

## Agenda #13

Board of Directors Meeting

Feb. 8, 2017 @ 6:00pm – UC 442



### 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. COA

#### 12.4.Comments from the Chair

12.4.1. Introductions

#### 12.5.Approval of Past Board Minutes

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

12.5.2. (Action) Approval of minutes from board meeting #12 – Jan. 25 2017

#### 12.6.Executive Committee Minutes

#### 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. (Info) Presentation by Mayor Cam Guthrie

12.9.2. (Info) Presentation by CUPE

12.9.3. (Action) Job description

12.9.4. (Action) Hiring Committee

12.9.5. (Action) Bylaw and Policy PBRC

12.9.6. (Action) Elections Appeals Board

12.9.7. (Action) All candidates package approval

12.9.8. (Action) Referendum Question

12.9.9. (Action) Clubs Space

12.9.10. (Action) BOG

12.9.11. (Notice) UC board policy change

12.9.12. (Info) UC Space Partnership

#### 12.10.Announcements

#### 12.11.Adjournment

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



In Attendance: Peter Miller, Aidan Paskinov, Nicholas Kowaleski, Razan Alshamali, Claudia Idzik, Matthew Hernandez, Mohamed Ahmed, Michaela Spencer, Paula Boubel, Beth Whan, Ryan Bowes, Kate Schievink, Spencer McGregor, Lacy Droste, Karly Rumpel, Natlie Chow, Courtney Tait, Alexandra Bogoslawski, Olivia Boonstra, Jack Fisher, Chirag Patney, Allision Arnold, Elizabeth Cyr, Lindsey Fletcher, Meghan Wing, Zoey Ross, Emily Vance (Late), Ryan Shoot, Jay Rojas, Jamal Demeke Wendweson

In Regrets: None

Absent: Andrew Contant, Michael Cameron

Chair: Joshua Ofari-Darko

Scribe: Tanya Vohra

### Overview of Motions

**12.2.1. Motion:** To approve the agenda

**Moved:** Aidan Paskinov

**Seconded:** Jack Fisher

**Motion carried as amended.**

**12.5.1. Motion:** To approve the Board Meeting Minutes #11 – January 18, 2017

**Moved:** Courtney Tait

**Seconded:** Meghan Wing

**Motion carried.**

**12.5.2. Motion:** To move in camera

**Moved:** Courtney Tait

**Seconded:** CPES At-large

**Motion carried.**

**12.5.2. Motion:** To postpone the approval of In-camera board meeting minutes #11 – January 18, 2017

**Moved and duly seconded.**

**Motion carried.**

**12.5.2. Motion:** To move out of camera

**Moved and duly seconded.**

**Motion carried.**

**12.9.1. Motion:** To ratify the Bike Centre Repair Coordinator, Bike Centre Volunteer Coordinator, Food Bank Volunteer Coordinator, Front Office Assistants (2 positions), Meal Exchange – Education and Promotions Coordinator, Meal Exchange – Volunteer & Donations Coordinator and SafeWalk – Volunteer & Public

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

---



Relations Coordinator job positions.

**Moved:** Jack Fisher

**Seconded:** Elizabeth Cyr

**Motion carried as amended.**

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

Front Office Assistant: Natalie Chow

Bike Centre Repair Coordinator: Mohamed Ahmed

Bike Centre Volunteer Coordinator: Michaela Spencer

Meal Exchange – Education and Promotions Coordinator: Spencer McGregor

Meal Exchange – Volunteer & Donations Coordinator: Matthew Hernandez

SafeWalk – Volunteer & Public Relations Coordinator: Lacy Droste

Foodbank Volunteer Coordinator: Alison Arnold

**Moved and duly seconded.**

**Motion carried.**

**12.9.3. Motion: BIRT** the following amendment to Bylaw 1 Section 1.5. be ratified; “1.5. Membership 1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph” **Shall be changed to:** “1.5 Membership 1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph or are presently enrolled in a co-op program or are on a semester break”

**BIFRT** the following amendment to Bylaw 2 Section 3.2. be ratified; “3.2 Nomination of Directors3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency.” **Shall be changed to:** “3.2 Nomination of Directors.3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:d) The nominee must receive a total of 25 verified signatures in support of their candidacy and must be from individuals within your constituency.”

**BIFRT** the following amendment to Bylaw 2 Section 1.1 be ratified; “1.1. Electoral Officers 1.1.3. CSA Elections Office staff shall report to and be supervised by the Communications & Corporate Affairs Commissioner. 1.1.3.a In the event that the Communications & Corporate Affairs Commissioner is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.”

**Moved:** Nicholas Kowaleski

**Seconded:** Courtney Tait

**Motion carried with roll-call vote.**

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

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

---



**Moved and Seconded by:** Chief Electoral Officer Hiring Committee

**Motion carried.**

**12.9.5. Motion:** To accept the 2017 AGM Package

**Moved:** Zoey Ross

**Seconded:** Meghan Wing

**Motion carried.**

**12.9.6. Motion:** To recess for 5 minutes

**Moved:** Jay Rojas

**Seconded:** Aidan Paskinov

**Motion carried.**

**12.10.1. Motion:** To appoint Aidan Paskinov to EEC as the College Rep.

**Moved:** Lindsey Fletcher

**Seconded:** Zoey Ross

**Motion carried.**

**12.10.1. Motion:** To commit Policy and Bylaw Review Committee to review the CSA Policies, specific for Executive Evaluation Committee (Appendix B.2.6), to determine appropriate procedure for removal and replacement of individuals appointed to EEC, who do not meet committee demands.

**Moved:** Lindsey Fletcher

**Seconded:** Zoey Ross

**Motion carried.**

**12.10.1. Motion:** To suspend the rules and add an agenda item 12.10.2. (Notice) PBRC Policy and Bylaw 2 Amendments

**Moved:** Mohamed Ahmed

**Motion carried.**

**12.10.2. Motion:** To suspend the rules and add another item. 12.10.3. (Action) Appendix D Addition

**Moved:** Ryan Shoot

**Seconded:** Zoey Ross

**Motion carried.**

**12.10.3. 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.”

**Moved and duly seconded.**

**Motion carried.**

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

---



### Agenda #12

#### 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

##### 12.4.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 (pg. 6)

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 (pg. 8)

12.9.2. (Action) Hiring committee (pg. 10)

12.9.3. (Action) PBRC Election Report Bylaw change (pg. 10)

12.9.4. (Info) Fall 2016 Chief Electoral Officer Hiring Report (pg. 12)

12.9.5. (Notice) AGM 2017 Package (pg. 12)

12.9.6. (Info) Referendum question (pg. 13)

##### 12.10.New Business

12.10.1. Committee Appointments (pg. 15)

12.10.2. (Notice) PBRC Policy and Bylaw 2 Amendments (pg. 17)

12.10.3. (Action) Appendix D Addition (pg. 17)

##### 12.11.Announcements

##### 12.12.Adjournment

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## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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### 12.0 Call to Order

Called to order at 6:14pm

#### 12.1.Land Acknowledgement

Spencer McGregor gives the land acknowledgement.

#### 12.2.Adoption of the Agenda

12.2.1. Motion to Approve the Agenda

**Motion:** To approve the agenda

**Moved:** CASU Aidan Paskinov

**Seconded:** GCC Jack Fisher

**Motion:** To amend the agenda to add 12.10.1 Committee Appointments under New Business.

**Moved:** Lindsey Fletcher

**Amendment carried.**

**Motion carried.**

**Motion:** to strike 12.3.1. CBESA

**Moved and duly seconded.**

**Motion carried.**

#### 12.3.Ratifications and De-ratification

None.

#### 12.4.Comments from the Chair

12.4.1. Introductions

- Can present last minute items to Joshua at 5:30 pm. Please let Zoey and Joshua know beforehand so that they can plan their time accordingly.

#### 12.5.Approval of Past Board Minutes

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

**Motion:** To approve the Board Meeting Minutes #11 – January 18, 2017

**Moved:** CVSA Courtney Tait

**Seconded:** Academic Comm. Meghan Wing

**Motion carried.**

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

**Motion:** To approve the In-camera board meeting minutes #11 – January 18, 2017

**Motion:** To move in camera

**Moved:** CVSA Courtney Tait

**Seconded:** CPES At large

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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**Motion:** To postpone the approval of In-camera board meeting minutes # 11 – January 18, 2017 to the next board meeting.

**Moved and duly seconded.**

**Postponement carries.**

**Motion:** To move out of camera

**Moved and duly seconded.**

**Motion carried**

### 12.6.Executive Committee Minutes

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

No questions or comments.

### 12.7.Executive Reports

12.7.1. Academic & University Affairs Commissioner

- Apologies for updates not being in the board package.
- Ryan and I are beginning to prepare presentations for the Board of Governors finance committee
- Collaborating with the library for Take A Paws stress buster event in PCH; Promotion to start tomorrow or Friday. Running the event for 2 hours
- Still looking for members willing to take part in the Accessibility Working Group; The general call has been placed
- CEO underwent full day of training last week and underwent HR training
- Met with the new CEO today and with some permanent staff to discuss specifics of elections and what that will look like
- Met with PBRC to discuss electoral bylaws
- Had a Bus Pass deliberation meeting
- Currently working on job descriptions for the GM and PTM with staff and executives
- Meeting with Federal Minister of Science tomorrow to discuss women in STEM programs

12.7.2. Communications & Corporate Affairs Commissioner

- Majority of time spent at Semi-annual CFS Ontario meeting
- Got to participate in the Aboriginal Constituency, now called The Ontario Circle or First Nations, Métis, and Inuit
- CFS did the elections to which Sammy is our national representative; now serving on the National as Treasurer.
- Everything in Campaigns was put forward passed omnibus for CFS
- Cody Zack Aria has been elected for National Chair; first afro-indigenous person to be elected to that position

## Minutes #12

### Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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- OWAC Committee met to talk about new year's layout; biggest change being to move the Pump Up from Tuesday to the Wednesday before classes
- Allocation Fund Committee met
- Mo has done an excellent job as Chair on PBRC, keeping us on track to come together to make a great document that everyone had a part in putting together
- Serve on Special Grants and Speakers Committee
- PDR Committee had a whole bunch of PDRs

#### 12.7.3. Finance & Operations Commissioner

- Met with Donald Leary about the renovations across campus
- Every dollar the university is putting forward towards these is being matched by the government
- H&D Meeting yesterday; got numbers back for FBN; Had ridiculous amazing numbers; 4000 usages, 93% completed the entire survey; 500% usage increase from last year; Sending an open letter to University Admin asking for their continued and additional support
- Staff training; having an in and out day or an Old and New day for outgoing and incoming staff to meet 2 months from now
- Student Space Initiative; look it up on GryphLife. Fill out the application and tell us which location you think should be improved
- UC Board still looking for members

#### 12.7.4. External Affairs Commissioner

- Late, sends her regrets

#### 12.7.5. Local Affairs Commissioner

- Tenancy; working on a format to familiarize students with lease agreements and tenancies.
- Met today with transit advisory group; lots of changes coming up especially with the passing of the city budget, including adding to the main routes
- Free pancake breakfast at the St. George Church.
- March 23<sup>rd</sup> Festival to celebrate our community called the Resilient Festival; our Gryphons Got Talent event partnering with Transition Guelph to fund that meeting
- Athletics Advisory committee met today to see how we can collaborate more together
- This was our largest Frosty Mug event
- Went to OAC Leadership Conference with Karly

## 12.8. Director Reports

None.



## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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### 12.9.Business

#### 12.9.1. (Action) Job position ratification

**Motion:** To ratify the Bike Centre Repair Coordinator, Bike Centre Volunteer Coordinator, Food Bank Volunteer Coordinator, Front Office Assistants (2 positions), Meal Exchange – Education and Promotions Coordinator, Meal Exchange – Volunteer & Donations Coordinator and SafeWalk – Volunteer & Public Relations Coordinator job positions.

**Moved:** GCC Jack Fisher

**Seconded:** SSC Lindsey Fletcher

**Motion:** To amend all job descriptions to change any mention of the word “inclusivity” or “inclusion” to “anti-oppression”

**Moved:** Ryan Bowes

**Seconded:** Elizabeth Cyr

- Ryan B.: I believe it's important to acknowledge oppression of special status groups, which is missed by simply using the word “inclusivity”.
- Alexandra: I support this amendment. Before the change to “inclusivity”, it was originally “anti-oppression” and it should be changed back. Inclusivity is a nice word but it looks at an individual's perspective whereas anti-oppression does the same but also acknowledges the complexity of the issue.
- Ryan S.: We received a ton of feedback from staff that said they felt uncomfortable with not only that word in their job descriptions but also with the training that comes with it, however they were comfortable with the inclusivity training. When inclusivity training is brought to the board and to our committees, anti-oppression is talked about [during that training].
- Meghan: Our primary discussions included a conversation with the Office Diversity and Human Rights (a department under the University president); those are the folks we decided to get our training from this year. We met with them at the beginning of the year and talked to them about their expertise in the area and what is known to be the anti-oppression or inclusivity training. It was their recommendation to call it inclusivity training. Having done both types of training, I will say they are highly similar.
- Jay: I disagree with the amendment put forward. The definition of inclusion we are talking about is the act of including everyone in the group. Using the word inclusivity allows us as a group to acknowledge everyone's diversity. We do identify anti-oppression, stereotypes, bias and many other things in our training. The training sessions are interactive and encourage dialogue.
- Alexandra: I disagree. I think you are inherently making it a de-political thing. It is the difference between equality and equity. Some people need a little bit more than others and I think we should be acknowledging it. In the political climate, we have now, I do not think we should be getting rid of politically charred words like [anti-oppression]. I understand its uncomfortable to deal with but it is supposed to be.
- Peter: I support the amendment. In Appendix B, it does say that Staff Training will be anti-oppression training. With anti-oppression training people are often told and encouraged to acknowledge and support certain movements like the BLM in Canada for example.
- Razan: Can we use both words: “anti-oppression and inclusivity” training?

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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- Ryan S.: We are fighting about a word. As arbitrary as that is, Peter you do have the right idea that Appendix D does say that, but as a former exec you know that Appendix D is a mess. So whether it's an anti-oppression trainer or an inclusivity trainer, it comes down to whoever we end up hiring for next year.
  - Razan: I don't mean just wording, can we not incorporate both types of training?
  - Ryan S.: I've never seen it done before.
  
  - Nicholas: I want to amend the amendment to read "inclusivity and anti-oppression training"
  - Joshua: Out of order. That will have to be a separate amendment altogether after this one.
  
  - Beth: Not commenting on the word change as that is not concerning. However, the idea of sugar coating this kind of training to make it less uncomfortable feels wrong. I can't think of a moment when I have realised I have accidentally been hurting someone else and not hurt myself because you are supposed to.
  - Aidan: I have done anti-oppression training for the CSA 3 times under 3 different people. Each time it has been different and I have walked away with something different each time so what is the difference between the two types?
  - Emily: I have tried to research the difference into why the vocabulary is shifting from one to the other and they are very interchangeable. I could not find any reason for one or the other.
  - Joshua: My experience as well, especially off campus, is that it is heavily dependent on the facilitator and the organization. The larger the organization, the more they focus on inclusivity and making people feel welcome and have a place to contribute.
  - Kate: I have had several instances in both training and I agree with Aidan, it just depends on the facilitator. Some have been poor and some have been done very well so I don't know that the focus should be on the policy or on a comprehensive plan for the training, to have a constant form of training to align with anti oppression and inclusivity training.

**Motion:** to call the question

**Moved:** Aidan Paskinov

**Seconded:** Jay Rojas

**Carried with 2/3 vote.**

For: 11

Against: 15

**Amendment defeated.**

**Motion:** to call the question

**Moved:** Nicholas Kowaleski

**Motion defeated.**

**Motion:** To amend the job descriptions to read "anti-oppression/inclusivity."

**Moved:** Meghan Wing

**Seconded:** Ryan Bowes

- Nick: I think this is a good idea since it is stated in our bylaws. I speak in favour.

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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**Amendment carried.**

**Motion carried.**

- Joshua: Take this as direction for future job descriptions.

### 12.9.2. (Action) Hiring committee

- **Motion:** To appoint the following directors to the respective hiring committees:  
Front Office Assistant: Natalie Chow  
Bike Centre Repair Coordinator: Mohamed Ahmed  
Bike Centre Volunteer Coordinator: Michaela Spencer  
Meal Exchange – Education and Promotions Coordinator: Spencer McGregor  
Meal Exchange – Volunteer & Donations Coordinator: Matthew Hernandez  
SafeWalk – Volunteer & Public Relations Coordinator: Lacy Droste  
Foodbank Volunteer Coordinator: Alison Arnold

**Moved and duly seconded.**

**Motion carried.**

### 12.9.3. (Action) PBRC Election Report Bylaw change (As supplement)

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

“1.5. Membership

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

Shall be changed to:

“1.5 Membership

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

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

“3.2 Nomination of Directors3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency.”

Shall be changed to:

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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“3.2 Nomination of Directors.3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:d) The nominee must receive a total of 25 verified signatures in support of their candidacy and must be from individuals within your constituency.”

**BIFRT** the following amendment to Bylaw 2 Section 1.1 be ratified;

“1.1. Electoral Officers

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

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

**Moved:** Nicholas Kowaleski

**Seconded:** CVSA Courtney Tait

**Motion:** To refer this motion to PBRC and for PBRC to report back on February 8<sup>th</sup>

**Moved:** Zoey Ross

**Seconded:** Jay Rojas

- Nicholas: This was put forward a month ago and things have changed at PBRC. We are now working on one single document

**Motion:** to call the question

**Moved:** Ryan Shoot

**Seconded:** Meghan Wing

**Motion carried.**

**Motion to refer to PBRC failed.**

**Motion:** To postpone this motion to the next board meeting

**Moved:** Meghan Wing

**Seconded:** Jay Rojas

- Zoey: [Point of information] My concern is if we postpone, will there be enough time to put these changes into effect for the next election and then also edit anything to do with Bylaw 2 appropriately as its going to changes this week.
- Zoey: I am not in favour of the motion to postpone because we will be in the middle of the nomination period at the next meeting and students will already be collecting signatures.
- Mohamed: These changes are to go with the elections that are coming up right now. I am against postponing.

## Minutes #12

### Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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- Nicholas: I speak against this motions because these 3 amendments are the most important ones that PBRC wanted to go into effect right away

**Motion defeated.**

**Motion:** To call the question

**Moved:** CBS

**Seconded:** Meghan Wing

**Motion carried.**

Roll-call vote

**For:** Zoey Ross, Chirag Patney, Jay Rojas, Emily Vance, Ryan Shoot, Aidan Paskinov, Jack Fisher, Meghan Wing, Claudia Idzik, Matthew Hernandez, Nicholas Kowaleski, Courtney Tait, Mohamed Ahmed, Lindsey Fletcher, Michaela Spencer, Razan Alshamali, Paula Boubel, Alison Arnold, Kate Schievink, Karly Rumpel, Lacy Droste, Elizabeth Cyr

**Against:** Spencer McGregor, Peter Miller, Alexandra Bogoslawski

**Motion carried.**

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

- Giving you some info about the hiring that went on for our CEO next semester. If you have any questions let me know
- Laura Parsons is also on the hiring report

**Motion:** 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 Electoral Officer Hiring Committee

**Motion carried.**

#### 12.9.5. (Action) AGM 2017 Package

- No official business items were brought forward
- The agenda is as per follows in our bylaws with the addition of 1.16 Open Forum to allow people a chance to speak

**Motion:** To accept the 2017 AGM Package.

**Moved:** Zoey Ross

**Seconded:** Meghan Wing

**Motion carried.**

- Spencer: Are the old bylaws included with the new bylaws?
- Joshua: We met before the meeting and we are going to try and reformat the amendment section. You are not necessarily approving the package as is but the agenda items.

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



- Meghan: Last year's AGM minutes were very inaccurate. If there is improper representation within the minutes, do you bring it forward at this AGM?
- Zoey: If someone had a written version of what they think was said they could present it to the Chair and Scribe.
- Joshua: Bring a written statement and present it as an amendment.

### **Motion carried.**

- Joshua: You are now all responsible for bringing 10 people to the meeting and we will reach quorum no problem.

### 12.9.6. (Info) Referendum question (As supplement)

**Motion:** To recess for 5 minutes

**Moved:** Jay Rojas

**Seconded:** Aidan Paskinov

**Motion carried.**

**Motion: 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., GRAGED) 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;

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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**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;

**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)?”

**Moved:** Emily Vance

**Seconded:** Ryan Shoot

- Emily: I've put this in as information, hoping to be voted on in February 8<sup>th</sup> meeting. I think it's a great service that locations on campus do provide but I feel this could be improved greatly.
- Ryan S: Emily has worked ridiculously hard on this question. A lot of conversation has gone on behind this with many different groups on campus and people in the industry. From a Finance stance, we have tried to offer these products ourselves and it is just not possible
- Meghan: Emily has worked incredibly hard on this question and is very passionate about it. For anyone that has any questions, I am sure that she would love to answer them. Please feel free to come forward to us before a board meeting as well.
- Peter: Has the CEO or Standing Referendum Committee had time to read it?
- Emily: Yes, as mentioned, this is why I am bringing it as info. They will have time to read it when they meet.
- Karly: How did you come to \$0.90?
- Emily: From the other school's I talked to [McGill], going the dispensary route and having the dispensaries installed and transported is expensive. Once that is done, it is just a matter of keeping them stocked. In future year's it could be evaluated to be lowered.

## Minutes #12

### Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



- Alexandra: I think this is really great. You said it is going to be individual dispensaries in washroom. How are we going to make it that trans and binary folk will be comfortable accessing these washrooms? Are they going to be put in gender neutral washrooms and is there going to be more of an effort made to increase these locations on campus?
- Emily: Yes, that is my hope. I hope to have them in universal and m/f washrooms. As the service were to grow, we hope to find more avenues where those folks are comfortable accessing these resources.
- Meghan: To answer some questions, the CEO is aware of the referendum question. They just obtained access to their email this Friday which is why the Standing Referendum Committee has not met yet. It was struck last semester. We have spoken and plan to meet before the next meeting. Members of the committee are going to be made aware after this meeting.
- Ryan S: With the mass amount of money going into renovations across campus, there are gender neutral washrooms going to be coming to campus.
- Joshua: I strongly recommend Referendum questions usually come with signatures. [Refer to bylaws] Recommended changing it to say the CSA is collecting the fee and it comes under the Cost of Living.
- Nicholas: When was it submitted to the CEO?
- Meghan: We didn't have a CEO at that time so I was monitoring the email and it was submitted prior to the deadline time which was approximately Dec 6<sup>th</sup>, the last day of classes.

## 12.10. New Business

### 12.10.1. Committee Appointments

**Motion: Whereas** the Executive Evaluation Committee (EEC) handles demanding and time-sensitive issues, pertaining to accountability and support between each Executive Commissioner and the CSA Board of Directors.

**Whereas** those who are appointed to the Executive Evaluation Committee (EEC) are expected to meet the demands of the position, including attending meetings or sending regrets in advance, as well as providing feedback and recommendations of Executive reports within a timely manner as determined by the Chair of the committee.

**Whereas** if the individual cannot meet the abovementioned commitments for the Executive Evaluation Committee (EEC), their position on the EEC will be terminated and another individual will be appointed to fill the position for the remainder of the term.

**Whereas** no line within the CSA Policies (Appendix B.2.6) govern the removal or replacement of Executive Evaluation Committee (EEC) members who do not meet the obligations of their commitment.

**Motion** to amend a previously adopted motion from October 26, 2016 to strike "EEC: College Rep - Nicholas Kowaleski"



## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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**Motion** to appoint the following board members to committee:

**SafeWalk Hiring Committee:** Beth Whan

**PBRC:** Nicholas Kowaleski and Kate Schievink

**EEC:** College Rep - Nicholas Kowaleski

**Clubs Tribunal:** Michael Cameron and Chirag Patney

**Service Oversight Committee:** Claudia Idzik, Lindsey Fletcher and Kate Schievink

**CAPCOM:** Claudia Idzik

**Moved:** A&UA

**Seconded:** CVSA

**Motion carried.**

**Motion** to appoint (blank) to EEC as the College Rep.

**Motion** to commit Policy and Bylaw Review Committee to review the CSA Policies, specific for Executive Evaluation Committee (Appendix B.2.6), to determine appropriate procedure for removal and replacement of individuals appointed to EEC, who do not meet committee demands.

**Moved:** SSC, Lindsey Fletcher

**Seconded:** C&CA Commissioner, Zoey Ross

- Lindsey: Very last minute decision to include this in the minutes but as it says, EEC is very time sensitive and we are already behind schedule.
- Nicholas: I resign from the EEC.
- Joshua: Is there a volunteer to divide the motion?

**Motion:** To divide the question to remove the first motion

**Moved:** COA Peter Miller

**Seconded:** SSC Lindsey Fletcher

**Motion:** To amend the blank with CASU Rep Aidan Paskinov

**Amendment carried.**

**Motion carried.**

**Motion:** To suspend the rules and add an agenda item 12.10.2. (Notice) PBRC Policy and Bylaw 2 Amendments

**Moved:** Mohamed Ahmed

- This is to do with the elections coming up pretty much shortening what the bylaw is. Putting what is very policy-like and putting it into policy so that the CEO doesn't have to come up with something new every single time. Elections-related thus time sensitive.

**Motion carried.**

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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### 12.10.2. (Notice) PBRC Bylaw 2 and Policy Amendment

- Mohamed: PBRC has been meeting in the last couple of weeks multiple times to make a new policy regarding the election so that it is cohesive for the future. A lot of these policies are coming out of bylaw and being put in policies. The things that are highlighted for instance on page 7 about referendum, [where it says See Policy 5], all of the dashes afterwards will be in Policy and will say "See Policy 5".
- Peter: I've looked at the bylaws of some other student associations as well and they all have Referendums in their bylaws. Referendums are important and is something that should be able to be voted on at AGMs
- Meghan: Was this discussed at PBRC since you sit on PBRC? And can you give some examples of student unions?
- Peter: McMaster, Ryerson and Waterloo. I missed quite a couple of PBRC meetings but I was at the one today.
- Zoey: It is my understanding that there are some amendments that have to be made and brought forward at the next PBRC meeting so that it is my hope that we can review any other amendments at the next PBRC meeting before the board meeting.
- Joshua: Are we looking to make this effective for this election or next?
- Mohamed: This election.

**Motion:** To suspend the rules and add another item. 12.10.3. (Action) Appendix D Addition

**Moved:** Ryan Shoot

**Seconded:** Zoey Ross

**Motion carried.**

### 12.10.3. (Action) Appendix D Addition

- Zoey: We eluded to this last meeting. This is for people who haven't been working in their contract for a long time. We want to be able to extend that contract when it comes to May 1. The best part about it is that we do intake a favourable review here so we can let that employee know that they are doing a great job and they get that motivation for the next 12 months.

**Motion:** 1 minute recess

**Moved:** Zoey Ross

**Seconded:** Aidan Paskinov

**Motion:** Amend the motion to 5 minutes

**Moved:** Aidan Paskinov

**Seconded:** Jay Rojas

**Amendment carried.**

## Minutes #12

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441



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### Motion carried.

**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.”

### Moved and duly seconded.

- Spencer: How would the timing work for rehiring vs. a contract extension work? Here it says May 1<sup>st</sup>, and if you didn't want to extend at that time, you would have had to already have hired someone.
- Ryan S: We go to the staff member and say, “Look you haven't done 50% of your contract yet. Would you like to extend?” And at this point we would decide to open up a position or extend their contract. 50% refers to the entire contract. Using the fiscal year as our 100% [ending May 1<sup>st</sup>]

### Motion carried with 2/3 vote.

## 12.11. Announcements

- Zoey: Please sign up for an AGM Promo shift, as required per bylaws
- Zoey: A lot of directors have reached out asking for more training or training they never received. Please sign your name and we will do a doodle poll for a time that works.
- Aidan: For anyone who wants Theatre Studies sweaters, our office is MCKN 138!
- Lindsey: Senate nominations have started. Anyone who wants to be on it, please email me.
- Karly: As per usual, Aggie pub tonight. We are also selling shirts: “17 reasons to date an Aggie”
- Zoey: Board of Governors is also open. Student Life Awards is also still accepting nominations.
- Meghan: Nominations for exec positions and board of director positions opens next Thursday. If you want to rerun for your position or an exec position, please feel free to come talk to us. AGM next Wednesday.

## 12.12. Adjournment

**Motion** To adjourn

**Moved:** Ryan Shoot

**Motion carried.**

Adjourned at 8:28 pm

**Seconded:** Jay Rojas

**Minutes #12**

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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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

**Minutes #12**

Board of Directors Meeting

January 25, 2017 @ 6:00pm – UC 441

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# 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)?”

## 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.*



## Executive Updates #12

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

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Hello Folks,

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

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

### Health and Dental

- External Affairs and I have been working on producing a letter to the provincial government pertaining to Mental Health across Ontario and our campus. This letter will be sent to other university student associations. We are hoping to gain support on campus as well as creating proactive opposed to reactive programming for all.

### Student Space

- UC Board
  - o We are currently looking for 3 more alternates who would be able to sit in a student member was unable to attend. If you are interested send your Cover letter explaining why you would be a good addition to the board and your resume to [csatalk@uoguelph.ca](mailto:csatalk@uoguelph.ca)
  - o
- Student Space Initiative
  - o I have submitted an application to the Student Space Initiative and we will be meeting to go over other applications this week.

### Student Employment

- Hiring is open for all Coordinators and you are all sitting on hiring committees in the upcoming weeks!
- Second round of positions are open and closing on February 10<sup>th</sup>.

### Committee Work

- Student Budget Committee
  - o Meghan and I will be presenting on February 14<sup>th</sup> to the Board of Governors.
  - o We will be speaking to the rising cost of textbooks and the lack of mental health support on campus.
- Hiring Committees

## **Executive Updates #12**

Ryan Shoot Finances and Operations Commissioner  
Central Student Association

Office: UC 248

519-824-4120 ext. 54408

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

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- All of my hiring committees have met and are now waiting for candidates to be selected and interviewed.

## Agenda #13

Board of Directors Meeting  
February 8, 2017 @ 6:30pm – UC 442

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Hey friends!

I hope everyone has had a great week and is finding some time for self-care. Thank you to all of the Directors that were able to make it out to the AGM last Wednesday, and for everyone to help promote it. It was great seeing everyone get so involved in discussion.

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

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

### Service Update

- Meal Exchange
  - Share-a-Meal took place and counting the donations the past 2 semesters, as well as those from MX Nationals, they raised around \$2,500!
  - Coordinator position closed last Friday, February 3rd, short listing applicants will be taking place soon
  - Hiring committees for the other positions will be meeting soon for the first time now that those positions have opened up
- SafeWalk
  - Volunteer selection and training took place last week

### Committees/Working Groups

- Club Space Working Group
  - Have met with the architects and other project partners to discuss designs for the renovated space
- Student Rights and Responsibilities Committee
  - Reviewed reports about Housing statistics, as well as DHR's report on hate activity on campus
- Human Rights Advisory Group
  - Have volunteered to take part in the interview process for Fact Finders on campus
- Advisory Committee on Student Mental Health and Well-being
  - Next meeting: February 14, 2017
- Guelph Action Coalition

## Agenda #13

Board of Directors Meeting

February 8, 2017 @ 6:30pm – UC 442

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- Have been meeting with CUPE 1334 folks to discuss their bargaining and how we as the CSA can be involved, and how we can encourage student involvement

### Other Initiatives

- First event was on February 2<sup>nd</sup>, run by Wellness (Sex and Pizza)
  - GQE will be joining us in this initiative as well!
  - Next events: GRCGED Workshop “Monstrous Love”: March 10<sup>th</sup> / OUTline “Let’s Talk About OUT – Trans Edition”: March 23<sup>rd</sup>
  - In the process of planning a LGBTQ+ comedy show in mid-March, in collaborating with OUTline and Making Box, so stay tuned
- Have worked with the Finance and Operations Commissioner to construct a letter regarding the need for more mental health support for universities
- Have been reaching out to groups around a media campaign that I am hoping to initiate that will display the lived experiences of students on campus who have experienced discrimination
  - Still in the planning stages. ANY questions or feedback you have, definitely swing by my office and we can chat about it!
- Referendum question! The hope, & the dream: free menstrual products on campus!

## Executive Updates #13

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

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

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Hello Directors,

Thank you for contributing to a successful Annual General Meeting! It was great to see you connecting and speaking on behalf of those you represent.

As we continue this semester with a positive and supportive attitude towards our campus and community, let's also remember to reflect that in Canada, diversity is our strength.

If you have any questions, comments, or concerns, please visit me at the office, email me, or give me a call.

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

- Guelph Transit is creating a Master Transit Plan
  - Attempt to recover from the 2016 Service Reduction
- Guelph Transit ordered 20 conventional busses to arrive in September, October, November, and December of 2017
  - 9 of which are mobility busses
- Re-evaluating Service Standards
  - 2012: Bus stops are 450m away from each other
  - Distance of bus stops affects network and frequency of stops
- Customer Appreciation Day and Driver Appreciation Day
- NO express & NO peak busses during Reading Week (Feb 20 to Feb 24)
- NO Late Night Busses February 17

### 3. Municipal

- City is preparing for a potential legalization of marijuana
- City provides free inspection to all Guelph residents
  - To ensure they are safe and registered – open to students
  - Last semester, 22 inspections occurred, with 10 failing the building and fire code

## Executive Updates #13

Jay Rojas – Local Affairs Commissioner

Central Student Association

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### 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)
  - Move Out Madness, university and city cooperating with Waste Management to ensure waste by students moving out at the end of the semester are collected efficiently
  - Guelph Police Services planning for St. Patrick's with increased police presence throughout the day
  - Taxi licensing has been passed on to Guelph Bylaw from Guelph Police Services
  - Bicycle theft continues; bike parts being used as currency to purchase illegal substances
    - Guelph Police to create an online bicycle registration program; no date of completion is set
  - Landlord reports
    - Apartments leased quickly; most students began searching for apartment mid-late October 2016
    - No major damages were reported for Halloween 2016
- Athletics Advisory Committee (AAC)
  - Fitness centre now open until 11:30PM because of demand
  - More mirrors will be placed in fitness centre
  - March break: increase traffic of people on campus
- Landscape Advisory Committee
  - Renovation of J. T. Powell building will see removal and relocation of trees
- Transit Advisory Committee
  - Upcoming projects:
    - Service realignment
    - Equip all busses with real time counters
    - Increase services in Gordon corridor
    - Apply real time service and needs
    - Benefits Late Night Bus Services & routes
- I Am A Gryphon Working Group

## Executive Updates #13

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

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

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- Promote I Am A Gryphon pledge and commitments again after reading week
- Promote during March open house
- Promote I Am A Gryphon campaign in transit busses
- 1 in 5 Working Group
  - Bell Let's Talk Day, January 25<sup>th</sup>
    - Positive feedback from the visit by Kathleen Wynne and discussion with students and University of Guelph President, Franco Vaccarino
  -
- Alcohol and Substance Abuse Committee
  - Strategic Planning Day with Canadian Centre on Substance Abuse (CCSA)
    - Dr. Catherine Paradis of CCSA presented information and statistics regarding substance abuse
    - Cooperated with campus partners regarding ideas of engaging students for safer alcohol consumption practices
- Student Wellness Advisory Group (SWAG)
  - Student Support Network Report
    - Not every student visits with a crisis
    - More students used SSN in Fall 2016 than the total of the 2015-2016 academic year
  - Flu Shots Report
    - 330 flu shots administered in Fall 2016
  - Alcohol Recovery Room in Lambton Hall (Pilot program)
    - To conclude; FRT unable to staff the room
    - Suggested SafeWalk staff for potential collaboration if this program is needed

### 5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
  - No Update
- CSA Foodbank, 620 Gordon Street, Guelph
  - FoodBank Cooking Class (by donation)
    - March 16 at 5PM
    - April 7 at 5PM

### 6. Events

- Gryphons Got Talent

## Executive Updates #13

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

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

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- 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

### 8. Other

- University Town Hall with focus on mental health
  - University administration will respond to questions and engage with students
  - Monday, February 13 at 5:30PM to 7PM
- Cannabis – Just the Facts
  - Guest lecturer: Dr. Tony P. George
  - Tuesday, February 21 at 10AM to 11:30AM
- Psychology Society's Suicide Awareness & Prevention Banquet
  - Thursday, March 2 at 4:30PM
  - Contact Michaela James ([mjames02@mail.uoguelph.ca](mailto:mjames02@mail.uoguelph.ca)) for more details
  - \$20 for students



## **Agenda #**

Board of Directors Meeting

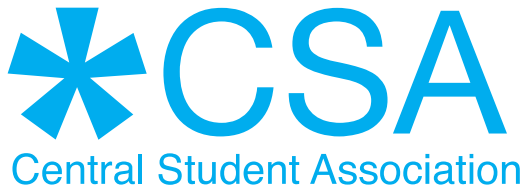
Feb 8, 2017 @ 6:00pm – UC 442

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### **(Information) CUPE 1334 and 3913 Bargaining Update**

Ashley Wilson, the President of CUPE 3913, (teaching assistants and sessional lecturers on campus) and Laura Maclure, an executive member from CUPE 1334, (trades, maintenance and service staff on campus) will be providing a bargaining update from both the locals.



The Central Student Association (CSA) is the undergraduate student association 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.

## POSTER RUNNER

The CSA offers discounted Promotional Services to undergraduates, student organizations and University of Guelph groups. Services include the poster run service, large banner printing, and bookable kiosk space and button makers. Information about services can be found here <http://www.csaonline.ca/promotional-services/>.

The two Poster Runner positions are essential to the provision of the poster run component of the CSA's Promotional Services. These staff members are responsible for poster on designated bulletin boards and bookable banner/kiosk space on campus during the Fall and Winter semesters. They work closely with the Promotional Services and Graphic Designer to ensure that clients of the poster run service have their posters on display in order to promote their initiatives.

<b>Term</b>	September 5 to December 15, 2017 January 8 to April 20, 2018 Two (2) runs a week during classes and possible runs during exam weeks
<b>Hours</b>	Total hours vary (average of 10 hours every two weeks)
<b>Wages</b>	\$12.87 per hour
<b>Immediate Supervisor</b>	Promotional Services & Graphic Designer

### 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, anti-oppression/inclusivity, CSA policy and bylaws, etc.,
- Required to receive up to 3 hours one on one training at minimum wage
- Required to provide up to 3 hours of one on one training to the new incoming Poster Runner
- 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 Poster Runner hiring committee as the staff member, unless directed otherwise by your immediate supervisor

### JOB DESCRIPTION:

- Responsible for putting up posters and banners solicited by the CSA poster run service at all designated CSA boards, and kiosks around campus
- Responsible for removing all expired/out of date CSA posters and banners at all designated CSA boards, and kiosks
- Be available for extra poster runs in between regularly scheduled ones as needed by the Supervisor
- To sort and organize button maker supplies at the request of the Front Office Manager

### QUALIFICATIONS:

- General knowledge of the CSA and how it runs
- Ability to be mobile around campus while carrying a shoulder bag of posters
- Understanding of, and commitment to campus Advertising and Residence policies
- Ability to work independently
- Strong understanding of, and commitment to inclusivity
- Available for at least two hours during CSA business hours on Mondays and Thursdays

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**Deadline for applications is Friday, February 24, 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>

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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.

**Agenda #13**

Board of Directors Meeting

Feb. 8, 2017 @ 6:00pm – UC 442

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**(Action)**  
**Hiring Committee**

**WHEREAS** Directors are needed to full spots on upcoming hiring committees.

**BIRT** \_ director fill the place on \_ hiring committee.



# 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.

### ~~1.2. Conflict of Interest~~

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

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



# Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

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

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

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





# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

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

## 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



# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

- ~~4)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
- ~~4)d)~~ The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

### 3. Nominations

#### 3.1 Eligibility

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

#### 3.2 Nomination of Directors

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





# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

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

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

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

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

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

### 3.3 Nomination of Executive/Commissioner

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

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

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

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

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

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

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

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

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





# Central Student Association Bylaw 2 - Electoral

*Last amended: January 25, 2017*

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

## ~~4. Withdrawals of Candidates~~

~~A candidate may withdraw their candidacy in a GSA 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.~~





# Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

Kommentar [TV1]: Previously 5.  
Referendum

## 10.3. Referendum

~~10.1.3.1.~~ 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.)

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

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

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

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

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

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

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

## 5.8 Standing Referendum Committee

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

~~7.~~ The SRC shall:

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

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

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

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

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

## 5.9 Referendum Fee Schedule & Expenses

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

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

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

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



### 5.10 ~~Referendum Question~~ ~~Petition Collection~~

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

### 5.11 ~~Ratification of Referendum Questions~~

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



# Central Student Association Bylaw 2 - Electoral

*Last amended: January 25, 2017*



# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

### ~~11.4.~~ **6. Responsibilities of Candidates and Referendum Teams**

~~11.4.1.~~ 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. [\(See Policy 6.\)](#)

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

### ~~7. All-Candidates Meeting~~



# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

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



# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

### ~~12.5.~~ **8. Campaigning**

- ~~12.1.~~ For the purpose of this bylaw, "Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period."**MOVED TO DEFINITIONS IN BYLAW 1**
- ~~12.2.~~ **5.1.** Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with policy 8.3 this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- ~~12.3.~~ All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.
- ~~12.4.~~ A list of official campaigners for each candidate or referendum team shall be provided to the CEO prior to the commencement of campaign period. This list shall remain confidential and is for CSA Elections Office use only.
- ~~12.5.~~ Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.
- ~~12.6.~~ Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behavior is not permitted and may result in disqualification.
- ~~12.7.~~ No campaigning shall take place before the nomination period and before the start of the campaigning period.
- ~~12.8.~~ Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.
- ~~12.9.~~ It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.
- ~~12.10.~~ All campaign material and/or advertisements need approval by the CEO in advance of posting or distribution. All submissions made to the CEO shall be returned with or without approval within two (2) business days.
- ~~12.11.~~ All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- ~~12.12.~~ No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CEO.
- ~~12.13.~~ Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.
- ~~12.14.~~ Campaigning is not allowed within individual Student Residences or within the Library.
- ~~12.15.~~ Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be





# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

~~available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.~~

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

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

### 9. Penalties for Infractions

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

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

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

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

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

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

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

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

Formatiert: Standard, Einzug: Links: -1 cm, Abstand Nach: 6 Pt., Keine Aufzählungen oder Nummerierungen, Tabstops: Nicht an 1,27 cm





Formatiert: Abstand Nach: 6 Pt.

## 10. Expenses

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

Formatiert: Standard, Einzug: Links: -1 cm, Abstand Nach: 6 Pt., Keine Aufzählungen oder Nummerierungen, Tabstopps: Nicht an 1,27 cm



# Central Student Association Bylaw 2 - Electoral

*Last amended: January 25, 2017*

- ~~5. The campaign expense limit for Board of Director candidates is \$75.~~
- ~~6. The campaign expense limit for Referendum teams is \$300.~~
- ~~1. If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.~~
- ~~1. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.~~

Formatiert: Abstand Nach: 6 Pt.



# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

### ~~13.6.~~ **11. Appeals for CEO Decisions**

~~13.4.6.1.~~ Any candidate or referendum team member may appeal any decision made by the CEO by submitting the applicable form to the Communications & Corporate Affairs Commissioner, within 24 hours of the decision being made.

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

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

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

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

~~13.3.6.2.~~ ~~The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.~~ The EAB shall follow the procedures as outlined in CSA Policies - Elections Appeals Board.

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

### ~~6.10~~ **6.4 Archiving Elections Complaints**

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

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



# Central Student Association Bylaw 2 - Electoral

Last amended: January 25, 2017

## 7. Voting Process

### 7.1. Voting Eligibility

- ~~10-1-1-7.1.1.~~ 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.
- ~~10-1-2-7.1.2.~~ Proxy voting is not permitted.

Kommentar [TV2]: Previously 12. Voting Process

### 12.2 Format of Ballots

#### Candidate Ballots

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

#### Referendum Question Ballots

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

### 12.3 Polling Stations

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

### 12.4 Election Results



# Central Student Association

## Bylaw 2 - Electoral

Last amended: January 25, 2017

~~Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.  
Candidates who undergo a "Yes" or "No" vote, and receive a majority of "Yes" votes shall be declared a winner.  
Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.  
In the event that a "Decline" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.  
In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.~~

### ~~12.5 Ballot Counting Process~~

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

### ~~12.6 Auditing/Recounting the Ballots~~

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

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

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

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

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

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





# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

- ~~5. Successful candidates will only be ratified after this fifteen (15) day period.~~
- ~~6. The CEO shall send a copy of any audit to the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.~~
- ~~7. 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~~

- ~~1. The CEO shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.~~
- ~~2. The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the GSA website.~~
- ~~3. The results of the election shall be advertised as "unofficial" until the Board of Directors ratifies the results.~~





# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

### **13.1 Ratification**

- ~~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.~~

### **14. Online Elections Contingency Plan**

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





# Central Student Association

## Bylaw 2 - Electoral

*Last amended: January 25, 2017*

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

## 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.

- 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.



- 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.
- 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

**Agenda #**

Board of Directors Meeting

Feb 8, 2017 @ 6:00pm – UC 442



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**(Action) Elections Appeals Board**

**Whereas**, the College of Arts at-large representative has resigned from the Elections Appeals Board; therefore,

**BIRT**, the CSA Board of Directors appoint a new director to the Elections Appeals Board.



# **All Candidates Package**

2017 General Election

## **Table of Contents**

Letter to Candidates	p. 3
Contact Information (Elections Office)	p. 4
Important Dates (Timeline)	p. 5
Important Points to Remember	p. 6
Postering	p. 7-8
Elections Guidelines for E-mail Listservs	p. 9
Social Media Guidelines	p. 10-11
Campaigning	p. 12
Abuse of position	p. 13
Breakdown of Fines	p.14-16



**To All Candidates of the CSA General Election:**

First, I would like to congratulate all of you on being nominated for a position at the CSA. As Chief Electoral Officer of the CSA, it is my responsibility to communicate and enforce the campaign rules as defined in this *All Candidates Package* and as prescribed by the *CSA Bylaws and Policies*.

On the following page is my contact information. If at any time during the election you are unsure about a rule or Bylaw, I strongly recommend contacting the Election Office, we will be happy to help. If the office hours (found on the following page) are not suitable, we will arrange an alternate time. It is also worth mentioning that while I am happy to answer questions in person or over the phone, however; only e-mail and written communications will be considered official. I will not accept Facebook messages or wall posts that are related to CSA Elections as official communications

At last, I hope that this is a rewarding experience for each of you, and I encourage you to remain positive and enjoy the process, regardless of the outcome.

**Sincerely,**

Bennett Malcolmson  
Chief Electoral Officer  
Central Student Association  
[csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca)

## **CONTACT INFORMATION**

**CSA Electoral Office**  
Central Student Association  
UC, Level 2: 242  
(519) 824-4120 ext. 53887

\* \* \*

**Bennett Malcolmson**  
**Chief Electoral Officer, CEO**  
Email: csaceo@uoguelph.ca

Office Hours  
Monday and Wednesday 10:00AM - 2:00PM  
Tuesday and Thursday 1:00PM - 4:00PM

\* \* \*

**Conor Bebis**  
**Assistant Electoral Officer, AEO**  
Email: csaeo@uoguelph.ca

Office Hours  
Monday, Wednesday, and Friday 10:30AM - 12:30PM  
Tuesday 11:00AM - 2:00PM

\* \* \*

**Meghan Wing**  
**Academic and University Affairs Commissioner**  
UC, Level 2: 249  
Email: csacad@uoguelph.ca

Office Hours  
Thursday 3:00PM - 5:00PM

**IMPORTANT DATES**

**February 15-17, 2017**

*Poster Approval*

**During CEO/AEO Office Hours**

**&**

*Poster Approval & Campaign Team Submission Day  
in CSA Elections Office*

**Friday February 17, 2017**

**12:00PM - 4:00PM**

**February 12 & 14, 2017**

*Material Prep Days*

*in CSA Boardroom*

**12:00PM - 3:00PM**

This is the designated time for poster and campaign material approval. You do not have to have your campaign materials approved at this time; however, it is ideal that your materials will be ready at this time. Approval of posters and other campaign materials on any other day are subject to the availability of the CEO and AEOs.

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**February 27, 2017**

Campaigning for candidates begins

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**March 2, 2017**

*All-Candidates Forum*

**(Mandatory for all candidates)**

**12:00PM - 2:00PM**

**UC Courtyard**

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**March 6, 2017**

*Voting begins.*

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**March 8, 2017**

*Last Day to Campaign*

*Last Day to Vote (poll closes at 11:59pm)*

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**March 9, 2017**

*Announcement of Unofficial Results to Candidates*

*Announcement of Unofficial Results to Public*

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**March 10, 2017**

***Final Budget Form (Form E0-005) and Unspent Money with Receipts due***

**HARD copy MUST be submitted to the CSA Front Office by 4:00PM**

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**May 12-14, 2017**

***Board Training***

## **IMPORTANT POINTS TO REMEMBER**

It is the candidate's responsibility to read, understand, and abide by all guidelines, Bylaws and Policies laid out in this candidate package, and applicable to CSA elections. There are many recent changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You have no right to interfere with the right to campaign of another candidate at any time during the Election.

You may enlist the help of campaign volunteers to assist with your campaigning.

Any complaints regarding other candidates, students, or organizations should be sent to the CEO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

All printed posters or banners must be approved by the Elections Office in person prior to being posted.

Only email communications will be considered official. Facebook messages and wall posts will not be considered as official communication to the elections office. Text messages to the CEO and AEOs regarding elections, throughout the elections process, are not permitted and will be ignored.

Candidates are required to check their email at least once every 12 hours during the Campaign period. Candidates are required to check their email at least once every 24 hours during the period outside campaigning.

The campaign expense limits are \$200 (Executive), \$75 (At-Large), and \$300 (Referendum Teams)

Candidates must submit a statement of total expenses on applicable final budgetary form to CSA front office by Friday March 10, 2017 at 4:00PM.. Candidates must retain all receipts of expenses incurred during the campaign.

Campaigning may only take place on campus. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

**Academic Consideration:** The CSA Elections will be intense and time-consuming for all of the candidates. If any candidates are having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and will be written by the Academic and University Affairs Commissioner. **However, this letter only is a reference to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency and the professor retains the ultimate say in academic considerations.**

## **POSTERING**

### **Postering Locations:**

#### **Thornborough:**

One outside the south exit of Thorn 1200, one outside the student lounge and one in the main hallway

#### **Athletic Centre:**

One inside main entrance

#### **Rozanski:**

Four inside main lobby

#### **Bullring:**

One inside each entrance

#### **Library:**

One inside main entrance

#### **Landscape Architecture:**

Two boards near room 204

#### **Lifetime Learning Center:**

One small board near OVC bookstore

#### **MacKinnon:**

One board behind tables in main lobby/entrance, one board by accessible entrance, one board by study tables, one board in basement hallway, one board by music practice cubicles, one board in middle of main hallway by the stairs, one board in middle of second floor hallway by the stairs/ AV loan centre, and one board by coffee shop in the MacKinnon extension

#### **MacDonald Institute (FACS):**

One inside main entrance near cafeteria

#### **Alexander Hall:**

One board on the third floor close to entrance facing the Science Complex, one board on the first floor past main entrance

#### **MacNaughton:**

One on the first floor around the corner from the elevators, one on the second floor around the corner from the elevators. One on first floor outside bookstore

#### **Science Complex:**

Four boards in the Computer Science hallway, three boards on the second floor, and three boards on the third floor close to the main stair well on the left side.

#### **Zavitz:**

One in the main lobby (left side of board)

#### **Animal Science and Nutrition:**

One at the end of the main hallway

**Crop Science:**

One board in main hallway

**Food Science:**

One small board near exit closest to the Pathobiology building

**Pathobiology:**

One board near classroom

**Hockey Arena:**

One board near Red Rink

**Residence Buildings:**

Are **off limits to candidates** for postering or campaigning. The CSA Elections Office will promote the election and candidates in residences on behalf the candidates.

Formatiert: Schriftart: Fett, Unterstrichen

**University Centre:**

Do not put these up yourself, submit 6 copies to the UC Admin (UC 266)

***All printed Posters and Banners must include:***

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Stamp of approval from CEO
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections-and-referendums>
- The following statement: Please Recycle After The Election

Ensure that there is room on your poster for the CEO approval stamp (approximately 2 x 2 inches).

**ONLY** posters require the CEO approval stamp

***Printed Posters and Banners cannot include:***

- Copyright Material
  - Note: most random images/logos found on google have copyright
- Logos or Endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CEO)
- The University of Guelph Cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is left up to the discretion of the CSA Elections CEO

Candidates may not poster off campus.

No stickers.

## **ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS**

- For the purpose of all matters pertaining to elections, ***Organizational Email Lists*** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For the purposes of all matters pertaining to elections, ***campaign emails*** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.
- All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of **\$0.04** per recipient.
- It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CEO prior to the email being sent-out.
- It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.
  - If the candidate fails to notify the CEO in regards to sending campaign emails over organizational listservs, the candidate will be charged \$5 per organizational listserv in addition to the aforementioned rate per recipient.
- ***A candidate's email must contain:***
  - Name of the candidate (as it is to appear on the ballot).
  - Full name of the position the candidate is running for.
  - A word of warning for all the recipient(s) to remind them **not** to forward the campaign email.
- The CSA has absolutely **no tolerance** in regards to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face **immediate disqualification**.
- Slate candidacy is not permitted. Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

## **SOCIAL MEDIA GUIDELINES**

- Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.
- Candidates must email the CEO at csaceo@uoguelph.ca immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.
- Fines for infractions by use of Twitter will be distributed as prescribed in the Elections bylaws, policies and/or guidelines. If no policy or guideline exists, infractions may be at the discretion of the CEO.

### **Facebook**

- Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.
- Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.
  - Facebook groups/pages are allowed to be active during the campaign week. This means candidates **cannot** publicize a Facebook group **before** the campaign week.
  - Only **one** Facebook group/page is allowed per candidate
  - Candidates must add ‘CSA CEO’ to your group/page prior to publicizing it
- **Candidates are not allowed to join and/or like the groups/pages of other candidates.** The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.
- Candidates are allowed to send messages to members of their Facebook group or page.
- Facebook ads may be purchased, however they are limited to the University of Guelph network and only during the campaign period. The advertisement must be approved by the CEO or AEO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.
- The CEO **must** be added to all Facebook pages and groups **with administrator privileges**. Failure to do so will result in a penalty.

### **Twitter**

- Candidates may use Twitter; both personal and new Elections-only accounts as needed for the purposes of campaigning.
- Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc
- All campaign-related tweets must include the following hashtag: #csaelections



**YouTube**

- Candidates may use YouTube; both personal and new Elections-only accounts as needed for the purposes of campaigning.
- All YouTube content must be approved by the CSA elections office prior to being posted online.

**All other forms of social media in regards to the campaign are prohibited.**

**Candidates are not permitted to interact with other candidates through social media, even through personal accounts.**

## **Campaigning**

Campaigning may take place only on-campus. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

### **Campaign Volunteers**

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in, and promote, more than one campaign; however, they must not campaign for more than one candidate at any given time, and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign team members must be submitted to the Elections Office by Friday February 17, 2017 at 4:00PM. In the case that there are subsequent additions to the campaign team the Elections Office must be notified.

A Facebook group can be created to communicate with your volunteers; however, this must be a closed and private group, and you must add the 'CSA CEO' to it as an admin.

### **Classroom Talks**

Classroom talks are a great way to reach a lot of people in a small amount of time. Classroom Talks will be allowed during this election. Here are some questions you should ask yourself prior to embarking on a classroom talk:

1. Do I have the instructor's permission?
2. What am I going to say?

Bring a poster or flyer to display up on the projector to give students something to look at while you set up as well speak.

### **Social Media**

Use of social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations.

### **Endorsements**

You may contact organizations asking them to endorse your campaign. All endorsements must be approved by the CSA elections office upon gaining written permission from the organization. An email must be sent to [csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca) from the organization endorsing the candidate and CCing the candidate.

**Endorsements CAN be given by:**  
CSA Clubs

College Governments  
Special Status Groups  
Interhall Council

**Endorsements CAN NOT be given by:**

University Administration  
University Faculty  
University Centre Administration  
CSA Full Time Staff

**Note: You must get approval for all endorsements through the CSA elections office**

Other

Be inventive with your campaigning! As always permission must be granted to the candidate by the CSA elections office prior to the distribution of promotional material.

Here are some things that have been done in the past:

- Free lollipops with candidates' information stapled to them
- Painting the cannon
- Cotton Candy
- Popcorn

All expenses must be accounted for.

**Abuse of Position**

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

Penalty for Abuse of Position is:

- First Occasion: **3 Demerit Points**
- Second Occasion: **Disqualification**

Some of the implications of this section are:

- **Use of Office:** If you have an office on campus you cannot use it to aid in your campaign in any way. This includes creating and storing campaign materials, and promoting your election during office hours. The CSA Boardroom will be designated as a neutral area for creation and storage of campaign materials.

- **Membership in a club or board:** You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- **RLS and IHC:** Residence is off limits during campaigning. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power then **don't do it without asking the CEO first**. Generally speaking: ask yourself if what you want to do can be easily done by other candidates who do not share your position, if they can you are probably safe.

## **Campaign Infractions: BREAKDOWN OF DEMERIT SYSTEM**

For Candidates and Referendum Teams

- All alleged infractions will be investigated by the Chief Electoral Officer (CEO). Demerit points will be levied based on evidence collected during investigation.

**NOTE: If total demerit points exceeds 3 demerit points, the candidate will be disqualified**

- Demerit points levied are cumulative. For example, if a candidate fails to print materials at the CSA without permission from the CEO to print elsewhere (see fine #5) 1 demerit point will be levied against them. If they commit the same infraction again 2 more demerit points will be levied against them, for a total 3 demerit points. If a candidate commits an infraction as a first offence that results in receiving 1 demerit point and then a different infraction that also results in receiving 1 demerit point that candidate will have a total of 2 demerit points
- 1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy.**
    - **First Occasion:** Demerits will be levied at the discretion of the CEO, or disqualification, depending on severity of occurrence.
    - **Second:** Disqualification
  - 2. Failure to submit form EO-005 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period:**
    - **After Friday March 10, 2017 at 4:00PM:** Disqualification
  - 3. Total campaign expenses exceeds spending limit:**
    - **By less than 20%:** The candidate will be expected to cover the cost of excess spending and 1 demerit point.
    - **Greater than 20%:** The candidate will be expected to cover the cost of excess spending and Disqualification.
  - 4. Use of stickers as campaigning material:**
    - **Fine:** Cost of cleanup necessary.
    - **If this exceeds \$50:** Disqualification

**5. Failure to print materials through CSA services, without written permission from the CEO to print elsewhere**

- **First occasion:** 1 demerit point
- **Second occasion:** 2 demerit points
- **Third occasion:** Disqualification

**6. Multiple-postering on one poster board simultaneously.**

- **First occasion:** 1 demerit point, and candidate must remove excess posters at location within 24 Hours
- **Second occasion (or failure to comply immediately after warning) :** 2 demerit points
- **Third occasion:** Disqualification

**7. Postering in unauthorized locations.**

- **First occasion:** Warning, and candidate must remove poster from location within 24 Hours
- **Second occasion (or failure to comply immediately after warning):** 1 demerit point
- **Third occasion:** 2 demerit point
- **Fourth occasion:** Disqualification

**8. Use of unauthorized public address systems or sound equipments:**

- 2 demerit points, per occurrence.

**9. Printing and using of campaign materials without CEO approval.**

- **First occasion:** Warning and candidate must remove all materials immediately
- **Second occasion (or failure to comply immediately after warning):** 2 demerit points
- **Third occasion:** Disqualification

**10. Campaign material left unattended in a non-designated area.**

- **First Occasion:** Warning
- **Second Occasion:** 1 demerit point
- **Third Occasion:** 2 demerit point
- **Fourth Occasion:** Disqualification

**11. Campaigning outside of the designated campaign period.**

- **First Occasion:** 2 demerit point
- **Second Occasion:** Disqualification

**12. Pooling of campaign budgets without authorization:**

- Candidates will have to pay out of pocket.

**13. Campaigning, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:**

- **First Occasion:** 2 demerit point
- **Second Occasion:** Disqualification

**14. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material. If the violation occurs:**

- Disqualification of all candidates in the slate

**15. The abuse use of a particular position from a candidate with which they are involved to promote their campaign.**

- **First Occasion:** 3 demerit points
- **Second Occasion:** Disqualification

**16. Failure to comply with any part of the All Candidates Package, including all CSA Elections Bylaws and Policies, as distributed by the CEO to all candidates and referendum teams**

- **First occasion:** Warning
- **Second occasion:** 1 demerit point
- **Third occasion:** 2 demerit point
- **Fourth occasion:** Disqualification

## Agenda #13

Board of Directors Meeting

Feb. 10, 2017 @ 6:00pm – UC 442



Move by: Aidan Paskinov

Seconded by: Meghan Wing

**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 washrooms, 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, people who menstruate 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;

**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, under the recommendation of the Standing Referendum Committee, approve the following question for the Winter 2017 referendum period;

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all 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)?”

**(Action)**



## Agenda #13

Board of Directors Meeting

Feb. 10, 2017 @ 6:00pm – UC 442

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Be it resolved that the CSA Board of Directors, under the recommendation of the Standing Referendum Committee, approve the following question for the Winter 2017 referendum period:

" Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all 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)?"

## CSA Clubs Space Renovation

### Blue Print Presentation

An explanation of the renovation blueprint from left to right follows. I would like to thank the working group for all their assistance thus far. We hope you can see the amazing space we have come together to create.

**Lounge seating 12:** A 12 person open concept seating area with comfortable seating. This space is held across from CFRU and will be used by all students not only clubs. The hope is to create a Clubs Commons space just down the hallway where CUPE 1339 is now, but will be moving out of.

**Washrooms:** The washrooms will be renovated and the ventilation will be improved. This is much needed renovation, and will bring us up to University code.

**Locker Room:** This space holds 51 2x2x2 (8 cubic square feet) locker spaces which will be utilized by the clubs. The lockers have ability to take out the shelves as they are stacked 3 high. This will allow for clubs, if needed, to have a space of 4x2x2 or 6x2x2. Policy is being written about how lockers will be distributed and the upkeep of the location.

**Games Seating:** Here are three tables with outlets and accessible seating. These tables along with any furniture within the hallway will be fixed, which will assist with our Fire code check ins. This seating area is against the glass windows overlooking the Courtyard. These windows will receive films on them identifying the space as CSA space.

**Garage Pick up:** Students will be able to access “The Garage” from this point where the counter will face into this space. Around the walls there will be bench seating.

**Garage Room:** “The Garage” will be a student run volunteer based service within the CSA club service. Here clubs who frequently rent or loan items to their members will be able to do so here. Along the back and sides there will be storage units. Clubs will have the option to be the only people able to rent to their students or to teach other volunteers their rental process. Lists of clubs who need to pay fees to utilize the items will be held behind the counter and the same process these clubs use now will be continued.

**Meeting Room 15 (L):** This space is sized for 15 users and is more laid back and relaxed space. There are couches and tables within the room as well as a TV which will be on the Courtyard side wall. The front of the room will be glass with films to keep the privacy of the room but to also show that there are people in there utilizing the space.

**Meeting Room 15 (R):** This meeting room also has a 15 user capacity with a large table and chairs. This space will be seen as more of a meeting, planning space. Additionally it will also have a TV on the Courtyard side wall. This room will also have a glass front with frosting on the glass.

**Meeting Room 25:** This is our largest meeting room in any space the CSA has. This space can hold 25 users seated and many more without the tables and chairs there. The tables in this space will be able to be collapsed and put to the side of the room if space is needed. At the front of the space we hope to have two TVs for meetings that may need an agenda and running minutes or for other activities where more digital space would be an asset. The front of the room will also be glass which will open up this portion of the hallway so it does not feel as narrow. It will also include some kind of frosting.

**Study Seating:** These seats will also be fixed, just as the games tables. They will have access to plugs for charging laptops. This space is labeled as study space but there is no way in controlling what students would like their space to be. They will be able to use it for whatever they like.

**Locker Room:** This space holds 114 lockers at the 2x2x2 size. The space is made out as a horseshoe with the middle being the only access point. The two points on the side are glass for people to be able to see in for accessibility and safety.

**CSA Storage:** This space is going to be where we hold all of the clubs day's posters. We would like to give this option to all of our clubs so they do not have to continuously store their poster in member's cars, basements, garage ect. The clubs will be able to access their posters throughout the year as well by just contacting the Clubs Programming Coordinator or Clubs Administrative Coordinator.

**Lounge Seating 4:** Here is a small lounge space with comfortable seating for any student to rest, study ect.

**Meeting Room 5:** This meeting room is to be used for clubs who need a quick drop in location, are holding interviews or need a more intimate space. This room will not have a TV in it, and will have a more private entrance than the other rooms.

**Meeting Room 8:** This meeting room is also a smaller space which can be used for executive meetings and other small meetings or events. This room will have a TV on the wall. The front of the space will be glass with a lot of frosting to keep the privacy but still show there is activity in the room.

**Cafe Seating 7:** This seating space will be elevated and will lower at the end for accessible seating as well.

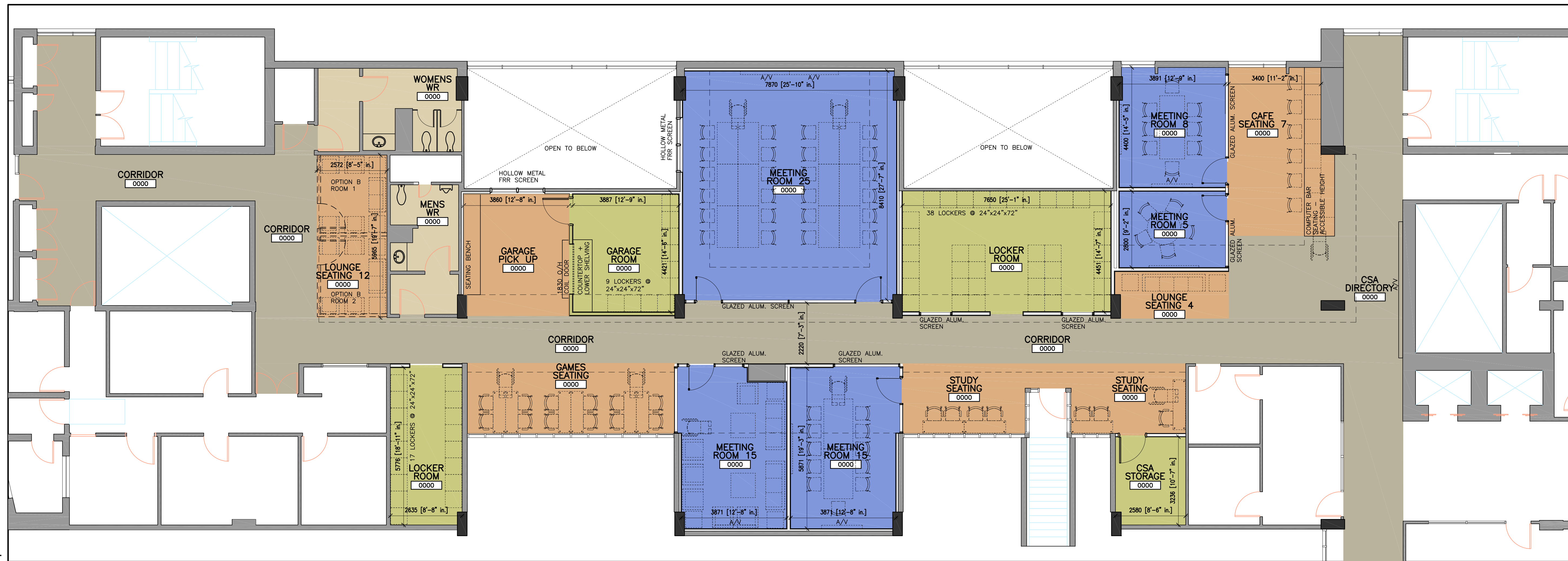
**CSA Directory:** This is the most exciting point of the renovation. This wall will be the new entrance to the Central Student Association. This wall will have interactive screens which will have a full CSA Clubs and CSA Service directory. These screens will be touch screen which will allow for all clubs to have their club information within the directory. This space will be able to advertise for upcoming events within the CSA and around the university. We also hope to include a history of the CSA Clubs space on their wall, which can also develop into a history of the CSA.

This project has developed past anything I could have imagined when I began. Through consultation with clubs, one on one meeting's, listening to comments from students, and a ton of help from the University Centre Administration and the university administration I believe this is the best, most inclusive and functional space to move forward with.

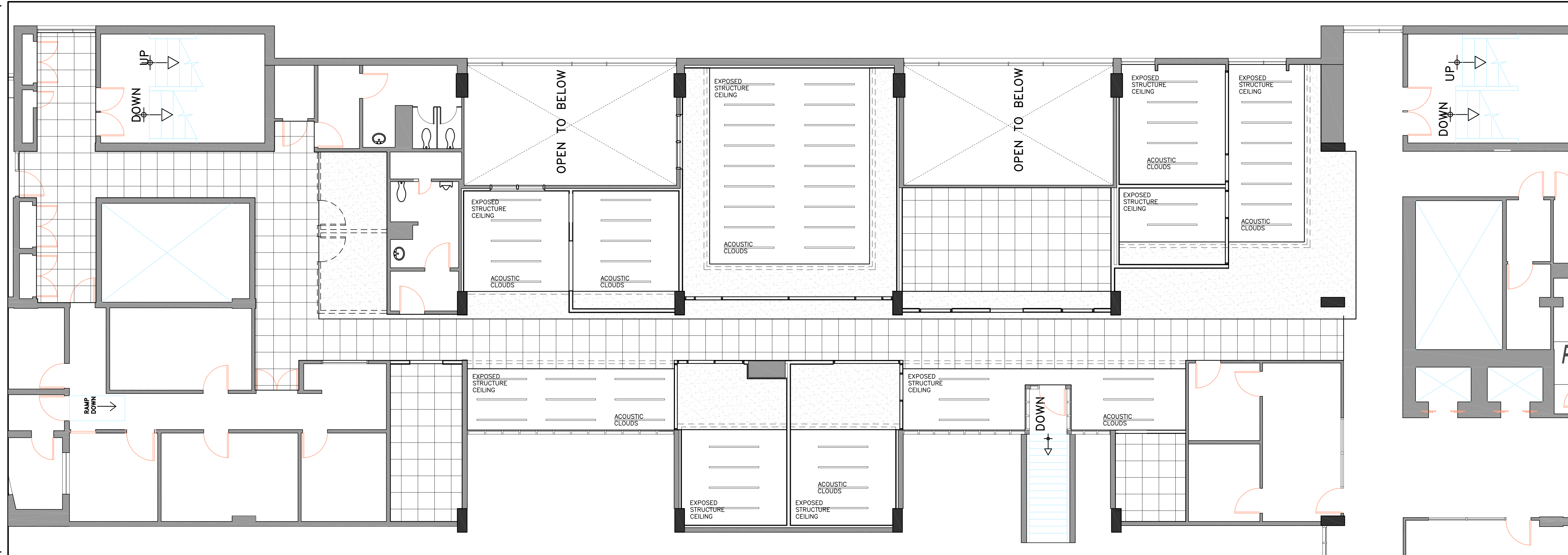
**Motion** to approve the CSA Club Space blueprint as presented.

Moved: Ryan Shoot, Finances and Operations Commissioner

Seconded:



2 FLOOR PLAN  
A200/A210 1:75 PROPOSED



2 REFLECTED CEILING PLAN  
A210/A410 1:75 PROPOSED

Prints issued to

Particulars	No.	Date	By
PROJECT TEAM MTC#3	1	17.02.02	GP
BOARD APPROVAL	2	17.02.03	GP

Revisions to drawing

All previous issues of this drawing are superseded.



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Project title  
**University of Guelph  
CSA Clubs Renovation  
UG - Project 504023**

Guelph Ontario

Project number <b>1701</b>	Date issued GP	Scale 1:75 METRIC
Sheet title FLOOR & REFLECTED CEILING PLANS - PROPOSED	Drawn by GP	Date

Drawing no.  
**A210d**

## Agenda #

Board of Directors Meeting

Feb 8, 2017 @ 6:00pm – UC 442



### **(Action) Board of Governors Finance Committee meeting**

**Whereas**, the Finance and Operations Commissioner and the Academic and University Affairs Commissioner will be presenting to the Finance Committee of the Board of Governors February 15th; and

**Whereas**, the University of Guelph Board of Governors has increased tuition fees each year since the tuition fee increases were regulated by the Province of Ontario in 2006; and

**Whereas**, the Province of Ontario has the highest tuition fees in the Country; and

**Whereas**, at the January 18th meeting of the Central Student Association Board of Directors, the Board supported a solidarity motion for CUPE 1334 and CUPE 3913; and

**Whereas**, the CSA Board of Directors has received a bargaining update from CUPE 3913 and CUPE 1334; therefore

**BIRT**, the CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG; and

**BIFRT**, the CSA representatives voice the CSA's support for the bargaining demands from CUPE 1334 and CUPE 3913 to the Finance Committee of the Board of Governors.

CENTRAL STUDENT ASSOCIATION  
APPENDIX B – INTERNAL CSA POLICY

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Contents

1. Board of Directors
2. Standing Committees
3. Confidentiality and Conflict of Interest Agreement
4. Protection of Privacy and Access to Information
5. Special Projects
6. University Centre Board
7. Dietary Policy
8. Email Policy
9. Ethical Purchasing Policy
10. Accessible Services Provision
11. Co-Curricular Transcript Policy
12. Policy Review Policy

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 1. Board of Directors

#### 1.1. Director and Executive Files

1.1.1. Files shall be created for each Director, as determined by the Board of Directors.

1.1.1.1. These files shall be kept separate from staff files

1.1.1.2. If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.

1.1.2. These files may include, but are not limited to, confidentiality agreements, and grievances.

1.1.3. The Director and Executive files (hereafter referred to as "the files") shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager

1.1.3.1. Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.

1.1.3.2. The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.

1.1.4. Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.

1.1.5. Files shall be kept for five years after the Executive's/Director's term.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

---

### 2. Standing Committees

#### 2.1. General Rules

2.1.1. All standing committees of the CSA shall take minutes at each one of its respective meetings.

2.1.2. All minutes shall be submitted to the Policy & Transition Manager and/or ~~Communications & Corporate Affairs~~ ~~Commissioner~~ President for the purpose of archiving and making minutes available to the general membership via the CSA website.



# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

---

### 2.2. Accessibility Working Group (AWG)

#### 2.2.1. Preamble

Those with disabilities face additional barriers to participation in the CSA and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of the CSA including board meetings, services, by-laws and policies, events, and space.

#### 2.2.2. Mandate

The AWG will act as a forum for discussing and promoting accessibility for persons with disabilities within the CSA.

- To act as a resource for accessibility within the organization
- To promote the development of critical disabilities assessment within the CSA
- To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers
- To explore and deconstruct all real and potential barriers within the CSA
- To promote the reduction of the stigma surrounding disabilities
- To promote broader understanding of the experiences of students with disabilities
- To promote an accessible environment for all members of the CSA
- To discuss the experiences of members with disabilities
- To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members
- To make recommendations to the appropriate CSA ~~Commissioners~~ Executive, Staff, Committees to reduce barriers within their areas of responsibility
- To uphold and promote the Declaration of the Rights of Students with Disabilities

#### 2.2.3. Membership

2.2.3.1. Membership is comprised of the CSA ~~Academic & University Affairs Commissioner~~ Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

2.2.3.2. Membership lists will not be made public outside of the AWG.

2.2.3.3. Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

#### 2.2.4. Responsibilities of Members

##### 2.2.4.1. General Members

- To uphold the mandate of the AWG
- To maintain the confidentiality of the membership
- To appoint a Vice-Chair from the membership

##### 2.2.4.2. Chair

- ~~Vice President Academic, & University Affairs Commissioner~~ will be the Chair
  - Responsible for meeting facilitation
  - Responsible for acting as a primary contact for the group
  - To act as a liaison to the greater CSA and university community
  - Responsible for executing the decisions made by the AWG
  - To act in the best interests of the group
  - To act as a moderator and uphold a safe space for meetings
-

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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- Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored
- To be aware of diverse abilities of students on campus/ educate yourself

#### 2.2.4.3. Vice-Chair

- Act as an assistant to the chair
- In the absence of the chair take up the responsibilities of the group
- Be comfortable disclosing publicly that they are a member of the AWG

#### 2.2.5. Removal of Members

Recognizing that the AWG needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the AWG.

##### 2.2.5.1. If a member feels that another member is creating an unsafe space they should speak to the chair or the vice chair.

- The chair and the vice chair will meet with the member in question.
- If the member fails to demonstrate a renewed commitment to the working group and its safe space, the chair and or vice chair will request that they withdraw their participation from the AWG.
- Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4

##### 2.2.5.2. Potential members who are a threat to the confidential nature or safe space of the AWG will not be allowed to participate. This decision is made in confidence by the membership.

#### 2.2.6. Meetings

##### 2.2.6.1. Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

##### 2.2.6.2. No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

##### 2.2.6.3. The Chair will be responsible for compiling a summary of business transacted at meetings.

- Minutes of the AWG will be kept on file in the [Vice President Academic's & University Affairs Commissioner's Office](#) and available by request.
- Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

##### 2.2.6.4. The AWG will work on a consensus based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The chair may vote.

##### 2.2.6.5. The AWG will strive to create and uphold a safe space for all participants

- A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
- A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
- Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

##### 2.2.6.6. Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

#### 2.2.7. Reports

##### 2.2.7.1. The Chair will submit a report to the CSA Board of Directors at the end of each semester.

##### 2.2.7.2. The report must include:

- Overview of membership, without listing names of participants
- Timeline of activities
- Selected highlights of agenda items and group initiatives
- Future work for the next semester

##### 2.2.7.3. Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.

##### 2.2.7.4. All reports must be approved by the membership before submission to the Board.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

---

### 2.3. Awareness of Sexual Assault and Prevention (ASAP) Committee

#### 2.3.1. Definition of Sexual Violence

The term is broad. Many of us think that rape only happens to other people and that rape is the only manifestation of sexual violence. However, sexual violence not only affects individuals of all ages, backgrounds, genders, ethnicities and experiences, but also occurs in many different forms. Sexual violence can include but is not limited to sexual assault, sexual abuse, stalking, dating and domestic violence, and verbal and physical harassment.

#### 2.3.2. Purpose

- 2.3.2.1. To provide members of the University community and Guelph community with an empowering and comprehensible understanding of sexual violence.
- 2.3.2.2. To bring together stakeholders of the University community and Guelph community to foster greater awareness on campus of sexual violence.
- 2.3.2.3. To plan and implement annual, sustainable and contextual campaigns pertaining to the visions and goals of ASAP.
- 2.3.2.4. To organize appropriate and up-to-date annual events that address issues of sexual violence on and off campus.
- 2.3.2.5. To respond directly when an issue of sexual violence occurs in the community.
- 2.3.2.6. To organize from a pro-survivor, compassionate, inclusive and anti-oppressive framework.
- 2.3.2.7. To ensure that the committee's meetings, events, and campaigns are accessible physically, mentally and financially.
- 2.3.2.8. To ensure that the committee's meetings, events and campaigns are inclusive. This includes but is not limited to ensuring that the committee is dedicated to the rights of women, racialized people, queer people, trans people, people with disabilities, and aboriginal people. This also includes but is not limited to ensuring that the committee is dedicated to the rights of all peoples and how they identify in terms of creed, ethnic origin, place of origin, gender identity and citizenship.
- 2.3.2.9. To work to continually recognize the positive and negative affects of the events and campaigns it will run due to the lived experiences of willing or unwilling participants. This means that ASAP committee, meetings, events and campaigns must be sensitive to the needs of sexual violence survivors and ensure that there is support for these survivors.
- 2.3.2.10. To continue to improve appropriate supports on campus and off campus for sexual violence survivors and to advocate for the improvement of these supports and services.
- 2.3.2.11. To use awareness, action, and accountability in order to foster a safer campus and surrounding community.

2.3.3. ASAP Committee will form a subcommittee to "prepare an annual report to the SOP Committee on programs and activities offered, as well as recommendations for the subsequent year. This report will be made public on the CSA, GSA and Student Affairs Websites. Recommendations will also be presented to the Student Rights and Responsibilities Committee." The CSA ~~Vice President External Local Affairs Commissioner~~ must sit on this subcommittee and ensure the content gives a thorough overview of awareness activities and campaigns. The report will also review how all parties associated with the University of Guelph campus community have dealt with issues of sexual assault and gendered violence in a critical and analytical manner, including the CSA.

#### 2.3.4. Membership of the Committee

- 2.3.4.1. The ASAP Committee will be made up of representatives from the CSA (~~Local Affairs Commissioner~~ Vice President External and Central ASAP Committee Coordinator), the Wellness Centre (Committee Coordinator), The Human Rights and Equity Office (Committee Coordinator), Campus Police, the CSA Human Rights Office, the Guelph Resource Centre for Gender Empowerment and Diversity, the Graduate Students' Association, Off-Campus Living, Guelph Queer Equality, the Munford Centre, the Office of Intercultural Affairs, Residence Life, Interhall, Centre for Students with Disabilities/Counseling Services and Guelph-Wellington Women in Crisis.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

---

**2.3.4.2.** The ASAP Committee will make every effort to encourage the participation of the following groups: The CSA Accessibility Working Group, the Judicial Office, the Multi-Faith Resource Centre, CSA Safewalk, First Response, and Employee groups and bargaining units. Students and community members at large who can work within the terms of reference are welcome to join and must contact the central coordinator.

**2.3.4.3.** Student representation is important to this committee and therefore every effort will be made by the ASAP committee members to encourage student participation from the groups stated above and the student body at large.

#### **2.3.5. Meetings**

**2.3.5.1.** Quorum for ASAP Committee meetings will be seven committee members. The group will make decisions by consensus.

**2.3.5.2.** The CSA ~~Local Affairs Commissioner~~Vice President External and the representatives from the Wellness Centre and the Human Rights and Equity Office will rotate the duties of chairing and scribing the ASAP Committee meetings.

**2.3.5.3.** The CSA ~~Local Affairs Commissioner~~Vice President External will book space and time for the ASAP Committee meetings and establish a listserv for ASAP Committee members.

**2.3.5.4.** In order to operate, the ASAP Committee must be at least have representation from the CSA, the Wellness Centre, the Human Rights and Equity Office, the Guelph Resource Centre for Gender Empowerment and Diversity, Guelph-Wellington Women and Crisis, the Graduate Student Association and Residence Life.

**2.3.5.5.** If the ASAP Committee fails to meet at least 3 (three) times per semester, the ~~Local Affairs Commissioner~~Vice President External will issue an apology letter to the board of directors, as well as all campus media, including the Peak and CFRU 93.3FM. This apology will also be issued to Women in Crisis via the Public Educator.

#### **2.3.6. Sub-Committees and Working Groups**

**2.3.6.1.** The ASAP Committee may strike subcommittees such as ASAP Campaigns and Programming or ASAP Policy and Education.

**2.3.6.2.** The ASAP committee will create working groups to focus on issues of sexual violence that affect, but are not limited to, women, queer people, trans people, racialized people, aboriginal people, people with disabilities and international students.

#### **2.3.7. Terms of Reference**

**2.3.7.1.** The ASAP Committee Terms of Reference will be reviewed on an annual basis by the ASAP Committee membership.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.4. Bike Centre Committee

#### Terms of Reference

#### 2.4.1. Preamble

Bike Centre Committee will aid the Bike Centre Coordinators and the ~~Local Affairs Commissioner~~Vice President External in helping create, direct and review Bike Centre initiatives. The Bike Centre committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

#### 2.4.2. Membership

2.4.2.1. Membership shall consist of the Bike Centre Coordinator, two duly appointed board members, the ~~Local Affairs Commissioner~~Vice President External, a Bike Centre volunteer and one additional member of the Executive Committee

2.4.2.1.1. The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).

2.4.2.2. Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the ~~Local Affairs Commissioner~~Vice President External.

#### 2.4.3. Meetings

2.4.3.1. Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The ~~Local Affairs Commissioner~~Vice President External shall be responsible for scheduling all committee meetings.

2.4.3.2. Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.

2.4.3.3. Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

2.4.3.4. The Bike Centre Committee shall meet at minimum four times per semester, or at least once every 3 weeks. Every effort will be made to schedule meetings on a regular basis.

#### 2.4.4. Anti-Oppression Commitment

2.4.4.1. The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself. This includes, but is not limited to the following provisions:

- The ~~Local Affairs Commissioner~~Vice President External will ensure that meetings will be held in physically accessible locations.
- The Vice President External ~~Local Affairs Commissioner~~ will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
- Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
- The Bike Centre Committee should strive for a diverse membership, encouraging board members, executives and volunteers who self-identify as members of oppressed/marginalized groups to join and have their voices heard.
- Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

---

oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

#### 2.4.5. Purpose

- 2.4.5.1. To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.
- 2.4.5.2. To provide constructive critiques/feedback on current projects to give direction for future projects.
- 2.4.5.3. To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations under 4.2.

#### 2.4.6. Reports

- 2.4.6.1. The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.
- 2.4.6.2. Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

---

### 2.5. Capacity, Analysis, and Planning Committee (CAPCOM)

#### 2.5.1. Purpose

The mandate of this committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of board members, executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

#### 2.5.2. Responsibilities

2.5.2.1. To review the final report created by the previous year's CAPCOM

2.5.2.2. To produce an initial report to be submitted to the Board of Directors by the first board meeting of the Fall semester.

This document will contain the following:

2.5.2.2.1. A list of goals addressing the identified core and perceived structural issues

2.5.2.2.2. A summary of the problem and the desirable outcomes

2.5.2.2.3. A timeline of progress and completion of dates

2.5.2.3. To make regular reports to the board on the committee's progress

2.5.2.4. To produce a final report to be submitted at the second to last board meeting of the Winter semester. This document will include the following:

2.5.2.4.1. A summary of goals, what has been achieved, and the progress made.

2.5.2.4.2. What did not work and what barriers are to blame

2.5.2.4.3. Reflection of committee effectiveness

2.5.2.4.4. Suggestions for next year's CAPCOM

2.5.2.5. At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

#### 2.5.3. Membership

2.5.3.1. Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.

2.5.3.2. Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30th. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second board meeting in that semester for a term ending April 30<sup>th</sup>.

#### 2.5.4. Meetings

2.5.4.1. The committee will be chaired by the [Vice President Academic and University Affairs Commissioner](#). Within the first meeting, the committee will appoint a vice-chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

2.5.4.2. The committee will meet within two (2) weeks after its membership is appointed by the board of directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

2.5.4.3. Because of the significant importance of the committee's report to the future of the organization, quorum will be set at four committee members.

2.5.4.4. The committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

---

### 2.6. Executive Evaluation

The Executive ~~Committee~~ ~~ommissioner~~ positions are of great value to the CSA. Elected at-large by the general student body, the Executive ~~Commissioners~~ ~~Committee~~ work full-time for a one-year term each reporting directly to the CSA Board of Directors. Each ~~Commissioner~~ ~~Executive~~ has a specific portfolio with unique responsibilities and their performance is of critical importance to the CSA. It can be challenging for a Board of Directors, who generally meet biweekly, to provide supervision, guidance and feedback on the day-to-day performance of each ~~Commissioner~~ ~~Executive~~.

The Executive Evaluation policy is meant to increase the level of accountability and support between each Executive ~~Officer~~ ~~Commissioner~~ and the CSA Board of Directors. This policy will support the explicit statement, management of progress towards, and accountability of the goals of the Executive ~~Commissioners~~ ~~Officers~~ within their portfolios.

#### 2.6.1. Introduction

- 2.6.1.1. The Executive Evaluation process shall be managed by an “Executive Evaluation Committee” of the CSA Board of Directors
- 2.6.1.2. The Executive ~~Commissioners~~ ~~Officers~~ shall be required to submit reports to the EEC four times throughout their term.
  - 2.6.1.2.1. The first report shall be a document outlining the explicit goals of each ~~Commissioner~~ ~~Executive~~ within their position and portfolio
  - 2.6.1.2.2. The next two reports shall consist of a report of activity to date and progress towards their explicitly stated goals.
  - 2.6.1.2.3. The final report shall consist of a final report on the progress of their goals accompanied by a report on the successes and challenges faced by the ~~commissioner~~ ~~Executives~~ in their role throughout their term noting any structural problems that have inhibited the ~~commissioner's~~ ~~Executive's~~ ability to function to the best of their ability in their role.
- 2.6.1.3. The EEC shall submit the ~~Commissioners'~~ ~~Executive's~~ reports to the CSA Board of Directors accompanied by commentary and any appropriate accompanying recommendations for action, following each evaluation cycle.
- 2.6.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee.

#### 2.6.2. Executive Evaluation Committee

- 2.6.2.1. The Executive Evaluation Committee (EEC) shall be struck at the first Board meeting of the Summer semester.
- 2.6.2.2. The EEC shall consist of six members:
  - 2.6.2.2.1. Five (5) Board of Directors consisting of:
    - Two (2) College/At-Large Representatives
    - One (1) Student Organization Representative
    - Two (2) Non-Executive Committee Board Members
  - 2.6.2.2.2. The CSA Policy & Transition Manager (non voting)
  - 2.6.2.2.3. One of the five Directors shall be appointed Chair
    - 2.6.2.2.3.1. The Chair shall be responsible for scheduling and chairing meetings of the EEC. In the event that the Chair is not able to attend a meeting, the remaining EEC membership shall select a Chair for that meeting. The Chair is a non-voting position.
    - 2.6.2.2.3.2. The voting members will select from themselves a Vice-Chair to take on the duties of Chair when that individual is indisposed.
- 2.6.2.3. EEC Membership should strive to serve for an entire year (12 months), but it may be necessary to re-evaluate the membership of this committee throughout the year, particularly at the beginning of the Fall semester.
- 2.6.2.4. Quorum for meetings of the EEC shall be four members.
- 2.6.2.5. The EEC shall strive for consensus in decision-making, but shall use a majority voting system when deemed appropriate by the Chair.



## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

---

#### 2.6.3. Evaluation & Reporting Process

##### Overview

2.6.3.1. Each evaluation cycle shall review the following:

2.6.3.1.1. Approval and review of each Executive ~~Commissioner's Officer's~~ positional and portfolio goals taking into consideration all relevant CSA Bylaws and Policies

2.6.3.1.2. Hours worked of each Executive ~~Commissioner Officer~~

2.6.3.1.3. Any collected feedback on Executive job performance and conduct from Board members, staff and/or other Executive.

2.6.3.1.3.1. In order to preserve working relationships, the EEC shall ensure that the identity of an individual raising concerns is not revealed to anyone outside the EEC.

2.6.3.2. Each evaluation cycle shall consist of the following:

2.6.3.2.1. Solicitation and collection of constructive feedback on job performance and conduct from Directors, Staff, and Students.

2.6.3.2.2. Written submission to the EEC by each Executive ~~Commissioner Officer~~ including any constructive criticism or praise for the other executive members' job performance or conduct.

2.6.3.2.3. EEC members' individual review of materials submitted

2.6.3.2.4. Meeting between each Executive ~~Commissioner Officer~~ and the EEC

2.6.3.2.5. Final report for each Executive ~~Commissioner Officer~~ prepared by the EEC to the CSA Board of Directors

2.6.3.3. The EEC is responsible for providing a fair evaluation of the performance of each Executive ~~Commissioner Officer~~ working within the requirements and responsibilities outlined in the CSA Bylaws and Policies. It is important the EEC members do not evaluate based on their personal or political opinions, but use the CSA Bylaws and Policies as their guiding documents.

##### Timeline

2.6.3.4. The Executive ~~Commissioners Officer's~~ reporting deadlines for each round are as follows:

- First Round: First board meeting of the year
- Second Round: Week before the second last board meeting of the Summer semester
- Third Round: Week before the second last board meeting of the Fall semester
- Fourth Round: Second last board meeting of the year

2.6.3.5. Meetings between each Executive ~~Commissioner Officer~~ and the EEC shall be scheduled in advance of their reporting deadlines by the EEC Chair to ensure that an appropriate amount of time is available for discussion.

2.6.3.6. The EEC shall have at least two weeks following Executive submission deadlines to complete a report with any recommendations to the Board

- First Round: Second board meeting of the year
- Second Round: Last board meeting of the Summer semester
- Third Round: Last board meeting of the Winter semester
- Fourth Round: Last board meeting of the year

##### Template

2.6.3.7. The EEC shall produce templates for the last three reporting periods for the Executive ~~Commissioners Officers~~ so that reports are consistent, easy to evaluate and easy to write.

2.6.3.8. The EEC may use templates from previous years if they are still considered to be appropriate.

2.6.3.9. The Template for each reporting period shall be provided to the ~~Commissioners Executives~~ a month before the reporting deadline

##### First Round

2.6.3.10. Executive ~~Commissioners Officers~~ will be required to draft a statement of their explicit goals within their position and portfolios. These goals should be measurable and realistically achievable by the end of their term.

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## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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- 2.6.3.11. The EEC shall review the goals submitted against the CSA Bylaw Job Description and other applicable bylaws and policies. The EEC should ensure that no areas of responsibility are unaddressed and that goals are appropriate.
- 2.6.3.12. Prior to submitting the goals to the Board of Directors, any relevant recommendations from the EEC shall be given to the Executive ~~Officer~~Commissioners allowing them to make appropriate changes to their goals.
- 2.6.3.13. The reviewed goals shall be provided to the CSA Board of Directors for approval, with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation.

#### Second and Third Rounds

- 2.6.3.14. Executive ~~Commissioner~~Officers will be required to report on the progress towards their previously reported and approved explicit goals within their position and portfolios using the reporting templates provided by the Executive Evaluation Committee
- 2.6.3.15. Executive ~~Commissioners~~Officers will be required to submit a report of their activity to date (maximum two pages) including a report on their hours worked to date in the form of a daily hours log with brief notes to explain any unusual hours worked.
- 2.6.3.16. The EEC shall review the documents submitted and after meeting with each Executive ~~Commissioner~~Officer shall prepare a report to the CSA Board of Directors with any appropriate comments from other Directors, Staff and Students as well as any recommendations from the Executive Evaluation Committee
- 2.6.3.17. The EEC may choose to make any of the following recommendations, or any other recommendation that is inline with CSA Bylaws and Policies:
- to CSA Board of Directors to revise their Job Description (CSA Bylaw 1 Section 9.0)
  - to CSA Board of Directors to recommend Removal from Office or Reprimand under the provisions provided in CSA Bylaw 1 Section 12.0
  - to Executive Committee to support a new Associate ~~Commissioner~~Executive position
  - to Finance Committee to revise a budget or budget lines
  - to encourage the hiring of temporary help
  - to encourage taking time-in-lieu or vacation time
  - any outcome as outlined in the Human Resources policy (should be done in-camera)

#### Final Round

- 2.6.3.18. Executive ~~Commissioners~~Officers will be required to reflect on tasks they have worked on throughout the year, structural issues they may have faced, as well as the final status of their goals
- 2.6.3.19. The EEC shall review the reflections with each of the Executive ~~Commissioners~~Officers before preparing a report to be submitted to the board and the incoming Executive ~~Commissioners~~Officers
- 2.6.3.20. After reviewing the reflections the EEC shall submit a report to the CSA Board of Directors and incoming Executive ~~Commissioners~~Officers, with any appropriate comments from other Directors, Staff and Students as well as any recommendations from the Executive Evaluation Committee

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.7. Finance Committee Terms of Reference

The Finance Committee (hereafter referred to as “the Committee”) is a standing Committee of the CSA Board of Directors that is responsible for monitoring the CSA’s finances and providing input into the budgeting process.

#### 2.7.1. Purpose

- 2.7.1.1. To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- 2.7.1.2. To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- 2.7.1.3. To provide input in to the budgetary process before it is presented to the Board of Directors.
- 2.7.1.4. To be the hearing Committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

#### 2.7.2. Membership of the Committee

- 2.7.2.1. The Committee shall be made up of six members: the ~~Human Resources & Operations Commissioner~~President, a ~~second member of the Executive Committee~~Vice President and three members from the Board of Directors, and the Business Manager.
- 2.7.2.2. Members of the Committee shall be appointed by the end of the second board meeting in the summer semester for a term no later than April 30th of the following year.
- 2.7.2.3. Should a member be absent for two or more meetings per semester the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times the composition of the committee 4.2.3.1 shall be maintained.

#### 2.7.3. Responsibilities of the Committee Members

- 2.7.3.1. To at all times act in the best financial interests of the students and all levels of the CSA.
- 2.7.3.2. To adhere to all sections set forth in CSA By-Law 3
- 2.7.3.3. The ~~Human Resources & Operations Commissioner~~President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee’s Terms of Reference and financial bylaws, providing regular updates to the board, preparing semesterly reports, and presenting financial reports. In addition, the chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.
- 2.7.3.4. The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling \$5000 and over.

#### 2.7.4. Meetings

- 2.7.4.1. The committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.
- 2.7.4.2. Quorum for meetings shall be reached when those in attendance include the Business Manager, the ~~Human Resources & Operations Commissioner~~President, and one voting member the Board of Directors.
- 2.7.4.3. Decision-making shall be conducted in a consensus based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

#### 2.7.5. Reporting

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## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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- 2.7.5.1. The committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:
- Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
  - Fall Semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
  - Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.8. FoodBank Committee

#### 2.8.1. Purpose

- 2.8.1.1. The CSA FoodBank Committee (hereafter “the committee”) is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.
- 2.8.1.2. The committee is the formal link between the CSA main office and the CSA FoodBank.
- 2.8.1.3. The committee shall act as an advisory body to any subcommittees of this committee.

#### 2.8.2. Membership

- 2.8.2.1. Membership shall include the ~~CSA Local Affairs Commissioner~~Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one food bank volunteer and at least one student. The student position will first be offered to FoodBank clientele and then if necessary the general student population. This position can be held anonymously.
- 2.8.2.2. Individuals seeking membership will notify either the ~~Local Affairs Commissioner~~Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.
- 2.8.2.3. Above members shall be considered active members of the committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the committee shall recommend the removal and replacement of the member by the Board.
- 2.8.2.4. The CSA Business Manager and ~~CSA Human Resources and Operations Commissioner~~President will be considered active members during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the committee to attend when the committee is addressing issues to do with finances or health and safety.
- 2.8.2.5. Quorum for meetings shall be met when those in attendance include the ~~Local Affairs Commissioner~~Vice President External, the FoodBank Coordinator and at least one other committee member

#### 2.8.3. Subcommittees

A subcommittee shall be struck each time the committee deems it necessary.

#### 2.8.4. Responsibilities

- 2.8.4.1. The Vice President External ~~Local Affairs Commissioner~~ and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.
- 2.8.4.2. The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.
- 2.8.4.3. The ~~Human Resources and Operations Commissioner~~General Manager, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- 2.8.4.4. All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

#### 2.8.5. Meetings

- 2.8.5.1. Decisions must be made on a consensus model of active members
- 2.8.5.2. There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External ~~Local Affairs Commissioner~~ and the FoodBank Coordinator.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.9. Petitions Delegations and Representations (PDR) Policy

2.9.1. The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

#### 2.9.2. Petitions, Delegations and Representations Committee

The PDR Committee (hereafter referred to as “the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decision regarding PDR requests. These requests have previously been entertained by the Board of Directors itself.

#### 2.9.3. Purpose

2.9.3.1. To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

2.9.3.2. To maintain a standardized PDR request form or method.

2.9.3.3. To make recommendations to Finance Committee for annual funding for all PDR lines.

2.9.3.4. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

#### 2.9.4. Membership of the Committee

2.9.4.1. The committee shall consist of a maximum of 6 members.

2.9.4.2. The ~~Communications & Corporate Affairs Commissioner~~President shall be a member of this committee.

2.9.4.3. One seat on this committee shall be reserved for At-Large or College representatives.

2.9.4.4. One seat on this committee shall be reserved for Student Organization representatives.

2.9.4.5. One seat on this committee shall be reserved for an additional member of the Executive Committee.

2.9.4.6. The remaining seats may be filled by any member of the CSA Board of Directors.

2.9.4.7. The membership of this committee shall be selected by the Board of Directors.

#### 2.9.5. Responsibilities of the Committee Members

2.9.5.1. The ~~Communications & Corporate Affairs Commissioner~~President shall be the Chair of the Committee.

2.9.5.2. The Vice-Chair shall be selected by the membership of the Committee.

2.9.5.3. Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies..

2.9.5.4. Each member shall act as a member of the CSA, and not as a member of their own constituency.

2.9.5.5. Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

2.9.5.6. The following are the responsibilities for the said roles:

##### 2.9.5.6.1. Chair

- Facilitate meetings
- Ensure that proper minutes are being taken for every meeting
- Book meeting locations
- Compile semesterly reports for the board
- Manage all communications to and from the committee

##### 2.9.5.6.2. Vice-Chair

- Assist the Chair in their duties

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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- Assume the responsibilities of the Chair in their absence

#### 2.9.6. Meetings

- 2.9.6.1. Meetings shall be held no longer than 3 weeks apart. These meetings are intended to occur on weeks opposite of Board of Directors meetings.
- 2.9.6.2. The schedule of meetings shall be at the discretion of the committee
- 2.9.6.3. Quorum for meetings shall be set at a simple majority of members.
- 2.9.6.4. If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.
- 2.9.6.5. During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

#### 2.9.7. Reports

- 2.9.7.1. Reports shall be compiled by the Chair and the Vice-Chair of the committee.
- 2.9.7.2. A report shall be submitted to the Board of Directors following each semester. These reports shall include:
  - A list of all PDR's entertained by the Committee (Whether the PDR was successful or not).
  - The amounts granted for each PDR request, and which line that grant was taken from.
- 2.9.7.3. A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the committee wishes to see to the amount of money allocated to the specific PDR lines.

#### 2.9.8. PDR Application Process and Requirements

- 2.9.8.1. Funds from the Petitions Delegations and Representations (hereafter referred to as "PDR") line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget shall be intended for events where the CSA is not considered a co-sponsor.
  - 2.9.8.2. Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.
  - 2.9.8.3. Each semester the CSA will budget funds to be made available by request to qualifying groups.
  - 2.9.8.4. Qualifying groups shall be defined as groups that operate outside of the CSA and have not had funds allocated to them under the CSA operating budget.
  - 2.9.8.5. Qualifying groups must submit a completed PDR form to the Committee through the CSA ~~Communications & Corporate Affairs-Commissioner~~President.
  - 2.9.8.6. All parties must also disclose as to whether their organization/group collects student fees.
  - 2.9.8.7. Individuals applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the University of Guelph and surrounding community.
  - 2.9.8.8. Written reports indicating the usage of monies granted will be required by the Committee and may be necessary for future funding.
  - 2.9.8.9. Given that qualifying groups meet the criteria outlined above, the Committee may also decide to grant funds from the "Cultural Events" line item, to groups that meet the following criteria:
    - That the group presenting the PDR request is considered "on campus"
    - That the event or program that the PDR request is being presented for is a cultural event.
    - That the event or program that the PDR request is being presented anticipates the attendance of over 100 students
    - That the event or program that the PDR request is being presented for is open to all students.
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## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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2.9.8.10. The PDR Committee may also decide to grant funds from the "Solidarity Work for Non-UofG Groups" line item, to groups that are not on campus.

2.9.8.11. In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year.

2.9.8.12. The ~~Communications & Corporate Affairs Commissioner~~ ~~President~~ will notify organizations within 72 hours of a PDR Committee decision.

2.9.8.13. Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

2.9.8.14. Should a party requesting funding consciously, or unconsciously, omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be resubmitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant altogether.

#### 2.9.9. Appeals Process

2.9.9.1. Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- The Committee violated any CSA Bylaws or Policies.
- A member of the PDR committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.

2.9.9.2. Any party wishing to file an appeal must do so in writing to the ~~Communications & Corporate Affairs Commissioner~~ ~~President~~ within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

2.9.9.3. Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

2.9.9.4. Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.

2.9.9.5. The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

2.9.9.6. Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

2.9.9.7. The chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

- A motion to deny the appeal and uphold the Committee's decision
- A motion to grant the appeal and make any changes necessary to the PDR committee in order to ensure a fair hearing
- A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question

#### 2.9.10. Amendments

2.9.10.1. The committee shall review the PDR policy in accordance with the Policy & Bylaw Review Policy, unless determined necessary by the PDR Committee.



# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.10. Policy and Bylaw Review Committee (PBRC)

#### 2.10.1. Responsibilities

- 2.10.1.1. To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- 2.10.1.2. To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- 2.10.1.3. To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- 2.10.1.4. To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- 2.10.1.5. To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

#### 2.10.2. Membership

- 2.10.2.1. Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- 2.10.2.2. Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.
- 2.10.2.3. Members who miss two meetings without regrets will be de-ratified from the committee.
- 2.10.2.4. The ~~Communications and Corporate Affairs Commissioner~~ President and the Policy & Transition Manager will be a ratified members of PBRC as per their job duties.
- 2.10.2.5. At any time a member may resign from PBRC by notifying the Policy & Transition Manager

#### 2.10.3. Structure

- 2.10.3.1. The committee Chairperson will be the Policy & Transition Manager. The PBRC will select a Vice-Chairperson to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.
- 2.10.3.2. The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
- 2.10.3.3. Quorum shall be three ratified members, one of which must be a Director of the CSA.

#### 2.10.4. Decision Making

- 2.10.4.1. The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute taking purposes, decisions reached by consensus will be noted as such.

#### 2.10.5. Reporting

- 2.10.5.1. The PBRC will report to the CSA Board of Directors at least twice a semester; it is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.
- 2.10.5.2. Reports of the PBRC may include where relevant, but are not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

#### 2.10.6. Conflict of Interest

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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**2.10.6.1.** Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.

**2.10.6.2.** Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.

**2.10.6.3.** In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 18 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

#### **2.10.7. Working Groups**

**2.10.7.1.** A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.

**2.10.7.2.** The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

**2.10.7.3.** There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.11. SHAC Advisory Committee

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

#### 2.11.1. Purpose

The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last board meeting of the winter semester. This document will contain the following:

- A summary of findings from its consultative review.
- A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
- An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

#### 2.11.2. Membership

2.11.2.1. Membership of the Committee shall be made up of a minimum of six (6) members: the ~~Academic & University Affairs Commissioner~~ ~~Vice President Academic~~, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

2.11.2.2. The Board shall appoint three (3) of its members to the committee before September 30<sup>th</sup> of each year, for a term ending April 30<sup>th</sup>.

2.11.2.3. The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

#### 2.11.3. Meetings

2.11.3.1. The committee will be chaired by the ~~Academic & University Affairs Commissioner~~ ~~Vice President Academic~~. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

2.11.3.2. The committee will meet within two (2) weeks after its membership is appointed by the board of directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

2.11.3.3. Because of the significant importance of the committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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#### 3. Confidentiality and Conflict of Interest Agreement

- 3.1. All staff, Executive, and Directors shall have to sign a *Confidentiality and Conflict of Interest Agreement* upon ratification by the Board of Directors. The *Confidentiality and Conflict of Interest Agreement* may only be changed by the Executive on an annual basis in the winter semester.
- 3.2. Signing the *Confidentiality and Conflict of Interest Agreement* is a condition of both employment for staff, and ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the ~~Human Resources & Operations Commissioner~~Vice President Academic and shall expire on the 30th of April of each year.
- 3.3. It is the responsibility of the ~~Human Resources & Operations Commissioner~~President to ensure that all staff and Executive sign the agreement. It is the responsibility of the ~~Communications & Corporate Affairs Commissioner~~Vice President Student Experience to ensure that all Board members sign the agreement.
  - 3.3.1. If a matter arises where confidentiality has been breached by a staff, Director, or Executive who has not signed the agreement, the above responsible executive member may be held financially liable for any losses the CSA may occur as a result of the breach in confidentiality. Ensuring the signing of agreements will waive such responsibility.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 4. Protection of Privacy and Access to Information

As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times the ~~Academic & University Affairs, Local Affairs and Human Resources & Operations Commissioner-Executive Officers~~ shall be familiar with the current rules/regulations regarding privacy and information.

#### 4.1. Definitions

For the purpose of this policy, “records” means any information stored within the CSA, whether in electronic, print or any other form. “Personal information” means any information that is recorded within the CSA about any individual. “Confidential nature” means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another. “Secure” means stored in a place that is inaccessible to the public and protected in a reasonable manner. “Consent” means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

#### 4.2. Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

#### 4.3. Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

- Personnel - The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.
- Ongoing economic interests - Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups
- Confidential information - Any personal or other information that was given to the CSA with implicit or explicit confidence
- Conflict resolution/Law enforcement - Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters
- Deliberative processes - Information expressed in confidence during a decision-making process, such as an in-camera discussion of the board of directors
- Invasion of personal privacy - Any information about an individual will not be given out to other parties unless consent is received by the individual in question

#### 4.4. Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual’s personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

- If the person requesting the information is not the individual to whom it pertains, the executive member shall not permit access.
- If records pertaining to one individual hold confidential information about another, the executive member will make arrangements to present the information without disclosing other confidential information.

#### 4.5. Collection

The CSA will collect individuals’ information only with their explicit or implicit consent except when information pertains to

- An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award
- Performance evaluation of a staff or volunteer member

## CENTRAL STUDENT ASSOCIATION APPENDIX B – INTERNAL CSA POLICY

---

Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

---

#### 5. Special Projects

Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the city of Guelph. The following considerations should apply:

- The project should be designed to serve the students of the University of Guelph.
- Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).
- The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable. (January 1994)

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 6. University Centre Board

#### 6.1. Preamble

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement/Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students. facilitate meetings of the University Centre Board Student Caucus (UCBSC). The collective interests of students will be considered by the UCBSC, including but not limited to issues of student space, student control over advertising and sales, and the general operations of the University Centre.

#### 6.2. Appointments

**6.2.1.** To ensure a broad-based cross section of student representation to the University Centre (UC) Board, the Vice President of Student Experience Communications and Corporate Affairs Commissioner will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.

**6.2.2.** The Vice President of Student Experience (Communication and Corporate Affairs Commissioner until May 1<sup>st</sup> 2016) and two (2) Board of Director members CSA Executive Committee will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

**6.2.3.** The criteria for selecting candidates shall be as follows; understanding of issues of student space, understanding of being an undergraduate student representative, understanding of their role as a CSA and student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.

**6.2.4.** Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

#### 6.3. University Centre Board Student Caucus

~~6.3.1. Issues of student concern, as identified by the UCBSC or the CSA Board of Directors, shall be discussed and debated at UCBSC meetings. After debate, caucus shall aim for a consensus decision on the issue.~~

~~6.3.2. UCBSC shall be used to ensure that the student majority present on the University Centre Board of Directors vote as a block on issues concerning students.~~

~~6.3.3. The first meeting of the UCBSC shall meet before every University Centre Board of Directors meeting.~~

~~6.3.4/6.3.1. The University Centre Undergraduate Student Representatives USBSC shall be expected to make regular report to the CSA Board of Directors.~~

~~6.3.5. The Communications & Corporate Affairs Commissioner shall chair the UCBSC.~~

~~6.3.6. Quorum for UCBSC meetings will be a simple majority.~~

~~6.3.7/6.3.2. Members are expected to attend all University Centre Board/UCBSC meetings, and UC board and sub-committee meetings.~~

#### 6.4. CSA Position on the University Centre Board

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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6.4.1. The ~~Communications & Corporate Affairs Commissioner~~Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:

- To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students
- To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations
- The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy
- To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters form the CSA Board of Directors calling for the de-ratification of appointed students.

### 6.5. CSA Board of Directors Directives

6.5.1. The CSA Board of Directors, as the appointing body, has the ability to give ~~suggestions~~directives to the University Centre Board Undergraduate ~~representatives~~representatives ~~CBSC~~. ~~Suggestions~~Directives can be given for the following reasons:

- ~~UCBSC is undecided about an issue and asks the CSA Board of Directors for a directive~~
- The CSA Board of Directors deems the issues to be of significant importance to student interest
- The CSA Board of Directors wishes to make its views known publicly

~~6.5.2. The USBSC will meet to discuss and implement any directives of the CSA Board of Directors~~

### 6.6. Reserved Rights of the CSA Board of Directors

- The CSA Board of Directors reserves the right to:
- Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors
- Expect University Centre Board Undergraduate ~~representatives~~CBSC members ~~to~~representatives to represent student interest and uphold CSA Policies Appendix B Section 6 at the University Centre Board of Directors
- Expect regular reports from the University Centre Board representativesCBSC
- ~~Expect UCBSC members to give at least 24 hours notice prior to a missed meeting.~~
- Expect all University Centre Board of Directors student members, both voting and alternate, ~~to attend all UCBSC meetings~~ and to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.
- Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.
- Expect UUniversity Centre Board undergraduate representatives CBSC members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.
- Expect alternate members to check with voting members at least 24 hours prior to a University Centre Board of Directors meeting to ensure alternate representatives are not required.

### 6.7. Recall of UCBSC Members

6.7.1. A decision of the CSA Board of Directors to recall an appointed member of the UUniversity Centre Board undergraduate representatives CBSC may be initiated one of two ways:

- ~~A petition from two thirds (2/3) of the members of the UCBSC requesting the recall of a member~~
- A two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBSC

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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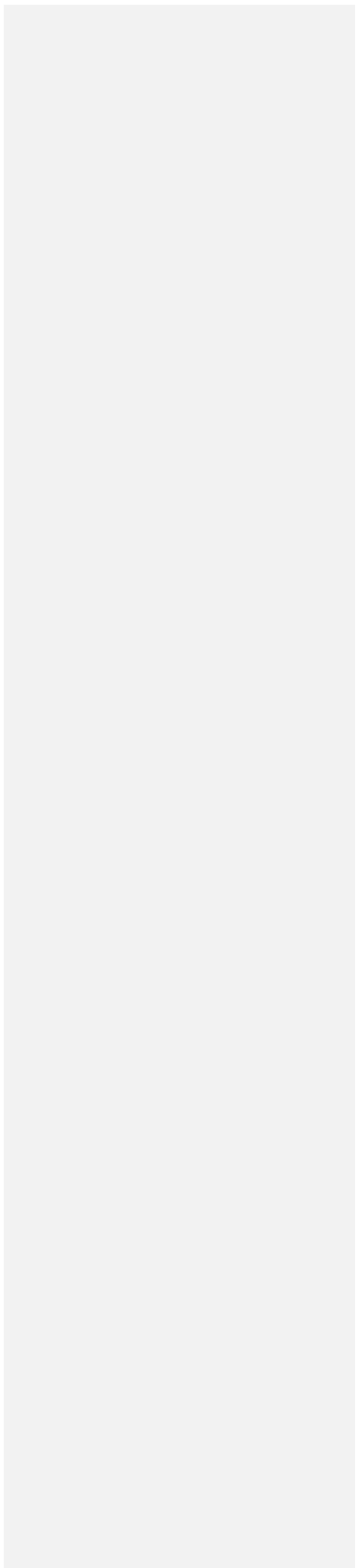
**6.7.2.** After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

## CENTRAL STUDENT ASSOCIATION APPENDIX B – INTERNAL CSA POLICY

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### **7. Dietary Policy**

- 7.1.** Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.
- 7.2.** Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.
  - 7.2.1.** One or more of the options may be removed if the people being served agree unanimously.
  - 7.2.2.** An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
  - 7.2.3.** The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.



# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 8. E-mail Policy

- 8.1. The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.
- 8.2. Because the Universities “official form of communication” with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.
- 8.3. The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the ~~Communications & Corporate Affairs Commissioner~~ President and Vice Presidents.
- 8.4. There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph.
- 8.4.1. Mass E-mail  
This mode of communication is for critical e-mail’s that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health plan Updates and Bus Pass updates.
- 8.4.2. High Volume E-mail  
This mode of communication is a self directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.
- 8.4.3. Listserv  
This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. This mode is however very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.
- 8.5. All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSAs By-Laws and Policy Manual, the University of Guelph’s Human Right Policy and Mass E-mail Policy.
- 8.6. Each mode of communication has different set-up, maintenance responsibilities, and guidelines.
- 8.6.1. Mass E-mail
- 8.6.1.1. Set-Up
- 8.6.1.1.1. To send a Mass E-mail, the ~~Communications & Corporate Affairs Commissioner~~ President will send the e-mail to the Office of Student Affairs.
- 8.6.1.1.2. The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within 5 working days.
- 8.6.1.1.3. The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the ~~Communications & Corporate Affairs Commissioner~~ President with concerns to be addressed.
- 8.6.1.2. Maintenance
- 8.6.1.2.1. There are no maintenance requirements for this mode of communication.
- 8.6.1.3. Guidelines
- 8.6.1.3.1. The mass e-mails will abide by all policies outlined in this policy.
- 8.6.1.4. High Volume E-mail (hereafter referred to as (HVM)
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## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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#### 8.6.1.4.1. Set-Up (beginning as early as May 1st)

8.6.1.4.1.1. The ~~Communications & Corporate Affairs Commissioner~~ President will ensure that the organizational account is set up specifically for the purpose of the high volume mail.

8.6.1.4.1.2. The ~~Communications & Corporate Affairs Commissioner~~ President will place a request for a HVM list to the Office of Student Affairs, who will pass the request to CCS.

8.6.1.4.1.3. CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.

#### 8.6.1.4.2. Maintenance

8.6.1.4.2.1. April 31st of each school year, CCS will delete the entire list.

8.6.1.4.2.2. Sometime after the numbers for the fall semester are available (mid-August) the ~~Communications & Corporate Affairs Commissioner~~ President will ensure that the list is refreshed by placing a(nother) request for a HVM list.

#### 8.6.1.4.3. Guidelines

8.6.1.4.3.1. The Executive Committee will provide all items for the HVM announcement to the ~~Communications & Corporate Affairs Commissioner~~ President twenty-four (24) hours before the e-mail is sent out.

8.6.1.4.3.2. The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.

8.6.1.4.3.3. The ~~Communications & Corporate Affairs Commissioner~~ Executive Officers will ensure that the HVM is sent out and confirmed.

8.6.1.4.3.4. Only one HVM can be sent out in a one (1) week period (every one hundred sixty eight (168) hours).

8.6.1.4.3.5. HVM can only be sent out after six (6) pm, so as to avoid webMail's high traffic times.

8.6.1.4.3.6. The ~~Communications & Corporate Affairs Commissioner~~ Executive Officers will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

#### 8.6.1.5. Listserv

##### 8.6.1.5.1. Set-Up

8.6.1.5.1.1. The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.

8.6.1.5.1.2. The form must then be signed by the ~~Communications & Corporate Affairs Commissioner~~ President and faxed to CCS.

##### 8.6.1.5.2. Maintenance

8.6.1.5.2.1. The group who requested the listserv is responsible for the maintenance of the listserv.

##### 8.6.1.5.3. Guidelines

8.6.1.5.3.1. All listservs will abide by all policies outlined in this policy.

#### 8.6.1.6. Mass E-mail Endorsement Policy

8.6.1.6.1. Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.

8.6.1.6.2. The ~~Communications & Corporate Affairs Commissioner~~ Executive Officers may advertise that elections are being held for the CSA, Board of Governors, Senate, and -other Primary Student Organizations and Special Status Groups on campus, but may not list any of the candidate's names.

8.6.1.6.2.1. Advertisements for College Government elections may only be included for information in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) colleges have been provided.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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- 8.6.1.6.3. The ~~Communications & Corporate Affairs Commissioner~~ Executive Officers must make information about the Senate, Board of Governors, CSA available on the CSA website.
- 8.6.1.6.4. The information for the CSA website must include at minimum blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 9. Ethical Purchasing

#### 9.1. Preamble

The CSA (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases. We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment. The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

#### 9.2. Definitions

- 9.2.1. Services: Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre
- 9.2.2. Clubs: any group or organization accredited through the CSA that is not considered a CSA service.
- 9.2.3. Purchaser: the club, service, or ~~commissioner~~ Executives that made the purchase in question.
- 9.2.4. Apparel: any item that can be worn on the body (i.e., hats, clothes, bags).

#### 9.3. Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate subcontractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one's body, or bears the logo of the CSA.

#### 9.4. Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph's Code of Ethical Conduct For Suppliers and Subcontractors in Relation to Working Conditions and Employment Standards, as well as it's Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

#### 9.5. Ethical Purchasing Committee

- 9.5.1. Purpose: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.
- 9.5.2. Timeline: to meet at minimum once a semester
- 9.5.3. Membership: ~~External Affairs Commissioner~~ Vice President External (Chair), one Coordinator from each service, Clubs Coordinator, ~~Communications & Corporate Affairs Commissioner~~ Vice President Student Experience, Promotional Services & Graphic Designer
- 9.5.4. Quorum: 5 members, one of which must be the ~~External Affairs Commissioner~~ Vice President External.
- 9.5.5. Responsibilities of the Chair: The Chair is responsible for the following duties:
  - Calling the meetings
  - Ensuring that a scribe is present
  - Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs



# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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- Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing ~~Townhalls~~ ~~Town Halls~~.
- Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the ~~Communications & Corporate Affairs Commissioner~~ ~~Vice President External~~ and the Promotional Services & Graphic Designer.

**9.5.6. Non compliance:** In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

- Informal Warning: A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file, but will be removed after 18 months if the purchaser improves their purchasing practices.
- Formal Warning—Level 1: Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.
- Formal Warning—Level 2: Notice of Hearing. Recommendations made from a hearing, must be submitted to the board of directors within 3 weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

### 9.5.7. Choosing a Supplier

- 9.5.7.1. A supplier can be chosen from the University of Toronto's list of suppliers.
- 9.5.7.2. The committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA's List of Ethical Suppliers.
- 9.5.7.3. If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The ~~External Affairs Commissioner~~ ~~Vice President External~~ will facilitate this process by creating a list of questions.

### 9.5.8. Reporting

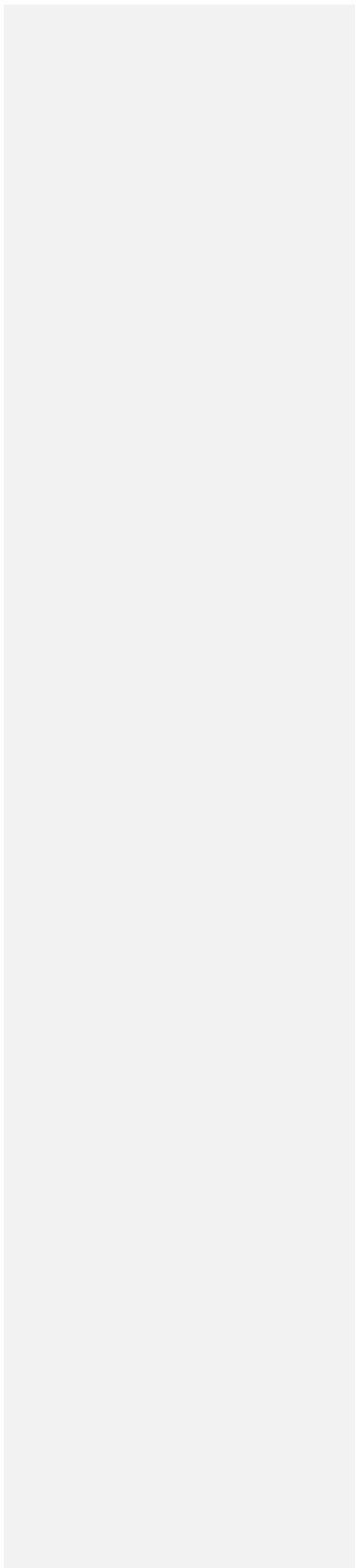
- 9.5.8.1. Contents: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.
- 9.5.8.2. Timelines: Summer report should be made at the first board meeting of the Fall Semester; Fall report should be made at the first board meeting of the Winter Semester; Winter report should be made at the last board meeting of the Winter Semester.
- 9.5.8.3. Transparency: the report will be included in the CSA board package, and will be posted on the CSA website.

### 9.6. Engaging the Membership

- 9.6.1. The ~~External Affairs Commissioner~~ ~~Vice President External~~ shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.
- 9.6.2. The ~~External Affairs Commissioner~~ ~~Vice President External~~ may hold additional meetings, or create an ad-hoc committee as needed.

### 9.7. Revision

- 9.7.1. This policy will be reviewed in the 2017/2018 year.
- 9.7.2. This policy will be reviewed once every 3 years.



# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 10. Accessible Services Provision

#### 10.1. Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner. This Policy has been prepared to meet the compliance requirements of the AODA Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

#### 10.2. Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

##### 10.2.1. Communication

We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

##### 10.2.2. Telephone Services

We are committed to providing fully accessible telephone service to the users of our services. We will train staff to communicate with users over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with users by e-mail, TTY (TTY users can use the Bell Relay System by calling 1-800-267-6511) or support person if telephone communication is not suitable to their communication needs or is not available.

##### 10.2.3. Assistive Devices

We are committed to serving people who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by users while accessing our goods or services.

##### 10.2.4. Billing

We are committed to providing accessible invoices to all of our users. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, or e-mail. We will answer any questions users of our services may have about the content of the invoice in person, by telephone or email.

#### 10.3. Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties. We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal. Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises. Fees will not be charged for support persons for admission to CSA events or services.

#### 10.4. Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

#### 10.5. Training of Staff

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## CENTRAL STUDENT ASSOCIATION

### APPENDIX B – INTERNAL CSA POLICY

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The CSA will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approval of service policies, practices and procedures. This training will be provided within the first three weeks after a staff person commences their duties.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- What to do if a person with a disability is having difficulty in accessing the CSA's goods and services
- The CSA's policies, practices and procedures relating to the service standard.
- Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

#### 10.6. Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated. Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at [www.csaonline.ca](http://www.csaonline.ca). Alternatively, feedback could be brought directly to the [Academic and University Affairs Commissioner/Vice President Academic](#). Users of our services can expect to hear back within two business days.

#### 10.7. Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

#### 10.8. Questions About This Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the [CSA Academic and University Affairs Commissioner/Vice President Academic](#).

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 11. Co-Curricular Transcript Policy

#### 11.1. Preamble

The University of Guelph's Co-Curricular Transcript (hereafter referred to as "CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

#### 11.2. Validation Requirements

**11.2.1.** Attend at minimum 70% of the total number of board meetings scheduled throughout the duration of their term. Terms begin May 1<sup>st</sup> of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

**11.2.2.** Attend and complete all mandatory training. Training can include, but is not limited to: anti-oppression, accessible services provision, board governance, CSA Board of Directors specific training, and health and safety.

**11.2.3.** Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

**11.2.4.** Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

**11.3.** In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the board package for the next regularly scheduled meeting of the Board of Directors:

- A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the board to waive;
- Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question;
- Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the chair of a committee)

**11.4.** Petitions may only be heard after the completion of the Director's term.

**11.5.** The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly worded motion with a 2/3 majority vote.

**11.6.** All motions to waive requirements for validation must include the following information:

- the name of the Director that the petition is for; and
- the academic year that they were ratified as a Director

**11.7.** Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

**11.8.** All petitions to waive the validation requirements must be heard on a case by case basis.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 12. Policy Review Policy

All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors. Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA. A review of a particular CSA Bylaw or Policy may find no change is needed, however the review date shall always still be noted. Year 1 is noted as academic year 2011-2012, Year 2 is noted as academic year 2012-2013 and so on.

Annually in Summer  
Bylaw 2.0 - Elections Bylaws

Bi-Annually (every 2 years) in Fall  
Bylaw 4.0 – Members meetings (year 2)

Bi-Annually (every two years) in Winter  
Appendix B – Internal CSA Policy (year 2) – with Standing Committee consultation for review of 4.0  
Appendix H – Student Services Fee Protocol (year 3)  
Bylaw 1.0 (year 2)

Tri-Annually (every three years) in Summer  
Appendix G – Clubs Handbook (year 3) – in consultation with Clubs Coordinator  
Bylaw 3.0 Financial Procedures (year 2)  
Appendix I & J – Elections Policies (year 1)  
Appendix L – Standing Resolutions (year 3)

Tri-Annually (every three years) in Fall  
Appendix K – Second Floor Space Acceptable Use Policy (year 2)  
Appendix D – CSA Human Resources Policy (year 1)  
Appendix E – Bullring Human Resources Policy (year 1)  
Bylaw 5.0 Policy Manual (year 2)

Tri-Annually (every three years) in Winter  
Appendix C – CSA Services Policy (year 3)  
Appendix F – Issues and Organizational Policy – in consultation with ~~External Affairs Commission~~ the President (year 1)  
Appendix A – CSA Rules of Order (year 2)



UNIVERSITY CENTRE

## **Collaborative Partnership Agreement on University Centre Space 2017 - 2018**

This comprehensive agreement between the *Central Student Association (herein referred to as "CSA")* and the *University Centre, University of Guelph (herein referred to as "UC")* in respect to the collaborative partnership on the enhancement of space for student use in the University Centre, is made valid between both parties on November 30<sup>th</sup>, 2016.

### **1) PURPOSE:**

The purpose of this agreement is to capture the ongoing working relationship between the CSA and the UC in the commitment to enhancing and improving viable space opportunities for student use within the University Centre. The development of this agreement extends from the defined *first principles in practice* outlined in the working document of the Management & Operations Sub-Committee, University Centre Board and ratified by the board on November 1, 2016 as the working document on space review.

### **2) SCOPE:**

This agreement relates to the physical space allocated to both the CSA and the UC on the second level of the University Centre and defined areas of opportunity for the transition of space to more beneficial, student-oriented areas. The transition of space, subject to the approval of the University Centre Board, would create a long-term, dynamic allocation of space for undergraduate students in the University Centre.

The UC will collaborate with CSA and offer to take a lead role in the renovation of space as outlined in this agreement and offer both financial support and professional oversight to ensure a successful transition and renovation of all defined areas by April 30, 2018. With investments in renovations and transitioning of space controlled by the UC, the CSA will commit to continuing an open working relationship with the UC and lend their full support of UC operations and building enhancements moving forward provided they are deemed mutually beneficial to both parties.



UNIVERSITY CENTRE

### 3) PROPOSED TRANSITION OF SPACE:

The collaborative partnership outlined in this agreement will see the following space transitions on the first and second levels of the University Centre, subject to CSA Board approval and acquisition of financial support.

- a) *Student Group Renovations:* As per the renovation plan developed with the support of the UC, the CSA will actively commence renovation of the second level club offices to create multiple small, medium, and large use multi-purpose meeting areas for clubs with storage solutions and an open Student Clubs Commons space for students. The UC will contribute professional assistance and advice throughout the planning and renovation phase as well as support the technological needs and funding of up to 10% of the total renovation cost. This plan related to the rooms 212 – 236 inclusive, currently considered club office space and is subject to financial support from University Administration and approval of plans by the University Centre Board.
- b) *Student Clubs Commons:* To achieve a multi-purpose, inclusive space for students as part of the student group renovation, the UC will recommend to the University Centre Board to approve the transitioning of UC213A (formally the CUPE 3913 Office) from UC controlled retail space to student space. The CSA will support the UC in defining a new retail space for the UC to recover the revenue earned from the UC213A space in order to maintain funding sources for future enhancements to the University Centre.
- c) *Transitioning of UC Office Space:* The UC will transition rooms UC252, UC268, UC267 and a portion of UC266 to connect the defined spaces, to student space and make the recommendation to the University Centre Board to approve the transition of space. The UC will cover the renovation of space to transition the area outlined. Should additional space become available in the future, the UC will give CSA the first priority and consideration for gaining the additional space. The CSA will collectively support the UC Office continuing to maintain operations in rooms UC253 – UC266 due to the spatial importance for current and future UC operational activities.
- d) *Support of Space Usage Change:* The CSA will support a recommendation to the University Centre Board for the plan to change the space usage of UC108 from a meeting room to a commercial space to recover the loss of revenue from the transition of UC213A (current CUPE office) to student space. The UC will commit to ensure any future tenant leasing this space will offer a service deemed beneficial to the well-being of University of Guelph students. The UC will also commit to developing another meeting room space that will be equal to or larger than the proposed size of UC108.
- e) *Enhancement of Other Space Opportunities:* The UC will work with the CSA and University Administration to define and allocate other opportunities for student space enhancement in the University Centre. Possible opportunities include redeveloping UC124 into an open student lounge with modernized furniture and working with the University to repurpose some of the cafeteria area into more group friendly study spaces.



# UNIVERSITY of GUELPH

UNIVERSITY CENTRE

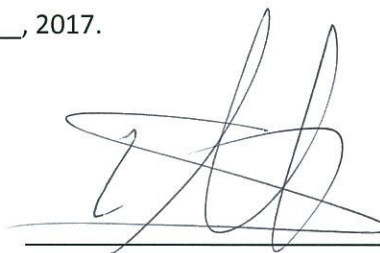
- f) *Partnership on Other Space Initiatives:* The UC will continue to work in collaboration with the CSA and the other space holders on the second level of the University Centre to audit current physical spaces with the intent to further enhance and allocate space dedicated to student use.

This collaborative partnership agreement on the transition and enhancement of student space in the University Centre is accepted and approved by the authorized representatives of the CSA and UC as acknowledged below.

Signed this 2nd day of February, 2017.



Philip John  
Acting Director, University Centre



Ryan Shoot  
Finance & Operations Commissioner, CSA



J.M. (Mike) Calvert  
Operations Manager, University Centre



Zoey Ross  
Communications Commissioner, CSA



Lee Anne Clarke  
Business Manager, CSA