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**Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strike-through font.**
1.0. Board of Directors

1.1. Director and Executive Files

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

1.1.1.1. These files shall be kept separate from staff files

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

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

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

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

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

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

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

2.0. Standing Committees

2.1. General Rules

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

2.1.2. All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

2.2. Executive Committee

The Terms of Reference for the Executive Committee are found in CSA Bylaw 1, Section 5.3. They are as follows:

- The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.
• The President shall serve as the Chair of the Executive Committee.
• Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
• 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.
• The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
• The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
• 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.
• 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.
• 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.
• The Executive Committee is required to make a report to the Board once a month summarizing its activities.
• 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.

2.3. Executive Evaluation Committee

The Executive Officer positions are of great value to the CSA. Elected at-large by the general student body and reporting directly to the CSA Board of Directors, the Executive Officers work full-time for a one-year term. Each Executive Officer has a specific portfolio with unique responsibilities and their performance is of critical importance to the CSA. It may be challenging for a Board of Directors, that generally meets bi-weekly, to provide supervision, guidance and feedback on the day-to-day performance of each Executive Officer.

The Executive Evaluation policy is meant to increase the level of accountability and support between each Executive Officer and the CSA Board of Directors. This policy will support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.
2.3.1. Introduction

2.3.1.1. The Executive Evaluation process shall be managed by an Executive Evaluation Committee (EEC) of the CSA Board of Directors.

2.3.1.2. The Executive Officers shall be required to submit reports to the EEC three times throughout their term.

- The first report shall outline fully developed goals for each Executive Officer, specific to their position and portfolio.
- The next report shall consist of a summary of activities to date and progress towards their goals.
- The final report shall outline the extent to which the goals were met, accompanied by a report on the successes and challenges faced by the Executive Officer in their role throughout their term.
- In the second and third reports, Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.1.3. Following each evaluation cycle, the EEC shall submit the Executive Officers’ reports to the CSA Board of Directors, accompanied by commentary and any appropriate recommendations for action.

2.3.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee.

2.3.2. Executive Evaluation Committee

2.3.2.1. The Executive Evaluation Committee (EEC) shall be struck at the first Board meeting of the Summer semester.

2.3.2.2. The EEC shall consist of six members:
- Two (2) College / At-Large Representatives
- One (1) Student Organization Representative
- Two (2) Non-Executive Committee Board Members
- CSA Policy & Transition Manager (non-voting)

2.3.2.3. One of the five Directors shall be appointed Chair.

2.3.2.4. The voting members will select from among themselves a Vice-Chair to take on the duties of Chair when that individual is absent.

2.3.2.5. The Chair shall be responsible for scheduling and chairing meetings of the EEC. In the event that neither the Chair nor the Vice-Chair is present, the remaining EEC members shall select a Chair for that meeting.
2.3.2.6. EEC Membership should serve for an entire year (12 months), but it may be necessary to re-evaluate the membership of this committee throughout the year, particularly at the beginning of the Fall semester.

2.3.2.7. Quorum for meetings of the EEC shall be four members.

2.3.2.8. The EEC shall strive for consensus in decision-making but a majority voting system shall be used when deemed appropriate by the Chair.

2.3.3. Evaluation and Reporting Process Overview

2.3.3.1. The EEC shall review the following during each evaluation cycle:

- Each Executive Officer’s goals, taking into consideration all relevant CSA Bylaws and Policies.
- Hours worked by each Executive Officer.
- Any collected feedback on Executive job performance and conduct from Board members, staff and/or other Executive.
- In order to preserve working relationships, the EEC shall ensure that the identity of an individual raising concerns is not revealed to anyone outside the EEC.

2.3.3.2. Each evaluation cycle shall consist of the following:

- Solicitation and collection of constructive feedback on job performance and conduct from Directors, staff, and students.
- Written submission to the EEC by each Executive Officer including any constructive criticism or praise for another Executive Officers’ job performance or conduct.
- EEC members’ individual review of materials submitted.
- Interview meeting between each Executive Officer and the EEC.
- Final report for each Executive Officer prepared by the EEC to the CSA Board of Directors.

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

<table>
<thead>
<tr>
<th>EEC Evaluation Cycle</th>
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<tr>
<td><strong>First Round</strong></td>
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<tr>
<td>Executive submit goals to EEC</td>
<td>Monday after the August Civic Holiday</td>
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<tr>
<td>EEC meets to discuss goals</td>
<td>One week after submission of goals</td>
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<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after submission of goals</td>
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<tr>
<td>EEC reports to Board</td>
<td>Next Board meeting after submission of goals</td>
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<tr>
<td><strong>Second Round</strong></td>
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<tr>
<td>Executive submit reports to EEC</td>
<td>Monday after Thanksgiving</td>
</tr>
<tr>
<td>Deadline for feedback from Board and staff</td>
<td>One week after submission of reports</td>
</tr>
<tr>
<td>EEC meets to evaluate reports</td>
<td>Two weeks after submission of reports</td>
</tr>
<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after evaluation meeting</td>
</tr>
<tr>
<td>EEC reports to Board</td>
<td>Next Board meeting after submission of evaluation</td>
</tr>
<tr>
<td><strong>Third Round</strong></td>
<td></td>
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<tr>
<td>Executive submit reports to EEC</td>
<td>Monday after winter semester classes begin</td>
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<tr>
<td>Deadline for feedback from Board and staff</td>
<td>One week after submission of reports</td>
</tr>
<tr>
<td>EEC meets to evaluate reports</td>
<td>Two weeks after submission of reports</td>
</tr>
<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after evaluation meeting</td>
</tr>
<tr>
<td>EEC reports to Board</td>
<td>Second Board meeting after submission of evaluation</td>
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**2.3.4.1.** Meetings between each Executive Officer and the EEC shall be scheduled in advance of their reporting deadlines by the EEC Chair to ensure that an appropriate amount of time is available for discussion.

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

### 2.3.5. Template

**2.3.5.1.** The EEC shall produce templates for the last two reporting periods for the Executive Officers so that reports are consistent, easy to evaluate and easy to write.
2.3.5.2. The EEC may use templates from previous years if they are still considered to be appropriate.

2.3.5.3. The template for each reporting period shall be provided to the Executive Officers in advance of the reporting deadline.

2.3.6. First Round

2.3.6.1. Executive Officers shall draft a statement of their goals within their position and portfolios. These goals should be measurable and realistically achievable by the end of their term.

2.3.6.2. The EEC shall review the goals submitted against the CSA Bylaw Job Description and other applicable bylaws and policies. The EEC should ensure that all areas of responsibility are addressed and that goals are appropriate.

2.3.6.3. Prior to submitting the goals to the Board of Directors, any relevant recommendations from the EEC shall be given to the Executive Officers allowing them to make appropriate changes to their goals.

2.3.6.4. The reviewed goals shall be provided to the CSA Board of Directors for approval, with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation.

2.3.7. Second Round

2.3.7.1. Executive Officers shall report on the progress towards their previously reported and approved goals within their position and portfolios, using the reporting templates provided by the Executive Evaluation Committee.

2.3.7.2. Executive Officers shall submit a report of their activity to date (maximum two pages) including a report on their hours worked to date in the form of a weekly log of hours with brief notes to explain any unusual hours worked.

2.3.7.3. The EEC will interview each individual Executive Officer to discuss the details provided in written form. Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.7.4. The EEC shall review the documents submitted and after meeting with each Executive Officer, shall prepare a report to the CSA Board of Directors with any appropriate comments from other Directors, staff and students as well as any recommendations from the Executive Evaluation Committee.
2.3.7.5. The EEC may choose to make any of the following recommendations, or any other recommendation that is in line with CSA Bylaws and Policies:

- to CSA Board of Directors to revise their Job Description (CSA Bylaw 1, Section 5.0)
- to Finance Committee to revise a budget or budget lines
- to Executive Committee to support a new Field Worker position
- to encourage the hiring of temporary help
- to encourage taking time-in-lieu or vacation time
- to CSA Board of Directors to recommend Removal from Office or Reprimand under the provisions provided in CSA Bylaw 1, Section 6.0
- any outcome as outlined in the Human Resources policy (to be discussed in-camera).

2.3.8. Third Round

2.3.8.1. Executive Officers shall outline the status of their goals and reflect on tasks they worked on throughout the year. The final report from each Executive Officer shall note successes achieved, progress made towards future goals and structural issues. Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.8.2. The EEC shall review the reflections with each of the Executive Officers before preparing a report to be submitted to the Board.

2.3.8.3. After reviewing the reflections, the Executive Evaluation Committee shall submit a report to the CSA Board of Directors, with any appropriate comments from other Directors, staff and students as well as any EEC recommendations.

2.3.8.4. The final reports shall be available to assist with the transition of incoming Executive Officers.

2.4. Finance Committee

Terms of Reference

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

2.4.1.1. To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.

2.4.1.2. To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

2.4.1.3. To provide input to the budgetary process before it is presented to the Board of Directors.

2.4.1.4. To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

2.4.2. Membership of the Committee

2.4.2.1. The Committee shall be made up of six members: the President, a second member of the Executive Committee, three members from the Board of Directors, and the Business Manager.

2.4.2.2. Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.

2.4.2.3. Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

2.4.3. Responsibilities of the Committee Members

2.4.3.1. To act at all times in the best financial interests of the students and all levels of the CSA.

2.4.3.2. To adhere to all sections set forth in CSA By-Law 3

2.4.3.3. The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee’s Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.

2.4.3.4. The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5000 and over.
2.4.4. Meetings

2.4.4.1. The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.

2.4.4.2. Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one voting member the Board of Directors.

2.4.4.3. Decision-making shall be conducted in a consensus-based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

2.4.5. Reporting

2.4.5.1. The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation’s financial health in addition to the following:

- Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
- Fall semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

2.5. Petitions, Delegations and Representations (PDR) Committee

Section 2.5 Amendments in Yellow: Approved by CSA Board on November 27, 2019
Deletions shown in strike-through.

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

2.5.1.1. Petitions, Delegations and Representations Committee

The Petitions, Delegations and Representations Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.
2.5.2. Purpose

2.5.2.1. To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
2.5.2.2. To maintain a standardized PDR request form or method.
2.5.2.3. To make recommendations to the Finance Committee for annual funding for PDR lines.
2.5.2.4. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

2.5.3. Membership of the Committee

2.5.3.1. The Committee shall consist of a maximum of six members.
2.5.3.2. The President shall be a member of this Committee.
2.5.3.3. One seat on this Committee shall be reserved for an At-Large or College representative.
2.5.3.4. One seat on this Committee shall be reserved for a Student Organization representative.
2.5.3.5. One seat on this Committee shall be reserved for an additional member of the Executive Committee.
2.5.3.6. The remaining seats may be filled by up to two members of the CSA Board of Directors.
2.5.3.7. The membership of this Committee shall be selected by the Board of Directors.

2.5.4. Responsibilities of the Committee Members

2.5.4.1. The President shall be the Chair of the Committee.
2.5.4.2. The Vice-Chair shall be selected by the membership of the Committee.
2.5.4.3. The Scribe shall be selected by the membership of the Committee.
2.5.4.4. Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.
2.5.4.5. Each member shall act as a member of the CSA, and not as a member of their own constituency.
2.5.4.6. 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.
2.5.4.7. The Chair shall have the following responsibilities:

- Facilitate meetings
- Ensure that proper minutes are taken for every meeting
- Book meeting locations
- Compile semesterly reports for the Board
- Manage all communications to and from the Committee.
2.5.4.8. The Vice-Chair shall have the following responsibilities:

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

2.5.4.9. The Scribe shall have the following responsibilities:

- Take meeting minutes and record decisions
- Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.

2.5.5. Meetings

2.5.5.1. PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

2.5.5.2. The schedule of meetings shall be at the discretion of the Committee.

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

2.5.5.4. 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.

2.5.5.5. 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.

2.5.6. Reports

2.5.6.1. Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

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

- A list of all PDRs entertained by the Committee (whether the PDR was successful or not)
- The amount granted for each PDR request, and the line from which that grant was taken.

2.5.6.3. 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.

2.5.7. PDR Requirements

2.5.7.1. An applicant for PDR funds must be a fee-paying CSA member CSA member of good standing.
2.5.7.2. Each year, the CSA will budget funds to be made available by request to qualifying groups.

2.5.7.3. Funds from the Petitions, Delegations and Representations 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.

2.5.7.4. 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.

2.5.7.5. 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.

2.5.7.6. A completed PDR Report Form, available on the CSA website, indicating the usage of monies granted, will be required by the Committee and may be necessary for future funding.

2.5.7.7. Should a party requesting funding 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 re-submitted 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 completely.

2.5.8. PDR Application Process

2.5.8.1. The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

The following clauses were re-numbered, due to the addition of the new clause, 2.5.8.1.

2.5.8.2. Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

2.5.8.3. Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

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

2.5.8.5. Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the University of Guelph and surrounding community.

The undergraduate community of the University of Guelph.
2.5.8.6. In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

2.5.8.7. Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

The PDR Committee will rank each funding application based on the following tiered priority system:

- Internal accredited CSA clubs (Ranking: 5 points)
- Special status groups (Ranking: 3 points)
- Non-CSA accredited student organizations (Ranking: 1 point)

The PDR Committee will rank each funding application based on the following priority system:

- Internal accredited CSA clubs
- Special Status Groups
- University of Guelph accredited undergraduate student organizations, other CSA members
- Non-members.

2.5.8.8. The PDR Committee will also consider the following:

- Number of students attending the event
- Number of students impacted by the initiative.

2.5.8.9. Second time funding for the same event / initiative will not be provided, as the PDR Committee will consider innovation as part of the review process.

Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.

2.5.8.10. The President will notify organizations within 72 hours of a PDR Committee decision.
2.5.9. Appeals Process

2.5.9.1. 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.

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

2.5.9.3. 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.

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

2.5.9.5. 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.

2.5.9.6. 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.

2.5.9.7. 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.

2.5.10. Amendments

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

Section 2.5 Amendments in Yellow: Approved by CSA Board on November 27, 2019
Deletions shown in strike-through.
2.6. **Policy and Bylaw Review Committee (PBRC)**

### 2.6.1. Responsibilities

2.6.1.1. To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.

2.6.1.2. To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.

2.6.1.3. To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

2.6.1.4. To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

2.6.1.5. To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

### 2.6.2. Membership

2.6.2.1. Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

2.6.2.2. Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

2.6.2.3. Members who miss two meetings without regrets will be de-ratified from the committee.

2.6.2.4. The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.

2.6.2.5. At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

### 2.6.3. Structure

2.6.3.1. The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.

2.6.3.2. The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
2.6.3.3. Quorum shall be three ratified members, one of which must be a Director of the CSA.

2.6.4. Decision Making

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

2.6.5. Reporting

2.6.5.1. The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

2.6.5.2. Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

2.6.6. Conflict of Interest

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

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

2.6.6.3. In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

2.6.7. Working Groups

2.6.7.1. A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.
2.6.7.2. The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

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

3.0. Operational Committees

3.1. Accessibility Working Group (AWG) [Former Clause 2.2]

3.1.1. Preamble

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

3.1.2. Mandate

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

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

3.1.3.1. Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

3.1.3.2. Membership lists will not be made public outside of the Accessibility Working Group (AWG).

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

3.1.4. Responsibilities of Members

3.1.4.1. General Members
- To uphold the mandate of the AWG
- To maintain the confidentiality of the membership
- To appoint a Vice-Chair from the membership.

3.1.4.2. Chair
- Vice President Academic will be the Chair
- Responsible for meeting facilitation
- Responsible for acting as a primary contact for the group
- To act as a liaison to the greater CSA and university community
- Responsible for executing the decisions made by the Accessibility Working Group (AWG)
- To act in the best interests of the group
- To act as a moderator and uphold a safe space for meetings
- Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored
- To be aware of diverse abilities of students on campus/educate yourself.

3.1.4.3. Vice-Chair
- Act as an assistant to the Chair
- In the absence of the Chair take up the responsibilities of the group
- Be comfortable disclosing publicly that they are a member of the Accessibility Working Group.

3.1.5. Removal of Members

Recognizing that the AWG needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the AWG.
3.1.5.1. If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.
- The Chair and the Vice Chair will meet with the member in question.
- If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.
- Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4.

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

3.1.6. Meetings

3.1.6.1. Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
3.1.6.2. No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.
3.1.6.3. The Chair will be responsible for compiling a summary of business transacted at meetings.
- Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic’s Office and available by request.
- Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

3.1.6.4. The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.
3.1.6.5. The AWG will strive to create and uphold a safe space for all participants
- A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
- A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
- Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

3.1.6.6. Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.
3.1.7. Reports

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

3.1.7.2. The report must include:
- Overview of membership, without listing names of participants
- Timeline of activities
- Selected highlights of agenda items and group initiatives
- Future work for the next semester

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

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

3.2. Bike Centre Committee [Former Clause 2.3]

Terms of Reference

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

3.2.2. Membership

3.2.2.1. Membership shall consist of the Bike Centre Coordinator, two duly appointed Board members, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.

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

3.2.2.3. Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.
3.2.3. Meetings

3.2.3.1. Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.

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

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

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

3.2.4. Anti-Oppression Commitment

3.2.4.1. The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

This includes, but is not limited to the following provisions:

- The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.
- The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
- Every effort will be made to accommodate working students’ participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
- The Bike Centre Committee should strive for a diverse membership, encouraging Board members, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.
- Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be
removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

3.2.5. Purpose

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

3.2.6. Reports

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

3.3. Capacity, Analysis, and Planning Committee (CAPCOM)

[Former Clause 2.4]

3.3.1. Purpose

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

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

[Amended by CSA Board – April 3, 2019]

3.3.2. Responsibilities

3.3.2.1. To review the final report created by the previous year’s CAPCOM
3.3.2.2. To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:

• A list of goals addressing the identified core and perceived structural issues
• A summary of the problem and the desirable outcomes
• A timeline of progress and completion of dates

3.3.2.3. To make regular reports to the Board on the committee’s progress

3.3.2.4. To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
• A summary of goals, what has been achieved, and the progress made.
• What did not work and what barriers are to blame
• Reflection of committee effectiveness
• Suggestions for next year’s CAPCOM

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

3.3.3. Membership

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

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

3.3.4. Meetings

3.3.4.1. The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee’s membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

3.3.4.2. The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

3.3.4.3. Because of the significant importance of the Committee’s report to the future of the organization, quorum will be set at four Committee members.

3.3.4.4. The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.
3.4. **FoodBank Committee** *(Former Clause 2.7)*

### 3.4.1. Purpose

**3.4.1.1.** The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.

**3.4.1.2.** The Committee is the formal link between the CSA main office and the CSA FoodBank.

**3.4.1.3.** The Committee shall act as an advisory body to any sub-committees of this Committee.

### 3.4.2. Membership

**3.4.2.1.** Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.

**3.4.2.2.** Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.

**3.4.2.3.** Above members shall be considered active members of the Committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

**3.4.2.4.** The CSA Business Manager and HR and Operations Manager will be considered active members during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.

**3.4.2.5.** Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

### 3.4.3. Sub-Committees

**3.4.3.1.** A sub-committee shall be struck each time the Committee deems it necessary.
3.4.4. Responsibilities

3.4.4.1. The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.

3.4.4.2. The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.

3.4.4.3. The Human Resources and Operations Manager, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.

3.4.4.4. All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

3.4.5. Meetings

3.4.5.1. Decisions must be made on a consensus model of active members

3.4.5.2. There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External and the FoodBank Coordinator.

3.5. Student Health and Advocacy Centre (SHAC) Advisory Committee [Former Clause 2.10]

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

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

3.5.1. Purpose

3.5.1.1. The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester. This document will contain the following:
A summary of findings from its consultative review.

A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.

A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.

Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.

An analysis of the expenditures and budget in relation to SHAC’s ability to provide its services.

3.5.2. Membership

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

3.5.2.2. The Board shall appoint three (3) of its members to the Committee before September 30 of each year, for a term ending April 30.

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

3.5.3. Meetings

3.5.3.1. The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

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

3.5.3.3. Because of the significant importance of the Committee’s report to the future of the SHAC, quorum will be set at five (5) of the committee members.
4. **Confidentiality and Conflict of Interest Agreement** [Former Section 3]  
   [Amended by the CSA Board – February 5, 2020]

4.1. All staff, Executive, and Directors shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may only be changed by the Executive on an annual basis, in the winter semester.

4.2. Signing the Confidentiality and Conflict of Interest Agreement is a condition of both employment for staff, and ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Human Resources & Operations Manager and shall expire each year on April 30.

4.3. It is the responsibility of the Human Resources & Operations Manager to ensure that all staff and Executive sign the agreement. It is the responsibility of the Policy & Transition Manager to ensure that all Board members sign the agreement.

4.3.1. If a matter arises where confidentiality has been breached by a staff, Director, or Executive who has not signed the agreement, the above responsible Executive member may be held financially liable for any losses the CSA may occur as a result of the breach in confidentiality. Ensuring the signing of agreements will waive such responsibility.

Section 4.0. Confidentiality [Replaced by the CSA Board – Feb. 5, 2020]

4.1. Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.

4.2. Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.

4.3. A breach of confidentiality may happen for a variety of reasons including but not limited to:
   - Disclosure of confidential information;
   - Disclosure of personal information, and
   - Conflicts of interest.

4.4. During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.
4.5. Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.

4.6. Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 10: Confidentiality.

4.7. All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.

4.8. Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.

4.9. It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement. [Amended by the CSA Board – Feb. 5, 2020]

5. Protection of Privacy and Access to Information [Former Section 4]

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

5.1. Definitions

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

5.2. Principles of Privacy and Access

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

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

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

5.4. Personal Information

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

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

5.5. Collection

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

- An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award
- Performance evaluation of a staff or volunteer member
Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

6. **Special Projects [Former Section 5]**

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

The following considerations should apply:

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

7. **University Centre Board [Former Section 6]**

7.1. **Preamble**

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

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the “Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest” document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.
7.2. Appointments

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

7.2.2. The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

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

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

7.3. University Centre Board Undergraduate Student Representatives (UCBUSR)

7.3.1. The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

7.3.2. UCBUSR is expected to make regular reports to the CSA Board of Directors.

7.3.3. UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

7.3.4. The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.

7.3.5. The Vice President Student Experience shall chair the UCBUSR meetings.

7.3.6. For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.
7.4. CSA Position on the University Centre Board

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

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

7.5. CSA Board of Directors Directives

7.5.1. The CSA Board of Directors, as the appointing body, has the ability to give suggestions to the University Centre Board Undergraduate Student Representatives (UCBUSR) through the Chair of UCBUSR.

   Suggestions may be given for the following reasons:

   a) The CSA Board of Directors deems the issues to be of significant importance to student interest.
   
   b) The CSA Board of Directors wishes to make its views known publicly.

7.6. Reserved Rights of the CSA Board of Directors

7.6.1. The CSA Board of Directors reserves the right to:

   a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.
   
   b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.
   
   c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).
d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.

h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

7.7. Recall of UCBUSR Members

7.7.1. A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated in the following way:

• a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR

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

8. Dietary Policy [Former Section 7]

8.1. Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

8.2. Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

8.2.1. One or more of the options may be removed if the people being served agree unanimously.

8.2.2. An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
8.2.3. The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

9. E-mail Policy [Former Section 8]

9.1. The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.

9.2. Because the University’s “official form of communication” with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.

9.3. The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the Front Office Manager.

9.4. There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

9.4.1. Mass E-mail
This mode of communication is for critical e-mail’s that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

9.4.2. High Volume E-mail
This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

9.4.3. Listserv
This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

9.5. All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSA By-Laws and Policy Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

9.6. Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

9.6.1. Mass E-mail Set-Up
- To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.
- The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

- There are no maintenance requirements for this mode of communication.

9.6.3. Mass E-Mail Guidelines
- The mass e-mails will abide by all policies outlined in this policy.

9.6.4. High Volume E-mail (HVM)
- Set-up begins as early as May 1.
- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.
- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).
- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.
- On April 30 of each school year, CCS will delete the entire list.
- After the numbers for the fall semester are available (eg. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

9.6.4.1. Guidelines
- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.
- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.
- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.
- Only one HVM can be sent out in a one (1) week period (every 168 hours).
- HVM can only be sent out after 6 pm, so as to avoid webMail’s high traffic times.
- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.
9.6.5. Listserv

9.6.5.1. Set-Up
- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.
- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

9.6.5.2. Maintenance
- The group who requested the listserv is responsible for the maintenance of the listserv.

9.6.5.3. Guidelines
- All listservs will abide by all policies outlined in this policy.

9.6.6. Mass E-mail Endorsement Policy

- Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.
- The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.
- Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.
- The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

10. Ethical Purchasing [Former Section 9]

10.1. Preamble

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

10.2. Definitions

10.2.1. Services: Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre
10.2.2. Clubs: any group or organization accredited through the CSA that is not considered a CSA service.
10.2.3. Purchaser: the club, service, or Executive that made the purchase in question.
10.2.4. Apparel: any item that can be worn on the body (i.e., hats, clothes, bags).

10.3. Scope

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

10.4. Principles

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

10.5. Ethical Purchasing Committee

10.5.1. Purpose: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.
10.5.2. Timeline: to meet at minimum once a semester
10.5.3. Membership: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer
10.5.4. Quorum: Five members, one of which must be the Vice President External.
10.5.5. Responsibilities of the Chair:

The Chair is responsible for the following duties:

- Calling the meetings
- Ensuring that a scribe is present
- Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs
- Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA’s policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.
- Facilitating the creation and maintenance of the CSA’s List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

10.5.6. Non-compliance

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

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

10.5.7. Choosing a Supplier

10.5.7.1. A supplier may be chosen from the University of Toronto list of suppliers.
10.5.7.2. The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.

10.5.7.3. If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

10.5.8. Reporting

10.5.8.1. Contents: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.

10.5.8.2. Timelines: Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

10.5.8.3. Transparency: the report will be included in the CSA Board package and will be posted on the CSA website.

10.6. Engaging the Membership

10.6.1. The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

10.6.2. The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

10.7. Revision

10.7.1. This policy will be reviewed in the 2013/2014 year.

10.7.2. This policy will be reviewed once every 3 years.

11. Accessible Services Provision [Former Section 10]

11.1. Preamble

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

11.2. Providing Goods and Services

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

11.2.1. Communication

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

11.2.2. Telephone Services

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

11.2.3. Assistive Devices

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

11.2.4. Billing

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

11.3. Use of Service Animals or Support Persons

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

11.4. **Notice of Temporary Disruption**

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

11.5. **Training of Staff**

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

Training will include the following:

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

11.6. **Feedback Process**

The ultimate goal of the CSA is to meet and surpass users of our services’ expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated. Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at www.csaoonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.
11.7. Modifications to this Policy

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

11.8. Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

12. Co-Curricular Transcript Policy [Former Section 11]

12.1. Preamble

The University of Guelph’s Co-Curricular Transcript (“CCT”) is an official record of an eligible student’s involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

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

12.2. Validation Requirements

12.2.1. Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

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

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

12.2.4. Attend the Annual General Meeting and any subsequent General Members’ Meetings held by the organization.

12.3. In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:
12.4. Petitions may be heard only after the completion of the Director’s term.
12.5. The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.

12.6. All motions to waive requirements for validation must include the following information:
- the name of the Director that the petition is for; and
- the academic year that they were ratified as a Director.

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

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

13. **Policy Review Policy [Former Section 12]**

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

**Annually in Summer:**
- Bylaw 2.0 - Elections Bylaws

**Bi-Annually (every two years) in Fall:**
- Bylaw 1.0 – Members meetings (year 2)

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

**Tri-Annually (every three years) in Summer:**
- Appendix F – Clubs Handbook (year 3)  
  – in consultation with Clubs Coordinator
14. **Executive Officer Portfolio Duties** [Former Section 13]  
[Amended by CSA Board on September 25, 2019]

14.1. **Executive Officer Portfolio Duties**

14.2. **General Duties**

14.2.1. Each Executive member shall be responsible for an area or areas of concentration called portfolios.

14.2.2. Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.

14.2.3. Each Executive member shall take direction from the CSA Board of Directors when given

14.2.4. Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives

14.2.5. Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

14.3. **President**

14.3.1. The primary purpose of the President is to uphold the mandate of the Central Student Association:

a) To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind

b) To ensure that CSA operations and services are managed effectively and efficiently

c) To lead the Executive Committee

d) To support the coordination of human resources and the development of training and transition for staff, Executive, Board Members and volunteers, and to ensure that appropriate resources and support are available.
14.3.2. To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA

14.3.3. To advocate for increasing student engagement and representation on committees.

14.3.4. **Public Relations**

a) To act as the primary spokesperson of the CSA

b) To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph
   - To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design
   - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations
   - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)

c) To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience
d) To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities
e) To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters
   - To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive
f) To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

14.3.5. **Human Resources**

a) To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required

b) To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked
c) To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities
d) To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee
e) To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers
To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

14.3.6. Finances

a) To act as “Corporate President” and to be a primary signing authority of the CSA
b) To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization
c) To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager
d) To present financial reports to the Board of Directors and the CSA membership
e) To act as the Executive liaison with the Business Office, especially on matters relating to the budget
f) To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
g) To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio
h) To seek new revenue generating opportunities consistent with the association’s mandate
i) To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association
   • To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
j) To engage in the planning of the annual University budget
k) To manage Affordable Housing Initiative funding requests.

14.3.7. Operations

a) To be knowledgeable of the operations of all CSA services
b) To be Executive Supervisor for all CSA permanent staff
c) To uphold the CSA’s general objectives, according to the Board of Directors
d) To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to
Central Student Association
Appendix A – Internal CSA Policy

Maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph

e) To act as the Executive contact for all matters related to CSA ancillary student fees

f) To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee

g) To be responsible for the oversight of CSA designated spaces

h) To ensure the planning of the “Year at a Glance” calendar of events and responsibilities for the year, in collaboration with CSA staff

k) To initiate new projects that address the needs of the students

l) To contribute to the CSA’s Strategic Plan review every five years.

14.3.8 Committees

a) Executive Committee (Chair)
b) Finance Committee (Chair)
c) Student Executive Council (member)
d) Policy and Bylaw Review Committee (member)
e) Student Leaders and Administration Meeting (member)
f) Student Budget Committee (member)
g) Petitions, Delegations and Representations (PDR) Committee (Chair)
h) thecannon.ca Operating Committee (member)
i) Committees with GSA:
   • CSA/GSA Transit Committee (Co-Chair)
   • Student Health and Dental Plan Committee (Co-Chair).

14.4. Vice President Student Experience

14.4.1. The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.

14.4.2. To follow the leadership and direction of the CSA President

14.4.3. To be a primary signing authority of the CSA

14.4.4. To be involved in event planning pertaining to University of Guelph undergraduate students

a) To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students

b) To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.

c) To coordinate and plan Orientation Week events.

14.4.5. To advocate for increasing student engagement and representation on committees
14.4.6. To seek alternative ways of publicizing CSA events to students
14.4.7. To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant
14.4.8. To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
14.4.9. To supervise CSA Clubs and SafeWalk staff
14.4.10. To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department
14.4.11. To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator
14.4.12. To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

14.4.13. Collaboration
   a) To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights
   b) To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External
   c) To provide information regarding campaigns and committees that affect undergraduate students’ mental health, well-being, and safety, in collaboration with the VP External
   d) To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas
   e) To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

14.4.14. Club Space
   a) To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President
   b) To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required
   c) To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required
   d) To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

14.4.15. Student Space Initiatives
   a) To investigate and report CSA-specific space and building initiatives
b) To work towards University-wide student space initiatives in collaboration with the Executive Committee

c) To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

14.4.16. Committees

a) Executive Committee (Secretary)
b) University Centre Board (member)
c) Student Leaders and Administration Meeting (member)
d) Athletics Advisory Committee (member)
e) CSA Finance Committee (member)
f) Orientation Week Advisory Committee (member)
g) Student Life Advisory Committee (member)
h) Sexual Violence Committee and sub-committees (member)
i) Student Wellness Advisory Group (member)
j) 1 in 5 Planning Committee (member)
k) OUTline Advisory Committee (member)
l) thecannon.ca Operating Committee (member)
m) Innovation Fund Committee (member)
n) Student Events and Risk Management Committee (Co-Chair).

14.5. Vice President Academic

14.5.1. The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.

14.5.2. To follow the leadership and direction of the CSA President

14.5.3. To represent undergraduate students with all matters pertaining to accessibility and academic programming

14.5.4. To coordinate the annual Teaching Excellence Award

14.5.5. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee

14.5.6. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager

14.5.7. To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience

14.5.8. To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas

14.5.9. To supervise the Student Help and Advocacy Centre staff.

14.5.10. Financial Support

a) To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study,
Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA)

b) To promote the financial aid available to students
c) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

14.5.11. Academics

a) To collaborate with and act as a resource to other student leaders and student organizations
b) To communicate with students regarding various academic initiatives that are occurring on campus
c) To be knowledgeable of the Undergraduate Degree Regulations and Procedures
d) To represent undergraduate students on all academic and accessibility related committees
e) To actively engage with students on academic issues that are currently relevant to the undergraduate student body
f) To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

14.5.12. Advocacy

a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]
b) To advocate on behalf of undergraduate students who self-identify as having a disability
c) To work with student leaders and organizations to increase access to support services for academic advocacy
d) To advocate for increasing student engagement and representation on committees.

14.5.14. Tenancy Rights

a) To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students
b) To refer students to the appropriate community organization when advocacy requires a legal opinion
c) To act as a resource for SHAC on issues related to the Residential Tenancies Act
d) To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.
14.5.14. Senate

a) To act as an ex-officio member of Senate
b) To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

14.5.15. Committees

a) Executive Committee (member)
b) Student Leaders and Administration Meeting (member)
c) Academic Policy and Procedures Committee (member)
d) Campus Accessibility Committee (member)
e) Compulsory Fees Committee (member)
f) Calendar Review Committee (member)
g) Committee of Undergraduate Academic Advising (member)
h) Judicial Committee (member)
i) Student Budget Caucus (member)
j) Student Rights and Responsibilities (member)
k) Special service fee committees (member)
l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible.

14.6. Vice President External

14.6.1. The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government

14.6.2. To follow the leadership and direction of the CSA President

14.6.3. To supervise the CSA Bike Centre and the Guelph Student FoodBank staff

14.6.4. To coordinate with the CSA President for responses to hate activity on campus

14.6.5. To advocate for increasing student engagement and representation on committees.

14.6.6. Campaigns

a) To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community
   - To inform, educate, mobilize and involve as many students as possible in these campaigns
   - To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector
To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, 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.

14.6.7. Federal, Provincial and Municipal Governance

a) To act as a liaison to the City of Guelph, the Ontario government and the Canadian government
   - To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students

b) To be knowledgeable of City bylaws, programs, and initiatives that impact students:
   - To represent the CSA at municipal events, activities and initiatives where appropriate
   - To communicate student issues with community members

c) To establish and maintain working relationships with the MPP and MP for Guelph

d) To disseminate municipal, provincial or federal election information to students

e) To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups

f) To record information about student issues mentioned in party platforms and to follow-up with elected candidates

g) To remain non-partisan during the campaigning period and voting days, both in person and online.

14.6.8. Social and Environmental Justice and Coalition Work

a) To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
   - Office of Diversity & Human Rights (DHR)
   - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
   - Ontario Public Interest Research Group Guelph (OPIRG)
   - Aboriginal Student Association (ASA)
14.6.9. Labour Unions

a) To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:
   - Ontario Federation of Labour
   - Canadian Union of Public Employees (Locals 1334 and 3913)
   - Ontario Public Service Employees Union
   - United Steel Workers
   - Guelph District Labour Council
   - Future labour unions on campus.

14.6.10. Advocacy / Lobbying

a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic [see VPE 14.5.12a]

b) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic [see 14.5.10c]

c) To disseminate information and research with other areas regarding post-secondary education matters [from 14.6.8]

d) To establish and maintain positive working relationships with student lobby groups.

14.6.11. Bus Pass Distribution

a) To coordinate the CSA Bus Pass Distribution, in collaboration with the Office Manager & Executive Support, in consultation with CSA core staff.
14.6.12. Committees

a) Executive Committee (member)
b) Code of Suppliers Conduct Advisory Committee (member)
c) Hate Activity Sub-Committee (member)
d) Human Rights Advisory Group (member)
e) Town & Gown Committee (member)
f) Guelph Transit Advisory Committee (member)
g) CSA/GSA Transit Committee (member)
h) Student Leaders and Administration Meeting (member)
i) Guelph District Labour Council (member).

[To compare the amended Section 14 - Executive Officer Portfolio Duties with the previous Section 13 - Executive Officer Portfolio Duties, visit the CSA website, click on “Board” then “2019-2020 Board Packages” and view the CSA Board agenda on September 25, 2019, Item 3.11.5]