

Agenda #17

Board of Directors Meeting

March 29, 2017 @ 6:00pm – UC 442



17.0 Call to Order

17.1.Land Acknowledgement

17.2.Adoption of the Agenda

17.2.1. Motion to Approve the Agenda

17.3.Ratifications and De-ratification

17.4.Comments from the Chair

17.4.1. Introductions

17.5.Approval of Past Board Minutes

17.5.1. (Action) Approval of minutes from board meeting #14 – March 1, 2017

17.5.2. (Action) Approval of minutes from board meeting #15 – March 15, 2017

17.5.3. (Action) Approval of minutes from board meeting #14 – March 1, 2017

17.5.4. (Action) Approval of in-camera minutes from board meeting #15 – March 15, 2017

17.6.Executive Committee Minutes

17.7.Executive Reports

17.7.1. Academic & University Affairs Commissioner

17.7.2. Finance & Operations Commissioner

17.7.3. External Affairs Commissioner

17.7.4. Local Affairs Commissioner

17.8.Director Reports

17.9.Business

17.9.1. (Info) (In-camera) Communications and Corporate Affairs Commissioner Update

17.9.2. (Action) Bylaw Change

17.9.3. (Info) PBRC Report

17.10.New Business

17.11.Announcements

17.12.Adjournment

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



In Attendance: Aidan Paskinov, Nicholas Kowaleski, Razan Alshamali, Claudia Idzik, Matthew Hernandez, Mohamed Ahmed, Michaela Spencer, Beth Whan, Ryan Bowes, Kate Schievink, Spencer McGregor, Lacy Droste, Karly Rumpel, Courtney Tait, Michael Cameron, Jamale Demeke Wendwesen, Olivia Boonstra, Jack Fisher, Chirag Patney, Allison Arnold, Elizabeth Cyr, Lindsey Fletcher, Meghan Wing, Zoey Ross, Emily Vance, Jay Rojas

In Regrets: Ryan Shoot, Paula Boubel, Natalie Chow, Alexandra Bogoslowski

Absent:

Guests: Tanner Morton

Chair: Joshua Ofori-Darko

Scribe: Tanya Vohra / Jay Rojas

Overview of Motions

14.2.1. Approval of the Agenda

Motion: To approve the agenda, with amendments to strike 14.9.1. and renumber accordingly; to add to New Business 14.10.1. (Action) (In-Camera) EEC and 14.10.2. (Action) Amend the Previous Motion Referendum; to move 14.9.7. (Info) (In-Camera) EEC Report to the end of Business

Moved: Mohamed Ahmed

Seconded: Lindsey Fletcher

Motion carried as amended.

14.3.1. Ratifications and De-ratifications

Motion: To accept the resignation of College of Arts At-Large Representative Peter Miller and to de-ratify College of Arts Rep Peter Miller and College of Arts Rep Andrew Contant

Moved: Chirag Patney

Seconded: Nicholas Kowaleski

Motions carried omnibus.

14.5.1. Approval of Past Board Minutes

Motion: To approve the minutes from board meeting #13 – Feb. 8, 2017

Moved: Lindsey Fletcher

Seconded: Jay Rojas

Motion carried.

14.9.1. Appendix F Amendment

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Motion: WHEREAS Policy 1.2.1. Appendix F of the CSA's Policies is restrictive and forces an opinion on the executive and board of directors of the CSA

WHEREAS policies of the CSA should not be opinion-based and allow for flexibility of stance by the executive and board of directors

BIRT the CSA Board of Directors vote to remove Section 1.2.1 Appendix F of the Policies

Moved: Aidan Paskinov

Seconded: Chirag Patney

Motion carried.

Motion: To commit this resolution to CAPCOM.

“**BIRT** the CSA Board of Directors vote to remove Section 1.2.1 Appendix F of the Policies”

Moved: Meghan Wing

Seconded: Jamal Demeke

Motion carried.

14.9.2. Unionization of the Board

Motion: Whereas the Central Student Association Board of Directors makes decisions on controversial topics

Whereas Directors do not always agree with the decision made by the board

Whereas There is no current regulation that Directors must follow regarding public interactions that pertain to decisions made by the Board

Whereas This can cause controversy and a divide amongst directors, weakening the overall public image of the Central Student Association Board of Directors

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, they stand by the decision made by the board

BIFRT This document is explained in depth at director training to minimize any confusion.

Moved: Karly Rumpel

Seconded: Michaela Spencer

Motion: To refer the question and amendments to CAPCOM and have them report back to the CSA Board of Directors by March 29th with recommendations aligned with the following directives: Prevention of slander, and consider discussion points brought up at the March 1st board meeting.

Question and amendments:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they have the right to voice their opinions without being slanderous to**

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



the CSA.

BIFRT This document is explained in depth at director training to minimize any confusion.

Motion carried as amended.

14.9.3. Job Description

Motion: To approve the following job descriptions as presented (as supplement): Board Chair and Front Office: Summer Coordinator

Moved: Chirag Patney

Seconded: Lindsey Fletcher

Motion carried.

14.9.4. Hiring Committee

Motion: Board of Directors ratify the following Hiring Committee appointments:

Ryan Bowes, Board Chair Hiring Committee

Beth Whan, Front Office: Summer Coordinator Hiring Committee

Moved and duly seconded.

Motion carried with 3 noted abstentions.

14.9.5. Proposed Changes to the Fees Protocol

Motion: The review of the Compulsory Non-tuition related fee protocol and its proposed draft be brought to the attention of the CSA's Lawyer by the CFS Representative and the Finance and Operations Commissioner.

Moved: Zoey Ross

Seconded: Matthew Hernandez

Motion carried.

14.9.7. CSA Constitution

Motion: To commit the CSA Constitution document to PBRC to review before it comes forward as Action, with recommendations, 2 board meetings from now (March 29th).

Moved: Nicholas Kowaleski

Seconded: Mohamed Ahmed

Motion carried.

14.9.8. BOG

Motion: To postpone the following motion indefinitely:

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.

Moved: Meghan Wing

Seconded: Jay Rojas

Motion carried.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



14.9.9. EEC Report

Motion: To allow a volunteer scribe to attend due to the HR nature of this item.

Moved: Lindsey Fletcher

Motion carried.

Motion: Directors be given 15 minutes to review EEC Report Findings

Moved: Lindsey Fletcher

Seconded: Jay Rojas

Motion carried.

Motion: That the C&CA Commissioner works together with the EEC to review reports and recommendations.

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried with 1 abstention.

14.10.2. Amend a Previously adopted Motion re Winter 2017 Referendum

Question

Motion: To amend the referendum motion to read:

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all full-time 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: Jay Rojas

Motion carried with 2/3 vote.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Agenda #14

14.0 Call to Order

14.1.Land Acknowledgement

14.2.Adoption of the Agenda

14.2.1. Motion to Approve the Agenda

14.3.Ratifications and De-ratification

14.3.1. COA (pg. 6)

14.4.Comments from the Chair

14.4.1. Introductions

14.5.Approval of Past Board Minutes

14.5.1. (Action) Approval of minutes from board meeting #13 – Feb. 8, 2017

14.6.Executive Committee Minutes

14.7.Executive Reports

14.7.1. Academic & University Affairs Commissioner (pg. 7)

14.7.2. Communications & Corporate Affairs Commissioner (as supplement) (pg. 7)

14.7.3. Finance & Operations Commissioner (pg. 8)

14.7.4. External Affairs Commissioner

14.7.5. Local Affairs Commissioner

14.8.Director Reports

14.9.Business

14.9.1. (Action) Appendix F Amendment (pg. 9)

14.9.2. (Action) Unionization of the Board (pg. 11)

14.9.3. (Action) Job description (As supplement) (pg. 15)

14.9.4. (Action) Hiring Committee (pg. 16)

14.9.5. (Info) Proposed Changes to the Fees Protocol (pg. 17)

14.9.6. (Notice of Motion) Vice President Student Experience Student Space Addition
(pg. 19)

14.9.7. (Info) CSA Constitution (pg. 19)

14.9.8. (Action) BOG (pg. 21)

14.9.9. (Info) (In-Camera) EEC Report (pg. 22)

14.10.New Business

14.10.1. (Action) (In-Camera) EEC

14.10.2. (Action) Amend a Previously adopted Motion re Winter 2017 Referendum
Question (pg. 31)

14.11.Announcements

14.12. Adjournment

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



14.0 Call to Order

Called to order at 6:18pm

14.1.Land Acknowledgement

Land acknowledgement given by Zoey Ross.

14.2.Adoption of the Agenda

14.2.1. Motion to Approve the Agenda

Motion: To approve the agenda

Moved: Mohamed Ahmed

Seconded: Lindsey Fletcher

Motion: To amend the agenda to strike 14.9.1. and renumber accordingly.

Moved and duly seconded.

Amendment carried.

Motion: To amend the agenda to add to New Business 14.10.1. (Action) (In-Camera) EEC

Moved: Lindsey Fletcher

Seconded: Aidan Paskinov

- Lindsey: Stayed up the past 4 nights to write this.

Amendment carried.

Motion: To amend the agenda to add to New Business 14.10.2. (Action) Amend the Previous Motion Referendum

Moved: Emily Vance

Seconded: Nicholas Kowaleski

Amendment carried.

Motion: To amend the agenda to move 14.9.7. (Info) (In-Camera) EEC Report to the end of Business.

Moved: Nicholas Kowaleski

Seconded: Lindsey Fletcher

Motion carried.

14.3.Ratifications and De-ratification

14.3.1. COA

Motion: To accept the resignation of College of Arts At-Large Representative Peter Miller.

Motion: To de-ratify College of Arts Rep Peter Miller and Collage of Arts Rep Andrew Contant

Moved: Chirag Patney **Seconded:** Nicholas Kowaleski

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



De-ratification of Andrew Contant due to consequent absences at Board Meetings without sending regrets.

Motions carried.

14.4. Comments from the Chair

14.4.1. Introductions

Joshua: As always I am always open to questions. If you want your question shared with the group, I am always open to share it.

14.5. Approval of Past Board Minutes

14.5.1. (Action) Approval of minutes from board meeting #13 – Feb. 8, 2017

Motion: To approve the minutes from board meeting #13 – Feb 8, 2017

Moved: Lindsey Fletcher

Seconded: Jay Rojas

Motion carried.

14.6. Executive Committee Minutes

14.7. Executive Reports

14.7.1. Academic & University Affairs Commissioner

- Have started hiring for all of our service staff for next year.
- Selected a new coordinator for the SHAC for next year. Have short-listed candidates for 3 of the 4 coordinators and are extending the deadline for the fourth
- Compulsory Fees Committee met and are reviewing reports
- Library will be hosting a Town Hall on March 20th about the renovations to notify the students of how the study space is going to be effected in that time; I will be co-hosting that Town Hall to help answer as many question as I can
- Another Take A Paws event coming
- Supporting the Elections Office during the current elections
- All Candidates Forum this Friday 10-2
- Devoted lot of my time to Transition Documents

14.7.2. Communications & Corporate Affairs Commissioner (as supplement)

- Went to CFS Lobby Week this week; Met representatives from Thorn Hill, Mississauga, East Brampton, Guelph and others
- Interesting experience, spent time with CFS Ontario Chair; Great mentoring moment

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



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- I focused on mental health for students at these meetings; One recommendation: Ear-marking 50 million dollars of the lumpsum budget that goes to universities particularly for mental health; second to create a division from primary to post secondary education to have devotion to mental health earlier than post secondary
 - Last OWAC meeting (Orientation Week Advisory Committee); All orientation events will now be going through GryphLife
 - Heavily advocated for earlier collaboration before the summer starts at the OWAC meeting

14.7.3. Finance & Operations Commissioner

Sends his Regrets

14.7.4. External Affairs Commissioner

- Hiring process started for all the Meal Exchange coordinators; found a great candidate for one who accepted our offers
- No hiring committee needed for Safewalk Coordinator and Safewalk Volunteer Coordinator as both the individuals signed up for the contract extension
- Students Rights Advisory Group met on Monday; in Phase 2 of looking over the informal process of reporting complaints with staff, faculty, students
- Town Hall is March 14th 5:30 in PCH on Mental Health
- Jessica Westlake emailed me, they want students involved in a 90-minute Stakeholder Lab
- CUPE and Guelph Action Coalition; tentative agreement was met last weekend
- Outline Advisory Group met yesterday; Brainstormed possible survey options for LGBTQ+ students on campus to figure out what support they need on campus
- Winter Pride is ongoing; Next event is March 10th by GRCGED
- LGBTQ+ Comedy Extravaganza March 16th
- SlutWalk tabling March 6th and March 9th; Event moved to Sunday April 2nd instead of 1st due to booking
- Referendum question campaigning has started

14.7.5. Local Affairs Commissioner

- In the middle of hiring; 25-30 hours of hiring committee as bike centre and food bank supervisor; received 30 applications for bike centre
- GT will be providing a presentation at the next board meeting: March 15th, since in September we will have new routes and new names
- City is still promoting the free inspection; want to ensure the home you are living in is legal, as well as safe
- Move Out Madness, a program that ensures that when students move out, the city is not littered with trash; Will be going on all of April

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



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- Not a lot happened with Committees over reading week
 - Will be reviewing Tier 2 training for Sexual Violence
 - Tier 1 course on courselink, Tier 2 is counsellors and advisors who regularly deal with individuals who have experienced sexual violence
 - Gryphons Got Talent, 30 performers Thursday March 9th at 8pm in Brass Taps; would love to have all of you there
 - Volunteering with Wellness Education Centre and UofG Ambassador

14.8. Director Reports

None.

14.9. Business

14.9.1. (Action) Appendix F Amendment

Motion: WHEREAS Policy 1.2.1. Appendix F of the CSA's Policies is restrictive and forces an opinion on the executive and board of directors of the CSA
WHEREAS policies of the CSA should not be opinion-based and allow for flexibility of stance by the executive and board of directors

BIRT the CSA Board of Directors vote to remove Section 1.2.1 Appendix F of the Policies

Moved: Aidan Paskinov

Seconded: Chirag Patney

Motion to object the consideration of the motion.

Moved by Zoey Ross

Joshua: This motion has been objected to consideration. This is a 2/3 vote, cannot be debated.

Motion to objection the consideration failed.

Aidan: The specifics of this policy quote that the CSA is in favour of freezing tuition fees and that we vote accordingly and advocate to the BOG to freeze tuition fees. The subject of the policy is not up for debate, it's the principle behind it. I don't believe policy should be opinion based. This won't change how you vote for the freeze in tuition fees. This allows you to vote for or against, since currently you would be going against policy by voting against. Putting this motion forward so that we are not.

Zoey: Against this motion. One, when it was originally brought up, it was brought up as a suspension of policy as a one-time event. When I went back over the document, I realized that is not what this was. While the objective is to allow folks to vote on this policy, I feel like by cherry-picking this specific policy and not looking

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



at Appendix F in its entirety, which has all of CSA's stances... I think if we want to look at our policies, we should look at Appendix F in its entirety. I did mention a while back that we may soon have to look to see if we want to be a policy-driven organisation or a free-flowing..

Natalie: I understand the principle behind this motion. I am hesitant to the actual removal of that section of Appendix F. You have to consider how it looks to students who are not sitting in this room. From the outside looking in, would look like we are removing this vital part of Appendix. Rather than looking at removing this policy, I agree with Communications Commissioner in that we should look at the entire Appendix F.

Nicholas Motion: I would like to amend the motion to add: BIFRT the CSA Board of Directors task PBRC to review Appendix F of the Policies

Joshua: Out of Order, motion relates to a specific section in Appendix F however the amendment covers the entire Appendix.

Motion: To commit this resolution to CAPCOM.

“**BIRT** the CSA Board of Directors vote to remove Section 1.2.1 Appendix F of the Policies”

Moved: Meghan Wing

Seconded: Jamal Demeke

Meghan: I think this is a larger issue on whether we should even have policies of this nature. I think this is more of a structural thing and should thus be appropriately dealt with by CAPCOM.

Lindsey: Could we possibly suspend the policy, pending review by CAPCOM?

Nicholas: Speak against this motion. I think that we should be making a decision as to what we should be doing here and then decide on whether CAPCOM should look at the entire Appendix F. This limits CAPCOM to looking at only this specific policy.

Joshua: You could commit the entire Appendix to CAPCOM. Benefit being you can set a deadline and rules. Or after this motion you could submit another motion to look at everything together.

Ryan: In favour. With CAPCOM looking at this, they will not simply be looking at this section. In nature of what they do, they will be looking at the long-term implications of this.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Aidan: Against this motion to commit to CAPCOM. It would be great if we could bring it to CAPCOM. As mentioned, it is a larger issue and should be mentioned as a whole. The reason this was specifically brought to the board is because there is a motion coming to the board right now and we need to vote on this prior to that. This is pressing and based on something we are going to discuss tonight.

Zoey: Point of Information – In regards to the urgency of this matter, what is the date related to the motion?

Meghan: February 15, 2017

Nicholas: I believe we had said we would refer it to the next BOG meeting. When is that?

Nicholas: I do think the spirit of sending it to CAPCOM is good however I think a decision needs to be made on this today and the better decision would be to commit the entirety of Appendix F to CAPCOM.

Michael: April 21st, 8:30am is the next BOG meeting.

Zoey: Seeing that there is no relative urgency, I am in support of committing this to CAPCOM in the spirit that there will be a motion put forward to consider the entirety of Appendix F or that CAPCOM take that on themselves.

Motion: To call the question

Moved: Aidan Paskinov

Seconded: Michael Cameron

Motion carried with 2/3 vote.

Motion carried.

Motion: To suspend the rules to amend the agenda to add 14.10.3. (Action)
Appendix F Review

Moved: Zoey Ross

Seconded: Jay Rojas

Zoey: Pertinent to the discussion we just had about having a review of Appendix F in its entirety

Motion carried.

14.9.2. (Action) Unionization of the Board

Motion: Whereas the Central Student Association Board of Directors makes decisions on controversial topics

Whereas Directors do not always agree with the decision made by the board

Whereas There is no current regulation that Directors must follow regarding public interactions that pertain to decisions made by the Board

Whereas This can cause controversy and a divide amongst directors,

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



weakening the overall public image of the Central Student Association Board of Directors

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, they stand by the decision made by the board

BIFRT This document is explained in depth at director training to minimize any confusion.

Moved: Karly Rumpel

Seconded: Michaela Spencer

Karly: I have sat on other Board of Directors before and this is something that is quite common. We discuss controversial topics in here all the time and we have seen recently how this can cause quite a divide amongst directors. It is important that we stand together.

Beth: I want a clarification of what you mean by public. Social Media? Large groups? Individual conversations with people not on the Board?

Karly: All of the above. I know, it sucks. I think it's important that even if you didn't vote for the decision that the board made, you stand by it.

Ryan: Against. The CSA is a political place. They are controversial topics because they are political. We are a student union looking over students with many different opinions. We pass motions that many people in our student union may agree with but many that do not. For those that do not agree, we need them to know that their voices are being heard and for every director on the board to be unanimous is disheartening to those students. We constantly speak of accessibility and accountability.

Natalie: I have mixed feelings about this motion. I do agree that there does need to be a document that dictates director's conductivity. I also agree with Ryan that it is important to be able to say that I disagree with something, but it is also important to say that you respect the power that the Board holds. I think if we vote for this, we should say that people can say that they didn't vote for that decision but that they respect the process and the Board's decision.

Chirag: Neither for nor against. Difference between being slanderous and voicing your opinion about an organisation. If I didn't agree with a motion brought to the board, I should have the right to reasonably disagree with it in a public setting, in such a way that I am not harming the public viewing of the CSA and if I do there should be some reprimand if I am slanderous of the CSA outside this board room. The nature of this motion however is not trying to quell conversation, but rather saying that you should stand in unification. I think we should be able to say why I did or didn't vote for that motion.

Natalie: Point of Info – who would create this document?

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Joshua: Up to the board to direct an individual or committee.

Zoey: Point of Info – how would this document be enforced? Without being mentioned in our bylaw or policies.

Joshua: Without a bylaw or policy, enforcement is up the board. No clear mechanism.

Emily: Undecided. I like where it's coming from in terms of the document. It's tricky because I understand that people have the right to disagree with the decision of the Board even in conversation. But I would enjoy seeing some sort of document in place such that any sort of social media interaction is done with a note of respect as that is important.

Motion: to amend the motion to read:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they may express disagreements but** they must stand by the decision made by the board, **unless otherwise harmful.**

BIFRT This document is explained in depth at director training to minimize any confusion.

Moved: Mohamed Ahmed **Motion duly seconded.**

Karly: Saying you stand by the board does not mean you agree with the Board. Which it clearly states now, but was also my intention in my original motion. “Unless it is otherwise harmful” is a very subjective term because It can be interpreted in many different ways.

Emily: “Unless it is otherwise harmful”... My only hesitation is who determines what is harmful.

Motion to amend the amendment to read:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they have the right to voice their opinions without being slanderous to the CSA.**

BIFRT This document is explained in depth at director training to minimize any confusion.

Motion duly moved and seconded.

Beth: I like where this motion is going but as everyone including myself thinks this wording is confused I think we should call the question.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Motion: To refer the question and amendments to PBRC and have them report back to the CSA Board of Directors by March 29th with recommendations.

Question and amendments:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they have the right to voice their opinions without being slanderous to the CSA.**

BIFRT This document is explained in depth at director training to minimize any confusion.

Moved: Nicholas Kowaleski

Seconded: Karly Rumble

Nicholas: Because this is supposed to be policy, I think it should be sent to PBRC so that they can come back with recommendations with good wording, that is clear and concise, to then come back to the Board to decide what we should do.

Karly: Agree with this motion. My intention was not to have the exact wording so giving this to PBRC will give us the opportunity to have the document be what we want and concise.

Zoey: Against. I feel it should be committed to CAPCOM for holistic analysis and comparative analysis to see what other student organisations are doing because I know they have very specific guidelines about this. It can have very wide-reaching effects on the organisation so I think, as this is something CAPCOM does, I would definitely like to see more research done by them, after which it can be committed to PBRC.

Ryan: I am against this motion. My opinion on how to move forward is to reject this motion, and call the question on this amendment as many directors have expressed that what we really want this to speak to, is slander. I would like this to be something that all of us can have a voice upon rather than committing it to a committee.

Karly: Point of Information - By sending it to a committee, can the committee put towards a document that includes the mention of slander?

Natalie: Against. Should go to CAPCOM. Simply because they have the resources to look into this complex issue. If want this to be lasting thing, we want it to be entrenched in our bylaws. As different social media and public platforms evolve, we want something that is overarching and long-lasting.

Motion: To amend the motion to read:

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



To refer the question and amendments to PBRG **CAPCOM** and have them report back to the CSA Board of Directors by March 29th with recommendations **aligned with the following directives: Prevention of slander, and consider discussion points brought up at the March 1st board meeting.**

Question and amendments:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they have the right to voice their opinions without being slanderous to the CSA.**

BIFRT This document is explained in depth at director training to minimize any confusion.

Moved: Karly Rumpel

Seconded: Jay Rojas

Motion: To call the question

Moved: Mohamed Ahmed

Seconded: Ryan Bowes

Motion carried.

Amendment carried.

Motion: To refer the question and amendments to CAPCOM and have them report back to the CSA Board of Directors by March 29th with recommendations aligned with the following directives: Prevention of slander, and consider discussion points brought up at the March 1st board meeting.

Question and amendments:

BIRT Upon ratification, Directors sign a document stating that outside of the board meetings, **they have the right to voice their opinions without being slanderous to the CSA.**

BIFRT This document is explained in depth at director training to minimize any confusion.

Motion: To call the question

Moved: Ryan Bowes

Seconded: Lindsey Fletcher

Motion carried.

Motion carried as amended.

Motion: to reconsider the question, and propose an amending the report back date from March 29th to March 15th.

Moved: Nicholas Kowaleski

No seconder, motion fails.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Motion: To move to 10 minute recess.

Moved: Aidan Paskinov

Motion: To change to five minute recess.

Moved and duly seconded.

Amendment carried.

Motion carried.

14.9.3. (Action) Job description (As supplement)

Joshua: Any objections to considering the job descriptions omnibus?

One objection to being considered omnibus.

Motion: To approve the following job descriptions as presented (as supplement)
omnibus: Board Chair and Front Office: Summer Coordinator

Moved: Chirag Patney

Seconded: Lindsey Fletcher

Motion carried.

Zoey: Of both of these, of note is the Board Chair position. The reason I wanted to pull it out of omnibus is because there are lots of changes increasing the responsibility and changing the immediate supervisor to the PTM, yet to be hired. There had been a request after talking to people in the office and looking at long-term problems having an executive be the supervisor of the chair. The breakdown is going to be that the PTM will work closely with the Chair and report back to the Board. The Board will also do an evaluation of the chair. Pending approval, a good recommendation is that the Chair will have the opportunity to be removed, pending favourable approvable. After 4 months, if the board is not happy with the Chair, they are removed. Receive feedback from board and chair.

Beth: Our current chair also does things for us that are more relevant to the fact that they have been here for a while. Will this continue?

Zoey: Not specifically linked to the role of the chair in this situation.

Beth: Why 4 months? That is rapid rehiring.

Zoey: It is not rehiring, rather evaluation. And this can be amended at a different time. However, it is currently at the four month mark to give the board the flexibility that if they were unhappy with the chair, they can remove the chair however not so soon that they can do it after one meeting. Would be reviewed quarterly until such a time that the board changes it.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Nicholas: So effectively at the end of each semester, we are able to continue with the current chair if we choose?

Zoey: Yes. Currently the chair is always subject to this. If someone challenges the chair, immediately after it is decided on whether to continue with the chair or not. There are measures in place currently already.

Beth: 4 months does not seem like a lot of job security. Seems unfair to whoever is hired as chair.

Emily: If the chair after that 4 month period does not have a favourable review, does the chair stay on while we find a new chair or will there be a gap?

Zoey: It will be at the discretion of the Board of Directors as they are listed as the executive supervisor. If they want to add until x time, that is in their ability. If the chair cannot be there, in our bylaws, it states that someone internally is appointed as chair.

Zoey: "With possible extension, pending favourable review". If the PTM's review includes atrocious notes as does your review, it is still your decision to decide to let them go or not. It is not to force your hand.

Lindsey: To Beth's voiced concerns, typically a lot of jobs do hold a first three months probation period, so the first 4 months is similar. I do see your concern of the ongoing four months. Zoey, are the recommendations collected ongoing or at the end of the 4months?

Zoey: PTM makes their notes as they go, provides to Board after 4 months. For job security and continuity, a chair for NPO cannot be viewed in the same way as any other job. There is an honorific presence to that job. There is an honor being the chair of an NPO. Even though there is re-numeration, it is as an honorarium and not a wage, for doing a favour to the community.

Aidan: I think the 4 months makes perfect sense. Long enough that the board can come to terms with who the chair is. Forces us to not decide immediately after one meeting where the chair makes one decision we are not pleased with. Promotes accountability so that the chair does not, for lack of better word, slack off. Also, as Zoey mentioned, the board can decide to extend this or change it. As it stands I think 4 months is a perfect length of time for what this is meant to achieve.

Motion: To call the question

Moved: Ryan Bowes

Seconded: Aidan Paskinov

Motion carried.

Motion carried.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



14.9.4. (Action) Hiring Committee

Motion: Board of Directors ratify the following Hiring Committee appointments:

Ryan Bowes, Board Chair Hiring Committee

Beth Whan, Front Office: Summer Coordinator Hiring Committee

Moved and duly seconded.

Zoey: Deadline for applications is March 17. Looking at end of March to beginning of April to have positions filled.

Zoey Ross, Karle Rumpel and Mohamed Ahmed abstain.

Motion carried.

14.9.5. (Info) Proposed Changes to the Fees Protocol

Meghan: Ryan and I both sit on the Compulsory Fees Committee. Follows the Compulsory Non-tuition related fee protocol. Once every five years the protocol is revisited by the committee to make any amendments the committee deems necessary. You will see track changes in this document of any amendments being made. If you read through it and have any questions, Ryan and I were both there for the discussion surrounding these changes and would be happy to discuss it with you.

Zoey: Will this document be coming back to the Board for approval?

Meghan: This is not up for ratification.

Zoey: Is there a historical perspective on this?

Joshua: In the past, because this affects all undergraduate and graduate students, this has come back to CSA and GSA.

Meghan: We hadn't discussed this in our meeting with the CSA or GSA. If that is what needs to be done or what folks want, we can do that. Will vote on it at our next meeting.

Zoey: How would this look procedurally? If directors want to bring forward changes or feedback?

Meghan: As always, if you have any amendments, please send them to Ryan or myself prior to the Thursday before the board meeting.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Nicholas: Looking at this document, there are a few things being struck such as College Royale, etc.

Meghan: They are just formatting changes. The delegation of where the fees should be was written incorrectly before. No logistical changes.

Spencer: Why is the University Centre fee being struck from one place and added to another?

Meghan: Ryan [Shoot] will know the answer to that better than myself. I will ask him and get back to you.

Lindsey Fletcher temporarily holds Chair.

Joshua: This is the protocol that outlines fees not related to tuition fees? Correct. CFS's legal battle's main problem right now is that the University believes they can change fees without consent and they have the power to do that. That is the basic argument right now.

Motion: To move in camera

Moved: Zoey Ross

Seconded: Chirag Patney

Motion carried.

Motion: The review of the Compulsory Non-tuition fee protocol (CNFP) and it's proposed draft be brought to the attention of the CSA's Lawyer by the CFS Representative and the Finance and Operations Commissioner.

Moved: Zoey Ross

Seconded: Matthew Hernandez

Motion carried.

Motion: To move out of camera

Moved: Meghan Wing

Seconded: Jay Rojas

Motion carried.

14.9.6. (Notice) Vice President Student Experience Student Space Addition

Notice of Motion:

BIRT the following be added to the Vice President Student Experience Policy. Space & Student Space Initiatives

- To cooperate with the President in being responsible for the arrangement and allocation of office spaces.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



-
- To assist when required the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs.
 - To assist when required the clubs administrative and programming coordinators to organize equipment rentals through The Shed as well as which clubs will be storing rentals within The Shed.
 - To investigate and report CSA specific space and building initiatives
 - To work towards University wide student space initiatives in cooperation with the executive committee.
 - To consult with the Vice President Academic regarding campus accessibility.

Moved:

Seconded:

Meghan: Raised at a prior board meeting. Simply something that was overlooked when reformatting the new executive positions. Being put forward in the VP Student Experience profile where it always was supposed to be. Notice of Motion.

14.9.7. (Info) CSA Constitution

Jay: Put together this document after the MVV's was presented to the Board. Created it as a comparative analysis and Literature review. I want to talk about the difference between bylaw and policy. I have something pre-written because I want to get my words right:

Constitution vs. Bylaws: The word constitution refers to a kind of document that is created on behalf of a group of people or an organization, which establishes factors such as qualification, eligibility of membership, duties, do's and don'ts of the members and the like. In short, it can be said a constitution defines the rules and regulations to be followed by the members of an organization.

Bylaws refer to the rules and regulations to be followed on a daily basis. It is important to know that bylaws govern the day to day functions of institutions or organizations. This is the main difference between the two words, namely, constitution and bylaws.

What are Bylaws? Bylaws are based on the constitution of an organization. Bylaws determine the detailed guidelines of the fundamental aspects of the organization and also states the daily work of the organization. This section consists of matters such as duties of officers, duties of advisor, committees,

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



impeachment, elections, finance, and amendments. Bylaws have the ability to be changed easily. For example, with time the organization can change; it can grow. At such a situation, sometimes, the duties of the executives or directors can be more complex.

What is a Constitution? Constitution is the main document of an organization that determines the fundamental aspects of the said organization. These fundamentals of the organization are matters such as the organization name, purpose, membership, officers, meetings, rules of procedure, and amendments.

The constitution just puts the structure of the organization. Bylaws fill this structure with filling. For example, when it comes to officers, the constitution only talks about the titles, qualifications, method of electing officers, filling vacancies, and the term of each officer. The most important aspects of the duties of each officer as well as the way to remove officers are included in the bylaws. That is because those parts are what is important to the day to day actions of an organization.

Summary: Constitution is the main document of an organization that determines the fundamental aspects of the said organization. Bylaws determine the detailed guidelines of the fundamental aspects of the organization and also states the daily work of the organization. Bylaws are based on the constitution. So, bylaws are governed by the constitution. Since the constitution is covering the fundamental aspects of the organization, this can be sometimes not very specific. Bylaws are more specific.

Though they are two different documents, remember that they are related to each other. Without a constitution, there will be no bylaws. Both are essential for the functions of an organization.

Jay: That being said, this is being provided as Information for discussion at the next board meeting. In speaking to this with the current executives, this is something all the other primary organisations have (CSAHS, etc.), and we don't. Please, by any means, poke as many holes as you want in it. Take the time to go through it. If this is something the board doesn't want to pursue, then we will scrap it. This is just something I wanted to bring forward.

Kate: Would it be appropriate for PBRC to discuss this?

Jay: Up to the board.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Mohamed: The policy binder we currently have isn't a constitution?

Jay: No. We currently do not have one.

Courtney: We had a MVV's. Is that incorporated in here?

Meghan: Yes, we are legitimizing the MVV's.

Motion: To commit the CSA Constitution document to PBRC to review before it comes forward as Action, with recommendations, 2 board meetings from now (March 29th).

Moved: Nicholas Kowaleski

Seconded: Mohamed Ahmed

Nicholas: Thank you to Jay for creating this wonderful document.

Motion: To call the question

Moved and duly seconded.

Motion carried.

Motion carried.

14.9.8. (Action) BOG

This motion was postponed and was intended for the Finance Committee meeting dating February 15th, 2017 to the Board of Governors.

Motion: CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG.

Motion: To postpone indefinitely

Moved: Meghan Wing

Seconded: Jay Rojas

Spencer: This is an important student issue and was brought forward with the hopes it would be taken to the finance committee.

Motion: To call the question

Moved: Lindsey Fletcher

Seconded: Jay Rojas

Motion fails.

Ryan: Opposed to postpone. To suspend it indefinitely, does this mean the entire idea of bringing this to the finance committee at any time is suspended?

Joshua: Because of the argument that the meeting has passed, it only applies to that meeting and not every possible future meeting or motion. A note will be added to the minutes for future reference to Directors and members.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Motion: Call the question

Moved: Meghan Wing

Seconded: Lindsey Fletcher

Motion carried.

Special note: Indefinite postponement of the motion to “call for a freeze of tuition fees for all students at the UoG” only applies to the motion originally proposed February 8th. Motion was postponed to March 1st, however the Finance sub-committee of the University of Guelph Board of Governors was held on February 15th, 2017. When the motion was considered on March 1st, there was no longer a need to consider the motion.

Motion carried.

14.9.9. (Info) (In-Camera) EEC Report

Motion: To move in camera

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried.

Motion: Directors given 15 minutes to review EEC Report Findings

Moved: Lindsey Fletcher

Seconded: Jay Rojas

Motion carried.

Motion: That the C&CA Commissioner works together with the EEC to review reports and recommendations.

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried.

Aiden Paskinov note of abstention.

Motion: To move out of camera.

Moved: Mohamed Ahmed

Seconded: Jay Rojas

Scribe and guests allowed to re-enter.

14.10. New Business

14.10.1. (Action) (In-Camera) EEC

14.10.2. (Action) Amend a Previously adopted Motion re Winter 2017 Referendum Question

Emily: As of right now how the question sits, it would be full and part time students giving that fee of 90 cents, whereas it should be only be full time students. If you would like my reasoning behind this, please feel free to ask.

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Motion: To amend the referendum motion to read:

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all **full-time** 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: Jay Rojas

Motion: To call the question

Moved: Nicholas Kowaleski

Seconded: Lindsey Fletcher

Motion carried.

Motion carried with 2/3 vote.

Motion: To adjourn the meeting.

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried.

Meeting adjourned at 10:52 pm. Any pending business to be moved to the next board meeting.

14.10.3. (Action) Appendix F Review

14.11. Announcements

None.

14.12. Adjournment

Minutes #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



Approved by the Board of Directors on _____ Date: _____

Signed _____ Date: _____

Joshua Ofori-Darko
Board Chair, 2015-2017

Signed _____ Date: _____

Emily Vance
External Affairs, 2016-2017

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



In Attendance: Aidan Paskinov, Nicholas Kowaleski, Claudia Idzik, Matthew Hernandez, Mohamed Ahmed, Michaela Spencer, Beth Whan, Lacy Droste, Karly Rumpel, Natalie Chow, Courtney Tait, Michael Cameron, Olivia Boonstra, Chirag Patney, Allison Arnold, Tanner Morton, Lindsey Fletcher

In Regrets: Ryan Bowes and Spencer McGregor

Absent: Razan Alshamali, Paula Boubel, Kate Schievink, Jamal Demeke Wendwesen, Alexandra Bogoslawski, Jack Fisher, Elizabeth Cyr

Guests: Nancy Button and Laura Bragues from Planning from Guelph Transit

Chair: Joshua Ofori-Darko

Scribe: Tanya Vohra

Overview of Motions

15.2.1. Approval of the Agenda

Motion: To approve the agenda

Moved: Lindsey Fletcher

Seconded: Mohamed Ahmed

Motion carried as amended.

15.5.1. Approval of Past Board Minutes

Motion: To postpone the approval of the minutes and in-camera minutes from board meeting #14 – March 1, 2017

Moved: Lindsey Fletcher

Seconded: Ryan Shoot

Motion carried.

15.7.1. Executive Reports

Motion: To table the executive reports

Moved: Nicholas Kowaleski

Seconded: Jay Rojas

Motion carried.

15.9.1. Guelph Transit Presentation

Motion: To extend speaking rights to our guests

Moved: Jay Rojas

Seconded: Emily Vance

Motion carried.

15.9.2. Communications and Corporate Affairs Leave

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Motion: To move-in camera

Moved: Jay Rojas

Seconded: Lindsey Fletcher

Motion carried.

Motion: To schedule a board meeting to Wednesday, March 22, 2017 at 7PM

Moved: Nick Kowaleski

Seconded: Mohamed Ahmed

Motion carried.

Motion: To postpone this item to next board meeting

Moved: Nicholas Kowaleski

Seconded: Natalie Chow

Motion carried.

Motion: To move out of camera

Moved: Nicholas Kowaleski

Seconded: Aidan Paskinov

Motion carried.

15.9.3. Corporate Secretary

Motion: BIRT Emily Vance the External Affairs Commissioner become the Corporate Secretary and second signing authority through the leave of the Communications and Corporate Affairs Commissioner.

Moved: Ryan Shoot

Seconded: Aidan Paskinov

Motion carried.

15.9.4. Hiring Reports

Motion: To approve all the hiring reports omnibus.

BIRT the CSA ratify the hiring of Jacqueline Bull as the Meal Exchange Education & Promotions Coordinator for the 2017-2018 term.

BIRT the CSA ratify the hiring of Bianca Cisternino as the Meal Exchange Volunteer & Donations Coordinator for the 2017-2018 term.

BIRT the CSA ratify the hiring of Celeste Lopreiato as the Meal Exchange Coordinator for the 2017-2018 term.

BIRT the CSA ratify the hiring of Sophia Koutsikaloudis as the Clubs Administrative Coordinator for the 2017-2018 term.

BIRT the CSA ratify the hiring of Emma Harman as the Clubs Programming Coordinator for the 2017-2018 term.

BIRT the CSA ratify the hiring of Rachel Della Palme and Ahona Mutsuddi as the Poster Runner for the 2017-2018 term.

Minutes #15

Board of Directors Meeting
March 15, 2017 @ 6pm – UC 442



Moved: Emily Vance

Seconded: Matthew Hernandez

Motion carried.

15.9.5. Hiring Committee

Motion: BIRT Board of Directors ratify the following Hiring Committee appointments:

Aidan Paskinov, Policy & Transition Manager Hiring Committee

Lindsey Fletcher, Chief Electoral Officer Hiring Committee

Chirag Patney, Assistant Electoral Officer Hiring Committee

Moved: Ryan Shoot

Seconded: Michaela Spencer

Motion carried.

15.9.6. Vice President Student Experience Student Space Addition

Motion: BIRT the following be added to the Vice President Student Experience Policy.
Space & Student Space Initiatives

- To cooperate with the President in being responsible for the arrangement and allocation of office spaces.
- To assist when required the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs.
- To assist when required the clubs administrative and programming coordinators to organize equipment rentals through The Shed as well as which clubs will be storing rentals within The Shed.
- To investigate and report CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee.
- To consult with the Vice President Academic regarding campus accessibility.

Moved: Ryan Shoot

Seconded: Michael Cameron

Motion carried with 2/3 vote.

15.9.7. Club Space Moving Incentive

Motion: To suspend Appendix G Section 5.2.5. for the 2016-2017 year only. **BIRT** defunct club account money be redirected to provide financial incentives and early bird prizes to clubs who remove their property on time for the Clubs Space renovation.

Moved: Ryan Shoot

Seconded: Emily Vance

Motion carried.

15.9.8. CSA General Election Results

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Motion: To ratify the 2017 Winter General Election and Referenda Results as presented. To ratify the following individuals omnibus:

Emily Vance as the 2017-2018 VP Student Experience

Becca Cheskes as the 2017-2018 VP Academic

Kayla Weiler as the 2017-2018 VP External

Chirag Patney as the 2017-2018 OAC Representative

Natalie Chow as the 2017-2018 OVC Representative

Tony Stortz as the 2017-2018 CBE Representative

Bella Harris as the 2017-2018 ARTS Representative

Ryan Bowes and Jensen Williams as the 2017-2018 CSAHS Representatives

Raymond Hu and Nick Kowaleski as the 2017-2018 CBS Representatives

Moved: Lindsey Fletcher

Seconded: Matthew Hernandez

Motion carried.

15.9.12. EEC Reports

Motion: To move in-camera

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried.

15.10.1. Compulsory Non-tuition Fees Protocol

Motion: To approve the changes to the Compulsory Non-tuition Fees Protocol

Moved: Ryan Shoot

Seconded: Karly Rumpel

Motion carried.

15.10.2. Executive Minutes

Motion: To move in-camera

Moved: Ryan Shoot

Seconded: Lindsey Fletcher

Motion carried.

Motion: To move out of camera

Moved and duly seconded.

Motion carried.

15.12. Adjournment

Motion: To adjourn the meeting at 9:00pm

Moved: Michael Cameron

Seconded: Lindsey Fletcher

Motion carried.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Agenda #15

15.0 Call to Order

15.1.Land Acknowledgement

15.2.Adoption of the Agenda

15.2.1. Motion to Approve the Agenda

15.3.Ratifications and De-ratification

15.4.Comments from the Chair

15.4.1. Introductions

15.5.Approval of Past Board Minutes

15.5.1. (Action) Approval of minutes from board meeting #14 – March 1, 2017

15.5.2. (Action) Approval of in-camera minutes from board meeting #14 – March 1, 2017

15.6.Executive Committee Minutes

15.6.1. (Info) Executive Committee Minutes – March 7, 2017

15.6.2. (Info) Executive Committee Minutes – March 13, 2017

15.7.Executive Reports

15.7.1. Academic & University Affairs Commissioner (pg. 7)

15.7.2. Finance & Operations Commissioner

15.7.3. External Affairs Commissioner

15.7.4. Local Affairs Commissioner

15.8.Director Reports (pg. 7)

15.9.Business

15.9.1. (Info) Guelph Transit Presentation (pg. 7)

15.9.2. (Info) Communication and Corporate Affairs Leave (pg. 10)

15.9.3. (Action) Corporate Secretary

15.9.4. (Action) Hiring Reports (pg. 11)

15.9.5. (Action) Hiring Committee (pg. 12)

15.9.6. (Action) Vice President Student Experience Student Space Addition (pg. 14)

15.9.7. (Action) Club Space Moving Incentive

15.9.8. (Action) CSA General Election Results (pg. 15)

15.9.9. (Info) Club Space Permanent Room Policy (pg. 16)

15.9.10. (Notice) Executive Evaluation Committee

15.9.11. (Notice) By-Election (pg. 17)

15.9.12. (Info) (In camera) EEC Reports (pg. 20)

15.9.13. (Info) Bylaw Changes

15.10.New Business

15.10.1. Compulsory Non-Tuition Fees Protocol (pg. 21)

15.10.2. (Info) (In camera) Executive Committee Minutes – March 7, 2017 and March 13, 2017 (pg. 22)

15.11.Announcements

15.12.Adjournment

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



15.0 Call to Order

Called to order at 6:11 pm

15.1.Land Acknowledgement

Land Acknowledgement given by Jay Rojas

15.2.Adoption of the Agenda

15.2.1. Motion to Approve the Agenda

Motion: To approve the agenda

Moved: Lindsey Fletcher

Seconded: Mohamed Ahmed

Motion: To amend 15.9.11. (Notice) Presidential By-Election to read “15.9.11. Presidential By-Election”

Moved: Lindsey Fletcher

Duly seconded.

Amendment carried.

Motion: To add to New Business 15.10.1. Compulsory Non-Tuition Fees Protocol

Moved: Ryan Shoot

Duly seconded.

Ryan: It was due last meeting but it got tabled.

Amendment carried.

Motion carried.

15.3.Ratifications and De-ratifications

15.4.Comments from the Chair

15.4.1. Introductions

15.5.Approval of Past Board Minutes

15.5.1. (Action) Approval of minutes from board meeting #14 – March 1, 2017

Motion: To postpone the approval of the minutes and in-camera minutes from board meeting #14 – March 1, 2017

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

Nicholas: Why are we postponing the approval?

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Joshua: The in-camera minutes are not quite ready yet and we do not want to approve the complete minutes without approving in-camera.

Motion carried.

15.5.2. (Action) Approval of in-camera minutes from board meeting #14 – March 1, 2017

15.6. Executive Committee Minutes

15.6.1. (Info) Executive Committee Minutes – March 7, 2017

No discussion.

15.6.2. (Info) Executive Committee Minutes – March 13, 2017

No discussion.

15.7. Executive Reports

15.7.1. Academic & University Affairs Commissioner

Motion: To table the executive reports

Moved: Nicholas Kowaleski

Seconded: Jay Rojas

Motion carried.

15.7.2. Finance & Operations Commissioner

15.7.3. External Affairs Commissioner

15.7.4. Local Affairs Commissioner

15.8. Director Reports

Mohamed: PBRC has tried to meet a couple of times but was difficult due to elections. Just want to let the Board know we are trying to meet to talk about the Constitution.

15.9. Business

15.9.1. (Info) Guelph Transit Presentation

Motion: To extend speaking rights to our guests.

Motion: Jay Rojas

Seconded: Emily Vance

Laura: If you would like to ask questions, please feel free but would prefer to answer any questions you have at the end. We are changing come September. September 3rd, GT (Guelph Transit) is realigning its routes to best serve Transit

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



passengers. We want to adjust our routes and schedules, putting our resources where they are needed most. We currently have a lot of overloads in South. We will be presenting a section of new routes coming to Transit, the section following will be new maps. Within those, there's changes to both routing and frequency, changing to just routing, just frequency and some with no changes. At the end, I will have a full city-wide route map so you can see how everything is overlaid, as it is difficult to conceptualize looking at each route individually. March 27th, we will have public information sessions at City Hall, West Willow Mall and the UC. On September 3rd, we will be implementing our route realignment. We found that in order to match the number of passenger loads with our service, we had to make readjustments. We had schedule adherence issues in some sections as well. We determined through passenger boarding data that some sections were better served. When you enter or exit our buses, you pass a red light that counts the passenger boarding. That being said, we also have five points in a day that we discuss. Generally: morning, midday, afternoon. Morning is 7-9:40. Afternoon PM peak is afternoon 2-5:40. You guys currently have been experiencing route naming that we want to switch away from. All of the university routes you are used are called "express", but they are not actually express routes. Express routes means there are less stops, however these buses currently stop at every stop. Now that we have routes that are actually express, we want to switch away from this inaccurate naming. Previously, what would have been called express will have a U for University. 50 Stone Road Express will be 50 U Stone Road. We now have a new express route that only services 3 stops and uses the name express more accurately. Our largest change is the new Route 99 Mainline. Will connect Woodlawn Smart Centres, GCS, UC and Clair at Gordon. Will run every 10 mins Mon-Fri. The weekends will have reduced frequency. We haven't officially selected that frequency because we are currently created this under our current operating. The Route 40 Scottsdale Express is to supplement in the afternoon for the 8 Extra. Will go from GCS to Centennial Collegiate Vocational Institute, Stone road mall and back to GCS. Every 30 minutes and will offset the 8. The Route 41 Downtown will be 4 stops: GCS, Gordon at Nottingham, Gordon at College, and UC. Going Northbound its actually Gordon at Mchaskasjfh?. IN addition to express routes we have added to school routes. Route 51 U will help supplement Janefield. Will loops into stone road mall platform and back to UC. Morning midday and afternoon every half hour.

See Guelph Transit Presentation to be sent out to the Board.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Laura: Summer semester will not have 50U, 51-, 56-, 57- or 50U.

Nancy: Correction to the presentation: Info Sessions are 3:30** to 7:30, not 2:30 which is our set-up time. Also, the Salvation Army is right across from the road from Solstice 1. You literally just have to cross the road.

Laura: Fingers crossed, next year what you have for buses in September will be what you have in January will be what you have in the Summer.

Nancy: We were hoping for a September launch for the app but it doesn't look like that is going to happen. We are hoping for 2018.

Laura: We have a new GM, Mike Spicer. He frowns on cancelling trips. His goal is to not miss any trips. Also, the city map of all the new routes will be online before the changes come in to effect.

Chirag: Are GT operators mandated to have the "Our next stop is..." turned on?

Laura: By AOD regulation, yes they are.

Natalie: Is it possible to put the maps of the individual routes online around March 27th?

Nancy: I don't see why not. We've got them created.

Nancy: My question for the board is: feedback? How are we doing? Is it good that we are making these changes?

Many directors voice their agreement.

Mohamed: I am only concerned about the 3 being a very wide perimeter route. The 2 currently is already very long and the 3 takes it and extends it.

Laura: A lot of transit companies moved in to that higher order of frequencies. We are hoping that the changes that we made help the majority of our riders.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Jay: I just want to remind everyone that GT's email is transit@guelph.ca. If you have any questions, concerns, feedback negative or positive, they would love to hear from you. They just need the route number, time and day. Additionally, you can also ask me any questions you may have. Thank you so much to Nancy and Laura from GT.

15.9.2. (Info) Communication and Corporate Affairs Leave

Ryan: The C&CA Commissioner is on leave until May.

Motion: To move in-camera

Moved: Jay Rojas **Seconded:** Lindsey Fletcher

Motion carried.

Motion: To schedule a board meeting to Wednesday, March 22, 2017 at 6PM.

Moved: Nick Kowaleski (CBS) **Seconded:** Mohamad Ahmed (CPES)

Motion carried.

Motion: To postpone this item to next board meeting.

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

Motion carried.

Motion: To move out of camera.

Moved: Nicholas Kowaleski **Seconded:** Aidan Paskinov

Motion carried.

15.9.3. (Action) Corporate Secretary

Motion: BIRT Emily Vance the External Affairs Commissioner become the Corporate Secretary and second signing authority through the leave of the Communications and Corporate Affairs Commissioner.

Moved: Finance and Operations Commissioner **Seconded:** Aidan Paskinov

Ryan: Right now we only have myself and Lee Anne to sign checks and we also need a signing authority to sign minutes. Since Emily has already been elected for next year it is the logical decision.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Joshua: As per our bylaws, you always have to have a corporate president and corporate secretary.

Motion carried.

15.9.4. (Action) Hiring Reports

Motion: BIRT, the CSA ratify the hiring of Jacqueline Bull as the Meal Exchange Education & Promotions Coordinator for the 2017-2018 term.

Moved and seconded by: Meal Exchange Education & Promotions Coordinator Hiring Committee

Motion: BIRT, the CSA ratify the hiring of Bianca Cisternino as the Meal Exchange Volunteer & Donations Coordinator for the 2017-2018 term.

Moved and seconded by: Meal Exchange Volunteer & Donations Coordinator Hiring Committee

Motion: BIRT, the CSA ratify the hiring of Celeste Lopreiato as the Meal Exchange Coordinator for the 2017-2018 term.

Moved and seconded by: Meal Exchange Coordinator Hiring Committee

Motion: BIRT, the CSA ratify the hiring of Sophia Koutsikaloudis as the Clubs Administrative Coordinator for the 2017-2018 term.

Moved and seconded by: Clubs Administrative Committee

Motion: BIRT, the CSA ratify the hiring of Emma Harman as the Clubs Programming Coordinator for the 2017- 2018 term.

Moved and seconded by: Clubs Programming Committee

Motion: BIRT, the CSA ratify the hiring of Rachel Della Palme and Ahona Mutsuddi as the Poster Runners for the 2017-2018 term.

Moved and seconded by: Poster Runner Hiring Committee

Motion: To approve all the hiring reports omnibus.

Moved: Emily Vance

Seconded: Matthew Hernandez

Motion carried.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Ryan: We're hiring really great candidates and it is going really well.

Motion carried.

15.9.5. (Action) Hiring Committee

Motion: BIRT Board of Directors ratify the following Hiring Committee appointments:

Nicholas Kowaleski and Aidan Paskinov, Policy & Transition Manager
Hiring Committee

Moved: Chirag Patney

Seconded: Aidan Paskinov

Motion: To amend the motion to add Chief Electoral Officer and Assistant Electoral Officer.

Moved: Ryan Shoot

Ryan: Nothing has changed because we did them 2 weeks ago. The only thing important to note is that the date's have changed.

Nicholas: So does this imply that the CEO and AEO have chosen not to continue for the next year?

Ryan: Correct.

Ryan: Additionally, we have the PTM job description. The executive and the staff felt that it was very much the same as the one from 2014 when the position was working at its optimal. We would accept a motion to be put on the floor to approve it again but we do feel it is very much the same job description except with dates and very clear action items for what they need to do to be successful in their role.

Aidan, Nicholas and Lindsey volunteer for PTM hiring committee.

Lindsey withdraws.

Nicholas: I do not feel comfortable sitting on the AEO or CEO hiring committee as I plan on running next year.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Ryan: We are very worried about a timeline. We want the PTM to have been hired last month.

Motion: Move to have a straw pull vote for PTM hiring committee

Moved: Karly Rumpel **Duly seconded.**

Aidan: I want to be on the PTM hiring committee. This is my 2nd year on the board, hopefully to have a 3rd. I was here when we last had a PTM so I have experienced with what they can do. I think I can bring some valuable experience to hiring committee; I have been on a few now.

Nicholas: I have held myself out from being on any other hiring committees because I am very excited to sit on this one, I have also been on the board for two years and this position is very important. It is very important for our policies and as I am on PBRC, I know how they work and I am very familiar with them. I have talked a lot with our staff about how this position has worked, how it is supposed to work, what has gone wrong in the past. I think I can bring a lot of experience to this position.

Aidan: Point of Info – can I vote for myself?

Joshua: Yes

Straw Poll Vote Results

Aidan – 10

Nicholas – 4

Motion: To amend the motion to read: “**BIRT** Board of Directors ratify the following Hiring Committee appointments:

Nicholas Kowaleski and Aidan Paskinov, Policy & Transition
Manager Hiring Committee

Moved: Lindsey Fletcher

Seconded: Chirag Patney

Amendment carried.

Motion carried as amended.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Motion: BIRT Board of Directors ratify the following Hiring Committee appointments:

Lindsey Fletcher, Chief Electoral Officer Hiring Committee

Chirag Patney, Assistant Electoral Officer Hiring Committee

Moved: Ryan Shoot

Seconded: Michaela Spencer

Motion carried.

15.9.6. (Action) Vice President Student Experience Student Space Addition

Motion: BIRT the following be added to the Vice President Student Experience Policy.

Space & Student Space Initiatives

- To cooperate with the President in being responsible for the arrangement and allocation of office spaces.
- To assist when required the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs.
- To assist when required the clubs administrative and programming coordinators to organize equipment rentals through The Shed as well as which clubs will be storing rentals within The Shed.
- To investigate and report CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee.
- To consult with the Vice President Academic regarding campus accessibility.

Moved: Ryan Shoot

Seconded: Michael Cameron

Ryan: This is a piece we forgot in our restructure. Basically says that VP Student Experience will be in charge of student space.

Motion carried with 2/3 vote.

15.9.7. (Action) Club Space Moving Incentive

Appendix G- Clubs Handbook

1. Defunct Club Accounts and the Clubs PDR Policy

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



-
- Any club inactive for three semesters is considered a defunct club at the beginning of the fourth
 - semester of inactivity. The money in the CSA Club account at the beginning of the inactive period is held in trust by the CSA. When the club becomes defunct, the money is absorbed into the CSA PDR budget.
 - In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.

Motion: To suspend Appendix G Section 5.2.5 for the 2016- 2017 year only.

BIRT defunct club account money be redirected to provide financial incentives and early bird prizes to clubs who remove their property on time for the Clubs Space renovation.

Moved: Finance and Operations Commissioner **Second:** Emily Vance

Ryan: Any \$25 deposit form clubs that has been left for 3 or more semesters usually goes into the PDR budget. Anyone on that committee knows that the PDR budget is full. We need incentives for clubs to move out of their offices. We have offered them incentives with help moving.

Motion carried.

15.9.8. (Action) CSA General Election Results

Motion: To ratify the 2017 Winter General Election and Referenda Results as presented. To ratify the following individuals omnibus

Emily Vance as the 2017-2018 VP Student Experience

Becca Cheskes as the 2017-2018 VP Academic

Kayla Weiler as the 2017-2018 VP External

Chirag Patney as the 2017-2018 OAC Representative

Natalie Chow as the 2017-2018 OVC Representative

Tony Stortz as the 2017-2018 CBE Representative

Bella Harris as the 2017-2018 ARTS Representative

Ryan Bowes and Jensen Williams as the 2017-2018 CSAHS Representative

Raymond Hu and Nick Kowaleski as the 2017-2018 CBS Representatives

Moved: Lindsey Fletcher

Second: Matthew Hernandez

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Ryan: We gave them our 5 days. No appeals brought forward. These are our final results and you, as board members, now get to ratify them.

Motion carried.

15.9.9. (Notice) Club Space Permanent Room Policy

Ryan: This was the second policy I've received but it was also sent to all of you folks. The first one I received, I basically went through it line by line and poked as many holes in it as you all would and sent it back to them. This one they sent to me, but also sent to the entire board so I put it in the board package. Josh is correct, there is no motion with it. Really, it is up to you folks as to what you would like to do with it. Any comments I can bring back to them tomorrow.

No discussion.

15.9.10. (Notice) Executive Evaluation Committee

Notice of Motion: BIRT CSA Appendix B - Internal CSA Policy, Section 2.6.3.6, be amended to read as follows: 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 Fall semester •Fourth Round: Last board meeting of the year Winter semester

BIFRT CSA Appendix B - Internal CSA Policy, Section 2.6.3 be committed to PBRC for additional review of Executive Evaluation Committee guidelines to establish clearer procedures for evaluating and writing reports, particularly in regards to collecting feedback from Directors, Staff, Students, and Executive Commissioners (Sections 2.6.3.2.1 and 2.6.3.2.2), meetings between each Executive and the EEC (Section 2.6.3.2.4), and submitting recommendations to the Board of Directors (Sections 2.6.3.13, 2.6.3.16, and 2.6.3.20).

Lindsey: EEC was a little bit of a mess this year on my part. We had no PTM to guide us, so we are hoping once the PTM is hired they will be familiar with this,

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



but I still think there is a lot of clarification to be made. An improvement that I think could be made is that there is currently a full semester between the Exec's 2nd report and our recommendations. The 3rd and 4th report end up falling on the same date.

15.9.11. (Notice) By-Election

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

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

BIFRT the Board of Directors amend CSA Bylaw 1, Section 3.8.2, to read “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA ~~Fall~~ By-Election, and if needed through an appointment process as laid out in Bylaw 2 – Electoral, and in accordance with all CSA Bylaws and Policies.”

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

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

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

March 17 – March 24 @ 4:00pm: Nominations

March 24 @ 5:30pm: Candidates Meeting with CEO

March 24 – March 28: Preparation

March 29 – March 31: Campaigning

March 30: All-Candidates Forum in UC Courtyard

April 3 – April 5: Voting

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

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



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

Lindsey: This was sent out just before the board meeting but Josh fixed it again. There is no president currently and it would be really helpful to have one. We want to open the election again. We have a timeline set.

Courtney: For whatever is on the agenda tomorrow, why can't we discuss that today?

Lindsey: In our bylaws, if we want to amend a bylaw, we need one meeting or two weeks notice. So tonight is notice, tomorrow is the second meeting.

Ryan: Can we adjourn this meeting and then have the next one?

Motion: To move to a 10 minute recess.

Moved: Aidan Paskinov

Seconded: Ryan Shoot

Joshua: To call another board meeting you need 48 hours of notice per bylaw. If you disagree with the chair's decision... you have the Challenge the Chair process if the chair is not following Robert's Rules of Order. You can Appeal the Chair if you disagree with their decision. In that care, it is re-opened and everyone discusses it, but the Chair remains as Chair. Challenge the Chair is for not following CSA Rules of Order, this is where the chair has to leave.

Joshua reference's Bylaw 1 Section 4.1.3.

Beth: Do the bylaws speak to us voting online?

Joshua: The new version of Robert's Rules allow for online voting but your bylaws do not.

Ryan: That being said, it is possible to have an understanding and a motion to have an electronic vote. BOG currently uses that.

Aidan: So if we were to be challenging the chair now, we would be challenging your interpretation of 48 hours?

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Joshua: No. You would be challenging me not following CSA rules of order. You are looking to appeal the chair.

Nicholas: Was there a motion made? One that we can appeal the chair on?

Joshua: No.

Motion: To allow for an electronic vote if quorum is not met at tomorrow's meeting.

Moved: Ryan Shoot **Duly seconded.**

Joshua references section 9 of Robert's Rules.

Jay Rojas temporarily as Scribe.

Karly: Skype?

Ryan: Still electronic.

Joshua (Chair): I don't know how the Board of Governors does it....?

Matthew (CBESA): Can we set up skype in here?

Ryan: No, that's still considered online.

Joshua (Chair): Without me getting into the issue. This is the 3rd time we are wanting to make changes to the bylaws before election. The purpose of the bylaws are to ensure that it is adequately approved. If you don't like it, you could change the bylaw whenever. I'm not saying this isn't important – keep in mind you want to make it better. We're at the point where - what systems do we have in place to make it work.

Aiden (CASU): Is there a motion?

Joshua (Chair): There is no motion, it's served as information.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Aiden (CASU): We can still discuss these issues and get it over with now. So tomorrow, when we meet, we can meet for 10 minutes. It's not a big chunk of your day. We should relatively go through the board meeting quickly. What I'm saying is that I'm trying to stress that we should be doing everything we can to reach quorum tomorrow. We should be able to do it in person because it won't take a lot of time. That's why it should definitely be in our powers to do that.

Ryan (F&O): Emily and I were working hard to the very end. It's not a matter of whether if it's possible, it's just to give us the opportunity.

Aiden: What if quorum is not reached?

Ryan (F&O): Board can approve if quorum is not met. If quorum is not reached.

Aiden: Idk if there is a specific bylaw Ryan is mentioning but that is how elections are run on campus.

15.9.12. (Info) (In camera) EEC Reports

Motion: To move in-camera

Moved: Aidan Paskinov

Seconded: Lindsey Fletcher

Motion carried.

Motion: To move out of camera

Moved: Chirag Patney

Seconded: Lindsey Fletcher

Motion carried.

15.9.13. (Info) Bylaw Changes

Ryan: This is the most simple bylaw change you will ever see in your life. We went through every page in the bylaw and changed the names of the positions to reflect the restructure.

Nicholas: What did you do where it says Local Affairs?

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Ryan: When we brought forward the restructure, it either went to Student Experience, Academic or External. This was already voted on by the board.

15.10. New Business

15.10.1. Compulsory Non-Tuition Fees Protocol

Ryan: Not what I was told happened last meeting. You guys postponed this and I told them we had it ready. You have had this for a month. We need this as soon as possible. Your compulsory non-tuition fees protocol is in front of you. Very minor changes. Making sure things are under the appropriate titles. For example, Safewalk and SHAC are held under Special Grants and Speakers Funds. Changes are pretty germaine... to make sure things make more sense. Terms of Conditions are still the same.

Nicholas: There was a motion from last week that this protocol would be brought to the attention of our lawyer. Has this been done?

Joshua: The lawyer has not had the chance to review it yet.

Ryan: The original reason why this was brought forward to you folks was so you are aware of what happens with your fees.

Joshua: It was presented as information. And we discussed that this is usually brought forward as a motion to CSA and GSA.

Ryan: Major changes towards the number of signatures required to bring forward a referendum, which said that they need 1000 signatures.

Nicholas: We made a motion last meeting and it apparently wasn't communicated well so what is going to happen there?

Joshua: Contacted lawyer. His response was: When do you want this back and in how much detail do you want me to go into?

Beth: Is approving this without the lawyer looking over it going to screw anything up?

Ryan: No, because there is no motion.

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Joshua: However, historically the CSA and GSA have all approved that.

Motion: To approve the changes to the Compulsory Non-tuition Fees Protocol

Moved: Ryan Shoot

Seconded: Karly Rumpel

Motion carried.

Motion: To suspend the rules to add agenda item 15.10.2 (Info) (In camera)

Executive Minutes

Moved: Ryan Shoot

Seconded: Chirag Patney

Quorum lost.

Quorum regained.

Motion carried.

15.10.2. (Info) (In-Camera) Executive Committee Minutes – March 7, 2017 and March 13, 2017

Motion: To move in-camera

Moved: Ryan Shoot

Seconded: Lindsey Fletcher

Motion carried.

Motion: To move out of camera.

Moved and duly seconded.

Motion carried.

15.11. Announcements

15.12. Adjournment

Motion: To adjourn.

Moved: Michael Cameron

Seconded: Lindsey Fletcher

Motion carried.

Meeting adjourned at 9:00 pm

Minutes #15

Board of Directors Meeting

March 15, 2017 @ 6pm – UC 442



Approved by the Board of Directors on	Date:	_____
Signed _____	Date:	_____
Joshua Ofori-Darko Board Chair, 2015-2017		
Signed _____	Date:	_____
Emily Vance External Affairs, 2016-2017		

Executive Updates #16 - March 29th 2017

Meghan Wing - Academic and University Affairs Commissioner
Central Student Association
Office: UC 249
519-824-4120 ext. 56742
csaacad@uoguelph.ca



Hi Directors!

Please feel free to drop by my office hours on Thursdays from 1-3pm with any questions you may have about my updates or otherwise.

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

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Appendix B, Section 13 of the CSA Policy Manual under Vice President, Academic**

1. Academic and Curricular Issues

- Library Renovation Open House was on March 22nd

2. Student Finance and Post-Secondary Funding Issues

- Met with Minister of Advanced Education and Skills Development (Hon. Deb Matthews) on Friday March 24th to discuss the new OSAP and Mental Health supports on campus

3. University Issues and Representation

- We (The Executive Committee) received the “Be the Change” Student Life Award on March 22nd
- CECAC met March 23rd
- SLAM met March 24th

4. Collaboration and Support to Academic Student Leaders

- Dog Days happening March 30th from 1-4pm
- Ice Cream Stressbusters set to occur in the library again on April 11th from 2-3pm

5. Accessibility for Students with Disabilities Issues

- N/A

6. Other Initiatives

- Re: Elections

- By-elections are occurring. 4 candidates for President. Nominations were due on Friday at 4pm
- No candidates for vacant BoD seats

- Re: Hiring

- Chair Hiring committee met: felt as though there were not strong enough candidates so we decided to extend applications until this Wednesday, March 29th
- Amended interview questions significantly this year

Executive Updates #16 - March 29th 2017

Meghan Wing - Academic and University Affairs Commissioner
Central Student Association
Office: UC 249
519-824-4120 ext. 56742
csaacad@uoguelph.ca



-
- Trained incoming SHAC Coordinator for a couple of hours (into training) as they are going to be starting early this semester

 - **Re: Transition**
 - It is now the time in the semester that I am compiling various documents and resources to put in the incoming Vice President-Academic's transition binder. I intend on having this be a thorough resource and will be devoting a lot of time over the coming weeks to finalizing this product

Executive Updates #16

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



Hello Folks,

Hope you are all doing well with midterms/ final papers and reports! You are all so close, soon enough you will be rolling out of bed to those amazing summer... jobs. If you have any questions or concerns please reach out to me via email, phone.

Health and Dental

- We have put forward an ask to Charlotte Yates for support in the Feeling Better Now Program for the next four years.
- Sierra Harris and I will be meeting with Charlotte on April 3rd to discuss the request. Very hopeful to move forward with this program.

Student Space

- UC Board
 - o We are currently looking for Undergraduate student representative for the University Centre Board 2017- 2018 Academic year. If you are interested send an explanation why student space in the UC is important, your Cover letter explaining why you would be a good addition to the board and your resume to csaadmin@uoguelph.ca
 - o Applications Close March 31st 2017
 - o Renovations have begun on the new student lounge in UC 103
 - It is very loud in our offices; noise should be done by mid April.
 - o Clubs with offices have been notified that their move out date for items in April 2nd. Clubs will be able to stay in their space through exams but are expected to only have minimal items remaining.
- Student Space Initiative
 - o No response on application as of yet.

Student Employment

- Staff training with all of our services will be held on April 1st in Brass Taps.
- We are using a different model this year in which the old and new staff will meet and review how their years went, things to improve upon and tips and tricks on how to run the service as best as possible!

Executive Updates #16

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



Committee Work

- Finance Committee
 - o We will be presenting the budget this meeting. It will come as supplement.
- Compulsory Fees Committee
 - o Concluded for the year.
- CSA Clubs Space Renovation Committee
 - o We are now waiting on companies to bid on the project. The date to hear back is April 26th.
 - o As I will be moving on Emily in the Vice President Student Experience role will be taking over my position as the head of this committee. She is all up to date and will be working with Shane Danis through the summer.

Executive Updates #16

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



Hey friends!

I hope the end of the semester is treating everyone well and you're all finding some time to de-stress. It's hard to believe it's almost the end of the 2016-2017 academic year! I hope I'll get to see y'all at Slut Walk on April 2nd!

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

- Services have been preparing their transition reports for the incoming staff
- Meal Exchange
 - Hunger Awareness Week
 - Raised approximately \$520 for the CSA FoodBank
 - Engaged with approximately 250 students throughout the week
 - Hosted a meaningful volunteer engagement event at Brant Ave Neighbourhood Group, where they did a week's worth of work in 4 hours!
- SafeWalk
 - Volunteer Appreciation Trivia Night happened last Tuesday

Committees/Working Groups

- Club Space Working Group
 - Met last week to go over some of the more specific details of the space (e.g., colours and flooring)
- Human Rights Advisory Group
 - Next meeting: March 30th, 2017
- Advisory Committee on Student Mental Health and Well-being
 - Next meeting: March 28th, 2017
 - Additional meeting on March 31st, 2017. Dr. M. Drausz, who is an expert in the field will be visiting campus

Executive Updates #16

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



-
- Office Migration Steering Committee
 - Met on March 23rd, 2017
 - June 14th is the tentative migration date
 - Emails will be migrated by CCS, but contacts and calendar items will need to be migrated by students
 - People will still have access to Gmail without actual email ability for a year (similar to what happened with Zimbra when we switched over the Gmail)
 - Going to be constructing some step-by-step/FAQ documents for students
 - If you have any question, call the Help Desk, or you can contact me and I can give you more details from the meeting
 - Sexual Violence Debrief Sub-Committee
 - Met on Wednesday, March 15th, 2017
 - Discussed some possible issues with the new procedures that are in place based on some cases on campus

Other Initiatives

- Winter Pride 2017
 - Had a couple of cancellations due to personal emergencies and lack of panelists
 - LGTQ+ Comedy Night Extravaganza went very well! Smaller crowd, but definitely something to look into running again in future years
 - Everyone go look up Deanne Smith... they're hilarious!
- Slut Walk Guelph 2017
 - April 2nd @ 12:30pm-2:30pm, meeting at St. Georges Square
 - Sign Making: Friday, March 31st @ 3:00pm-7:15pm in the CSA Boardroom
 - Check out the Facebook event for all the details
 - March around the downtown core, opportunity to see some amazing speakers and music. Tentative plan to have an after party at the Bullring
 - Everyone is welcome! Tell your friends!
- Referendum question
 - Met with Mike Calvert to discuss how we can collaborate
 - Going to have some storage space available downstairs
 - Stocking and monitoring the machines to be potentially added to the UC Staff responsibilities

Executive Updates #16

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



-
- Mike is going to look into Physical Resources playing a role in the installation
 - Will continue to look into suppliers and figure out a timeline for the installation and stocking. In an ideal world, I would want the service up and running for Orientation Week 2017!
 - If you want to have menstrual products in your offices, let me know :)
 - Gender Equity and Excellence in Leadership dinner
 - Kick off of the Gender Equity and Excellence in Leadership initiative
 - Will be looking to get involved in this initiative during my next term
 - Student Life Awards
 - CSA Executive received the Be the Change Award
 - Was also attending as a nominator for the recipient of the Diversity and Inclusion Award
 - Guelph's Politicast
 - Spoke on a podcast with Becca Cheskes (incoming VP Academic) and Kayla Weiler (incoming VP External) about our plans for the upcoming year, new structure, and the election

Executive Updates #16

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

csalocal@uoguelph.ca



Hello Directors,

I can't believe we're coming close to the end of the semester! It feels like just 5 months ago that I started in this role. I'm proud to announce that this year's executives are the recipient of the Be The Change Award.

I can't thank you enough for all the advocacy work that each of you do, whether through your role as Directors in our Board or within the committees that you're a part of. I'm so happy to see that there are so many ways that each of you are advocating for student rights and supporting the new executive structure.

Looking forward to seeing you all at the Last Toast and Last Lecture!

Gryphon Love,
Jay Rojas, Your last Local Affairs Commissioner

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

1. Tenancy

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

2. Transportation

- Guelph Transit Service Changes effective September 3, 2017
 - Information sessions:
 - **Monday, March 27 3:30–7:30 p.m.** Salvation Army Guelph Citadel
 - **Tuesday, March 28 3:30–7:30 p.m.** Willow West Mall
 - **Wednesday, March 29 3:30–7:30 p.m.** City Hall, Room 112
 - **Thursday, March 30 Noon–5 p.m.** University of Guelph, University Centre

3. Municipal

- City provides free inspection of rental housing to all Guelph residents

Executive Updates #16

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

csalocal@uoguelph.ca



- To ensure they are safe and registered – open to students
- <http://guelph.ca/tenants>

4. Committees

- Sexual Violence Committee (SVC)
 - Creating a report on programs and initiatives utilized by other post-secondary education.
- Males Against Violence Against Women (MAVAW)
- Town & Gown Committee (T&G)
 - No Update, next meeting in May 2017.
- Athletics Advisory Committee (AAC)
 - Had our last meeting of the semester on March 22, 2017.
- Student Wellness Advisory Group
 - No Update.
- I Am A Gryphon Working Group
 - 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
 - Conducting a gap analysis of bystander training.
- Alcohol and Substance Abuse Committee
 - No update
- Student Executive Council
 - Social with other Primary Student Organizations on March 9, 2017.

5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
 - Bike Basics Workshop
 - March 27 at 6PM
- CSA Foodbank, 620 Gordon Street, Guelph
 - FoodBank Cooking Class (by donation)
 - April 7 at 5PM

6. Events

- No update

7. Extracurricular Involvement

Executive Updates #16

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

csalocal@uoguelph.ca



- Volunteer, Residence House Calls, March 2017
- Volunteer, Wellness Education Centre, On going
- Volunteer, University of Guelph Ambassador, On going



Central Student Association Bylaw 1 – Organizational

Last amended: March 15, 2017

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

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1. General

1.1. Introduction to the Central Student Association

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

1.2. Aims of the Central Student Association

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

1.3. Definitions

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

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

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

"Chair" means the chair of the Board;

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

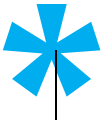
"Executive", sometimes referred to as Executive Officers means one, or all of the four executives of the CSA, namely, the President, Vice President Student Experience, Vice President Academic, Vice President External;

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Deleted: Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Finance & Operations Commissioner and Local Affairs Commissioner; .



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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

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

“Members” means the collective membership of the CSA;

“Officer” means an officer of the Corporation;

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

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

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

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1.4. Interpretation

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

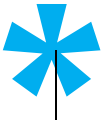
1.5. Membership

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



YOUR UNION. YOUR VOICE. | LOCAL 54 CANADIAN FEDERATION OF STUDENTS

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Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA

1.6. Cessation of Membership

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

1.7. Membership Fee

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

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

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

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1.8. Changes to the CSA Fee

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

- 1.8.2. This change must be communicated to the membership via mass e-mail and the CSA website within two weeks of the decision made by the Board of Directors.

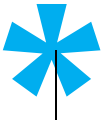
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1.9. Rights, Privileges and Responsibilities of Membership

- 1.9.1. Members of the CSA shall have the following rights and privileges:

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- a) To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of



- the Letters Patent, Incorporation Documents, CSA bylaws and policies; and
- b) To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings; and
- c) To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments; and
- d) To the protection and support of the CSA in accordance with the aims and objectives of the CSA; and
- e) To attend meetings of all decision-making bodies of the CSA, with the exception of in camera sessions and other situations in which confidentiality is required; and
- f) To speak and vote at General Meetings of the Members; and
- g) To speak, at the discretion of the Chair, at Board Meetings; and
- h) To seek nomination in CSA Elections to run for Executive and Non-Executive office; and
- i) To vote in CSA elections, by-elections, recalls and referenda, subject to restrictions in these bylaws; and
- j) To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws; and
- k) To access the services, research, information, materials, and other resources of the CSA; and
- l) To access the CSA's Health and Dental Plan within the provisions of the plan; and
- m) To access information on associations to which the CSA belongs

Members of the CSA shall have the following responsibilities:

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

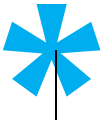
1.9.2. Failure to adhere to the responsibilities of membership, and following a 2/3rds vote of the Board, individuals may be distinguishing to be 'not in good standing' for a period of time as stated by the board.

1.10. Member Colleges of the CSA

1.10.1. Member Colleges of the Central Student Association include the following:

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

2. Officers of the Corporation



Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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2.1. Signing Officers of the Corporation

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

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

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3. Board of Directors

3.1. Board of Directors



Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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

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

Executive (Ex-officio, non-voting)

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

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At-Large (Elected) Representatives

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

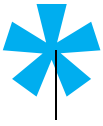
Member College Government Representatives (Appointed)

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

Student Organization Representatives (Appointed)

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

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3.1.3. All "At-Large (Elected) Representatives" shall be the following persons, namely, two (2) persons directly elected from and by members of the colleges during the general election. They shall be known as "At-Large Representatives". All such representatives shall at the time of their election, be members of the college they represent. An elected "at-large (elected) representatives " will have a vote on the Board of Directors and shall be counted for quorum.

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

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

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

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

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

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

3.2. Director Qualifications

- 3.2.1.** At all times, every Director shall:
- a) be at least eighteen (18) years of age; and



- b) not have the status of bankrupt; and
- c) be a member of the CSA;

3.3. Term of the Board

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

3.4. Indemnity

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

3.5. Director Duties

- 3.5.1. Each Director shall:
 - a) act in the best interests of the CSA in respect of matters for which the Board has the authority to act; and
 - b) act in the best interest of the constituency that they are representing; and
 - c) attend all Board meetings, Board retreats, Board training sessions, Annual General Meetings and General Members' Meetings; and
 - d) be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, Hiring, large-scale programs and "Awareness Weeks" ; and
 - e) at all times uphold the by-laws and policies of the CSA. Where no policy or by-law exists for a specific issue, to look to policies and practices of similar organizations; and
 - f) be at all times as objective, fair and impartial as possible when discussing issues and making decisions; and
 - g) be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation; and
 - h) actively promote student involvement in CSA services, advocacy, events and campaigns; and
 - i) tender their resignation if two meeting are missed per semester without obtaining prior leave of absence; and
 - j) be aware that the Board may decide to remove Directors who fail to perform their duties; and
 - k) carry out such other duties as the Board may from time to time assign them with, or



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as stipulated in CSA policies.

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

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3.6. Disciplining Directors

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

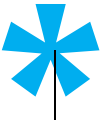
- a) poor attendance at Board meetings;
- b) just cause;
- c) theft, fraud, or embezzlement of funds;
- d) failure to disclose a significant or obvious conflict of interest;
- e) breach of confidentiality;
- f) failure to attend or complete applicable Board training;
- g) misuse of CSA property;
- h)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

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

3.7. Vacation of the Office of a Director

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

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



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3.8. Appointment of Directors

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

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3.9. Appointment of Chair of the Board

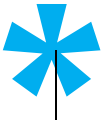
- 3.9.1. The Chair of the Board shall be hired pursuant to CSA Human Resources Policy, and ratified at the first meeting of the Board within the elected term.
- 3.9.2. In the event that the Chair of the Board is not ratified, the President or a Director (including a member of the Executive Committee)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

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4. Board Meetings

4.1. Meetings of the Board of Directors

- 4.1.1. All meetings of the Board of Directors shall be open to the public. Members of the CSA are



Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

strongly encouraged to attend meetings.

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

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4.2. Powers of the Board

- 4.2.1. The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.
- 4.2.2. The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.
- 4.2.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by The Board at the time of such appointment.
- 4.2.4. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.
- 4.2.5. The Board shall have the authority to establish committees to exercise any function of the CSA.
- 4.2.6. The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organisations and generally exercise supervision over financial operations.
- 4.2.7. The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the CSA no later than May 1 of the current fiscal year.
- 4.2.8. The Board shall have the power to inspect and audit any activity sponsored by the CSA.
- 4.2.9. The Board shall set down and implement any financial programmes and procedures, including the method of requisition of funds, which shall govern the operations of the CSA and its committees.



5. Executive Officers

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



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

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

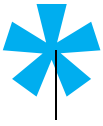
5.4. At all times there shall be a minimum of three executive members. If for any reason the CSA is left with less than three executive members, the Board of Directors shall have the authority to appoint executive members, this shall include ensuring that one individual is the corporate secretary and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

5.5. General Executive Responsibilities

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

5.6. Relationship with Board of Directors and Executive Committee

- To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained
- To present regular and informative reports to the Board of Directors.
- To take targeted initiatives from the Board of Directors and the general student body and implement them as the Executive finds it most relevant.
- To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA
- To be responsible for further tasks as assigned by the Board of Directors and be responsible to the Board of Directors for the performance of duties. All executive officers shall be voting members of the Board of Directors.
- All Executive are expected to participate in ongoing leadership training; including but not limited to all Board of Directors training and transitioning sessions.
- Provide Executive Committee meeting minutes to the CSA Board of Directors
- To assist and work with the other executive and any staff member upon request.
- To discuss all initiatives, programs and campaigns with the executive committee and executive support committee in order to solicit input, assistance and advice.
- The Executive Committee shall supervise the Human Resources staff.



5.7. Portfolio Duties

5.7.9. General Portfolio

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

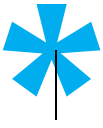
5.7.10. Academic & University Affairs Commissioner

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

Academic and Curricular Issues

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

Student Finance and Post-Secondary Funding Issues



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

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

University Issues and Representation

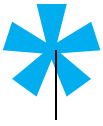
- To be informed and aware of the activities of the Board of Governors, Senate, Student Rights and Responsibilities, Student Services Fee, Athletics and other university committees that impact on students' rights.
- To act as an advocate in representing student concerns to relevant university committees,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

Collaboration and Support to Academic Student Leaders

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

Accessibility for Students with Disabilities Issues

- To be the primary advocate for undergraduate students who self-identify as having a disability
- To chair the Accessibility Working Group as outlined in the CSA Policy Manual.



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

- To be the CSA representative on the Accessibility for Persons with Disabilities Advisory Committee (APDAC) and the Campus Accessibility Committee (CAC) and relevant subcommittees as necessary.

Campus Sustainability Issues

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

Other Initiatives

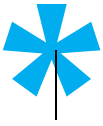
- To chair the Capacity Analysis & Planning Committee
- To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and Health and Dental Plan Committee.
- To coordinate the process for the Teaching Excellence Award each year.
- To coordinate the Art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

5.7.11. Communications & Corporate Affairs Commissioner

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

Promotion and Communication of the CSA

- To always be publicly known as the Communications & Corporate Affairs Commissioner. However the Communications and Corporate Affairs Commissioner shall be also known as the 'Corporate Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine from time to time.
- To maximize awareness of the CSA as an organization when not specifically portfolio related, including the history of the student movement on campus, and promoting the CSA's events, campaigns, and activities through as many means as possible.
- To make every effort to inform and educate the student membership on all CSA initiatives, campaigns, programs and events by means of such methods as classroom speaking, attending appropriate student events, liaison with as many student organizations as possible,



Central Student Association

Bylaw 1 – Organizational

Last amended: March 15, 2017

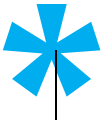
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including but not limited to college governments, appropriate clubs, OPIRG, Guelph Campus Co-op, Interhall Council and College Royal.

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

Administrative Duties

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



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

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

Committee Involvement

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

5.7.12. External Affairs Commissioner

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



Lobbying

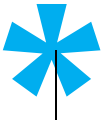
- To establish and maintain positive working relationships with student lobby groups we are currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- To establish and maintain positive working relationships with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

Federal and Provincial Issues and Campaigns

- To be aware of alternative provincial/federal policies and budgets
- To coordinate campaigns and events centered around federal and provincial issues affecting students. This involves informing, educating and involving as many students as possible in these campaigns.
- To initiate awareness and lobbying campaigns around provincial, federal and global issues especially legislation and policy affecting students.
- In the event of a federal or provincial election, candidate and party positions on issues pertaining to students are to be recorded. To ensure that information regarding the candidates as well as general election information is disseminated to students and to ensure that public all-candidates forums are held which are accessible to students. To collaborate with other civic engagement groups wherever possible.
- In the event of provincial or federal labour disputes, the External Affairs Commissioner will coordinate student support committees.
- To attend meetings of the Guelph Campus Alliance, and all other worker unions on campus
- To monitor provincial, federal and global initiatives, programs, policies and legislation that impacts students and execute interactive educational awareness campaigns based on these issues. Issues could include but are not limited to: post- secondary funding and support, early outreach and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law and economic policy, public funding or social programs.

Social and Environmental Justice

- To ensure that information and research is shared with other campuses and affected areas regarding all University matters.
- To build coalitions with labour groups, unions and other groups working for social justice, such as the Student Activist Network, the Ontario Federation of Labour, the Canadian Labour Congress, le Movement pour le Droit de l'Education (MDE), the Center for Campus Organizing, the Public Interest Research Groups (-PIRGs), alternative budgets, anti-poverty, anti-corporate, pro-labour, pro-democracy organizations, etc.



Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

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

5.7.13. Finance & Operations Commissioner

Primary Objective is to ensure the CSA is a functioning organization, financially and operationally in order to meet the needs of the University of Guelph students. To at all times be known publicly as the Finance and Operations Commissioner, however, to satisfy the provisions of the Ontario Corporations Act, shall be known also as the "Corporate President" and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine from time to time

Human Resources

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





Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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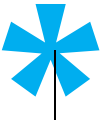
- To meet with the Policy & Transition Manager to develop a timeline and process for staff training workshops, operating manuals and job description review and to review the schedule submitted by the Policy & Transition Manager
- Support in the coordination of the hiring process
- To initiate the hiring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

Operations

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

Finances

- To be familiar with all aspects of the budget, day-to-day finances and to at all times take into consideration the long-term financial sustainability of the CSA as a non-profit organization.
- To present regular reports to the Board of Directors and the CSA membership



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

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

Committees

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

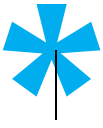
Space & Student Space Initiatives

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

Health & Safety

- To ensure the CSA complies with the Occupational Health & Safety Act jointly with the Policy & Transition Manager
- To receive health and safety certifications, as required





Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

Deleted: DATE

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

Student Risk Management

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

5.7.14. Local Affairs Commissioner

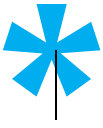
Primary objective is to work to defend and protect the rights and interest of students of the University of Guelph within the context of the Guelph Community. This includes issues related to tenancy, accessible and affordable transit, sexual violence and assault, and student space.

Tenancy Issues

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

Transportation Issues

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



Central Student Association

Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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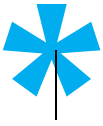
- To meet regularly with the General Manager of Community Connectivity and Transit for the City of Guelph to discuss issues with, and plans for, the bus pass, Late Night Bus Service and general Guelph Transit issues.
- To ensure student representation on the Parking Advisory Committee
- To advocate for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

Municipal issues

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

Awareness of Sexual Assault and Prevention Committee

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



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

Student Space Issues

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

Pesticide Issues

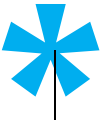
- To ensure CSA representation on the Landscape Advisory Committee.

Citizenship

- In the event of a provincial or federal election, work with the External Commissioner to provide students with information in relation to the Guelph candidates which includes organizing an all-candidates forum on campus, creating and distributing student-centered materials clarifying the voting process, organizing bus shuttles to popular student voting stations and working with Elections Canada to ensure that the voting stations are student friendly.
- In the event of a municipal election, the candidates' stance on various student issues are to be determined and recorded. Students are to be informed of candidates positions, and encouraged to vote in the elections with this in mind.
- In the event of a municipal election, to coordinate a campaign with Citizenship and Community Engagement and the Guelph Civic League encouraging students to vote.
- To ensure CSA representation on the Student Volunteer Connections board.
- To participate in the organization of Student Volunteer Connections' annual Positive Social Action Conference.
- To help the CSA Food Bank and CSA Bike Centre in fundraising initiatives and seeking and preparing pertinent grant applications.
- To attend and help out with Meal Exchange's Delivery Days and Trick or Eat.
- Engage in Staff Supervision and Support, as required and stated elsewhere in CSA Bylaws and Policies

5.10. Disciplining Executive Officers

- 5.10.1. The Central Student Association shall have the right to discipline its Executive Officers. Grounds for disciplinary action include, but are not limited to, the following:
- a) poor attendance at Board meetings;
 - b) just cause;
 - c) theft, fraud, or embezzlement of funds;
 - d) failure to disclose a significant or obvious conflict of interest;



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

5.11. Executive Officer Vacancies

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

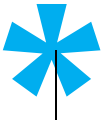


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6. Accountability & Removal From Office

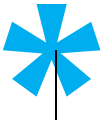
- 6.1. Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.
 - 6.1.1.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

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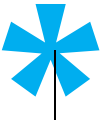
6.7. Reprimand

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



7. Executive Empowerment

- 7.1. Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at anytime by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, which the Executive shall be bound to.
- 7.2. Unless otherwise determined by the board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.
- 7.3. This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.
- 7.4. Under Executive Empowerment the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy the Executive Committee shall reconvene the Board of Directors.
- 7.5. Expenditures under executive empowerment shall be contained within a specified budgetary line item, and shall not exceed \$4999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.



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8. Standing Committees

8.1. The Board shall maintain the following standing subcommittees:

- a. Executive Committee
- b. Finance Committee
- c. Service Oversight Committee
- d. Policy and Bylaw Review Committee (PBRC)

8.2. Executive Committee

8.2.1. The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, Vice President External ; and

8.2.2. The President shall serve as the facilitator of the Executive Committee.

8.2.3. Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.

8.2.4. Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.

8.2.5. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.

8.2.6. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.

8.2.7. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.

8.2.8. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.

8.2.9. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.

8.2.10. The Executive Committee is required to make a report to the Board once a month summarizing its activities.

8.2.11. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

8.3. Finance Committee

Terms of Reference shall be found in the Central Student Association Policy Manual

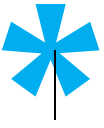
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Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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8.4. Service Oversight Committee

Terms of Reference shall be found in the Central Student Association Policy Manual

8.5. Policy and Bylaw Review Committee (PBRC)

Terms of Reference shall be found in the Central Student Association Policy Manual



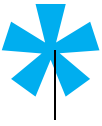
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9. Members Meetings

9.1. Annual and Other Meetings of the Members

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

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Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.

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

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

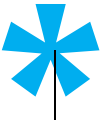
9.1.16. Notice of such business must be served as information at a meeting of the Board of Directors, and

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

9.2. Error or Omission in Notice

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

10. Conflict of Interest



Central Student Association Bylaw 1 – Organizational

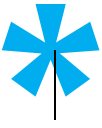
Last amended: *March 15, 2017*

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

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Commissioner

11. Disclosure of Information



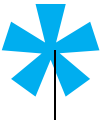
Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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- 11.1. At the beginning of every meeting of the Board of Directors or committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and the CSA's Privacy Policy, to the attention to all present.
- 11.2. All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with a support of the majority. Exiting and re-entering an in camera session will be permitted with the understanding that all present are obligated to keep the proceedings confidential.
- 11.3. Non-members will be permitted to attend an in camera session of the Board of Directors or any committee created by it only after a motion requesting attendance to an in camera session is approved by a majority vote of members present and voting.

12. Adoption and Amendments of Bylaws



Central Student Association Bylaw 1 – Organizational

Last amended: *March 15, 2017*

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

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1. Administration of Elections

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

1.1. Electoral Officers

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

1.3 Roles and Responsibilities of the CSA Elections Office

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 Manual, Appendix L.

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. Or Executive Committee
- 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 Policy and Transition Manager post a call-out on relevant platforms regarding the vacancies on the Board of Directors
 - b) The CEO provide all interested members with updated nomination forms to seek 50 valid nomination signatures from members of their constituencies
 - c) Following the CEO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement
 - d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

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3. Referendum

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- 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.
- 3.2 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
- 3.3 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.
- 3.4 Referendum questions shall be included during the General Elections or by-election periods.
- 3.5 Quorum for a referendum question posed to the membership shall be 20% of the general membership.
- 3.6 A simple majority vote is required for a valid outcome.
- 3.7 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.
 - 3.7.1 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.

3.8 Standing Referendum Committee

- 3.8.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.
- 3.8.2 The SRC shall:
 - 3.8.2.1 Be comprised of the CEO and at least two Directors.
 - 3.8.2.2 Receive all submitted referendum questions from the CSA Elections Office.
 - 3.8.2.3 Upon receipt of a referendum question, the SRC shall meet to approve the question and provide any feedback within two weeks.
 - 3.8.2.4 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.
 - 3.8.2.5 Determine which fee schedule, paid to the CSA, for hosting the referendum question is applicable to the group

3.9 Referendum Fee Schedule & Expenses

- 3.9.1 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.
- 3.9.2 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.

3.9.3 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.

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

3.10 Referendum Question Petition Collection

3.10.1 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.

3.10.2 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.

3.10.3 The collection of petitions for any referendum question must abide by the following rules of procedure:

3.10.3.1 Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office

3.10.3.2 Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply

3.10.3.3 Petitioning for signatures shall not be considered campaigning

3.11 Ratification of Referendum Questions

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

3.11.2 The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline

3.11.3 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.

3.11.4 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.

3.11.5 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.

3.11.6 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



Central Student Association Bylaw 2 - Electoral

Last amended: March 15 2017

Deleted: January 25, 2017

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: March 15 2017

Deleted: January 25, 2017

4.1 Campaigning

- 4.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- 4.2 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.

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5. Appeals for CEO Decisions

- 5.1 Any candidate or referendum team member may appeal any decision made by the CEO by submitting the applicable form to the Policy and Transition Manager, within 24 hours of the decision being made.
- 5.2 The EAB shall follow the procedures as outlined in CSA Policies - Elections Appeals Board.
- 5.3 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.

5.4 Archiving Elections Complaints

- 5.4.1 All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.
- 5.4.2 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: March 15 2017

Deleted: January 25, 2017

6. Voting Process

6.1. Voting Eligibility

- 6.1.1 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. Proxy voting is not permitted.

7. Ratification

- 7.1 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.





Central Student Association Bylaw 3 – Financial

Last amended: March 15, 2017

Deleted: DATE

1. Execution

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

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2. Financial Year and Long Term Investment



Central Student Association

Bylaw 3 – Financial

Last amended: March 15, 2017

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- 2.1. Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the thirtieth (30) day of April.
- 2.2. Acknowledging that the CSA's financial condition is dynamic and not static, as a long term goal the CSA shall attempt to maintain an long-term invested balance of 10% of the current operating budget. Invested funds shall not exceed 15% of the current or proposed budget. Any surplus in excess of these percentages shall be designated as funds for new CSA initiatives and/or expansion of services and programs, not as a portion of the regular CSA operating budget.
- 2.3. In the event CSA has a surplus or a deficit the matter is to brought to the Finance Committee It shall investigate any and all projects and or business ventures that the CSA is currently pursuing in addition to any projects or business ventures that could be pursued in order to provide better service to students, this includes the needs of CSA office and its staff and submit a report to the Board of Directors that includes a recommended course of action and the costs associated with it.



3. Cheques, Drafts, and Notes

- 3.1. All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officers or agents of the Corporation and in such a manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose.
- 3.2. Anyone such officer or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.



4. Deposit or Securities for Safekeeping

- 4.1. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors.
- 4.2. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officers or agents of the Corporation, and in such manner as from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.
- 4.3. The institutions which may be so selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directors of the Board of Directors and shall in no event be liable for the due application of the securities withdrawn from deposit or the proceeds there of.
- 4.4. The CSA shall at all times take into account the financial ramifications of any decision. As a political organization whose responsibility is to take into account its membership's interests, it is crucial that the CSA at no time jeopardize its financial status.

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5. Budgeting Process

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

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

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

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

5.1.4. A draft of the budget shall be presented by the Business Manager to the President for review.

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

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

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6. Budget Line Descriptions

- 6.1. All new line items created in the CSA budget must be brought to the Board with a statement of how to spend that line item (i.e. Board, Executive Committee, an Executive member, a Staff member etc.) and the purpose and intended use of that line item. The statement of purpose must be voted on by the Board along with the budget and, if passed, will be included in the CSA's Budget Line Description Manual. The Finance Committee shall maintain all of these line descriptions in this Manual.

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7. Expenditures

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

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Central Student Association

Bylaw 3 – Financial

Last amended: March 15, 2017

Deleted: DATE

- 7.7. All requests over \$2000 will be forwarded to the Board of Directors with recommendations from the Finance committee.
- 7.8. Should the requesting party feel unsatisfied with the decision or recommendations of the Committee, an appeal may be made to the Board of Directors via the chair of the Committee. The appeal will include both a written report by the party, and the recommendations or decision of the Finance Committee and will be presented to the Board of Directors.
- 7.9. 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.



Central Student Association Bylaw 3 – Financial

Last amended: March 15, 2017

Deleted: DATE

8. Finance Committee

- 8.1. The Board of Directors shall strike a Finance Committee by the second board meeting of the summer semester. The committee shall adhere to the terms of reference as defined by the Finance Committee Terms of Reference as outlined in the Policy Manual of the Central Student Association.



9. Sources of Additional Revenue

- 9.1. The CSA shall constantly investigate sources of additional revenue, ensuring that the following considerations are met:
- 9.1.1. The CSA is a political organization, funded primarily by its membership, and must on no account accept donations or engage in financial relationships that jeopardize its political autonomy.
 - 9.1.2. At no time will the CSA engage in financial relationships that are damaging or potentially damaging to its membership's interests.
 - 9.1.3. At all times the precarious and varying nature of the CSA's financial status shall be taken into account. Investment of CSA monies into financial ventures shall be limited as much as possible, and shall be undertaken only in cases where the financial and legal risks involved are minimal and thoroughly researched.
 - 9.1.4. All policies and by-laws relating to finances, as well as relating the CSA in general, shall be adhered to when investigating possible revenue sources.



10. Transparency

- 10.1. The CSA shall constantly strive for a high degree of financial transparency wherever possible without compromising matters deemed confidential or sensitive to the organizations operations.
- 10.2. The CSA shall post on its website the operating budgets, minutes and reports for that fiscal year. Students must be able to access, view, and print this document at their leisure

Policy By-Law Review Committee Report
March 26th, 2017

PBRC has reviewed the proposed CSA Constitution that Local Affairs Commissioner, Jay Rojas, has put forward.

PBRC has mainly discussed two topics:

1. If a constitution is necessary for the CSA.
2. Amendments and ratification of amendments for this document

In summary, PBRC concluded that a constitution is a good idea for the CSA on the grounds of having a guiding document that combines the fundamental facets of CSA policies, bylaws, and our the identity statement report into one accessible document for our membership to read and understand.

Secondly, PBRC discussed at length Article IX - Constitutional Amendments and Article X - Ratification. In particular, PBRC had apprehensions regarding **Section 4 of Article IX** which reads:

“Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the Board.”

PBRC discussed that while this safeguards the fundamental core values of the CSA, the three-fourths vote from the Board is perhaps too extensive. The members of PBRC discussed different ways to make sure that the constitution remains difficult to change, but not an impossibility. PBRC has developed a potential framework for Constitutional amendments that we believe strikes a legitimate balance between the two concerns. Our thoughts on the process are listed below.

To bring an amendment proposal to a board meeting, any member of the CSA must gain support of the discussion through an electronic or paper petition of 50% + 1 voting and/or ex-officio members of the board.

Secondly, this amendment proposal would go through three, regularly scheduled board meetings. Firstly as notice, second for discussion, and third as a vote (with additional discussion).

Regarding the vote, PBRC had trouble deciding on the most effective and democratic way for this to occur. Some options for consideration are below:

- Two-thirds ($\frac{2}{3}$) affirmative vote of the Board, provided quorum.
- Three-quarters ($\frac{3}{4}$) affirmative vote of the Board, provided quorum.
- Fifty percent affirmative vote of the Board, provided two-thirds of active voting members are present.

Lastly, PRBC holds reservations about **Article X. Ratification Section 1** which reads:

“The constitution as amended shall be established by a vote of three-fourths ($\frac{3}{4}$) majority vote at the Annual General Meeting.”

PBRC considered that approval of three-fourths ($\frac{3}{4}$) majority vote at an AGM, as currently listed, is perhaps daunting and excessive. PBRC would like to forward that a 50% or two-thirds ($\frac{2}{3}$) majority vote is more appropriate, simply because of the extensive progress to forward an amendment at the Board level.

SUPPLEMENTS

Following This Page

Central Student Association

DRAFT

OPERATING BUDGET

2017 - 2018

Comments & General Overview	1
Student Fee Summary	2
Entertainment Fee	3
Academic	4
Administration (President)	5
Bullring	6
Council	7
External	8
Films	9
Live Entertainment	10
Programmer	11
Promotional Services	12
Student Experience	13
SERVICE PROGRAMMES (consolidated)	14
Bike Centre	15
Meal Exchange	16
SafeWalk	17
Student Help & Advocacy Centre	18
 FoodBank <i>(Restricted fee, information only)</i>	 19

Recommended Forward by Finance Committee March 28, 2017

Served as Notice of Motion March 29, 2017

Approved on _____

Comments & General Overview of the 2017-2018 Budget

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

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

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

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

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

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

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

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

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

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

STUDENT FEE & REVENUE SUMMARY 2017-2018

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

Difference \$ -

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

ENTERTAINMENT ~ MEDIA FEE

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

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

CSA Entertainment Fee

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

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

ACADEMIC: Budget 2017-2018

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

* Fixed Cost - adjusted to year end

Prepared Mar 21/17
MW/LAC

ADMINISTRATION (President): Budget 2017-2018

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

Wages Include

83200 President, HR Manager, Office Manager, Policy & Transition Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, FT Summer Front Office Assistant, PT Front Office Assistants (2)

83850 Tech Support paid through this line

BULLRING: Budget 2017-2018

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

Prepared Mar 20/17
KLLAC

COUNCIL: Budget 2017-2018

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

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

Prepared Mar 27/17

Executive Committee/LAC

EXTERNAL: Budget 2017-2018

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

* Fixed Cost - adjusted to year end

Revised Mar 27/17
EV/EC/LAC

FILMS: Budget 2017-2018

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

Prepared Mar 21/17
JB/LAC

LIVE ENTERTAINMENT: Budget 2017-2018

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

Prepared Mar 21/17
JB/LAC

PROGRAMMER (General Entertainment): Budget 2017-2018

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

* Fixed Cost - adjusted to year end

Prepared Mar 21/17
JB/LAC

PROMOTIONAL SERVICES: Budget 2017-2018

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

* Fixed Cost - adjusted to year end

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

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

Prepared Mar 17/17
MMLAC

(Formerly Communications & CA)

STUDENT EXPERIENCE: Budget 2017-2018

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

* Fixed Cost - adjusted to year end

Notes

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

Prepared Mar 27/17

RS/EC/LAC

SERVICE PROGRAMMES: Specific Allocation of Funding

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

For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2017-2018

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

* Fixed Cost - adjusted to year end

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

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

Prepared Mar 17/17
SB/LAC

For Information Only: See Programmes Budget

MEAL: Budget 2017-2018

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

* Fixed Cost - Adjusted to year end

Staff	ME Central Coordinator - Sept 5 to Apr 6/18 + Flex	15 hrs/wk	430 hrs total	\$ 5,535.00
	Volunteer & Donation Coordi - Sept 5 to Apr 7/18 + Flex	12.5 hrs/wk	345 hrs total	\$ 4,440.00
	Education & Promo Coordinator - Sept 5 to Ap 6/18 + Flex	12.5 hrs/wk	342 hrs total	\$ 4,402.00
				<u>\$ 14,377.00</u>

Trick or Eat	Transportation	\$ 2,200.00
	Events	\$ 1,200.00
	Volunteer Apprec	\$ 1,200.00
	Advertising & Promo	\$ 1,300.00
	MEAL Nat'l Conf	\$ 600.00
	Photocopy Routes	\$ 400.00
		<u>\$ 6,900.00</u>

General Programming \$2,200.00

Prepared Mar 16/17
MD/LAC

For Information Only: See Programmes Budget

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

* Fixed Cost - adjusted to year end

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

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

Prepared Mar 10/17
SA/LAC

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

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

* Fixed Cost - adjusted to year end

** Funding for Major Events

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

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

Primary Events/Awareness Resources

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

Prepared Mar 27/17

ECLAC

FOODBANK: Budget 2017-2018

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

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

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

Prepared Mar 17/17
SV/LAC

Executive Committee – Minutes

March 24, 2017 at 11 pm



In Attendance: Jay Rojas, Meghan Wing, Emily Vance, Ryan Shoot

In Regrets: Zoey Ross

Scribe: Jay Rojas

Call to Order (10:53AM)

1.1 Adoption of the Agenda

1.2 Comments from the Chair

1.2.1 Welcome

1.3 Executive Update

1.3.1 Academic & University Affairs Commissioner

- Meeting with Hon Deborah Matthews, Chair of Cabinet and Minister of Advanced Education and Skills Development today (March 24 at 1:55PM).
- Dog Days is March 30, 2017 at 1-4PM in PCH
- Nomination period for Winter 2017 By-elections end today and voting period is April 3-5, 2017.
- Wants more time consulting with executives on the new clubs policy.

1.3.2 Communications & Corporate Affairs Commissioner

1.3.3 External Affairs Commissioner

- Slut Walk is recruiting volunteers, the event takes place April 2, 2017.

1.3.4 Finance & Operations Commissioner

- Promoting elections on social media.
- Still working with clubs on hallway renovations and move out. They will be moved out by April 1, 2017.
- Scheduling and planning transition training to incoming staff.
- Working to revise CSA bylaw to include electronic voting.

1.3.5 Local Affairs Commissioner

- Attended Residence House Calls with Residence Life Staff and Managers, spoke to over 100 first year students regarding their mental health and well-being.
- Working on transition report.
- Met with Ward 5 City Counsellors for update on city issues and transition.
- Provided tours during March break and will be giving tours all day during Campus Day on March 26.
- Coordinating with Diversity and Human Rights Office for Inclusivity Training for incoming staff.

Executive Committee – Minutes

March 24, 2017 at 11 pm

- FoodBank Block Party is March 31 at 4PM. Free food, drinks, music, games, face painting, and more!

1.4 Business

1.4.1 Donation to Transition Guelph

Motion to Donate \$100 from the executive discretionary fund to Transition Guelph in support of their Resilience Festival.

Moved: Jay Rojas **Seconded:** Meghan Wing

Motion carried.

1.4.2 Communications & Corporate Affairs Commissioner

Motion to move in-camera.

Moved: Ryan Shoot **Seconded:** Jay Rojas

Motion to move out-of-camera

Moved: Jay Rojas **Seconded:** Emily Vance

1.5 New Business

1.6 Announcements

1.7 Adjournment

Moved: Jay Rojas **Seconded:** Ryan Shoot

Executive Committee Minutes

March 27, 2017 @ 4pm – CSA Board Room



In attendance: Ryan Shoot, Emily Vance, Meghan Wing, Jay Rojas

In Regrets: Zoey Ross

Scribe: Jay Rojas

Guest: Lee Anne Clarke

1. Call to Order (4:01PM)

1.1. Adoption of the Agenda

Motion to adopt the agenda.

Moved: Emily Vance **Seconded:** Jay Rojas

Motion carried.

1.2. Comments from the Chair

1.2.1. Welcome

1.3. Business

1.3.1. Budget

Lee Anne Clarke, CSA Business Manager presents the potential 2017-2018 budget.

1.3.2. Executive Training

Motion to utilize Executive Visioning/Training/Transition budget line # 23510 for the following:

Applied Suicide Intervention Skills Training

- \$180.00 for Jay Rojas

Mental Health First Aid Training

- \$180.00 for Jay Rojas

- \$180.00 for Meghan Wing

- \$180.00 for Ryan Shoot

- \$180.00 for Emily Vance

Jay: We have \$1,288 left in this line and I think we should utilize it in the best way we can. I think this would be the most beneficial.

Moved: Jay Rojas **Seconded:** Meghan Wing

Motion carried.

1.3.3. Executive Discretionary motion

Ryan Waves.

Executive Committee Minutes

March 27, 2017 @ 4pm – CSA Board Room



1.4. New Business

1.5. Announcements

1.6. Adjournment (5:08PM)

Motion to adjourn.

Moved: Jay Rojas **Seconded:** Emily Vance

Motion carried.