

Supplemental Board Package

Prepared for the January 27, 2021 CSA Board Meeting

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Motion

Board of Directors Meeting # 10

January 27, 2021

**NOTICE****Item 10.11.2****Amend Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA**

WHEREAS during review of Bylaw 4 – Policy of the CSA, the Policy & Bylaw Review Committee (PBRC) agreed that more context should be provided to the definition of, and an archival process should be established for, CSA Issues-Based Policies as described in Section 1.1 Policy Resolutions of the CSA; and

WHEREAS this bylaw amendment is being presented at this meeting with a similar motion to amend associated Appendix A, Section 13. Policy Review Policy, so that the two are complimentary.

RESOLVED that **Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:


Bylaw 4 Policy of the CSA



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 3.0 Review of Policy 3

PROPOSED REVISION

Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	
Revised 1.1.2. with added context to Issues-based policy classifications.	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

Bylaw 4

Policy of the CSA



1.0 Policy Manual

1.1 Policy Resolutions of the CSA, as set by the Board, will be recorded in the Central Student Association Policy Manual. Policies will be deemed an Issue-Based policy or an Operational policy and be distinguished as such in the Central Student Association Policy Manual.

1.1.1 Operational Policy

Generally consists of policy that outlines the framework of managing the operations of the CSA.

1.1.2 Issues-Based Policy

Generally consists of policy that the CSA takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

a) Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

b) All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.

1.2 Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA.

1.3 All Policy Resolutions adopted by the Board shall be the official policy position of the CSA.

2.0 Establishment, Amendment, Suspension or Rescindment of Policy

2.1 Policy Resolutions shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board. A Policy Resolution passed by a two-thirds majority vote shall be considered an official Policy of the CSA.

Bylaw 4

Policy of the CSA



- 2.2 Amendments to a policy must be submitted and included in the Board package for Review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.
- 2.3 The suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.
- 2.4 The rescindment of a policy resolution shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.
- 2.5 All policy remains the policy of the CSA until rescinded by a vote of the Board.

3.0 Review of Policy

- 3.1 The Policy and Bylaw Review Committee shall review Policy Resolutions of the CSA on a three-year cycle.
- 3.2 Members interested in reviewing policy outside of this three-year cycle may provide written notification to the Board of Directors at a scheduled meeting of the Board.

However, formal approval by the Board of Directors is not required to start the review process of a policy of the CSA.



Central Student Association Bylaw 4 – Policy of the CSA

~~1.0 — Bylaw 4 – Policy of the Central Student Association~~

Table of Contents

1. — Policy Manual
2. — Establishment, Amendments, Suspension or Rescindment of Policy
3. — Review of Policy


~~1.1.1 — Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on **February 27, 2019.**~~

COMPARE DOCS

Bylaw 4 Policy of the CSA



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3
 2.0 Establishment, Amendment, Suspension or Rescindment of Policy 3
 3.0 Review of Policy 4

<u>Revision</u>	<u>Board Approval Date</u>
<u>Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.</u>	
<u>Revised 1.1.2. with added context to Issues-based policy classifications.</u>	
<u>Pete Wobschall, Policy & Transition Manager</u>	
<u>Signature</u> 	<u>Date</u>

Bylaw 4

Policy of the CSA



2-01.0 Policy Manual

2-11.1 Policy Resolutions of the CSA, as set by the Board, will be recorded in the Central Student Association Policy Manual. Policies will be deemed an Issue-Based policy or an Operational policy and be distinguished as such in the Central Student Association Policy Manual.

2-1-11.1.1 Operational Policy ~~generally~~

Generally consists of policy that outlines the framework of managing the operations of the CSA.

2-1-21.1.2 Issues-based ~~Based~~ Policy ~~generally~~

Generally consists of policy that the CSA takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

a) Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

b) All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.

2-21.2 Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA. ~~All Policy Resolutions adopted by the Board shall be the official policy position of the CSA.~~

2-31.3 All Policy Resolutions adopted by the Board shall be the official policy position of the CSA.

3-02.0 Establishment, Amendment, Suspension or Rescindment of Policy

Bylaw 4

Policy of the CSA



3.12.1 Policy Resolutions shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board. A Policy Resolution passed by a two-thirds majority vote shall be considered an official Policy of the CSA.

3.22.2 Amendments to a policy must be submitted and included in the Board package for Review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

3.32.3 The suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

3.42.4 The rescindment of a policy resolution shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

3.52.5 All policy remains the policy of the CSA until rescinded by a vote of the Board.

4.03.0 Review of Policy

4.13.1 The Policy and Bylaw Review Committee shall review Policy Resolutions of the CSA on a three-year cycle.

4.23.2 Members interested in reviewing policy outside of this three-year cycle may provide written notification to the Board of Directors at a scheduled meeting of the Board.

However, formal approval by the Board of Directors is not required to start the review process of a policy of the CSA.

Motion

Board of Directors Meeting # 10

January 27, 2021



NOTICE

Item 10.11.3

Amend CSA Rules of Order, Section 3.6 New Business

WHEREAS the CSA's Policy & Transition Manager (PTM) received a request to provide more context by clearly defining 'time-sensitive' and 'emergency' requirements to introduce New Business Items as described in **CSA Rules of Order Section 3.6 New Business**; and

WHEREAS PBRC, in collaboration with the CSA Chair, has discussed this issue and respectfully recommends this motion for the Board's consideration.

RESOLVED that **CSA Rules of Order, Section 3.6 New Business** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:

NOTES:

CSA Rules of Order



CSA Rules of Order

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Director Meetings are organized and governed by [Robert’s Rules of Order](#).

The following Rules of Order pertain to the affairs of the University of Guelph Central Student Association. These Rules of Order precede all previous Rules of Order, written or implied.

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PROPOSED REVISION (CLEAN)

CSA Rules of Order



Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	
Revised 3.6 with added context to 'emergency' and 'time-sensitive' for New Business Items.	
Pete Wobschall, Policy & Transition Manager	
Signature	Date
	

CSA Rules of Order



1.0 Quorum for CSA Board of Director Meetings

1.1 Counting Towards Quorum

- 1.1.1 To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.
- 1.1.2 For an elected "At-Large" representative Board Member to be counted towards quorum, the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.
- 1.1.3 For an appointed College government and/or Student Organization Board Member to be counted towards quorum, they must be ratified at a Board of Director Meeting.

1.2 Fall & Winter Terms

- 1.2.1 Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.
- 1.2.2 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.2.1., quorum would be 16 members (rounding up) if all Board Member positions are filled and appointed.
- 1.2.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be half of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be nine voting Board Members (rounding up to the nearest whole number). At all times, quorum must be a minimum of three members.
- 1.2.4 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.

CSA Rules of Order



The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.2.5 In the event of an Executive Officer position becoming vacant, a majority of filled Executive Officer positions are required to meet quorum.

1.2.6 Proxies or alternates shall not be allowed for quorum or for voting.

1.3 Summer Term

1.3.1 Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.2 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.3.1., quorum would be ten members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.3.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be a third of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be six voting Board Members (rounding to the nearest whole number). At all times, quorum must be a minimum of three members.

1.3.4 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.

CSA Rules of Order



The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

- 1.3.5** In the event of an Executive Officer position becoming vacant, a majority of filled Executive Officer positions are required to meet quorum.
- 1.3.6** Unless Fall and Winter Terms quorum is reached (point 1.2.1.), there shall be no amendments to the CSA Rules of Order or Bylaws.
- 1.3.7** Matters involving policy shall be permitted but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 - Organizational, Section 12 - Adoption and Amendments of Bylaws.
- 1.3.8** Proxies or alternates shall not be allowed for quorum or for voting.

2.0 Speakers List

- 2.1** The CSA Board of Directors tries to operate through the lens of gender parity. This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue. This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples. Board members or Executive are encouraged to raise a Point of Order if they feel as

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though this mandate is not being followed by others at the table.

- 2.2** The CSA speakers list will prioritize first-time speakers.

3.0 Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept:

- 3.1** All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda. The Policy & Transition Manager shall be responsible for the creation of the Board packages.
- 3.2** There shall be no reading of reports, policies, etc., that are in the Board packages. Exceptions can be made for accessibility purposes at the discretion of the Chair. All whereas clauses, preambles and motions are to be read aloud before the vote. The Board may vote to omit the reading of preamble/whereas statements with unanimous consent on a per item basis.
- 3.3** Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.
- 3.4** Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.
- 3.4.1** If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.
- 3.5** In discussion, there shall be no repetition of comments. If a person should repeat a statement previously made, they may be ruled out of order by the Chair.
- 3.6** New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New

CSA Rules of Order



Business.

Time Sensitive is to mean Business items that include information or proposed action that if not received or acted upon by the Board of directors prior to the next scheduled Board meeting, will be irrelevant or will render the organization unable to act at all in regard to the subject of the Business item.

Emergency is to mean Business items that contain action or information that must be acted upon immediately (i.e. before the next scheduled board meeting), to prevent or mitigate damage or loss to the corporation, persons in the employ of the corporation, or to comply with legislation that the corporation will be in violation of if said action is not taken. This can include events that cause physical damage as well as those that disrupt the ability of the corporation to maintain operations.

3.7 All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.

3.8 Oral reports are not permitted.

3.9 Any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present. Presentations that are not submitted in the Board package will only be allotted a maximum of five minutes to present. This time may be extended by a motion of the Board of Directors requiring a two-thirds majority.

3.9.1 The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.

3.10 Meetings will be no longer than five hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a two-thirds vote of the Board of Directors where debate shall be limited only to the length of the extension.

3.10.1 Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

3.11 Roll Call Vote

3.11.1 When a roll call vote is required, the Chair shall first ask all members

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abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2 Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3 A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

3.12 Secret Ballot Vote

3.12.1 When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2 A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3 A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

4.0 Meeting Accessibility

Preamble

The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

4.1 The Policy & Transition Manager shall be responsible for ensuring the following:

4.1.1 All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or

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Braille, upon request.

- 4.1.2** All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.
- 4.1.3** Any additional accommodations requested by Board members or guests are implemented in an appropriate and confidential manner.
- 4.2** The External Chair shall be responsible for ensuring the following:
 - 4.2.1** Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.
 - 4.2.2** All motions are read aloud before members are requested to discuss or vote on them.
 - 4.2.3** Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.
- 4.3** The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy & Transition Manager regarding all Board Meeting accessibility needs and concerns.
- 4.4** Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.
- 4.5** Participants should not feel they must disclose their disability in order to fully engage in meeting business. Every effort must be made to ensure that the confidentiality of members' accessibility needs is not disclosed at the Board level.

5.0 Challenging the Chair

- 5.1** A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.
- 5.2** If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President

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or another member chosen by the Board will facilitate the remaining agenda items.

- 5.3** If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

6.0 In Camera Policy & Procedures

6.1 Background

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in camera session.

6.2 In Camera Minutes

- 6.2.1** In camera minutes shall be recorded at any time the Board decides to move in camera to discuss an agenda item.
- 6.2.2** The Board Scribe and Policy & Transition Manager shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.
- a) The Board Scribe and Policy & Transition Manager shall not be included in in camera sessions where the topic of discussion pertains to any staff, Director, or Executive Human Resources issue.
- 6.2.3** Any Director, including an Executive Officer, who is currently ratified to

CSA Rules of Order



the Board of Directors, shall have access to any approved in camera minutes stored by the organization by contacting the Policy & Transition Manager.

- a) The Board Chair shall also have access to in-camera minutes.
- b) The Board of Directors shall have the power to grant access to in camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

6.2.4 A hard copy of in camera minutes shall be distributed in camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

6.2.5 All motions decided during in camera sessions shall be recorded in public minutes.

6.2.6 In camera minutes will be stored electronically by the Policy & Transition Manager.

6.3 Procedures Following Accusations of a Breach of Confidentiality

6.3.1 All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.3.2 A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.3.3 The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure

CSA Rules of Order



that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.

Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.

Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

- 6.3.4** When the case is brought to the Board by the committee, all proceedings shall move in camera.

6.4 Order of Proceedings

- 6.4.1** The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.
- 6.4.2** The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.
- 6.4.3** The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.
- 6.4.4** The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the in camera session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.
- 6.4.5** If found to have breached the confidentiality of an in camera session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is

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substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases whether the information has no merit or relevance.

- 6.4.6** The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of in camera, at which time the decision shall be written and voted on in a formal motion.

6.5 Suggested Penalties

- 6.5.1** Directors and Executive (in order of severity):

- a) A written apology to those directly affected.
- b) A written apology to the CSA and those affected to also be sent to the Ontario.
- c) Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

- 6.5.2** CSA Staff:

- a) If a staff member is found to have violated the confidentiality of an in camera session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.
- b) All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.

COMPARE DOCS

CSA Rules of Order

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Director Meetings are organized and governed by [Robert's Rules of Order](#).


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1.1.1 These CSA Rules of Order were last amended by the CSA Board on **April 3, 2019**.

The following Rules of Order pertain to the affairs of the University of Guelph Central Student Association. These Rules of Order precede all previous Rules of Order, written or implied.

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<u>Revision</u>	<u>Board Approval Date</u>
<p><u>Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.</u></p>	
<p><u>Revised 3.6 with added context to 'emergency' and 'time-sensitive' for New Business Items.</u></p>	
<p><u>Pete Wobschall, Policy & Transition Manager</u></p>	
<u>Signature</u>	<u>Date</u>
	

1.0 Quorum for CSA Board of Director Meetings

1.2.1 Counting ~~towards~~Towards Quorum

1.2.1.1 To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.

1.2.1.2 For an elected "At-Large" representative Board Member to be counted towards quorum, the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.

1.2.1.3 For an appointed College government and/or Student Organization Board Member to be counted towards quorum, they must be ratified at a Board of Director Meeting.

1.3.1.2 Fall ~~and~~ Winter Terms

1.3.1.2.1 Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.1.2.2 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.2.1., quorum would be 16 members (rounding up) if all Board Member positions are filled and appointed.

1.3.1.2.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be half of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be nine voting Board Members (rounding up to the nearest whole number). At all times, quorum must be a minimum of three members. ~~[Amended by Board—April 3, 2019]~~

1.3.1.2.4 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.

The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.3.51.2.5 In the event of an Executive Officer position becoming vacant, ~~all~~ a majority of filled Executive Officer positions are required to meet quorum.

[Amended by Board—October 24, 2018]

1.3.61.2.6 Proxies or alternates shall not be allowed for quorum or for voting.

1.4.1.3 Summer Term

1.4.11.3.1 Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.4.21.3.2 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.3.1., quorum would be ten members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.4.31.3.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be a third of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be six voting Board Members (rounding to the nearest whole number). At all times, quorum must be a minimum of three members. *[Amended by Board—April 3, 2019]*

1.4.41.3.4 The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.

The Executive Officer positions are hierarchical, non- voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.4.51.3.5 In the event of an Executive Officer position becoming vacant, ~~all~~ a majority of filled Executive Officer positions are required to meet quorum. *[Amended by Board—October 24, 2018]*

1.4.61.3.6 Unless Fall and Winter Terms quorum is reached (point 1.2.1.), there shall be no

amendments to the CSA Rules of Order or Bylaws.

~~1.4.71.3.7~~ Matters involving policy shall be permitted but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 - Organizational, Section 12 - Adoption & Amendments of Bylaws.

~~1.4.81.3.8~~ Proxies or alternates shall not be allowed for quorum or for voting.

2.0 Speakers List

~~2.1.1 — 2.1. — Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.~~

~~2.22.1~~ The CSA Board of Directors tries to operate through the lens of gender parity. This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue. This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples. Board members or Executive are encouraged to raise a Point of Order if they feel as though this mandate is not being followed by others at the table.

~~2.32.2~~ The CSA speakers list will prioritize first-time speakers.

3.0 Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept:

~~3.1 All submissions, with the exception of new business shall be in writing and placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about;~~ All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda. The Policy & Transition Manager shall be responsible for the creation of the Board packages. ~~[Amended by Board — November 28, 2018]~~

~~3.2~~ There shall be no reading of reports, policies, etc., that are in the Board packages. Exceptions can be made for accessibility purposes at the discretion of the Chair. All whereas clauses, preambles and motions are to be read aloud before the vote. The Board may vote to omit the reading of preamble/whereas statements with unanimous consent on a per item basis.

~~[Amended by Board — November 28, 2018]~~

~~3.3~~ Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.

3.4 Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

3.4.1 If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.

3.5 In discussion, there shall be no repetition of comments. If a person should repeat a statement previously made, they may be ruled out of order by the Chair.

3.6 New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New Business.

Time Sensitive is to mean Business items that include information or proposed action that if not received or acted upon by the Board of directors prior to the next scheduled Board meeting, will be irrelevant or will render the organization unable to act at all in regard to the subject of the Business item.

Emergency is to mean Business items that contain action or information that must be acted upon immediately (i.e. before the next scheduled board meeting), to prevent or mitigate damage or loss to the corporation, persons in the employ of the corporation, or to comply with legislation that the corporation will be in violation of if said action is not taken. This can include events that cause physical damage as well as those that disrupt the ability of the corporation to maintain operations.

3.7 All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.

3.8 Oral reports are not permitted.

3.9 Any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present. Presentations that are not submitted in the Board package will only be allotted a maximum of five minutes to present. This time may be extended by a motion of the Board of Directors requiring a two-thirds majority.

3.9.1 The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.

3.10 Meetings will be no longer than five hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a two-thirds vote of the Board of Directors where debate shall be limited only to the length of the extension.

- 3.10.1** Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

3.11 Roll Call Vote

3.11.1. When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2. Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3. A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

~~*[Amended by Board – January 23, 2019]*~~

- 3.11.1** When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

- 3.11.2** Roll call votes shall be used for any changes to the CSA Bylaws.

- 3.11.3** A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

3.12 Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3. A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

~~*[Amended by Board – January 23, 2019]*~~

3.12.1 4.0. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2 A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3 A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

4.0 Meeting Accessibility

Preamble

The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

4.1 The Policy & Transition Manager shall be responsible for ensuring the following:

- 4.1.1 All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or Braille, upon request.
- 4.1.2 All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.
- 4.1.3 Any additional accommodations requested by Board members or guests are implemented in an appropriate and confidential manner.

4.2 The External Chair shall be responsible for ensuring the following:

- 4.2.1 Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.
- 4.2.2 All motions are read aloud before members are requested to discuss or vote on them.
- 4.2.3 Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.

4.3 The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy & Transition Manager regarding all Board Meeting accessibility needs and concerns.

- 4.4 Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.
- 4.5 Participants should not feel they must disclose their disability in order to fully engage in meeting business. Every effort must be made to ensure that the confidentiality of members' accessibility needs is not disclosed at the Board level.

5.0 Challenging the Chair

- 5.1 A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.
- 5.2 If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President or another member chosen by the Board will facilitate the remaining agenda items.
- 5.3 If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

6.0 In Camera Policy and Procedures

6.1 Background

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in camera session.

6.2 In Camera Minutes

- 6.2.1 In camera minutes shall be recorded at any time the Board decides to move in camera to discuss an agenda item.
- 6.2.2 The Board Scribe and Policy & Transition Manager shall be included in in-camera

sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

- a) The Board Scribe and Policy & Transition Manager shall not be included in in camera sessions where the topic of discussion pertains to any staff, Director, or Executive Human Resources issue.

6.2.3 Any Director, including an Executive Officer, who is currently ratified to the Board of Directors, shall have access to any approved in camera minutes stored by the organization by contacting the Policy & Transition Manager.

- ~~6.1.1.1.~~ The Board Chair shall also have access to in-camera
a) minutes.

- ~~6.1.1.2.b)~~ The Board of Directors shall have the power to grant access to in camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

~~6.1.2.6.2.4~~ A hard copy of in camera minutes shall be distributed in camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

~~6.1.3.6.2.5~~ All motions decided during in camera sessions shall be recorded in public minutes.

~~6.1.4.6.2.6~~ In camera minutes will be stored electronically by the Policy & Transition Manager.

6.3 Procedures Following Accusations of a Breach of Confidentiality

6.3.1 All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.3.2 A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.3.3 The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an

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opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.

Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.

Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

- 6.3.4** When the case is brought to the Board by the committee, all proceedings shall move in camera.

6.4 Order of Proceedings

- 6.4.1** The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.
- 6.4.2** The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.
- 6.4.3** The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.

CSA Rules of Order



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- 6.4.4 The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the in camera session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.
- 6.4.5 If found to have breached the confidentiality of an in camera session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases whether the information has no merit or relevance.
- 6.4.6 The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of in camera, at which time the decision shall be written and voted on in a formal motion.

6.5 Suggested Penalties

6.5.1 Directors ~~including~~and Executive (in order of severity):

- a) A written apology to those directly affected.
- b) A written apology to the CSA and those affected to also be sent to the Ontario.
- c) Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

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6.5.2 CSA ~~staff~~Staff:

- a) If a staff member is found to have violated the confidentiality of an in camera session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.;
- b) All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.

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Motion

Board of Directors Meeting # 10

January 27, 2021



NOTICE

Item 10.11.4

Amend Appendix A, Section 13. Policy Review Policy

WHEREAS during review of Appendix A, Section 13 Policy Review Policy, the Policy & Bylaw Review Committee (PBRC) identified several issues rendering it ineffective and inefficient as written; and

WHEREAS this policy amendment is being presented at this meeting with a similar motion to amend associated Bylaw 4 – Policy of the CSA, so that the two are complimentary.

RESOLVED that **Appendix A, Section 13. Policy Review Policy** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:

Appendix A Internal CSA Policy




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PROPOSED REVISION

Appendix A Internal CSA Policy



Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	
Revised 13.0 Policy Review Policy.	
Pete Wobschall , Policy & Transition Manager	
Signature	Date
	

Appendix A

Internal CSA Policy



1.0 Director and Executive Files

- 1.1.1** Files shall be created for each Director, as determined by the Board of Directors.
- a) These files shall be kept separate from staff files.
 - b) 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.
- a) 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.
 - b) 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 or 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.

Appendix A

Internal CSA Policy



2.2 Executive Committee

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

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

- a) The Executive Evaluation process shall be managed by an Executive Evaluation Committee (EEC) of the CSA Board of Directors.
- b) 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,

Appendix A

Internal CSA Policy



Weaknesses, Opportunities and Threats.

- c) 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.
- d) This policy shall be reviewed annually by the Executive Evaluation Committee.

2.3.2 Executive Evaluation Committee Membership

- a) The Executive Evaluation Committee (EEC) shall be struck at the first Board meeting of the Summer semester.
- b) 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).
- c) One of the five Directors shall be appointed Chair.
- d) The voting members will select from among themselves a Vice-Chair to take on the duties of Chair when that individual is absent.
- e) 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.
- f) 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.
- g) Quorum for meetings of the EEC shall be four members.
- h) 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

Appendix A Internal CSA Policy



- a) 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.

- b) 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.

- c) 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 EEC Evaluation Cycle & Timelines

First Round	
Executive submit goals to EEC	Monday after the August Civic Holiday
EEC meets to discuss goals	One week after submission of goals
EEC submits evaluation to Executive	Two weeks after submission of goals
EEC reports to Board	Next Board meeting after submission of goals

Appendix A Internal CSA Policy



Second Round	
Executive submit reports to EEC	Monday after Thanksgiving
Deadline for feedback from Board and staff	One week after submission of reports
EEC meets to evaluate reports	Two weeks after submission of reports
EEC submits evaluation to Executive	Two weeks after evaluation meeting
EEC reports to Board	Next Board meeting after submission of evaluation
Third Round	
Executive submit reports to EEC	Monday after winter semester classes begin
Deadline for feedback from Board and staff	One week after submission of reports
EEC meets to evaluate reports	Two weeks after submission of reports
EEC submits evaluation to Executive	Two weeks after evaluation meeting
EEC reports to Board	Second Board meeting after submission of evaluation

- a) 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.
- b) 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

- a) 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.

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- b) The EEC may use templates from previous years if they are still considered to be appropriate.
- c) The template for each reporting period shall be provided to the Executive Officers in advance of the reporting deadline.

2.3.6 First Round

- a) 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.
- b) 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.
- c) 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.
- d) 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

- a) 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.
- b) 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.
- c) 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,

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Weaknesses, Opportunities and Threats.

- d) 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.
- e) 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

- a) 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.
- b) The EEC shall review the reflections with each of the Executive Officers before preparing a report to be submitted to the Board.
- c) 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.
- d) The final reports shall be available to assist with the transition of incoming Executive Officers.

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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

- a) 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.
- b) To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- c) To provide input to the budgetary process before it is presented to the Board of Directors.
- d) 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

- a) 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.
- b) 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.
- c) 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

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- a) To act at all times in the best financial interests of the students and all levels of the CSA.
- b) To adhere to all sections set forth in CSA Bylaw 3 - Financial.
- c) 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.
- d) 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.

2.4.4 Meetings

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

- a) The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall

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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

2.5.1 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.

2.5.2 Purpose

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

2.5.3 Membership of the Committee

- a) The Committee shall consist of a maximum of six members.
- b) The President shall be a member of this Committee.
- c) One seat on this Committee shall be reserved for an At-Large or College representative.

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- d) One seat on this Committee shall be reserved for a Student Organization representative.
- e) One seat on this Committee shall be reserved for an additional member of the Executive Committee.
- f) The remaining seats may be filled by up to two members of the CSA Board of Directors.
- g) The membership of this Committee shall be selected by the Board of Directors.

2.5.4 Responsibilities of the Committee Members

- a) The President shall be the Chair of the Committee.
- b) The Vice-Chair shall be selected by the membership of the Committee.
- c) The Scribe shall be selected by the membership of the Committee.
- d) Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.
- e) Each member shall act as a member of the CSA, and not as a member of their own constituency.
- f) 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.
- g) 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.

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h) The Vice-Chair shall have the following responsibilities:

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

i) 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

- a) 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.
- b) The schedule of meetings shall be at the discretion of the Committee.
- c) Quorum for meetings shall be set at a simple majority of members.
- d) 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.
- e) 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

- a) Reports shall be compiled by the Chair and the Vice-Chair of the Committee.
- b) 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

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which that grant was taken.

- c) 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

- a) An applicant for PDR funds must be a CSA member of good standing.
- b) Each year, the CSA will budget funds to be made available by request to qualifying groups.
- c) 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.
- d) 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.
- e) 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.
- f) A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.
- g) 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

- a) The PDR Committee will set three application deadlines in the Fall

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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.

- b) 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.
- c) Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.
- d) All parties must also disclose as to whether their organization/ group collects student fees.
- e) 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.
- f) In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- g) 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.
- h) The PDR Committee will also consider the following:
- Number of students attending the event.

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- Number of students impacted by the initiative.
- i) 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.
- j) The President will notify organizations within 72 hours of a PDR Committee decision.

2.5.9 Appeals Process

- a) 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.
- b) 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.
- c) 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.
- d) Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.
- e) 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.
- f) 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.
- g) 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

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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

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

2.6 Policy and Bylaw Review Committee (PBRC)

2.6.1 Responsibilities

- a) To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- b) 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.
- c) To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- d) To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- e) To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

2.6.2 Membership

- a) Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- b) 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

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the academic year.

- c) Members who miss two meetings without regrets will be de-ratified from the committee.
- d) The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.
- e) At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

2.6.3 Structure

- a) 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.
- b) 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.
- c) Quorum shall be three ratified members, one of which must be a Director of the CSA.

2.6.4 Decision Making

- a) 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

- a) 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

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issue.

- b) 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

- a) 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.
- b) 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.
- c) 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

- a) 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.
- b) 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.
- c) 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.

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3.0 Operational Committees

3.1 Accessibility Working Group (AWG)

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.

- a) To act as a resource for accessibility within the organization.
- b) To promote the development of critical disabilities assessment within the CSA.
- c) To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.
- d) To explore and deconstruct all real and potential barriers within the CSA.
- e) To promote the reduction of the stigma surrounding disabilities.
- f) To promote broader understanding of the experiences of students with disabilities.
- g) To promote an accessible environment for all members of the CSA.
- h) To discuss the experiences of members with disabilities.
- i) To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

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- j) To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.
- k) To uphold and promote the Declaration of the Rights of Students with Disabilities.

3.1.3 Membership

- a) Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.
- b) Membership lists will not be made public outside of the Accessibility Working Group (AWG).
- c) 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

- a) General Members
 - To uphold the mandate of the AWG.
 - To maintain the confidentiality of the membership.
 - To appoint a Vice-Chair from the membership.
- b) 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.
- c) Vice-Chair
 - Act as an assistant to the Chair.
 - In the absence of the Chair take up the responsibilities of the

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- 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.

- a) 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.**
- b) 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

- a) Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
- b) No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.
- c) 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.
- d) The AWG will work on a consensus-based model where possible.

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When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.

- e) 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.
- f) 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

- a) The Chair will submit a report to the CSA Board of Directors at the end of each semester.
- b) 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.
- c) Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.
- d) All reports must be approved by the membership before submission to the Board.

3.2 Bike Centre Committee

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-

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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

- a) 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.
- b) 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).
- c) 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

- a) 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.
- b) 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.
- c) 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.
- d) 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.

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3.2.4 Anti-Oppression Commitment

- a) 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

- a) To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.
- b) To provide constructive critiques / feedback on current projects to give direction for future projects.

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- c) 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

- a) The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.
- b) 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)

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.

3.3.2 Responsibilities

- a) To review the final report created by the previous year's CAPCOM.
- b) 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.
- c) To make regular reports to the Board on the committee's progress.
- d) To produce a final report to be submitted at the second last Board

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

3.3.3 Membership

- a) 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.
- b) 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

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

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simple majority.

3.4 FoodBank Committee

3.4.1 Purpose

- a) 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.
- b) The Committee is the formal link between the CSA main office and the CSA FoodBank.
- c) The Committee shall act as an advisory body to any sub-committees of this Committee.

3.4.2 Membership

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) Quorum for meetings shall be met when those in attendance include

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the Vice President External, the FoodBank Coordinator and at least one other Committee member.

3.4.3 Sub-Committees

- a) A sub-committee shall be struck each time the Committee deems it necessary.

3.4.4 Responsibilities

- a) 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.
- b) 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.
- c) The ~~Human Resources and Operations Manager~~, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- d) All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

3.4.5 Meetings

- a) Decisions must be made on a consensus model of active members.
- b) 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

Preamble

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.

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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

- a) 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.
 - 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

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

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Coordinator and SHAC Volunteer Coordinator.

3.5.3 Meetings

- a) 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.
- b) 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.
- c) 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.

4.0 Confidentiality

- 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:
 - 4.3.1 Disclosure of confidential information;
 - 4.3.2 Disclosure of personal information, and
 - 4.3.3 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.

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- 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 6.0. Accountability & Removal from Office.
- 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.

5.0 Protection of Privacy and Access to Information

Preamble

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.

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“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:

- 5.3.1 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.
- 5.3.2 Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups.
- 5.3.3 Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.
- 5.3.4 Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.
- 5.3.5 Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.
- 5.3.6 Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual

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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:

- 5.4.1 If the person requesting the information is not the individual to whom it pertains, the Executive member shall not permit access.
- 5.4.2 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

- 5.5.1 The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:
 - a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.
 - b) Performance evaluation of a staff or volunteer member.
- 5.5.2 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.

6.0 Special Projects

- 6.1 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.

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The following considerations should apply:

- 6.1.1** The project is designed to serve the students of the University of Guelph.
- 6.1.2** Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- 6.1.3** 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).
- 6.1.4** The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

7.0 University Centre Board

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

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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.

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- 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.

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- 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.

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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 following 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.

8.0 Dietary Policy

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.

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

8.4 An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.

8.5 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.

9.0 E-mail Policy

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

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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

- a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.
- b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
- c) 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

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e-mail to the President with concerns to be addressed.

9.6.2 Mass E-Mail Maintenance

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)

a) General Information

- 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 (e.g. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

b) 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.

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- 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

a) 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.

b) Maintenance

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

c) Guidelines

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

9.6.6 Mass E-mail Endorsement Policy

- a) 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.
- b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other

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Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.

- c) 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.
- d) The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- e) 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.

10.0 Ethical Purchasing

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

For the purpose of this policy:

‘Services’ means Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

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'Clubs' means any group or organization accredited through the CSA that is not considered a CSA service.

'Purchaser' means the club, service, or Executive that made the purchase in question.

'Apparel' means 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:

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- a) Calling the meetings.
- b) Ensuring that a scribe is present.
- c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.
- d) 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.
- e) 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:

- a) **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.
- b) **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.
- c) **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

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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

- a) A supplier may be chosen from the University of Toronto list of suppliers.
- b) 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.
- c) 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

- a) **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.
- b) **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.
- c) **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

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ad-hoc committee as needed.

10.7 Policy Review

10.7.1 This Ethical Purchasing policy will be reviewed once every 3 years.

11.0 Accessible Services Provision (AODA)

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 Accessibility for Ontarians with Disabilities Act (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.

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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

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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:

- a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.
- b) How to interact and communicate with people with various types of disabilities.
- c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.
- e) The CSA's policies, practices and procedures relating to the service standard.
- f) 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.csaonline.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

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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.

12.0 Co-Curricular Transcript Policy

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.

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- 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:
- 12.3.1** A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.
 - 12.3.2** Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.
 - 12.3.3** Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).
- 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:
- a) the name of the Director that the petition is for; and
 - b) 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.

13.0 Policy Review Policy

- 13.1** 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.
- 13.2** 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.

13.3 Policy Review Classification

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Policy and bylaw reviews are divided into one of the following three classifications:

- a) **Frequent Reviews**
Policies requiring more frequent review than the required minimum three-year review cycle.
- b) **Requested Reviews**
Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.
- c) **Scheduled Three-Year Reviews**
Any remaining policies and bylaws not included in a) or b) above.

13.4 A review of a particular CSA Bylaw or Policy may find no change is needed.

13.5 As a component of its regular reporting requirements, the Policy & Bylaw Review Committee will provide an annual report to the Board of Directors during the Winter Semester to include:

- a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.
- b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once during the three-year period.
- c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.
- d) A list of policy review requests including the date requested, and the name and title of the requester.
- e) A list of policies reviewed by the PBRC for the current academic year including a summary of changes made to each policy. This list shall identify policies that were reviewed, but where no revisions were recommended.

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14.0 Executive Officer Portfolio Duties

14.1 Executive Officer General Duties

- 14.1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 14.1.2 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.
- 14.1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 14.1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 14.1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

14.2 President

- 14.2.1 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.
- 14.2.2 To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA

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

14.2.4 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.

14.2.5 Human Resources

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

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- 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.
- f) 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.

14.2.6 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.

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- 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.

14.2.7 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 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.

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- i) To initiate new projects that address the needs of the students.
- j) To contribute to the CSA's Strategic Plan review every five years.

14.2.8 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).

14.3 Vice President Student Experience

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

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

14.3.3 To be a primary signing authority of the CSA.

14.3.4 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.

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- 14.3.5 To advocate for increasing student engagement and representation on committees.
- 14.3.6 To seek alternative ways of publicizing CSA events to students.
- 14.3.7 To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
- 14.3.8 To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
- 14.3.9 To supervise CSA Clubs and SafeWalk staff.
- 14.3.10 To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
- 14.3.11 To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
- 14.3.12 To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
- 14.3.13 **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 affects 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 &

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Graphic Design.

14.3.14 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.

14.3.15 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.

14.3.16 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)

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- m) Innovation Fund Committee (member)
- n) Student Events and Risk Management Committee (Co-Chair)

14.4 Vice President Academic

- 14.4.1 The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 14.4.2 To follow the leadership and direction of the CSA President.
- 14.4.3 To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 14.4.4 To coordinate the annual Teaching Excellence Award.
- 14.4.5 To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 14.4.6 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 14.4.7 To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 14.4.8 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.
- 14.4.9 To supervise the Student Help and Advocacy Centre staff.
- 14.4.10 **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

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Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

14.4.11 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.

14.4.12 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.

14.4.13 Tenancy Rights

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- 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.

14.4.14 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.

14.4.15 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.

14.5 Vice President External

- 14.5.1 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.

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- 14.5.2 To follow the leadership and direction of the CSA President.
- 14.5.3 To supervise the CSA Bike Centre and the Guelph Student FoodBank staff.
- 14.5.4 To coordinate with the CSA President for responses to hate activity on campus.
- 14.5.5 To advocate for increasing student engagement and representation on committees.
- 14.5.6 **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.
 - b) 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.
- 14.5.7 **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:

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- 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.

14.5.8 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)
 - Indigenous Student Association (ISS)
 - Guelph Black Students Association (GBSA)
 - Guelph Queer Equality (GQE)
 - International Student Organization (ISO)
 - CFRU FM
 - The Peak
- b) To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- c) To collaborate with other civic engagement groups wherever

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possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

14.5.9 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.

14.5.10 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.

14.5.11 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.

14.5.12 Committees

- a) Executive Committee (member)
- b) Code of Suppliers Conduct Advisory Committee (member)
- c) Hate Activity Sub-Committee (member)

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- 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).

COMPARE DOCS FOR APP A REVISIONS

Proposed Revision

Appendix A – Internal CSA Policy

13. Policy Review Policy [Former Section 12]

13.1 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.

13.2 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, 13.3 Policy Review Classification~~

~~Policy and bylaw reviews are divided into one of the following three classifications:~~

~~a) Frequent Reviews~~

~~Policies requiring more frequent review than the required minimum three-year review cycle.~~

~~b) Requested Reviews~~

~~Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.~~

~~c) Scheduled Three-Year Reviews~~

~~Any remaining policies and bylaws not included in a) or b) above.~~

~~13.3 A review of a particular CSA Bylaw or Policy may find no change is needed. 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~~

~~13.4 As a component of its regular reporting requirements, the Policy (year 2) with Standing & Bylaw Review Committee consultation will provide an annual report to the Board of Directors during the Winter Semester to include:~~

~~a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.~~

~~b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once during the three-year period.~~

~~c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.~~

- ~~• 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~~

~~d) A list of policy review requests including the date requested, and the name and title of the requester.~~

~~e) A list of policies reviewed by the PBRC for the current academic year including a summary of changes made to each policy. This list shall identify policies that were reviewed, but where no revisions were recommended.~~

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Motion

Board of Directors Meeting # 10
January 27, 2021

NOTICE

Item 10.11.5

Amend Bylaw 1 – Organizational, Section 9.0 Member Meetings (AGM Location)

WHEREAS at their meeting on January 13, 2021, the CSA Board of Directors approved the date, time and location of the 2021 AGM, which included meeting virtually via Microsoft Teams;

WHEREAS the University continues to restrict in-person meetings due to Covid related impacts; and

WHEREAS Bylaw 1 – Organizational, Section 9.0. Members Meetings, subsection 9.1.2. states: ‘The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.’

RESOLVED that:

- a) Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 9.1.2.
- b) The President consult with the Executive Committee and core staff and provide recommendations supporting the continuation of, or reinstating, this policy amendment and supporting rationale to Board prior to the final Board Meeting of the academic year.

Moved:

Seconded:

NOTES:

Bylaw 1 – Organizational

9.0. Members Meetings

9.1.2. The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.