

Appendix D

CSA Committees



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Appendix D CSA Committees



Note: Amendments to Appendix D were approved by the Board of Directors on February 28, 2024.

Policy & Transition Coordinator

1.0 Preamble

A well-functioning Board of Directors is essential to the health, sustainability, and growth of the Central Student Association (CSA).

The CSA's Board of Directors ('Board') accomplishes much of its work through CSA Board Committees ('committees') to enhance Board productivity and organizational effectiveness.

2.0 Definitions

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

"Board" means the Board of Directors of the CSA.

"Chair" means the Chair of the Board.

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

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

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

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

"Members" means the collective membership of the CSA.

"Officer" means an officer of the Corporation.

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

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

3.0 Committees Overview

3.1 Authority (Decision-Making)

3.1.1 In general, unless specifically stated in CSA bylaws or policy, or within the committee's terms of reference, committees are not decision-making bodies, but rather working committees responsible for:

- a) Providing input prior to matters coming to the Board.
- b) Considering issues as directed by the Board.
- c) Making recommendations to the Board.

3.1.2 The Board is responsible for the consideration and final approval of all committee recommendations; however, the Board is not obligated to agree with the recommendations.

In other words, committee recommendations can be considered as 'suggestions for the Board's consideration'.

3.2 Purpose of Committees

Committees allow the Board to divide work into manageable sections, so that proper time is provided to Board members to research and consider issues.

In addition, committees permit broader participation, so skills and expertise external to the Board can be consulted on issues of importance.

3.3 Establishing Committees

The Board may establish the number and nature of its committees, including the membership of them except where a committee is mandated by legislation, such as the Joint Health and Safety Committee, which is mandated by the Ontario Health and Safety Act (OSHA).

3.4 Accountability

CSA committees provide the benefit of strong accountability. Committee members have specific assigned tasks and are directly accountable to the Board for completing them.

Committees have dedicated time for addressing agenda items, and the Board expects them to conduct due diligence and be thorough, yet timely, in pursuing their responsibilities.

Committees provide comprehensive information to the Board that is presented in a concise manner to help inform Directors' votes on specific issues.

Committees are expected to be accountable for making timely reports to the Board, as outlined in the terms of reference of each committee.

3.5 Composition

CSA committees utilize the varied and specific talents, expertise, skills and knowledge of CSA Members, Directors, Executive, staff, and volunteers to provide a complete and broad perspective on issues.

Committees may include members external to the CSA considered to be subject matter experts that can contribute to fulfilling a committee's mandate by providing even broader expertise and perspective.

3.6 Member Conduct

Committee members shall exhibit the following behaviours in the course of their work:

- a) Embrace a spirit of collaboration.
- b) Contribute to discussion and build on the ideas of others.
- c) Be willing to ask probing questions and explore various perspectives and alternatives.
- d) Assist in evaluating the adequacy of available data.
- e) Willing to take extra time when needed to seek out additional sources of expertise before making final decisions.

3.7 Member Responsibilities

Committee work requires members be willing to spend the necessary time and effort needed to research issues, and who understand that committee work is in addition to regular Board work.

3.8 Terms of Reference (Committees)

3.8.1 Each CSA committee shall have formal terms of reference to determine their responsibilities and expectations. The terms of reference should include:

- a) The composition of the committee.
- b) The objectives, purpose and activities.
- c) The powers that have been delegated.

- d) Any mandate to make recommendations to the Board.
- e) The lifespan of the committee.
- f) Meeting frequency, meeting roles: Scribe (note taker, secretary, etc.), Chair, Vice-Chair, and requirements for quorum.
- g) A scheduled review of the terms of reference.
- h) How the committee reports to the Board.

- 3.8.2** When developing committee terms of reference, the Board should consider that the committee's work is primarily advisory in nature.

A committee's terms of reference should detail the types of recommendations the Board is looking for, and define the committee's authority, whether it is expressed or implied.

3.9 Committee Classification

- 3.9.1** The CSA uses the following classifications for committees:

- a) Standing Committees
- b) Operational Committees
- c) Internal Committees
- d) External Committees

3.10 Standing Committees

- 3.10.1** Standing Committees are established within Bylaw 1 – Organizational by the CSA Board of Directors as approved by the CSA Membership.
- 3.10.2** Standing Committee mandates are integral to the effective governance and management of the CSA.
- 3.10.3** The CSA has established the following Standing Committees as defined in Bylaw 1 – Organizational:
- a) Executive Committee
 - b) Executive Evaluation Committee (dissolved)
 - c) Finance Committee
 - d) Student Events and Initiatives Funding (SEIF) Committee
 - e) Policy & Bylaw Review Committee (PBRC)
 - f) Accessibility Committee
 - g) Capacity, Analysis, and Planning Committee (CAPCOM)

3.11 Operational Committees

- 3.11.1** CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix D – CSA Committees.

- 3.11.2** Operational Committee mandates are integral to the effective implementation of CSA Services.
- 3.11.3** The CSA has established the following Operational Committees as defined in this Appendix:
- a) Bullring Operations Committee
 - b) Bike Centre Committee
 - c) Ethical Purchasing Committee
 - d) FoodBank Committee

3.12 Internal Committees

- 3.12.1** Internal Committees do not report directly to the CSA Board of Directors.
- 3.12.2** Internal Committee reporting structures vary and are detailed within their terms of reference.

The CSA Board of Directors is, however, ultimately responsible for the committee's actions as per Bylaw 1 – Organizational, Section 4.0 Board of Directors: "The affairs of the CSA shall be managed by a Board of Directors".

- 3.12.3** Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.
- 3.12.4** The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:
- a) Elections and Referendum Committee
 - b) Elections Appeals Board (EAB)
 - c) Student Space Ad Hoc Committee
 - d) Affordable Housing Initiative
 - e) Clubs Tribunal (CSA Clubs Conduct Tribunal)

3.13 External Committees

- 3.13.1** External Committees are those that include membership of one or more CSA Directors and/or Executive Officers and are administered within a partnership or collaboration agreement with an external body or is under the direct administration of an external body.

3.13.2 There are numerous External Committees and examples include, but are not limited to, the Student Health & Dental Committee, GSA/CSA Transit Committee, Sexual Violence Committee, University of Guelph's Information Technology Student Advisory Committee, and Academic Policy and Procedures Committee.

3.13.3 A list of Executive Officer and CSA Director membership to External Committees is maintained by the Executive Committee to ensure comprehensive representation or membership, and to assist in Executive Officer transition.

3.14 Committee Minutes

3.14.1 Standing Committees

- a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings.
- b) All minutes shall be submitted to the Policy & Transition Coordinator for the purpose of archiving and making minutes available to the general membership via the CSA website.

3.14.2 Operational and Internal Committees

3.14.3 All Operational and Internal Committees shall maintain an archive of meeting minutes.

3.14.4 Standing Committees

4.0 Executive Committee

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

5.0 Executive Evaluation Committee (Dissolved)

The Executive Evaluation Committee (EEC) was dissolved at the CSA Board Meeting on March 10, 2021. The Policy & Bylaw Review Committee will provide recommendations on how to fulfill the mandate of the EEC.

6.0 Finance Committee

6.1 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.

6.2 Purpose

- 6.2.1** 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.
- 6.2.2** To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- 6.2.3** To provide input to the budgetary process before it is presented to the Board of Directors.
- 6.2.4** 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.

6.3 Membership of the Committee

- 6.3.1** The Committee shall be made up of six members: the President, a second member of the Executive Committee, three Directors, and the Business Manager.
- 6.3.2** 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.
- 6.3.3** 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.

6.4 Responsibilities of the Committee Members

- 6.4.1** To act at all times in the best financial interests of the students and all levels of the CSA.
- 6.4.2** To adhere to all sections set forth in CSA Bylaw 3 – Financial.
- 6.4.3** 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.
- 6.4.4** The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling \$5,000 and over.

6.5 Meetings

- 6.5.1** 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.
- 6.5.2** Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one voting member the Board of Directors.
- 6.5.3** 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.

6.6 Reporting

- 6.6.1** 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.

7.0 Student Events and Initiatives Funding (SEIF) Committee

7.1 Preamble

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

The Student Events and Initiatives Funding Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding SEIF requests.

7.2 Purpose

- 7.2.1** To receive, hear presentations for, and make decisions on SEIF requests within CSA Bylaws and Policies.
- 7.2.2** To maintain a standardized SEIF request form or method.
- 7.2.3** To provide complete semesterly reports to the CSA Board of Directors on all transactions involving SEIFs.

7.3 Membership of the Committee

- 7.3.1** The Committee shall consist of a maximum of six members.
- 7.3.2** The President shall be a member of this Committee.
- 7.3.3** One (1) seat on this Committee shall be reserved for an At-Large or College representative.
- 7.3.4** One (1) seat on this Committee shall be reserved for a Student Organization representative.
- 7.3.5** One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.
- 7.3.6** The remaining seats may be filled by up to two (2) Directors.

7.3.7 The membership of this Committee shall be selected by the Board of Directors.

7.3.8 A designated staff member will attend meetings in the role of scribe. They will not be a ratified member of the committee.

7.4 Responsibilities of the Committee Members

7.4.1 The President shall be the Chair of the Committee.

7.4.2 The Vice-Chair shall be the additional Executive member on the Committee.

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

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

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

7.4.6 The Chair shall have the following responsibilities:

- a) Setting SEIF deadlines for the academic year, subject to Board Approval.
- b) Facilitate meetings.
- c) Ensure that proper minutes are taken for every meeting.
- d) Compile semesterly reports for the Board, with the designated staff member.

7.4.7 The Vice-Chair shall have the following responsibilities:

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

7.4.8 The designated staff member shall have the following responsibilities:

- a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.

- b) Take meeting minutes and record decisions.
- c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
- d) Book meeting locations.
- e) Manage communications to and from the Committee.
- f) Compile semesterly reports for the Board with the President.
- g) Coordinate the submission of SEIF Report Forms and ensure completion.
- h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.

7.5 Meetings

- 7.5.1** SEIF Committee meetings shall be held as required to receive and to review SEIF applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 7.5.2** The schedule of meetings shall be pre-determined and submitted to the Board of Directors.
- 7.5.3** Quorum for meetings shall be set at a simple majority of members.
- 7.5.4** If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week.

7.6 Reports

- 7.6.1** Reports shall be compiled by the Chair and the designated staff member of the Committee.
- 7.6.2** A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:
 - a) SEIF Applications.
 - b) Funding requests.
 - c) Funding allocated.
 - d) Impact on student body.
 - e) Summary of funds.

7.7 SEIF Requirements

- 7.7.1** Applicant groups for SEIF must include a CSA member of good standing.

- 7.7.2** Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 7.7.3** Funds from the SEIF 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.
- 7.7.4** 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.
- 7.7.5** Should the CSA choose to co-sponsor an event, it must do so before the SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.
- 7.7.6** A completed SEIF Report Form, available on the CSA website, will be required by the Committee. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.
- 7.7.7** At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.
- 7.7.8** 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 SEIF must be re-submitted to the Committee where the original SEIF 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.

7.8 SEIF Application Process

- 7.8.1** Subject to approval by the Board, the President will set three application

deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting additional application deadlines in the Winter semester, should the funding be available.

- 7.8.2** Organizations are able to apply for funds retroactively within the current academic year.
- 7.8.3** 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.
- 7.8.4** Qualifying groups must submit a completed SEIF Request Form, available on the CSA website, to the Committee through the designated staff member.
- 7.8.5** All parties must disclose as to whether their organization/ group collects student fees or other regular funding sources.
- 7.8.6** All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.
- 7.8.7** Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- 7.8.8** In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- 7.8.9** The SEIF Committee will rank each funding application based on the following priority system:
 - i. Internal accredited CSA clubs.
 - ii. Special Status Groups.
 - iii. University of Guelph accredited undergraduate student organizations.
- 7.8.10** The SEIF Committee will also consider the following:
 - Number of students attending the event.
 - Number of students impacted by the initiative.
 - If there is a cost to students to attend.
 - The inclusivity and accessibility of the event.
 - The level of enrichment to students.

- The groups access to other funding sources.
- The specificity of the budget.
- Whether the group has received SEIF in the current academic year.
- The amount of funds remaining in the SEIF budget line.

7.8.11 The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages.

7.8.12 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 SEIF Committee will consider innovation as part of the review process.

7.8.13 The designated staff member will notify organizations within 72 hours of a SEIF Committee decision.

7.9 Appeals Process

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

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

7.9.2 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.

7.9.3 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.

7.9.4 Appeals of the SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no

Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

- 7.9.5** The appealing party will be given fifteen (15) minutes to present both their original SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.
- 7.9.6** 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.
- 7.9.7** The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
- a) A motion to deny the appeal and uphold the Committee's decision.
 - b) A motion to grant the appeal and make any changes necessary to the SEIF Committee in order to ensure a fair hearing.
 - c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the SEIF in question.

8.0 Policy and Bylaw Review Committee (PBRC)

8.1 Responsibilities

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

8.2 Membership

- 8.2.1 Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- 8.2.2 Any individual seeking membership will notify the Policy & Transition Coordinator. 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.
- 8.2.3 Members who miss two meetings without regrets will be de-ratified from the committee.
- 8.2.4 The Policy & Transition Coordinator will be a ratified member of PBRC as per their job duties.
- 8.2.5 At any time, a member may resign from PBRC by notifying the Policy & Transition Coordinator.

8.3 Structure

Revised Wording: Section 8.3.1 – Approved July 27, 2022

- 8.3.1 The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Coordinator is responsible for collecting discussion items and coordinating agenda preparation.

Former Wording: Section 8.3.1 – Deleted July 27, 2022

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.

Revised Wording: Section 8.3.2 – Approved July 27, 2022

- 8.3.2 The PBRC minutes will be recorded by the Policy & Transition Coordinator. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly

scheduled meeting.

Former Wording: Section 8.3.2 – Deleted July 27, 2022

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.

- 8.3.3** Quorum shall be three ratified members, one of which must be a Director of the CSA.

8.4 Decision Making

- 8.4.1** 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.

8.5 Reporting

- 8.5.1** 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.
- 8.5.2** 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.

8.6 Conflict of Interest

- 8.6.1** 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.
- 8.6.2** 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.
- 8.6.3** 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.

8.7 Working Groups

- 8.7.1 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.
- 8.7.2 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.
- 8.7.3 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.

9.0 Accessibility Committee (formerly the Accessibility Working Group - AWG)

9.1 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, bylaws and policies, events, and space.

9.2 Mandate

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

- 9.2.1 To act as a resource for accessibility within the organization.
- 9.2.2 To promote the development of critical disabilities assessment within the CSA.
- 9.2.3 To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.

- 9.2.4 To explore and deconstruct all real and potential barriers within the CSA.
- 9.2.5 To promote the reduction of the stigma surrounding disabilities.
- 9.2.6 To promote broader understanding of the experiences of students with disabilities.
- 9.2.7 To promote an accessible environment for all members of the CSA.
- 9.2.8 To discuss the experiences of members with disabilities.
- 9.2.9 To ensure that all CSA bylaws and policies become, and continue to be, accessible for all members.
- 9.2.10 To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.
- 9.2.11 To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

- 9.3.1 Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.
- 9.3.2 Membership lists will not be made public outside of the Accessibility Committee.
- 9.3.3 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.

9.4 Responsibilities of Members

9.4.1 General Members

- a) To uphold the mandate of the Accessibility Committee.
- b) To maintain the confidentiality of the membership.
- c) To appoint a Vice-Chair from the membership.

9.4.2 Chair

- a) Vice President Academic will be the Chair.
- b) Responsible for meeting facilitation.
- c) Responsible for acting as a primary contact for the group.
- d) To act as a liaison to the greater CSA and university community.

- e) Responsible for executing the decisions made by the Accessibility Committee.
- f) To act in the best interests of the group.
- g) To act as a moderator and uphold a safe space for meetings.
- h) Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
- i) To be aware of diverse abilities of students on campus/ educate yourself.

9.4.3 Vice-Chair

- a) Act as an assistant to the Chair.
- b) In the absence of the Chair take up the responsibilities of the group.
- c) Be comfortable disclosing publicly that they are a member of the Accessibility Committee.

9.5 Removal of Members

Recognizing that the Accessibility Committee 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 committee.

- 9.5.1** If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair
- a) The Chair and the Vice Chair will meet with the member in question.
 - b) If the member fails to demonstrate a renewed commitment to the committee and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the committee.
 - c) Members can be removed immediately by the Chair and Vice-Chair for violation of Section 9.4.

9.6 Meetings

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

- 9.6.1** Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
- 9.6.2** No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.
- 9.6.3** The Chair will be responsible for compiling a summary of business

transacted at meetings:

- a) Minutes of the Accessibility Committee will be kept on file in the Vice President Academic's Office and available by request.
- b) 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.

9.6.4 The Accessibility Committee 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.

9.6.5 The Accessibility Committee will strive to create and uphold a safe space for all participants:

- a) 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.
- b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
- c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

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

9.7 Reports

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

9.7.2 The report must include:

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

9.7.3 Reports must not include specific membership lists and will adhere to the confidentiality policies of the Accessibility Committee.

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

10.0 Bike Centre Committee

10.1 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.

10.2 Membership

- 10.2.1** Membership shall consist of the Bike Centre Coordinator, two duly appointed Directors, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.
- 10.2.2** 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).
- 10.2.3** Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

10.3 Meetings

- 10.3.1** 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.
- 10.3.2** 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.
- 10.3.3** 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.

- 10.3.4** 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.

10.4 Anti-Oppression Commitment

- 10.4.1** 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:

- a) The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.
- b) 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.
- c) 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.
- d) The Bike Centre Committee should strive for a diverse membership, encouraging Directors, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.
- e) 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.

10.5 Purpose

- 10.5.1** To establish a Bike Centre operational mandate during the first two

meetings of the Summer semester and conduct an annual review of the mandate.

10.5.2 To provide constructive critiques / feedback on current projects to give direction for future projects.

10.5.3 To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

10.6 Reports

10.6.1 The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.

10.6.2 Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

11.0 Capacity, Analysis, and Planning Committee (CAPCOM)

11.1 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 Directors, 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.

11.2 Responsibilities

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

11.2.2 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) A list of goals addressing the identified core and perceived structural

issues.

- b) A summary of the problem and the desirable outcomes.
- c) A timeline of progress and completion of dates.

11.2.3 To make regular reports to the Board on the committee's progress.

11.2.4 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) A summary of goals, what has been achieved, and the progress made.
- b) What did not work and what barriers are to blame.
- c) Reflection of committee effectiveness.
- d) Suggestions for next year's CAPCOM.
- e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

11.3 Membership

11.3.1 Membership of the Committee shall be made up of a minimum of six members: two Executive members and four (4) Directors. Additional members may be appointed by the committee from within the CSA membership and staff.

11.3.2 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.

11.4 Meetings

11.4.1 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.

11.4.2 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.

- 11.4.3** Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.
- 11.4.4** The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

12.0 FoodBank Committee

12.1 Purpose

- 12.1.1** 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.
- 12.1.2** The Committee is the formal link between the CSA main office and the CSA FoodBank.
- 12.1.3** The Committee shall act as an advisory body to any sub-committees of this Committee.

12.2 Membership

- 12.2.1** 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.
- 12.2.2** 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.
- 12.2.3** 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.
- 12.2.4** The CSA Business Manager will be considered an active member 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.

- 12.2.5** 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.

12.3 Sub-Committees

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

12.4 Responsibilities

- 12.4.1** 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.
- 12.4.2** 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.
- 12.4.3** The ~~Human Resources and Operations Manager~~, [this position does not exist] in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- 12.4.4** All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

12.5 Meetings

- 12.5.1** Decisions must be made on a consensus model of active members.
- 12.5.2** There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External and the FoodBank Coordinator.

13.0 Bullring Operations Committee

13.1 Preamble

The Bullring Operations Committee (hereafter “the Committee”) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter “the Bullring”).

13.2 Purpose

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

13.3 Membership

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

13.4 Responsibilities

13.4.1 The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.

13.4.2 The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.

13.4.3 The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.

13.4.4 All members of the Committee shall be responsible for:

- a) Upholding the CSA Bullring Policy laid out in Appendix B, Section 1.0 of the CSA Services Policy, when making decisions.
- b) Ensuring the financial viability of the Bullring.
- c) Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
- d) Conducting an annual review of programming goals for the year and

defining what does and does not constitute as a major event.

- e) Approving all recurring bookings and major events held outside regular business hours prior to confirmation.
- f) Approving all decisions to revoke booking privileges and terms for reinstatement.
- g) Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.
- h) Conducting a user survey of the Bullring at least once every two years.
- i) Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

13.5 Meetings

- 13.5.1** All three (3) members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.
- 13.5.2** Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- 13.5.3** Committee meetings shall be held regularly, at least three times a semester.

14.0 Statement Making Committee

14.1 Responsibilities

- 14.1.1** To meet on an as-needed basis to discuss and draft statements on topics that impact members of the CSA and/or the organization as a whole. Statements regarding political matters must be brought to the committee. Other topics can be referred, including but not limited to, local, national, and global events, University of Guelph activities, and more as determined appropriate.

- The CSA Board of Directors may refer topics to the committee for their consideration. This requires a simple majority vote of the Board.
- 14.1.2** To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.
- 14.1.3** To consult with impacted student groups throughout the statement making process, if applicable, and use appropriate fact checking methods.
- Consultation may occur during or outside of committee meetings, as determined by the committee membership.
 - Impacted student groups may attend meetings of the committee when invited or as requested.
- 14.1.4** To act in the best interest of the organization and the membership when developing statements.
- 14.1.5** To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.
- 14.1.6** To submit all draft statements to the CSA Board of Directors for discussion and approval before posting publicly or sending directly to the attention of University Administration or other external parties.
- The Board of Directors must approve all statements provided and approve the recommended methods and timeline of publishing the statements.
 - All political statements must pass via a 2/3 majority vote of the Board.
- 14.1.7** To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.
- 14.1.8** To notify members of the Board of Directors via email when the committee plans to meet to discuss items. In addition, notice of committee meetings must be publicized on the CSA Instagram page.
- Executives, Directors, and General Members may attend meetings of the committee as guests. Interested individuals will email the Vice President External to obtain meeting information.
 - Guests will not have speaking rights at committee meetings unless extended by consensus or majority vote of the committee membership. Guests will not have voting rights.

14.2 Membership and Formation

- 14.2.1** Membership of the Statement Making Committee will be organized by the Vice President External and ratified by the Board of Directors no later than the second Board meeting of the fall Semester.
- 14.2.2** The membership will consist of:
- The Vice President External;
 - Three Directors; and
 - Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 14.2.3** The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.
- 14.2.4** General Members of the CSA to sit on the committee will be selected as follows:
- General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-email, social media/CSA website, and posters as determined necessary to form a volunteer pool. The Vice President External will organize promotions and the application process.
 - All interested General Members shall submit a 150-word statement of interest to be reviewed by the Board.
 - The Board will select and ratify General Members to be on the committee as per Robert's Rules.
- 14.2.5** Advertising to, and the selection process of General Members of the CSA to sit on the Statement Making Committee shall take into consideration candidate equity.
- A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

14.3 Structure

- 14.3.1** The Vice President External shall act as Chair of the committee and be

responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required.

- 14.3.2** Members shall be entitled to request meetings and submit agenda items to be considered.
- 14.3.3** Quorum shall be three ratified members, one of which must be a Director of the CSA, and one of which must be a General Member of the CSA.
- The Vice President External must attend all meetings.
- 14.3.4** A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

14.4 Decision-Making

- 14.4.1** The committee 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 committee will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.
- When consensus cannot be reached, all decisions must be passed by a 2/3 majority vote to be recommended forward to the Board.

14.5 Working Groups

- 14.5.1** 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 to the committee. A working group may also work to wordsmith, in a small group setting, draft statements to then be presented to the committee for review and possible recommendation to the CSA Board of Directors.
- 14.5.2** The committee will strike working groups as necessary for specific issues. Working groups of the committee may only be created by the support of the committee and/or a clear directive from the CSA Board of Directors.
- 14.5.3** There shall be at least one member in a working group. Each working group will be responsible for reporting back to the committee as appropriate.

15.0 Ethical Purchasing Committee

Details on the Ethical Purchasing Committee can be found in Appendix J – Internal CSA Policy, Section 8.0 Ethical Purchasing, Subsection 8.5 Ethical Purchasing Committee.