

Agenda #1

Board of Directors Meeting

May 11, 2016 @ 6:00pm – CSA Board Room



1.0 Call to Order

1.1. Land Acknowledgement

1.2. Adoption of the Agenda

- 1.2.1. Motion to Approve the Agenda

1.3. Comments from the Chair

- 1.3.1. Introductions
- 1.3.2. Ratifications and De-ratifications

1.4. Approval of Past Board Minutes

- 1.4.1. Approval of Board Meeting Minutes #15 – March 28, 2016
- 1.4.2. Approval of Board Meeting Minutes #16 – April 6, 2016

1.5. Executive Reports

- 1.5.1. Academic & University Affairs Commissioner
- 1.5.2. Communications & Corporate Affairs Commissioner
- 1.5.3. External Affairs Commissioner
- 1.5.4. Human Resources & Operations Commissioner
- 1.5.5. Local Affairs Commissioner

1.6. Director Reports

1.7. Business

- 1.7.1. (In Camera) Legal Update
- 1.7.2. Committee Appointments

1.8. New Business

1.9. Announcements

1.10. Adjournment

Minutes #15

Board of Directors Meeting
March 28, 2016 @7:00pm – UC 441



ATTENDANCE

Chair: Joshua Ofori-Darko

Scribe: Peter Miller

Policy & Transition Manager: Sarah Cooper

Commissioners

Peter Miller Academic & University Affairs

Sonia Chwalek Communications & Corporate Affairs

Scarlett Raczycki Local Affairs

College Government (Appointed):

CASU Aiden Paskinov

CBSSC Jack Wang

CBSSC (alternate) Meghan Wing

CBESA (alternate) Ashwin Lal

CPESSC Ellen Song

CSAHS-SA (alternate) Ryan Shoot

CVSA Courtney Tait

Student Organizations (Appointed):

CJ Munford Annabella Ademan

GQE Robert Wicher

IHC Jasmine Kaur

IHC (alternate) Jack Fisher

GRCGED Olivia Boonstra

OPIRG Miriam Kearney

SSC Graeme Laberge

At-Large (Elected):

COA Zoey Ross

CBS Nikolas Kowaleski

CBE Prabhjot Vig

CSAHS Claire Segeren

OAC Spencer McGregor

15.0. Call to Order

15.1 Land Acknowledgement

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Scarlett gives a land acknowledgement.

15.2 Adoption of the Agenda

11.2.1 Motion to Approve the Agenda

Motion: to amend the agenda to consider 12.4.3 Bus pass referendum before 12.4.2 (Action) Referendum Moratorium Bylaw) referendum mora.

Moved: Peter **Seconded:** Sonia
Zoey noted abstension.

Motion Fails

Motion to approve the Agenda

Motion carries

15.3 Motion to extend speaking rights to all present

- Moved by Jack and seconded by Jasmine

- Motion carried

15.4 Business

15.4.1 (Notice) Rescindment of Approval of Feb. 10 Minutes

15.4.2 (Action) Referendum Moratorium Bylaw

BIRT: Bylaw 2 item 6.12 be amended to read:

- **6.12** . There shall be a moratorium on any referenda questions that has failed due to “no” vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.
 - **6.12.1** Referendum questions that failed due to a lack of quorum shall be exempt from the one year moratorium. Such questions are free to be posted to the membership again in the next possible election period
 - **6.12.2** Furthermore, in addition to exemption from the one year moratorium, referendum questions which deal with contractual obligations that fail to reach quorum, may, at the directive of the Executive committee and/or the Board of

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Directors, have their voting extended or re-opened to allow quorum to be met, regardless of any previously approved electoral timeline.

Moved by: Ellen Song
Seconded by: Nicolas

Motion to postpone this motion to the April 6th Board Meeting

Moved: Peter **Seconded:** Sonia

Motion to call the question.

Moved: Marcus **Seconded:** Prabhjot:

Motion defeated

Motion to table the postponement to after the last agenda item.

Moved: by Sonia **Seconded:** Miriam.

Motion defeated

Motion to call the question

Moved: Ryan **Seconded:** Jasmin

Motion carried

Motion to postpone

Motion fails

Motion to call the question

Moved: Nicolas **Seconded:** ?

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Motion Carried

All those in favour of bylaw amendment

Sonia: Abstain
Robert: abstain
Olivia: in favour
Graeme: in favour
Jasmine: in favour
Ryan: in favour
Aidan: in favour
Jack: in favour
Ellen: in favour
Ashwin: in favour
Anna bella: in favour
Nick: in favour
Marcus: in favour
Courtney: in favour
Rachel: in favour
Zoey: in favour
Spencer: in favour
Peter: Opposed
Prabjot: in favour
Miriam: in favour
Scarlett: abstain

Bylaw amendment carried

15.4.2 (Action) Bus pass referendum

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period five (5) days, or until quorum is met.

Move to amend to say:

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BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period of March 30th to April 1st.

Moved: Ellen **Seconded:** Jasmine

Motion: to call the question

Moved: Ryan **Seconded:** Jasmine

Motion carried

All those in favour of amendment

Motion carried

Motion: to amend to say voting be re-opened for Winter 2016 referenda

Ruled out of order.

Motion: To call the question.

Moved: Ryan **Seconded:** Aidan

Motion: for a roll call vote.

Moved: Aidan **Seconded:** Nicolas

Motion carried

Vote passed:

Scarlett: in favour
Miriam: in favour
Prabjot in vaour
Peter: abstain
Spencer: in favour
Zoey in favour
Rachel in favour
Courtney in favour
Marcus in favour
Nick in favour
Annabella in favour

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Ashwin in favour
Ellen in favour
Jack In favour
Aidan in favour
Ryan in favour
Jasmin in favour
Grame in favour
Olivia in favour
Robert in favout
Sonia abstain

Motion carried
Motion to adjourn.

Motion Carried

Agenda #16

Board of Directors Meeting

April 6, 2016 @ 6:00pm – UC 442



*ADD ATTENDANCE

16.0 Call to Order: 6:14pm

16.1 Land Acknowledgement

16.2 Adoption of the Agenda

16.2.1 Motion to Approve the Agenda

Motion: Approve the agenda

Moved: Matthew Hernandez

Seconded: Keely Kavcic

Motion: to amend the agenda to remove 12.1.3

Moved: Scarlett Raczycki

Seconded: Miriam Kearney

Discussion: We've come up with a better way of implementing this idea so it shouldn't be brought forward until we have a chance to go into more detail.

Ryan Shoot: What's the plan moving forward and when will it happen?

Scarlett Raczycki: There may not be a change this year because a larger conversation needs to happen and we have capable hands coming in to work on it.

Zoey Ross: I had an opportunity to have a talk with Sonia about this motion going forward and about communicating the needs of students.

Nikolas Kowaleski: This item was put forward by Sonia and Peter. Are they in favour of removing it?

Sonia Chwalek: It is of value and this conversation needs to happen, but folks feel like the motion came pre-emptively so I am torn.

Motion Carried.

Motion: to approve agenda as amended

Motion Carried.

Motion: to amend the agenda to replace 16.1.3 with "Amendment of Feb 10th minutes"

Moved: Zoey Ross

Seconded: Nikolas Kowaleski

Motion Carried.

16.3 Comments from the Chair

16.3.1 Introductions

Everyone introduces themselves.

16.3.2 Ratifications and De-ratifications

16.4 Approval of Past Board Meeting Minutes

16.4.1 Approval of Board Meeting Minutes #13 – March 2, 2016 (as supplement)

16.4.2 Approval of Board Meeting Minutes #14 – March 23, 2016 (as supplement)

Motion: to approve both sets of minutes together

Moved: Spencer McGregor

Seconded: Peter Miller

Motion Carried.

Motion: to move in camera at 6:27pm

Moved: Nikolas Kowaleski

Seconded: Courtney Tait

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16.4.3 Approval of In Camera Board Meeting Minutes #12 – February 10, 2016

16.4.4 Approval of In Camera Board Meeting Minutes #13 – March 2, 2016

16.4.5 Approval of In Camera Board Meeting Minutes #14 – March 23, 2016

Meeting that was march2nd should be meeting 13

Interim policy only exists for rest of 2016 cycle

Motion: to amend the in camera minutes #12, 13, and 14 to be retitled 13 to the proper numbers

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion Carried.

Motion: to approve all minutes omnibus

Motion Carried.

Motion: to move out of camera

Moved: Nikolas Kowaleski

Seconded: Matthew Hernandez

Motion Carried.

16.5 Acceptance of Executive Committee Minutes

16.5.1 Acceptance of Executive Committee Minutes – EM 26, March 23, 2016

16.6 Executive Reports

16.6.1 Academic & University Affairs Commissioner

Peter Miller: I've been transitioning by working on the incoming training for student health and advocacy. 15 and fairness has been re-launched. There's a candle light day of action on April 15th. I've also been working on the Pay More Get Less campaign.

Meghan Wing: Have you worked on the cannon issue?

Peter Miller: Keely and I will go to a meeting next week regarding this issue and send a letter out for more info.

Meghan Wing: Will there be a report at the next board meeting?

Peter Miller: Yes, we can send it to board of directors.

16.6.2 Communications & Corporate Affairs Commissioner

Sonia Chwalek: I was at tent city this past weekend. I'm wrapping up hiring and getting ready for the transition of new folks. Also working on exam stress busters.

16.6.3 Local Affairs Commissioner

Scarlett Raczycki: I don't have a report in the board package. I've started to put a report together for fulfilling the local affairs commissioner duties when there isn't anyone. I've been wrapping up bus pass things. We're going into contract reviewing and signing because the referendum passed. I've been working on the sexual assault committee, some bike center safety issues, and trying to do some hiring. I'm working on wrapping up municipal committees and recognizing what worked and what didn't work for students this year. I was at BLMTO and everyone should follow it.

Jack Wang: When is the hiring for bus pass distribution?

Scarlett Raczycki: We don't know yet but it'll get done. It's ready to go.

Ellen Song: Why is there no written report?

Scarlett Raczycki: I didn't get it in on time.

Nikolas Kowaleski: The turnout for the bus pass vote was online and taken down?

Scarlett Raczycki: The initial vote wasn't added to the new vote so it had to be taken down.

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Meghan Wing: I don't see transit question being put forward for ratification.

Sarah Cooper: There's a 15 day audit period for every vote, so just because it's passed doesn't mean it won't be ratified. It will be brought to the next board meeting.

Nikolas Kowaleski: The bylaw says that if election results aren't ratified by the last board meeting, it's automatically ratified.

Jasmine Kaur: Will the initial vote turnout be made public?

Scarlett Raczycki: Yes.

Jasmine Kaur: Can you put when summer bus pass will be available to pickup online?

Scarlett Raczycki: Yes, we still need to finalize when but it will be the same as other semesters, and there will still be a buffer period.

Zoey Ross: This has been the hardest year and the union has not collapsed and we've done great work in the process, and I appreciate you for being here.

16.7 Policy and Transition Manager Report

Sarah Cooper: I've been working on transitioning Dave since the last meeting. We've met with incoming executives, and are planning staff and board training.

16.8 Director Reports

Aidan Paskinov: Did class talks about the bus pass.

Jasmin Kaur: Made a video for the bus pass and it went viral.

Matthew Hernandez: I let some associations know what's up with the bus pass.

Nikolas Kowaleski: I did class talks about the bus pass.

Keely Kavcic: I've been advertising on social media and sat on a hiring committee.

Courtney Tait: I've been advertising on social media.

Jack Wang: I've been advertising on social media.

Emma Nong: I sent out an email for an emergency board meeting and promoted the bus pass referendum.

Zoey Ross: I did class talks, working on transitioning, and going to different meetings. I'm excited to come into the new executive. I also met with Dave.

Syed Zaidi: I did class talks about bus pass.

Spencer McGregor: I went to a Bullring event about the budget.

Claire Segeren: Advertised about the bus pass.

Robert Wicher: I went to the let's talk budget breakdown. I've been thinking of ways to transition the GQE summer coordinator.

Miriam Kearney: I answered questions about the bus pass and went to tent city.

16.9 Committee Minutes and Reports

16.9.1 AWG Winter Report

This report goes over what the committee has done. They did a lot of mental health support, had a meeting with the senior administration for more counsellors and to decrease wait times, and advocated for better physical accessibility. They will continue this next year.

Meghan Wing: We are going to increase physical space for counselling areas.

16.9.2 Service Oversight Committee Winter Report

Peter Miller: We had 2 meetings this semester – one for the food bank and one for the bike center. Overall it's a positive committee to connect board to services and it should be transitioned to the new executive.

Zoey Ross: In lieu of having a COO, what recommendations do you have for the GM and F&O of next year?

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Peter Miller: Although it takes time to schedule these meetings it is worth it because it's really effective.

16.9.3 Service Oversight Committee Minutes

16.10 Business

12.1.1 (Action) CSA Budget 2016/2017

Sonia Chwalek: I had hoped to present this as a recommendation from the finance committee, but I haven't heard from Prabjot. Everyone else agrees on this. Option B has a deficit so amendments were made to ensure that it's balanced. We went through each employee's salary and fine tuned the budget to reflect the costs associated with the position, in terms of benefits and health care. Any changes that are different from the original option B are bolded.

Ryan Shoot: Can you speak to the changes?

Sonia Chwalek: There are administration budget changes in benefits and wages, and we came out with a surplus by making these changes. This was redirected to the food bank. The bolded number \$3330 reflects the changes.

Aidan Paskinov: What was the holiday bonus that was cut?

Sonia Chwalek: \$300 per executive.

Motion: to approve the 2016/2017 budget, revised option B as presented

Moved: Sonia Chwalek

Seconded: Spencer McGregor

Motion: to amend B7 to subtract \$1000 from line 23391 and insert it into line 23392

Moved: Zoey Ross

Seconded: Nikolas Kowaleski

Zoey Ross: It has been brought up many times that we should be involved in leadership opportunities and in the budget there are no funds there.

Motion: to amend the amendment to move \$500 from line 23391 and \$500 from line 23500 and insert it into line 23392.

Moved: Sonia Chwalek

Seconded: ??

Sonia Chwalek: This is a way to bring money to leadership while still keeping money in CFS.

Aidan Paskinov: What does the board training and appreciation fund go to?

Sonia Chwalek: Training, anti-oppression training, and dinners.

Meghan Wing: If CSA staff go to CFS, where would the money come from?

Sarah Cooper: The CFS line.

Ryan Shoot: I disagree with the amendment given how important board training is.

Peter Miller: I'm in favour of the amendment. Board training is still increasing from last year and this is a good way to draw funding from 2 places.

Motion Carried.

Spencer McGregor: I'm in favour of the amendment. Student leadership is very important.

Motion Carried.

Ryan Shoot: For future reference, how flexible is the budget?

Joshua Ofori-Darko: You can propose to amend the budget at the board level and we can find lines that can accommodate.

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Sonia Chwalek: There's a step between where you can propose an amendment to the finance committee and they can overspend if they approve.

Zoey Ross: Could we readjust the budget in its entirety?

Joshua Ofori-Darko: Yes.

Motion Carried.

12.1.2 (Action) Bylaw 1 Formatting Changes

Whereas the Policy and Transition Manager has been completing an intense review of the Central Student Association bylaws and policies; and

BIRT the amendments and formatting changes to Bylaw 1 be approved (see attached supplement)

Moved: Scarlett Raczynski

Seconded: Sonia Chwalek

Sarah Cooper: We've been talking about this all year. Now it looks pretty and flows a lot better.

Keely Kavcic: Under "board members" it doesn't specify that board members can have alternates.

Meghan Wing: Board members will have no alternates.

Sarah Cooper: Board members shouldn't have alternates. This is in contravention of our own bylaws.

Alternates are the same as proxies.

Joshua Ofori-Darko: In the new ON corporations act, alternates are strictly forbidden.

Ryan Shoot: There are a lot of changes here that need to be combed through.

Motion: to postpone the approval of this motion to the 2nd board meeting of the 2016/2017 academic year, where notice will be given at 1st board meeting of the 2016/107 academic year

Moved: Ryan Shoot

Seconded: Nikolas Kowaleski

Ryan Shoot: We need to read through these changes in more detail. As a board we should take into account who is coming in next year. Other people that have read the changes have concerns about them.

Nikolas Kowaleski: As a board we were under the understanding that the changes were just to the formatting, but it now looks like there are changes in content. We need the board members to know what bylaws have been changed.

Miriam Kearney: If we do postpone this, we won't have the PTM there to explain the changes.

Sonia Chwalek: It's important to note that this was brought forward as notice. People need to know what they need to vote on so we can start fresh in the new year with bylaws that reflect the board from last year. This was a big venture for Sarah so we need to be respectful of the work she put in and address this now.

Zoey Ross: To expedite this process before Sarah leaves, is it possible to have a document that explains the changes to bylaw content vs formatting?

Ryan Shoot: If we don't understand the changes and need to ask Sarah questions, how can we expect the new board to understand the changes?

Keely Kavcic: Zoey was on the PBRC and is on the new executive. The PBRC was also open for people to see what changes were being made.

Peter Miller: I speak against postponing.

Nikolas Kowaleski: Can Sarah go through and explain what bylaws are being changed? If this motion to postpone fails, then Sarah explains the changes, will you entertain another motion to postpone?

Joshua Ofori-Darko: I will allow it because new info would be given.

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Motion: to amend the motion to divide questions so that everything but the sections about alternates is postponed

Moved: Zoey Ross

We've been working on this for a long time because there is a flaw in the alternate system.

Motion fails.

Zoey Ross: I speak against the postponement unless there is another option on the floor.

Keely Kavcic: If the issue is having alternates available, maybe we could have 2 spots for every at-large rep so that everyone has at least 1 seat.

Joshua Ofori-Darko: This could be done in the future.

Ryan Shoot: Zoey is correct about alternates. This is the most important part, but more things need to be looked at. It needs to be self explanatory.

Sarah Cooper: I speak against the postponement. When we do executive and board transition we go through the bylaws before the 1st board meeting so it would be good to have complete set so that everyone starts the new year on the same page.

Sonia Chwalek: I've wanted to get rid of alternates for some time. We need clear bylaws on alternates to avoid confusion in the new year.

Motion: to call to question

Moved: Scarlett Raczycki

Seconded: Peter Miller

Motion Carried.

Motion (to postpone) fails.

Sarah Cooper: Presentation about the changes in bylaws – There is a new table of contents that is modeled after other student unions, specifically the York federation of students. We had a lot of points in there that could have been policy and not bylaw. Most of language is identical to what was used before, but now with a flow that follows the timeline of the year so that the most important things are at the beginning. There's a new section at the top of each bylaw that keeps track of when the bylaw was last amended so you know what version you are referring to. We've included what the CSA is actually called. We are now compliant with ONCA, which is not in effect yet because it hasn't reached royal ascension. CAPCOM came up with 3-fold mandate for the aims of the CSA. We can expand on that but we need to make sure it's in the bylaw. We've clarified what it means to be a member and when you stop being a member. We've included that alternates are not allowed because they may not be able to act in the same capacity. It's good to get this cleared up not because if you start next year with alternates it may be hard to change.

Jasmine Kaur: Aren't alternates supposed to go to training?

Meghan Wing: And they need to be ratified.

Sarah Cooper: Alternates could be ratified and then deratified, which happens a lot. Right now we're in a grey area where we're kind of breaking the law but not really. Another change to was to ratify an indigenous student representative.

Meghan Wing: Could someone run in their last year and not be an undergrad during their term?

Sarah Cooper: They need to pay student fees to be a member and must be registered as an undergrad.

Nikolas Kowaleski: I don't see where it says that directors have to be members to stay on the board.

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Sarah Cooper: They're protected by a certain level of board insurance, which needs to be in the bylaws.

Meghan Wing: Is the part about the unanimous vote in here?

Sarah Cooper: When it comes into effect it will be added. For disciplinary action we included things from the corporations act. There's a piece that talks about proxies and alternates and disciplining executive officers. The standing committees are new. They already existed but weren't in the bylaw.

Ryan Shoot: Are all committees open?

Sarah Cooper: No, some are closed. The document is now in a more accessible format with clarified language. The next board deserve to start the next year with this new document.

Motion: to amend bylaw 3, section 3.2 to replace C to say "a board member must be a member of the CSA"
(This part was changed on Dave's doc)

Moved: Zoey Ross

Seconded: Aidan Paskinov

Zoey Ross: In principal this says the same thing, but this language is more clear.

Nikolas Kowaleski: This stops us from repeating ourselves and is more clear.

Sonia Chwalek: Sometimes we have reps from special status groups that aren't students.

Robert Wicher: Our summer coordinator sat on the board during summer and wasn't a student. Sometimes we hire community members.

Sarah Cooper: This is a difficult situation but they can't sit on the board. Unless they're a member of this union they should not be on the board.

Rob Wicher: What if they've paid the membership fee?

Motion: call to question

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion Carried.

Motion (to amend) Carried.

Motion: call to question

Moved: Claire Segeren

Seconded: Keely Kavcic

Motion Carried.

Main motion carried by roll call vote.

Motion: for 10 minute recess at 8:46pm

Moved: Courtney Tait

Seconded: Jasmine Kaur

Motion Carried.

12.1.3 Zoey's amendment

Zoey Ross: There are discrepancies between the in camera and the out of camera minutes. One said "in conjunction", one said "open to". The review of the general manager is missing. I hope it can be ratified to reflect the conversation that happened.

Peter Miller: I speak against the amendment. It's redundant because it says it's open to the incoming executives and it's an open job description.

Meghan Wing: Wha'st the problem of writing it down?

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Peter Miller: It already says it so it's redundant to pass the motion.

Sarah Cooper: The minutes were passed on February 23rd.

Ryan Shoot: The point is not to say that it's open to incoming executives, it's that we will actually be included.

Sonia Chwalek: We discussed this at that meeting. We changed the wording from including to open because we can't mandate incoming folks.

Sarah Cooper: There was a conversation in the minutes to change the language.

Aidan Paskinov: I'm in favour of the amendment. You could CC incoming executives in emails to keep them involved.

Motion: to split the question

Moved: Nikolas Kowaleski

Seconded: Olivia Boonstra

Motion failed.

Sonia Chwalek: It being open to incoming commissioners means you will be included. In terms of the review of the GM position, this is problematic. Folks that are not staff or executive should not evaluate staff members.

Ryan Shoot: It's appropriate to have as many voices in the review process to see if it'll be a long standing position.

Miriam Kearney: If the review is happening before we've had time to do the jobs we can't accurately review their progress.

Keely Kavcic: It's great that the incoming executives have met with Dave but their term starts may 1st so they're not in a position to review him until they're been working with them.

Zoey Ross: This issue is about information missing from the minutes of the motion.

Ellen Song: The nature of why we have the GM position needs to be kept in mind.

Motion: call to question

Moved: Peter Miller

Seconded: Keely Kavcic

Motion Carried.

Motion failed.

12.1.4 (Action) Special Status Groups

Motion: to object consideration

Moved: Nikolas Kowaleski

Motion failed.

Be It Resolved That, the following definition of "Special Status Group" be included in CSA Bylaw 1, Section 'Definition of Terms':

Special Status Groups "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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Sonia Chwalek: This came out of the programming committee because they wanted a way to refer to special status groups. The definition of special status groups isn't inclusive and needs clarity.

Keely Kavcic: Student caucus was taken out of special status. Would there be 2 separate definitions; student organizations and then special status?

Sonia Chwalek: Student caucus was never considered special status. We need a new term for marginalized groups. This just adds a new term.

Ellen Song: It's a good idea to have this specified in the CSA bylaws.

Sarah Cooper: The CSA doesn't define a special status group the same way the university does.

Ellen Song: If any of these groups fail to abide by the clauses it will affect how it's categorized.

Sarah Cooper: People like this organizational policy, but it can be used as an attack against certain groups on campus.

Zoey Ross: The CSA doesn't have a definition for good standing. If this does arise, do we have definition for bad standing?

Sarah Cooper: We have a definition for good standing, but this is something to look into. The seat would still exist in bad standing but we would need to find another student or organization to fill it.

Keely Kavcic: Can we change the motion to reflect the seats and not the student groups?

Sarah Cooper: These groups are special status groups. If something happens to the organization, we need to fill the seat.

Motion Carried (by roll call vote).

12.1.5 (Information) Elections Office Report on the 2015-16 General Elections

12.1.6 (Action) Ratification of 2016-17 CSA Election Results

BIRT the Board of Directors ratify the 2016-17 CSA Election Results

External Affairs - Miriam Kearney Communications & Corporate Affairs - Zoey Ross Finances and Operations - Ryan Shoot Academic & University Affairs - Meghan Wing

CSAHS - Ryan Bowes

CSAHS - Beth Whan

CPES - Michaela Spencer

CPES - Mohamed Ahmed

COA - Peter Miller

OAC - Spencer McGregor

Moved: Sonia Chwalek

Seconded: Nikolas Kowaleski

Motion Carried.

Zoey Ross is a noted abstention.

12.1.7 (Action) Local Affairs Commissioner Task Delegation

BIRT the Local Affairs Commissioner's responsibilities be divided amongst the incoming Executive Commissioners in the following manner, until such a time as the Local Affairs Commissioner position is filled in accordance with CSA election Bylaws & Policies

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Moved: Scarlett Raczycki

Seconded: Peter Miller

Scarlett Raczycki: We need people to supervise service staff so that it's easier to touch base with incoming executives.

Keely Kavcic: What happens to someone's salary over the summer?

Joshua Ofori-Darko: They get paid weekly amount.

Ellen Song: If this is passed at the board level, doesn't it lock it in?

Scarlett Raczycki: The only thing that's binding is the supervision.

Dave Eaton: This is a way of assigning someone to do their tasks, but now because of the GM they won't be alone in doing it.

Scarlett Raczycki: Dave will have a lot on his plate going into transition. If we can assign all tasks, this makes sure it's all accounted for.

Motion Carried.

Motion: to move in camera at 9:44pm

Moved: Matthew Hernandez

Seconded: Keely Kavcic

Motion Carried.

12.1.8 (In Camera) Reprimand

12.2 New Business

12.3 Announcements

Dave Eaton: I'm getting really excited to work at the CSA. This is not the only union that has issues and I look forward to the new year.

Sarah Cooper: This is my last board meeting.

Aidan Paskinov: For as little as we did as a board through the year, it was nice to get to know everyone, and good luck on exams.

Jasmine Kaur: I learned how to talk at meetings even though we did have our similarities and differences.

Matthew Hernandez: This was my first year on the CSA. Next year I'll be vice president for my association.

Nikolas Kowaleski: I'd like to thank people for the work they did on the bus pass referendum because the voter turnout was incredible.

Keely Kavcic: **Seesaw** has many open positions. I've learned a lot about how boards work.

Courtney Tait: This was my first semester on the CSA. If you want things advertised for campaigns, come over to the OVC because they want to get involved.

Jack Wang: This is my 3rd year on the board so I've had the chance to see how each board operated. This is the most interesting one.

Ellen Song: I've been on the board for 4 years representing many organizations. This year has been a good learning experience.

Zoey Ross: This is my second time on the board.

Johanna Brockie: This is my 1st year on the board and it was cool sitting on a hiring committee.

Annabelle: We just had a name change, so next year we will be the black student association.

Claire Segeren: I've been on the board before. When we meet in the middle and don't fight for hours we get a lot more done for students.

Agenda #16

Board of Directors Meeting

April 6, 2016 @ 6:00pm – UC 442



Rob Wicher: We pulled through. Thanks Sarah for helping to clear things up, and a shoutout to the remaining executives. You've done the job of 5 with 3.

Olivia Boonstra: I will be back next year.

Emma Nong: This was my 1st year and last year. Keep up the good work.

Peter Miller: I want to give a big thank you to Scarlett and Sonia for sticking it through. We've got a lot of good things done. Best of luck to Sarah.

Miriam Kearney: OPIRG has new staff.

Scarlett Raczycki: Thank you to the folks that supported me personally after a particularly bad meeting. But there was a lot of fucked up shit that happened in these meetings that can't continue to happen.

Sonia Chwalek: We need to take time to reflect on what a union is and keep in mind that you need to make a space for people who don't feel represented.

Joshua Ofori-Darko: I've learned a lot this year.

Motion: to adjourn at 10:28pm

Moved: Jack Wang

Seconded: Courtney Tait

Motion Carried.

12.4 Adjournment

Minutes #13

Board of Directors Meeting

March 2, 2016 @ 6:00pm – UC 442



ATTENDANCE

Chair: Joshua Ofori-Darko

Policy & Transition Manager: Sarah Cooper

Commissioners

Peter Miller	Academic & University Affairs
Sonia Chwalek	Communications & Corporate Affairs
Scarlett Raczycki	Local Affairs

Quorum was met for the duration of the meeting.

Minutes #13

Board of Directors Meeting

March 2, 2016 @ 6:00pm – UC 442



13.0 Call to Order @ 6:02pm

13.1 Land Acknowledgement

13.2 Adoption of the Agenda

13.2.1 Motion to Approve the Agenda

Motion to approve the agenda

Moved: Marcus Chu **Seconded:** Robert Wicher

Motion: to add items to New Business 12.10.1 “8.3 Reporting”, 12.10.2 “Director Removal”

Moved: Zoey Ross **Seconded:** Marcus Chu

Motion Carried.

Motion: to add items to New Business 12.10.3 “Bylaw 3 and Bylaw 4 Formatting and Bylaw Change”

Moved: Scarlett Raczkycki **Seconded:** Aidan Paskinov

Motion Carried.

Motion: to strike item 12.9.1 “Motion to Rescind Previously Adopted Motion” from the agenda

Moved: Nikolas Kowaleski **Seconded:** Aidan Paskinov

Discussion: It was Nikolas that put it forward and it is now irrelevant

Motion Carried.

Abstention: Zoey Ross

Motion: to strike item 12.4.1 “January 13, 2016 Board Minutes” from the agenda

Duly Moved and Seconded.

Motion Carried.

Motion: to approve agenda as amended

Motion Carried.

13.3 Comments from the Chair

13.3.1 Introductions

13.3.2 Ratifications and De-ratifications

None.

13.4 Approval of Past Board Meeting Minutes

13.4.1 Approval of Board Meeting Minutes #12 – February 10, 2015

Motion: to postpone to next board meeting

Moved: Miriam Kearney **Seconded:** Emma Nong

Motion Carried.

13.4.2 Approval of In Camera Board Meeting Minutes #12 – February 10, 2015

Minutes #13

Board of Directors Meeting

March 2, 2016 @ 6:00pm – UC 442



Not available.

13.5 Executive Reports

13.5.1 Academic & University Affairs Commissioner

Peter Miller: I am busy right now with hiring committees. I am on over 7 committees with Scarlett and Sonia. People should let Sonia know their availability for hiring committees. Last week was also busy. We had 2 students from South Africa to speak about a 11.5% tuition fee increase. There was a good turn out in UC courtyard. We had a lobby session and rally for freezing tuition fee increases in collaboration with the Black Liberation Collective. We had a meeting with the Bullring and CSA general management. The Bullring is having financial troubles because of the rise in food prices. The manager is going on maternity leave. They've had to increase their prices to pay for wages. They've done lots of training of their managers. We hope to have a better update next meeting regarding the finances of the Bullring and what's being done to improve their revenue and income. The hiring that's being done right now is enough work for a fulltime job because the work is usually split between 5 people rather than 3.

13.5.2 Communications & Corporate Affairs Commissioner

Sonia Chwalek: There's been a major focus over the last couple days working on pay more get less editing the lobby document and press release. I've been working on hiring committees and scheduling interviews and follow-ups. I've been assisting the elections office. We usually hire full time staff to do this work but they require assistance. We are communicating with other student reps to make sure we bring a strong stance for student needs to the UC review.

13.5.3 Local Affairs Commissioner

Scarlett Raczycski: I'm spending lots of time on 7 hiring committees. I put a lot of work put into the day of action. I'm prepping to go to the provincial lobby week that is starting on Sunday. I'm looking forward to talking about post second education issues, the new sex assault legislation, and connecting with students. I'm planning the town and gown symposium in Guelph. We had a meeting today where we connected start the cycle with the symposium. We're working to setup bike lending libraries at the university. This is the same as book lending and we're talking with the bike center and the library at Ryerson to see if it's feasible. It's been slow to connect because people are busy right now. I sat on the food bank at service oversight committee meeting and despite the odds being against them, the volunteers are doing great and are supported.

13.6 Policy and Transition Manager Report

Sarah Cooper: I'm sitting on extra hiring committees. I had to cancel PBRC. We had recommendations and worked on the language, and this is in the package today.

13.7 Director Reports

Keely Kavcic: I've been promoting the CSA at large people to run to be nominated. I've been communicating with students and Peter regarding the cannon issue.

Jasmine Kaur: The interhall council just had their central elections and hall executive elections are happening right now.

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Aidan Paskinov: I sat on my 2nd service oversight committee meeting this week and my 1st hiring committee on Friday.

Nikolas Kowaleski: I'm sitting on a hiring committee tomorrow. I've been organizing meetings and I just finished CBSCC elections.

Graeme Laberge: I sat on a hiring committee and went to last week's transform justice panel. It was not what I was expecting and it was a good experience. I went to the refugee panel where Ryan was a great speaker.

Emma Nong: There is the annual cultural event on Friday night with good food and tickets are \$10.

Claire Segeren: I'm on the bike center hiring committee. Women and trans night at the bike center is now open. The first one was last Thursday.

Zoey Ross: I'm working with hiring committees, the PBRC, working on motions. We had the rally for the day of action for education. We're looking at how different institutions have their CSA structured. I was on the service oversight committee for the food bank. I went to the Black History month transformative Guelph panel and it was a wonderful experience. We need to think of more innovative ways to help.

Marcus Chu: I've been working on the hiring committee for SHAC.

Mariam Kearney: I went to the budget review meeting, the transformative justice panel, and learned a lot. I went to the day of action, the CSA noon hour concerts, and sat on my first hiring committee meeting.

13.8 Committee Minutes and Reports

13.9 Business

13.9.1 (In Camera) Motion to Amend Previously Adopted Motion

Motion: to move in camera at 6:28pm

Moved: Aidan Paskinov **Seconded:** Jasmine Kaur

Motion Carried.

13.9.2 (In Camera) (Information) Legal Update

13.9.3 (Information) Lobby Document

Sonia Chwalek: This is a document regarding finances, budget cuts, and respecting unionized and all workers on campus. The Finance committee deals with this. We got a frustrating response from the Board of Governors. They won't freeze tuition, but will increase grants. We want them to do both. We held a rally in solidarity with the Black Liberation Collective. We're pushing to get the Board of Governors to take racism seriously on campus. One director spoke out about representation but didn't talk about the financial aspect. We work with holistic lobby documents so they can't choose between focuses. The concerns are not single issues. Tuition is just expected to increase every year and there is no alternate plan. Hopefully this changes with the announcement of free tuition for low income families. As a union this is a huge deal because it is the direct result of the actions of student movement and mobilization.

Jasmine Kaur: Is this something that you propose to the administration?

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Sonia: Yes, it was presented on Thursday of last week but is ongoing. We're working with the accessibility working group, wait times, and more mental health resources on campus.

Graeme Laberge: There's an underrepresentation of black administration, faculty and teaching staff. How do we ensure that we're not focusing on black, but increasing representation across the board for other minorities?

Sonia: When we talk about Black Liberation Collective demands, we are focusing on black demands and experiences that black students face because they are different from what other minorities face. At the AGM they explained this. Black lives are unique and at the bottom, so when you tackle anti-black racism, you also address other issues. If there's injustice anywhere, there's injustice for everyone.

Robert Wicher: Making strides for anti-black racism ends up making strides for others, including sexism, transphobia, etc. People have complex lives and identities intersect, so we are addressing all when addressing one.

Keely Kavcic: If you have an issue, you need to provide solutions that are feasible and the university could work with. If you look at the stats, we're on par with the rest of Canada. How are we going to get the money to do this?

Peter Miller: A lot of the administration need to be tasked with finding solutions when we make demands. The Board of Governors should believe in free education and have a long term vision. We are working with the University of Guelph faculty association and the workers union on an alternative budget. We will have some solutions on how the university could budget to freeze tuition fees and more for counseling services, and this will be presented in April to the finance committee.

Keely: Has the CSA worked with CJ Munford to come up with solutions to present?

Sonia: Administration numbers are increasing exponentially. We have less teachers, more students, and administration salaries are increasing. If we have so many administration positions and they are paid so much, they can do their jobs and find solutions for students. We're not paid to do that. We are bringing forward some solutions, not just demands. We need to work on engagement with groups, be more progressive with hiring, and engaging in conversations about how to redistribute money. We're partnering with the workers union for an alternative budget.

Scarlett Raczycki: Tuition fees contribute to 50% of the operating fees. The administration work for students because we pay their salaries. When we ask them to make safe space for students, it's not our responsibility to figure it out. It's their job to look after campus as a whole.

Graeme: We should establish a stand alone black African and Caribbean studies department. This could combat racism, get more black teachers, encourage black students to apply here, and could do wonders for white students.

Olivia Boonstra: There are many proposed solutions in the lobby document.

Robert: This document contains short and long term goals. Implementing free tuition for black and indigenous students doesn't happen overnight. Freezing fees is a short term goal and then we work off of that. Public funding needs to be increased.

13.9.4 (Notice) General Manager –Bylaw & Policy Change

Main Motion:

BIRT Appendix D Section 3.3 shall be amended to include "General Manager", in the list of permanent and

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renewable-contract staff.

BIFRT references to the “Human Resources and Operations Commissioner” in Appendix D Section 12, Section 13, Section 17, Section 19 be amended to read “General Manager”.

BIFRT the Joint Health and Safety Committee terms of reference be amended to include the General Manager as a representative for ‘management’, ensuring that at all times management does not exceed over 50, of ratified members; and

Moved: Zoey Ross

Seconded: Nikolas Kowaleski

Notice is Provided.

13.9.5 (Action) Executive Duties – Bylaw and Policy Change

BIRT that Bylaw 1, Section 10,11,12 be amalgamated under a new heading title “Executive Officers” and the content amended to be, (see attached document in Board Package)

BIFRT the Human Resources & Operations Commissioner be now known as the Finance & Operations Commissioner and all references to the Human Resources & Operations Commissioner in CSA Bylaws and Policies be amended to reflect this change.

Moved: Zoey Ross

Seconded: Nikolas Kowaleski

Discussion:

Zoey Ross: The executive are working on general manager policy. We’re looking at the responsibilities of the HR&O and the imbalance regarding human resource responsibilities. This position should focus on finance and operations because the HR responsibilities are a burden.

Sarah Cooper: Without these changes it’s difficult to have a General manager. The changes are regarding the wording. The name will be changed from HR&O to Finance and Operations Commissioner to reflect that there is more of a focus on finance than on managing employees.

Meghan Wing: If they’re still supporting HR initiatives, why change the position name?

Sarah: We’re still doing the hiring but the focus is on finance and operations. Right now we don’t have a finance portfolio while most student unions do. With the name change, it changes the tone and focus.

Motion to amend: to change the position title to Student Services and Operations
Duly Moved and Seconded.

Sonia Chwalek: With the GM coming in, this will allow the commissioner to support services, focus on student services, and deal with finances. It’s important to have a student focus on finance

Zoey Ross: The position still has a level of financial commitment. Operations entail services, so Finance and Operations makes the most sense.

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Keely Kavcic: I didn't know that the HR&O dealt with finance. This could impact who runs for the position.

Amendment defeated.

Motion: to call to question

Moved: Nikolas Kowaleski **Seconded:** Graeme Laberge

Motion carried.

Roll Call Vote

Sonia - For

Robert - For

Miriam - For

Olivia - For

Spencer - For

Emma – For

Syed - For

Eric - For

Jasmine - For

Courtney - For

Rachel - For

Marcus - For

Ellen - For

Aidan - Against

Keely - For

Nick - For

Claire - For

Graeme - For

Meghan - For

Johannah - For

Peter - For

Scarlett – For

Zoey - For

Main Motion Carried by 2/3rds vote.

13.9.6 (Action) CSA Bylaw 1 Section 15 – 15.1 Amendment

BIFRT “15. Accountability & Removal From Office

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

Shall be changed to:

“15. Accountability & Removal From Office

15.1. Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors.”

BIFRT that a press release be released to the public on social media and CSA social explaining as much detail as possible without harming the organization, and within the law as to why a member has been

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removed from office, within 48 hours of the passing of the motion.

BIFRT that this revised version of Bylaw 1 Section 15.1 take effect on May 1, 2016.

Moved: Zoey Ross

Seconded: Jasmine Kaur

Motion to amend: the second BIFR clause to say “within 48 hours of the passing of a motion to de-ratify by unanimous decision”

Moved: Zoey Ross

Seconded: Peter Miller

Motion Carried.

Discussion:

We need this here because currently the only way it's the only way to deal with something bad that happens. Currently we have to go through the referendum process. If the Board of directors of 36 people can agree, then it should pass. The vote needs to be unanimous and any ratified director can vote. This is a good practice to be transparent in nature and will take effect May 1st 2016.

Motion to amend: second BIFR clause to say “and CSA social”

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion to amend the amendment: to say “CSA media” rather than “social”

Moved: Sonia Chwalek

Seconded: Aidan Paskinov

Motion Carried.

Motion to amend the amendment: to read “official CSA media”

Moved: Nikolas Kowaleski

Seconded: Aidan Paskinov

Motion: call to question

Moved: Zoey Ross

Seconded: Jasmine Kaur

Motion Carried.

Motion to amend the amendment defeated.

Motion: call to question

Moved: Jasmine Kaur

Seconded: Eric Prelaz

Motion Carried.

Motion to amend carried.

Main Motion as amended:

BIFRT “15. Accountability & Removal From Office

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

Shall be changed to:

“15. Accountability & Removal From Office

15.1. Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors.”

BIFRT that a press release be released to the public on CSA media explaining as much detail as possible without harming the organization, and within the law as to why a member has been removed from office, within 48 hours of the passing of a motion to de-ratify by unanimous decision.

BIFRT that this revised version of Bylaw 1 Section 15.1 take effect on May 1, 2016.

Discussion:

Sonia Chwalek: If we allow for an unanimous vote, it needs to be for sensitive or confidential matters because this undermines what we already have a system for (deratification by referendum). If the board just wants to entertain deratifications, this is unfair to students. This should just be used as a back up when dealing with something that’s sensitive. We need to respect our membership and let them decide if they want to deratify someone.

Aidan Paskinov: I’d like to speak for the motion. We can never all agree on one thing, so it would only be in a very extreme case that we would all agree. If we all agree, it’s something drastic and needs immediate action.

Scarlett Raczycki: I’m in favour of the motion for the same reasons. The thought process behind Sonia’s point is that if a board gets elected and one executive member runs on a platform for a specific thing and that’s why they’re elected, the membership who elected that person for that purpose should have a chance to decide whether they should be removed. It’s about accountability to our membership. The wording makes deratification by referendum obsolete.

Graeme Laberge: This works efficiently for crisis situations. It allows us to not have to put the case forward to the student body. Not every single board with be as polarized as we are.

Peter Miller: Regarding the amendment that Sonia mentioned, I’m worried about precedent it sends. The executives are elected by the membership. Putting this forward this takes away. I’m worried about 2/3 vote eventually being able to get rid of executives.

Jasmine Kaur: I’m not in favour because having one director able to do a no vote for somebody takes away from the process.

Zoey Ross: I’m a director and I was elected. Some people are appointed and some people elected by the membership. This is not general practice, it’s a hierarchy in a non-hierarchical structure. This is a very sensible thing to put into effect. If the entirety of the board says you should be deratified, then you should be.

Motion to amend: the first BIFR to say after unanimous “in the event that the subject of the removal from office is confidential or sensitive in nature”

Moved: Sonia Chwalek

Seconded: Olivia Boonstra

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Motion: to recess for 10 minutes

Moved: Zoey Ross

Seconded: Keely Kavcic

Motion Carried.

Recess ended at 8:14pm

Sonia: I'd like to speak to the amendment. As the motion currently stands, it doesn't speak to quorum, which can get low. It could be a tiny board that makes the decision to kick of an executive. The board structure isn't static. A different board may not always have such differing opinions.

Point of order: Is this germane?

Vote in favour of it being germane.

Zoey: I feel that this is an exercise to retain executive power. This is within the realm of directors elsewhere, regardless of the size of the board.

Aidan: I'm against the amendment. It's contradictory because it prevents a small board or low quorum to allow a vote to pass.

Keely: Instead of saying quorum has to be reached, could we say that has it has to pass by all seats?

Joshua Ofori-Darko: We could but it goes against Robert's rules.

Scarlett: What if it was a petition?

Keely: You could get all seats to sign a petition.

Joshua: We could do things to change what defines quorum and say that a certain number of ratified seats need to be present.

Meghan Wing: Who is responsible for determining what is confidential/sensitive in nature?

Joshua: The board decides with guidance from bylaws.

Aidan: We are putting in too many restrictions to be able to use the motion properly. If the subject of removal was not sensitive, it would go to referendum.

Joshua: It won't work that way. If the reason was that Josh sleeps all day in office, this is not confidential or sensitive. It would go to referendum. But if the person commits violence, it shouldn't be public, but if it did go public, still confidential/sensitive because we have a policy. Just because the public knows about it, doesn't mean it's not confidential/sensitive.

Motion: call to question

Moved: Keely Kavcic

Seconded: Robert Wicher

Motion failed.

Sonia: If the board has a unanimous vote in favour of deratification, technically the board could vote that it's not confidential and still deratify. Legally this is good to have because executives are elected for students. The reason why we may not want go to the membership is because it's confidential and sensitive. If you really want to deratify someone you could, but this sets caution in place so it is only used in urgent and sensitive situations.

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Zoey: Bylaws are way too prescriptive and they make this redundant. As a board we are entitled to remove executives or directors under the Ontario corporations act. This amendment is not helping anyone and it's bad for students not to be able to trust the directors to make decisions in the best interest of students.

Peter: I'm in favour of the amendment. Currently you can't get rid of a director for any reason, only if they haven't served notice for missing board meetings. This is a student union first and we're elected by the membership. We're different from Walmart. Of course they can get rid of CEOs with a vote because workers don't vote for the CEO.

Nikolas Kowaleski: I'd like to speak against the amendment. The directors are elected or appointed by students, and we shouldn't take the students' opinion for if they should be removed. I don't see it possible that everyone would agree if someone is lazy. Like the government, we don't go to referendum for every decision made. If directors all agree, this should be enough to remove someone.

Olivia Boonstra: I'm in favour of the amendment. When we think about the entire future of the CSA we need to consider that the board changes frequently and there are people we don't know. To put that much faith in them is naïve.

Spencer McGregor: I'm in favour of the amendment for the purposes of public accountability. There is a division between students and the CSA and we need to be accountable and not let rumors spread.

Robert: I'm in favour of the amendment. The CSA works under an anti-oppression mandate. We need to think about the ramifications for survivors of sex assault. If we put the case to a referendum for confidential issues, they may not want to go public, so this amendment needs to be in place.

Aidan: For simplicity sake, if some huge issue comes forward that needs to be acted upon quickly, the referendum takes time. How will you get students to vote if they don't read the information? We can make an informed decision. I'm against the amendment.

Sonia: If something is so horrible that the person needs to be taken out of their position, it is likely to be horrible and sensitive in nature. What's the point of having a referendum as an option anyways? It's not undermining directors. Removing executives is a big deal. Unless you need to protect someone's privacy, the issue should be brought to students.

Graeme: I support the amendment. We work with an anti-oppression mandate. Any big issue is most likely sensitive. If a commissioner broke the law or behaved poorly, I don't think it should be put to referendum.

Motion to amend the amendment: to add "confidential, sensitive, or criminal in nature"

Moved: Nikolas Kowaleski

Seconded: Graeme Laberge

This makes it more clear. What if they do something big, people could argue that since it's public that it would no longer be confidential. With this amendment it would no longer be debatable.

Sonia: This is redundant. If someone is under review and is taken to court, we have laws in place that say they're innocent until proven guilty.

Motion: call to question

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion carried.

Motion to amend the amendment failed.

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Zoey: I ask that the board trusts students, and to not make long bylaws. Trust them in the same way they did when they elected you.

Motion: call to question

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion Carried.

Motion to amend carried.

Motion: call to question

Moved: Eric Prelaz

Seconded: Marcus Chu

Motion Carried.

Main Motion as amended:

BIFRT “15. Accountability & Removal From Office

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

Shall be changed to:

“15. Accountability & Removal From Office

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

BIFRT that a press release be released to the public on CSA media explaining as much detail as possible without harming the organization, and within the law as to why a member has been removed from office, within 48 hours of the passing of a motion to de-ratify by unanimous decision.

BIFRT that this revised version of Bylaw 1 Section 15.1 take effect on May 1, 2016.

Motion Carried by 2/3rds vote.

Roll Call Vote

Sonia - For

Robert - For

Miriam - For

Olivia - For

Spencer - For

Emma – For

Syed - For

Eric - For

Jasmine - For

Courtney - For

Rachel - For

Marcus - For

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Ellen - For
Aidan - For
Keely - For
Nick - For
Claire - For
Graeme - For

Meghan - For
Johannah - For
Peter - For
Scarlett – For
Zoey - For

13.9.7 (Action) Emergency Board Meeting - Bylaw Change

Be it resolved that Bylaw 1, Section 14.2.1 be amended to read

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

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

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion Carried by 2/3rds vote.

Roll Call Vote

Sonia - For
Robert - For
Miriam - For
Olivia - For
Spencer - For
Emma – For
Syed - For
Eric - For
Jasmine - For
Courtney - For
Rachel - For
Marcus - For

Ellen - For
Aidan - For
Keely - For
Nick - For
Claire - For
Graeme - For
Meghan - For
Johannah - For
Peter - For
Scarlett – For
Zoey - For

All voted in favour.

13.9.8 (Action) Hiring Committee Reports

BIRT, The CSA ratify the hiring of Sofia Becerra as the Bike Centre Central Coordinator for the F16/W17 term.

Moved and seconded by: Bike Centre Central Coordinator Hiring Committee

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Motion Carried.

BIRT, The CSA ratify the hiring of Olivia Romaniuk, and Keegan Doherty as the Front Office Assistant for the F16/W17 term.

Moved and seconded by: Front Office Assistant Hiring Committee

Motion Carried.

BIRT, The CSA ratify the hiring of Alex RozenFeld as the Safewalk Coordinator for the 2016-2017 term.

Moved and seconded by: Safewalk Coordinator Hiring Committee

Motion Carried.

BIRT, The CSA ratify the hiring of Melissa Bryan as the SHAC Coordinator for the 2016-2017 term.

Moved and seconded by: Safewalk Coordinator Hiring Committee

Motion: to move in camera

BIRT, the CSA adopt the following Interim Hiring Grievance Policy where the Judicial Policy A, will be used as a guide.

Interim Hiring Grievance Procedure
[In place for the remainder of the 2016 Hiring Cycle]

Preamble

This procedure was put in place to comply with Appendix D Section 4 – Hiring, of the Central Student Association Policy Manual. As stated in Appendix D Section 4.11 “If an applicant has an issue with the hiring process under this policy [Appendix D, Section 4], he/she may file a complaint under the [2016 Winter Hiring Cycle: Interim Hiring Grievance Procedure]. Any grievance filed by an unsuccessful candidate must be submitted to the [Academic & University Affairs Commissioner] within 7 days of receipt of notification that he/she was not hired.”

1. Procedure

- 1.1. Stage 1: Academic & University Affairs Commissioner and/or the Hiring Committee Chair Person has 5 days to respond to the grievance in writing. The response shall include the reasoning for the hiring decision and any CSA policies that affect the basis of the grievance. The Academic & University Affairs Commissioner may choose to expedite the process to stage 2. Throughout this process the Academic & University Affairs Commissioner shall maintain detailed records of all communications. Failing the satisfaction of both parties, the grievance will proceed to stage 2.
- 1.2. Stage 2: The unsuccessful candidate is to present a written response to the Academic & University Affairs Commissioner within 48 hours of stage 1. Academic & University Affairs Commissioner will then schedule a meeting with the Hiring Committee Chair Person and the unsuccessful candidate, and make the contents of the written response available to the Hiring Committee Chair Person at least 1 day prior to the meeting. At the meeting the Hiring Committee Chair Person and the unsuccessful candidate will discuss the grievance in an attempt to resolve it. Records of the discussion are confidential and are only intended for decision-making purposes in the case that the grievance precedes beyond stage 2. Failing the satisfaction of both parties, the grievance will proceed to stage 3.

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- 1.3. Stage 3: The unsuccessful candidate has 24 hours to inform the Academic & University Affairs Commissioner that he/she wants to proceed to stage 3. The Hiring Committee Grievance Committee must then meet within 5 days of the Academic & University Affairs Commissioner being informed. All proceedings are to take place confidentially, and anything said at these proceedings is not to be held against the parties involved. The Hiring Committee Grievance Committee are responsible for ensuring that any decisions made shall not contravene CSA by-laws and policies.
- 1.3.1. The Hiring Committee Grievance Committee are to meet with the unsuccessful candidate and have access to the information recorded in stages 1 and 2. The hiring committee grievance committee may determine if they wish to speak to any other parties with relevant information, but may not release any information about the grievance without the written permission of the unsuccessful candidate lodging it. In all cases, proceedings are to be held in confidence. The committee will then deliberate on both the validity of the grievance and what action should or should not be taken. The Committee may only deliberate on matters set out within the initial grievance, as presented in the stage 2 written response.
- 1.3.2. Within 5 days of their first meeting, the hiring committee grievance committee shall reach a decision. The decision shall be put in writing and returned to the unsuccessful candidate who submitted the complaint, the Academic & University Affairs Commissioner and the hiring committee
- 1.3.3. The decisions of the hiring committee grievance committee shall be considered final and will not be subject to further review.

*Note: Unsuccessful candidates previous to Wednesday March 2, but within the 2016 Winter hiring cycle, shall have 7 days from Wednesday March 2 to notify the Academic & University Affairs Commissioner of their desire to engage in this process.

Moved: Graeme Laberge

Seconded: Meghan Wing

Motion Carried.

Motion to move out of Camera.

Duly Moved and Seconded.

Motion Carried.

BIRT, The CSA ratify the hiring of Marion Davies as the Meal Exchange Central Coordinator for the 16/17 term.

Moved and seconded by: Meal Exchange Central Coordinator Hiring Committee

Motion Carried.

13.9.9 (Action) Policy & Transition Manager

BIRT that the attached 2015-2016 Policy & Transition Manager job description be approved and posted on all relevant hiring websites (see supplement); and

BIFRT that the hiring committee for the Policy & Transition Manager be struck and include the Communications & Corporate Affairs Commissioner, a staff member, and a Director.

Moved: Sonia Chwalek

Seconded: Peter Miller

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Olivia Boonstra, Nikolas Kowaleski, and Zoey Ross volunteer to join the committee. Sarah Cooper also has to sit on the hiring committee as per the contract.

By vote, Olivia is chosen.

Motion Carried.

13.9.10 (In Camera) Internal Executive Issue

Motion: to move in camera

Moved: Jasmine Kaur

Seconded: Courtney Tait.

Motion Carried.

13.9.11 (In Camera) Reprimand

Not Presented.

13.10 New Business

Notice was provided for “8.3 Reporting”, “Director Removal - Bylaw Change” and “Bylaw 3 and Bylaw 4 – Formatting and By-law change.”

13.11 Announcements

13.12 Adjournment: 10:37pm

Signed on _____

Sarah Cooper
CSA Policy & Transition Manager

Joshua Ofori-Darko
Current CSA Board Chair

Sonia Chwalek
Communications & Corporate Affairs

Minutes #11

Board of Directors Meeting
January 13, 2016 @ 6:00pm – UC 442



ATTENDANCE

Chair: Joshua Ofori-Darko

Scribe: Meghan Wing

Policy & Transition Manager: Sarah Cooper

Commissioners

Peter Miller	Academic & University Affairs
Sonia Chwalek	Communications & Corporate Affairs
Scarlett Raczkycki	Local Affairs

College Government (Appointed):

CASU	Aiden Paskinov
CBSSC	Jack Wang
CBSSC (alternate)	Meghan Wing
CBESA	Matthew Hernandez
CPESSC	Ellen Song
CSAHS-SA	Keely Kavcic
CSAHS-SA (alternate)	Ryan Shoot
CVSA	Courtney Tait
SFOAC	Eric Prelaz

Student Organizations (Appointed):

CJ Munford Centre	Annabella Ademan
GQE	Robert Wicher
GRCGED	Olivia Boonstra
IHC	Jasmine Kaur
IHC (alternate)	Jack Fisher
ISO	Emma Nong
OPIRG	Miriam Kearney
SSC	Graeme Laberge

At-Large (Elected):

COA	Zoey Ross
CBS	Nikolas Kowaleski
CBE	Prabhjot Vig
CBE	Syed Zaidi
CSAHS	Johannah Brockie
CSAHS	Claire Segeren
OAC	Spencer McGregor
OVC	Marcus Chu
OVC	Rachel Smith

Regrets:

CBS Tonye Warmate

Guests:

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Board of Directors Meeting

March 23, 2016 @ 6:00pm – UC 442



14.0 Call to Order at 6:00pm

14.1 Land Acknowledgement

14.2 Adoption of the Agenda

14.2.1 Motion to Approve the Agenda

Motion: to approve the agenda

Moved: Matthew Hernandez

Seconded: Johannah Brockie

Motion: to amend the agenda to add 12.12.1-Notice of Motion for Bylaw and Policy Change – Section 6 and 12.12.2-Notice of Motion for Bylaw and Policy Change – Referendum Teams

Duly Moved and Seconded.

Motion Carried

Motion: To add 12.12.3 Notice of Motion for Bylaw Change Bylaw 1 Section 2 – Special Status Groups

Moved: Peter Miller **Seconded:** Robert Wicher

Motion Carried.

Motion: to add a new item to New Business titled 'Referendum' as the first item of discussion, and move 'New Business' above 'Business' in the agenda.

Moved: Nick Kowaleski **Seconded:** Ellen Song

Chair rules this out of order in accordance with previous rulings, stating items that items that have not been provided with notice to be included in the Board Package must be included in 'New Business', and Agenda sections cannot be reordered.

Motion: to challenge the chair.

Duly Moved and Seconded.

Motion: to appoint Ryan Shoot as chair

Moved: Ellen Song

Seconded: Jack Fisher

Motion Carried

Discussion on previous Chair rulings and precedence.

Motion: Call the question

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Moved: Jack Fisher

Seconded: Meghan Wing

Motion Carried

Motion: to uphold the decision of the chair.

Motion Carried.

Ruling of the Chair upheld. The Chair is reinstated.

Motion: to add a new item to New Business titled 'Referendum' as the first item of discussion.

Moved: Nick Kowaleski

Seconded: Ellen Song

Motion Carried.

Motion: to strike 12.1.11- "Reprimand" from the agenda.

Moved: Ellen Song

Seconded: Jack Fisher

Motion Carried.

Main Motion: To approve the agenda

Motion Carried.

14.3 Comments from the Chair

14.3.1 Introductions

14.3.2 Ratifications and De-ratifications

None.

14.4 Approval of Past Board Meeting Minutes

14.4.1 Approval of Board Meeting Minutes #11 – January 13, 2016 (as supplement)

14.4.2 Approval of Board Meeting Minutes #12 – February 10, 2016

Amendment - Page 7

GM part time to full time

Amendment - Page 10

12.12.13 - By laws

"Commit" instead of "table and send" to PBRC

Amendment - Announcements

Change "science" to "college of social and applied human science"

Motion: To approve Minutes #11 and Minutes #12 as amended

Motion Carried

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14.4.3 Approval of Board Meeting Minutes #13 – March 2, 2016 (as supplement)

Not available today.

14.4.4 Approval of In Camera Board Meeting Minutes #12 – February 10, 2016

Not available today.

14.4.5 Approval of In Camera Board Meeting Minutes #13 – March 2, 2016

Not available today.

14.5 Acceptance of Executive Committee Minutes

14.5.1 Acceptance of EM 25 Minutes – March 2

Accepted.

14.6 Executive Reports

14.6.1 Academic & University Affairs Commissioner

14.6.2 Communications & Corporate Affairs Commissioner

14.6.3 Local Affairs Commissioner

14.7 Policy and Transition Manager Report

14.8 Director Reports

14.9 Committee Minutes and Reports

14.9.1 PDR Report Meeting #9 – Feb 10

14.9.2 PDR Report Meeting #10 – Mar 14

12.10 Business

12.10.1 (In Camera) Legal Update

Motion: to move in camera

Moved: Meghan Wing

Seconded: Jasmine Kaur

Motion Carried.

Main Motion: to Re-ratify Joshua Ofori-Darko as the official CSA representative in all matters pertaining to CFS membership.

BIRT, the CSA Board of Directors appoint Joshua Ofori-Darko to continue to serve as the official CSA representative and carry out the will and mandate of the Board of Directors in all matters pertaining to the CFS membership until otherwise directed by the board. He will be responsible for reporting directly to the Board of Directors, liaising with the Executive Committee, working with and instructing Legal Counsel. In

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addition he must be present whenever CSA representatives meet with University Administration, CFS or CFS-O or Legal Counsel to discuss CFS membership or legal updates.

BIFRT, Joshua Ofori-Darko shall support and be available to the Board of Directors and Executive Committee in all updates to the CFS page, drafting of statements and communicating updates to undergraduate students.

BIFRT, Joshua Ofori-Darko will be reimbursed for any costs incurred personally, but will not be remunerated for his time in this role. Reimbursements will be determined and approved by the Executive Committee.

BIRT, the following statement be included in the minutes:

“The CFS Membership dispute has been ongoing since 2010 and the CSA has been taking proactive steps to resolve the legal issues ASAP with as little financial cost to the CSA and its members as possible in all of the circumstances. Since the CFS and the CFS-O were successful in June 2011 on their appeal of the court judgment which granted the holding of a referendum, the CSA has taken steps to resolve the litigation by pursuing settlement with the CFS & CFS-O. Continuing membership in the CFS and the CFS-O are terms of settlement which had been agreed upon by the CSA Board of Directors in 2012 and 2013. The CSA Board of Directors motioned for settlement with the CFS & CFS-O twice and has continuously worked toward a resolution of the litigation on terms agreed to by the CSA since 2012 despite the University’s refusal to accept that the CSA can make its own decisions. Due to turnover of the Board of Directors on a semester and annual basis, the following motions were made to ratify and reaffirm decisions made by the Board of Directors previously and to provide a timeline in the minutes for future Directors with respect to the case.”

BIRT, the current CSA Board of Directors re-ratify and re-confirm the Minutes of Settlement between the CSA, CFS and CFS-O as executed on December 2, 2013 but agreed to in principle on February 28, 2013, and re-ratify and re-confirm that the CSA Executives Charles Hamilton and Chris Archibald, who represented the CSA for such purposes and who executed the Minutes of Settlement on behalf of and for the CSA acted properly and upon instructions from the CSA Board of Directors. The Minutes of Settlement document outlines the terms of settlement that was dictated by the Board of Director’s approval and adoption of “Legal Strategy A”. The following were meetings where the minutes of settlement and its terms were discussed, considered and consented to by the CSA Board of Directors: November 28, 2012, March 3, 2013, November 27, 2013 via CFS Report #5, and January 15, 2014 via CFS Report #6.

BIFRT, the current CSA Board of Directors re-ratify and re-confirm the Litigation Cooperation Agreement between the CSA, CFS and CFS-O executed on April 30, 2013, for and on behalf of the CSA by CSA Executives Joshua Ofori-Darko and Drew Garvie. Discussion of the Litigation Cooperation Agreement was part of the discussion on March 27, 2013 that lead to the CSA Board of Directors to adopt a motion to start the joint application with the CFS & CFS-O against the University of Guelph. In addition this document and its terms were presented to the Board of Directors on April 3, 2013 and on April 30, 2013 (via email) when the agreement was executed with CSA Board of Director approval. Finally the

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document was once again confirmed by the CSA Board of Directors, and considered valid and binding upon the CSA on June 19, 2013.

Moved: Peter Miller

Seconded: Aidan Paskinov

Motion: to amend to add **BIFRT** in the event that Joshua Ofori-Darko is chairing a Board of Director meeting, during discussions that pertain to this matter they will not act as Chair.

Moved: Ellen Song

Seconded: Aidan Paskinov

Motion Carried

Motion: To call the question.

Moved: Zoey Ross

Seconded: Emma Nong

Motion Carried

Main Motion with Amendment:

BIRT, the CSA Board of Directors appoint Joshua Ofori-Darko to continue to serve as the official CSA representative and carry out the will and mandate of the Board of Directors in all matters pertaining to the CFS membership until otherwise directed by the board. He will be responsible for reporting directly to the Board of Directors, liaising with the Executive Committee, working with and instructing Legal Counsel. In addition he must be present whenever CSA representatives meet with University Administration, CFS or CFS-O or Legal Counsel to discuss CFS membership or legal updates.

BIFRT, Joshua Ofori-Darko shall support and be available to the Board of Directors and Executive Committee in all updates to the CFS page, drafting of statements and communicating updates to undergraduate students.

BIFRT, Joshua Ofori-Darko will be reimbursed for any costs incurred personally, but will not be remunerated for his time in this role. Reimbursements will be determined and approved by the Executive Committee.

BIRT, the following statement be included in the minutes:

“The CFS Membership dispute has been ongoing since 2010 and the CSA has been taking proactive steps to resolve the legal issues ASAP with as little financial cost to the CSA and its members as possible in all of the circumstances. Since the CFS and the CFS-O were successful in June 2011 on their appeal of the court judgment which granted the holding of a referendum, the CSA has taken steps to resolve the litigation by pursuing settlement with the CFS & CFS-O. Continuing membership in the CFS and the CFS-O are terms of settlement which had been agreed upon by the CSA Board of Directors in 2012 and 2013. The CSA Board of Directors motioned for settlement with the CFS & CFS-O twice and has continuously worked toward a resolution of the litigation on terms agreed to by the CSA since 2012 despite the University’s refusal to accept that the CSA can make its own decisions. Due to turnover of the Board of Directors on a semester and annual basis, the following motions were made to

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ratify and reaffirm decisions made by the Board of Directors previously and to provide a timeline in the minutes for future Directors with respect to the case.”

BIRT, the current CSA Board of Directors re-ratify and re-confirm the Minutes of Settlement between the CSA, CFS and CFS-O as executed on December 2, 2013 but agreed to in principle on February 28, 2013, and re-ratify and re-confirm that the CSA Executives Charles Hamilton and Chris Archibald, who represented the CSA for such purposes and who executed the Minutes of Settlement on behalf of and for the CSA acted properly and upon instructions from the CSA Board of Directors. The Minutes of Settlement document outlines the terms of settlement that was dictated by the Board of Director’s approval and adoption of “Legal Strategy A”. The following were meetings where the minutes of settlement and its terms were discussed, considered and consented to by the CSA Board of Directors: November 28, 2012, March 3, 2013, November 27, 2013 via CFS Report #5, and January 15, 2014 via CFS Report #6.

BIFRT, the current CSA Board of Directors re-ratify and re-confirm the Litigation Cooperation Agreement between the CSA, CFS and CFS-O executed on April 30, 2013, for and on behalf of the CSA by CSA Executives. Discussion of the Litigation Cooperation Agreement was part of the discussion on March 27, 2013 that lead to the CSA Board of Directors to adopt a motion to start the joint application with the CFS & CFS-O against the University of Guelph. In addition this document and its terms were presented to the Board of Directors on April 3, 2013 and on April 30, 2013 (via email) when the agreement was executed with CSA Board of Director approval. Finally the document was once again confirmed by the CSA Board of Directors, and considered valid and binding upon the CSA on June 19, 2013.

BIFRT in the event that Joshua Ofori-Darko is chairing a Board of Director meeting, during discussions that pertain to this matter they will not act as Chair.

Motion Carried.

Noted abstentions – Ellen Song, Meghan Wing

Noted opposition – Nick Kowaleski

Motion: to move out of camera

Moved: Meghan

Seconded: Eric Prelaz

Motion Carried.

12.10.2 (Information) Clubs Accreditation List

12.10.3 (Information) Student Concern with the Cannon.ca

Motion: BIRT that thecannon.ca student concern be brought forward to thecannon HR subcommittee by the CSA representatives on the cannon operating committee, prior to April 6th, 2016 and the Academic and University Affairs Commissioner report back by the board meeting on April 6th.

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Moved: Meghan Wing

Seconded: Nick Kowaleski

Motion to amend: BIFRT that Keely Kavcic be invited to attend this meeting, pending it being in accordance with the terms and reference of this committee

Moved: Zoey Ross

Seconded: Nick Kowaleski

Motion Carried.

Motion: Call the question

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion Carried.

Main motion as amended:

BIRT that thecannon.ca student concern be brought forward to thecannon HR subcommittee by the CSA representatives on the cannon operating committee, prior to April 6th, 2016 and the Academic and University Affairs Commissioner report back by the board meeting on April 6th.

BIFRT that Keely Kavcic be invited to attend this meeting, pending it being in accordance with the terms and reference of this committee

Motion Carried.

12.10.4 (Action) General Manager –Bylaw & Policy Change

BIRT Appendix D Section 3.3 shall be amended to include “General Manager”, in the list of permanent and renewable-contract staff.

BIFRT references to the “Human Resources and Operations Commissioner” in Appendix D Section 12, Section 13, Section 17, Section 19 be amended to read “General Manager”.

BIFRT the Joint Health and Safety Committee terms of reference be amended to include the General Manager as a representative for ‘management’, ensuring that at all times management does not exceed over 50, of ratified members; and

Moved: Miriam Kearney

Seconded: Robert Wicher

Motion to Divide the Question: and consider Section 17 separately.

Moved: Ryan Shoot

Seconded: Nicolas Kowaleski

Motion Carried.

Motion to approve Main Motion other than Section 17:

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Roll Call Vote

Sonia - For

Robert - For

Miriam - For

Olivia - For

Spencer - For

Emma - For

Eric - For

Jasmine - For

Courtney - For

Rachel - For

Marcus - For

Syed - For

Matthew - For

Ellen - For

Aidan - For

Keely - For

Annabelle - For

Nick - For

Claire - For

Graeme - For

Meghan - For

Prabhjot - For

Johanna - For

Peter - For

Scarlett - For

Zoey - Abstain

Motion carried with 2/3 vote.

Motion to Amend Section 17:

“**BIFRT** references to the “human resources and operations commissioner” in appendix D, section 17, be amended to include the General Manager along with the “Finance and Operations Commissioner””

Moved: Ryan Shoot

Seconded: Meghan Wing

Motion Carried.

Motion to Approve Amendment to Section 17 as Amended:

Roll Call Vote

Scarlett - For

Peter - For

Johannah - For

Prabhjot - For

Meghan - For

Graeme - For

Claire - For

Nick - For

Annabelle - For

Ryan - Abstain

Aidan - For

Ellen - For

Matthew - For

Marcus - For

Courtney - For

Rachel - For

Jasmine - For

Eric - For

Zoey - Abstain

Emma - For

Syed - For

Spencer - For

Olivia - For

Miriam - For

Robert - For

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Sonia - For

Motion carried with 2/3rd vote.

12.10.5 (Action) Unanimous De-Ratification of Directors

Main Motion:

BIFRT Bylaw 1, Section 15. Accountability & Removal From Office be amended from

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

Shall be changed to:

“15. Accountability & Removal From Office

15.3.1. The Board of Directors shall also have the power to de-ratify any Director or Executive who fails to complete any mandatory training by resolution to de-ratify and subsequent two-thirds vote of the Central Student Association board of directors. The Board of Directors shall also have the power to de-ratify any Director by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors.”

BIFRT that a press release be released to the public on social media and CSA social explaining in as much detail as possible without harming the organization, and within the law, as to why a member has been removed from office. This shall within 48 hours of the passing of the motion to de-ratify by method of unanimous decision.

BIFRT that this revised version of Bylaw 1 Section 15.3.1 take effect on May 1, 2016

Moved: Zoey Ross

Seconded: Spencer

Motion to Amend: to divide 15.3.1 into two sections, “The Board of Directors shall also have the power to de-ratify any Director or Executive who fails to complete any mandatory training by resolution to de-ratify and subsequent two-thirds vote of the Central Student Association board of directors.” and “The Board of Directors shall also have the power to de-ratify any Director by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors.” where the second section is numbered as 15.3.2 and all subsequent section numbers are moved down accordingly

Moved: Nick Kowaleski

Seconded: Zoey Ross

Amendment carried

Main Motion as amended:

BIFRT Bylaw 1, Section 15. Accountability & Removal From Office be amended from

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

Shall be changed to:

“15. Accountability & Removal From Office

15.3.1. The Board of Directors shall also have the power to de-ratify any Director or Executive who fails to complete any mandatory training by resolution to de-ratify and subsequent two-thirds vote of the Central Student Association board of directors.

15.3.2 The Board of Directors shall also have the power to de-ratify any Director by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors.”

BIFRT that a press release be released to the public on social media and CSA social explaining in as much detail as possible without harming the organization, and within the law, as to why a member has been removed from office. This shall within 48 hours of the passing of the motion to de-ratify by method of unanimous decision.

BIFRT that this revised version of Bylaw 1 Section 15.3.1 take effect on May 1, 2016

Motion to Amend: strike “or Executive” from 15.3.1

Moved: Sonia Chwalek **Seconded:** Peter Miller

Motion: Call the question

Moved: Meghan Wing **Seconded:** Eric Prelaz

Motion Carried.

Motion to Amend Carried.

Motion to divide the question: into two parts 15.3.1 and 15.3.2

Duly Moved and Seconded.

Motion Carried.

Motion: to postpone the second question and by-law amendment of 15.3.1 until the last board meeting of May 2016

Moved: Zoey Ross **Seconded:** Prabhjot

Motion to call the question

Moved: Meghan Wing **Seconded:** Eric Prelaz

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Motion carried.

All in favour of motion to postpone

Motion Carried.

Motion to amend: in 15.3.2 to include language from the previous motion that was passed regarding unanimous Executive de-ratification and topics needing to be sensitive and confidential in nature.

Moved: Sonia Chwalek

Seconded: Jasmine Kaur

Motion carried.

Call the question

Moved: Meghan Wing

Seconded: Aidan Paskinov

Motion carried.

Main Motion as amended:

BIFRT Bylaw 1, Section 15. Accountability & Removal From Office be amended to include “15.3.2 The Board of Directors shall also have the power to de-ratify any Director by resolution to de-ratify and subsequent unanimous vote of the Central Student Association board of directors, pending the reasons for de-ratification are sensitive and confidential in nature.”

BIFRT that a press release be released to the public on CSA media explaining in as much detail as possible without harming the organization, and within the law, as to why a member has been removed from office. This shall be posted within 48 hours of the passing of the motion to de-ratify by method of unanimous decision.

BIFRT that this revised version of Bylaw 1 Section 15.3.1 take effect on May 1, 2016

Roll Call Vote

Sonia - For

Robert - For

Olivia - For

Spencer - For

Emma - For

Zoey - For

Eric - For

Jasmine - For

Courtney - For

Rachel - For

Marcus - For

Syed - For

Matthew - For

Ellen - For

Aidan - For

Keely - For

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Annabelle - For
Nick - For
Claire - For
Meghan - For

Peter - For
Scarlett - For
Miriam - For

Motion carried.

Motion for 10 minute recess.

Moved: Robert **Seconded:** Jasmine

Motion carried.

12.10.6 (Action) Bylaw and Policy Formatting Changes

Main Motion:

BIRT the formatting changes to Bylaw 3 – Financial be approved (see attached supplement in Board Package)

BIFRT the amendments and formatting changes to Bylaw 4 – Policy of the Central Student Association be approved (see attached supplement in Board Package)

Moved: Scarlett Raczycki **Seconded:** Miriam Kearney

Motion to amend: Bylaw 3, 7.6 to 7.9 to be indented and the numbering adjusted

Moved: Meghan **Seconded:** Miriam

Motion Carried.

All those in favor of the Main Motion as amended:

Roll Call vote

Scarlett - For

Peter - For

Johannah - For

Meghan - For

Graeme - For

Claire - For

Nick - For

Annabelle - For

Keely - For

Aidan - For

Ellen - For

Matthew - For

Marcus - For

Rachel - For

Courtney - For

Jasmine - For

Eric - For

Zoey - Abstain

Emma - For

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Spencer - For

Olivia - For

Miriam - For

Robert - For

Sonia - For

Prabhjot - For

Motion Carried with 2/3 vote.

12.10.7 (Action) Winter General Hiring Committee Report

The application period for Bike Centre (BC) Coordinator, Meal Exchange (MX) Coordinator, Safewalk Coordinator, Student Help & Advocacy Centre (SHAC) Coordinator, Clubs Administrative Coordinator, and Front Office Assistant was January 14, 2016 to January 28, 2016. Application period was reopened until February 16, 2016 for Clubs Administrative Coordinator.

The application period for all other part-time positions was January 28, 2016 to February 16, 2016. Application period was reopened until February 26, 2016 for BC Volunteer & Outreach Coordinator, BC Repairs Coordinator, MX Volunteer & Donations Coordinator, MX Education & Promotion Coordinator, SHAC Education & Events Coordinator, Campaigns & Services Support Coordinator, Student Risk Management (SRM) Coordinator, Clubs Programming, Chief Electoral Officer (CEO), Assistant Electoral Officer (AEO), Board Chair, and Technical Assistant. Application period was once again reopened until March 21, 2016 for BC Repairs Coordinator, CEO, AEO, and Technical Assistant.

All positions were advertised on csaonline.ca, thecannon.ca, CSA social media, CSA mass-email, email to student organizations and clubs representing marginalized students, posters in UC, and other available means.

'Initial Meeting' here out refers to the meeting at which interview questions and scoring were decided on by the hiring committee, and candidates were short-listed (selected for interviews).

Bike Centre Central Coordinator

Hiring Committee: Local Affairs (Chari), Luke Porter (Staff- Current BC Coordinator), Claire Segeren

Initial Meeting: February 5th, 2016

Interviews: February 12th

Number of Applicants: 4

Number of Candidates Interviewed: 3

Successful Candidate: Sofia Beccera

Date of Offer Acceptance: February 15th

Campaigns and Services Support Coordinator

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Hiring Committee: [Local Affairs] (Chair), [Rochelle Richardson] (Staff – Clubs Coordinator), [Syed Zaidi] (Director) – Miscommunication/ director not available for interview

Initial Meeting: [March 1st, 2016]

Interviews: [March 14th]

Number of Applicants: 3

Number of Candidates Interviewed: 1 (three were contacted to be interviewed, one had received and accepted another job outside the CSA, and one candidate did not respond to the interview request)

Successful Candidate: Sonia Chwalek

Date of Offer Acceptance: March 16th, 2016

Clubs Administrative Coordinator

Hiring Committee: Peter Miller (Chair), Gokulan Nagabaskaran (Staff - current Bike Centre Volunteer Coordinator), Nick Kowaleski (Director)

Initial Meeting: March 3, 2016

Interviews: March 10 & 11, 2016

Number of Applicants: nine (9)

Number of Candidates Interviewed: five (5)

Successful Candidates: Jennifer Halden

Date of Offer Acceptance: March 14, 2016

External Chair

Hiring Committee: Sonia Chwalek (Chair), Sarah Cooper (Staff - current PTM), Zoey Ross (Director)

Initial Meeting: February 29, 2016

Interviews: March 3 & 8, 2016

Number of Applicants: four (4)

Number of Candidates Interviewed: two (2)

Successful Candidates: Joshua Ofori-Darko

Date of Offer Acceptance: March 8, 2016

Front Office Assitant

Hiring Committee: Local Affairs (Chair), Laura Parsons (Staff- Front Office Manager), Courtney Tait (Director)

Initial Meeting: February 3rd, 2016

Interviews: Febrary 8th and 9th

Number of Applicants: (Was unable to confirm, but probably around 15+)

Number of Candidates Interviewed: 4

Successful Candidates: Keegan Doherty and Olivia Romaniuk

Date of Offer Acceptance: February 11th, 12th

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Board of Directors Meeting

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Meal Exchange Central Coordinator

Hiring Committee: Local Affairs (Chari), Genna Patterson (Staff- Current MX Coordinator), Spencer Macgregor (Director)

Initial Meeting: February 1st, 2016

Interviews: February 4th, 5th

Number of Applicants: Unable to confirm atm

Number of Candidates Interviewed: 3

Successful Candidate: Marion Davies

Date of Offer Acceptance: February 17th

Poster Runners

Hiring Committee: Sonia Chwalek (Chair), Maureen Mendoza (Staff - current PSGD), Matthew Hernandez (Director)

Initial Meeting: March 2, 2016

Interviews: March 8 & 9, 2016

Number of Applicants: fifteen (15)

Number of Candidates Interviewed: four (4)

Successful Candidates: Munirah Hutchinson and Ashley Cole

Date of Offer Acceptance: March 10, 2016 and March 11, 2016 respectively

Safewalk Coordinator

Hiring Committee: Peter Miller (Chair), Stephanie Koutsoulianos (Staff - current Safewalk Program Coordinator), Johanna Brockie (Director)

Initial Meeting: February 3, 2016

Interviews: March 7 & 8, 2016

Number of Applicants: three (3)

Number of Candidates Interviewed: three (3)

Successful Candidates: Alex Rozenfeld

Date of Offer Acceptance: February 13, 2016

Safewalk Volunteer and Public Relations Coordinator

Hiring Committee: Peter Miller (Chair), Alex Rozenfeld (Staff - current Safewalk Volunteer Coordinator), Aidan Paskinov (Director)

Initial Meeting: March 4, 2016

Interviews: March 16, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: three (3)

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Successful Candidates: Simran Arora

Date of Offer Acceptance: March 16, 2016

Scribes

Hiring Committee: Sonia Chwalek (Chair), Sarah Cooper (Staff - current PTM), Emma Zong (Director)

Initial Meeting: March 2, 2016

Interviews: March 9, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: four (4)

Successful Candidates: Cory Maman and Arthi Manivanna

Date of Offer Acceptance: March 10, 2016

SHAC Advocacy Coordinator

Hiring Committee: Peter Miller (Chair), Adam Gourlay (Staff - current SHAC Human Right Advocacy Coordinator), Marcus Chu (Director)

Initial Meeting: March 2, 2016

Interviews: March 7 & 8, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Robert Valentini

Date of Offer Acceptance: March 9, 2016

SHAC Coordinator

Hiring Committee: Peter Miller (Chair), Shamitha Devakandan (Staff - current SHAC Coordinator), Olivia Boonstra (Director)

Initial Meeting: February 1, 2016

Interviews: February 12, 2016

Number of Applicants: twelve (12)

Number of Candidates Interviewed: five (5)

Successful Candidates: Malissa Bryan

Date of Offer Acceptance: February 17, 2016

SHAC Education and Events Coordinator

Hiring Committee: Peter Miller (Chair), Yasmin Mumed (Staff - current SHAC Education and Events Coordinator), Aidan Paskinov(Director)

Initial Meeting: March 4, 2016

Interviews: March 16, 2016

Number of Applicants: Six (6)

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Number of Candidates Interviewed: Three (3)

Successful Candidates: Fiorella Vialard

Date of Offer Acceptance: March 17, 2016

SHAC Legal Coordinator

Hiring Committee: Peter Miller (Chair), Miriam Kearney (Director)

Initial Meeting: March 2, 2016

Interviews: March 10 & 11, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Cameron Litchmore

Date of Offer Acceptance: March 15, 2016

SHAC Volunteer & Outreach Coordinator

Hiring Committee: Peter Miller (Chair), Miriam Kearney (Director)

Initial Meeting: March 4, 2016

Interviews: March 7, 8 & 10, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Nseye Kabengele

Date of Offer Acceptance: March 15, 2016

SRM Coordinator

Hiring Committee: Sonia Chwalek (Chair), Wednesday Bell (Staff - current SRM Coordinator), Robert Wicher (Director)

Initial Meeting: March 2, 2016

Interviews: March 8, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: two (2)

Successful Candidates: Praveen Atheray

Date of Offer Acceptance: March 10, 2016

BIRT, the CSA ratify the hiring of successful candidates as listed above as the respective positions for the 2016/2017 term.

Moved and seconded by: the Hiring Committees

Motion: to consider the External Chair Report as a separate motion.

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Duly Moved and Seconded.

Motion carried.

Motion: to suspend the rules and discuss Business item 12.10.14 (Notice) CSA Budget 2016/2017 immediately prior to voting on this agenda item

Moved: Ellen Song

Seconded: Eric Prelaz

Motion Carried.

12.10.14 (Notice) CSA Budget 2016/2017

The budget is presented and a thorough discussion is had regarding the presented options.

12.10.7 (Action) Winter General Hiring Committee Report

Returned to this motion, following the presentation of the CSA Budget 2016/2017

Motion: to consider the Campaigns and Service Support Coordinator Report separately from the other hiring committee positions

Duly Moved and Seconded.

Discussion regarding the Campaigns and Service Support Coordinator Report is had.

Motion: Call to question

Moved: Meghan Wing

Seconded: Jasmine Kaur

Motion Carried.

Motion: to consider the Campaigns and Service Support Coordinator Report separately from the other hiring committee positions

Motion Carried.

Noted Abstention: Sonia Chwalek

[Both the External Chair Report and the Campaigns and Service Support Coordinator Report will be considered separately]

Main Motion without External Chair Report and Campaigns and Service Support Coordinator

Report:

Bike Centre Central Coordinator

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Hiring Committee: Local Affairs (Chari), Luke Porter (Staff- Current BC Coordinator), Claire Segeren
Initial Meeting: February 5th, 2016
Interviews: February 12th
Number of Applicants: 4
Number of Candidates Interviewed: 3
Successful Candidate: Sofia Beccera
Date of Offer Acceptance: February 15th

Clubs Administrative Coordinator

Hiring Committee: Peter Miller (Chair), Gokulan Nagabaskaran (Staff - current Bike Centre Volunteer Coordinator), Nick Kowaleski (Director)
Initial Meeting: March 3, 2016
Interviews: March 10 & 11, 2016
Number of Applicants: nine (9)
Number of Candidates Interviewed: five (5)
Successful Candidates: Jennifer Halden
Date of Offer Acceptance: March 14, 2016

Front Office Assitant

Hiring Committee: Local Affairs (Chair), Laura Parsons (Staff- Front Office Manager), Courtney Tait (Director)
Initial Meeting: February 3rd, 2016
Interviews: February 8th and 9th
Number of Applicants: (Was unable to confirm, but probably around 15+)
Number of Candidates Interviewed: 4
Successful Candidates: Keegan Doherty and Olivia Romaniuk
Date of Offer Acceptance: February 11th, 12th

Meal Exchange Central Coordinator

Hiring Committee: Local Affairs (Chari), Genna Patterson (Staff- Current MX Coordinator), Spencer Macgregor (Director)
Initial Meeting: February 1st, 2016
Interviews: February 4th, 5th
Number of Applicants: Unable to confirm atm
Number of Candidates Interviewed: 3
Successful Candidate: Marion Davies
Date of Offer Acceptance: February 17th

Poster Runners

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Board of Directors Meeting
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Hiring Committee: Sonia Chwalek (Chair), Maureen Mendoza (Staff - current PSGD), Matthew Hernandez (Director)

Initial Meeting: March 2, 2016

Interviews: March 8 & 9, 2016

Number of Applicants: fifteen (15)

Number of Candidates Interviewed: four (4)

Successful Candidates: Munirah Hutchinson and Ashley Cole

Date of Offer Acceptance: March 10, 2016 and March 11, 2016 respectively

Safewalk Coordinator

Hiring Committee: Peter Miller (Chair), Stephanie Koutsoulianos (Staff - current Safewalk Program Coordinator), Johanna Brockie (Director)

Initial Meeting: February 3, 2016

Interviews: March 7 & 8, 2016

Number of Applicants: three (3)

Number of Candidates Interviewed: three (3)

Successful Candidates: Alex Rozenfeld

Date of Offer Acceptance: February 13, 2016

Safewalk Volunteer and Public Relations Coordinator

Hiring Committee: Peter Miller (Chair), Alex Rozenfeld (Staff - current Safewalk Volunteer Coordinator), Aidan Paskinov (Director)

Initial Meeting: March 4, 2016

Interviews: March 16, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: three (3)

Successful Candidates: Simran Arora

Date of Offer Acceptance: March 16, 2016

Scribes

Hiring Committee: Sonia Chwalek (Chair), Sarah Cooper (Staff - current PTM), Emma Zong (Director)

Initial Meeting: March 2, 2016

Interviews: March 9, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: four (4)

Successful Candidates: Cory Maman and Arthi Manivanna

Date of Offer Acceptance: March 10, 2016

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SHAC Advocacy Coordinator

Hiring Committee: Peter Miller (Chair), Adam Gourlay (Staff - current SHAC Human Right Advocacy Coordinator), Marcus Chu (Director)

Initial Meeting: March 2, 2016

Interviews: March 7 & 8, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Robert Valentini

Date of Offer Acceptance: March 9, 2016

SHAC Coordinator

Hiring Committee: Peter Miller (Chair), Shamitha Devakandan (Staff - current SHAC Coordinator), Olivia Boonstra (Director)

Initial Meeting: February 1, 2016

Interviews: February 12, 2016

Number of Applicants: twelve (12)

Number of Candidates Interviewed: five (5)

Successful Candidates: Malissa Bryan

Date of Offer Acceptance: February 17, 2016

SHAC Education and Events Coordinator

Hiring Committee: Peter Miller (Chair), Yasmin Mumed (Staff - current SHAC Education and Events Coordinator), Aidan Paskinov(Director)

Initial Meeting: March 4, 2016

Interviews: March 16, 2016

Number of Applicants: Six (6)

Number of Candidates Interviewed: Three (3)

Successful Candidates: Fiorella Vialard

Date of Offer Acceptance: March 17, 2016

SHAC Legal Coordinator

Hiring Committee: Peter Miller (Chair), Miriam Kearney (Director)

Initial Meeting: March 2, 2016

Interviews: March 10 & 11, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Cameron Litchmore

Date of Offer Acceptance: March 15, 2016

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SHAC Volunteer & Outreach Coordinator

Hiring Committee: Peter Miller (Chair), Miriam Kearney (Director)

Initial Meeting: March 4, 2016

Interviews: March 7, 8 & 10, 2016

Number of Applicants: six (6)

Number of Candidates Interviewed: four (4)

Successful Candidates: Nseye Kabengele

Date of Offer Acceptance: March 15, 2016

SRM Coordinator

Hiring Committee: Sonia Chwalek (Chair), Wednesday Bell (Staff - current SRM Coordinator), Robert Wicher (Director)

Initial Meeting: March 2, 2016

Interviews: March 8, 2016

Number of Applicants: five (5)

Number of Candidates Interviewed: two (2)

Successful Candidates: Praveen Atheray

Date of Offer Acceptance: March 10, 2016

BIRT, the CSA ratify the hiring of successful candidates as listed above as the respective positions for the 2016/2017 term.

Motion Carried.

Noted Abstention: Sonia Chwalek, Keely Kavcic, Prabhjot

Motion: to ratify the Campaigns & Service Support Coordinator Report

Campaigns and Services Support Coordinator

Hiring Committee: [Local Affairs] (Chair), [Rochelle Richardson] (Staff – Clubs Coordinator), [Syed Zaidi] (Director) – Miscommunication/ director not available for interview

Initial Meeting: [March 1st, 2016]

Interviews: [March 14th]

Number of Applicants: 3

Number of Candidates Interviewed: 1 (three were contacted to be interviewed, one had received and accepted another job outside the CSA, and one candidate did not respond to the interview request)

Successful Candidate: Sonia Chwalek

Date of Offer Acceptance: March 16th, 2016

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Board of Directors Meeting

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Motion: to postpone this motion until after the 2016/2017 Budget is approved

Moved: Nick Kowaleski

Seconded: Keely Kavcic

Call to question

Moved: Keely Kavcic

Seconded: Jasmine Kaur

Motion Carried.

All those in favor of postponing this motion:

Motion to postpone fails.

Noted Abstention: Sonia Chwalek

Motion: to declare Sonia Chwalek in a conflict of interest

Moved: Zoey Ross **Seconded:** Aidan Paskinov

Call to question

Moved: Aidan Paskinov

Seconded: Courtney Tait

Motion Carried.

Motion: to declare Sonia Chwalek in a conflict of interest

22 voting members present

For - 13

Opposed - 7

Abstain - Sonia

Motion failed.

Revote

For - 14

Opposed – 8

Abstain - Sonia

Motion failed.

Motion: to extend the meeting by half an hour

Duly Moved and Seconded.

Motion Carried.

[Meeting will end at 11:30pm]

Discussion:

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March 23, 2016 @ 6:00pm – UC 442



Peter Miller requests a motion to postpone until the next board meeting

Chair rules that the Board will decide if this is out of order because a similar motion previously failed.

Board decides it is out of order.

Call the question

Moved: Marcus **Seconded:** Jasmine Kaur

For - 12

Against - 7

Abstain - Sonia, Prabhjot, Meghan

Motion Carried.

Main Motion: to ratify the Campaigns & Service Support Coordinator Report

Campaigns and Services Support Coordinator

Hiring Committee: [Local Affairs] (Chair), [Rochelle Richardson] (Staff – Clubs Coordinator), [Syed Zaidi] (Director) – Miscommunication/ director not available for interview

Initial Meeting: [March 1st, 2016]

Interviews: [March 14th]

Number of Applicants: 3

Number of Candidates Interviewed: 1 (three were contacted to be interviewed, one had received and accepted another job outside the CSA, and one candidate did not respond to the interview request)

Successful Candidate: Sonia Chwalek

Date of Offer Acceptance: March 16th, 2016

For - 11

Against - 8

Noted Abstain - Meghan, Prabhjot, Sonia

Motion Carried.

Main Motion: to ratify the External Chair Report

External Chair

Hiring Committee: Sonia Chwalek (Chair), Sarah Cooper (Staff - current PTM), Zoey Ross (Director)

Initial Meeting: February 29, 2016

Interviews: March 3 & 8, 2016

Number of Applicants: four (4)

Number of Candidates Interviewed: two (2)

Successful Candidates: Joshua Ofori-Darko

Date of Offer Acceptance: March 8, 2016

Motion Carried.

Minutes #14

Board of Directors Meeting

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12.10.8 (Action) General Manager Hiring Committee Report

Hiring Committee: Sonia Chwalek (Chair), Sarah Cooper (Staff - current Policy & Transition Manager), Meghan Wing (Director)

Application period: February 12 – February 26 2016

Advertisement: charity village, csaonline.ca, thecannon.ca, UC hiring boards, email to student organizations and clubs representing marginalized students, and CSA social media.

Initial Meeting (interview questions & scoring created, candidates short-listed): March 1, 2016

Interviews: March 3, 4, 7, & 8, 2016

Number of Applicants: twenty (20)

Number of Candidates Interviewed: six (6)

Successful Candidates: David Eaton

Date of Offer Acceptance: March 11, 2016

BIRT, the CSA ratify the hiring of David Eaton as the General Manager.

Moved and seconded by: the General Manager Hiring Committee

Motion Carried.

12.10.9 (Action) Transfer of Signing Authority

Whereas the External Affairs Commissioner was previously appointed to have signing authority in the absence of the HR&O;

Whereas there is a significant amount of daily cheques for staff wages, reimbursements and other relevant financial matters that require a second signatory, who is an elected Executive; therefore

BIRT to ensure the operations of the CSA continues smoothly, the Local Affairs Commissioner be transferred signing authority for the remainder of this term.

Moved: Peter Miller

Seconded: Sonia Chwalek

Motion Carried.

12.10.10 (Action) UC Board Ratification

Main Motion:

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March 23, 2016 @ 6:00pm – UC 442



BIRT the following applicants be appointed to serve as undergraduate representatives, on behalf of the CSA, on the University Centre Board of Directors:

Olivia Boonstra

Zoey Ross (if elected)

Liyan Cai

Peter Miller

Sonia Chwalek

Stephanie Wong

Fiorella Vialard

Kylee Boicey MacDonald

Shayne Ward

Spencer McGregor

Duly Moved and Seconded.

Motion to Amend: and include Megan Wing and Ryan Shoot as 'alternates'.

Duly Moved and Seconded.

Motion Carried

Main Motion

Motion Carried.

Abstain: Keely, Olivia, Sonia, Spencer, Zoey, Eric, Nick, Meghan, Graeme

12.10.12 (In Camera) Cannon Decision

Motion to move in camera

Moved: Aidan Paskinov **Seconded:** Eric Prelaz

Motion: to include the General Manager in the In Camera session.

Motion carried.

Motion: to extend meeting by half an hour until midnight.

Duly Moved and Seconded.

Motion carried.

Motion: to limit discussion to five minutes

Moved: Aidan Paskinov **Seconded:** Courtney Tait

Motion carried.

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Motion: to divide the motion into two sections

Duly Moved and Seconded.

Motion failed.

All those in favour of the motion as presented without any changes

Motion failed.

Abstain: Meghan Wing

Motion to move out of camera

Moved: Matthew Hernandez

Seconded: Courtney Tait

Motion carried.

12.10.13 (Notice) Bylaw 1 Formatting Changes

Notice is provided.

12.10.14 (Notice) Programming Committee (as supplement)

Notice is provided.

12.10.15 (Action) General Manager

Whereas the new General Manager position will be beginning Mar 28; and,

Whereas the position will play a central HR role, serving as a bridge between Executives and staff; and,

Whereas the position will supervise full-time staff and assist in the supervision of part-time staff;

BIRT full-time staff contracts be amended to reflect this change in supervisory roles

Duly Moved and Seconded

Call the question

Moved: Aidan Paskinov

Seconded: Jasmine Kaur

Motion carried.

Main Motion

Motion carried.

Noted Abstention: Meghan Wing, Zoey Ross

12.12 New Business

12.12.1 Referendum

Motion to move in Camera

Moved: Jasmine Kaur

Seconded: Graeme Laberge

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Motion carried.

Motion to extend meeting to 12:30am.

Duly Moved and Seconded

Motion carried.

Main Motion:

BIRT the CSA negotiates up to COLA+3% increase for an interim agreement within Transit Committee and negotiate a long term contract to be put forward to the membership, pending all appropriate requirements, at the next possible referendum.

Moved: Ellen Song

Seconded: Matthew Hernandez

Call to question

Moved: Aidan Paskinoz

Seconded: Graeme Laberge

Motion failed.

Motion to amend:

BIRT the CSA negotiate an interim agreement within Transit Committee and negotiate a long term contract to be put forward to the membership, pending all appropriate requirements, at the next possible referendum.

Moved: Nick Kowaleski

Seconded: Graeme Laberge

Call to question

Moved: Olivia Boonstra

Seconded: Graeme Laberge

Motion Carried.

Motion to amend Carried.

Call to question

Moved: Nick Kowaleski

Seconded: Courtney Tait

Motion passed.

All those in favor of motion as amended.

Motion failed.

12.13 Announcements

12.14 Adjournment

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Board of Directors Meeting

March 23, 2016 @ 6:00pm – UC 442



Signed on _____

Sarah Cooper
CSA Policy & Transition Manager

Joshua Ofori-Darko
Current CSA Board Chair

Sonia Chwalek
Communications & Corporate Affairs



Central Student Association Table of Contents

Last amended: Date

Bylaw 1 – Organizational

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10. Conflict of Interest
11. Disclosure of Information
12. Adoption and Amendments of Bylaws



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

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

1. General

1.1. Introduction to the Central Student Association

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

1.2. Aims of the Central Student Association

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

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

1.3. Definitions

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

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

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

"Chair" means the chair of the Board;

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

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

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

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

"Members" means the collective membership of the CSA;

"Officer" means an officer of the Corporation;

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

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

1.4. Interpretation

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

1.5. Membership

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

1.6. Cessation of Membership

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

1.7. Membership Fee

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

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

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

1.8. Changes to the Membership Fee

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

1.9. Rights, Privileges and Responsibilities of Membership

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



Central Student Association

Bylaw 1 - Organizational

Last amended: DATE

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

Members of the CSA shall have the following responsibilities:

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

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

1.10. Member Colleges of the CSA

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

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



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2. Officers of the Corporation

2.1. Signing Officers of the Corporation

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



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3. Board of Directors

3.1. Board of Directors

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

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

Executive

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

At-Large (Elected) Representatives

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

Member College Government Representatives (Appointed)

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

Student Organization Representatives (Appointed)

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



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

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

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

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

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

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

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

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



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3.2. Director Qualifications

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

3.3. Term of the Board

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

3.4. Indemnity

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

3.5. Director Duties

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



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

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

3.6. Disciplining Directors

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

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

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

3.7. Vacation of the Office of a Director

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

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



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

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

3.8. Appointment of Directors

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

3.9. Appointment of Chair of the Board

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



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

4.2. Powers of the Board

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



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- 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.



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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.



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- 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.



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

Student Finance and Post-Secondary Funding Issues

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

University Issues and Representation

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

Collaboration and Support to Academic Student Leaders

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



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Accessibility for Students with Disabilities Issues

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

Campus Sustainability Issues

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

Other Initiatives

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

5.7.11. Communications & Corporate Affairs Commissioner

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

Promotion and Communication of the CSA

- To always be publicly known as the Communications & Corporate Affairs Commissioner. However the Communications and Corporate Affairs Commissioner shall be also known as the 'Corporate Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine from time to time.
- To maximize awareness of the CSA as an organization when not specifically portfolio related, including the history of the student movement on campus, and promoting the CSA's events, campaigns, and activities through as many means as possible.





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

Administrative Duties

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



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

Committee Involvement

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

5.7.12. External Affairs Commissioner

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



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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



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Organizing, the Public Interest Research Groups (-PIRGs), alternative budgets, anti-poverty, anti-corporate, pro-labour, pro-democracy organizations, etc.

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

5.7.13. Finance & Operations Commissioner

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

Human Resources

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



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

Operations

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

Finances

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



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

Committees

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

Space & Student Space Initiatives

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

Health & Safety

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



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

Student Risk Management

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

5.7.14. Local Affairs Commissioner

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

Tenancy Issues

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

Transportation Issues

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



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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.





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- 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;



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

5.11. Executive Officer Vacancies

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



6. Accountability & Removal From Office

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

6.8. Reprimand

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



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7. Executive Empowerment

- 7.1. Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at anytime by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, which the Executive shall be bound to.
- 7.2. Unless otherwise determined by the board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.
- 7.3. This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.
- 7.4. Under Executive Empowerment the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy the Executive Committee shall reconvene the Board of Directors.
- 7.5. Expenditures under executive empowerment shall be contained within a specified budgetary line item, and shall not exceed
- 7.6. \$4999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.



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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 Academic and University Affairs Commissioner, Communications and Corporate Affairs Commissioner, External Affairs Commissioner, Finance & Operations Commissioner and Local Affairs Commissioner; and
- 8.2.2.** The Communications & Corporate Affairs Commissioner shall serve as the facilitator and secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board
- 8.2.3.** Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
- 8.2.4.** The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- 8.2.5.** The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- 8.2.6.** The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.
- 8.2.7.** The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
- 8.2.8.** The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- 8.2.9.** The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- 8.2.10.** The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.



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8.3. Finance Committee

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

8.4. Service Oversight Committee

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

8.5. Policy and Bylaw Review Committee (PBRC)

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



9. Members Meetings

9.1. Annual and Other Meetings of the Members

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



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- 9.1.13. The order of the agenda is set by this bylaw, however the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.
- 9.1.14. The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy and Transition Manager and compiled by the Communications and Corporate Affairs Commissioner with input from the Executive Committee.
- 9.1.15. The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:
- 9.1.16. Notice of such business must be served as information at a meeting of the Board of Directors, and
- 9.1.17. Such a meeting of the Board of Directors must take place at least seven (7) days before the members' meeting in question.

9.2. Error or Omission in Notice

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



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10. Conflict of Interest

- 10.1.** A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or Staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of their selves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA's mandate.
- 10.2.** A state of a conflict of interest shall not exist for a director should a matter under consideration be a directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.
- 10.3.** Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.
- 10.4.** In the event of a conflict of interest, the interested party shall:
- a) Prior to any vote on the issue, declare the conflict of interest to the Chair, Communications & Corporate Affairs Commissioner or the Board as a whole.
 - 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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11. Disclosure of Information

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



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12. Adoption and Amendments of Bylaws

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