

Agenda #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



12.0 Call to Order

12.1.Land Acknowledgement

12.2.Adoption of the Agenda

12.2.1. Motion to Approve the Agenda

12.3.Ratifications and De-ratification

12.3.1. CBESA

12.4.Comments from the Chair

12.4.1. Introductions

12.5.Approval of Past Board Minutes

12.5.1. (Action) Approval of Board Meeting Minutes #11 – January 18, 2017

12.5.2. (Action) (In-Camera) Approval of In-camera board meeting minutes #11 – January 18, 2017

12.6.Executive Committee Minutes

12.6.1. (Info) Executive Committee Minutes #24 – December 6, 2016

12.7.Executive Reports

12.7.1. Academic & University Affairs Commissioner

12.7.2. Communications & Corporate Affairs Commissioner

12.7.3. Finance & Operations Commissioner

12.7.4. External Affairs Commissioner

12.7.5. Local Affairs Commissioner

12.8.Director Reports

12.9.Business

12.9.1. (Action) Job position ratification

12.9.2. (Action) Hiring committee

12.9.3. (Action) PBRC Election Report Bylaw change

12.9.4. (Info) Fall 2016 Chief Electoral Officer Hiring Report

12.9.5. (Notice) AGM 2017 Package

12.9.6. (Info) Referendum question

12.10.New Business

12.11.Announcements

12.12.Adjournment

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



In Attendance: Peter Miller, Aidan Paskinov, Nicholas Kowaleski, Razan Alshamali, Claudia Idzik, Matthew Hernandez, Mohamed Ahmed, Michaela Spencer (Late), Paula Boubel, Beth Whan, Ryan Bowes, Kate Shievink, Spencer McGregor, Lacy Droste, Karly Rumpel, Natalie Chow, Courtney Tait, Michal Cameron, Jamal Demeke (Late), Alexandra Bogoslawski, Jack Fisher, Chirag Patney, Allison Arnold, Tanner Morton Elizabeth Cyr, Lindsey Fletcher, Meghan Wing, Zoey Ross, Emily Vance, Ryan Shoot, Jay Rojos

Guests: Cathy Downer and Leanne Piper (UofG City Counsellors), Miranda Ivany, Sofia Becerra, Praveen Atheray, Eric Boucher, Emily Clapperton, Jayden Wlasichuk, Sarah Vincent, George Charchoyhlyan

In Regrets: Olivia Boonstra, Stefan Karpowicz

Absent: Andrew Contant

Chair: Joshua Ofori-Darko

Scribe: Tanya Vohra

Overview of Motions

11.2.1. Motion to approve the agenda.

Moved: Courtney Tait **Seconded:** Lindsey Fletcher

Motion carried as amended.

11.3.1. Motion: BIRT Matthew Hernandez be ratified by the CSA Board of directors for the College of Business and Economics Student Association board position.

BIFRT Jack Fisher be ratified by the CSA Board of directors for the Guelph Campus Co-op board position.

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

Motion carried.

11.5.1. Motion: To move in-camera

Moved: Courtney Tait **Seconded:** Karly Rumpel

Motion carried.

11.5.1. Motion: To approve the In-camera board meeting minutes #10 – November 30, 2016

Moved and duly seconded.

Motion carried.

11.5.1. Motion: To move out of camera

Moved: Chirag Patney **Seconded:** Jack Fisher

Motion carried.

11.5.2. Motion: To approve the board meeting minutes #10 – November 30, 2016

Moved: Lindsey Fletcher **Seconded:** Courtney Tait

Motion carried.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



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

Moved: Chirag Patney

Seconded: Meghan Wing

Motion carried.

11.8.2. Motion: 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;

BIRT the CSA follow policy 1.10 from Appendix F to show solidarity with CUPE 1334 and CUPE 3913; and

BIFRT at least one CSA executive and one CSA board member join the Guelph Action Coalition labour solidarity committee which is already in action;

BIFRT the CSA make public via its website, mass email, letters to the Ontario, 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;

BIFRT in the event of a strike or lockout the CSA has the option to hold meetings off campus and give CSA staff members the option to work off of campus.

Moved: Peter Miller

Seconded: Aidan Paskinov

Motion carried as amended.

11.8.2. Motion: To appoint Elizabeth Cyr, Peter Miller and Emily Vance to the Guelph Action Coalition labour solidarity committee.

Moved: Jay Rojas

Motion carried.

11.8.3. Motion: To approve the Bike Centre Coordinator, Club Administrative Coordinator, Clubs Programming Coordinator, Meal Exchange Coordinator, SafeWalk Coordinator and Student Help and Advocacy Centre Coordinator job descriptions.

Moved: Zoey Ross

Seconded: Meghan Wing

Motion carried.

11.8.3. Motion: To appoint the following directors to the respective hiring committees:

Bike Centre Coordinator: Elizabeth Cyr,

Clubs Administrative Coordinator: Aidan Paskinov

Clubs Programming Coordinator: Chirag Patney

Meal Exchange Coordinator: Kate Schievink

SafeWalk Coordinator: Razan Alshamali

SHAC Coordinator: Jack Fisher

Moved and duly seconded.

Motion carried.

11.8.4. Motion: To move in camera

Moved: Nicholas Kowaleski

Seconded: Chirag Patney

Motion carried.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



11.8.4. Motion: To move out of camera

Moved: Mohamed Ahmed **Seconded:** Karly Rumpel

Motion carried.

11.8.6. Motion: A 5 minute recess (at 7:45 pm) to return at 7:50 pm.

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

Motion carried.

11.8.6. Motion: To close the speaker's list and end debate

Moved: Ryan Shoot **Seconded:** Chirag Patney

Motion carried with 2/3 vote.

11.8.7. Motion: Call the question

Moved: Aidan Paskinov **Seconded:** Aidan Paskinov

Motion carried with 2/3 vote.

11.8.7. Motion: To uphold the decision of the Chair (i.e. "Amendments to executive structure motion" are germane (in order and in line) with the main motion).

Motion fails.

11.8.7. Motion: To keep Joshua Ofori-Darko as Chair.

Moved: Meghan Wing **Seconded:** Ryan Shoot

Motion carried unanimously.

11.8.7. Motion: To call the question

Moved: Michaela Spencer **Seconded:** Matthew Hernandez

Motion carried.

11.8.7. Motion: To have a roll-call vote on main motion.

Moved: Ryan Shoot

Motion carried unanimously.

11.8.7. Motion: **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, amended to strike brackets from Appendix B - 13.5.15 a.

Moved: Meghan Wing **Seconded:** Zoey Ross

Motion carried as amended with 2/3 roll-call vote.

11.8.7. Motion: To reconsider motion 11.8.7

Duly moved and seconded.

Motion Carried.

11.8.7. Motion: **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, amended to strike

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



brackets from Appendix B - 13.5.15 a., and amended to be effective as of May 1st, 2017 and for the Winter 2017 general election.

Moved: Meghan Wing **Seconded:** Zoey Ross

Motion carried as amended with 2/3 roll-call vote.

11.8.7. Motion: To take a 5 minute recess

Moved and duly seconded.

Motion carried.

Agenda #11

11.0 Call to Order

11.1.Land Acknowledgement

11.2.Adoption of the Agenda

11.2.1. Motion to Approve the Agenda (pg. 5)

11.3.Ratifications and De-ratification

11.3.1. CBESA (pg. 5)

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 (pg. 6)

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 (pg. 6)

11.6.2. Communications & Corporate Affairs Commissioner

11.6.3. Finance & Operations Commissioner (pg. 7)

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 (pg. 7-9)

11.8.2. (Action) CUPE support motion (pg. 9-11)

11.8.3. (Info) Job descriptions (pg. 11)

11.8.4. (Info) In-Camera CFS (pg. 12)

11.8.5. (Info) Final identity statement (pg. 12-14)

11.8.6. (Info) Statement from former exec re: structure change (pg. 14-16)

11.8.7. (Action) Structure bylaw change (pg. 16-25)

11.8.8. (Info) Club space (pg. 25)

11.8.9. (Info) Bylaw Change – Contract (pg. 25)

11.9.New Business

11.10. Announcements

11.10.1. AGM Feb. 1 (pg. 25-26)

11.11. Adjournment

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



11.0 Call to Order

Call to order at 6:11pm.

11.1.Land Acknowledgement

Land Acknowledgement given by Zoey Ross.

Spencer: Trudeau hasn't implemented the rights of indigenous people so that could be one of our focuses. The embridge line 9 reversal had a supreme court case that their right was not met. So it seems like an ongoing thing that the government is not recognizing the rights of the Indigenous people.

11.2.Adoption of the Agenda

11.2.1. Motion to Approve the Agenda

Motion: To approve the agenda

Moved: CVSA Courtney Tait

Seconded: SSC Lindsey Fletcher

Motion: To amend the agenda to move "11.8.6 (Info) Statement from former exec re: structure change" to above "11.8.4. (Action) Structure bylaw change"

Moved: Spencer McGregor

Motion: To amend the agenda to move "11.8.8. (Action) CUPE support motion" to below "11.8.1. (Info) Guest Presentation with city Council"

Moved: Spencer McGregor

Motion: To amend to agenda to move "11.8.9 (Info) Job descriptions" above "11.8.3. (Info) Final identity statement"

Moved: Zoey Ross

Motions carried unanimously.

11.3.Ratifications and De-ratification

11.3.1. CBESA

Motion: BIRT Matthew Hernandez be ratified by the CSA Board of directors for the College of Business and Economics Student Association board position.

BIFRT Jack Fisher be ratified by the CSA Board of directors for the Guelph Campus Co-op board position.

Moved: SSC Lindsey Fletcher

Seconded: CASU Aidan Paskinov

Motion carried.

11.4.Comments from the Chair

11.4.1. Introductions

Josh: Welcome back from your winter breaks and welcome back to the board to Matthew and Jack.

11.5.Approval of Past Board Minutes

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



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

Motion: To move in-camera.

Moved: CVSA Courtney Tait

Seconded: SFOAC Karly Rumpel

Motion carried.

Motion: To approve the In-camera board meeting minutes #10 – November 30, 2016

Motion moved and duly seconded.

Motion carried unanimously.

Motion: To move out of camera

Moved: IHC Chirag Patney

Seconded: Guelph Campus Co-op Jack Fisher

Motion carried.

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

Motion: To approve the board meeting minutes #10 – November 30, 2016

Moved: SSC Lindsey Fletcher

Seconded: CVSA Courtney Tait

Motion carried.

11.6. Executive Reports

11.6.1. Academic & University Affairs Commissioner

- Senate meeting on December 12th. The university's new Strategic Research Plan was brought forward. I raised the question that there wasn't much focus on undergraduate research at the university. Met with Dr. Malcolm Campbell after the meeting to ensure undergraduate students are being heard.
- Genevieve has reached out to Ryan and myself on behalf of the Board of Governors; we will be attending the Board of Governors Finance Committee Meeting
- Attended the vigil for Violence Against Women on Dec. 6th held by SHAC
- Executives held an exam stress buster in the library handing out ice cream to students
- Collaborating with Brass Taps to hold Sexy Bingo, possibly as a monthly event as it was such a success during orientation week
- Collaborating with the library to hold a "Take a Paws" stress breaker event; the first to be Jan 30th
- MVV Project otherwise known as the CSA Identity Statement has been closed
- Local Affairs Commissioner and myself have been meeting regarding club space; we have been filling out Needs Assessment Forms for those groups
- Executives went on a retreat for team-building

11.6.2. Communications & Corporate Affairs Commissioner

- Working on AGM and PTM documents with Tanya
- Continued working on the app. As soon as news is published on the CSA website they will be pushed to the app. An entire clubs list is also on the app

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



- HP event went really well with a 500-600 people turnout and cost CSA \$0. A huge thank you to all the groups that participated
- PBRC is looking at the policies around Elections

11.6.3. Finance & Operations Commissioner

- UC board currently looking for 4 alternates

11.6.4. External Affairs Commissioner

- SafeWalk is hiring volunteers for winter semester. Applications due January 23rd
- Club Space Working Group has had a lot of consultations
- New Sexual Violence Policies effective as of January 1st
- Met with SHAC, OUTline and GRCGED and Wellness to collaborate on Winter Pride events throughout the semester rather than just during the week

Alexandra: Have u contacted GQE about the Winter Pride?

Emily: I wasn't in charge of that but we can definitely pass on all the information to you guys

Alexandra: Thank you, that would be appreciated.

11.6.5. Local Affairs Commissioner

- FoodBank cooking classes coming up
- Gryphons Got Talent event is looking for talent; to sponsor the Guelph Resilience Festival; Submissions due February 17th
- January 1st our Sexual Violence Policy came into effect

11.7. Director Reports

None were given.

11.8. Business

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

Motion: To extend speaking rights to all present

Moved: IHC Chirag Patney

Seconded: Acad Comm. Meghan Wing

Motion carried.

Cathy: Hello everyone. My name's Cathy and I am a ward five representative. I've been on city council for 14 years. I chair the Public Services Committee which oversees housing and transit and those types of things of interest to the students here. I also sit on the Town and Gown Committee which Jay sits on as well as neighbourhood groups, city staff and many others. It is a very large committee. We meet 3-4 times a year. This past year we hosted a conference with representatives from other Town and Gown committees which was really interesting to hear from other communities.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Leane: Hi everyone! I've been on city council for 10 years. I recently went on a World University Mandate in Tanzania and ran into many gryphons there! I've sat for many years on the Police Services Board. I've also recently taken up the Council Rep on the Downtown Board. I ride transit so I am here to talk about those initiatives and I also have 3 kids who are gryphons and tell me their input on the transit system as well, so I get to hear their thoughts as a result of the decisions we make. I moonlight as a city councillor and daylight as a student affairs representative. It was wonderful to be invited by Jay here tonight to hear some of your issues and respond to some of your questions. I am on twitter @wardfiveguelph, my email is leane@wardfive.ca and our website is www.wardfive.ca. We are going to talk about some of the big issues you've brought forward as students.

Cathy: We had a big meeting recently, late last year about the animal control bylaw which has been an ongoing study for a couple of years. Many of you who live off campus live with pets. It's good to be aware that the bylaw is changing around pets and dogs. The big change is around cats; the working group wanting to ban cats overall. Council agreed that they would be licensed for the next 5 years. This year, if you have cats, it is a volunteer year to get licensed, and next year will be mandatory. It probably doesn't seem relevant to you here but a lot of you are students living off campus and it's good to be aware.

Leane: Our budget was halved in 2016. One of the initiatives that was successful in the budget process is to put Stat holidays back on our transit service. We already do have a holiday transit service for Easter and labour day and now have added two back in including boxing day. One that didn't pass is hourly service on Sundays. The proposal to return to half hour service did not pass. Cathy and I both supported that it do pass. We have a full review underway right now on transit. We are reviewing all of the routes. There has been public engagement last year to be incorporated in 2018. The most important being more frequent service on Gordon St. Hoping to do a spine service that goes back and forth down Woodlawn. Those are some of the reviews. Jay will be the rep on the Transit Advisory Committee.

Cathy: In the fall, the city building department advertised that if you live in quarters, the city wants to ensure students are living in safe housing. You can call up the city anytime to inspect your unit to make sure it meets all safety requirements.

Leane: Questions?

Kate: Has there been talk about extending the stops on Sunday nights?

Leane: That is part of the review we are doing. It was one of the strategies that was proposed to go until 9pm. Expanding Sunday service is definitely on our agenda.

Aidan: You said September 2018 is when changes will go into effect?

Leane: When we pass the 2018 budget, if there is an expansion package in the budget to do it sooner, we could do it in January 2018. We will let you know through your Local Affairs commissioner.

Cathy: It is good for the CSA to have a representative lobby for that too.

Joshua: Licensing of cats – is that just for outdoor cats?

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Cathy: They will not be knocking down doors and asking for indoor cats to be licensed. Only 13% of cats that get lost are returned to their owners however indoor cats get outside too. When you think about it, only 200 dogs are picked up a year and 600 cats.

Beth: This might be a question more for execs, but what is done to ensure that when students move to Guelph, they know of these bylaws such as around cats?

Leane: Town and Gown has been involved in Right Foot Forward in September. In neighbourhood's we know are heavily populated with students, we have a huge crew that goes around and gives out Welcome packages. There is also a publication the university puts out about being a good neighbour.

Cathy: We have been trying to get landlords on side too but they do not have their own association here in Guelph which is too bad so it's difficult.

Zoey: I'm looking at the Toronto model where everything is getting switched to the Presto system and wanted to know if we are looking at switching to an electronic system?

Cathy: We had a presto system previously and it was abused terribly.

Leane: With the expansion of 2 way go and the current system, your university pass will integrate with your Presto so that you can go from Guelph to Toronto and a 60 cent charge applies. The integration of these 2 systems is in the works

George: Would you say it would be more efficient of knowing the generic addresses of students on campus for the delivery of the Welcome packages?

Leane: That would be very helpful.

Cathy: I wonder if the off campus housing department does a mailing out to students living off campus.

Leane: We tend to know where the listings are for off campus housing and our bylaw office and planning office keeps track.

11.8.2. (Action) CUPE Support Motion

Peter: I put this motion forward with the Guelph Action Coalition. Ashley is also here and she is President of CUPE 3913 and it would be great if she could speak after me. Students issues are our issues. Both CUPE 1334 and 3913 for Teaching Assistants and Sessional Lecturers on campus are in negotiations with the University. The fact that the University is demanding concessions from these unions which is very worrying. One thing that 1334 is facing is the University admin trying to contract out custodial work in 3 buildings: the Library, Rozhanski hall and the Athletic Centre. Custodians wouldn't be under the union in those locations and would be making wages below the poverty line. It's important because if they lose those buildings, they will eventually lose all the buildings. The action just calls for some things like some reps to be on the Guelph Action Coalition. The motion also calls for continued support during a lock-out and such.

Ashley: Hi folks, thanks for having me. What I will say is that the CSA support will go a long way to help us in avoiding a strike and putting pressure on the University. Sessional lecturers teach 25% of your lectures. They reapply for their jobs every semester and have no job security which

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



cannot help but seep into your learning experience. Pressure from students can go in either direction. If we have to go on strike, students will be upset, as will we be that we have to go on strike. The university has a surplus of \$66,000 last year so they have more than enough money to make this possible. Any support you guys could give us to help us avoid going a strike and avoid disrupting your teaching experience would be appreciated.

Motion: 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 Ontario, 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: Peter Miller

Seconded: Aidan Paskinov

Motion: To amend part of motion to: **Be it Further Resolved that** in the event of a strike or lockout the CSA hold the option to hold meetings off campus.

Moved: Zoey Ross

Seconded: Ryan Shoot

Zoey: In the event that there is a strike, working off campus I think is an option we can have but to put a mass banner on it is not good for the CSA or the students.

Peter: I think it's important to give staff the option to not cross the picket line. And is important to give the option to hold meetings off campus and not cross the picket line.

Motion: To amend the amended motion to: **Be it Further Resolved that** in the event of a strike or lockout the CSA has the option to hold meetings off campus and give CSA staff members the option to work off campus.

Moved: Ryan Shoot

Seconded: Lindsey Fletcher

Amendment to the amendment carries.

Josh: Any discussion on amendment?

Amendment carried unanimously.

Motion carried as amended.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Joshua: As per the motion, is there a volunteer from the board to represent the CSA? Volunteer from the exec?

Motion: To appoint Elizabeth Cyr, Peter Miller and Emily Vance to the Guelph Action Coalition labour solidarity committee.

Moved: Local Affairs Comm Jay Rojas

Motion carried.

11.8.3. (Action) Job descriptions

Motion: To approve the Bike Centre Coordinator, Club Administrative Coordinator, Clubs Programming Coordinator, Meal Exchange Coordinator, SafeWalk Coordinator and Student Help and Advocacy Centre Coordinator job descriptions.

Moved: Zoey Ross

Seconded: Meghan Wing

Peter: Major changes?

Ryan S: For clubs, anything to do with the renovations.

Meghan: For SHAC, a lot of amendments around summer responsibilities because they were unclear before.

Motion carried.

Joshua: We have hiring Committees to fill.

Mohamed: Do we [directors] have to be on one?

Josh: Yes, at least one. The ones before don't count because the execs really need your help. Works around your schedule.

Motion: To appoint the following directors to the respective hiring committees:

Bike Centre Coordinator: Elizabeth Cyr

Clubs Administrative Coordinator: Aidan Paskinov

Clubs Programming Coordinator: Chirag Patney

Meal Exchange Coordinator: Kate Schievink

SafeWalk Coordinator: Razan Alshamali

SHAC Coordinator: Jack Fisher

Motion moved and duly seconded.

All in favour.

Motion carried.

11.8.4. (Info) In-Camera CFS

Motion: To move in camera

Moved: Nicholas Kowaleski

Seconded: Chirag Patney

Motion carried.

Motion: To move out of camera

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Moved: Mohamed Ahmed
Motion carried.

Seconded: Karly Rumpel

11.8.5. (Info) Final identity statement

Meghan: Formerly known as the MVV project is now more commonly known as the CSA Identity document because as Rebecca was going through it, she realized it's less of a Mission, Vision, Values and more of an identity mandate. I and CAPCOM believe (approved Fall 2016 semester at the end) that we have come up with a great piece of work here. Primarily I would like to direct your attention to page 5 of the document which specifically discusses our mandates, direct and approach. This was put together through the variety of approaches detailed in the first 4 pages detailing how Rebecca came to this final version. I am going to read this out because it is the most important part.

[See 'Proposed "MVV" A CSA Identity Statement', page 5-6 of 'Articulating the Identity of the CSA' document]

Meghan: A couple of things that I wanted to touch on were the survey, a large component of the data that was gathered for this report. This was the first that was sent out to students for their input in many years. You will be able to read the specifics. There was controversy in opinions, as expected. The CSA is currently best known for: Running social and educational activities, providing useful services and enhancing student experience [in that order].

When asked what should the CSA be best known for: defending student rights, saving students money and enhancing student experience. Lowest opinion was creating jobs for students. There were quite a few meaningful conversations conducted after the survey with students. Students feel we need to make a better effort to find out what they want. If anybody has any questions on the process, I can try and answer or refer you to Rebecca as I did try to remove myself from the process as much as possible.

Zoey: I think this a great piece of work from Rebecca, Meghan and CAPCOM. With 4378 responses, I hope it's a document we can use to guide the CSA in the future as it is based on evidence.

Spencer: Right in the very first sentence, it says the CSA is run by 4 commissioners.

Jay: That is because the study was conducted when there was no Local Affairs Commissioner.

Spencer: One of the major student concerns was to lower student tuition, how is that reflected in the mandate?

Meghan: Lowering student fees is 2nd thing on the list in the mandate

Spencer: Nothing specifically about tuition?

Meghan: No because there were a lot of aspects to saving students money

Spencer: The consultation never really came back to the board as a draft. Is this a draft or final?

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Meghan: It is final because the draft was approved by CAPCOM which was the subcommittee that undertook the process. The board did have their input in the process but the Identity of the CSA document does involve all the stakeholders which is why we wanted it to come to CAPCOM rather than the board.

Peter: I think if reducing tuition fees was a student response, it should take a larger role in the mandate. There are a lot of comments of former exec and how they have worked together. I think with all of those comments it would have been good to reach out to previous exec and get their perspective. My only other comment is around how 2 members of the administration were involved: VP Student Affairs and Shannon Thibodeau which I think is a conflict of interest. My only other thought is that this document does say where it thinks the CSA of the structure of the CSA should go and if any admin had any say on that it could be bias.

Meghan: The 2 conversations were used for contextual and historical evidence. None of that info was taken into consideration when developing our mandate. That was all student info. One goal of the project was that only current student and exec and student staff have an input into the CSA structure. One of the huge things noted by students was that we don't get their input.

Spencer: Not taking the history of past execs – Under the approach, specifically says taking into consideration unique history and culture of the university. This could also take into account talking to past exec.

Nicholas: I think the document looks great. I think it very well represents what our organisation is.

Ryan S: We're not discounting the history of the CSA, it is definitely important. If we don't learn from history it'll deem to repeat itself. We are taking in items that have happened in the past with the CSA. The past exec had one consultation as did the board so it is not weighted differently.

George: As a student I would like to applaud Rebecca and Meghan and her team. It is in my opinion that evidence based policy making is very important and would like to applaud you again in this project. As Meghan said, a great step forward would be talking to students.

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

Motion: 5 minute recess to return at 7:50.

Moved: Aidan Paskinov

Seconded: Lindsay Fletcher

Motion carried.

Spencer: This is a pretty important read. A number of former CSA execs came forward with their opposition to the proposed structure change. It started out with 5 execs, and ended with 22 signatures, ranging from early 2000's to 2016. A number of these points are pretty important for the next action item. One statement was reducing the number of execs, reducing the capacity of the CSA to recognize student issues on campus. There was a statement that said: [excerpt from article] "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."

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Peter: I worked with the execs to initially sign on [the article]. Once it was published in the Ontario, a lot of former exec signed on. I think that this speaks to how the changes are really big and they are happening very quickly. They are also happening without consultation with the board. I think that the board needs more time to look at the changes especially since the former exec have come out so strongly against it.

Ryan B: Is it possible to ask a quick polling question to everybody, to ask if everyone has read it? If they haven't I would like to motion to read the article.

Meghan: I would like to oppose this, unless everyone is given time to also read the proposed restructure document. These were given to the boarding beforehand and are expected to be read in advance..

Josh: Is there someone interested in having it read out loud?

Alexandra raises hand.

Article is read aloud by Meghan.

Ryan S: I would like to comment on the article itself. I think it's great that folks are speaking out but I have a few things I would like to talk about. It must not be forgotten that the CSA ... the drive and the passion for the students within those roles. So, we're looking at the students around this table right now, who are going to spend the hours at this table making sure we make the right decision. About the senior administration wanting this to weaken the CSA exec, it would affect them as well! Also, [excerpt from article:] "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." This was worded like we are not doing that anymore. That is unfair. February is coming up, it is going to be black history month. SHAC will be working really hard. This was worded very poorly to make it look like the exec isn't making this happen. [Excerpt from article:] "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." Yes, the exec are the only ones voted in as all students on campus but there are groups at this table that are under represented and get more say here.

Alexandra: So you spoke about the statement about the different changes that CSA has in the past fought for and how it insinuates we aren't doing that right now. I think it speaks more along the lines of if we have only 4 execs, there's already so much work for you to do and minimizing the positions will not give you as much capacity to do this on campus like advocating for marginalized groups on campus. We shouldn't do this, this is a bad idea. There should be 5 execs.

Meghan: I just want to address some things in the letter. Because this is being put forward as info, I know board members will take this into consideration during the action item. This [article] insinuates we are dissolving the Local Affairs Commissioner's responsibilities. This is untrue.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Their responsibilities have been transitioned into other execs. Alexandra, I agree that if we were changing to 4 execs without changing responsibilities, it would be overwhelming, but we are getting rid of the HR requirement of those responsibilities because the students that are coming in to these positions do not have HR experience. I've never had to do an HR evaluation in my life and the fact that I'm evaluating 5 people with no HR experience, and as a science student, it is unfair to my staff, to myself and to the university students. I remind the execs to make evidence based decisions and not opinion-based decisions. We have had a total of 70 execs since 2000, 22 of which have signed on which is less than a third. We have also had past execs email us in support of this change and if anyone would like to speak to me about that I would be glad to talk about it.

Peter: On the dissolving of responsibilities, it says the Local Affairs responsibilities will be moved. The article mentions that there will be less time spent on advocacy due to the addition of these responsibilities. Also, the intention of the letter was not to say that these initiatives are not taking place any longer. Reducing the capacity of the exec has the potential to reduce participatory factors with students.

Natalie: I think where the article says: “[...] with an emphasis on service provision at the expense of representation and organization in defence of student rights,” the representation part is not correct because instead of having 5 people, we have more student groups and there will be more diversity coming out of this model. With the senior administration wanting us to have less political action is irrelevant because this is our decision to make. What admin may or may not have for the agenda is something that we should have on the back burner but today we should focus on what is important for our organization today.

Motion: To close the speaker's list and end debate.

Moved: Ryan Shoot

Seconded: Chirag Patney

Motion carriers with 2/3 vote.

11.8.7. (Action) Structure Bylaw Change

Organization Restructure Proposal read out loud for accessibility reasons.

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

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



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: Meghan Wing

Seconded: Zoey Ross

Meghan: So this is the document, looking a little more aesthetically pleasing than what was presented as Notice at the last board meeting. Theoretically, the CSA does have what is considered to be an idealistic exec structure but it is proved year after year that this structure promotes a disconnect between students and exec. Last year as a member, I witnessed first hand this structure and how it was dysfunctional. This year, I have lived through the dysfunctionality of this structure. This decision is not a irrational decision being put by the execs. This has been tried to be put forward by many exec in the past and we are putting it forward this year after speaking to staff, previous exec and students in our poll. And thought it does *seem* fast, I wouldn't say it has moved fast, but it is warranted. I am not saying that this document is perfect but I think it is a huge improvement. I think it's really important tonight to make evidence-based decision making rather than opinion-based decision making. You have all been elected by your constituencies and that is why you are here tonight. I am sure that many of you have tried to speak to students about this change since it has been put forward, and we remind you to keep this in mind.

Elizabeth: I want to voice a concern with this motion regarding removing the right for CSA exec members to vote on the board of directors. My concern is the executive members are elected by students, so that is a way students have of voicing what they want and this is a part of the Identity Statement as well. So, to have students vote for execs based on their campaign and them not be able to vote...

Motion: To amend Appendix B – 13.5.15 a. to read “To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of” and strike “(such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)”.

Moved: Nicholas Kowaleski

Lindsey: Quick question. It says that they can establish working relationships, so does that mean there is the potential to create working relationships with these groups?

Nicholas: It says the CSA is currently a member of these

Jack: I think I can answer that question. It technically does say *to establish*, that is one part to it, as well as *to maintain* so it is technically fine as it is. But the amendment is also okay.

Amendment carries.

Alexandra: Meghan discussed how they did have former exec who support this structural change. I want to ask who are these former execs, do you have a list of them? You also mentioned that CSA in this decision making isn't worried about what previous execs think but that seems to contradict if you're taking what some previous execs said into consideration.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Jack: Point of Order - this pertains to the previous agenda item.

Joshua: Point of Order is sustained.

Alexandra: I just overall think that the current structure may not be perfect but the way we are going about this is not the best and that there needs to be a more gradual process and that undergraduate students need to be involved, and I find it odd that two members were involved in a focus group and no others.

Meghan: That was the to do with the Identity document, not the restructure.

Natalie: In regards to what Elizabeth said about execs being voted in and not being able to vote therefore not representing the people who voted for them, there are a number of other committees that they have to sit on where they have a lot of influence on a lot of different boards and committees in which they can voice the students opinion. Also in regards to this happening quickly and not with consultation, there is a strong underlying statement that there needs to be more accountability and that is a good decision. This has been trying to be put into place over many years. One of the weakest forms of evidence is historical evidence saying that because something has worked in the past, it will work again. That does not mean it cannot work better.

Spencer: Regarding consultation, was there any done for this document and to what extent?

Meghan: There was heavy consultation done with permanent staff, some of whom have been here for upwards of 30 years. I also read the structure proposals from previous execs with their recommendations. Beyond that, we put this forward to you folks with asking essentially if any of you had any ideas to contact me. I didn't receive anything back. It was primarily the exec this year with the reports that we have and permanent staff. And to clarify, there was no discussion whatsoever with senior administration.

Spencer: Was there any effort made to talk to former exec and were there any who were in support?

Ryan: Since we had the documents from previous exec, we didn't find it necessary to reach out to them as we are moving forward with this.

Spencer: With our anti-oppression mandate... Inherently, once you have a hierarchy you have oppression and so I think this doesn't fit with that.

Kate: In regards to the vote taken away from the executive on the board of directors, this graph [As supplement following minutes] is inaccurate. A lot of these appointed votes are people who have been voted by their student body and some are special status groups. It upholds the anti-oppression mandate you spoke about.

Peter: I am opposed to these changes and I have to say if the board wants to make evidence-based decision making, we should have access to the documents for the CSA restructure. We should take time to look at how other students have structured their boards. Right now, the exec is putting these changes forward, which would be much more top-down. Regarding the exec, I

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



really do believe they should have a vote because the board has a majority of seats and the exec are elected by the students so students will want the exec to be able to vote on issues.

Nicholas: Point of Information - would the exec still be able to put forward motions?

Ryan S: Yes.

Peter: We should be more democratic with the seats on the board. I am not saying there shouldn't be appointed seats on the board but we should take democratically elected votes seriously.

Mohamed: Point of information - How many left on speakers list?

Joshua: 12.

Meghan: Speaking in favour of this motion. I would like to correct some false things said. Firstly, I offered to all the directors last meeting to come read these reports. No one came. I gave a list of 15 organizations that use this structure. The CSAHS At-large rep [Beth Whan] asked me to do some research regarding hierarchal organisation. There was no research that showed that this was a bad thing. There was one particular paper in a well accredited journal that said non-profit organisations have a very wide range of structure, hierarchal and not hierarchal. The organisation documents are also all available and are *still* available for directors to read should they choose.

Ryan B: When you said that you surveyed the populous, and they came up with 3 of the most important things for the CSA to do, could you remind me of what they were?

Meghan: Most important roles for the exec, from almost 4400 responses were: "Engage with students to stay in touch with what they most want, represent Gryphons on decision making bodies across campus, and collaborate with university administration". Least important roles for Exec were: "Run campaigns, challenge university administration, represent Gryphons to various levels of government."

George: I am currently on many exec committees of clubs on campus and I organize many events on campus as well. Part of my job is to speak to students and ask them what concerns you. Being on campus for 5 years I have seen many evolutions occurring for the good and bad. I have heard the discussion occurring here at length and I like the back and forth. When you speak to the students, you will see that they love the current exec. Many accusations have been raised that this is rash and unfounded. It is very clear that the current exec have put in countless hours for this document and have put much thought into it. I would remind this body that there is no need to continuously postpone this for weeks and weeks, I would like to encourage this body to listen to their advisory. Our students currently respect our execs a great deal as do I and I advise you all to listen to what they have to say.

Jeff: I've been on campus for a while as well and something I have noticed is that CSA has taken on a lot of responsibility and I would think that the more people that can be staffing the CSA the better given that they take care of so many services that the students find important

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



like the bike repair centre and bus passes. To assume that this can be done by staffing less people, this is foolhardy.

Zoey: Point of Information - Are you referring to one less exec or less core staff members?

Jeff: Referring to one less exec.

Praveen: A few things. First, with regards to the board needing past recommendations from other board members, as Natalie mentioned, CSA is an ever-growing group of people which means that the past recommendations aren't necessarily as applicable. We represent a lot more underrepresented groups now as well. The past recommendations are things we can use to help our organisations to grow, but just because that exists doesn't mean we need to use it to make a final decision. Regarding problems with a hierarchy, it was mentioned that 15+ organisation on campus do use this structure. This is not a coincidence. It was mentioned that this promotes oppression but that is incorrect - I believe it promotes accountability and anti-oppression. It helps us avoid corruption as a whole. I think we should keep this in mind considering how highly the CSA focuses on anti-oppression. In regard to the workload taking away the CSA exec ability to work in positive action, I don't think this is true actually. Despite there being less exec, there is a better distribution of workload which means there is more efficiency, meaning student funds are going to better causes and being put to a better place and meaning the CSA commissioners are spending less time trying to figure out things they are not qualified to do.

Eric: As a current and ongoing undergraduate student, I fully support this motion for the sole reason that I voted for every exec here as did the majority of the student body and we all said we trust these commissioners so if they said that this is the best decision, we believe them.

Meghan: [To Jeff] I just want to address your concern. I do agree if we are cutting one commissioner and not doing anything else, we do need a lot of man power. There is a purpose as to why we are hoping to move from 5 to 4. The intention being this would allow us to reinstitute a complete General Manager (GM) and a complete Policy & Transition Manager (PTM). The GM would undertake the HR responsibility the exec currently hold which would free up our time to do the advocacy work that is being discussed. We have seen this year that it is incredibly hard to function without a PTM. We are hoping to reinstitute this position, and we don't want to go to the students and ask for more money, so we are losing a exec position and gaining 2 staff positions which will hopefully assist the execs year after year with their responsibility while ensuring continuity within this organization since we have a highly variable organisation where people are electrd every single year, which while important and great... to keep the important things we do for students like bus pass etc., it is crucial to have this change. The reason you don't see this is because the 2 staff positions are not a part of our bylaws or policies.

Jay: I am the current Local Affairs commissioner, the position which is to be amalgamated to External. Going back to evidence-based information, I would like to point out that 88.8% of our student groups are organised in a hierarchal structure [many examples given]. 11.1 % do not follow this structure, of which is the CSA.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Aidan: The reason the exec are talking the most right now and at most at our meetings is because they are the most informed and so it is fine for them to lose their vote because they are still in the discussion and they can still put forward motions. And we saw last year that there were a lot of sensitive topics that we couldn't talk about because of the execs involvement. Also, there shouldn't be this divider between board members who are elected and appointed. We should not be differentiating between members based on how they got there. This should not have been brought forward and should not be in your mind set.

Zoey: I want to speak in favour of this motion. There has been a lot of work put into it. At-large CoA director [Peter], when we talked about the research done from other institutions, as a new board member in 2015 with you and Graham Leberge we started this document. I was extremely disappointed to see your position on this. We have seen our own staff protest a board of director last semester that came from internal HR that did not get resolved. We've seen a high turnout rate and many lawsuits, all of these problems being rooted from not having a good structure and lack of budget. Why do we have a lack of budget? Because there has not been a referendum question since 1970 to raise the fee, but rather we raise the responsibilities. The exec hours are well and beyond what they should be - up to 90 hours a week. We need to avoid having continued burn out of staff and this structure is a great step in that direction.

Beth: Thank you Meghan for doing the research I asked for. I wanted to clarify when looking at NPO research did it say having that structure fixes accountability issues?

Meghan: Paper discussed pros and cons of each. There is potential to have accountability in a non-hierarchy structure but it is not as prominent.

Ryan S: Our accountability additionally will also come from this board, which is great. When we talked about what Spencer said, that the idea of a President would be slightly oppressive, it's interesting you said that because now the board will be able to tell the president who has to uphold these decisions. On a personal note, I was very against this decision in May! But three months later when I'm dealing with all this HR and hiring and working with a GM who's trying really hard to work for us but we are trying to figure out how this works in an HR environment and I was who they were looking at, it was really difficult. On the weekends, I get to work on what I was voted for. Monday to Friday I am running a business. If you want to let your execs work on what the student want, we need to bring back a GM and PTM. When we talk about other student unions even in Canada, maybe 11% have a non-hierarchal across CA. I've been to a lot of conferences this year and every time I tell people we do not have hierarchal structure, they look at us like we're crazy. They ask us how we make it work and get anything done. I kept telling them we are okay, until now. We need a hierarchy, we need this. I am pleading with all of you - from the outside looking in, as somebody who was completely against this, we are bringing this forward not because we want to axe a job but because this is best for the students we represent.

Mohamed: Strongly in favour of this motion. The #1 thing aside from accountability, having a president actually gives us a face. That will bring a greater light for the CSA to the community. Speaking upon what everyone has been talking about accountability and how this takes away the exec power in voting... this is something which will have to bring the exec out more to the

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



board and the board will really have to pay attention to what the exec says. It's actually the board's power being stronger in the future. This is why I am in favour.

Request made to bring forward Action item – Amendment to executive structure motion (provided as supplement, striking the version in board package).

Point of Order raised – not this item.

Joshua: Being as it pertains to the structure, will allow the amendment to be brought forward now.

Meghan Wing Challenge Chair's decision.

Joshua Ofori-Darko leaves the room.

Jack Fisher as Interim Chair.

Meghan: I am challenging the chair because although Josh mentioned the main change being put forward is changing to a hierarchal structure, it was brought forward at the last meeting as notice and was mentioned in my opening statement that there are a lot of other changes being made and given that this amendment is in challenge to this motion, I do not think it should be brought forward now.

Peter: The board should have the opportunity to go line by line and come up with a sound policy for the students.

Beth: This is my first year. What is the rule for whether or not you can have an amendment? Why is this not allowed and others are?

Meghan These amendments are against the entire spirit of the original motion.

Spencer: I would like to agree with Chair. To not accept these amendments which have been thought out by a number of directors as things that can be changed to the document as it sits now, I think the board meeting is a place to discuss these.

Nicholas: Against Chair's decision. This is going through changes to the proposed bylaw changes. If you read through it, it's going entirely against the spirit of the original motion. Basically everything except the names of the positions is being changed. It's entirely against the spirit of what this motion is about and should not be considered.

Alexandra: I agree with Chair. As board of directors, we have the right to make these decisions. They may go against proposed but we have the right to make those decisions.

Motion: To call the question.

Moved: Aidan Paskinov

In favour: 22

Against: 0

Abstain: 0

Motion carried with 2/3 vote.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Voting for the motion is upholding chairs decision.

Motion: To uphold the decision of the Chair (i.e. “Amendments to executive structure motion” are germane (in order and in line) with the main motion).

In favour: 6

Against: 21

Motion fails.

Motion: To keep Joshua Ofori-Darko as Chair.

Moved: Meghan Wing

Seconded: Ryan Shoot

Motion carries unanimously.

Joshua Ofori-Darko returns to room, resumes as Chair.

Back to original motion.

Nicholas: Strongly in favour of this motion. Last year coming in as a first year, I saw first hand at how dysfunctional the organisation was. We were informed exec might be doing things wrong and we had no one to hold [them] accountable to. I also saw that with some staff issues that arose –

Jack : Point of order - this was discussed in camera.

Nicholas: I am not mentioning anything specific. We had board members resign, exec resign. I don't think it worked at all. I really think looking at a new structure with more accountability could do well for us and the university as a whole.

Motion: To call the question

Moved: Michaela Spencer

Seconded: Matthew Hernandez

Motion carried with 2/3 vote.

Motion: To have a roll-call vote on main motion.

Moved: Ryan Shoot

Motion carried unanimously.

Motion: **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, amended to strike brackets from Appendix B - 13.5.15 a.

Moved: Meghan Wing

Seconded: Zoey Ross

Roll-call vote:

In favour: Emily Vance, Ryan Shoot, Jack Fisher, Jay Rojas, Lindsey Fletcher, Aidan Paskinov, Natalie Chow, Kate Schievink, Michaela Spencer, Mohamed Ahmed, Jamal Demeke Wendwesen, Courtney Tait, Matthew Hernandez, Razan Alshamali, Paula Boubel, Allison Arnold, Lacy Droste, Karly Rumpel, Beth Whan, Nicholas Kowaleski, Michael Cameron, Meghan Wing, Claudia Idzik, Chirag Patney, Zoey Ross

Opposed: Ryan Bowes, Peter Miller, Elizabeth Cyr, Spencer McGregor, Alexandra Bogslowski

Motion carried with 2/3 vote.

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Joshua: Strongly worded suggestion to amend Bylaw 1 Section 3.1.2., which now contradicts the newly approved bylaw.

Aidan: Point of Information - Board seat vs. voting member?

Joshua: 3.1.2. speaks to composition of the board. Everyone listed here has a single vote so it would be a seat.

Oral Notice of Motion by Zoey Ross – Section 3.1.2. will be updated to reflect changes.

Spencer: Point of Information - When do these changes go into effect?

Joshua: Immediately. All bylaw and policy changes go into effect immediately unless there is a time effective date with it. Procedural suggestion to add an effective date.

Zoey: For the consideration of motion which will be in place for the coming election, but will take effect May 1st.

Motion: To reconsider motion 11.8.7

Duly moved and seconded.

Motion Carried.

Motion: To amend the motion to include: BIFRT Amendments to be effective as of May 1st, 2017 and for the Winter 2017 general election.

Moved: Zoey Ross

Seconded: Lindsey Fletcher

Zoey: I think it is an important small change to make

Spencer: How would this work for retraining exec for next year?

Ryan S: The way we are writing our exec reports this year . . . when we do do training, it does happen within a week so there will be time to train each exec.

Beth: When are the GM and PTM being hired?

Meghan: Job descriptions coming to you end of Feb and will be hired by end of March.

Beth: But would they be starting immediately?

Meghan: GM and PTM aren't in this motion because they are not in our bylaws.

Amendment carried.

Roll-call vote for original motion, as amended:

In favour: Emily Vance, Ryan Shoot, Jack Fisher, Jay Rojas, Lindsey Fletcher, Aidan Paskinov, Natalie Chow, Kate Schievink, Michaela Spencer, Mohamed Ahmed, Jamal Demeke Wendwesen, Courtney Tait, Matthew Hernandez, Razan Alshamali, Paula Boubel, Allison

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Arnold, Lacy Droste, Karly Rumpel, Beth Whan, Nicholas Kowaleski, Michael Cameron, Meghan Wing, Claudia Idzik, Chirag Patel, Zoey Ross

Against: Ryan Bowes, Peter Miller, Elizabeth Cyr, Spencer McGregor, Alexandra Bogoslawski

Motion carried with 2/3 vote.

Motion: To take a 5 minute recess

Moved and duly seconded

Motion carried.

11.8.8. (Info) Club space

- Info item next week. When this board package was going out, we met with the architects next day. Met with 87 clubs. Each is receiving Space Needs Assessment form. Brought the themes of what they want it to look like to architect, a long meeting basically giving them our wish list. They will be coming back to us with a long list of what they want from that. Next architect meeting is next Thursday in which they are bringing forward the realistic ideas of what is being brought forth.

11.8.9. (Info) Bylaw Change - Contract

Zoey: If someone was hired in December, we won't have to turn around and rehire someone in January and put together a hiring committee as that person hasn't been given the opportunity yet to prove they can do the role.

Ryan S: When we look at the contracts, there may be a student who can no longer fill that position and so we are refilling these positions half way through the year and they are really excited about it so we are looking at the continuity of these positions. This policy change will make this possible

11.9. New Business

None.

11.10. Announcements

11.11.1. AGM Feb. 1

Zoey: Mandatory exercise (AGM) that works as a board meeting but everyone who is an undergraduate member of CSA is allowed to take part. Ratification of all bylaw amendments in the last year, ratification of all financial statements of the year brought forward and this time allows students to raise questions. There is a Facebook group for the AGM. Please invite all your friends to the event, On the actual day, you all have constituents, please bring them. Quorum is 100. If you have poster space please post integral CSA announcements such as election, AGM.

Beth: Is there going to be information about the club space renovation at the AGM?

Minutes #11

Board of Directors Meeting

Wednesday, January 18th, 2016 @ 6pm – UC103



Ryan S.: My update will mainly be about what has happened with clubs these year.

Meghan: Nominations for teachers excellence award is now open. Can also be sessional lecturers. Also, if you ever want to discuss anything with us, we would love for you to come by. We have office hours every week.

Lindsey: EEC is meeting next week and according to our bylaws, all of you have a voice! If you want to make a recommendation to the exec or want to praise them for their work, send them to me. It is kept anonymous from them but is included in our report to them.

Jeff: Just to clarify, my previous understanding was that there was a removal of one position, and no hiring of additional staff members. I am now in agreement with [the bylaw and policy structure change motion].

11.10. Adjournment

Adjourned at 10:25 pm.

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

Agenda #24

Executive Committee Meeting

December 6, 2016 @ 10:30am – CSA Board Room



20.0 Call to Order

20.1. Adoption of the Agenda

20.1.1. Motion to Approve the Agenda

20.2. Comments from the Chair

20.2.1. Welcome

20.3. Approval of previous executive committee minutes

20.4. Business

20.4.1. Service Update: Clubs: the renovation has been approved. Got our schedule for how we will be moving forward with consultation.

Safe Walk: New volunteer and PR position hired, training and transition support being put out currently.

Meal Exchange: Job descriptions have been reviewed and will be updated. All employees went over time on hours so beginning to find solution for that.

Bike Centre: Hiring for volunteer coordinator, more than 10 applicants.

Foodbank: 5 days of food bank food drive has just concluded. Results to come.

SHAC: December 6th day of remembrance. All have also been working towards Black History Month.

Job Descriptions to also be reviewed within the coming weeks.

CEO: hiring set to occur next week, applications closing December 8th. Four applicants thus far.

20.4.2. Stress busters:

December 12th, Ice Cream in the Library, all executive expected to be present.

20.4.3. Adopt a family: The executive agree it is a great idea. How are we going to fund this and what kind of donation are we looking to make? The executive would rather give gifts to a family than just a financial donation to the organization, Ryan to look into the process. - Zoey to check with Lee Anne on the executive discretionary fund.

Motion: to use the executive discretionary fund to support a Family if the \$450 is available. **Motion Jay Second Meghan. All in favour.**

20.4.4. Microwaves

Student wanting Microwaves in the library. We should look into paying for them. Meghan is talking to the CIO/ Chief Librarian about space within the library for these. Also to speak with Physical Resources about up keep.

20.4.5. Exec retreat

Looking for the beginning of January. All executive to be back into the working groove by the 4th of January. January 13th, 14th, 15th. Meghan to look for an Air BnB.

20.4.6. Referendum questions

Three Questions Submitted

1. Feminine Hygiene products: free products across campus

Agenda #24

Executive Committee Meeting

December 6, 2016 @ 10:30am – CSA Board Room



-
- a. Idea came out of CCSL with students from McGill where the student union has approved to provide free menstrual products one campus by 0.90.
 - b. Looking into further information and contacting many people across campus to figure out the game plan. More logistics to come over the holidays.
 - c. Question put forward to the board by the External Commissioner.
2. CSA Fee: increase 3.54
 - a. Zoey to review the question and bring back to the executive how the question will be more specific.
 3. Defund OPiRG: reduction in fees in 6.18
 - a. Discussion about where this came from and why it is supported by students was presented with minimal findings and the idea being very baseline.
 - b. Jay: Against
 - c. Meghan: Against
 - d. Emily: Against
 - e. Ryan: Against
 - f. Zoey: "With no executive support I will pull my question"

20.4.7. PTM/GM hiring

The new job descriptions for these positions are to be brought forward with Full time staff and executive consultation in the New Year. Hiring to be completed in the New Year.

20.4.8. Structure

Further discussion about what positions will be hired for the upcoming may and where responsibilities will land. Service will be held under the General Manager. Visual chart of structure will be brought to the next board meeting for clarification to the board. Job descriptions and how the roles will support one another.

20.4.9. Job Description

January 5th 2016 final due date.

20.5.10 Board Meeting

Board meeting to be moved from the 12th to the 18th. Motion Meghan Second Emily. Unanimous.

20.5.New Business

20.6. Announcements

20.7. Adjournment

Motion: Zoey Second: Jay

Executive Updates #12

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



Hello Directors,

Thank you for the overwhelming support for the new executive restructure!

I look forward to seeing you all at the Annual General Meeting next week. It will be a great opportunity to chat with students and for us to gain a better understanding of those we represent.

As always, I'm here at your service if you need me.

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**
 - No Update
2. **Transportation**
 - No Update
3. **Municipal**
 - No Update
4. **Committees**
 - Sexual Violence Committee (SVC)
 - Website for support guide is currently being revised
 - Males Against Violence Against Women (MAVAW)
 - No Update
 - Town & Gown Committee (T&G)
 - No Update
 - Athletics Advisory Committee (AAC)
 - No Update
 - Landscape Advisory Committee
 - No Update
 - Transit Advisory Committee
 - No Update

Executive Updates #12

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
 - No Update
- 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

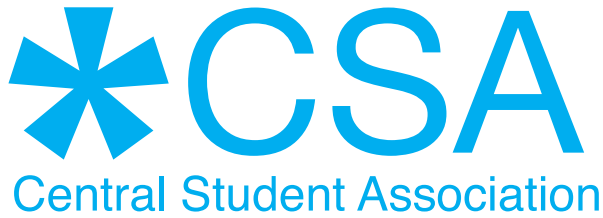
- Gryphons Got Talent
 - Thursday, March 9 at 8PM, talent submission deadlines are due February 17

7. Extracurricular Involvement

- Volunteer, Wellness Education Centre, On going
- Volunteer, TEDxGuelphU, Jan 29, 2017
- Delegate, OAC Leadership Conference 2017, Jan 20, 2017

8. Other

- No update



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 REPAIR 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 Repairs Coordinator is primarily responsible for acting as a resource around bike repairs and maintenance. This includes being present in the Bike Centre for shifts and office hours, in addition to running bicycle repair workshops each semester.

Term	May 1 to July 28, 2017, 13 weeks September 4 to December 1, 2017, 13 weeks Winter Semester - 40 Flex Hours
Hours	Fall - 7 hrs/wk, Winter – 40 Flex, 222 hours total
Wages	\$2,858 (includes vacation pay)
Immediate Supervisor	Bike Centre Coordinator
Executive Supervisor	Vice President Student Experience

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 Policy & Transition Manager covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, etc.
- 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 Bike Centre Repair Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the Bike Centre Repair Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor.

JOB DESCRIPTION:

- Report to Bike Centre Coordinator
- Teach and assist basic bicycle mechanics during shop hours
- Uphold the existing Bike Centre mandate
- Maintain approximately 5 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 Immediate & Executive Supervisor upon request
- Meet with your Executive Supervisor as requested
- Work with the Bike Centre Coordinator to organize restocking of the Bike Centre inventory, including, but not limited to, new tools, fluids, and items for related sales

- Design and facilitate at least three (3) bicycle workshops a semester
- Teach cycling related skills such as basic mechanics, theft prevention, and seasonal maintenance in workshops and on a drop-in basis
- Clean and organize the shop before and after hours at the guidance of the Bike Centre Coordinator
- Help support Bike Centre volunteers with the work they carry out and support the Bike Centre Volunteer Coordinator as needed
- 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.
- Ensure all volunteers complete inclusion training, by either accessing such training through the CSA or other groups or organizing training sessions
- Assist Bike Centre Coordinator and other staff when required

Winter Duties (40 Flex Hours)

- Facilitate bike auction, workshops, training, and transition

QUALIFICATIONS:

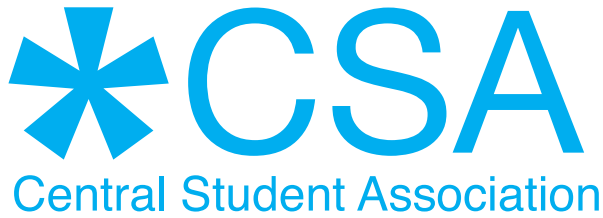
- Strong understanding of, and commitment to, diversity and inclusion
- Basic knowledge of bicycle repair and maintenance is a must, further experience or enthusiasm to learn is preferable
- Good communication skills
- Experience teaching and delivering educational workshops
- Organizational abilities, multitasking and ability to prioritize are a must
- Friendly and approachable
- Dedicated and reliable
- Strong enthusiasm for cycling/ cycling related issues
- Proactive in regards to creative problem solving
- Ability to work independently

Deadline for applications is Friday, February 10, 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 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 VOLUNTEER 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 Volunteer Coordinator is responsible for the management and recruitment of volunteers. Duties includes, scheduling volunteers, organizing volunteer training and coordinating volunteer appreciation initiatives. The Bike Centre relies heavily on volunteers in order to be able to stay open and get various projects accomplished.

Term	May 1 to September 1, 2017, 18 weeks September 4 to December 1, 2017, 13 weeks January 8 to April 6, 2018, 13 weeks Total of 44 Weeks
Hours	Summer – 7 hours per week Fall & Winter – 10 hours per week, 386 hours total
Wages	\$4,968 (includes vacation pay)
Immediate Supervisor	Bike Centre Coordinator
Executive Supervisor	Vice President Student Experience

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 Policy & Transition Manager covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, etc.
- Required to receive 6 hours of one-on-one training at minimum wage
- Required to provide 6 hours of one-on-one training to the incoming Bike Centre Volunteer Coordinator prior to the end of this contract
- Required to create/update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the Bike Centre Volunteer Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Report to the Bike Centre Coordinator
- Maintain office hours in the Bike Centre, approximately 5 hours in the summer and 8 hours in the fall/winter
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Immediate & Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Uphold the existing Bike Centre mandate

- 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.
- Actively seek out and advertise to the student body and Guelph community volunteer opportunities at the Bike Centre
- Ensure all volunteers complete inclusivity training, by either accessing such training through the CSA or other groups or organizing training sessions
- Organize training sessions and workshops for new and old Bike Centre volunteers depending on their needs
- Ensure all volunteers complete inclusivity training, by either accessing such training through the CSA or other groups or organizing training sessions
- Collaborate with the Bike Centre Coordinator to update and work toward developing a Bike Centre procedures and policies, including ones specifically pertaining to volunteers
- Be the primary liaison for Bike Centre volunteers, appropriately address volunteer concerns, and organize volunteer socials
- Encourage and support volunteers to work collectively and productively
- Work with the Bike Centre coordinator(s) to run orientation week events and prepare the Bike Centre for the fall semester
- Help organize and advertise Bike Centre events, services and workshops throughout the year to the student body including Orientation Week
- Promote to the student body Bike Centre events and volunteer opportunities
- Manage/maintain the Bike Centre listserve and Bike Centre weekly email
- Maintain Womyn and Trans Night at least once per month
- Work with the coordinator to explore new Bike Centre programs such as bike and bike cart loans and the resource library
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for volunteer recruitment, womyn & trans night and other events
- Assist Bike Centre Coordinator and other staff when needed
- Assist the Bike Centre Coordinator to prepare a year-end report to the Board of Directors for the last board meeting of the year

QUALIFICATIONS:

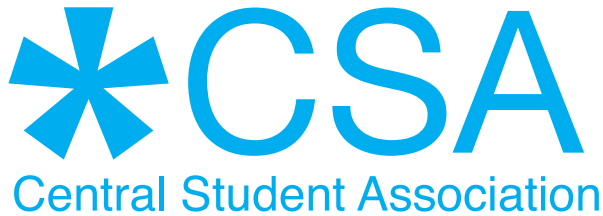
- Strong understanding of, and commitment to, diversity and inclusion
- Excellent communications skills
- Good organization and time management skills
- Some volunteer management experience and skills
- Dedication and commitment
- Ability to work independently.
- Knowledge and skills around bicycles and repair is an asset
- General knowledge of the CSA and how it runs

Deadline for applications is Friday, February 10, 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 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.

FOODBANK VOLUNTEER COORDINATOR

The CSA FoodBank provides University of Guelph students' access to emergency food, anti-poverty resources, and referrals to other food security, anti-poverty and financial assistance groups. Students may drop in and receive 30 food items each month. The FoodBank operates on an honesty policy, meaning clients do not need to provide financial information to become a client. This service is always confidential.

The FoodBank relies on volunteers to stay open and accessible for the visitors who rely on it. The Volunteer Coordinator is primarily responsible for scheduling volunteers, organizing volunteer training and coordinating volunteer appreciation initiatives, as well as ensuring the promotion of the FoodBank to the campus community through campaigns and other methods.

Term	August 28 to December 15, 2017, 16 weeks January 8 to April 20, 2018, 15 weeks Total of 31 weeks
Hours	10.5 hours per week, 325.5 hours total
Wages	\$4,190 (includes vacation pay)
Immediate Supervisor	FoodBank Coordinator
Executive Supervisor	Vice President External

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 Policy & Transition Manager covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, etc.
- Required to receive up to 7.5 hours one on one training at minimum wage
- Required to provide up to 7.5 hours of one on one training to the new incoming FoodBank Volunteer Coordinator
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the FoodBank Volunteer Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Ensure the FoodBank is operating in an inclusive manner
- Meet as requested with the FoodBank Coordinator
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Immediate and Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Assist the FoodBank Coordinator as requested
- Maintain approximately 4 office hours per week
- Ensure that the FoodBank is open Monday to Friday for a minimum 25 hours a week, through coordination with the FoodBank Coordinator and volunteers.

- 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
- Be available by appointment basis outside of set FoodBank hours, if required
- Act as the primary point of contact for FoodBank volunteers.
- Organize and maintain a schedule for volunteers staffing the FoodBank
- Recruit volunteers through volunteer fairs and on-campus advertising and to seek out new methods of advertisement for recruiting volunteers
- Design and facilitate individual volunteer training and orientation
- Coordinate a volunteer appreciation event once a semester.
- Maintain organized records and event reports that outline successes and challenges of events organized throughout the year
- Maintain the Volunteer Binder, that will explain CSA FoodBank operation to new volunteers in collaboration with the FoodBank Coordinator
- Design and facilitate a full-day training session for all volunteers in collaboration with the FoodBank Coordinator and the VP External
- Support volunteer involvement in committees designed to help manage the FoodBank's programs (cooking classes, fundraising campaigns, and garden) as well as chair one or more of these committees
- Seek out and provide opportunities for volunteer engagement outside of volunteers' regular shift hours
- Collaborate with the FoodBank Coordinator and the Promotional Services & Graphic Designer on issues related to advertising
- Support the Foodbank Coordinator in the coordination of campus-wide Food Drives
- Pursue new initiatives at the FoodBank in keeping with the organization's core goals and values under the guidance of the FoodBank Coordinator.
- Network with relevant community and on-campus groups in order to ensure knowledge of the on-campus FoodBank and anti-poverty resources in collaboration with the FoodBank Coordinator.
- Coordinate the FoodBank's participation in Meal Exchange's Hunger Awareness Week

QUALIFICATIONS:

- Strong understanding of, and commitment to, diversity and inclusion
- Strong leadership skills and ability to motivate, inspire and give direction
- Strong communication and writing skills
- Ability to work independently with minimal supervision
- Good organization and time management skills
- Experience with Volunteer Management
- Some knowledge of FoodBank operations and willingness to learn more
- Experience volunteering in anti-poverty organizations an asset
- Working knowledge of the University of Guelph environment and resources an asset
- General knowledge of the CSA and its operations an asset

Deadline for applications is Friday, February 10, 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 a 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.

FRONT OFFICE ASSISTANT (S) – 2 POSITIONS

The Front Office Assistant is often times the first point of contact for students when accessing the CSA’s services and visiting the Main Office. The primary duty of this position is to engage with the membership while providing excellent customer service and maintaining the Front Office space and the CSA Print and Photocopy Service.

Term	September 5 to December 1, 2017, 15 weeks January 8 to April 6, 2018, 15 weeks <i>(Note: no scheduled hours during Reading Week)</i> Total of 30 Weeks
Hours	Average 12.5 hours per week, less during exam periods, maximum 350 hours total
Hourly Rate	\$12.87 per hour
Immediate Supervisor	Office Manager & Executive Support

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.
- Required to support in the updating of the Front Office Operating Manual to be submitted to the Office Manager and the Policy & Transition Manager prior to the end of your contract

JOB DESCRIPTION:

- Available to work between the hours of 9am – 4:30pm in four hour blocks, at least twice per week
- Answer front office telephones, direct calls to appropriate people, record messages as needed
- Respond to student and public inquiries regarding the CSA and the University and do your best to find answers to inquiries as best as possible
- Be aware of the whereabouts of executive members during office hours in order to best respond to student inquiries
- Manage and handle cash for CSA photocopy & printer services, ticket sales, and any other sales taking place in the front office
- Manage the rental of CSA equipment, as well as the boardroom booking calendar
- Manage the CSA photocopy & printer service which would include offering assistance to students, collecting payments and scheduling large print jobs
- Notify the Office Manager when printer supplies are running low
- Be responsible for collecting payment from students who use the Pro-Ink refilling cartridge service, collecting recording payments from students, etc., and answering questions regarding the service
- Ensure the front office, including the photocopy room, literature tables and computer stations are kept tidy
- Ensure an updated inventory of office supplies is maintained
- Process ISIC cards; ensuring appropriate protocol is followed in maintaining the information and taking photographs
- Be involved with the poster running service and poster approval for student groups
- Organize the button-making supply and ensure there is an adequate inventory of supplies
- Check and distribute mail when required
- Assist with Bus Pass Distribution and distribute bus passes throughout the year
- Collect Bus Pass opt-in payments

- Collect bus pass replacement fees for replacement stickers
- Email students if any lost student cards are returned to the CSA Office and send unclaimed cards to the Registrar's Office
- Attend staff meetings, and performance reviews when required
- Be of general assistance in office-related tasks

QUALIFICATIONS:

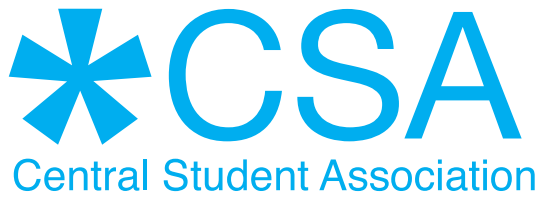
- Strong understanding of, and commitment to, inclusivity
- General knowledge of the CSA and its role on campus
- Experience with inventory management
- Cash handling experience
- Proficiency with computers, particularly with Microsoft Office programs
- Customer service experience
- Ability to multi-task

Deadline for applications is Friday, February 10, 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.

MEAL EXCHANGE - EDUCATION AND PROMOTIONS 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 Education and Promotion Coordinator is responsible for creatively promoting Meal Exchange's mandate, programs, events, and campaigns to the university and City of Guelph communities. Additionally, they spearhead engaging educational programs for volunteers and the campus community.

Term	Summer 2017: 10 Flex Hours (also plan to attend the National Meal Exchange Conference) September 5 to December 1, 2017, 13 weeks January 8 to April 6, 2018, 13 weeks April 2018 (Clear the Shelves) - 7 Hours Total of 26 Weeks
Hours	12.5 hours per week, 342 hours total <i>(hours will vary from week to week, with September and October requiring many additional hours)</i>
Wages	\$4,402 (including vacation pay)
Immediate Supervisor	Meal Exchange Coordinator
Executive Supervisor	Vice President External

TRAINING:

- Required to receive up to 7.5 hours one on one training at minimum wage prior to the beginning of your contract
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.,
- Ensure you receive passwords to the office computers, and administrator privileges to the Facebook and Twitter Accounts, email account, and Gryph Life page

SUMMER DUTIES AND ORIENTATION WEEK (10 FLEX HOURS):

- Work with the Promotional Services & Graphic Designer to design and order Meal Exchange promotional materials prior to Orientation Week (banners, business cards, promotional buttons, stickers, etc.)
- Work with the Meal Exchange Coordinator to ensure a Meal Exchange presence and promotion during Orientation week
- Complete OADA training
- Aim to attend the Meal Exchange National Student Food Summit (**June 22-25, 2017 at the University of Guelph**)

SUMMER EXPECTATIONS:

- Meet regularly with the Meal Exchange team (virtually or in person) to discuss plans and progress
- Monitor emails and ensure a strong presence on social media (at least one post a week)
- Attend a team meeting prior to Orientation Week to prepare for the O-week event
- Be available to assist with running a Meal Exchange Orientation Week event

PROGRAMMING DUTIES AND RESPONSIBILITIES:

- The major responsibilities of this position are to run the events Trick or Eat (October 31, 2017) and Share-A-Meal (to run during September 2017 and January 2018). These events will require the full cooperation and dedication of all members of the Meal Exchange staff, and will require a great deal of time and energy. The Meal Exchange Coordinator will delegate tasks to other Coordinators and will be the main director of these events

Early semester recruitment:

- Ensure Meal Exchange participation in Orientation Week, Bus Pass Distribution tabling, Club Days, Involvement Fairs & other resource fairs in conjunction with the Meal Exchange team
 - Ensure all of these events display current promotions
- Participate in regular and consistent outreach and tabling opportunities

Duties applicable to all initiatives and campaigns:

- Working with the President, prepare written articles relevant to Meal Exchange campaigns for the cannon.ca, the Ontario & other media as well as press releases when required
 - Coordinate all media exposure for all Meal Exchange programs
- Update Facebook, Twitter and other social media to ensure a strong Meal Exchange presence (minimum one post a week)
- Meet with the Promotional Services & Graphic Designer to create advertisements, such as posters, Hospitality table-top triangle displays, banners, etc., for all Meal Exchange programs
 - Meetings should occur minimum of two weeks prior to events
- Contact the Promotional Services & Graphic Designer to update the Meal Exchange pages on the CSA website

Duties applicable to Trick or Eat:

- Coordinate all campus and community promotion of Meal Exchange programs
 - Ensure that Trick or Eat is well-advertised in the City of Guelph, including a banner on the Gordon Street Bridge, and posters in downtown businesses
- Coordinate and lead canvassing of houses that will be visited during Trick or Eat
- Coordinate a charitable PSA on MAGIC 106.1 fm to advertise Trick or Eat

EDUCATION

- Coordinate education around hunger issues, including the activities of Hunger Awareness Week
- Prepare well-researched presentations for weekly volunteer meetings with the purpose of informing and generating discussion
- Coordinate learning opportunities throughout each semester for students at large to raise awareness of social issues and their local solutions

TRANSITION:

- Required to provide up to 7.5 hours of one on one training to the new incoming Meal Exchange Education and Promotion Coordinator
- Required to sit on the Meal Exchange Education and Promotion Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to ensure that incoming staff have passwords to the office computers, Facebook and Twitter Accounts, email accounts, and Gryph-Life page
- Required to transfer any Meal Exchange documents on your personal computer to the office computers
- Required to provide the incoming team with a list of relevant contacts from your work at Meal Exchange

EXPECTATIONS:

- Report to Meal Exchange Coordinator
- Maintain a digital weekly activity log of completed hours and duties, to be submitted to your Immediate and Executive supervisor upon request

- Ensure Meal Exchange is operating in an inclusive manner
- Complete the majority of Meal Exchange work in the Meal Exchange Office (average of 10 office hours per week)
- Work with the other Coordinators to perform a yearly review of operating procedures
- Monitor emails and respond to student and staff requests and inquires promptly
- Regularly assist other coordinators with Meal Exchange programs and initiatives
- 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 12.5 hours at some times throughout this contract (for example, in mid November)

MEETINGS:

- Meet weekly with the Meal Exchange staff team
- Meet with your Executive Supervisor as requested
- Attend one monthly CSA Staff Meeting

QUALIFICATIONS:

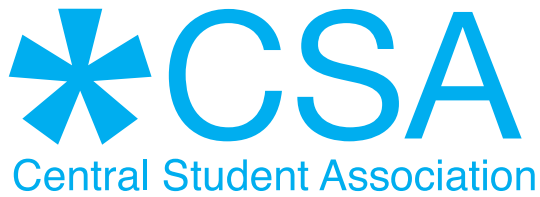
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Excellent presentation and public speaking skills
- Ability to promote Meal Exchange and maintain a presence on social media
- Experience working with student groups
- Experience collaborating with community groups is an asset
- Ability to work independently
- Ability to work within the restriction of a budget
- Strong understanding and knowledge of poverty issues and food distribution in Canada, particularly in the Guelph area
- Ability to educate others around hunger issues
- Strong commitment to inclusivity
- Experience volunteering with Meal Exchange is an asset

Deadline for applications is Friday, February 10, 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.

MEAL EXCHANGE - VOLUNTEER & DONATIONS 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.

Primary responsibilities for the Volunteer and Donations Coordinator are volunteer recruitment and management. They are the primary contact and resource to volunteers, ensuring participation in Meal Exchange campaigns and events. Additionally they coordinate donation and fundraising initiatives for programs and events.

Term	Summer 2017: 10 Flexible Hours September 5 to December 1, 2017, 13 weeks January 8 to April 6, 2018, 13 weeks April 2018 (Clear the Shelves) - 10 Hours Total of 26 Weeks plus Flex Hours
Hours	12.5 hours per week, 345 hours total <i>(hours will vary from week to week, with September and October requiring many additional hours)</i>
Wages	\$4,440 (includes vacation pay)
Immediate Supervisor	Meal Exchange Coordinator
Executive Supervisor	Vice President External

TRAINING:

- Required to receive up to 7.5 hours one on one training at minimum wage prior to the beginning of your contract
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.,
- Ensure you receive passwords to the office computers, and administrator privileges to the Facebook and Twitter Accounts, email account, and Gryph Life page

SUMMER DUTIES AND ORIENTATION WEEK (10 FLEX HOURS):

- Contact all the community organizations supported by Meal Exchange Guelph and develop a plan for supporting these organizations throughout the year
- Develop a volunteer recruitment and retention strategy
- Work with the Meal Exchange Coordinator to ensure a Meal Exchange presence and promotion during Orientation week
- Complete OADA training
- Aim to attend the Meal Exchange National Student Food Summit (June 22-25, 2017 at the University of Guelph)
- Assist the Meal Exchange Coordinator with event preparation for Orientation Week

SUMMER EXPECTATIONS:

- Meet regularly with the Meal Exchange team (virtually or in person) to discuss plans and progress
- Monitor and respond to emails
- Attend a team meeting prior to Orientation Week to prepare for the O-week event
- Be available to assist with running a Meal Exchange Orientation Week event, and focus on volunteer recruitment

PROGRAMMING DUTIES AND RESPONSIBILITIES:

- The major responsibilities of this position are to run the events Trick or Eat (October 31, 2017) and Share-A-Meal (to run during September 2017 and January 2018). These events will require the full cooperation and dedication of all members of the Meal Exchange staff, and will require a great deal of time and energy. The Meal Exchange Coordinator will delegate tasks to other Coordinators and will be the main director of these events
- Assist in the creation of a timeline for the Meal Exchange program each semester with the other Meal Exchange Coordinators
- Assist other coordinators as necessary with Meal Exchange programs and initiatives
- Work with the other Coordinators to perform a yearly review of operating procedures

VOLUNTEER MANAGEMENT

- Develop a strategy to recruit and retain volunteers for Meal Exchange
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for volunteer recruitment
- Recruit at least one volunteer from every residence hall to be a member of the volunteer committee
- Assist in the formation of a volunteer committee that will meet no less than biweekly and has the purpose of assisting with planning and development
- Serve as the scribe during volunteer meetings
- Act as Chair of the volunteer committee and hold meetings bi-weekly
- Work with members of the volunteer committee to contribute solid strategies for implementation of Meal Exchange programs
- Facilitate volunteer feedback on the structure and function of each program
- Monitor emails and respond to student and staff requests and inquires promptly while maintaining good communication with volunteers and members
- Update the Meal Exchange ListServ, as required
- Coordinate the writing and distribution of appropriate appreciation letters to volunteers and sponsors who contribute to Meal Exchange during the course of the year

DONATIONS

- Seek out new sponsors as required by the Meal Exchange campaigns
- Organize and seek funding from Bayer Corp, Interhall Council, college governments and other on-campus funding opportunities
- Coordinate and ensure staffing of donation tables and registers for Share A Meal

TRANSITION:

- Required to provide up to 7.5 hours of one on one training to the new incoming Meal Exchange Donation and Volunteer Coordinator
- Required to sit on the Meal Exchange Volunteer and Donation Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to ensure that incoming staff have passwords to the office computers, Facebook and Twitter Accounts, email accounts, and Gryph Life page
- Required to transfer any Meal Exchange documents on your personal computer to the office computers
- Required to provide the incoming team with a list of relevant contacts from your work at Meal Exchange

EXPECTATIONS:

- Report to Meal Exchange Coordinator
- Maintain a digital weekly activity log of hours and duties completed to be submitted to your Immediate Supervisor and Executive Supervisor upon request
- Ensure Meal Exchange is operating in an inclusive manner
- Complete the majority of Meal Exchange work in the Meal Exchange Office (average of 10 office hours per week)
- Work with the other Coordinators to perform a yearly review of operating procedures
- Monitor emails and respond to student and staff requests and inquires promptly

- Regularly assist other coordinators as necessary with Meal Exchange programs and initiatives
- 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 12.5 hours at some times throughout this contract (for example, in mid-November)

MEETINGS:

- Meet weekly with the Meal Exchange staff team
- Meet with your Executive Supervisor as requested
- Attend one monthly CSA Staff Meeting

QUALIFICATIONS:

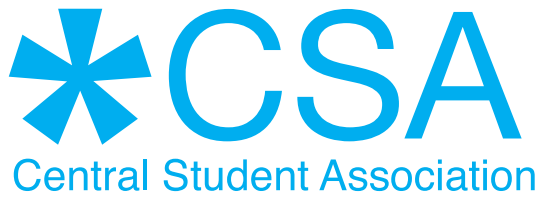
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Excellent presentation and public speaking skills
- Ability to promote Meal Exchange at Guelph and recruit new members
- Experience working with student groups
- Experience collaborating with community groups is an asset
- Ability to work independently and as part of a team
- Ability to work within the restriction of a budget
- Strong understanding and knowledge of poverty issues and food distribution in Canada, particularly in the Guelph area
- Ability to educate others around hunger issues
- Experience fundraising is an asset
- Strong commitment to inclusivity
- Experience coordinating volunteers is an asset
- Experience volunteering with Meal Exchange is an asset

Deadline for applications is Friday, February 10, 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.

SAFEWALK – VOLUNTEER & PUBLIC RELATIONS 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 SafeWalk Volunteer & Public Relations Coordinator is responsible for the recruitment, and management of volunteers and for handling all program advertisements and promotional materials. They are required to work with the SafeWalk Coordinator to develop volunteer recruitment and retention strategies. Duties include developing the scheduling system, organizing social/appreciation events and the upkeep of the volunteer office. Furthermore, in conjunction with the SafeWalk Coordinator they must ensure the SafeWalk program maintains a presence at on campus resource fairs and tabling events.

Term	Summer 2017 – 15 Flex hours September 5 to December 1, 2017, 13 weeks January 8 to April 6, 2017, 13 weeks Exam Periods – 20 flex hours total
Hours	12.5 hours per week, 360 hours total
Wages	\$4,634 (includes vacation pay)
Immediate Supervisor	SafeWalk Coordinator
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.,
- 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 prior to the end of your contract
- Required to sit on the SafeWalk Volunteer & Public Relations Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Ensure SafeWalk is operating in an inclusive manner
- Meet weekly with the SafeWalk Coordinator and bi-weekly with SafeWalk Volunteers
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Immediate & Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Maintain approximately twelve and a half (12.5) office hours per week in the UC Office
- 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.
- Work with the SafeWalk Coordinator to develop a detailed strategic plan for the term and to perform a yearly review of operating procedures

- Assist the SafeWalk Coordinator as necessary with SafeWalk programs and initiatives
- Report all comments and suggestions made in relation to the program and or its members to the SafeWalk Coordinator
- Keep all information concerning personnel and/or security matters given by Campus Police, SafeWalk volunteers and clients strictly confidential at all times

PUBLIC RELATIONS AND PROMOTIONS

- Work with the Coordinator to develop a strategy for Orientation Week volunteer recruitment
- Work with the Promotional Services & Graphic Designer and Communications and President to ensure SafeWalk promotions and outreach are in line with the CSA's branding package
- Work with the Coordinator and Promotional Services & Graphic Designer to ensure SafeWalk promotion in the Survival Guide, the Ontario and other avenues
- Work with the SafeWalk Coordinator and Promotional Services & Graphic Designer to design any SafeWalk promotional materials and Organize and create publicity initiatives for the SafeWalk (ie. posters, flyers, Cannon painting, newspaper and radio ads, brochures, web pages, display boards, etc.)
- Organize SafeWalk involvement in orientation week, resources fairs and tabling events in conjunction with the Coordinator
- Ensure that SafeWalk is represented at campus resource fairs (ie. RLS Resource Fair, Clubs Days, SVC Fair, Grad Fair) and during Orientation week
- Work with the Promotional Services and Graphic Designer to update the SafeWalk pages on the CSA website.
- Seek out and organize any proposals and presentations about SafeWalk to on campus organizations or student organizations with the Coordinator

VOLUNTEER MANAGEMENT:

- Ensure that nightly shifts are filled and the service is operational at all times and to act as the primary contact person in case of emergency
- Coordinate the volunteer hiring process, including interviews and applications, and make volunteer recommendations to the SafeWalk Coordinator
- Compile, maintain and distribute the volunteer contact list and ensure an easy and efficient communication method between all volunteers and coordinators
- Gather online availability sheets from volunteers and to compile a schedule in a fair and equitable manner and to ensure that there is the appropriate gender representation of walkers on-shift at all times
- Distribute via email and to post the Volunteer Schedule at least two weeks in advance of the first scheduled shift
- Handle any extraordinary circumstances for shift change requests
- Monitor and ensure the volunteer schedule is updated as changes occur
- Submit bi-weekly summary reports of volunteer shifts, missed shifts and other stats to the SafeWalk Coordinator
- Maintain the volunteer office and all equipment and supplies (including jackets, MagLites, umbrellas, drink tickets and log sheets)
- Help ensure that team morale is always as high as possible and to organize team social events and volunteer appreciation events, such as intramural teams, off-campus outings, team dinners, etc.
- Ensure the cell phone is topped up with airtime and operational at all times and check this weekly
- Ensure the volunteer reward system (shift counts) is up to date and prizes are available
- Organize at least one social events and volunteer appreciation events a semester
- Assist the SafeWalk Coordinator with the coordination of Volunteer Training and attend all volunteer training sessions
- Develop and implement a variety of volunteer recruitment and retention strategies in collaboration with the Coordinator, including prizes for volunteers
- Prepare SafeWalk check-in locations & sheets, and prepare badges, taxi/cab passes for volunteers
- File, organize and maintain volunteer records in the UC Office (ie. New volunteer files, destroying old files, etc.)
- Resolve any volunteer conflicts or issues that may arise in a confident and professional manner and if necessary seek assistance from SafeWalk Coordinator or your Executive Supervisor

QUALIFICATIONS:

- Strong understanding of, and commitment to, inclusivity
- Strong leadership skills and the ability to work within a team atmosphere
- Ability to motivate, inspire and give direction to individuals and groups
- Ability to promote SafeWalk and recruit new volunteers
- Experience volunteering with SafeWalk is an asset
- Experience coordinating, recruiting and appreciating volunteers
- Strong organizational and time management skills
- Ability to work independently and with minimal supervision
- An understanding of campus advertising rules & procedures an asset
- Have a general knowledge of the CSA

Deadline for applications is Friday, February 10, 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 PBRC has met twice to discuss the CEO's By Election Report.

Essentially, the PBRC has agreed that there is a need for greater structure to the elections process. The PCRC is suggesting creating an entirely new elections policy document; implementing existing by-laws, policies, and traditional conventions currently in place. Potential additions in this encompassing policy would include a prescriptive elections timeline, ideas for promotions but without limitations, and clear endorsement policies. As this process will take significant efforts from the executive and directors sitting on the PBRC, they are proposing three immediate amendments to existing by-laws. These amendments are as follows:

Amendment 1:

1.5. Membership

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

1.5 Membership

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

Amendment 2:

3.2 Nomination of Directors.

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

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

3.2 Nomination of Directors.

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

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

Amendment 3:

1.1. Electoral Officers

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

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

1.1. Electoral Officers

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

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



Fall 2016 Chief Electoral Officer Hiring Report

To: CSA Board of Directors
From: Meghan Wing, Academic and University Affairs Commissioner

Date: January 16, 2017

Re: Hiring Committee Report – Chief Electoral Officer

The Hiring Committee for the Chief Electoral Officer position met on Tuesday, November 29th 2016 to prepare interview questions and edit the questions that we had on file. We met again on Friday, December 9th to short list candidates. Interviews took place from Monday December 12th to Wednesday December 14th. One successful candidate was selected. Below you can find a summary of the proceedings of the committee

Job Application Period: November 24th to December 8th 2016
Application Deadline: December 8th, 2016

Means of advertisement: csaonline.ca, CSA Facebook, poster sent out on poster run, advertisement on our large listserv email

Committee membership:
Meghan Wing – Academic and University Affairs Commissioner
Lindsey Fletcher – SSC Board Member
Laura Parsons – CSA Front Office Manager and Executive Support

Executive Member(s): Meghan Wing, Academic and University Affairs
Commissioner
Board Member(s): Lindsey Fletcher, SSC Board Member
Staff Member(s): Laura Parsons, CSA Front Office Manager and Executive
Support

Number of applications: 6

Number of candidates interviewed: 2

Successful Candidate: Bennett Malcolmson

Date Offer was accepted by candidate: Friday, December 16th 2016

BIRT the CSA Board of Directors ratify the hiring of Bennett Malcolmson as the Chief Electoral Officer for the Winter 2017 semester

Moved and Seconded by: Chief Elector Officer Hiring Committee



CSA

ANNUAL

GENERAL

MEETING

FEB 1, 2017

DRAFT

Contents

Your Central Student Association _____	4
Who is the CSA? _____	5
CSA Directory _____	7
Your Representatives _____	10
How to Participate _____	12
Rules of Order at a Glance _____	17
Agenda _____	19

DRAFT

Your Central Student Association

About

The Central Student Association is your undergraduate student's association at the University of Guelph. We work for the students by providing services like the Bullring, CSA Bike Centre and the Student Help and Advocacy Centre. We advocate for students by doing campaigns like Tap In, and by providing personal academic advocacy for students. The CSA also provides programming on campus including socials, concerts and speakers.



CAMPAIGNS

SERVICES

CLUBS & EVENTS

DRAFT

Who is the CSA?



Megan Wing, Academic & University Affairs Commissioner

Hey Gryphs! Thanks so much for coming out tonight to our Annual General Meeting this year! As your Academic and University Affairs Commissioner, I spend the majority of my time in various committee meetings representing you all on decisions that are made about your courses, the policies that affect you all everyday, and new academic initiatives to assist in improving your academic experience while you're here at the University of Guelph! As such, it is so refreshing when I get to step away from the table and interact with you all to hear about what you're experiencing. Your opinion holds infinite value to this year's executive. So, THANK YOU for taking the time to engage with us this year. We look forward to continuing to interact with you all for the next three months. So look for the girl with the huge smile walking around campus and asking you questions about all things academic :) Best of luck with the rest of your semester!



Zoey Ross, Communications & Corporate Affairs Commissioner

Hello! Hope you are having a wonderful semester. Thank you for coming out tonight to speak your mind and participate in this important democratic process on campus. I'm excited to hear your thoughts and questions this evening. If after this meeting you have any questions, please feel free to come by my office anytime or email me – csatalk@uoguelph.ca

Emily Vance, External Affairs Commissioner

Hey Gryphons! We're so glad you came out to our AGM and hope that you are having a great semester so far. We know that students' schedules are very demanding, so we're glad you decided to come out and have your voices heard. Through collaborations with campus organizations and student groups, as well as advocating for student needs in committees covering a range of topics such as mental health and well-being, sexual violence, and human rights, it has been my goal to be a voice for students through multiple forms of advocacy. If after tonight you still have questions for me, feel free to email me at csaext@uoguelph.ca or swing by my office!



Ryan Shoot, Finances & Operations Commissioner



Hello Gryphons! Thank you for attending our AGM and showing interest in the Central Student Association and for your support so far this year. We have done some amazing things including providing accessible reusable water bottles on campus, approving a massive renovation to the CSA club space and improved accessible resources pertaining to mental health through feelingbetternow.ca/uoguelph. It is my hope that we continue forward with my main goal as a CSA commissioner, which is to improve the student experience here at the University of Guelph. Thank you for coming today, and GO GRYPHONS.

Jay Rojas, Local Affairs Commissioner



Good evening, everyone! As your Local Affairs Commissioner, I'm working diligently to connect our campus and community. We have done this through engaging and meaningful conversations with the City of Guelph and the University of Guelph. By advocating on issues regarding student wellness, transit, athletics, municipal, and student leadership, we provide opportunities for students to study and work in an environment conducive to personal and professional growth. This is only possible with your love and support, and I look forward to creating and sharing new ideas with you! Gryphon love, Jay.

CSA Staff

The CSA staff are the backbone of the organization. They provide integral institutional and administrative support for everything we do.





THE BIKE CENTRE

This service offers access to the tools, parts, and training necessary for bicycle maintenance, along with a team of volunteers that are available to assist users and facilitate learning.



The Bullring

Your on-campus living room.

With over 114 years under its belt, the Bullring is the coolest student space on campus. Come in and enjoy live music, excellent food, and a cup of our fair trade coffee.



CSA Clubs

Finding something to do after classes is made easy with the wide range of clubs accredited by the CSA. The CSA grants accreditation each year to a number of clubs, including those of social, political, religious, and cultural natures.

CSA Directory

Name	Position	Terms	Supervisor	Phone	Work Email
Executive Commissioners					
Meghan Wing	Academic & University Affairs	S, F,W	Board of Directors	Ext. 56742	csaacad@uoguelph.ca
Zoey Ross	Communications & Corp Affairs	S, F,W	Board of Directors	Ext. 56376	csatalk@uoguelph.ca
Emily Vance	External Affairs	S, F,W	Board of Directors	Ext. 58328	csaext@uoguelph.ca
Ryan Shoot	Finance & Operations	S, F,W	Board of Directors	Ext. 54408	csaadmin@uoguelph.ca
Jay Rojas	Local Affairs	S, F,W	Board of Directors	Ext. 54407	csalocal@uoguelph.ca
Permanent/Renewable Staff					
Katrina Lindsay	Bullring General Manager	S, F,W	Finance & Op	Ext. 58115	thering@uoguelph.ca
Lee Anne Clarke	Business Manager	S, F,W	Finance & Op	Ext. 56744	lclarke@uoguelph.ca
Diane Antoine	Business Office Bookkeeper FT *	S, F,W	BizMgr/F&O	Ext. 56744	csaaccts@uoguelph.ca
Bunny Ninaber	Business Office Bookkeeper PT *	S, F,W	BizMgr/F&O	Ext. 56744	csaaccts@uoguelph.ca
John Bonnar	Events Programmer	S, F,W	Finance & Op	Ext. 58188	jbonnar@uoguelph.ca
	General Manager	S, F,W	Exec Ctee	Ext.538 87	gm@csaguelph.ca
Laura Parsons	Office Manager & Executive Support	F,W	Finance & Op	Ext. 56748	csamain@uoguelph.ca
	Policy & Transition Manager	S, F,W	Finance & Op	Ext.538 87	csaptm@uoguelph.ca
Maureen Mendoza	Promo Services & Graphic Designer	S, F,W	F&O, Comm	Ext. 54817	csapromo@uoguelph.ca

THECANNON.CA

This joint venture of the CSA and the Guelph Campus Co-op is an online community for University of Guelph students.



The Guelph Student FoodBank provides emergency food to undergraduate, graduate students, and their dependents. We work to raise awareness of hunger and poverty issues, sustainability, and eating healthy on a budget.

MEAL EXCHANGE



Meal Exchange is a national student-run charity that aims to address issues of hunger in local communities using student-driven solutions.

Bike Centre					
Sofia Becerra	BC Coordinator Fall/Winter	F,W	External Affairs	Ext. 52585	csabike@uoguelph.ca
Paisley Worthington	BC Repair Coordinator	F,W	External Affairs	Ext. 52585	bcrepair@uoguelph.ca
	BC Volunteer Coordinator	S, F,W	External Affairs	Ext. 52585	bikevol@uoguelph.ca
Board of Directors Staff					
Joshua Ofori-Darko	External Chair	S, F,W	Communications		csachair@uoguelph.ca
	Board/Committee Scribe	S, F,W	Communications		cmtscrib@uoguelph.ca
Tanya Vohra	Board/Committee Scribe	S, F,W	Communications		csascrib@uoguelph.ca
Clubs					
Jennifer Halden	Clubs Administrative Coordinator	F,W	Finance & Op	Ext. 56941	csaclubs@uoguelph.ca
Jack Wang	Clubs Programming Coordinator	F,W	Finance & Op	ext. 56941	csasm@uoguelph.ca
Elections Staff					
Bennett Malcolmson	CEO	F,W	Academic	ext. 53887	csaceo@uoguelph.ca
Conor Bebis	AEO	F,W	CEO, Comm	ext. 53887	csaaeo@uoguelph.ca
FoodBank					
Sarah Vincett	FB Coordinator	F,W,S	Local Affairs	Ext. 52561	foodbank@uoguelph.ca
Alexandria Elms	Volunteer & Donations Coordinator	F,W	Local Affairs	Ext. 52561	foodvc@uoguelph.ca



SafeWalk is a student-run volunteer organization that provides a safe and reliable escort after dark for any person on the University of Guelph campus, and helps maintain the safety of the University community.



SHAC is a student-run advocacy and referral centre that provides a safe space for students to ask questions. SHAC provides human rights advocacy, and academic, legal, and financial resources.



We screen new releases weekly in Thornbrough 1200 at a super discounted rate and we offer noon hour concerts in the UC and student priced concerts for local and big name shows.

Meal Exchange					
Marion Davies	ME Central Coordinator	F,W	Local Affairs	Ext. 58212	meal@uoguelph.ca
Lana El Sheikha	ME Donation & Volunteer Coord	F,W	Local Affairs	Ext. 58212	mealvol@uoguelph.ca
Quincy Ing	ME Education & Prom Coord	F,W	Local Affairs	Ext. 58212	mxpromo@uoguelph.ca
SafeWalk					
Simran Arora	SW Coordinator	F,W	Local Affairs	Ext. 54845	safewalk@uoguelph.ca
Laurel Deeley	SW Volunteer & Public Relations Coord	F,W	Local Affairs	Ext. 54845	swvol@uoguelph.ca
Student Help and Advocacy Centre					
Malissa Bryan	SHAC Coordinator	S, F,W	Academic	Ext. 58105	shac@uoguelph.ca
Robert Valentini	SHAC Advocacy Coordinator	S, F,W	Academic	Ext. 52629	advocacy@uoguelph.ca
Fiorella Vialard	SHAC Education & Events	S, F,W	Academic	Ext. 58105	shacedu@uoguelph.ca
Cameron Litchmore	SHAC Legal Coordinator	F,W	Academic	ext. 58105	shacleg@uoguelph.ca
Nseya Kabengele	SHAC Volunteer Coordinator	F,W	Academic	Ext. 58105	shacvol@uoguelph.ca
Support Staff					
Olivia Romaniuk	Front Office Assistant	F,W	OffMgr/F&O	Ext. 56748	csamain@uoguelph.ca
Keegan Doherty	Front Office Assistant	F,W	OffMgr/F&O	Ext. 56748	csamain@uoguelph.ca
Munirah Hutchinson	Poster runner	F,W	PSGD/Comm Comm		
Ashley Cole	Poster runner	F,W	PSGD/Comm Comm		
Calvin Young	Technical Support	S, F,W	Finance & Op		csatech@uoguelph.ca
Praveen Athery	SRM Coordinator	F,W	SRM Committee		srm@uoguelph.ca

Your Representatives

Board of Directions		
Position	Name	E-mail
College of Arts		
At-Large	Peter Miller	pmille01@mail.uoguelph.ca
At-Large	Andrew Contant	acontant@mail.uoguelph.ca
CASU – College of Arts Student Union	Aidan Paskinov	apaskino@mail.uoguelph.ca
College of Biological Sciences		
At-Large	Nicholas Kowaleski	nkowales@mail.uoguelph.ca
At-Large	Razan Alshamali	ralshama@mail.uoguelph.ca
CBSSC – College of Biological Sciences Student Council	Claudia Idzik	cidzik@mail.uoguelph.ca
College of Business and Economics		
At-Large	–	–
At-Large	–	–
CBESA – College of Business and Economics Students Association	Stefan Karpowicz	karpowis@mail.uoguelph.ca
College of Physical and Engineering Sciences		
At-Large	Mohammad Ahmed	mahmed07@mail.uoguelph.ca
At-Large	Michaela Spencer	mspenc03@mail.uoguelph.ca
CPESSC – College of Physical and Engineering Sciences Student Council	Paula Boubel	pboubel@mail.uoguelph.ca
College of Social and Applied Human Sciences		
At-Large	Beth Whan	mwhan@mail.uoguelph.ca
At-Large	Ryan Bowes	bowesr@mail.uoguelph.ca
CSAHS-SA – College of Social and Applied Human Sciences Student Alliance	Kate Schievink	kschievi@mail.uoguelph.ca
Ontario Veterinary College		
At-Large	Natalie Chow	nchow01@mail.uoguelph.ca
At-Large	–	–
CVSA – Central Veterinary Student Association	Courtney Tait	tait@mail.uoguelph.ca

Pg. 11 **CSA Annual General Meeting**

Student Organizations		
Aboriginal Student Association	–	–
Board of Governors	Michael Cameron	mcamer06@mail.uoguelph.ca
GBSA – Guelph Black Student Association	Jamal Demeke Wendwesen	wdemeke@mail.uoguelph.ca
GQE – Guelph Queer Equality	Alexandra Bogoslawski	bogosloa@mail.uoguelph.ca
GRCGED - Guelph Resource Centre for Gender Empowerment and Diversity	Olivia Boonstra	oboonstr@mail.uoguelph.ca
Guelph Campus Co-Op	Jack Fisher	gccoop@uoguelph.ca
IHC – Interhall Student Council	Chirag Patney	cpatney@mail.uoguelph.ca
ISO - International Student Org.	Allison Arnold	aarnol01@mail.uoguelph.ca
Ontarion News Editor	Tanner Morton	onnews@uoguelph.ca
OPIRG Guelph	Elizabeth Cyr	ecyr@mail.uoguelph.ca
SSC – Student Senate Caucus	Lindsey Fletcher	lfletc01@mail.uoguelph.ca
Board of Directors Staff		
Chair	Joshua Ofori-Darko	csachair@uoguelph.ca

How to Participate

What is an Annual General Meeting?

The Annual General Meeting (AGM)...

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

Roberts Rules of Order – A Quick Guide

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

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

Call to Order

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

Speaker's List

The Chair will maintain a list of those wishing to speak to the matter being considered, and only those recognized by the Chair will have the right to speak. If a new motion is made, a new Speaker's List begins. If you would like to speak, please indicate this to the Chair by moving to a nearby microphone. For the purposes of clarity and expediency, speakers are encouraged to start their comments with an indication of whether they are speaking for (in favour) or against (opposed) to the motion on the table.

Substantive Motions

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

Amendments

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

Types of motions

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

The following is a partial list of these motions:

Pg. 14 CSA Annual General Meeting

Amendment

Explained above.

To Divide

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

To Postpone

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

To Refer

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

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

To Reconsider

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

To Recess

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

To Adjourn

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

Points

Points take precedence over whatever is on the floor, which means that someone can be interrupted to have the point raised. Proper procedure is for the individual to raise their hand and call their point (ex: "Point of Order") and then wait to be recognized by the chair. Once recognition is given (ex. the Chair says, "State your point"), then the individual may elaborate their point.

The following is a list of the most common points:

Point of Order

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

Request for Information

An individual may make a Request for Information to ask a question of clarification of the comments of another speaker. Such a request should be used by an individual to gather information necessary for making an informed decision (eg. To have an acronym spelled out or the nature of an organization explained). An individual may also make a Request for Information if she does not understand the proceedings and/or wishes to have clarification on a specific ruling. The member may decide not to answer the question by refusing to yield the floor. It is not in order to make a Request for Information to provide information during debate.

Point of Privilege

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

Appeals to the Ruling of the Chair

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

Voting on a Motion

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

Questions

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

Rules of Order at a Glance

To do this:	You say this:	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What majority is required?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote is taken, chair rules
Seek clarification from the previous speaker	Request for information.	YES	NO	NO	NO	No vote is taken, chair rules
Object to something which prevents your continued participation (eg. Excessive noise)	Point of personal privilege	YES	NO	NO	NO	No vote is taken, chair rules
Object to a motion being considered	I object to consideration of this motion	YES	NO	NO	NO	2/3 majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item...	NO	Yes	YES	YES	2/3 majority
Appeal the ruling of the chair	I appeal the ruling chair on...	YES	YES	YES	NO	Majority
Change a motion	I move that the motion be amended to read...	NO	YES	YESY	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	NO	YES	YES	YES	Majority

Pg. 18 CSA Annual General Meeting

Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that the motion... be lifted from the table	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion... be lifted from the table	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion... be reconsidered	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	NO	NO	NO	NO	Majority
Recess the meeting	I move that the meeting recess until...	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn	NO	YES	NO	NO	Majority

Table provided by the Canadian Federation of Students

Agenda

- 1.1 Call to Order
- 1.2 Land Acknowledgement
- 1.3 Comments from the Chair
 - a. Overview of the CSA
 - b. How to participate in the AGM
- 1.4 Approval of the agenda
- 1.5 Motion to approve the agenda
- 1.6 Approval of past AGM minutes
- 1.7 Motion to approve the AGM minutes from January 20, 2016
- 1.8 Questions and business arising from the minutes
- 1.9 Approval of the 2015-2016 Auditor's Report
- 1.10 Presentation of the 2015-2016 Audit Report
- 1.11 Motion to approve the 2015-2016 Audit Report as presented
- 1.12 Motion to appoint BDO Canada LLP as the 2016-2017 Auditor for the CSA
- 1.13 Approval of amendments to the CSA Bylaws
- 1.14 Report of the Organization
- 1.15 Business
- 1.16 Open Forum
- 1.17 Adjournment

DRAFT

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

1.0 Call to Order

5:42pm

1.1 Land Acknowledgement

1.2 Comments from the Chair

1.2.1 Overview of the CSA – Communications & Corporate Affairs Commissioner

Sonia: A presentation about the importance student issues and a brief overview of the CSA. The CSA is the undergraduate student union at the University of Guelph. We are the local 54 of the Canadian Federation of Students and we were founded in 1973 because students united have more power than students alone. In numbers students have leverage and can better advocate for student needs. This can be done through campaigns that tackle systemic issues which take time to change. This can be done through services such as the bus pass, SHAC, the Bullring, and the Foodbank. All services are political in nature and fix systemic problems so that down the line students may not need it. The CSA also puts on events and clubs to build community. Campaigns change and shift through time but there is always at least one campaign around education, but some campaigns are not about education because as students we have different backgrounds and lived experiences. These differences result in different accessibility to education.

1.2.2 How to Participate in the AGM – Policy & Transition Manager

Sarah: There is a guide in package starting on page 9 giving a breakdown of what the AGM is and why it is important to the CSA. It is important to sign in and out to track quorum (100). It is important to respect the anti-oppression policy and to be mindful of conversation and debates. If you fail to uphold mandate you will be asked to leave. It is important not to interrupt people that are speaking and not to question someone's lived experiences. We follow the Robert's Rules of Order, which help to keep meetings accessible. If you have any questions you can step up to the mic and talk to helpers. When we get to motions, you can make an amendment. At some point someone may Call to Question, which is a way to stop debate. This requires a 2/3 vote to stop talking about it entirely and move to vote. There are 2 scribes taking minutes for auditors. When you ask a question, please say your whole name at the beginning. If you think that we are not following the rules of order you can call a point of order. A point of information can be called if you have a pressing question or someone used an acronym that you did not understand. You can call a point of privilege if the room is too cold, too loud, etc. There is a full sheet on page 14 of the package for rules of order at a glance.

There is then a brief introduction of all the other board members.

1.3 Approval of the Agenda

1.3.1 Motion to Approve the Agenda

Moved: Lindsay Hunter

Seconded: Emma Nong

Motion: to amend to strike 1.6.2

Moved: Sonia Chwalek

Seconded: Robert Wicher

This amendment is up for discussion because it was approved for CSA bylaws and was made back in September. Since this time, an amendment was passed to this same bylaw so this is no longer relevant as there is a new bylaw in place.

Motion: to open forum up to 1.3.1.2

Moved: Ryan Shoot

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

This cannot be done because the amendment has to be dealt with first.

All in favour of removing 1.6.2 from agenda.

Motion Carried.

Motion: to approve agenda as amended

Motion Carried.

1.4 Approval of Past AGM Minutes

1.4.1 Motion to Approve the AGM Minutes from January 21, 2015

Moved: Mariam **Seconded:** Claire Segeren

Motion Carried.

1.4.2 Questions & Business Arising from the Minutes

1.5 Approval of the 2014-2015 Auditor's Report

1.5.1 Presentation of the 2014-2015 Audit Report – CSA Business Manager

Lee Anne Clark: We are asking you to vote on 2 motions starting on page 27 of the package. The audited statements ending on April 2015 have been approved and there is a motion to appoint Medio Canada for the 2016 audit. There is a letter on page 27 of the package addressed to members of the CSA detailing that the audit fairly represents the CSA in 2015. On page 35, note 4, you will see that all money that is held in the restricted account is not part of the operating budget. Thecannon.ca was given a surplus of \$3500 and so they have refrained from collecting student fees this year. The long-term debt for converting the Bullring from a bar to a restaurant was paid in full in October 2015. On page 29 there is a snapshot of the financial position of the CSA. The finance committee takes recommendations but in a nutshell the CSA bookkeeping is sound as all expenses are recorded, and money collected/spent is consistent.

1.5.2 Motion to Approve the 2014-2015 Audit Report as presented

Be it resolved that the 2014-2015 Audit Report be approved, as presented.

Moved: Wolfgang Kaufmann **Seconded:** Nicole Dalli

Motion Carried.

1.5.3 Motion to Appoint BDO Canada LLP as the 2015-2016 Auditor for the CSA

Be it resolved that BDO Canada LLP be appointed as the 2015-2016 Auditor for the CSA.

Moved: Jasmine Kaur **Seconded:** Matthew Hernandez

Motion Carried.

1.6 Approval of Amendments to CSA Bylaws

1.6.1 Amendment to Bylaw 1, Section 2.5 on September 25, 2015

Be it Resolved that the following amendment to Bylaw 1, Section 2.5, Student Organization Representatives, be ratified;

“Indigenous Student Representative” is defined as a Director position on the Board of Directors to be filled by the Aboriginal Student Association through a recognized internal election process in order to support the CSA’s commitment to indigenous solidarity”

Moved: Robert Wicher

Seconded: Sonali Menezes

Motion Carried.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

1.6.2 Amendment to Bylaw 1 Section 7.9, Bylaw 2 Section 3.1, and Bylaw 2 Section 9.2 on September 23, 2015

1.7 Report of the Organization

1.7.1 Report of the Organization – Executive Committee

This is a review of what has happened so far this year. Motions are deliberated at the Board level, while committees are more of an informal discussion that is conducive to dialogue. 15 and fairness is an example of a motion the board supports, which aims to provide a living wage. The board also motioned the addition of an indigenous seat. There is a callout for increase in support for the CSA and GSA food bank as access to the food bank has increased and students should have secure access to food. There has been lots of work done on revamping the Sexual Assault committee.

Bike Center: The bike center is a DIY bike repair shop where you can go to learn about bike repair that is open to everyone. There is a women and trans bike night every week. You don't need previous knowledge to volunteer. There are new, bright lights to prevent bike thieves. During the fall semester the center had 400 students come through and held 6 workshops.

Food Bank: The need for the food bank has increased and so have fundraising initiatives. There is an indoor garden underway because the summer garden did well. A breakfast program was also started last semester.

Meal Exchange: Trick or Eat this year was a success. There are lots of volunteer opportunities here and they have meetings Monday at 4:30pm.

Safe Walk: Volunteers will accompany you when you are walking late at night on campus. There have been hardly any days when they have not been working.

Student Health & Advocacy Center: This is an advocacy center for students on a drop in basis. They hold education events on social justice issues, run queer identities week and Guelph Queer Equality, Black History Month, provide tendency support, and provide legal aid lawyers.

Peter Miller: The Academic and University Affairs Commissioner deals with academic concerns such as post-secondary funding issues, having an accessible campus, the Pay More Get Less campaign, fighting budget cuts, tuition fees increases, getting more public funding for education, action day for federal elections, and advocacy for students.

Sonia Chwalek: The Communications & Corporate Affairs Commissioner deals with internal and external issues, the board administration and the executive administration, acts as an external liaison for the CSA, runs the CSA social media, runs campaigns, contributes to and directs Orientation Week, and numerous other small to large events that cater to student needs. The social media aspect is expanding by expanding the youtube, 8track, twitter, and facebook accounts. We are also synthesizing the brand for easier to access across platforms, so all handles will be CSAguelph. There are a list of dates for upcoming campaigns and events in the AGM package.

Asia Barclay: The External Affairs Commissioner deals with campaigns, activism, support for keeping hydro public, Canadian Federation of Students Ontario meetings, anti-oppression training, the united for equity campaign, cultural appropriation, week of action, and support for black liberation collective.

Scarlett Raczycki: The Local Affairs Commissioner deals with municipal and transit issues, safety issues on campus, support for the federal election campaign, works with the Canadian Federation of Students, and sexual assault prevention. So far there has been 3 bus pass distributions and the last one was the smoothest in 13 years. We are starting a transit mobilization committee to address transit issues.

Matthew Campbell: HR & Operations Commissioner deals with student space, the health/dental committee, overseeing the bullring, finance operations, safewalk, and club services. Matthew is currently on leave so these tasks have been divided. Currently we are ahead of the hiring schedule for 30 part-time positions this semester.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

1.8 Business

1.8.1 (Action) Mental Health Resources

Robert Wicher: I represent the GOE on CSA board of directors. This is a motion put forward by the accessibility working group. I am confident that a large proportion of students have used counselling or accessibility services and this means that wait times are long. University of Guelph students using these services has increased by 15% over past 15 years. This motion asks for the university to reduce wait times and to demand more adequate funding from the government. Counselling services serves 20,000 undergraduates with only 9 advisors.

Point of Information: What is the current attendance?

There is 136 people currently at the meeting.

Point of Information: How does this motion propose to reduce wait times?

Peter Miller: By hiring more staff to serve the population.

Point of Information: Will hiring more counsellors increase tuition?

Peter Miller: No, the money will be found within the school's budget or they will call for more public funding.

BE IT RESOLVED THAT students call on the University of Guelph to invest in more mental health resources including more counselors at Counselling Services, particularly counselors of marginalized backgrounds, and more advisors at Student Accessibility Services;

BE IT FURTHER RESOLVED THAT students call on the University of Guelph to reduce wait times for students accessing a psychiatrist, counselling services, and/or Student Accessibility Services; and

BE IT FURTHER RESOLVED THAT students demand the University of Guelph join students at UofG in calling for a consistent and adequate funding envelope for mental health resources from the Provincial Government.

Moved: Accessibility Working Group
Motion Carried.

Seconded: Peter Miller

1.8.2 (Action) Tap In Campaign

Claire Segeren: This motion is asking for students to call on senior administration to end the sale of bottled water on campus and to divest from companies that sell bottled water. 78% of students voted to end the sale of bottled water at the University of Guelph. 26 campuses across Canada have already done this. Privatization of water has negative impacts and costs up to 10 000 times more per gallon than tap water. In 2010 the UN declared access to water a basic human right.

Lindsay Hunter: Why did the 2012/2013 campaign end? Why not have a new referendum to move this motion along?

Claire Segeren: We are reaffirming it because student population turnover is so high that it needs to be brought to the AGM to see if students will support the vote. The Tap In campaign never ended.

Lindsay Hunter: Why is there a motion for it if there was a referendum for it 4 years ago?

Sonia Chwalek: Not all positions that the CSA holds have to go to referendum.

Lindsay Hunter: If the Tap In campaign has not ended, why are we calling a motion?

Ian Sinclair: For the motion, should the CSA be promoting and supporting access to reusable bottles?

Sonia Chwalek: The CSA does, we have some to give out tonight.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

Chelsea Edwards: I am a residence staff and water bottles come in handy in emergency situations. Does this campaign have resources for when we don't have access to a water fountain? Will fountains be put in each residence?

Scarlett Raczycki: This campaign advocates for fountains in residence and reusable bottles in vending machines. If you need right away you can fill up at any tap because most are potable.

Chelsea Edwards: I support the removal of soft drinks from vending machines. Is this a bigger issue than bottles water?

Sonia Chwalek: We would love to get there but water is the first step because we want to make sure everyone has access to water. South residence didn't have a single drinking fountain and thanks for student advocacy we got them.

Kylie – Should we point out typos now or later?

Joshua Ofori-Darko: This is an information piece so it's not important right now.

BIRT the University of Guelph divest from bottled water.

Have not seen a financial plan for where the university will put the money to support the campaign for pay more get less. Is there a financial plan?

Peter Miller: It is the university's job to find ethical investments because it's a financial people in institution.

Fossil Free Gueph does have a portfolio for ethical investments.

Follow up: Is it a good option for the CSA to help the university find other avenues for a financial plan?

Sonia Chwalek: In past conversations we have approached this topic but administration is clear about not wanting to divest so it's hard to start the conversation. The university does have financial experts so we can voice what want out of this institution.

Nicole Dalli: What is the action plan for Tap In to get other students involved?

Peter Miller: We are developing this this semester. We have monthly campaign meetings to get people out.

Nicole Dalli: Where did the idea came from as residence student government were not contacted about this? There are still 2 buildings that don't have water fountains.

Scarlett Raczycki: Undergraduate students are members of the CSA so they are able to join the campaign. We can use the influence of the student government to make sure students have access to public water.

Nicole Dalli: We are all open and able, but why haven't efforts been made to reach out to us?

Scarlett Raczycki: The route that we have taken is to gather students in general so that anyone that wants to join can join. If you wish for us to do that we can sit and chat about why speaking with specific organizations would be better.

Wolfgang Hoffman: Hospitality services brings in external franchises. What about those that bring in own stock separate from university hospitality services and include bottled water?

Sonia Chwalek: The Bullring is divesting. Part of what we are asking is to not renew any contracts and ideally we would want to enforce this for all providers so it could be written into contract. We may need to compromise.

Robert Wicher: It is really import to mention that at the university there was a \$26 million surplus in 2013/2014. The university could use that to supplement income that may be lost from companies selling bottled water.

Jack Fisher: I am in support of Tap In, however I would like to suggest to the crowd that the campaign is shifted from no bottle to cans. Bottles not only include water and cans are recyclable and would be profitable for the university still.

Megan Wing: I would like to speak for the motion. Because there was a \$24 million surplus the student budget committee was formed to find out about budget and the reason we have a surplus.

Motion: Call to question

Moved: Savannah Clark

Seconded: Nicholas Kowaleski

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

2/3 majority vote in favour.

Motion Carried.

BE IT RESOLVED THAT, students reaffirm the call on senior administration at the University of Guelph to end the sale of bottled water on campus and to divest from companies involved in the sale of bottled water.

Moved: Claire Segeren

Seconded: Gracie James

Motion Carried.

1.8.3 (Action) University Centre Space

Spencer McGregor and Fiorella Vialard: There is currently a review process going on for the University Center. We believe that now is an important time to be clear about the demand for student space. This will provide more study space, prioritize booking, and give more room for the student union, student clubs, special status groups, like the GOE and CJ Munford Centre. This is an opportunity to make changes for student run spaces and it would show unity. We are limited to the 2nd floor. Currently student spaces are often full and clubs have limited space. The UC is central to campus and should be the hub of student activity. It was meant to be fully student run.

Aidan Paskinov: I want to move that motion 1.8.2 be reconsidered. I did not vote in favour.

Joshua Ofori-Darko: Since you did not vote in favour you cannot move to reconsidered. We need someone that voted in favour to reconsider.

Motion: to amend the motion to replace "demand" with "request"

Moved: Megan Wing

Seconded: Benjamin Hold

Amber Sherwood: I am against the amendment because it's tone policing.

Robert Wicher: I want to let people know that this isn't something that has just popped up now. Students have been fighting for years and years so the word "demand" is accurate and necessary.

Tyler Black: We shouldn't demand the administration to do anything. It's time for civilized conversation.

Eric Greeson: I am for the amendment. We will get further by cooperating.

Megan Wing: There was a referendum that passed to collect student fees for student space and we are waiting for more space.

Nicola: I am in favor that the word demand should be used when trying to tackle something that the university does not want to do.

Motion: Call to question

Moved: Sonali Menezes

Seconded: Joanne Brockie

2/3 majority vote in favour.

Motion Carried.

Motion to amend Fails.

Benjamin Hold: I am undecided on the motion. By what process would you envision the prioritisation of clubs that could use the space?

Spencer McGregor: Students have the majority and for clubs it would be on a most needed basis.

Peter Miller: The clubs tribunal will decide about allocating free space to special status groups.

Chelsea Edwards: How would you provide access for students that want to work at night?

Spencer McGregor: We don't have specifics yet because that's the point of the review process.

Chelsea Edwards: Is there going to be reconstruction of the entire floor or just empty office spaces?

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

Spencer McGregor: I am not at liberty to say but we would demand what they feel is best for students and compromise.

Eric Bouche: Would this mean a wording bigger office for the CSA?

Fiorella Vialard: The CSA space isn't only for offices. They also have board rooms that house club meetings so this would mean more room for clubs and special status groups.

Lindsay Hunter: I am undecided. I want more study space but I am not in favour for the CSA and minority groups getting more space. It should benefit all students and not just minority groups.

Ellen Song: I want you to consider the reason we are here. To put forward motions that reflect the values of students and student union. Are the things we put forward something you would want to say in your voice to people? If we look at the UC as a whole and the number of students that pass through it, is it in the best interest of the students to fight so much to demand the university to deal with this?

Sonali Menezes: I speak in favour of the motion. As students we have different relations with the UC than administration does. We are in debt and the administration works for us. The motion is phrased as demands and we do have to demand for more space. There is no student center at the University of Guelph which is weird. All students deserve space and this is the spirit of the motion.

Motion: Call to question

Moved: Zoey Ross

Seconded: Ian Zinger

Motion Carried.

BE IT RESOLVED THAT, students demand that more student controlled space be created for the CSA, special status groups, and student clubs in the University Centre and give student groups first choice for booking rooms; and

BE IT FURTHER RESOLVED THAT, students demand the University Centre Board and senior administration at the University of Guelph create more study space for students.

Moved: Fiorella Vialard

Seconded: Spencer McGregor

Motion Carried.

1.8.4 (Action) Support for Black Liberation Collective – Guelph

Savannah and George: We represent the Black Liberation Collective which initially started after protests asking for anti-black racism. We are now in Canada dealing with issues on campus for anti-black racism. We partner with a few schools and have a few mutual and some specific demands. It is acknowledged that anti-black racism exists in different degrees. We are asking students to support the Black Liberation Collective to fight anti-black racism. The main point of the motion is to come together as a university and student union. We need support from the undergraduate population. The demands are for administration so that we can show that it's not just black students that know that this is a problem, it's all students. We need to band together to dismantle problems.

Zoey Ross: I am in favour of the motion. I recently sat in at a teach in and it was the most amazing experience. The language for the BIFT clause should pass as is so that they can self govern their own group without outside input.

Motion: to amend the 5th whereas clause to include "ask administration to sit down with the heads of different departments (including athletics, academic, student life, recruit). Specifically with black students about how to have more diverse training, talk about issues black students face, and change policies that apply to them."

Moved: Chelsea Edwards

Seconded: George Umeh

Motion Carried.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

Brie Cruz: I need more information. Why are you not tackling racism against other minorities?

Savannah: The Black Liberation Collective understands that racism does affect others but anti-black racism is special form of discrimination. When you tackle anti-black racism you are also tackling racism as a whole. Black folks are at the bottom of the totem pole of discrimination and we experience it in a different way.

This brings up the opportunity to talk about racism of others.

Michael Robert Cameron: I think the demands are racially discriminatory and I want to object the consideration of motion.

George: Can we have some clarification?

Joshua Ofori-Darko: Cannot because debate already started.

Didn't Saw Name: I am in favour of the motion. I know that I am privileged because I am culturally ambiguous and black people are recognized. We need to raise the rights and the identity of minority groups, and be open to celebrating other cultures.

Lindsay Hunter: Point of information: What are the demands?

Savannah and George: The demands are in the AGM booklet. They are about supporting black students. All chapters have agreed upon these demands.

Sonali Menezes: I would like to speak in favour of motion. Anti-black racism is manifesting in the room right now and we need to address where it's coming from. There hasn't been a line at the mic this long for any other motion. Black students are asking for support. There is no place to speak about how black students experience black racism. We don't know what black students need. Black students across the country are organizing and laying the foundation for activism.

Aidan Paskinov: Point of information: How long are you able to talk at mic?

George: I don't know exactly where this occurs but some school invest in prisons, get lot of money from Monsanto, etc. In Canada black people are disproportionately represented in prisons. Less than 3% of people are black in Canada, while 10% of people in prison are black.

Didn't Say Name: The only reason I would not support the motion is because one of the demands is free education and this is not fair. This is financially categorizing people based on race. Is it fair to ask for free education based on race because people come from a different background?

Chelsea Edwards: This comes back to slavery and indigenous land being stolen. Chapters agree that black students deserve free education. We are on indigenous land and we have used their means to get where we are today. It is all about retribution. We acknowledge that black people have a harder time reaching post-secondary education. We are not privileged and we have to jump through hoops. Asking for free education for indigenous and black students means that they work harder to get here. These are long term and short terms ideas to dismantle institutional racism that the university must acknowledge exists.

Joshua Ofori-Darko: Coming back to the time limit for speeches; Robert's Rules states that speeches cannot be longer than 10 minutes.

Brenden Capizi: I would like to speak in favour of the motion. What we are supporting here is nothing more than basic dignity and remedial measures towards black equality. There was a previous period when black students demanded equality 50 years ago and it wasn't fully successful because we remain as a racist society. We have the opportunity and responsibility to do that again.

Christina Keel: I am opposed to this motion. Why aren't indigenous people included?

Savannah: We are standing in solidarity with indigenous folks because both experience racism.

Christina Keel: I have an issue with free education. This would not be based on merit, but on privilege.

Peter Miller: In appendix F the CSA believes that everyone should have free education with no financial barriers. Students would still need to submit marks.

Christina Keel: How can you support education on the basis of getting in. Students' first year grades always drop and high school marks aren't indicative of who should get in.

Joshua Ofori-Darko: Rule out of order.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

Megan Wing: I identify privilege as a white female. I want to apologize and show respect.

Nicholas Kowaleski: I support the Black Liberation Collective. But I would ask how would you logistically carry out these demands?

George: Currently the university has training based on sexual assault and consent. This is a bad experience like racism and it wouldn't be that hard to have similar training during orientation week.

Aidan Paskinov: Have you taken into account that if these demands are met that tuition fees for other students will increase dramatically?

Sonia Chwalek: The University of Guelph already does increase tuition by the maximum amount every year.

Ellen Song: This motion asking for support for black students. Issues of racism do exist and need to be brought to attention. Some of the demands may not be financially feasible due to unforeseen obstacles but we need to try to move forward with meeting the demands.

Chelsea Edwards: I want to clarify that the motion says that other students support black students when we make negotiations. We know that some clauses will take time, but this just says that we have student support and peer support.

Mark Mcleary: The free tuition clause is not in best interest of CSA to endorse. Eliminating fees will foster for resentments with other students.

Motion: Call to question

Moved: Kylie

Seconded: Ted Macdonald

Motion Carried.

BE IT RESOLVED THAT, students at Guelph support Black Liberation Collective - Guelph's demands.

BE IT FURTHER RESOLVED THAT, students be encouraged to take action to support Black Liberation Collective - Guelph in their work, through the direction of the Collective.

Mover: Black Liberation Collective

Secunder: Yasmin Mumed

Motion Carried.

Motion: To adjourn meeting at 9pm.

Moved: Zoey Ross

Seconded: Joanna

Motion Carried.

1.9 Open Forum

Nicole Dalli: It was said that Asia was on leave. Where is the HR commissioner Matthew Campbell?

Peter Miller: He was put on leave to do training.

Wolfgang Hoffman: Is the fight for 15 campaign supported by CSA?

Sonia Chwalek: Yes.

Name?: Why does CSA pay \$12/hr when this campaign fights for \$15/hr?

Sonia Chwalek: The CSA pays more than min wage because paying more is important but the budget doesn't allow for \$15/hr. A lot of the budget goes towards staff salaries and bumping it to \$15 would be huge hit. This takes time and we are limited by student fees. We have to petition to the student body to increase membership fees.

Michael Robert Cameron: There is a sampling bias for this meeting. Voting is not representative of the student body as whole.

Agenda

Annual General Meeting

January 20, 2016 @ 5:30pm – Peter Clark Hall

Joshua Ofori-Darko: The student body has bylaws. If you want to increase quorum you can submit that.

Name?: How would we create free tuition for black and indigenous students?

Scarlett Raczycki: The CSA is actively fighting for free tuition across board but this involved administration and the government.

Name?: I have a recommendation on the issue of higher minimum wage. You should talk to economics professors on the effects that higher minimum wage creates. Can lead to a higher rate of unemployment.

Motion: to adjourn the meeting

Moved: Amber Sherwood

Seconded: Fiorella Vialard

Motion Carried.

1.10 Adjournment: 9:00pm



Tel: 519 824 5410
Fax: 519 824 5497
Toll-free: 877 236 4835
www.bdo.ca

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

Independent Auditor's Report

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

We have audited the accompanying financial statements of The University Of Guelph Central Student Association which comprise the statement of financial position as at April 30, 2016, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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



Basis for Qualified Opinion

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

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The University Of Guelph Central Student Association as at April 30, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

BDO Chartered LLP.

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
October 3, 2016

The University Of Guelph Central Student Association Statement of Financial Position

April 30	2016	2015
Assets		
Current		
Cash and short-term investments (Note 2)	\$ 865,957	\$ 818,614
Accounts receivable		
- University of Guelph	30,960	4,681
- Other	16,835	5,868
- Bullring	1,704	175
Prepaid expenses	861	-
	<u>916,317</u>	<u>829,338</u>
Capital (Note 3)	163,304	175,274
Restricted deposits		
Health plan reserve fund (Note 4)	331,816	351,103
Dental plan reserve fund (Note 5)	351,010	401,864
Affordable housing reserve fund (Note 6)	98,599	54,357
Late night service reserve fund (Note 8)	42,987	47,575
Bullring capital reserve fund (Note 9)	121,355	120,087
Food bank reserve fund (Note 10)	28,206	-
Due from operations - Food bank (Note 10)	-	32,646
Due from operations - Cannon.ca (Note 12)	6,585	6,585
Due from Guelph Campus Co-operative (Note 12)	12,299	29,114
	<u>\$ 2,072,478</u>	<u>\$ 2,047,943</u>
Liabilities		
Current		
Accounts payable and accrued liabilities		
- Other	\$ 83,620	\$ 68,586
Current portion of long-term debt (Note 14)	-	15,046
	<u>83,620</u>	<u>83,632</u>
Long-term debt (Note 14)	-	-
	<u>83,620</u>	<u>83,632</u>
Net Assets		
Net Assets Externally Restricted		
Health plan reserve (Page 5)	331,816	351,103
Dental plan reserve (Page 5)	351,010	401,864
Affordable housing reserve (Page 5)	98,599	54,357
Late night service reserve (Page 5)	42,987	47,575
Food bank reserve (Note 10)	28,206	32,646
Cannon.ca reserve (Note 12)	18,884	35,699
Bullring capital reserve (Page 5)	121,355	120,087
Net assets invested in capital assets (Page 5)	163,304	175,274
Unrestricted net assets (Page 5)	832,697	745,706
	<u>1,988,858</u>	<u>1,964,311</u>
	<u>\$ 2,072,478</u>	<u>\$ 2,047,943</u>

Approved on behalf of the Association:

**The University Of Guelph Central Students Association
Statement of Changes in Net Assets**

April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Internally Restricted Bullring Capital Reserve	Invested In Capital Asset	2016		2015 Total
							Total	Unrestricted	
Balance, beginning of the year	\$ 401,864	\$ 351,103	\$ 54,357	\$ 47,575	\$ 120,087	\$ 175,274	\$ 745,706	\$ 1,895,966	\$ 1,969,189
Premiums collected in the year	1,634,727	2,954,290	-	-	-	-	-	4,589,017	4,440,845
Student fees collected	-	-	44,032	382,586	-	-	-	426,618	406,531
Bursaries and support payments	(15,000)	(47,000)	-	-	-	-	-	(62,000)	(60,000)
Interest earned	13,296	20,335	210	152	1,268	-	-	35,261	41,447
Premiums for the year	(1,671,627)	(2,926,124)	-	-	-	-	-	(4,597,751)	(4,557,591)
Administration fees	(12,250)	(20,788)	-	-	-	-	-	(33,038)	(45,397)
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	(33,828)	108,849	75,021	75,940
Purchase of capital assets	-	-	-	-	-	21,858	(21,858)	-	-
Expenditures	-	-	-	(387,326)	-	-	-	(387,326)	(374,998)
Balance, end of the year	\$ 351,010	\$ 331,816	\$ 98,599	\$ 42,987	\$ 121,355	\$ 163,304	\$ 832,697	\$ 1,941,768	\$ 1,895,966

The University Of Guelph Central Student Association Statement of Operations

For the year ended April 30	2016	2015
Council - general	\$ (26,182)	\$ (52,160)
Academic commissioner	(198)	(87)
External commissioner	8,137	18
Local affairs commissioner	1,070	(51)
Communications commissioner	2,974	3,810
Live entertainment	24,454	(13,980)
Films	6,797	7,433
Programmes	6,489	1,623
General programming (entertainment)	(3,663)	1,050
Administration	40,518	19,681
The Bullring	14,585	102,478
Promotional services	40	6,125
Excess of revenues over expenditures	\$ 75,021	\$ 75,940

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

The University Of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2016	2015
Cash flow from operating activities		
Excess of revenues over expenditures	\$ 75,021	\$ 75,940
Adjustments for		
Amortization	33,828	60,833
Transfer to Bullring capital reserve	-	(120,000)
	<u>108,849</u>	<u>16,773</u>
Changes in non-cash working capital balances		
Accounts receivable	(38,775)	73
Prepaid expenses	(861)	596
Accounts payable and accrued liabilities	15,034	(41,402)
	<u>84,247</u>	<u>(23,960)</u>
Cash flows from investing activities		
Purchase of capital assets	(21,858)	(30,522)
Cash flows from financing activities		
Repayment of long-term debt	(15,046)	(30,091)
Change in cash position during the year	<u>47,343</u>	<u>(84,573)</u>
Cash position, beginning of year	<u>818,614</u>	<u>903,187</u>
Cash position, end of year	<u>\$ 865,957</u>	<u>\$ 818,614</u>

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

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

April 30, 2016

1. Summary of Significant Accounting Policies

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

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

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

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

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

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

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

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

April 30, 2016

2. Cash and Short-term Investments

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

	2016	2015
Cash	\$ 763,520	\$ 747,276
Short-term investments	100,000	100,000
Due from health plan reserve fund	2,842	-
Due (to) from food bank reserve fund	1,440	(32,646)
Due from late night service reserve fund	4,740	10,569
Due to Canon.ca reserve fund	(6,585)	(6,585)
	\$ 865,957	\$ 818,614

The cash balance earns interest at the rate of 0% to 1% (2015 - 0% to 1.2%).

Short-term investment consists of a GIC that earns interest at the rate of 2.48% and matures in April 2019.

3. Capital Assets

	2016		2015	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 254,466	\$ 123,008	\$ 131,458	\$ 135,548
Computer equipment	18,158	11,475	6,683	9,813
Leasehold improvements	57,000	31,837	25,163	29,913
	\$ 329,624	\$ 166,320	\$ 163,304	\$ 175,274

During the year, amortization of \$33,828 (2015 - \$60,833) was recorded on capital assets.

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

April 30, 2016

4. Health Plan and Health Plan Reserve Fund

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

	2016	2015
Savings (indebtedness)	\$ 34,658	\$ (48,897)
Short-term investment	300,000	400,000
Due to operations from health plan	(2,842)	-
	\$ 331,816	\$ 351,103

The short-term investment consists of a GIC that earns interest at a rate of 2.40% with a maturity date of April 2018.

The savings accounts earn interest at the rate of 0.20% to 1% (2015 - 0.50% to 1.2%).

5. Dental Plan and Dental Plan Reserve Fund

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

	2016	2015
Savings	\$ 51,010	\$ 101,864
Short-term investments	300,000	300,000
	\$ 351,010	\$ 401,864

The short-term investments consist of GIC's that earn interest at rates of 1.90% and 2.40% with maturity dates of May 2017 and April 2018.

The savings accounts earn interest at the rate of 0.20% to 1% (2015 - 0.50% to 1.2%).

6. Affordable Housing Reserve Fund

The Association administers an affordable housing plan. Use of the affordable housing reserve funds is restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees. The funds are deposited in a savings account that earns interest at 0.20% (2015 - 0.50%).

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

April 30, 2016

7. Universal Bus Pass Revenue

Net universal bus pass revenue is comprised of the following:

	2016	2015
Universal bus pass revenue	\$ 4,141,354	\$ 3,956,398
Universal bus pass expenses	(4,133,709)	(3,949,438)
Net	\$ 7,645	\$ 6,960

8. Late Night Service and Late Night Service Reserve Fund

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

	2016	2015
Savings	\$ 47,727	\$ 58,144
Due to operations from late night service reserve	(4,740)	(10,569)
	\$ 42,987	\$ 47,575

The savings account earns interest at the rate of 0.20% (2015 - 0.50%).

9. Bullring Capital Reserve Fund

The Association administers a Bullring capital reserve fund. Use of the Bullring capital reserve fund is internally restricted for the purpose of funding capital expenditures. During the year, \$Nil (2015 - \$120,000) was transferred to the internally restricted reserve fund from unrestricted net assets. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 1% (2015 - 1.20%).

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

April 30, 2016

10. Food Bank Reserve

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

	2016	2015
Balance, beginning of the year	\$ 32,646	\$ 30,012
Add: Revenues	99,089	91,742
Less: Expenditures	(103,529)	(89,108)
Balance, end of the year	\$ 28,206	\$ 32,646

11. Contingencies

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

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

April 30, 2016

12. Cannon.ca Partnership

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

	2016	2015
Revenues	\$ 1,189	\$ 50,086
Expenses	34,819	27,392
Net income for the year	\$ (33,630)	\$ 22,694
Opening reserve balance	\$ 35,699	\$ 24,352
Association's 50% portion of the net income for the year	(16,815)	11,347
Ending reserve balance	\$ 18,884	\$ 35,699
Due from operations	\$ 6,585	\$ 6,585
Due from Guelph Campus Co-operative	12,299	29,114
	\$ 18,884	\$ 35,699

The Association's portion of the net income of Cannon.ca from inception to April 30, 2016 is included in a reserve account as this money is restricted for the purpose of financing future deficits of the partnership.

13. Commitments

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

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

2017	10,680
2018	10,680
2019	10,680
2020	2,670
	\$ 34,710

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

April 30, 2016

14. Long-term Debt

	2016	2015
University of Guelph, loan payable, interest at 2.25%, repayable in blended monthly installments of \$2,566. Repaid in October 2015.	\$ -	\$ 15,046
Less: current portion	-	(15,046)
	\$ -	\$ -

15. Source of Funds

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

16. Financial Instruments Risk

Interest rate risk

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

Credit Risk

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

1.13 Approval of Amendments to CSA Bylaws

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

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

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

Be it Further Resolved that the following amendment to Bylaw 1 Section 7.9 be ratified;

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

Elections Bylaws Polices Review PBRC Working Group - Report

Existing Table of Contents

Bylaw 2: Electoral Bylaws

1. Electoral Officers
2. General Elections
3. By-Elections
4. Board and Executive Responsibilities with regard to Elections
5. Nominations
6. Referenda
7. Responsibilities of Candidates and Referendum Teams
8. Campaign Rules
9. Penalties for Campaign Infractions
10. Appeals for CEO Decisions
11. Archiving Elections Complaints
12. Voting Eligibility
13. Format of Ballots
14. Announcements of the Results
15. Slates
16. Technical Issues Complaint Form
17. Online Elections Contingency Plan
18. Contingency Plan Execution
19. Auditing/Recounting the Ballots
20. Third Parties

Appendix I – Campaign Policies and Penalties

1. Campaign Regulations
2. List-Serves
3. Campaign Expense Limits

Appendix J – Elections Appeals Board

1. Mandate of the Board
2. Formation of the Board
3. Membership of the Board
4. Meetings of the Board

Changes to the Table of Contents

Bylaw 2 – Electoral

1. Administration of Elections
 - 1.1 Electoral Officers
 - 1.2 Conflict of Interest
 - 1.3 Roles and Responsibilities of the CSA Elections Office
 - 1.4 Roles and Responsibilities of the Board and Executive with regard to CSA Elections
2. Election Periods
 - 2.1 General Election
 - 2.2 By-Elections
3. Nominations
 - 3.1 Eligibility
 - 3.2 Nomination of Directors
 - 3.3 Nomination of Executive/Commissioner
4. Withdrawals of Candidates
5. Referendum
 - 5.8 Standing Referendum Committee
 - 5.9 Referendum Fee Schedule & Expenses
 - 5.10 Referendum Question Petition Collection
 - 5.11 Ratification of Referendum Questions
6. Responsibilities of Candidates and Referendum Teams
7. All-Candidates Meeting
8. Campaigning
9. Penalties for Infractions
10. Expenses
11. Appeals for CEO Decisions
 - 11.5 Archiving Elections Complaints
12. Voting Process
 - 12.1 Voting Eligibility
 - 12.2 Format of Ballots
 - 12.3 Polling Stations
 - 12.4 Election Results
 - 12.5 Ballot Counting Process
 - 12.6 Auditing/Recounting the Ballots
13. Announcements of the Results
 - 13.1 Ratification
14. Online Elections Contingency Plan

Central Student Association Policy Manual Organizational Policies

Section – Elections

- Campaign Policies
- Elections Appeals Board
- Election Accessibility
- Referendum Advocacy Committees

1.13.2 Amendment to Bylaw 1 Section 10, 11, and 12, Bylaw 1 Section 15 – 15.1 and Bylaw 1 Section 14.2.1 on March 2, 2016

Be it Resolved that the following amendment to Bylaw 1, Sections 10, 11 and 12 be ratified;

“To be amalgamated under a new heading title “Executive Officers” and the content amended to be (see attached document following this page)”

Be it Further Resolved that the following amendment to Bylaw 1 Section 15 – 15.1 be ratified;

“15. Accountability & Removal From Office

15.1 Members of the Executive Committee may be removed from office by a referendum of the members of the Association”

Shall be changed to:

“15. Accountability & Removal From Office

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

Be it Further Resolved that the following amendment to Bylaw 1 Section 14.2.1 be ratified;

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

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

Executive Officers

The CSA Executive Officers operate in a collaborative, non-hierarchical manner and shall include the Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Finance & Operations Commissioner and Local Affairs Commissioner.

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.

No person shall hold Executive office for more than two terms.

If any offices of the executive become or remain vacant after a CSA General Election and prior to the CSA Fall By-election Period, a by-election shall be held in accordance with CSA electoral bylaws and policies.

If any offices of the Executive become or remain vacant following a CSA by-election, the Board of Directors may appoint a member of the Board to the vacant position, strike a hiring committee and hire in accordance with the CSA hiring policy, or hold a subsequent by-election which shall be held in accordance with the electoral procedures as set out in By-law Number 2.

At all times there shall be a minimum of three executive members. If for any reason the CSA is left with less than three executive members, the Board of Directors shall have the authority to appoint executive members, this shall include ensuring that one individual is the corporate secretary and one individual the corporate president.

General Executive Responsibilities

- To at all times take into consideration the CSA's welfare and mandate.
- To at all times work collaboratively, and non-hierarchically
- To at all times uphold the principles of anti-oppression, and CSA bylaws and policies
- To actively participate and attend Executive Committee meetings
- To strive for maximum student involvement, to inform and educate students around issue concerning them and to solicit student input and opinion on issues and initiatives.
- Individually and collaboratively the Executive will work to coordinate new initiatives for the CSA
- To at all times ensure the financial viability and continuation of the CSA as a not-for-profit organization
- To at all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Finance & Operations Commissioner regularly.

Relationship with Board of Directors and Executive Committee

- To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained
- To present regular and informative reports to the Board of Directors.
- To take targeted initiatives from the Board of Directors and the general student body and implement them as the Executive finds it most relevant.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA
- 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. All executive officers shall be voting members of the Board of Directors.
- All Executive are expected to participate in ongoing leadership training; including but not limited to all Board of Directors training and transitioning sessions.
- Provide Executive Committee meeting minutes to the CSA Board of Directors
- To assist and work with the other executive and any staff member upon request.
- To discuss all initiatives, programs and campaigns with the executive committee and executive support committee in order to solicit input, assistance and advice.
- The Executive Committee shall supervise the Human Resources staff.

Portfolio Duties

General

- Each executive member shall be responsible for an area or areas of concentration called portfolios.
- Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio.
- Each Executive shall be available for consultation with the students on all matters pertaining to each respective portfolio. This includes office hours, classroom speaking, etc.
- Each Executive member shall be open to disclose any and all information with regard to their CSA portfolio proper that they may have in their possession. At no time shall any information, save staff files and legal issues, be withheld from the Board of Directors or the university community. No personal correspondence shall be kept on file from year to year.
- To attend and assist with any service’s programming, as requested by Coordinators

Academic & University Affairs Commissioner

Primary objectives are to defend and protect the academic rights and interests of current and prospective students who are associated with the University of Guelph. This includes overseeing issues of accessibility for undergraduate students with disabilities, campus sustainability, human rights and advocacy and collaboration with other academic student leaders.

Academic and Curricular Issues

- To be aware of the various avenues that are available to students in need of advice or assistance with University or academic related issues.
- To ensure that their needs are met through the appropriate channels, as well as keeping students informed and aware of internal issues.
- To monitor academic structures and regulations within the University.
- To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures; to be able to council and advise students on these procedures.
- To ensure that students have access to information for, and are made aware of, proposed or actual changes to educational, and students’ rights policies and programs.
- To be an ex-officio of Senate. This involves participation in Student Senate Caucus, as well as Senate Committees as per the Bylaws of Senate.

- To provide referrals and act as an advocate for students with academic concerns
- To coordinate relevant campaigns relating to undergraduate academic concerns including but not limited to teaching evaluations, accessibility, funding quality, etc.
- To monitor the University, with regard to curriculum, programs, enrollment and tuition and ensure students have meaningful participation and decision-making power.
- To advocate strongly in support of accessible post-secondary education, and against cuts to university programs.

Student Finance and Post-Secondary Funding Issues

- To be available for consultation with students on all internal matters, such as academics, tuition and University funding schemes.
- To provide referrals and act as an advocate for students with concerns related to their financial situation.
- To be familiar with all avenues of financial aid, including OSAP, CSLP, bursaries, work study, scholarships, etc.; to provide referrals and act as an advocate in relation to the bursaries and scholarships; to educate students about the changes to these programs, and to promote use of University financial aid, in way of bursaries and scholarship.
- To enhance student access to financial aid by monitoring and implementing the CSA's bursary endowment fund (GSAP).
- To work with the External Affairs Commissioner to insure student input at every level of tuition and ancillary fee discussions.
- To work with the External Affairs Commissioner to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institutions.

University Issues and Representation

- To be informed and aware of the activities of the Board of Governors, Senate, Student Rights and Responsibilities, Student Services Fee, Athletics and other university committees that impact on students' rights.
- To act as an advocate in representing student concerns to relevant university committees, task forces, policies decisions and other decision-making bodies, in conjunction with the student groups or individuals This includes being familiar with the Judicial process and provincial accessibility legislation.
- To coordinate awareness and lobbying campaigns with regard to academics at the University of Guelph. This should address such issues as corporate involvement in curriculum and research, diversity and alternatives in curriculum, class size, etc.

Collaboration and Support to Academic Student Leaders

- To liaise with College Governments and Student Senators in relation to academic concerns.
- To work with Student Senate Caucus Co-Chairs and College Government Executives to increase access to support services in order to increase academic advocacy.
- To act as a resource to Academic Student Leaders by providing training opportunities to address relevant current issues where necessary.
- To organize and facilitate Student Academic Caucus with the SSC Co-Chairs.
- To work with Student Academic Caucus and Student Budget Caucus to inform students of post-secondary funding and University budgeting processes and priorities



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To collaborate with the LEAD Advisor and planning committees for Student Leaders Interacting and Collaborating (SLIC) and LAUNCH/ReLAUNCH conferences

Accessibility for Students with Disabilities Issues

- To be the primary advocate for undergraduate students who self-identify as having a disability
- To chair the Accessibility Working Group as outlined in the CSA Policy Manual.
- To be the CSA representative on the Accessibility for Persons with Disabilities Advisory Committee (APDAC) and the Campus Accessibility Committee (CAC) and relevant subcommittees as necessary.

Campus Sustainability Issues

- To be the primary CSA representative for environmental issues and campus sustainability initiatives including the Student Executive Council Energy Retrofit project.
- To be the CSA representative on the Energy Conservation Working Group and relevant subcommittees as necessary.

Other Initiatives

- To chair the Capacity Analysis & Planning Committee
- To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and Health and Dental Plan Committee.
- To coordinate the process for the Teaching Excellence Award each year.
- To coordinate the Art in the Bullring project in collaboration with the Fine Arts Network and Bullring Manager
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- To always serve in a non-hierarchical manner in collaboration with the Executive Committee
- At the Academic Commissioner's discretion with input from the supervising commissioner, to provide support to CSA staff requesting academic consideration due to increased responsibilities due to large-scale programs and events.

Communications & Corporate Affairs Commissioner

Primary objectives are to serve as a spokesperson of the CSA, in collaboration with the Executive Committee and Board of Directors. This includes initiating new projects that address the needs of the students at the University of Guelph and defend and protect the non-academic rights and interests of the students of the University of Guelph.

Promotion and Communication of the CSA

- To always be publicly known as the Communications & Corporate Affairs Commissioner. However the Communications and Corporate Affairs Commissioner shall be also known as the 'Corporate Secretary' 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 from time to time.
- To maximize awareness of the CSA as an organization when not specifically portfolio related, including the history of the student movement on campus, and promoting the CSA's events, campaigns, and activities through as many means as possible.

Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To make every effort to inform and educate the student membership on all CSA initiatives, campaigns, programs and events by means of such methods as classroom speaking, attending appropriate student events, liaison with as many student organizations as possible, including but not limited to college governments, appropriate clubs, OPIRG, Guelph Campus Co- op, Interhall Council and College Royal.
- To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students.
- To promote the CSA as much as possible advertising efforts in on campus media including soliciting, editing, proofreading, and writing notices; Examples of this are the Ontario, Peak, Herd the Word, @Guelph, CFRU, etc.
- To be the primary liaison to communicate all official matters of the CSA. To be the primary contact between the CSA Executive and Board of Directors and the University Senior Administration.
- To be present at the University Rumor Mills
- This position will develop and maintain a communications protocol to be used by the organization
- To be responsible for being aware of the issues and events in each Executive portfolio in order to present a cohesive view of the CSA
- To be informed of the various avenues that are available to students in need of advice, assistance or support in nonacademic University related areas and ensure that students needs are being met through appropriate channels. To provide referrals and act as an advocate as needed.
- To organize the annual CSA day event in collaboration with the CSA Promotional Services & Graphic Designer
- To coordinate awareness and lobbying campaigns with regard to nonacademic student life at the University of Guelph; including but not limited to; Health and Safety on campus, ancillary fees, democracy/corporatization of the BoG, U.C. and student space issues, corporate involvement in athletics, etc.

Administrative Duties

- To facilitate Executive meetings. The Communications & Corporate Affairs Commissioner shall serve as the secretary for the Executive Committee and record all pertinent information for the purpose of presenting it to the Board. Facilitation of Executive meetings shall include full voting participation.
- To always serve in a non-hierarchical manner in collaboration with the Executive Committee
- To ensure the Executive Protocol is maintained and updated by the incoming Executive, and presented to the Board.
- To communicate all official Board of Directors positions to appropriate groups or organizations.
- To take direction from the Board of Directors or the Executive, during Executive empowerment, for the purpose of communicating vacant positions.
- To coordinate all official meetings of the CSA Board of Directors including the Annual General Meeting, and if necessary the General Members Meeting. All ratifications and de-ratifications will be organized by this position.
- To meet with the Policy and Transition Manager to develop a board meeting schedule for the next year (including AGM, GMM)
- To meet with the Policy and Transition Manager and the Finance and Operations Commissioner to develop a timeline and the scope of a board training plan each semester and to review best practices
- Will ensure Board members are fulfilling their responsibilities as outlined in the CSA Bylaws.

Central Student Association Bylaw 1 - Organizational

Last amended: DATE

- To meet with the Policy and Transition Manager to develop the timeline and scope of transition week for incoming executive training sessions and to review and approve a schedule of training submitted by the Policy and Transition Manager.
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- To ensure that CSA elections are fairly run and in accordance with CSA Bylaws & Policies
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to develop an election timeline for each semester in accordance with bylaws and policies
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to review Election bylaws and policies in the summer semester
- To monitor and maintain the CSA website and all other social networking means

Committee Involvement

- To sit on Student Executive Council, homecoming planning committee, and the Policy and Bylaw Review Committee
- To ensure proper representation of the CSA on any University Committees, to increase and advocate for increasing student representation and participation on these committees and newly created standing and ad hoc committees.
- To coordinate CSA committee representation; including advertising committee openings, facilitating committee member appointment and ensuring that all CSA appointed committee members are adequately representing the views of the CSA
- To strive for maximum student participation on all nonacademic university committees relevant to students. This involves either attending meetings or, where appropriate, delegating other student representatives. These committees include but are not limited to HSAC, AAC, Health & Safety, Student Employment Centre, Personal Safety Advisory Committee (PSAC), Student Services Fee, Stakeholders and Consultative Forum.
- To be informed and aware of the activities of the Board of Governors, Hospitality Services, Student Housing Services, the Counseling and Resource Centre, the Centre for Students with Disabilities, and other university committees that impact on students. To monitor these committees and to ensure that students have meaningful participation and decision-making power in these areas.
- To sit on the UC Board of Directors and to coordinate the student caucus of the U.C. Board

External Affairs Commissioner

Primary Objective is to work to defend the rights and interests of students of the University of Guelph at the federal and provincial levels. To be the CSA resource on alternative provincial/federal policies and budgets. To 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.

Lobbying

- To establish and maintain positive working relationships with student lobby groups we are currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- To establish and maintain positive working relationships with campus and local chapters of federal and provincial political parties



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To establish and maintain positive working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
- To establish and maintain positive working relationships with alternative provincial/federal policy advocacy groups (such as the Canadian Centre for Policy Alternatives and Council of Canadians)

Federal and Provincial Issues and Campaigns

- To be aware of alternative provincial/federal policies and budgets
- To coordinate campaigns and events centered around federal and provincial issues affecting students. This involves informing, educating and involving as many students as possible in these campaigns.
- To initiate awareness and lobbying campaigns around provincial, federal and global issues especially legislation and policy affecting students.
- 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. To collaborate with other civic engagement groups wherever possible.
- In the event of provincial or federal labour disputes, the External Affairs Commissioner will coordinate student support committees.
- To attend meetings of the Guelph Campus Alliance, and all other worker unions on campus
- To monitor provincial, federal and global initiatives, programs, policies and legislation that impacts students and execute interactive educational awareness campaigns based on these issues. 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.

Social and Environmental Justice

- To ensure that information and research is shared with other campuses and affected areas regarding all University matters.
- To build coalitions with labour groups, unions and other groups working for social justice, such as the Student Activist Network, the Ontario Federation of Labour, the Canadian Labour Congress, le Mouvement pour le Droit de l'Education (MDE), the Center for Campus Organizing, the Public Interest Research Groups (-PIRGs), alternative budgets, anti-poverty, anti-corporate, pro-labour, pro-democracy organizations, etc.
- To work with the Academic & University Affairs Commissioner to fight for student input at every level of tuition and ancillary fee discussions.
- To work with the Academic & University Affairs Commissioner to communicate tuition, fees info and Board of Governors budget information to students.
- To research and organize campaigns related to corporatization, privatization and other related University issues.
- To monitor the involvement and influence of corporations on campus in regard to nonacademic departments. (Hospitality, Athletics, University Centre, etc.)
- To build campaign coalitions with campus groups, clubs and organizations committed to social/environmental justice such as the Student Help & Advocacy Centre (SHAC), Human Rights & Equity Office, Guelph Queer Equality, Guelph Resource Centre for Gender Empowerment and

Central Student Association Bylaw 1 - Organizational

Last amended: DATE

Diversity, CFRU PM, The Peak, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), C.J. Munford Centre, International Student Organization (ISO) etc.

- To coordinate CSA responses to hate activity on campus
- To sit on and actively participate in any relevant committees, including Code of Ethical Conduct Advisory Committee, Hate Activity Sub-Committee, Hospitality Services Advisory Committee
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- To be a resource to SHAC to promote social justice awareness

Finance & Operations Commissioner

Primary Objective is to ensure the CSA is a functioning organization, financially and operationally in order to meet the needs of the University of Guelph students. To at all times be known publicly as the Finance and Operations Commissioner, however, to satisfy the provisions of the Ontario Corporations Act, shall be known also as the "Corporate President" 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 from time to time

Human Resources

- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- Serve as the Executive liaison with staff; ensuring that staff concerns and problems are met and dealt with appropriately
- To keep staff informed of Executive and Board initiatives and actions through, but not limited to, monthly staff meetings and bi-weekly e-mails.
- To invite all Staff to Board of Directors meetings and to Executive meetings, as needed
- To work with the Communications & Corporate Affairs Commissioner to organize a meet and greet activity early in the term for CSA Board, Executive, and Staff.
- To meet with the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager to develop a timeline and scope for board training
- To meet with the Policy & Transition Manager to develop a timeline and process for staff training workshops, operating manuals and job description review and to review the schedule submitted by the Policy & Transition Manager
- Support in the coordination of the hiring process
- To initiate the hiring process for any vacant staff positions during the year, at the discretion of the Executive Committee.
- To work with the Academic and University Affairs Commissioner in matter of Accessibility pertaining to the Human Resources Policies
- Support in ensuring staff evaluations are completed for the Permanent and Renewable-Contract staff in accordance with Human Resources Policies, and at a minimum every year
- Ensure the completion of all staff evaluations within the first three months of any staff member's employment.
- Serve as co-supervisor for the staff members of thecannon.ca, in conjunction with one member of the Guelph Campus Coop

Operations



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To ensure that a manual of Operations for each area under the supervision of the Executive is prepared and updated regularly, in collaboration with the Policy & Transition Manager.
- To act as the Executive liaison with the management of the Bullring, and to ensure that it is appropriately staffed and run in accordance with bylaws and policies.
- To review the monthly financial statements of the Bullring and to ensure the financial sustainability of the Bullring
- To coordinate the distribution of information on the Student Health & Dental Plans in conjunction with the Business Manager, ensuring that all aspects of the plans are promoted to the fullest degree. This would include a mass email in late August, Day Planner submission, and other media options.
- To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting Job Opportunities, CSA Services.
- To assume the role of the Clubs Coordinator and the Clubs Administrative Coordinator during their absence or unavailability.
- To ensure Staff, Services and Programs have the required resources to maintain operations
- 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.
- To ensure that the Student Organization Policy Form is completed by September of each year, in order to maintain the CSA's position as a primary student organization at the University of Guelph
- To be the executive contact for all matters related to CSA ancillary student fees
- To investigate the feasibility of new service and revenue generation opportunities for the CSA.

Finances

- 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-profit organization.
- To present regular reports to the Board of Directors and the CSA membership
- To be the executive liaison with the business office, especially on matters relating to the budget
- To be responsible for the oversight and coordination of the budgeting process.
- To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in Bylaws and Policies
- To meet with the Business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- To meet with the Business manager on a weekly basis to discuss critical financial matters that may arise.
- It is strictly recognized that the Finance & Operations Commissioner can only overrule a particular expenditure, if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the Finance & Operations Commissioner feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the Finance & Operations Commissioner, the executive must meet to rule on their decision.

Committees

- To chair for the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.

Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To co-chair of thecannon.ca Operating Committee, along with one member of the Guelph Campus Coop; to ensure communication among committee members, executive and the CSA Board of Directors.
- To co-chair of the Student Health Plan Committee, with the representative of the Graduate Students' Association, to ensure that the Student Health & Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body.
- To chair the Clubs Conduct Tribunal, as outlined in the CSA Policy Manual
- To sit as the CSA representative on the Student Health Advisory Group (SHAG)
- To act as a non-voting member of the Student Budget Caucus (SBC)

Space & Student Space Initiatives

- To be responsible for the arrangement and allocation of office spaces
- Work with clubs coordinator to assign club offices and lockers to accredited clubs
- To investigate and coordinate CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee
- To consult with the Academic and University Affairs Commissioner regarding campus accessibility

Health & Safety

- To ensure the CSA complies with the Occupational Health & Safety Act jointly with the Policy & Transition Manager
- To receive health and safety certifications, as required
- To work with the Policy & Transition Manager and the Bullring General Manager to develop Health & Safety programs, training and protocols
- To review and work to implement recommendations from the Joint Health & Safety Committee

Student Risk Management

- To act as the contact person for Student Risk Management, to ensure that Risk Management and the Student Risk Committees are promoted on campus.
- To work with the SRM Coordinator to plan and implement a training session for designates and alternatives early in the Fall semester.
- To be the SRM Policy holder on behalf of the CSA
- To attend SRM committee meetings if the Clubs Administrative Coordinator is unavailable
- To work with the Clubs and Clubs Administrative Coordinators to ensure that the Clubs are properly trained on Student Risk Management at the first Clubs General Meeting.

Local Affairs Commissioner

Primary objective is to work to defend and protect the rights and interest of students of the University of Guelph within the context of the Guelph Community. This includes issues related to tenancy, accessible and affordable transit, sexual violence and assault, and student space.

Tenancy Issues

- To be trained in specifics of the Residential Tenancies Act, and related City of Guelph by-laws by the outgoing Local Affairs Commissioner, in order to provide tenancy advocacy to students. When

Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

advocacy requires a legal opinion, the Local Affairs Commissioner will refer students to the appropriate community organization and will perform at least one port-referral contact.

- To act as a resource for SHAC, on issues related to the Residential Tenancies Act.
- To be aware of university residence issues and concerns and to work with Interhall Council to address them
- To oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative

Transportation Issues

- To act as the Administrator of the Universal Bus Pass Program (U.B.P) and the Late Night Bus Service (L.N.B.S.). This involves fielding any student questions about the Bus Pass and L.N.B.S., providing promotional materials, engineering campaigns about the U.B.P. and L.N.B.S., and organizing distribution of the pass.
- To work with Student Accessibility Services to organize alternative bus pass distribution accommodations for students who are registered with SAS.
- To organize an alternative bus pass distribution to accommodate OVC students
- To maintain the Universal Bus Pass agreement for both the CSA and students at large. This includes advocating for equitable price increases for the Universal Bus Pass when Guelph Transit seeks to raise the price of the Universal Bus Pass.
- To meet regularly with the General Manager of Community Connectivity and Transit for the City of Guelph to discuss issues with, and plans for, the bus pass, Late Night Bus Service and general Guelph Transit issues.
- To ensure student representation on the Parking Advisory Committee
- To advocate for commuter students to Transit and the University
- To maintain the Transit Board (at the UC doors) and keep it up-to-date
- To work with staff around logistics for Universal Bus Pass distribution each semester. This includes amongst other areas timelines, locations, temp help, and all other issues deemed relevant.

Municipal issues

- To develop campaigns, lobby sessions and initiatives that address municipal issues of concern to students; to suggest and advocate programs that rectify any inequities and inadequacies in municipal services available to students.
- To act as the CSA's link to the Guelph community. This involves meeting community members, be they groups or individuals, whose actions may have an impact upon students, and as well as raising the profile of the CSA as an active participant in the Guelph community.
- To lobby the City of Guelph, the members of its City Council, their committees, and the Departments of the City of Guelph. This involves attending meetings, and speaking to individuals on committees, or in departments regarding municipal issues that affect students.
- To attend City Council meetings as necessary
- To meet with and lobby Councilors wherever possible, with particular emphasis on Ward 5 and Ward 6 Councilors
- To be aware of all city by-laws, programs, and initiatives that impact on students.
- To attend Commission and Community meetings that the Local Affairs Commissioner has been specifically appointed to by virtue of their position the Guelph Civic League, Guelph Town and Gown, and the Guelph-Wellington Coalition for Social Justice, and the Late Night Task Force.

Central Student Association Bylaw 1 - Organizational

Last amended: DATE

- To attend other meetings that relate to issues of concern to students and the University; OMB Hearings, Landfill meetings, planning, zoning and by-law sessions, transportation meetings, housing meetings etc.
- To attend when necessary and work to create student engagement on neighbourhood groups in area's with a heavy student population.
- To attend; retain minutes from, or keep in contact with as many different municipal organizations that may impact students, including the Guelph Chamber of Commerce, the Downtown Board of Management, Labour groups, GIRC, OPIRG, political groups, housing groups, and neighbourhood associations.
- To represent the CSA at Municipal events, activities and initiatives where appropriate; to communicate with as many community members as possible.
- In the event of labour disputes within the City, including the University, the Local Affairs Commissioner will coordinate student support committees.

Awareness of Sexual Assault and Prevention Committee

- To act as the coordinator for this committee as stated in the CSA Policy Manual.
- To ensure CSA Board representation on the ASAP Committee.
- To ensure student representation on the ASAP Committee.
- To promote the activities of the ASAP Committee to CSA constituents.
- To apply to both the Student Life Enhancement Fund and Women's Campus Safety Initiative on behalf of the ASAP Committee

Student Space Issues

- To support other commissioners with any work regarding student space including but not limited to: study space, hang out space and student controlled space.
- To be aware of all University real estate issues.
- To act as the primary CSA representative on all student legal matters, including being available for court advocacy. To act as a resource to the Legal Resource Room.

Pesticide Issues

- To ensure CSA representation on the Landscape Advisory Committee.

Citizenship

- 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.
- In the event of a municipal election, the candidates' stance on various student issues are to be determined and recorded. Students are to be informed of candidates positions, and encouraged to vote in the elections with this in mind.
- In the event of a municipal election, to coordinate a campaign with Citizenship and Community Engagement and the Guelph Civic League encouraging students to vote.
- To ensure CSA representation on the Student Volunteer Connections board.
- To participate in the organization of Student Volunteer Connections' annual Positive Social Action Conference.



Central Student Association Bylaw 1 - Organizational

Last amended: DATE

- To help the CSA Food Bank and CSA Bike Centre in fundraising initiatives and seeking and preparing pertinent grant applications.
- To attend and help out with Meal Exchange's Delivery Days and Trick or Eat.
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies

1.13.3 Amendment to Bylaw 1 Section 15.3.1 on March 23, 2016

Be it Resolved that the following amendment to Bylaw 1, Section 15.3.1 be ratified;

“15. Accountability & Removal From Office
15.3.1. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training.”

Shall be changed to include:

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

1.13.4 Amendment to Bylaw 2 Section 6.12 on March 28, 2016

Be it Resolved that the following amendment to Bylaw 2, Section 6.12 be ratified;

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

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

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

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

Be it Resolved that the following amendment to Bylaw 1 be ratified;

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

Be it Further Resolved that the following amendment to Bylaw 1 Section 1.3 be ratified;

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



Central Student Association Table of Contents

Last amended: Date

Bylaw 1 – Organizational

1. General
2. Officers of the Corporation
3. Board of Directors
4. Board Meetings
5. Executive Officers
6. Accountability and Removal From Office
7. Executive Empowerment
8. Standing Committees
9. Members Meetings
10. Conflict of Interest
11. Disclosure of Information
12. Adoption and Amendments of Bylaws



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

These bylaws were last amended on [DATE INSERT] and ratified by an Annual General Meeting on **January 21, 2016** the below bylaws pertain to the affairs of the University of Guelph Central Student Association. These Bylaws, once in force, precede all previous Bylaws, written or implied.

1. General

1.1. Introduction to the Central Student Association

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

1.2. Aims of the Central Student Association

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

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

1.3. Definitions

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

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

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

"Chair" means the chair of the Board;

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

"Executive", sometimes referred to as Commissioners means one, or all of the five commissioners of the CSA, namely, the Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Human Resources & Operations Commissioner and Local Affairs Commissioner;



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

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

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

"Members" means the collective membership of the CSA;

"Officer" means an officer of the Corporation;

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

“Registered undergraduate student” means a person who is registered at the University of Guelph as an undergraduate student.

1.4. Interpretation

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

1.5. Membership

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

1.6. Cessation of Membership

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

1.7. Membership Fee

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

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

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

1.8. Changes to the Membership Fee

- 1.8.1. Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a 2/3 majority vote of a properly worded motion at a meeting of the CSA Board of Directors.
- 1.8.2. This change must be communicated to the membership via mass e-mail and the CSA website within two weeks of the decision made by the Board of Directors.

1.9. Rights, Privileges and Responsibilities of Membership

- 1.9.1. Members of the CSA shall have the following rights and privileges:
 - a. To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies; and
 - b. To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings; and



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- c. To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments; and
- d. To the protection and support of the CSA in accordance with the aims and objectives of the CSA; and
- e. To attend meetings of all decision-making bodies of the CSA, with the exception of in camera sessions and other situations in which confidentiality is required; and
- f. To speak and vote at General Meetings of the Members; and
- g. To speak, at the discretion of the Chair, at Board Meetings; and
- h. To seek nomination in CSA Elections to run for Executive and Non-Executive office; and
- i. To vote in CSA elections, by-elections, recalls and referenda, subject to restrictions in these bylaws; and
- j. To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws; and
- k. To access the services, research, information, materials, and other resources of the CSA; and
- l. To access the CSA's Health and Dental Plan within the provisions of the plan; and
- m. To access information on associations to which the CSA belongs

Members of the CSA shall have the following responsibilities:

- a. Payment of the designated CSA membership fee
- b. To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name
- c. To respect the aims of the organization, and anti-oppressive mandate of the CSA

- 1.9.2.** Failure to adhere to the responsibilities of membership, and following a 2/3rds vote of the Board, individuals may be distinguished to be 'not in good standing' for a period of time as stated by the board.

1.10. Member Colleges of the CSA

- 1.10.1.** Member Colleges of the Central Student Association include the following:
- a. College of Arts Student Union
 - b. College of Biological Science Student Council
 - c. College of Business and Economics Students Association
 - d. College of Physical and Engineering Science Student Council
 - e. College of Social and Applied Human Sciences Student Alliance
 - f. Student's Federation of the Ontario Agricultural College
 - g. Central Veterinary Students Association



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

2. Officers of the Corporation

2.1. Signing Officers of the Corporation

- 2.1.1. The CSA Executive structure operates in a collaborative, non-hierarchical manner, however:
- a) the Human Resources and Operations Commissioner shall be also known as the 'President' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.
 - b) the Communications and Corporate Affairs Commissioner shall be also known as the 'Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

3. Board of Directors

3.1. Board of Directors

3.1.1. The affairs of the CSA shall be managed by a Board of Directors of 34 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

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

Executive

- (1) Academic & University Affairs Commissioner
- (1) Communications & Corporate Affairs Commissioner
- (1) External Affairs Commissioner
- (1) Human Resources & Operations Commissioner
- (1) Local Affairs Commissioner

At-Large (Elected) Representatives

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

Member College Government Representatives (Appointed)

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

Student Organization Representatives (Appointed)

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- (1) Residence Student Representative (filled by Interhall Council)
- (1) Guelph Campus Co-op
- (1) Ontario Public Interest Research Group (OPIRG)
- (1) Student Senate Caucus
- (1) Board of Governors

3.1.3. All "At-Large (Elected) Representatives" shall be the following persons, namely, two (2) persons directly elected from and by members of the colleges during the general election. They shall be known as "At-Large Representatives". All such representatives shall at the time of their election, be members of the college they represent.

3.1.4. All "Member College Government Representatives" shall be the following persons, namely, one (1) person appointed by the member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "member college government representative" will have a vote on the Board of Directors and shall be counted for quorum.

3.1.5. A "Student Organization Representative" is appointed by the member organization. This person must hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "student organization representative" will have a vote on the Board of Directors and shall be counted for quorum.

- (1) Indigenous Student Representative (filled by the Aboriginal Student Association)
- (1) Racialized Student Representative (filled by the CJ Munford Centre)
- (1) LGBTQ Student Representative (filled by Guelph Queer Equality)
- (1) Women Student Representative (filled by the Guelph Resource Centre for Gender Empowerment and Diversity)
- (1) International Student Representative (filled by the International Student Organization)
- (1) Residence Student Representative (filled by Interhall Council)
- (1) Guelph Campus Co-op
- (1) Ontario Public Interest Research Group (OPIRG)
- (1) Student Senate Caucus
- (1) Board of Governors

3.1.6. There shall be no proxies, or 'alternate' members permitted.

3.1.7. Each member representing the student body or a college or organization directly shall search the feelings and opinions of their electorate in regard to any policies or actions of the Central Student Association. They will then report to the Board of Directors or executive whatever findings prevailing with their electorate.

3.1.8. The Scribe shall be a clerk of the Board of Directors. They shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

3.2. Director Qualifications

- 3.2.1. At all times, every Director shall:
- a) be at least eighteen (18) years of age; and
 - b) not have the status of bankrupt; and
 - c) be a registered undergraduate student at the University of Guelph at the time of election or a member of the Executive Committee;

3.3. Term of the Board

- 3.3.1. Each Director shall hold office from the first day of May of the current year, or their date of ratification by the Board, until the last day of April of the following year, or their date of de ratification by the Board. Following re-election or re-appointment, Directors may remain in their role, but must be re-ratified to the Board for an additional term.
- 3.3.2. No Director shall continue from term to term without following the processes laid out in the CSA bylaws and policies.

3.4. Indemnity

- 3.4.1. All Directors, Officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation against all liability incurred as a result of the execution of duties owed to the CSA, except to the extent that such liability results for the individual's willful neglect or default.

3.5. Director Duties

- 3.5.1. Each Director shall:
- a. act in the best interests of the CSA in respect of matters for which the Board has the authority to act; and
 - b. act in the best interest of the constituency that they are representing; and
 - c. attend all Board meetings, Board retreats, Board training sessions, Annual General Meetings and General Members' Meetings; and
 - d. be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, Hiring, large-scale programs and "Awareness Weeks"; and
 - e. at all times uphold the by-laws and policies of the CSA. Where no policy or by-law exists for a specific issue, to look to policies and practices of similar organizations; and
 - f. be at all times as objective, fair and impartial as possible when discussing issues and making decisions; and
 - g. be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation; and
 - h. actively promote student involvement in CSA services, advocacy, events and



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- campaigns; and
- i. tender their resignation if two meeting are missed per semester without obtaining prior leave of absence; and
- j. be aware that the Board may decide to remove Directors who fail to perform their duties; and
- k. carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

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

3.6. Disciplining Directors

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

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

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

3.7. Vacation of the Office of a Director

3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

- a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
- b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
- c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
- d) if by notice in writing to the Corporation such Director resigns his or her office (in





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

which case such resignation, if not effective immediately, becomes effective in accordance with its terms);

- e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;
- f) upon their death.

3.8. Appointment of Directors

- 3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.
- 3.8.2. “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA Fall By-election, and if needed through an appointment process as laid out in Bylaw 2 – Electoral, and in accordance with all CSA Bylaws and Policies.
- 3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Communications & Corporate Affairs Commissioner and Chief Electoral Officer, provided that it must occur in the fall semester.
- 3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.
- 3.8.6. Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.
- 3.8.7. Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process, as laid out in CSA Bylaws and Policies.

3.9. Appointment of Chair of the Board

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

4. Board Meetings

4.1. Meetings of the Board of Directors

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

4.2. Powers of the Board

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- approve the annual operating budget for the CSA no later than May 1 of the current fiscal year.
- 4.2.8.** The Board shall have the power to inspect and audit any activity sponsored by the CSA.
- 4.2.9.** The Board shall set down and implement any financial programmes and procedures, including the method of requisition of funds, which shall govern the operations of the CSA and its committees.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

5. Executive Officers

- 5.1. The CSA Executive Officers operate in a collaborative, non-hierarchical manner and shall include the Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Finance & Operations Commissioner and Local Affairs Commissioner.
- 5.2. 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.
- 5.3. No person shall hold Executive office for more than two consecutive terms.
- 5.4. At all times there shall be a minimum of three executive members. If for any reason the CSA is left with less than three executive members, the Board of Directors shall have the authority to appoint executive members, this shall include ensuring that one individual is the corporate secretary and one individual the corporate president.

5.5. General Executive Responsibilities

- To at all times take into consideration the CSA's welfare and mandate.
- To at all times work collaboratively, and non-hierarchically
- To at all times uphold the principles of anti-oppression, and CSA bylaws and policies
- To actively participate and attend Executive Committee meetings
- To strive for maximum student involvement, to inform and educate students around issue concerning them and to solicit student input and opinion on issues and initiatives.
- Individually and collaboratively the Executive will work to coordinate new initiatives for the CSA
- To at all times ensure the financial viability and continuation of the CSA as a not-for-profit organization
- To at all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Finance & Operations Commissioner regularly.

5.6. Relationship with Board of Directors and Executive Committee

- To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained
- To present regular and informative reports to the Board of Directors.
- To take targeted initiatives from the Board of Directors and the general student body and implement them as the Executive finds it most relevant.
- To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA
- 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. All executive officers shall be voting members of the Board of Directors.
- All Executive are expected to participate in ongoing leadership training; including but not limited to all Board of Directors training and transitioning sessions.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- Provide Executive Committee meeting minutes to the CSA Board of Directors
- To assist and work with the other executive and any staff member upon request.
- To discuss all initiatives, programs and campaigns with the executive committee and executive support committee in order to solicit input, assistance and advice.
- The Executive Committee shall supervise the Human Resources staff.

5.7. Portfolio Duties

5.7.9. General Portfolio

- Each executive member shall be responsible for an area or areas of concentration called portfolios.
- Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio.
- Each Executive shall be available for consultation with the students on all matters pertaining to each respective portfolio. This includes office hours, classroom speaking, etc.
- Each Executive member shall be open to disclose any and all information with regard to their CSA portfolio proper that they may have in their possession. At no time shall any information, save staff files and legal issues, be withheld from the Board of Directors or the university community. No personal correspondence shall be kept on file from year to year.
- To attend and assist with any service's programming, as requested by Coordinators

5.7.10. Academic & University Affairs Commissioner

Primary objectives are to defend and protect the academic rights and interests of current and prospective students who are associated with the University of Guelph. This includes overseeing issues of accessibility for undergraduate students with disabilities, campus sustainability, human rights and advocacy and collaboration with other academic student leaders.

Academic and Curricular Issues

- To be aware of the various avenues that are available to students in need of advice or assistance with University or academic related issues.
- To ensure that their needs are met through the appropriate channels, as well as keeping students informed and aware of internal issues.
- To monitor academic structures and regulations within the University.
- To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures; to be able to council and advise students on these procedures.
- To ensure that students have access to information for, and are made aware of, proposed or actual changes to educational, and students' rights policies and programs.
- To be an ex-officio of Senate. This involves participation in Student Senate Caucus, as well as Senate Committees as per the Bylaws of Senate.
- To provide referrals and act as an advocate for students with academic concerns
- To coordinate relevant campaigns relating to undergraduate academic concerns including but not limited to teaching evaluations, accessibility, funding quality, etc.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To monitor the University, with regard to curriculum, programs, enrollment and tuition and ensure students have meaningful participation and decision-making power.
- To advocate strongly in support of accessible post-secondary education, and against cuts to university programs.

Student Finance and Post-Secondary Funding Issues

- To be available for consultation with students on all internal matters, such as academics, tuition and University funding schemes.
- To provide referrals and act as an advocate for students with concerns related to their financial situation.
- To be familiar with all avenues of financial aid, including OSAP, CSLP, bursaries, work study, scholarships, etc.; to provide referrals and act as an advocate in relation to the bursaries and scholarships; to educate students about the changes to these programs, and to promote use of University financial aid, in way of bursaries and scholarship.
- To enhance student access to financial aid by monitoring and implementing the CSA's bursary endowment fund (GSAP).
- To work with the External Affairs Commissioner to insure student input at every level of tuition and ancillary fee discussions.
- To work with the External Affairs Commissioner to coordinate campaigns on reducing and eliminating tuition fees and funding of Post-secondary institutions.

University Issues and Representation

- To be informed and aware of the activities of the Board of Governors, Senate, Student Rights and Responsibilities, Student Services Fee, Athletics and other university committees that impact on students' rights.
- To act as an advocate in representing student concerns to relevant university committees, task forces, policies decisions and other decision-making bodies, in conjunction with the student groups or individuals This includes being familiar with the Judicial process and provincial accessibility legislation.
- To coordinate awareness and lobbying campaigns with regard to academics at the University of Guelph. This should address such issues as corporate involvement in curriculum and research, diversity and alternatives in curriculum, class size, etc.

Collaboration and Support to Academic Student Leaders

- To liaise with College Governments and Student Senators in relation to academic concerns.
- To work with Student Senate Caucus Co-Chairs and College Government Executives to increase access to support services in order to increase academic advocacy.
- To act as a resource to Academic Student Leaders by providing training opportunities to address relevant current issues where necessary.
- To organize and facilitate Student Academic Caucus with the SSC Co-Chairs.
- To work with Student Academic Caucus and Student Budget Caucus to inform students of post-secondary funding and University budgeting processes and priorities
- To collaborate with the LEAD Advisor and planning committees for Student Leaders Interacting and Collaborating (SLIC) and LAUNCH/ReLAUNCH conferences





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

Accessibility for Students with Disabilities Issues

- To be the primary advocate for undergraduate students who self-identify as having a disability
- To chair the Accessibility Working Group as outlined in the CSA Policy Manual.
- To be the CSA representative on the Accessibility for Persons with Disabilities Advisory Committee (APDAC) and the Campus Accessibility Committee (CAC) and relevant subcommittees as necessary.

Campus Sustainability Issues

- To be the primary CSA representative for environmental issues and campus sustainability initiatives including the Student Executive Council Energy Retrofit project.
- To be the CSA representative on the Energy Conservation Working Group and relevant subcommittees as necessary.

Other Initiatives

- To chair the Capacity Analysis & Planning Committee
- To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and Health and Dental Plan Committee.
- To coordinate the process for the Teaching Excellence Award each year.
- To coordinate the Art in the Bullring project in collaboration with the Fine Arts Network and Bullring Manager
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- To always serve in a non-hierarchical manner in collaboration with the Executive Committee
- At the Academic Commissioner's discretion with input from the supervising commissioner, to provide support to CSA staff requesting academic consideration due to increased responsibilities due to large-scale programs and events.

5.7.11. Communications & Corporate Affairs Commissioner

Primary objectives are to serve as a spokesperson of the CSA, in collaboration with the Executive Committee and Board of Directors. This includes initiating new projects that address the needs of the students at the University of Guelph and defend and protect the non-academic rights and interests of the students of the University of Guelph.

Promotion and Communication of the CSA

- To always be publicly known as the Communications & Corporate Affairs Commissioner. However the Communications and Corporate Affairs Commissioner shall be also known as the 'Corporate Secretary' 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 from time to time.
- To maximize awareness of the CSA as an organization when not specifically portfolio related, including the history of the student movement on campus, and promoting the CSA's events, campaigns, and activities through as many means as possible.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To make every effort to inform and educate the student membership on all CSA initiatives, campaigns, programs and events by means of such methods as classroom speaking, attending appropriate student events, liaison with as many student organizations as possible, including but not limited to college governments, appropriate clubs, OPIRG, Guelph Campus Co-op, Interhall Council and College Royal.
- To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students.
- To promote the CSA as much as possible advertising efforts in on campus media including soliciting, editing, proofreading, and writing notices; Examples of this are the Ontario, Peak, Herd the Word, @Guelph, CFRU, etc.
- To be the primary liaison to communicate all official matters of the CSA. To be the primary contact between the CSA Executive and Board of Directors and the University Senior Administration.
- To be present at the University Rumor Mills
- This position will develop and maintain a communications protocol to be used by the organization
- To be responsible for being aware of the issues and events in each Executive portfolio in order to present a cohesive view of the CSA
- To be informed of the various avenues that are available to students in need of advice, assistance or support in nonacademic University related areas and ensure that students needs are being met through appropriate channels. To provide referrals and act as an advocate as needed.
- To organize the annual CSA day event in collaboration with the CSA Promotional Services & Graphic Designer
- To coordinate awareness and lobbying campaigns with regard to nonacademic student life at the University of Guelph; including but not limited to; Health and Safety on campus, ancillary fees, democracy/corporatization of the BoG, U.C. and student space issues, corporate involvement in athletics, etc.

Administrative Duties

- To facilitate Executive meetings. The Communications & Corporate Affairs Commissioner shall serve as the secretary for the Executive Committee and record all pertinent information for the purpose of presenting it to the Board. Facilitation of Executive meetings shall include full voting participation.
- To always serve in a non-hierarchical manner in collaboration with the Executive Committee
- To ensure the Executive Protocol is maintained and updated by the incoming Executive, and presented to the Board.
- To communicate all official Board of Directors positions to appropriate groups or organizations.
- To take direction from the Board of Directors or the Executive, during Executive empowerment, for the purpose of communicating vacant positions.
- To coordinate all official meetings of the CSA Board of Directors including the Annual General Meeting, and if necessary the General Members Meeting. All ratifications and de-ratifications will be organized by this position.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To meet with the Policy and Transition Manager to develop a board meeting schedule for the next year (including AGM, GMM)
- To meet with the Policy and Transition Manager and the Finance and Operations Commissioner to develop a timeline and the scope of a board training plan each semester and to review best practices
- Will ensure Board members are fulfilling their responsibilities as outlined in the CSA Bylaws.
- To meet with the Policy and Transition Manager to develop the timeline and scope of transition week for incoming executive training sessions and to review and approve a schedule of training submitted by the Policy and Transition Manager.
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- To ensure that CSA elections are fairly run and in accordance with CSA Bylaws & Policies
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to develop an election timeline for each semester in accordance with bylaws and policies
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to review Election bylaws and policies in the summer semester
- To monitor and maintain the CSA website and all other social networking means

Committee Involvement

- To sit on Student Executive Council, homecoming planning committee, and the Policy and Bylaw Review Committee
- To ensure proper representation of the CSA on any University Committees, to increase and advocate for increasing student representation and participation on these committees and newly created standing and ad hoc committees.
- To coordinate CSA committee representation; including advertising committee openings, facilitating committee member appointment and ensuring that all CSA appointed committee members are adequately representing the views of the CSA
- To strive for maximum student participation on all nonacademic university committees relevant to students. This involves either attending meetings or, where appropriate, delegating other student representatives. These committees include but are not limited to HSAC, AAC, Health & Safety, Student Employment Centre, Personal Safety Advisory Committee (PSAC), Student Services Fee, Stakeholders and Consultative Forum.
- To be informed and aware of the activities of the Board of Governors, Hospitality Services, Student Housing Services, the Counseling and Resource Centre, the Centre for Students with Disabilities, and other university committees that impact on students. To monitor these committees and to ensure that students have meaningful participation and decision-making power in these areas.
- To sit on the UC Board of Directors and to coordinate the student caucus of the U.C. Board

5.7.12. External Affairs Commissioner

Primary Objective is to work to defend the rights and interests of students of the University of Guelph at the federal and provincial levels. To be the CSA resource on alternative provincial/federal policies and budgets. To be the CSA resource on and liaison with other Student



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

Unions and Associations at other post-secondary institutions and the University of Guelph Graduate Student Association.

Lobbying

- To establish and maintain positive working relationships with student lobby groups we are currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- To establish and maintain positive working relationships with campus and local chapters of federal and provincial political parties
- To establish and maintain positive working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
- To establish and maintain positive working relationships with alternative provincial/federal policy advocacy groups (such as the Canadian Centre for Policy Alternatives and Council of Canadians)

Federal and Provincial Issues and Campaigns

- To be aware of alternative provincial/federal policies and budgets
- To coordinate campaigns and events centered around federal and provincial issues affecting students. This involves informing, educating and involving as many students as possible in these campaigns.
- To initiate awareness and lobbying campaigns around provincial, federal and global issues especially legislation and policy affecting students.
- 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. To collaborate with other civic engagement groups wherever possible.
- In the event of provincial or federal labour disputes, the External Affairs Commissioner will coordinate student support committees.
- To attend meetings of the Guelph Campus Alliance, and all other worker unions on campus
- To monitor provincial, federal and global initiatives, programs, policies and legislation that impacts students and execute interactive educational awareness campaigns based on these issues. 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.

Social and Environmental Justice

- To ensure that information and research is shared with other campuses and affected areas regarding all University matters.
- To build coalitions with labour groups, unions and other groups working for social justice, such as the Student Activist Network, the Ontario Federation of Labour, the Canadian Labour Congress, le Movement pour le Droit de l'Education (MDE), the Center for Campus





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- Organizing, the Public Interest Research Groups (-PIRGs), alternative budgets, anti-poverty, anti-corporate, pro-labour, pro-democracy organizations, etc.
- To work with the Academic & University Affairs Commissioner to fight for student input at every level of tuition and ancillary fee discussions.
 - To work with the Academic & University Affairs Commissioner to communicate tuition, fees info and Board of Governors budget information to students.
 - To research and organize campaigns related to corporatization, privatization and other related University issues.
 - To monitor the involvement and influence of corporations on campus in regard to nonacademic departments. (Hospitality, Athletics, University Centre, etc.)
 - To build campaign coalitions with campus groups, clubs and organizations committed to social/environmental justice such as the Student Help & Advocacy Centre (SHAC), Human Rights & Equity Office, Guelph Queer Equality, Guelph Resource Centre for Gender Empowerment and Diversity, CFRU PM, The Peak, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), C.J. Munford Centre, International Student Organization (ISO) etc.
 - To coordinate CSA responses to hate activity on campus
 - To sit on and actively participate in any relevant committees, including Code of Ethical Conduct Advisory Committee, Hate Activity Sub-Committee, Hospitality Services Advisory Committee
 - Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
 - To be a resource to SHAC to promote social justice awareness

5.7.13. Finance & Operations Commissioner

Primary Objective is to ensure the CSA is a functioning organization, financially and operationally in order to meet the needs of the University of Guelph students. To at all times be known publicly as the Finance and Operations Commissioner, however, to satisfy the provisions of the Ontario Corporations Act, shall be known also as the "Corporate President" 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 from time to time

Human Resources

- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies
- Serve as the Executive liaison with staff; ensuring that staff concerns and problems are met and dealt with appropriately
- To keep staff informed of Executive and Board initiatives and actions through, but not limited to, monthly staff meetings and bi-weekly e-mails.
- To invite all Staff to Board of Directors meetings and to Executive meetings, as needed
- To work with the Communications & Corporate Affairs Commissioner to organize a meet and greet activity early in the term for CSA Board, Executive, and Staff.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To meet with the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager to develop a timeline and scope for board training
- To meet with the Policy & Transition Manager to develop a timeline and process for staff training workshops, operating manuals and job description review and to review the schedule submitted by the Policy & Transition Manager
- Support in the coordination of the hiring process
- To initiate the hiring process for any vacant staff positions during the year, at the discretion of the Executive Committee.
- To work with the Academic and University Affairs Commissioner in matter of Accessibility pertaining to the Human Resources Policies
- Support in ensuring staff evaluations are completed for the Permanent and Renewable-Contract staff in accordance with Human Resources Policies, and at a minimum every year
- Ensure the completion of all staff evaluations within the first three months of any staff member's employment.
- Serve as co-supervisor for the staff members of thecannon.ca, in conjunction with one member of the Guelph Campus Coop

Operations

- To ensure that a manual of Operations for each area under the supervision of the Executive is prepared and updated regularly, in collaboration with the Policy & Transition Manager.
- To act as the Executive liaison with the management of the Bullring, and to ensure that it is appropriately staffed and run in accordance with bylaws and policies.
- To review the monthly financial statements of the Bullring and to ensure the financial sustainability of the Bullring
- To coordinate the distribution of information on the Student Health & Dental Plans in conjunction with the Business Manager, ensuring that all aspects of the plans are promoted to the fullest degree. This would include a mass email in late August, Day Planner submission, and other media options.
- To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting Job Opportunities, CSA Services.
- To assume the role of the Clubs Coordinator and the Clubs Administrative Coordinator during their absence or unavailability.
- To ensure Staff, Services and Programs have the required resources to maintain operations
- 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.
- To ensure that the Student Organization Policy Form is completed by September of each year, in order to maintain the CSA's position as a primary student organization at the University of Guelph
- To be the executive contact for all matters related to CSA ancillary student fees
- To investigate the feasibility of new service and revenue generation opportunities for the CSA.

Finances

- 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-profit organization.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To present regular reports to the Board of Directors and the CSA membership
- To be the executive liaison with the business office, especially on matters relating to the budget
- To be responsible for the oversight and coordination of the budgeting process.
- To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in Bylaws and Policies
- To meet with the Business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- To meet with the Business manager on a weekly basis to discuss critical financial matters that may arise.
- It is strictly recognized that the Finance & Operations Commissioner can only overrule a particular expenditure, if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the Finance & Operations Commissioner feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the Finance & Operations Commissioner, the executive must meet to rule on their decision.

Committees

- To chair for the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.
- To co-chair of the thecannon.ca Operating Committee, along with one member of the Guelph Campus Coop; to ensure communication among committee members, executive and the CSA Board of Directors.
- To co-chair of the Student Health Plan Committee, with the representative of the Graduate Students' Association, to ensure that the Student Health & Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body.
- To chair the Clubs Conduct Tribunal, as outlined in the CSA Policy Manual
- To sit as the CSA representative on the Student Health Advisory Group (SHAG)
- To act as a non-voting member of the Student Budget Caucus (SBC)

Space & Student Space Initiatives

- To be responsible for the arrangement and allocation of office spaces
- Work with clubs coordinator to assign club offices and lockers to accredited clubs
- To investigate and coordinate CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee
- To consult with the Academic and University Affairs Commissioner regarding campus accessibility

Health & Safety

- To ensure the CSA complies with the Occupational Health & Safety Act jointly with the Policy & Transition Manager





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To receive health and safety certifications, as required
- To work with the Policy & Transition Manager and the Bullring General Manager to develop Health & Safety programs, training and protocols
- To review and work to implement recommendations from the Joint Health & Safety Committee

Student Risk Management

- To act as the contact person for Student Risk Management, to ensure that Risk Management and the Student Risk Committees are promoted on campus.
- To work with the SRM Coordinator to plan and implement a training session for designates and alternatives early in the Fall semester.
- To be the SRM Policy holder on behalf of the CSA
- To attend SRM committee meetings if the Clubs Administrative Coordinator is unavailable
- To work with the Clubs and Clubs Administrative Coordinators to ensure that the Clubs are properly trained on Student Risk Management at the first Clubs General Meeting.

5.7.14. Local Affairs Commissioner

Primary objective is to work to defend and protect the rights and interest of students of the University of Guelph within the context of the Guelph Community. This includes issues related to tenancy, accessible and affordable transit, sexual violence and assault, and student space.

Tenancy Issues

- To be trained in specifics of the Residential Tenancies Act, and related City of Guelph by-laws by the outgoing Local Affairs Commissioner, in order to provide tenancy advocacy to students. When advocacy requires a legal opinion, the Local Affairs Commissioner will refer students to the appropriate community organization and will perform at least one port-referral contact.
- To act as a resource for SHAC, on issues related to the Residential Tenancies Act.
- To be aware of university residence issues and concerns and to work with Interhall Council to address them
- To oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative

Transportation Issues

- To act as the Administrator of the Universal Bus Pass Program (U.B.P) and the Late Night Bus Service (L.N.B.S.). This involves fielding any student questions about the Bus Pass and L.N.B.S., providing promotional materials, engineering campaigns about the U.B.P. and L.N.B.S., and organizing distribution of the pass.
- To work with Student Accessibility Services to organize alternative bus pass distribution accommodations for students who are registered with SAS.
- To organize an alternative bus pass distribution to accommodate OVC students
- To maintain the Universal Bus Pass agreement for both the CSA and students at large. This includes advocating for equitable price increases for the Universal Bus Pass when Guelph Transit seeks to raise the price of the Universal Bus Pass.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To meet regularly with the General Manager of Community Connectivity and Transit for the City of Guelph to discuss issues with, and plans for, the bus pass, Late Night Bus Service and general Guelph Transit issues.
- To ensure student representation on the Parking Advisory Committee
- To advocate for commuter students to Transit and the University
- To maintain the Transit Board (at the UC doors) and keep it up-to-date
- To work with staff around logistics for Universal Bus Pass distribution each semester. This includes amongst other areas timelines, locations, temp help, and all other issues deemed relevant.

Municipal issues

- To develop campaigns, lobby sessions and initiatives that address municipal issues of concern to students; to suggest and advocate programs that rectify any inequities and inadequacies in municipal services available to students.
- To act as the CSA's link to the Guelph community. This involves meeting community members, be they groups or individuals, whose actions may have an impact upon students, and as well as raising the profile of the CSA as an active participant in the Guelph community.
- To lobby the City of Guelph, the members of its City Council, their committees, and the Departments of the City of Guelph. This involves attending meetings, and speaking to individuals on committees, or in departments regarding municipal issues that affect students.
- To attend City Council meetings as necessary
- To meet with and lobby Councilors wherever possible, with particular emphasis on Ward 5 and Ward 6 Councilors
- To be aware of all city by-laws, programs, and initiatives that impact on students.
- To attend Commission and Community meetings that the Local Affairs Commissioner has been specifically appointed to by virtue of their position the Guelph Civic League, Guelph Town and Gown, and the Guelph-Wellington Coalition for Social Justice, and the Late Night Task Force.
- To attend other meetings that relate to issues of concern to students and the University; OMB Hearings, Landfill meetings, planning, zoning and by-law sessions, transportation meetings, housing meetings etc.
- To attend when necessary and work to create student engagement on neighbourhood groups in area's with a heavy student population.
- To attend; retain minutes from, or keep in contact with as many different municipal organizations that may impact students, including the Guelph Chamber of Commerce, the Downtown Board of Management, Labour groups, GIRC, OPIRG, political groups, housing groups, and neighbourhood associations.
- To represent the CSA at Municipal events, activities and initiatives where appropriate; to communicate with as many community members as possible.
- In the event of labour disputes within the City, including the University, the Local Affairs Commissioner will coordinate student support committees.

Awareness of Sexual Assault and Prevention Committee

- To act as the coordinator for this committee as stated in the CSA Policy Manual.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- To ensure CSA Board representation on the ASAP Committee.
- To ensure student representation on the ASAP Committee.
- To promote the activities of the ASAP Committee to CSA constituents.
- To apply to both the Student Life Enhancement Fund and Women's Campus Safety Initiative on behalf of the ASAP Committee

Student Space Issues

- To support other commissioners with any work regarding student space including but not limited to: study space, hang out space and student controlled space.
- To be aware of all University real estate issues.
- To act as the primary CSA representative on all student legal matters, including being available for court advocacy. To act as a resource to the Legal Resource Room.

Pesticide Issues

- To ensure CSA representation on the Landscape Advisory Committee.

Citizenship

- 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.
- In the event of a municipal election, the candidates' stance on various student issues are to be determined and recorded. Students are to be informed of candidates positions, and encouraged to vote in the elections with this in mind.
- In the event of a municipal election, to coordinate a campaign with Citizenship and Community Engagement and the Guelph Civic League encouraging students to vote.
- To ensure CSA representation on the Student Volunteer Connections board.
- To participate in the organization of Student Volunteer Connections' annual Positive Social Action Conference.
- To help the CSA Food Bank and CSA Bike Centre in fundraising initiatives and seeking and preparing pertinent grant applications.
- To attend and help out with Meal Exchange's Delivery Days and Trick or Eat.
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies

5.10. Disciplining Executive Officers

5.10.1. The Central Student Association shall have the right to discipline its Executive Officers.

Grounds for disciplinary action include, but are not limited to, the following:

- a) poor attendance at Board meetings;
- b) just cause;
- c) theft, fraud, or embezzlement of funds;
- d) failure to disclose a significant or obvious conflict of interest;





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- e) breach of confidentiality;
- f) misuse of CSA property; or
- g) failure to perform their duties as specified by the By-Laws and Policies.

5.11. Executive Officer Vacancies

- 5.11.1.** If any offices of the executive become or remain vacant after a CSA General Election and prior to the CSA Fall By-election Period, a by-election shall be held in accordance with the electoral procedures as set out in Bylaw 2 - Electoral.
- 5.11.2.** The by-election shall be held after the Board of Directors declares a vacancy.
- 5.11.3.** If any offices of the Executive become or remain vacant following a CSA by-election, the Board of Directors may appoint a member of the Board to the vacant position, strike a hiring committee and hire in accordance with the CSA hiring policy, or hold a subsequent by-election which shall be held in accordance with the electoral procedures as set out in Bylaw 2 - Electoral.
- 5.11.4.** In the case of a by-election the person who receives the most votes cast in the election shall subsequently serve in the position for the remainder of that same term.



6. Accountability & Removal From Office

- 6.1. Any Director appointed or elected, including the Executive Committee, may be removed from office by a referendum of the constituency represented by that member. Quorum for this referendum is 10%. A simple majority of this is required to remove the member of the Executive Committee, or Director.
- 6.2. A referendum may be initiated by either a petition from 10% of the Association members or a 2/3 vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer, or Director.
- 6.3. A referendum may be initiated by either a petition from 10% of the member college or student organization's members, or a 2/3 vote of the Board of Directors.
- 6.4. The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more meetings in general, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Communications & Corporate Affairs Commissioner or a designated staff member at least 24 hours in advance of the meeting
- 6.5. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training.
- 6.6. Organizations who have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement sent to the Communications & Corporate Affairs Commissioner.
- 6.7. Any additional reasons for de-ratification shall follow a referendum process.

6.8. Reprimand

- 6.8.1. Any Executive or Director may be reprimanded for violation of by-laws or policy, poor job performance or unprofessional behaviour. A reprimand requires a 2/3 vote of the Board. All discussions surrounding reprimands shall take place In Camera but the vote and reasons for the reprimand shall be recorded in the Board minutes.
- 6.8.2. The purpose of a reprimand is to be corrective and constructive. With this in mind the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)
- 6.8.3. Proposals to reprimand must be presented to the Board in writing and should clearly state the problem, any immediate corrective action and future expectations. All discussions pertaining to positive discipline shall be held in-camera.
- 6.8.4. Proposals to reprimand can also be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Communications & Corporate Affairs Commissioner in the case of a Director reprimand.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

7. Executive Empowerment

- 7.1. Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at anytime by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, which the Executive shall be bound to.
- 7.2. Unless otherwise determined by the board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.
- 7.3. This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.
- 7.4. Under Executive Empowerment the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy the Executive Committee shall reconvene the Board of Directors.
- 7.5. Expenditures under executive empowerment shall be contained within a specified budgetary line item, and shall not exceed
- 7.6. \$4999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

8. Standing Committees

8.1. The Board shall maintain the following standing subcommittees:

- a. Executive Committee
- b. Finance Committee
- c. Service Oversight Committee
- d. Policy and Bylaw Review Committee (PBRC)

8.2. Executive Committee

- 8.2.1.** The voting members of the Executive Committee shall be the Academic and University Affairs Commissioner, Communications and Corporate Affairs Commissioner, External Affairs Commissioner, Finance & Operations Commissioner and Local Affairs Commissioner; and
- 8.2.2.** The Communications & Corporate Affairs Commissioner shall serve as the facilitator and secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board
- 8.2.3.** Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
- 8.2.4.** The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- 8.2.5.** The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- 8.2.6.** The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.
- 8.2.7.** The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
- 8.2.8.** The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- 8.2.9.** The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- 8.2.10.** The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

8.3. Finance Committee

Terms of Reference shall be found in the Central Student Association Policy Manual

8.4. Service Oversight Committee

Terms of Reference shall be found in the Central Student Association Policy Manual

8.5. Policy and Bylaw Review Committee (PBRC)

Terms of Reference shall be found in the Central Student Association Policy Manual



9. Members Meetings

9.1. Annual and Other Meetings of the Members

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

- 9.1.13. The order of the agenda is set by this bylaw, however the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.
- 9.1.14. The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy and Transition Manager and compiled by the Communications and Corporate Affairs Commissioner with input from the Executive Committee.
- 9.1.15. The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:
- 9.1.16. Notice of such business must be served as information at a meeting of the Board of Directors, and
- 9.1.17. Such a meeting of the Board of Directors must take place at least seven (7) days before the members' meeting in question.

9.2. Error or Omission in Notice

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



10. Conflict of Interest

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

11. Disclosure of Information

- 11.1. At the beginning of every meeting of the Board of Directors or committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and the CSA's Privacy Policy, to the attention to all present.
- 11.2. All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with a support of the majority. Exiting and re-entering an in camera session will be permitted with the understanding that all present are obligated to keep the proceedings confidential.
- 11.3. Non-members will be permitted to attend an in camera session of the Board of Directors or any committee created by it only after a motion requesting attendance to an in camera session is approved by a majority vote of members present and voting.





Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

12. Adoption and Amendments of Bylaws

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

1.13.6 Amendment to Bylaw 2 Section 2.2.1, Bylaw 2 Section 5.4 ad Bylaw 2 Section 5.11.1 on September 14, 2016

Be it Resolved that the following amendment to Bylaw 2 Section 2.2.1 be ratified;

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

Shall be changed to

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

Be it Further Resolved that the following amendment to Bylaw 2 Section 2.2.1 be ratified;

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

Shall be changed to

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

Be it Further Resolved that the following amendment to Bylaw 2 Section 5.11.1 be ratified;

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

Shall be changed to

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

Amendments to CSA Bylaws
Annual General Meeting
February 1st, 2017 @ 5:30pm - PCH



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

Be it Resolved that the enclosed changes to Bylaw 1 Section 5 be ratified (see document following this page);

Be if Further Resolved that these changes be effective as of May 1st, 2017 and for the Winter 2017 general election.



Organizational Restructure 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

SUPPLEMENTS

Following This Page

12.9.6. (Info) Referendum question

Central Student Association (CSA) Referendum Question

Whereas, products labeled as “feminine” are often subject to higher prices;

Whereas, menstrual hygiene products in Canada are still seen as Luxury Goods, while items that can be used by all or no genders, such as toilet paper, are categorized as Necessary Goods and as such can be found supplied for free;

Whereas, though the Canadian government has taken steps to address this issue by eliminating any taxation of feminine hygiene products, this step does not adequately eliminate financial discrimination (and burden) towards those who experience menstruation;

Whereas, sexual health products such as condoms are provided free at many locations on University of Guelph campus while necessary personal health products, such as tampons and pads, are only offered in limited locations;

Whereas, resources on campus providing tampons and pads for free or at reduced rates (e.g., GRCGED) utilize large portions of their budgets to purchase these products;

Whereas, the CSA has provided a small scale service of this nature in the past that was unable to be sustained from year to year, due to the annual turn over of the Executive positions, and not having a specific budget line in place to ensure that these products are readily available;

Whereas, the CSA has a commitment to serving its Members and working towards creating a more equitable campus environment;

Whereas, menstrual product dispensing machines are often limited to female washroom, despite the fact that those who identify as female are not the only people who menstruate;

Whereas, often times, these machines are out of date, broken, or no longer contain any products, and often sell menstrual products for up to four times their market cost;

Whereas, often times, menstruating folks are caught off guard with the onset of their period and would benefit from having emergency supplies more readily available, to ensure that these students are able to better focus on their studies, and lower menstruation related stress;

Whereas, through the collection of fees the CSA can purchase menstrual hygiene products in bulk and alleviate some of the cost of those products to its Members that would require them during their time at the University of Guelph as a member of the CSA;

12.9.6. (Info) Referendum question

Whereas, in the case of a surplus, all leftover money will go towards alternative menstrual care products (e.g., Diva Cup) in the following school year;

BIRT, the CSA Board of Directors approve the following question for the Winter 2017 referendum period;

“Do you support a mandatory fee of \$0.90 per semester for undergraduate students, with the intention of freely supplying and distributing menstrual hygiene products, including, but not necessarily limited to, tampons and pads, to all its Members who experience menstruation across campus to be put in effect at the beginning of the semester in Fall 2017 (inclusive)?”

Policy

1. Conflict of Interest

- 1.1 A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.
- 1.2 The CEO and AEO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.
- 1.3 Any member of the organization who feels that the CEO or AEO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors
- 1.4 In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.
- 1.5 In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.
- 1.6 If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.
- 1.7 If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.
 - a) The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and
 - b) The CEO shall oversee the completion of the AEO's roles and responsibilities; and
 - c) The CEO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement; and
 - d) The CEO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college; and
 - e) The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures; and
 - f) The CSA Elections Office shall securing polling stations or voting spaces on campus; and
 - g) The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester; and
 - h) The CSA Elections Office shall organize all aspects of the All Candidates Meeting; and
 - i) The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and
 - j) The CSA Elections Office shall be responsible for the approval of all campaigning material; and
 - k) The CSA Elections Office shall adjudicate and provide rulings on complaints filed by during the electoral process; and

- l) The CSA Elections Office shall prepare any necessary reports for the Board of Directors; and
- m) The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and
- n) The CSA Elections Office shall abide by adhere to any other roles and responsibilities laid out in the CEO and AEO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

2. Roles and Responsibilities of the Board and Executive with regard to CSA Elections

- 4.1** The CSA Elections Office, in co-operation with the Academic & University Affairs Commissioner, will compile a class schedule of all classes containing at least 100 students.
- 4.2** The Communications & Corporate Affairs Commissioner will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last board meeting of the semester prior to the commencement of the election process.
- 4.3** Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs etc.
- 4.4** Directors and Executives shall aspire to attend any emergency Board meetings during the CSA election period
- 4.5** Failure, on the part of Directors, to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1 Section 15 (Accountability & Removal From office), at the Board's discretion.

3. Nominations

3.1 Eligibility

- 3.1.1.** Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Commissioner position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.
- 3.1.2.** Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CEO before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.
- 3.1.3.** For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

3.1.4. The CEO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

3.2 Nomination of Directors

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

- a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office
- b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CEO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed.
- c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office
- d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency
- e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words.
- f) The nominee shall present a refundable deposit of \$25.00 in the form of cash, certified cheque or personal cheque.

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

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

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

3.3 Nomination of Executive/Commissioner

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

- a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office
- b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CEO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed.

12.10.2. (Notice) PBRC Policy and Bylaw 2 Change

- c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office
- d) The nominee must receive a total of 100 verified signatures in support of their candidacy
- e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words.
- f) The nominee shall present a refundable deposit of \$50.00 in the form of cash, certified cheque or personal cheque.

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

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

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

4. Withdrawals of Candidates

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

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

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

4.3 Referendum questions shall be included during the General Elections period.

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

4.5 A simple majority vote is required for a valid outcome.

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

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

5. Standing Referendum Committee

- 5.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.
- 5.2 The SRC shall:
 - a) Be comprised of the CEO and at least two Directors.
 - b) Receive all submitted referendum questions from the CSA Elections Office.
 - c) Upon receipt of a referendum question, the SRC shall meet to approve the question and provide any feedback within two weeks.
 - d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
 - e) Determine which fee schedule, paid to the CSA, for hosting the referendum question is applicable to the group

6. Referendum Fee Schedule & Expenses

- 6.1 Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.
- 6.2 Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.
- 6.3 Each group sponsoring a referendum question shall present a refundable deposit of \$50.00 in the form of cash or certified cheque before campaigning can begin.
- 6.4 A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

7. Referendum Question Petition Collection

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

8. Ratification of Referendum Questions

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

9. Responsibilities of Candidates and Referendum Teams

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

10. All-Candidates Meeting

- 10.1 All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CEO in person within twenty-four (24) hours of the meeting.

- 10.2** For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.
- 10.3** Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CEO shall be disqualified from the election.
- 10.4** The topics at the All-Candidates Meeting shall include, but not limited to:
 - a) the elections process as outlined in the CSA Bylaws and Policies
 - b) the elections schedule
 - c) the duties and functions of the Elections officials
- 10.5** Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.
- 10.6** It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

11. Campaigning

11. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.
 - a) A list of official campaigners for each candidate or referendum team shall be provided to the CEO prior to the commencement of campaign period. This list shall remain confidential and is for CSA Elections Office use only.
 - b) Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.
 - c) Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behavior is not permitted and may result in disqualification.
 - d) No campaigning shall take place before the nomination period and before the start of the campaigning period.
 - e) Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.
 - f) It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.
 - g) All campaign material and/or advertisements need approval by the CEO in advance of posting or distribution. All submissions made to the CEO shall be returned with or without approval within two (2) business days.

12.10.2. (Notice) PBRC Policy and Bylaw 2 Change

- h) All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- i) No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CEO.
- j) Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.
- k) Campaigning is not allowed within individual Student Residences or within the Library.
- l) Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
- m) Campaigning During Voting Period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

12. Penalties for Infractions

- 12.1** The CEO is responsible for monitoring candidates and referendum campaigns, and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.
- 12.2** The CEO and AEOs are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this bylaw and the approved All Candidates Package.
- 12.3** Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CEO will make their decisions must be adopted by the CSA Board of Directors at a board meeting during the semester during which the election will be held, and prior to the commencement of such election period.
- 12.4** Infractions will be percentage based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.
- 12.5** Failure to comply with applicable CSA bylaws and policies, could result in the invalidation of a referendum or individuals candidacy, as determined by the CEO, per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.
- 12.6** Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24hrs of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.
- 12.7** In cases of disqualification, the CEO must attempt to contact the candidate or referendum team by both email and phone.
- 12.8** The CEO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the Communications & Corporate Affairs Commissioner to ensure that this statement is made available on the CSA website.

13. Expenses

- 13.1** Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.
- 13.2** Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form 48 hours after the close of the polls (weekends and statutory holidays included). It may be submitted prior to this deadline.
- 13.3** All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 13.4** All organizations or groups who oppose a referendum question and have formed a “no campaign” shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 13.5** The campaign expense limit for Executive candidates is \$200.
- 13.6** The campaign expense limit for Board of Director candidates is \$75.
- 13.7** The campaign expense limit for Referendum teams is \$300.
- 13.8** If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.
- 13.9** The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

14. Appeals for CEO Decision

- 14.1** The process for appealing a decision made by the CSA Elections Office is as follows:
- 14.2** An attempt must be made to address the issue or concerns directly with the CEO
- 14.3** If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the Communications & Corporate Affairs Commissioner
- 14.4** The Communications & Corporate Affairs Commissioner will submit this form to the Electoral Appeals Board
- 14.5** The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision

15. Format of Ballots

- 15.1** Candidate Ballots
 - a) Each candidate race will appear on a separate ballot sheet.
 - b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board.
 - c) The order of each candidate name on the ballot will be randomized through the full ballot population.
 - d) In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a “Yes” or “No” option.

12.10.2. (Notice) PBRC Policy and Bylaw 2 Change

- e) Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.
- f) The CEO will ensure that information explaining the "Decline" option is posted at each polling station and on the electronic ballot.

15.2 Referendum Question Ballots

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

16. Polling Stations

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

17. Election Results

- 17.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.
- 17.2 Candidates who undergo a "Yes" or "No" vote, and receive a majority of "Yes" votes shall be declared a winner.
- 17.3 Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.
- 17.4 In the event that a "Decline" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.
- 17.5 In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.

18. Ballot Counting Process

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

19. Auditing/Recounting the Ballots

- 19.1** An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.
- 19.2** A recount is in reference to a review of the voting results and a recounting of cast ballots.
- 19.3** Following the close of the voting period, there shall be a fifteen (15) day audit/recount period.
- 19.4** The CEO may issue a recount of the ballots at any time during the fifteen (15) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CEO by following the appeal procedure outlined in Section 11 of this bylaw (Appeals for CEO decisions).
- 19.5** An audit and recount will automatically be initiated if the winning candidate or option outperforms the second place candidate or option by less than 3% of total votes cast.
- 19.6** The CEO will accept appeals for an audit/recount for during this period following the posting of the results.
- 19.7** A request for an audit/recount of the ballots must be submitted in writing to the CEO within the fifteen (15) day period. A request should state clearly the reasons behind such a request and any and all evidence.
- 19.8** During the fifteen (15) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.
- 19.9** The Board of Directors will be informed of any request for an audit/recount at the first board meeting after the close of the fifteen (15) day period.
- 19.10** Successful candidates will only be ratified after this fifteen (15) day period.
- 19.11** The CEO shall send a copy of any audit to the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.
- 19.12** If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CEO.

20. Announcements of the Results

- 20.1** The CEO shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.
- 20.2** The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.
- 20.3** The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

21. Ratification

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

22. Online Elections Contingency Plan

- 22.1** In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this by-law.
- 22.2** In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan:
- 22.3** Voting will be conducted via paper balloting
- 22.4** The format of the ballots will be as outlined in this Bylaw 2, Section 12.2.
- 22.5** The location of polling locations on campus
- 22.6** Counting of the ballots will be as outlined below:
- a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting.
 - b) The ballots shall be counted by the CEO, the AEO, the CEO's supervisor, at least two polling clerks.
 - c) One Scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as said Scrutineer is not a campaign manager or member of a campaign team.
 - d) Recounting of the ballots will be as outlined in Bylaw 2, Section 12.6



Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

1. Administration of Elections

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

1.1. Electoral Officers

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

1.3 Roles and Responsibilities of the CSA Elections Office

- 4. It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by [Policy 1.3](#).

Deleted: 1.2. Conflict of Interest [1]

Deleted: the following:

Deleted: <#>The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and [2]



Central Student Association

Bylaw 2 - Electoral

Last amended: January 25, 2017

2. Election Periods

2.1 General Election

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

2.2 By-Elections

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

deleted: 3. Nominations -

... [3]





Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

3. Referendum

3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester ([See Policy 5.](#))

Comment[TV1]: Previously 5. Referendum

Deleted: <#>Any student group, or member of the undergraduate student body, may submit a Referendum question on the appropriate form outlined by the CSA Elections Office - ... [4]



Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

4. Responsibilities of Candidates and Referendum Teams

- 4.1. To read, understand and abide by all campaign rules set out by the CEO and CSA and Bylaws and Policies, and to direct any question to the CEO. ([See Policy 6.](#))

Deleted: 6.

Deleted: <#>To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CEO. If access to email is not available, the CEO must be informed before the start of the campaign period and alternative arrangements made. .

... [5]



Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

5. Campaigning

- 5.1. **MOVED TO DEFINITIONS IN BYLAW 1** Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with [policy 8.3](#) with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- 5.2. Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual and it is the duty of each individuals to understand and comply with all stated rules.

Deleted: 8.

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

Deleted: -

Deleted: this bylaw

Deleted: <#>All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates. - ... [6]

Deleted: 9.

Deleted: Penalties for Infractions - ... [7]



Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

6. Appeals for CEO Decisions

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

6.4 Archiving Elections Complaints

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

Deleted: 11.

Deleted: <#>The process for appealing a decision made by the CSA Elections Office is as follows: [8]



Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

7. Voting Process

7.1. Voting Eligibility

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

7.1.2. Proxy voting is not permitted.

Comment [TV2]: Previously 12. Voting Process

Deleted: 12.2 Format of Ballots

... [9]

1.2. Conflict of Interest

A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

The CEO and AEO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.

Any member of the organization who feels that the CEO or AEO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors

In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and

The CEO shall oversee the completion of the AEO's roles and responsibilities; and

The CEO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement; and

The CEO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college; and

The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures; and

The CSA Elections Office shall securing polling stations or voting spaces on campus; and

The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester; and

The CSA Elections Office shall organize all aspects of the All Candidates Meeting; and

The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and

The CSA Elections Office shall be responsible for the approval of all campaigning material; and

The CSA Elections Office shall adjudicate and provide rulings on complaints filed by during the electoral process; and

The CSA Elections Office shall prepare any necessary reports for the Board of Directors; and

The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and

The CSA Elections Office shall abide by adhere to any other roles and responsibilities laid out in the CEO and AEO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

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

The CSA Elections Office, in co-operation with the Academic & University Affairs Commissioner, will compile a class schedule of all classes containing at least 100 students.

The Communications & Corporate Affairs Commissioner will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last board meeting of the semester prior to the commencement of the election process.

Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs etc.

Directors and Executives shall aspire to attend any emergency Board meetings during the CSA election period

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

3. Nominations

3.1 Eligibility

Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Commissioner position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.

Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CEO before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.

For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

The CEO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

3.2 Nomination of Directors

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

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

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

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

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

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

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

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

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

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

3.3 Nomination of Executive/Commissioner

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

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

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

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

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

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

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

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

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

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

4. Withdrawals of Candidates

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

Page 3: [4] Deleted

Colette Deveau

1/25/17 2:16:00 PM

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

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

Referendum questions shall be included during the General Elections period.

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

A simple majority vote is required for a valid outcome.

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

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

5.8 Standing Referendum Committee

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

The SRC shall:

Be comprised of the CEO and at least two Directors.

Receive all submitted referendum questions from the CSA Elections Office.

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

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

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

5.9 Referendum Fee Schedule & Expenses

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

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

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

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

5.10 Referendum Question Petition Collection

Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

Referendum questions which are initiatives of an Executive Commissioner, Director or Service Coordinator under the supervision of an Executive Commissioner acting in pursuance of their respective duties is not required to collect signatures, but must be approved at the Board of Directors.

The collection of petitions for any referendum question must abide by the following rules of procedure: Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office

Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply

Petitioning for signatures shall not be considered campaigning

5.11 Ratification of Referendum Questions

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

The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline

Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Commissioner acting in pursuance of their respective duties.

Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Commissioner, Director or Service Coordinator acting under the supervision of an Executive Commissioner in pursuance with their respective duties.

In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The Communications & Corporate Affairs Commissioner is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the Communications & Corporate Affairs Commissioner is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

There shall be a moratorium on any referenda questions that has failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

Page 4: [5] Deleted

Colette Deveau

1/25/17 2:18:00 PM

To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CEO. If access to email is not available, the CEO must be informed before the start of the campaign period and alternative arrangements made.

To be prepared to attend Board meetings, as requested, during the course of elections.

To attend the All-Candidates Meeting called by the CEO and to participate in any All Candidates Forum(s) & Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in the CSA Policy Manual - Campaign Policies and Penalties

To submit all applicable information or forms prescribed and by the designated dates, and recognize that failure to do so may lead to disqualification at the discretion of the CEO

No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

7. All-Candidates Meeting

All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CEO in person within twenty-four (24) hours of the meeting.

For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CEO shall be disqualified from the election.

The topics at the All-Candidates Meeting shall include, but not limited to:

- the elections process as outlined in the CSA Bylaws and Policies
- the elections schedule
- the duties and functions of the Elections officials

Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Penalties for Infractions

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

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

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

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

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

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

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

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

10. Expenses

Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form 48 hours after the close of the polls (weekends and statutory holidays included). It may be submitted prior to this deadline.

All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

All organizations or groups who oppose a referendum question and have formed a “no campaign” shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

The campaign expense limit for Executive candidates is \$200.

The campaign expense limit for Board of Director candidates is \$75.

The campaign expense limit for Referendum teams is \$300.

If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.

The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

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

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

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

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

The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

3.1.

12.2 Format of Ballots

Candidate Ballots

Each candidate race will appear on a separate ballot sheet.

Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board.

The order of each candidate name on the ballot will be randomized through the full ballot population.

In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a “Yes” or “No” option.

Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

The CEO will ensure that information explaining the “Decline” option is posted at each polling station and on the electronic ballot.

Referendum Question Ballots

Referendum question ballots shall include a “Yes” or “No” option.

Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

Referendum question shall appear on the ballot in the exact format they were ratified by the Board.

Each referendum question will appear on a separate ballot sheet.

12.3 Polling Stations

There shall be at least one polling station per day during the voting period for any election.

Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

Polling stations shall include the following information about each candidate accessible to voters:

The name of each candidate, as it appears on the ballot.

The position each candidate has been nominated for.

The candidate's statement of interest.

Information about the “Decline” option on the ballot.

Information about how to properly cast your ballot.

12.4 Election Results

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

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

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

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

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

12.5 Ballot Counting Process

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

12.6 Auditing/Recounting the Ballots

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

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

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

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

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

The CEO will accept appeals for an audit/recount for during this period following the posting of the results.

A request for an audit/recount of the ballots must be submitted in writing to the CEO within the fifteen (15) day period. A request should state clearly the reasons behind such a request and any and all evidence.

During the fifteen (15) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

The Board of Directors will be informed of any request for an audit/recount at the first board meeting after the close of the fifteen (15) day period.

Successful candidates will only be ratified after this fifteen (15) day period.

The CEO shall send a copy of any audit to the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.

If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CEO.

13. Announcements of the Results

The CEO shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.

The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

13.1 Ratification

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

14. Online Elections Contingency Plan

In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this by-law.

In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan:

Voting will be conducted via paper balloting

The format of the ballots will be as outlined in this Bylaw 2, Section 12.2.

The location of polling locations on campus

Counting of the ballots will be as outlined below:

The ballots shall be counted immediately upon the closing of the polls on the last day of voting.

The ballots shall be counted by the CEO, the AEO, the CEO's supervisor, at least two polling clerks.

One Scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as said Scrutineer is not a campaign manager or member of a campaign team.

Recounting of the ballots will be as outlined in Bylaw 2, Section 12.6

Agenda #12

Board of Directors Meeting

January 25, 2016 @ 6:00pm – UC 441



(Action)

Appendix D addition

Appendix D Section 11

Motion to amend CSA Policy Appendix D by inserting the following as a new 11.0 and renumber following sections accordingly :

11.0 Extension of Staff Contracts

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.