Excerpt of Appendix D – CSA Committees

See CSA website for complete Appendix D.

7.0 Petitions, Delegations and Representations (PDR) Committee

7.1 Preamble

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

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.

7.2 Purpose

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

7.2.2 To maintain a standardized PDR request form or method

7.2.3 To make recommendations to the Finance Committee for annual funding for PDR lines.

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

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.
7.4 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 selected by the membership of the Committee.

7.4.3 The Scribe shall be selected by the membership of the Committee.

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

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

7.4.6 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.

7.4.7 The Chair shall have the following responsibilities:

a) Facilitate meetings.
b) Ensure that proper minutes are taken for every meeting.
c) Book meeting locations.
d) Compile semesterly reports for the Board.
e) Manage all communications to and from the Committee.

7.4.8 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.

7.4.9 The Scribe shall have the following responsibilities:

a) Take meeting minutes and record decisions.
b) Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.
7.5 Meetings

7.5.1 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.

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

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, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

7.5.5 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.

7.6 Reports

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

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

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

7.6.3 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.

7.7 PDR Requirements

7.7.1 An applicant for PDR funds must be 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.
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7.7.3 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.

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 PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.

7.7.6 A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

7.7.7 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.

7.8 PDR Application Process

7.8.1 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.

7.8.2 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.

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

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

7.8.5 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.
7.8.6 In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

7.8.7 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 priority system:

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

7.8.8 The PDR Committee will also consider the following:

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

7.8.9 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.

7.8.10 The President will notify organizations within 72 hours of a PDR 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 PDR Committee who voted on the PDR 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 PDR Committee shall be heard by the CSA Board of Directors. 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 PDR 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 PDR 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 PDR in question.

7.10 Amendments

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