to hate activity on campus

13.4.12 Act as a liaison to Guelph, Ontario, and Canadian governments

~~**13.4.11** Being aware of city by laws, programs, and initiatives that impact students~~

~~**a.** Representing the CSA at municipal events, activities, and initiatives where appropriate~~

~~**b.** To communicate with as many community members as possible~~

13.4.13 To oversee and support MealExchange and the Guelph Student Foodbank in collaboration with the General Manager

13.4.14 To oversee and support the Student Help and Advocacy Centre in collaboration with the VP Academic Affairs and the General Manager

~~13.4.14 Universal Bus Pass and Late Night Service Agreement~~

- ~~a. To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service~~
- ~~i. This involved responding to any student questions about the Bus Pass and Late Night Bus Service providing promotional materials, engineering campaigns about the UPass and the LNBS and organizing distribution of the bus pass during summer, fall and winter semesters~~

13.4.15 Advocacy

- a. To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- b. To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
- c. To oversee issues of sustainability on and off campus
- d. To oversee additional matters as directed by the Board of Directors

13.4.16 Committees

- a. To be a member of Code of Ethical Conduct Advisory Committee
- b. To be a member of Hate Activity Sub-committee
- c. To be a member of Human Rights Advisory Group
- ~~e. To be a member of Town & Gown Committee~~
- ~~f. To be a member of Guelph Transit Advisory Committee~~
- g. To be a member of Student Leaders and Administration Meeting
- ~~h. To be a member of neighbourhood committees~~
- ~~i. To co-chair of the CSA/GSA Transit Committee~~
- ~~j. To chair the Student Affordable Housing Initiative Committee~~

13.5 the Vice President (Local Affairs)

13.5.1 The primary purpose of the Vice President, Local Affairs (VPLA) is to work to defend and protect the rights and interests of students at the University of Guelph within the context of the Guelph Community. This includes issues related to tenancy, accessible and affordable transit, and sexual violence and assault.

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13.5.3 Supporting Survivors of Sexual Assault

- a. To collaborate with the CSA executive committee and marginalized groups on campaigns against sexual assault on campus

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13.5.2 Support in Tenancy Rights

- a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students
- b. When advocacy requires a legal opinion, the VP Local Affairs will refer students to the appropriate community organization
- c. Act as a resource for SHAC on issues related to the Residential Tenancies Act
- d. Be aware of university residence issues and concerns and to work with Interhall Council to address them
- e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.

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13.5.3 Transportation Issues

- a. To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service
 - i. This involves responding to any student questions about the Bus Pass and Late Night Bus Service providing promotional materials, engineering campaigns about the UPass and the LNBS and organizing distribution of the bus pass during summer, fall and winter semesters
- b. To work with Student Accessibility Services to organize alternative bus pass distribution accommodations for students who are registered with SAS
- c. To organize an alternative bus pass distribution to accommodate OVC students
- d. To maintain the Universal Bus Pass agreement for both the CSA and students at large. This includes advocating for equitable price increases for the University Bus Pass when Guelph Transit seeks to raise the price of the Universal Bus Pass
- e. To advocate for commuter students
- f. To work with staff around logistics Universal Bus Pass distribution each semester. This includes amongst other areas, timelines, locations, temp help, and all other issues deemed relevant.

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13.5.4 Municipal issues

- a. To develop campaigns, lobby sessions and initiatives that address municipal issues of concern to students; to suggest and advocate for programs that rectify any inequalities and inadequacies in municipal services available to students
- b. To attend City Council meetings as necessary

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c. To be aware of all city by-laws, programs, and initiatives that impact students

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d. In the event of labour disputes within the City, including the University, the Local Affairs Commissioner will coordinate student support committees.

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13.5.5 Citizenship

a. In the event of a provincial or federal election, work with the External Commissioner to provide students with information in relation to the Guelph candidates which includes organizing an all candidates forum on campus, creating and distributing student-centered materials clarifying the voting process, organizing bus shuttles to popular student voting stations and working with Elections Canada to ensure that the voting stations are student friendly.

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b. To coordinate a campaign in the event of a municipal election

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13.5.6 To oversee and support the Foodbank in collaboration with the General Manager

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13.5.7 Committees

a. To be a member of Town & Gown Committee

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b. To be a member of Guelph Transit Advisory Committee

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c. To be a member of Student Leaders and Administration Meeting

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d. To be a member of neighbourhood committees

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e. To co-chair of the CSA/GSA Transit Committee

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f. To chair the Student Affordable Housing Initiative Committee

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g. To be a member of Sexual Violence Committee, as well additional Sub-committees

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Agenda #11

Board of Directors Meeting

January 12, 2017 @ 6:00pm – UC 103



(Motion): to support CUPE 1334 and CUPE 3913

Whereas, CUPE 1334 and CUPE 3913 are negotiating with Senior Administration at the UofG, who is demanding these local unions make concessions regarding wages, job security, pensions, and more; and

Whereas, student issues and working conditions are connected and it is important for students to support workers on campus;

Be it resolved that the CSA follow policy 1.10 from Appendix F to show solidarity with CUPE 1334 and CUPE 3913; and

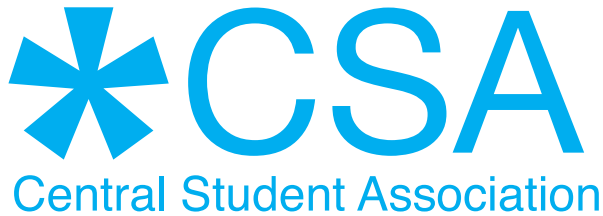
Be it Further Resolved that at least one CSA executive and one CSA board member join the Guelph Action Coalition labour solidarity committee which is already in action;

Be it Further Resolved that the CSA make public via its website, mass email, letters to the Ontarion, and active tabling in the University Centre Courtyard its support for CUPE 1334 and CUPE 3913, and continue its support of both locals in the event of a strike or lockout;

Be it Further Resolved that in the event of a strike or lockout the CSA hold all meetings off campus and give CSA staff members the option to work off of campus.

Moved by Peter Miller (College of Arts At-Large Rep)

Seconded by



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, and representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

BIKE CENTRE COORDINATOR

The Bike Centre is a do-it-yourself bike repair centre. It seeks to empower student cyclists by teaching them how to repair their bikes (through volunteers, workshops, and the help of volunteers) and by raising awareness of cycling and cycling initiatives for the Guelph community. The Bike Centre is fully stocked with all the tools, fluids, equipment, and knowledge needed to keep your bike working safely. We are open to all members of the campus community regardless of skill level.

The Bike Centre Coordinator is responsible for the overall management of the Bike Centre. Internally, they are responsible for the management of the physical space, maintenance and purchasing of equipment, and acting as a team leader to the other coordinators. Externally, this includes actively promoting the Bike Centre to the student body, acting as primary liaison for the Bike Centre, and making the Bike Centre an inclusive and accessible space.

Term	May 1 to December 15, 2017, 33 weeks January 8 to April 30, 2018, 16 weeks <i>(The Bike Centre is not open when the University is closed)</i> Total of 49 Weeks
Hours	Summer and Fall - 12 hours per week, Winter - 10 hours per week. <i>(Note: the hours for this position vary from week to week)</i> Total of 556 Hours
Wage	\$7,156 (includes vacation pay)
Executive Supervisor	Local Affairs Commissioner

TRAINING AND TRANSITION:

- Mandatory full day Staff Training prior to the start of the contract, as well as other Training sessions/workshops scheduled by the Finances & Operations Commissioner covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, etc.
- Required to receive 10 hours of one-on-one training at minimum wage
- Required to provide 10 hours of one-on-one training to the new incoming Bike Centre Coordinator prior to the end of this contract
- Required to create/update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the Bike Centre Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Act as the Team Leader to the Bike Centre Volunteer and Repair Coordinators
- Ensure the Bike Centre is operating in an inclusive manner
- Uphold the existing Bike Centre mandate
- Organize regular weekly meetings with the Bike Centre team
- Maintain approximately 7 office hours per week, to be held in the Bike Centre
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor upon request

- Meet with your Executive Supervisor at least once a month, and as requested
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract
- Sit on the Service Oversight Committee, as requested
- Manage the Bike Centre budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
- Attend 2 budget meetings per semester with the Business Manager
- Ensure the Bike Centre Repair inventory is consistently up to date
- Manage cash sales and donations with the support of the Business Office
- Ensure that the Bike Centre is maintained in regards to appearance, condition, and safety as recommended by the CSA Joint Health & Safety Committee
- Ensure the Bike Centre service is available on a regular weekly basis
- Explore new technologies and equipment to improve the Bike Centre, when required
- Explore issues of social justice related to cycling in creating a safe and inclusive space
- Ensure the continuation and promotion of Womyn and Trans night
- Collaborate with the Bike Centre Volunteer Coordinator and Bike Centre Repair Coordinator to update and work toward developing a Bike Centre handbook including a section regarding the operation of the Bike Centre
- Participate in the evaluation of Bike Centre staff in coordination with the Executive Supervisor
- Prepare reports for the Board of Directors as requested

PROMOTION & EVENT PLANNING:

- Work with the Promotional Services & Graphic Designer and Communications and Corporate Affairs Commissioner to ensure promotions and outreach are in line with the CSA's branding package
- Coordinate and support Bike Centre events and workshops during Orientation Week
- Serve as the primary liaison with campus departments, representatives, and advocacy groups within the greater Guelph community regarding the Bike Centre
- Actively promote the Bike Centre to the student body
- Manage/maintain the Bike Centre listserv and Bike Centre weekly email over the summer
- Ensure the continuation and promotion of Womyn and Trans night
- Assist the Bike Centre Repair Coordinator as needed in running regular workshops on bike repair and general bike maintenance for students
- Promote Car Free Day (and the Bike Centre Birthday) – September 21st
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for events, campaigns, and initiatives and ensure the Bike Centre pages on the CSA website are updated

VOLUNTEER RECRUIT & MANAGEMENT:

- Actively support Bike Centre Volunteer Coordinator initiatives
- Support the Bike Centre Volunteer Coordinator in ensuring all volunteers complete inclusivity training.
- Actively advertise the Bike Centre to the student body and Guelph community volunteer opportunities at the Bike Centre
- Develop Bike Centre procedures and policies, including ones specifically pertaining to volunteers, in conjunction with the Bike Centre Volunteer Coordinator
- Encourage and support volunteers to work collectively and productively

QUALIFICATIONS:

- Strong understanding of and commitment to diversity and inclusion
- Excellent communications skills
- Good organization and time management skills
- Knowledge and skills around bicycles and repair is an asset
- Ability to work independently with minimal supervision
- Excellent knowledge of budgeting and resource management

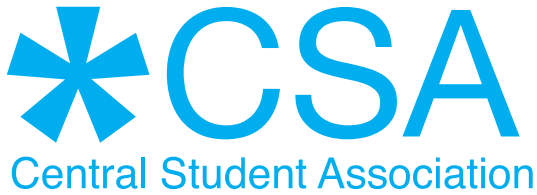
- Some volunteer management experience and skills
 - Experience with conflict resolution
 - Experience in fundraising and grant proposal writing
 - General knowledge of the CSA and its operations is an asset
-

Deadline for applications is Friday, February 3, 2017 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

CLUBS ADMINISTRATIVE COORDINATOR

The CSA sponsors over 100 clubs through the accreditation process each year. There is a huge variety of clubs, all of which are constantly encouraging new members. The clubs' mandates range from cultural, religious, political, and just plain fun; there is something for everyone! Clubs can be started by any undergraduate student and can receive funding via membership fees, CSA's PDR process or by initiating a referendum question. Information about clubs can be found at <http://www.csaonline.ca/clubs/>.

The Clubs Administrative Coordinator is a primary contact and resource person to CSA clubs, CSA Commissioners, CSA Staff in regards to CSA Club matters and accreditation. Duties include coordinating the accreditation process, Clubs Days, answering club related inquiries and upholding Club policies.

Term	Summer 2017 – 30 Flex Hours September 5 to December 15, 2017, 15 weeks January 8 to April 20, 2018, 15 weeks Total of 30 Weeks
Hours	12 hours per week, 390 hours total <i>(average hours vary from week to week)</i>
Wages	\$5,020 (includes vacation pay)
Executive Supervisor	Finances and Operations Commissioner

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Finances & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, etc.,
- Required to receive SRM training from the SRM Coordinator
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to provide 5 hours of one-on-one training to the incoming Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the Clubs Administrative Coordinator hiring committee as the staff member, unless directed otherwise by the Finances & Operations Commissioner

JOB DESCRIPTION:

- Work in conjunction and collaboration with the Clubs Programming Coordinator
- Ensure the Clubs Office operates in an inclusive manner
- Organize bi-weekly meetings with the Clubs Programming Coordinator
- Hold at least eight (8) office hours per week each semester
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events such as Clubs Days or the accreditation period and fewer hours at other times throughout this contract.

- Seek and develop opportunities for new clubs and club amalgamation, as needed
- Act as the primary liaison with campus departments and representatives where the interests of the CSA clubs are concerned
- Prepare an end of year report to the Board of Directors as requested

Summer Duties (30 flex hours)

- To reply to questions and concerns from clubs during lead up to September
- To begin regular communication with clubs, and introduce them to deadlines, information and opportunities in September
- Familiarize yourself with relevant CSA Bylaws and Policies
- Plan, coordinate and be present for CSA club days at the beginning of September and January
- Coordinate the SOP accreditation process for CSA clubs/ASOs, with the Clubs Programming Coordinator
- Schedule and chair the Clubs General Meeting each semester

Club Registration/Accreditation and Club Days:

- Update/create a presentation outlining accreditation and CSA policies related to clubs for the Clubs General meeting
- Review and process the accreditation files ensuring all proper documentation is completed for all clubs
- Compile and distribute the final club list and contact information to the Finances & Operations Commissioner, Office Manager, Business Manager, UC Administration, Student Affairs, Student Life (LEAD Office), Reservations Clerk (Cathy Tutton), and SRM Coordinator each semester
- Coordinate the SOP accreditation process for CSA clubs/ASOs, with the Clubs Administrative Coordinator each semester
- Ensure all club documents such as SOP forms, constitutions, locker/office requests etc. are filed in the appropriate club folders
- Propose the clubs/ASO accreditation to the Clubs Conduct Tribunal/Board of Directors in the Fall and Winter semesters for clubs/ASOs who have completed all proper documentation, and are in good standing

Club Resource and Management:

- Coordinate the inclusivity Training for CSA Clubs in the Fall Semester with the Finances and Operations Commissioner and the Policy & Transition Manager
- Monitor problems and issues related to CSA clubs and if necessary report findings or recommendations to the Finances & Operations Commissioner or Clubs Conduct Tribunal
- Maintain records of club activity including financial information and disciplinary action
- Work with the Clubs Programming Coordinator to book meeting room spaces for clubs equally
- Work with the Clubs Programming Coordinator to distribute storage space to all clubs
- Work with the Clubs Programming Coordinator to find volunteers to run the club rental “shed”
- Recommend new policies to the Policy & Bylaw Review Committee to ensure that the CSA club system functions smoothly
- Perform a yearly review of operating procedures, including updating and adding to the Clubs Handbook
- Assist the Clubs Programming Coordinator, as mutually agreed upon
- Provide support as needed or requested to individual clubs

QUALIFICATIONS:

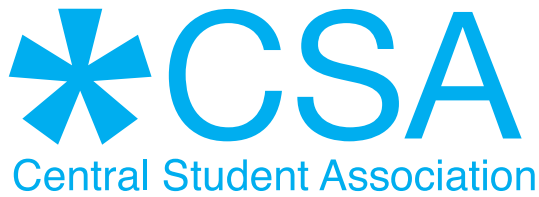
- Strong understanding of and commitment to inclusivity
- Strong organization and time management skills
- Excellent communication skills
- Ability to work independently and within a team environment
- General knowledge of the CSA and how it runs
- General knowledge of the relation between the CSA and its clubs
- Conflict resolution/arbitration skills an asset
- Experience with CSA Clubs an asset
- Familiarity with the Student Organization Policy process is considered an asset

Deadline for applications is Friday, February 3, 2017 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

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The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

CLUBS PROGRAMMING COORDINATOR

The CSA sponsors over 100 clubs through the accreditation process each year. There is a huge variety of clubs, all of which are constantly encouraging new members. CSA Executive, Staff and Clubs organizing events must adhere to the Student Risk Management (SRM) Program, an independent risk management and event insurance program used by Primary Student Organizations (CSA, College Government, & IHC) and three Special Status Groups (SSGs).

The Clubs Programming Coordinator is a primary contact and resource person to CSA Executive, Staff and Clubs relating to the Student Risk Management (SRM) process, and CSA Club matters. Duties including attending SRM meetings, reviewing/approving club events, and assisting the Clubs Administrative Coordinator with Club Accreditation and promotion.

Term	Summer 2017 - 10 Flex Hours September 5 to December 15, 2017, 15 weeks January 8 to April 20, 2018, 15 weeks Total of 30 Weeks
Hours	10 hours per week, 320 hours total <i>(average hours vary week to week)</i>
Wages	\$4,119 (including vacation pay)
Immediate Supervisor Executive Supervisor	Clubs Administrative Coordinator Finances and Operations Commissioner

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Finances & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, etc.,
- Required to receive SRM training from SRM Coordinator
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to provide 5 hours of one-on-one training to the incoming Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the Clubs Programming Coordinator hiring committee as the staff member, unless directed otherwise by the Finances & Operations Commissioner

JOB DESCRIPTION:

- Report to Clubs Administrative Coordinator
- Ensure the Clubs Office operates in an inclusive manner
- Attend bi-weekly meetings as organized by the Clubs Administrative Coordinator
- Hold at least six (6) office hours per week each semester
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events such as Clubs Days and the accreditation period and fewer hours at other times throughout this contract.

- Seek and develop opportunities for new clubs and club amalgamation, as needed
- Prepare an end of year report with the Administrative Coordinator to the Board of Directors as requested

Summer Duties (10 flex hours)

- To reply to questions and concerns from clubs
- To begin regular communication with clubs, and introduce them to deadlines, information and opportunities
- Familiarize yourself with relevant CSA Bylaws and Polices and SRM policies and procedures
- To meet with the SRM Coordinator and be trained and an expert in the SRM process including GryphLife

Club Programming & Promotion:

- Coordinate clubs and be present for CSA Club Days at the beginning of September and January
- Work with the Promotional Services & Graphic Designer and Communications & Corporate Affairs Commissioner to develop promotional material for club accreditation and general club promotion and ensure all Club promotions and outreach are in line with the CSA's branding package
Provide each accredited club with the CSA branding package and ensure all promotions are in line with its standards
- Encourage CSA Clubs to collaborate and promote CSA events, and campaigns
- Work with the Promotional Services & Graphic Designer to create/update a Large Club days map
- Be responsible for the allocation of table space during Club Days through setting a time for clubs to come and sign up for tables in the second week in the semester
- Compile and prepare a master list of club day table allocations and submit to the Clubs Administrative Coordinator,
- Work with the Promotional Services & Graphic Designer to ensure the Club pages are up-to-date
- Work with the SRM Coordinator to file all SRM forms to ensure that CSA Clubs are following SRM protocol
- Attend and assist the Clubs Administrative Coordinator with the Clubs General Meeting each semester
- Support CSA Clubs as a resource for event planning, and outreach initiatives

SRM:

- Act as the primary SRM contact for CSA clubs/ASOs, services and programs
- Act as a co-chair for the SRM committee when the SRM Coordinator is unable to
- Assist the SRM Coordinator with providing SRM training to the at large student population to ensure that campus groups have proper SRM trained members for their organizations. This will be completed to all CSA clubs at the Clubs General Meeting
- Review event submissions from CSA Clubs/ASO, services and programs and to identify event risks
- Act as the primary SRM representative on the SRM committee during the Fall & Winter semesters
- Attend SRM meetings as requested
- Monitor the csasrm@uoguelph.ca email and this email for all CSA SRM related tasks and responsibilities

Club Resource and Management:

- Coordinate the inclusivity Training for CSA Clubs in the Fall Semester with the Finances and Operations Commissioner and the Policy & Transition Manager
- Update the bulletin board outside of the CSA or Club office with important information and notices for CSA clubs.
- Work with the Clubs Administrative Coordinator to book meeting room spaces for clubs equally
- Work with the Clubs Administrative Coordinator to distribute storage space to all clubs
- Work with the Clubs Administrative Coordinator to find volunteers to run the club rental "shed"
- Provide support as needed or requested to individual clubs

QUALIFICATIONS:

- Strong understanding of and commitment to inclusivity
- Experience with event planning and promotions
- Strong organization and time management skills

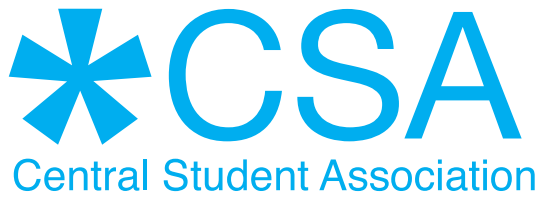
- Excellent communication skills
 - Ability to work independently and within a team environment
 - Knowledge of the Student Risk Management policy and process is considered an asset Experience with CSA Clubs an asset
 - Conflict resolution/arbitration skills an asset General knowledge of the relation between the CSA and its clubs
 - General knowledge of the CSA and how it runs
-

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MEAL EXCHANGE COORDINATOR

CSA's Meal Exchange Program is the largest and most developed chapter of the National Meal Exchange program. Throughout the year, the program runs events to address local hunger, primarily by collecting non-perishable foods and funding for local charities. Major events include Share-A-Meal, Trick-or-Eat, Clear the Shelves, and Hunger Awareness Week.

The Meal Exchange Coordinator is responsible for the successful implementation and completion of Meal Exchange programs, events, and campaigns. The Meal Exchange Coordinator coordinates the completion of tasks by working with the Meal Exchange Team and volunteers.

Term	Summer 2017 – 25 Flex Hours (<i>also plan to attend the National Meal Exchange Conference</i>) September 5 to December 1, 2017, 13 weeks January 8 to April 6, 2018, 13 weeks April 2018 – 15 Hours for Clear the Shelves Total 26 Weeks
Hours	15 hours per week, 430 hours total (<i>Note: the hours for this position vary from week to week, with peak periods in September and October</i>)
Wage	\$5,535.00 (includes vacation pay)
Executive Supervisor	External Affairs Commissioner

TRAINING:

- Required to receive up to 15 hours one on one training at minimum wage prior to beginning of contract
- Ensure you receive passwords to the office computers, and administrator privileges to Facebook and Twitter accounts
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Human Resources & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, etc.,

SUMMER DUTIES (25 FLEX HOURS):

- Create a time-line and action plan for the Meal Exchange programs, campaigns and event for the year
 - Develop a framework for Trick or Eat and Share-a-Meal
 - Book box trucks, cars, and busses for Trick or Eat
- Coordinate and ensure the attendance of Meal Exchange Coordinators at the Meal Exchange National Student Food Summit (June 23-25, 2017)
- Complete OADA training
- Attend a budget meeting with the Business Manager
- Meet regularly with the Meal Exchange team (virtually or in person) to discuss plans and progress
- Meet with the Executive Supervisor (virtually or in person) to provide updates
- Monitor emails and ensure a presence on social media (aim for one post a week on all platforms)
- Hold a team meeting prior to Orientation to prepare for the O-week event

ORIENTATION WEEK DUTIES (TO BE COMPLETED IN THE SUMMER)

- With the Meal Exchange team, develop and implement a plan for Orientation week
- Organize and facilitate an event that promotes Meal Exchange and recruits volunteers and event participants
- Required to attend O-week Event Planner Training (April or May)
- Submit an event proposal in May
- Complete mandatory Orientation Week Event Planner online training
- Be available to run an Orientation Week event, and to attend O-week Event Planner fall training

FALL/WINTER PROGRAMMING DUTIES AND RESPONSIBILITIES:

- Team Leader:
 - Delegate tasks to the Meal Exchange team
 - Oversee and follow-up on delegated tasks
 - Trick or Eat and Share a Meal are the major events for which the Meal Exchange Coordinator is responsible. It is essential that the Coordinator dedicates their time to overseeing and leading these events, and maintains the primary responsibility for delegating and overseeing tasks completed by other Meal Exchange Staff and volunteers.
- Submit all SRM proposals for all events
- Manage the Meal Exchange budget with the support of the Business Manager
 - Submit funding and solicitation proposals
- Recruitment / Tabling Opportunities
 - With the Education and Promotion Coordinator, staff a table at Bus Pass Distribution, Club Days, Volunteer Fairs, etc. to recruit volunteers and participants
- Share-a-Meal:
 - Meet with Hospitality Services as necessary to facilitate the donation period and communicate the needs of Meal Exchange
 - Work with the Meal Exchange Donation & Volunteer Coordinator to contact poverty fighting social organizations in the community to determine their needs
 - Create and coordinate a product order based on the communicated need of the poverty fighting social organizations and ensure the delivery of the product order
- Trick or Eat:
 - Create an action plan for Trick or Eat:
 - Develop detailed action timelines
 - Delegate and follow-up on the progress of tasks
 - Oversee promotion
 - Oversee volunteer engagement at Trick or Eat
 - Oversee community outreach
 - Specific tasks to be completed by the Coordinator:
 - Book box trucks, busses, cars
 - File permits for parking busses at public schools (if parking at schools in the UGDSB)
 - Together with the Meal Exchange staff, select the Volunteer Superstars for this event
- Hunger Awareness Week
 - Reach out to other on-campus community groups and invite them to lead events at Hunger Awareness Week
- Clear the Shelves
 - Work with Residences to collect donations of food, clothing, and toiletries during the move-out period in April
 - Deliver donations to local poverty-fighting organizations
- In conjunction with the Meal Exchange Education & Promotions Coordinator, the Promotional Services & Graphic Designer and Communications and Corporate Affairs Commissioner ensure Meal Exchange promotions and outreach are in line with the CSA's branding package
- Ensure that all community groups assisting with Meal Exchange campaigns are thanked for their contributions

TRANSITION DUTIES:

- Required to sit on the Meal Exchange Coordinator hiring committee as the staff member, unless directed otherwise by the Human Resources & Operations Commissioner
- Required to create and update your Transition & Operating Manual to be submitted to the Finances & Operations Commissioner prior to the end of your contract
- Required to provide up to 15 hours of one on one training to the new incoming Meal Exchange Coordinator prior to the end of contract
- Transfer all Meal Exchange documents from personal computers to the Meal Exchange office computers
- Provide incoming Meal Exchange staff with passwords to computers, Facebook and Twitter accounts

EXPECTATIONS:

- Act as the Team Leader to other Meal Exchange staff
 - Participate in the evaluation of Meal Exchange staff in coordination with the Executive Supervisor
- Act as primary representative and contact for Meal Exchange Guelph (both on-campus and off-campus organizations)
 - Participate in national conference calls
 - Promptly respond to email and phone inquiries
- Ensure the implementation of Meal Exchange programs (Share-a-Meal, Trick or Eat, Hunger Awareness Week, Clear the Shelves) on the UofGuelph campus
 - Work directly with the Meal Exchange National Chapter Coordinator
 - Evaluate the feasibility of implementing new Meal Exchange initiatives at the University of Guelph
- Maintain a log of completed hours and duties - to be submitted to your Executive Supervisor
- Be flexible with respect to hours worked per week
 - Be prepared to work additional hours during the weeks preceding events (particularly during October)
 - Expect to work less than 15 hours at some times throughout this contract (mid November)
- Work with the other Meal Exchange team members to perform a yearly review of operating procedures
- In conjunction with other members of the Meal Exchange Team, create volunteer opportunities and engage educational speakers
- Prepare Meal Exchange reports for the Board of Directors, as requested
- Ensure Meal Exchange is operating in an inclusive manner

MEETINGS:

- Organize regular meetings with the Meal Exchange team
- Meet with your Executive Supervisor at least once a month, and as requested
- Sit on the Service Oversight Committee, as requested
- Attend 2 budget meetings with the Business Manager per Fall and Winter Semester
- Attend one monthly CSA Staff Meeting

QUALIFICATIONS:

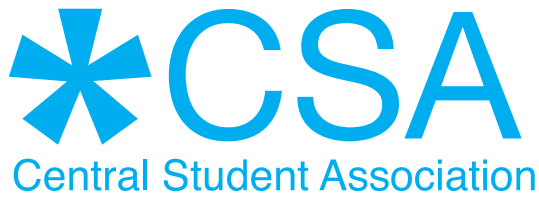
- Excellent organization and time management skills
- Excellent verbal and written communication skills (need to regularly delegate tasks and provide updates)
- Strong team leadership and teamwork skills
- Ability to promote and represent Meal Exchange at Guelph and recruit volunteers
- Experience working with student and community groups
- Ability to manage and work within the restrictions of a budget
- Ability to work independently
- Strong understanding and knowledge of poverty issues and food-related issues in Guelph and globally
- Strong commitment to inclusivity
- Be available to run an event during Orientation Week 2018
- Experience volunteering with Meal Exchange is an asset

Deadline for applications is Friday, February 3, 2017 at 12:00 PM (noon)

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SAFEWALK COORDINATOR

SafeWalk is a volunteer driven program dedicated to providing students, staff, faculty and visitors on campus with a safe and reliable accompaniment to their destinations after dark, and helping to maintain the safety of the University community. Volunteers work one 3.5 hour shift per week, ensuring that the program is operational from 7:30pm to 2:30am.

The role of the SafeWalk Coordinator is to oversee all operations of the SafeWalk program. Major responsibilities include budget management, overseeing the overall management of the program, including providing support to all SafeWalk initiatives and the Volunteer & Public Relations Coordinator, recruiting and training of all SafeWalk volunteers, and assisting in the promotion of the SafeWalk program.

Term	Summer 2017 - 30 Flex Hours September 5 to December 1, 2017, 13 weeks January 8 to April 6, 2018, 13 weeks Exam Periods - 30 Flex Hours Fall and Winter Combined Total of 26 Weeks + 4 Exam Weeks
Hours	12.5 hours per week, 385 hours total
Wage	\$4,955 (includes vacation pay)
Executive Supervisor	External Affairs Commissioner

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Finances & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.,
- Required to receive 10 hours of one-on-one training at minimum wage with the previous SafeWalk Coordinator
- Required to provide 10 hours of one-on-one training to the new incoming SafeWalk Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the SafeWalk Coordinator hiring committee as the staff member, unless directed otherwise by the Finances & Operations Commissioner

JOB DESCRIPTION:

- Ensure that SafeWalk is operating effectively throughout the Fall and Winter semesters (including exam periods)
- Act as a supervisor and offer support to the SafeWalk Volunteer & Public Relations Coordinator
- Ensure effective SafeWalk operation up to and including the Fall and Winter exam periods
- Organize weekly meetings with the SafeWalk Volunteer and Public Relations Coordinator
- Organize monthly meetings with the Senior Volunteer Committee Members
- Hold approximately ten (10) regularly scheduled office hours in the University Centre Office per week between the hours of 9:00am-6:00pm in the Fall and Winter Semester
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor at least once a month, and as requested

- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract. More specifically, the first two months of each semester are a bit heavier, focusing primarily on interviewing, training, and scheduling of volunteers, as well as police checks, promotional initiatives and training paperwork. November and December are a bit quieter, being filled with volunteer appreciation, promotional initiatives (e.g., cannon paint), tracking shifts, and preparing for next semester.
- Ensure that nightly shifts are filled and the service is operational at all times and to act as the secondary contact in case of emergency
- Assist and work with Volunteer and Public Relations Coordinator on promotional initiatives of SafeWalk and ensure all SafeWalk promotions adhere to the CSA branding guide
- Sit on the Service Oversight Committee, as requested
- Manage the SafeWalk budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
- Be available to participate in certain Orientation week events (see below in SUMMER DUTIES)
- Be the primary representative of SafeWalk to both on-campus and off-campus organizations
- Facilitate building and maintaining relationships with other services on campus, and other SafeWalk/Foot Patrol/Walk Safe services across the country
- Participate in the evaluation of SafeWalk staff in coordination with the Executive Supervisor
- Prepare reports for the Board of Directors as requested
- Ensure SafeWalk is operating in an inclusive manner
- Collaborate with the Local Affairs Commissioner and/or External Affairs Commissioner and Executive Committee on promoting consent campaigns, including 'No means No'
- Sit on the Awareness of Sexual Assault and Prevention Committee of the CSA, as requested

SUMMER DUTIES: 30 FLEX HOURS

- Prepare the SafeWalk office in the CSA Service hallway for the Fall semester
- Ensure the Volunteer & Public Relations Coordinator has prepared info packages for Student Leaders (RA's, Interhall, Ambassadors, etc.)
- Start planning and coordinating with the Volunteer and Public Relations Coordinator regarding volunteer recruitment during September
- Ensure that SafeWalk is represented at Resource Fairs and the President's Welcome during Orientation Week
- Ensures that the Volunteer and Public Relations Coordinator maintains an accurate list of current volunteers, and creates an Orientation Week shift schedule
- Check in on the SafeWalk email regularly throughout the summer

SAFEWALK OPERATIONS:

- Work in collaboration with the Volunteer and Public Relations Coordinator to develop a detailed strategic plan for the term
- Seek feedback from Coordinators, volunteers, and the External Affairs Commissioner before making any major decisions affecting the operation of the program
- Investigate initiatives to improve the SafeWalk Program
- Keep all information concerning personal and/or security matters given by Security Services, SafeWalk volunteers and clients strictly confidential at all times
- Be responsible for making sure all volunteers are receiving accurate and up to date information regarding SafeWalk operations and updates in a timely and efficient manner
- Maintaining a positive image via social media, and forming responses to any concerns or issues that arise from the public

VOLUNTEER MANAGEMENT AND TRAINING:

- Organize two mandatory meetings (volunteers only required to attend one) with all returning volunteers in the month of September. Volunteers will only be required to attend one of these meetings. The purposes of these meetings will be as follows: introductions, communicating the plan for the year and any new initiatives that will be taking place, any changes to the service, and any feedback from the volunteers.
- Coordinate the recruitment of volunteers alongside the Volunteer and Public Relations Coordinator

- Review any recommendations made by the Volunteer and Public Relations Coordinator and have the final approval on accepting new volunteers
- Supervise and ensure the organization of team social events and volunteer appreciation events which are run by the SafeWalk Volunteer & Public Relations Coordinator
- Coordinate volunteer training at the beginning of each semester with the assistance of the Volunteer & Public Relations Coordinator
- Assist the Volunteer & Public Relations Coordinator in the resolution of volunteer conflicts
- Senior committee members participate in the recruitment of Senior Committee Member each semester

PUBLIC RELATIONS AND PROMOTIONS

- Work in collaboration the Volunteer and Public Relations Coordinator and the CSA Graphic Designer to design any SafeWalk promotional materials, and create/organize any promotions initiatives for SafeWalk (i.e., newspaper and radio ads, the Ontario, Survival Guide, brochures, web pages, display boards, etc.)
- Organize SafeWalk involvement in Orientation Week, resource fairs, and tabling events in conjunction with the Volunteer and Public Relations
- Seek out and organize any proposals and presentations about Safewalk to on campus/student with the Volunteer and Public Relations Coordinator
- Organize and execute the painting of the Cannon with SafeWalk volunteers to promote the SafeWalk program
- Ensure that the information displayed on the CSA website (csaonline.ca) is up to date

REPORTING:

- Ensure that proper records are being kept by the Volunteer and Public Relations Coordinator regarding SafeWalk statistics (e.g., volunteer shifts, calls and walks etc.) Develop and distribute a feedback survey to the volunteers at the end of each semester to find out what they thought of the program, how things could be improved, will they be returning, their availability, any ays that the appreciation and overall program could be changed/improved
- At the end of each semester, compile a list of returning volunteers for the following semester
- Draft and submit the annual Student Services Fee (SSF) unit report by the end of the Winter Semester to the Finances & Operations Commissioner and Business Manager

QUALIFICATIONS:

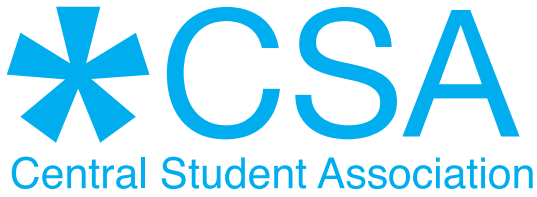
- Strong understanding of, and commitment to inclusivity
- Experience volunteering with SafeWalk
- Strong leadership skills and ability to work within a team atmosphere
- Strong organizational and time management skills
- Ability to work independently and with minimal supervision
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising staff
- Conflict resolution and problem solving skills
- Experience promoting a service, event, organization etc. is an asset
- Have a general knowledge of the CSA

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STUDENT HELP AND ADVOCACY CENTRE COORDINATOR

The Student Help and Advocacy Centre (SHAC) is a student-run advocacy and referral office that provides a safe space to assist students in a confidential and compassionate manner to provide them with the information they need. SHAC strives to eliminate discrimination against people facing all forms of oppression, as well as the stigma of asking for help through working with an empowerment model.

The SHAC Coordinator is responsible for overseeing the operation of the service as a whole. This entails communicating with the four other SHAC staff, the SHAC supervisor, volunteers, and various other organizations while also participating in the administrative tasks involved in ensuring that the office functions properly. The Coordinator is also responsible for ensuring visitors are receiving quality service, and SHAC is following an empowerment model and operating in an anti-oppressive manner, among other things.

Term	May 8 to December 16, 2017, 32 weeks January 8 to April 20, 2018, 15 weeks Total of 47 Weeks
Hours	15 hours per week, 705 Hours total <i>(Note: the hours for this position may vary from week to week)</i>
Wage	\$9,074 (including vacation pay)
Executive Supervisor	Academic & University Affairs Commissioner

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Finances & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, etc.,
- Required to attend a full day of SHAC specific training
- Required to receive 10 hours of one-on-one training at minimum wage
- Required to provide 10 hours of one-on-one training to the new incoming SHAC Coordinator
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the SHAC Coordinator hiring committee as the staff member, unless directed otherwise by the Finances & Operations Commissioner

JOB DESCRIPTION:

- Act as the Team Leader to other SHAC staff
- Ensure SHAC is operating in an inclusive manner
- Ensure SHAC is operating smoothly, in a sustainable manner and is up-to-date
- Ensure office is open for a minimum of thirty hours a week in the Fall and Winter
- Hold at least ten (10) office hours per week each semester
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor at least once a month, and as requested

- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract.
- Sit on the Service Oversight Committee, as requested
- Manage the SHAC budget and sub-budgets with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
- Meet early each semester with the SHAC Human Rights Education Coordinator, supervisor, and Business Office to review the budget
- Draft and remit an annual Student Services Fee Unit Report in the Winter Semester to the Finances and Operations Commissioner, Academic and University Affairs Commissioner, and the Business Manager
- Organize regular meetings with the SHAC team
- Work with other SHAC Coordinators to maintain an organized, accessible office, including keeping files and resource materials updated and monitor the office's accessibility and address issues as they appear.
- Participate in the evaluation of SHAC staff in coordination with the Executive Supervisor
- Foster and maintain a positive team dynamic among SHAC staff
- Develop and maintain an office hours schedule for all SHAC Staff
- Coordinate reports to be presented to the CSA Board of Directors when requested
- Coordinate the evaluation of SHAC services by both volunteers and users
- Responsible for the maintenance of an office filing system
- Responsible for the maintenance of the SHAC Resource Library in collaboration with other SHAC Coordinators
- Help build relationships between SHAC and the Office of Intercultural Affairs and Residence Life
- Help build relationships with other student organizations which represent marginalized communities alongside the External Affairs Commissioner and other SHAC Coordinators
- Work with the Legal Programmer and Local Affairs Commissioner to do tenancy programming for first years

SUMMER DUTIES:

- Ensure office is open for a minimum of fifteen hours a week
- Ensure SHAC Volunteer and Outreach Coordinator develops and sets up volunteer training schedule for the Fall
- Coordinate the planning of SHAC's participation in Orientation Week, particularly relevant events such as resource/volunteer fairs in collaboration with other SHAC Coordinators
- Develop a sub-budget for SHAC in consultation with the SHAC staff, Business Manager, Executive Supervisor and Finances & Operations Commissioner. Review final budget with Executive Supervisor
- Provide advocacy and referrals during summer semester

PROMOTION & OUTREACH

- Meet and work with the Promotional Services & Graphic Designer and Communications and Corporate Affairs Commissioner to create promotional material for events, campaigns and initiatives and ensure the SHAC pages on the CSA website are updated
- Work with the Promotional Services & Graphic Designer and Communications and Corporate Affairs Commissioner to ensure SHAC promotions and outreach are in line with the CSA's branding package
- Promote SHAC to the student body, through general advertisements and resource fairs
- Contact the Office of Intercultural Affairs with updates to services offered by SHAC
- Work with the SHAC Volunteer Coordinator to develop a volunteer base for SHAC
- Maintain the SHAC email account throughout the year, including the summer semester
- Answer correspondence of a general nature to SHAC, including phone calls and emails within 48 business hours
- Close down office during breaks in service and ensure email auto replies and voicemail messages are set up as appropriate to refer inquires

ADVOCACY

- Arrange appointments with students outside of established office hours if the SHAC Advocacy & Legal Coordinator is unavailable
- Maintain clear and transparent records system for the services provided to students, and to utilize these records to improve services in collaboration with the SHAC Advocacy & Legal Coordinator
- Provide short term peer support and provide referrals when required

- Update and maintain a SHAC Volunteer and Resource Manual in collaboration with other SHAC Coordinators

QUALIFICATIONS:

- Supervision and/or management experience
- Previous CSA and/or SHAC experience an asset
- Strong understanding and commitment to anti-oppression
- Effective organizational, communication and interpersonal skills
- Experience with advocacy and basic crisis support
- Experience with and commitment to maintaining confidentiality in regards to cases
- Experience facilitating workshops and training sessions
- Familiarity with the various on-campus organizations and services

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Agenda #11

Board of Directors Meeting

January 18, 2016 @ 6:00pm – UC 442



(Info)

Appendix D addition

Appendix D Section 11

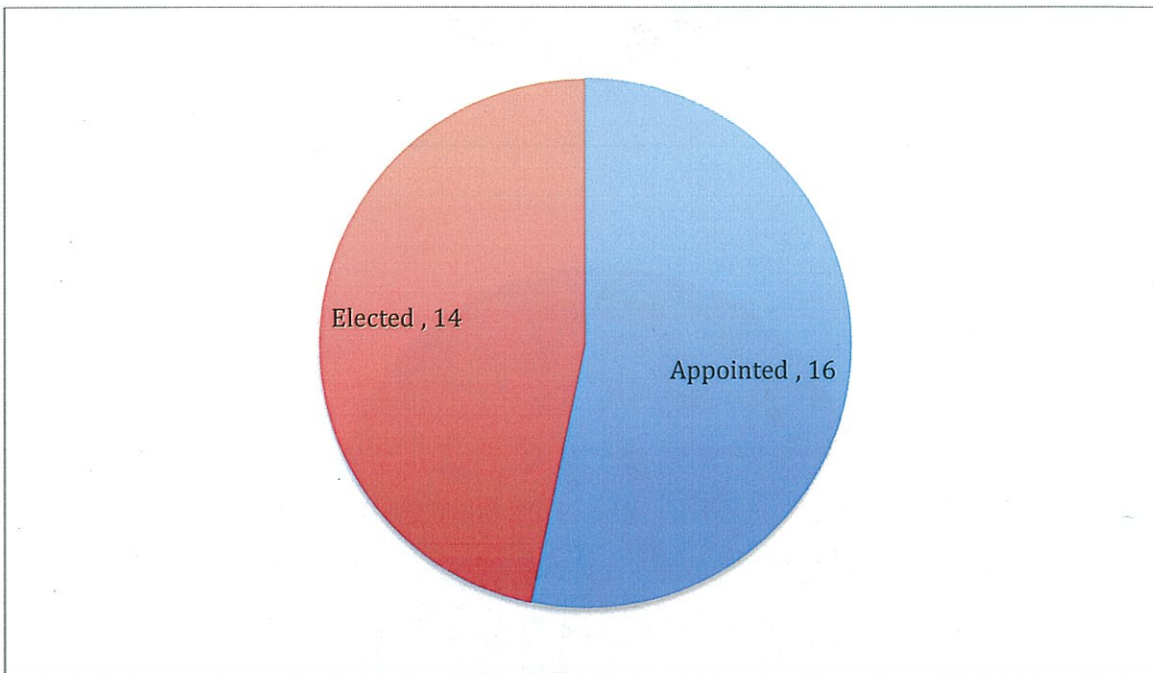
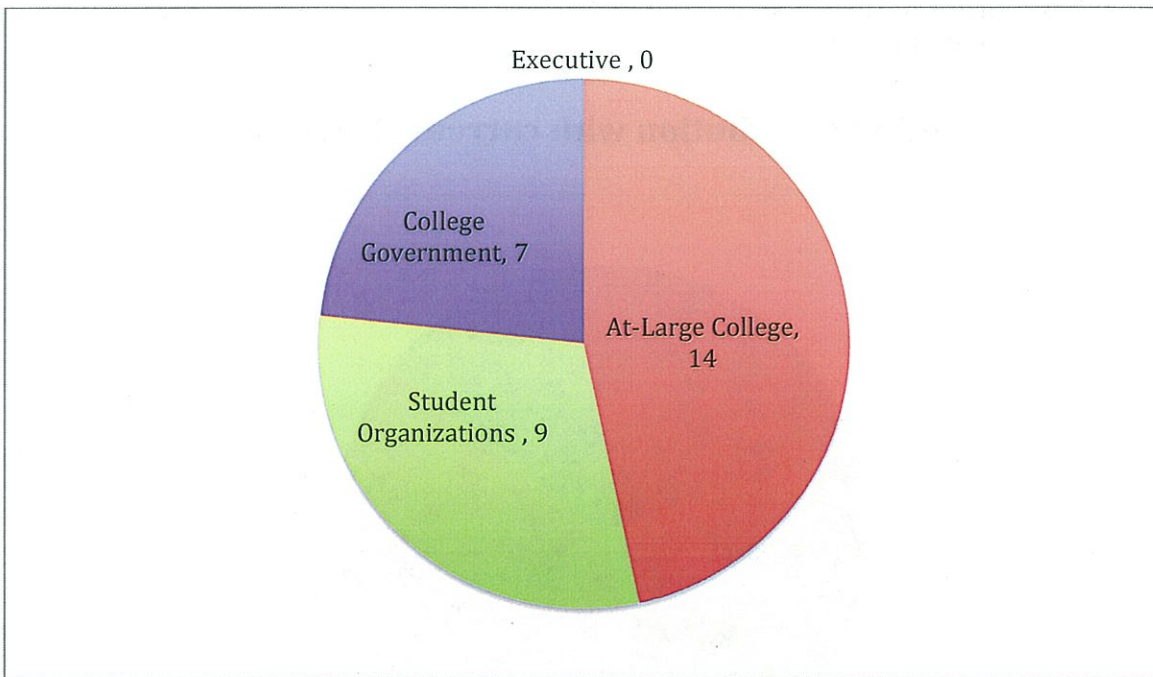
Extension of Contract

If a part-time contract employee has been hired mid-term and has worked 50 percent or less of the original hours total, the contract can be extended by 12 months at May 1 pending a favourable evaluation from their executive supervisor.

SUPPLEMENTS

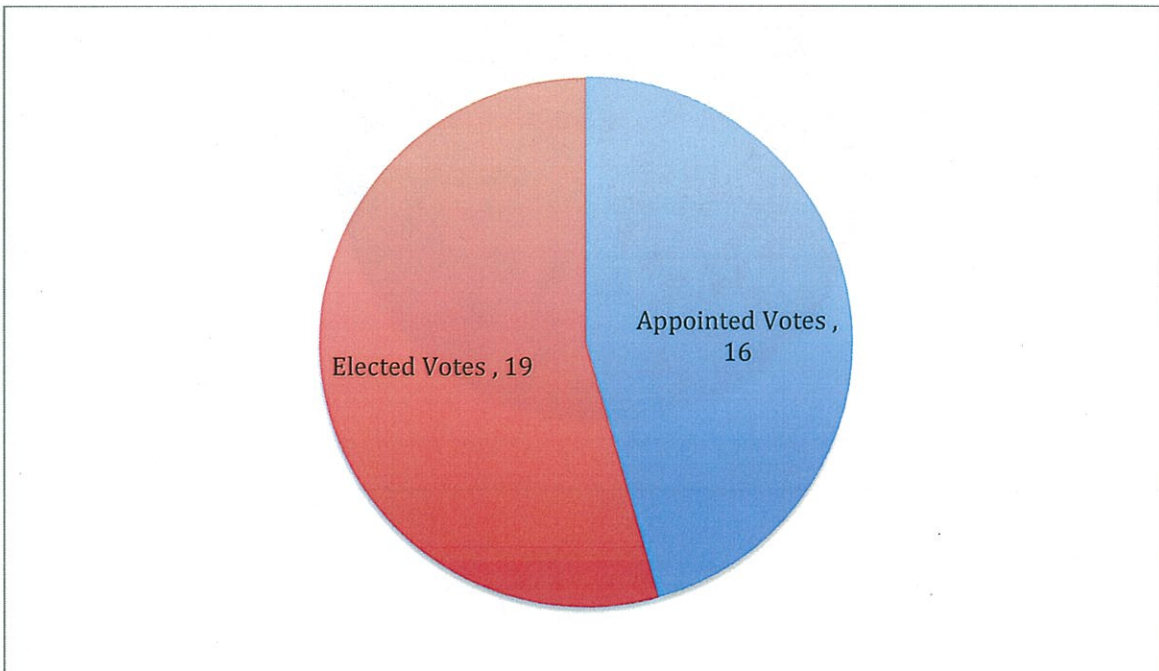
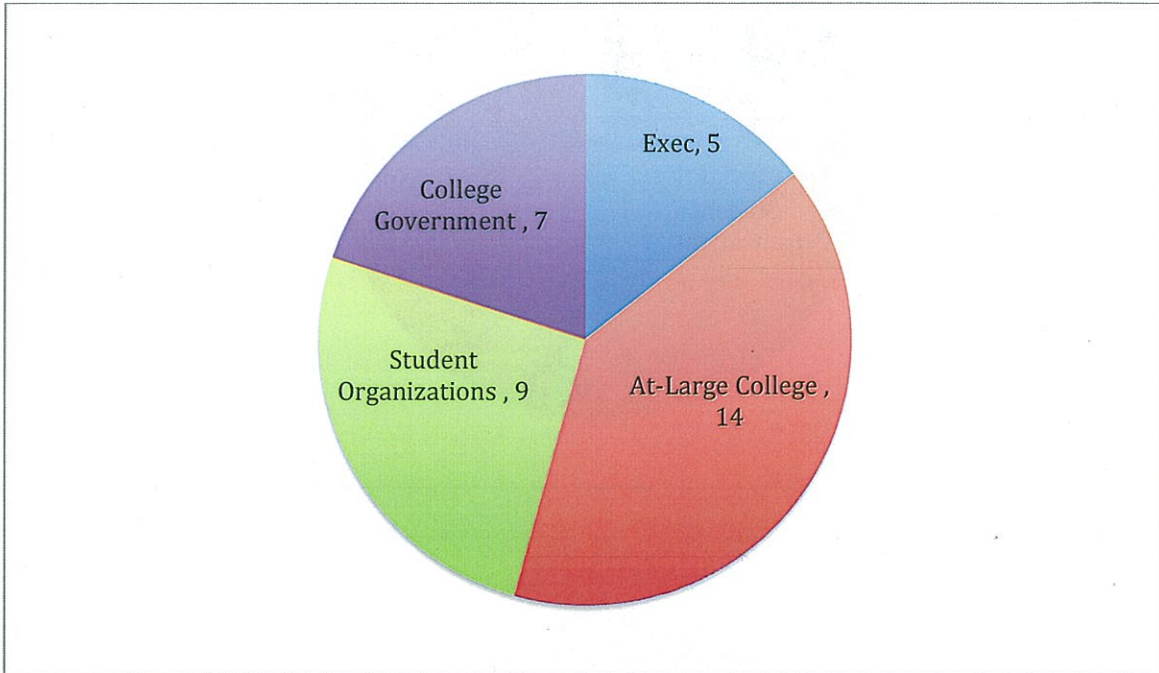
Following This Page

Voting distribution if new structure comes into place



Currently there are 16 appointed and 19 elect representatives on the board with a vote. If executives lose a vote on the board that means with our current structure we will have 16 appointed representatives and 14 elected representatives. The appointed representatives will outnumber the elected representatives. See the pie charts below that illustrate.

Voting distribution with current structure



Amendments to Bylaw 1 Section 5

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.1 Composition** to add the **Vice President Local Affairs** as the fifth CSA commissioner.

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.3.2**.

BIRT the CSA Board of Directors accept the amendment to proposed **Bylaw 5.5.1** and **Bylaw 5.5.5** to allow executive to vote on the CSA board of directors.

BIRT the CSA Board of Directors accept the addition of **5.10 to 5.10.3** titled "**The Vice President, Local of the CSA Shall:**"

BIRT the CSA Board of Directors accept the addition of "**5.5.6** the Executive Committee shall supervise the Human Resources staff"

BIRT the CSA Board of Directors accept the deletion of municipal from **5.9.2** and **5.9.4**

Amendments to Appendix B section 13.

BIRT the CSA Board of Directors accept the amendments to proposed section **13.3 Vice President, Academic**

BIRT the CSA Board of Directors accept the amendments to proposed section **13.4 Vice President, External**

BIRT the CSA Board of Directors accept the addition of section **13.5 Vice President, Local**

BIRT the CSA Board of Directors accept the amendments to proposed section **13.1 President**.

BIRT the CSA Board of Directors accept the amendments to proposed section **13.2 the Vice President, Student Experience**

BIRT the proposed changes not be in effect until the 2018 elections.

BIRT Appendix B sections 13 be moved to the end of bylaw 1 section 5

MOVED BY Peter Miller, College of Arts At-Large Representative

SECONDED BY

See below the proposed
Bylaws and Policies with
track changes.

**Bylaw 1 -
Organizational**

5. Executive Officers, herein also referred to collectively as the Executive Committee

5.1 The CSA Executive Officers operate in a collaborative, hierarchal manner and shall include;

- 5.1.1** the President,
- 5.1.2** the Vice President, Student Experience,
- 5.1.3** the Vice President, Academic,
- 5.1.4** the Vice President, External, and
- 5.1.5** [The Vice President, Local](#)

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5.2 Term of Office

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

5.2.2 No person shall hold an Executive office for more than two terms

5.2.3 At all times there shall be a minimum of three Executive Officers

- a. If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, this shall include ensuring that one individual is the corporate president and one individual the corporate secretary

5.3 General Executive Responsibilities

5.3.1 The Executive Committee shall

- a. Represent the CSA to all internal and external parties
- b. Always take into consideration the CSA's welfare and mandate
- c. Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies
- d. Actively participate in Executive Committee meetings
- e. Actively seek opportunities to collaborate and be involved with other student organizations
- f. Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives
- g. At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization
- h. At all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager
- i. Assist with any service's programming, as requested by CSA Coordinators

5.3.2 The Executive Committee must commit to

- a. Working a minimum of thirty-seven hours per week from the first of May until the thirtieth of April
- b. Being enrolled in no more than 1.00 credits per semester
- c. Submitting an activity log as requested by the Executive Evaluation Committee
- d. Submitting a final report to the Board of Directors
- e. Adhering to the requests and direction of the Board of Directors
- f. Participate in ongoing leadership training: [including but not limited to all Board of Director training and transitioning sessions](#)
- g. Receive inclusivity, [anti-oppression](#) training ~~from Diversity and Human Rights~~
- h. Provide Executive Committee meeting minutes to the Board of Directors
- i. Support with training and transition as required by the Policy an Transition Manager and General Manager

5.4 Conduct of Executive Meetings

5.4.1 The President shall be the chair of the Executive Committee

5.4.2 Quorum of the Executive Committee is three voting members

- a. This shall comprise of no less than the President, and two of Vice Presidents
- b. If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be the three Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours

5.5 Relationship between the Board of Directors and the Executive Committee

5.5.1 To attend and participate in all CSA Board of Directors meetings ~~as ex officio members,~~ except where prior leave of absence is obtained

5.5.2 To present regular and informative reports to the Board of Directors

5.5.3 To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA

5.5.4 To be responsible for accomplishing additional tasks as assigned by the Board of Directors

5.5.5 Executive Officers, ~~with the exception of the President upon a draw,~~ shall not be voting members of the Board of Directors

5.5.6 The President shall only vote to break a tie among voting members

5.5.6 The Executive Committee shall supervise the Human Resources staff

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5.6 The President of the CSA shall:

- 5.6.1** Act as the “Corporate President” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in the capacity or as the Board may determine
- 5.6.2** Report and be accountable to the Board of Directors
- 5.6.3** Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee

5.7 Vice President, Student Experience of the CSA shall:

- 5.7.1** Act as the “Corporate Secretary” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine
- 5.7.2** Assume the duties of the President in the event of the absence or incapacity of the President

5.8 The Vice President, Academic Affairs of the CSA shall:

- 5.8.1** Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President, Student Experience
- 5.8.2** Advocate for academic issues through regular attendance of academic related committees

5.9 The Vice President, External Affairs of the CSA shall:

- 5.9.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic
- 5.9.2** Advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments
- 5.9.3** Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada

5.10 The Vice President, Local Affairs of the CSA shall:

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- 5.10.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, Vice President Academic and the Vice President External Affairs
- 5.10.2** Advocate for the CSA to the municipal government

CSA Policy Manual
Appendix B - CSA Internal Policy

13.0 Executive Officer Portfolio Duties

13.1 General Duties

13.1.1 Each executive member shall be responsible for an area or areas of concentration called portfolios

13.1.2 Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio

13.1.3 Each executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This includes holding office hours, performing classroom talks, etc.

13.2 President

13.2.1 The primary purpose of the President is to uphold the values and goals of the Central Student Association. This includes acting as the main communicator of the organization, and leading the Executive Committee upon receiving direction from the Board of Directors. This also includes assuring that the mission, programs and services are consistently presented to the various stakeholders of the organization. This person is also to initiate new projects, [in collaboration with the executive committee](#), that address the needs of the students at the University of Guelph.

13.2.2 Public Relations

a. To be the spokesperson of the CSA

~~b. To contribute to the CSA's strategic plan review every five years~~

c. To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph

d. To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events in collaboration with the Promotions and Graphic Designer [and other CSA executive](#)

- i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible
- ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)
- e. To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting job opportunities, services, and activities
 - i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body
- f. To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students
- g. To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience
- h. To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters
- i. To coordinate all meet, greet and appreciation events with the CSA membership, staff, volunteers and executive

13.2.2 Finances

- a. To be familiar with all aspects of the budget, day to day finances and to at all times take into consideration the long term financial sustainability of the CSA as a non- for profit organization
- b. To present regular financial reports to the Board of Directors and the CSA membership.
- c. To be the executive liaison with the business office, especially on matters relating to the budget.
- d. To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager.
- e. To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- f. To meet with the business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- g. Responsible to seek new revenue generating opportunities consistent with the organization's mandate
- h. The President can only overrule a particular expenditure, if that particular portfolio or the President believes that the 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 must meet to rule on their decision. ~~within 24 hours of an overruling by the President~~

13.2.3 Operations

- a. To be the signing authority of the CSA
- b. To be aware of the general operations of all the CSA services by conducting monthly meetings with the General Manager and the Business Manager
 - i. This includes planning the “Year at a Glance” calendar of events and responsibilities for the year, in collaboration with the General Manager, permanent staff and executive committee sometime in the first two months of their term
- c. To support the Policy & Transition Manager and General manager with training and transitioning of directors, executive, staff and volunteers
- c. To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA
- d. To ensure that the Student Organization Policy (SOP) Form is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA’s position as a Primary Student Organization (PSO) at the University of Guelph
- e. To be the executive contact for all matters related to CSA ancillary student fees
- f. Uphold the CSA’s general objectives according to the Board of Directors annually
- g. To be responsible for the oversight of CSA designated spaces
- h. To coordinate the Annual General Meeting in collaboration with the Executive Committee and permanent staff

13.2.4 Committees

- a. To chair the Executive Committee
- b. To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.
- c. To co-chair the Student Health Plan Committee, with the representative of the Graduate Students’ Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body
- d. To be a member of the Student Executive Council
- e. To be a member of the Policy and Bylaw Review Committee
- f. To be a member of Student Leaders and Administration Meetings
- g. To chair the Capacity, Analysis and Planning Committee

- h. To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and the Health and Dental Plan Committee
- i. To be a member on Student Budget Caucus
- j. To be a member on the PDR Committee

13.3 the Vice President, Student Experience

13.3.1 The primary purpose of the Vice President of Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities

~~13.2.2 To follow the leadership and direction of the President~~

13.3.3 To be involved in event planning pertaining to University of Guelph undergraduate students

- a. This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students
- b. To create exciting and safe events, working collaboratively with other Primary Student Organizations (PSO), Accredited Student Organizations ASO, Special Status Groups (SSG), etc.
- c. This includes coordinating and planning Orientation Week events

13.3.4 To advocate for increasing student representation and participation on committees and newly created standing and ad hoc committees

13.3.5 To manage the social media and online presence of the CSA

13.3.6 To provide campaigns and events that ensure the health and well-being of students in collaboration with the Vice President Academic

13.3.7 To oversee and support the CSA Bike Centre, Clubs Coordinators and Safewalk in collaboration with the General Manager

13.3.8 Collaboration

- a. To act as a support person for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights
- b. To collaborate with VP External Affairs on advocating for underrepresented and marginalized undergraduate students of the University of Guelph
- c. To collaborate with VP External on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety
- d. To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas
- e. To ensure that students needs are being met through appropriate channels

- f. To provide referrals, resources, and act as an advocate as needed
- g. To be aware and up-to-date on University resources that provide non-academic support to undergraduate students
- h. To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing of events

13.3.9 [Space & Student Space Initiatives](#)

- a. [To investigate and coordinate CSA specific space and building initiatives](#)
- b. [To work towards university wide student space initiatives in cooperation with the executive committee](#)
- c. [To consult with the Academic and University Affairs Commissioner regarding campus accessibility](#)

13.10 Committees

- a. To ensure proper representation on any University committees
- b. To increase and advocate for increasing student representation and participation on these committees and newly created standing and adhoc committees
- c. To be a member of University Centre Board
- d. To be a member of Student Leaders and Administration Meeting
- e. To be a member of Athletics Advisory Committee
- f. To be a member of Finance Committee
- g. To be a member of Orientation Week Advisory Committee
- h. To be a member of Student Life Advisory Committee
- i. [To be a member of Sexual Violence Committee, as well additional Sub-committees](#)
- j. To be a member of Student Wellness Advisory Group
- k. To be a member of the 1 in 5 Planning Committee
- l. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- m. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental plan Committee

13.4 Vice President of Academic

13.4.1 The primary purpose of the Vice President of Academic Affairs (VPA) is to defend the University of Guelph undergraduate students' academic rights and interests

~~13.3.2 To follow the leadership and direction of the President~~

13.4.3 To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming

13.4.4 To oversee issues of accessibility for undergraduate students that identify with having a disability

13.4.5 Financial Support

a. To be well-versed in various areas of financial support i.

i. Ontario Student Grant

ii. OSAP

iii. Bursaries

iv. Work study

v. Scholarships (Internal and External)

b. To oversee the planning of the annual University budget in collaboration with the President and VP External

c. To promote the use of financial-aid available to students

13.4.6 To create events targeted at reducing student stress in collaboration with the Vice President Student Experience

13.4.7 To work with the Vice President, External to insure student input at every level of tuition and ancillary fee discussions.

13.4.8 To work with the Vice President, External to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institutions.

13.4.97 To oversee and support the Student Help and Advocacy Centre in collaboration with the General Manager and the VP External

13.4.106 Academics

a. To collaborate and act as a resource with other academic student leaders

b. To communicate with students around various academic initiatives that are occurring around campus

c. To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures

d. To represent undergraduate students on all academic, accessibility, and sustainability-related committees

e. To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body

f. To be responsible for creating a well-researched lobby document to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term

g. To provide referrals and act as an advocate for students with academic concerns

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h. To monitor the University, with regard to curriculum, programs, enrollment and tuition and ensure students have meaningful participation and decision-making power

i. To advocate strongly in support of accessible post-secondary education, and against cuts to university programs.

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13.4.117 Advocacy

- a. To advocate on behalf of undergraduate students for an affordable post-secondary education
- b. To be the primary advocate for undergraduate students who self-identify as having a disability
- c. To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy

13.4.128 Senate

- a. To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate

13.4.139 Committees

- a. To be a member of Student Leaders and Administration Meeting
- b. To be a member of Academic Policy and Procedures Committee
- c. To be a member of Board of Undergraduate Studies
- d. To be a member of Campus Accessibility Committee
- e. To be a member of Compulsory Fees Committee
- f. To be a member of Calendar Review Committee
- g. To be a member of Committee of Undergraduate Academic Advising
- h. To be a member of Energy Conservation Working Group
- i. To be a member of Judicial Committee
- j. To be a member of Any Special Service Fee Committee
- k. To be a member of Student Budget Caucus
- l. To be a member of Senate
- m. To be a member of Student Senate Caucus
- n. To be a member of Student Leaders and Administration Meeting
- o. To be a member of Student Rights and Responsibilities
- p. To be a member of Accessibility Working Group
- q. To be a member of Capacity, Analysis and Planning Committee
- r. To coordinate the process for the Teaching Excellence Award

13.5 Vice President, External

13.5.1 The primary purpose of the Vice President of External (VPE) is to represent the University of Guelph undergraduate students within ~~municipal~~, provincial, and federal levels of politics.

13.4.2 ~~To follow the leadership and direction of the President~~

13.5.3 Coordinate campaigns and events centered around ~~municipal~~ provincial, and federal issues affecting students and our community.

a. This involves informing, educating, and involving as many students as possible in these campaigns

13.5.4 Initiate awareness and lobbying campaigns around provincial, federal, and global issues, especially legislation and policy affecting students

13.5.5 Ensure that all ~~municipal~~, provincial, or federal election, as well as general election information, is disseminated to students

a. Responsible for making public forums accessible and inclusive to all undergraduate students

b. In the event of a federal or provincial election, candidate and party positions on issues pertaining to students are to be recorded, to ensure that information regarding the candidates as well as general election information is disseminated to students

13.5.6 Collaborate with other civic engagement groups wherever possible

13.5.7 Monitor ~~municipal~~, provincial, federal, and global initiatives, programs, policies, and legislation that impacts students

a. Where issues could include but are not limited to: post- secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs

13.5.8 Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice

a. Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity, CFRU PM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization (ISO)

13.5.9 To work with the Vice President, Academic to insure student input at every level of tuition and ancillary fee discussions.

13.5.10 To work with the Vice President, Academic to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institution

13.5.11 Coordinate with the President for a responses to hate activity on campus

13.5.12 Act as a liaison to ~~Guelph~~, Ontario, and Canadian governments

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13.4.11 Being aware of city by laws, programs, and initiatives that impact students

a. Representing the CSA at municipal events, activities, and initiatives where appropriate

b. To communicate with as many community members as possible

13.5.13 To oversee and support MealExchange and the Guelph Student Foodbank in collaboration with the General Manager

13.5.14 To oversee and support the Student Help and Advocacy Centre in collaboration with the VP Academic and the General Manager

13.4.14 Universal Bus Pass and Late Night Service Agreement

a. To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service

i. This involved responding to any student questions about the Bus Pass and Late Night Bus Service providing promotional materials, engineering campaigns about the UPass and the LNBS and organizing distribution of the bus pass during summer, fall and winter semesters

13.5.15 Advocacy

a. To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)

b. To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph

c. To oversee issues of sustainability on and off campus

d. To oversee additional matters as directed by the board

13.5.16 Support in Tenancy Rights

a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students

b. When advocacy requires a legal opinion, the VP External will refer students to the appropriate community organization

c. Act as a resource for SHAC on issues related to the Residential Tenancies Act

d. Be aware of university residence issues and concerns to work with Interhal Council to address them

e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative

13.5.1617 Committees

a. To be a member of Code of Ethical Conduct Advisory Committee

b. To be a member of Hate Activity Sub-committee

c. To be a member of Human Rights Advisory Group

- e. To be a member of Town & Gown Committee
- f. To be a member of Guelph Transit Advisory Committee
- g. To be a member of Student Leaders and Administration Meeting
- h. To be a member of neighbourhood committees
- i. To co-chair of the CSA/GSA Transit Committee
- j. To chair the Student Affordable Housing Initiative Committee

13.6 the Vice President, Local

13.5.1 The primary purpose of the Vice President, Local (VPL) is to work to defend and protect the rights and interests of students at the University of Guelph within the context of the Guelph Community. This includes issues related to tenancy, accessible and affordable transit, and sexual violence and assault.

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13.6.3 Supporting Survivors of Sexual Assault

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a. To collaborate with the CSA executive committee and marginalized groups on campaigns against sexual assault on campus

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13.6.2 Support in Tenancy Rights

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a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students

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b. When advocacy requires a legal opinion, the VP Local will refer students to the appropriate community organization

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c. Act as a resource for SHAC on issues related to the Residential Tenancies Act

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d. Be aware of university residence issues and concerns and to work with Interhall Council to address them

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e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.

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13.6.3 Transportation Issues

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a. To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service

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i. This involves responding to any student questions about the Bus Pass and Late Night Bus Service, providing promotional materials,

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creating campaigns about the UPass and the LNBS and organizing distribution of the bus pass during summer, fall and winter semesters

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b. To work with Student Accessibility Services to organize alternative bus pass distribution accommodations for students who are registered with SAS

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c. To organize an alternative bus pass distribution to accommodate OVC students

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d. To maintain the Universal Bus Pass agreement for both the CSA and students at large. This includes advocating for equitable price increases for the University Bus Pass when Guelph Transit seeks to raise the price of the Universal Bus Pass

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e. To advocate for commuter students

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f. To work with staff around logistics Universal Bus Pass distribution each semester. This includes amongst other areas, timelines, locations, temp help, and all other issues deemed relevant.

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13.6.4 Municipal issues

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a. To develop campaigns, lobby sessions and initiatives that address municipal issues of concern to students; to suggest and advocate for programs that rectify any inequalities and inadequacies in municipal services available to students

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b. To attend City Council meetings as necessary

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c. To be aware of all city by-laws, programs, and initiatives that impact students

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d. In the event of labour disputes within the City, including the University, the Local Affairs Commissioner will coordinate student support committees.

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13.6.5 Citizenship

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a. In the event of a provincial or federal election, work with the VP, External to provide students with information in relation to the Guelph candidates which includes organizing an all candidates forum on campus, creating and distributing student-centered materials clarifying the voting process, organizing bus shuttles to popular student voting stations and working with Elections Canada to ensure that the voting stations are student friendly.

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b. To coordinate a campaign in the event of a municipal election

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13.6.6 To oversee and support the Foodbank in collaboration with the General Manager

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13.6.7 Committees

a. To be a member of Town & Gown Committee

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b. To be a member of Guelph Transit Advisory Committee

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c. To be a member of Student Leaders and Administration Meeting

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d. To be a member of neighbourhood committees

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e. To co-chair of the CSA/GSA Transit Committee

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f. To chair the Student Affordable Housing Initiative Committee

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g. To be a member of Sexual Violence Committee, as well additional
Sub-committees

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