



CENTRAL STUDENT ASSOCIATION

APPENDIX B – INTERNAL CSA POLICY

2.9. Petitions Delegations and Representations (PDR) Policy

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

2.9.2. Petitions, Delegations and Representations Committee

The PDR Committee (hereafter referred to as “the Committee”) is a Standing Committee of the CSA Board of Directors

that is responsible for hearing, deliberating on, and making decision regarding PDR requests. These requests have

previously been entertained by the Board of Directors itself.

2.9.3. Purpose

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

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

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

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

2.9.4. Membership of the Committee

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

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

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

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

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

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

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

2.9.5. Responsibilities of the Committee Members

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

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

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

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

2.9.5.5. Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1.

Other members may

declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to

be in conflict of interest must abstain on all votes to which that conflict pertains.

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

2.9.5.6.1. Chair

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

2.9.5.6.2. Vice-Chair

- Assist the Chair in their duties
- Assume the responsibilities of the Chair in their absence

2.9.6. Meetings

2.9.6.1. Meetings shall be held no longer than 3 weeks apart. These meetings are intended to occur on weeks opposite of

Board of Directors meetings.

2.9.6.2. The schedule of meetings shall be at the discretion of the committee

2.9.6.3. Quorum for meetings shall be set at a simple majority of members.

2.9.6.4. If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

2.9.6.5. During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment

under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

2.9.7. Reports

2.9.7.1. Reports shall be compiled by the Chair and the Vice-Chair of the committee.

2.9.7.2. A report shall be submitted to the Board of Directors following each semester. These reports shall include:

A list of all PDR's entertained by the Committee (Whether the PDR was successful or not).

The amounts granted for each PDR request, and which line that grant was taken from.

2.9.7.3. A report shall be submitted to the Finance Committee in February of each year, which will include any changes that

the committee wishes to see to the amount of money allocated to the specific PDR lines.

2.9.8. PDR Application Process and Requirements

2.9.8.1. Funds from the Petitions Delegations and Representations (hereafter referred to as "PDR") line item, commonly

known as the "Grants" line items under the Council Budget of the CSA Operating Budget shall be intended for

events where the CSA is not considered a co-sponsor.

2.9.8.2. Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the

"Grant" line items, found in the CSA Council budget.

2.9.8.3. Each semester the CSA will budget funds to be made available by request to qualifying groups.

2.9.8.4. Qualifying groups shall be defined as groups that operate outside of the CSA and have not had funds allocated to

them under the CSA operating budget.

2.9.8.5. Qualifying groups must submit a completed PDR form to the Committee through the CSA Communications &

Corporate Affairs Commissioner.

2.9.8.6. All parties must also disclose as to whether their organization/group collects student fees.

2.9.8.7. Individuals applying for funding will not be considered unless it can be clearly demonstrated the request directly

benefits the University of Guelph and surrounding community.

2.9.8.8. Written reports indicating the usage of monies granted will be required by the Committee and may be necessary for

future funding.

2.9.8.9. Given that qualifying groups meet the criteria outlined above, the Committee may also decide to grant funds from

the "Cultural Events" line item, to groups that meet the following criteria:

That the group presenting the PDR request is considered "on campus"

That the event or program that the PDR request is being presented for is a cultural event.

That the event or program that the PDR request is being presented anticipates the attendance of over 100

students

That the event or program that the PDR request is being presented for is open to all students.



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

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

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

2.9.8.13. Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and

the Committee must be given full disclosure of the CSA’s involvement.

2.9.8.14. Should a party requesting funding consciously, or unconsciously, omit information pertaining to CSA sponsorship of

a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the

PDR must be resubmitted to the Committee where the original PDR request and the new information must be

included. After the new information has been presented, the Committee may decide to continue with the original

support granted, alter the amount of support granted or rescind the grant altogether.

2.9.9. Appeals Process

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

The Committee violated any CSA Bylaws or Policies.

A member of the PDR committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw

1.

2.9.9.2. Any party wishing to file an appeal must do so in writing to the Communications & Corporate Affairs Commissioner

within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly

outline the reasons for the appeal.

2.9.9.3. Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These

statements will be given to the appealing party twenty-four (24) hours in advance.

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

Directors are final.

2.9.9.5. The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal

submission to the Board of Directors, verbally and in writing.

2.9.9.6. Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to

the Board of Directors, both verbally and in writing.

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

A motion to deny the appeal and uphold the Committee’s decision

A motion to grant the appeal and make any changes necessary to the PDR committee in order to ensure a fair

hearing

A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in

question

2.9.10. Amendments



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

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