

## AGENDA

Board of Directors Meeting # 13

February 1, 2023 – 6:00 pm



### Agenda – February 1, 2023

<b>13.0</b>	<b>Call to Order</b>	
<b>13.1</b>	<b>Land Acknowledgement</b>	
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## Motion

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### Item 13.2.1 (a) Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 13.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** That the agenda be reordered so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion;

**AND FURTHER** that the agenda be reordered so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

**Moved:** Nicole Walker, President

**Seconded:**

### Item 13.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion; and
- The reordering of the agenda so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

**Moved:**

**Seconded:**

**Motion**

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**Item 13.5**  
**Approval of Past Board Minutes**

**MOTION:** That the Minutes be approved for the following CSA Board of Directors Meeting:

13.5.1	CSA Board Meeting # 12	January 18, 2023
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**Moved:**  
**Seconded:**

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## Attendance – January 18, 2023

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	d: 6:52 pm
Simran Kalra	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Present	a: 6:50 pm
Ella Odeh	College of Social and Applied Human Sciences	Present	
Jacob Miller	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Eva Gabler	College of Arts Student Union	Absent	
Ana Maria Mercu	College of Biological Science Student Council	Regrets	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	d: 6:49 pm
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Alec Moyle	Lang Students' Association	Present	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Present	a: 6:22 pm
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Trennon Wint	Ontario Public Interest Research Group (OPIRG)	Absent	
Michelle Wilk	Student Senate Caucus	Present	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe

Guest	Affiliation

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.  
 If they leave before Adjournment, their departure time (d) is shown.  
 If no time is shown in the column, they were present for the entire meeting.*

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## Summary of Resolutions

### 12.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 12 on January 18, 2023, be approved as printed and distributed.

**Motion Carried**

### 12.3.1 De-Ratify CASU Representative

**WHEREAS** Eva Gabler was appointed as the College of Arts Student Union Representative on the CSA Board of Directors for the 2022-2023 academic year at the CSA Board of Directors meeting on September 21, 2022;

**WHEREAS** Eva Gabler was absent without obtaining prior leave of absence from four CSA Board of Directors meetings in the Fall 2022 semester following her appointment;

**WHEREAS** CSA Bylaw 1 (Organizational) section 4.10.1 states that CSA Directors are to tender their resignation if two meetings are missed per semester without obtaining prior leave of absence; and

**WHEREAS** CSA Bylaw 1 (Organizational) section 4.10.1 states that the Board may decide to remove Directors who fail to perform their duties;

**MOTION:** that Eva Gabler be de-ratified as the representative of the College of Arts Student Union on the 2022-2023 CSA Board of Directors, effective immediately.

**Motion Carried**

### 12.5 Approval of Past Board Minutes

**MOTION:** That the Minutes be approved for the following CSA Board of Directors Meeting:

12.5.1	CSA Board Meeting # 11	November 30, 2022
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**Motion Carried**

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### 12.7 Executive Updates

**MOTION:** That the following Executive Updates be received as information:

12.7.1	President	January 18, 2023
12.7.2	VP Student Experience (vacant)	
12.7.3	VP Academic	January 18, 2023
12.7.4	VP External	January 18, 2023

**Motion Carried**

### 12.10 Policy & Bylaw Review Committee Minutes

**MOTION:** That the Minutes for the following Policy & Bylaw Review Committee meetings be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
12.10.1	Meeting # 11	March 23, 2022
12.10.2	Meeting # 1	December 1, 2022

**Motion Carried**

### 12.11.1 2023-2024 Salary & Wage Recommendations

**MOTION:** to approve the 2023-2024 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 18, 2023 board agenda package.

**Motion Carried**

### 12.11.2 Strike Hiring Committee: Front Office Assistant

**WHEREAS** there is a vacancy in the position of Front Office Assistant due to a resignation;

**WHEREAS** CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;



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**WHEREAS** the Office Manager/Executive Support is the Direct Supervisor for the position of Front Office Assistant; and

**WHEREAS** the CSA President is the Executive Supervisor for the position of Front Office Assistant;

### BE IT RESOLVED:

- a) that the following CSA Director be appointed to the Hiring Committee for the position of Front Office Assistant:

Simran Kalra
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- b) that Nicole Walker, President, be appointed to the Hiring Committee for the position of Front Office Assistant; and
- c) that the Office Manager/Executive Support be appointed to the Hiring Committee for the position of Front Office Assistant.

### Motion Carried

#### 12.11.3 Notice: Bylaw Amendment re Policy & Bylaw Review Committee (PBRC)

**MOTION:** That CSA Bylaw 1 – Organizational be amended as follows:

That **Bylaw 1 – Organizational, Section 2.1** be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- a) Pay a CSA membership fee; or  
b) Pay a Co-Op work term fee.

That **Bylaw 1 – Organizational, Section 2.8.2 a)** be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

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- a) Payment of the designated CSA membership fee or the Co-Op work term fee

### 12.11.4 CSA Annual General Meeting 2023: President's Notice

**MOTION:** that the President's Notice of the CSA's 2023 Annual General Meeting, to be held on Wednesday, March 15, 2023, beginning at 6:00 pm in Peter Clark Hall; and of the call to members to submit AGM business items no later than Friday, February 17, 2023 at 5:00 pm, be received as information by the CSA Board of Directors.

**Motion Carried**

### 12.11.5 CSA Board of Directors Meeting Schedule 2023-2024

**MOTION:** that the CSA Board of Directors approve the 2023-2024 Board of Directors Meeting Schedule as included in the January 18, 2023 Board Agenda Package.

**Motion Tabled**

### 12.11.6 Response to Guelph Iranian Student Association & Central Student Association

**WHEREAS** on November 30, 2022, a statement from the Guelph Iranian Student Association was brought forward for the Central Student Association to bring several calls to action to the University's attention;

**WHEREAS** on December 22, 2022, the Interim Vice-Provost of Student Affairs responded to the calls to action through a letter of their own;

**BE IT RESOLVED** that the Central Student Association's Board of Directors receive the letter as information;

**BE IT FURTHER RESOLVED** that the CSA Executive continue to meet with and support the Guelph Iranian Student Association to ensure their collective needs are met.

**Motion Carried**

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### **12.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 12 on January 18, 2023, be adjourned at 7:19 pm

**Motion Carried**

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<b>12.0</b>	<b>Call to Order</b>	
<b>12.1</b>	<b>Land Acknowledgement</b> Member Jacob Miller	
<b>12.2</b>	<b>Adoption of the Agenda</b> 12.2.1 Approve the Agenda 12.2.2 Declarations of Conflicts	
<b>12.3</b>	<b>Ratifications and De-Ratifications</b> 12.3.1 De-Ratify CASU Representative	
<b>12.4</b>	<b>Comments from the Chair</b> 12.4.1 Introductions and Pronouns	
<b>12.5</b>	<b>Approval of Past Minutes</b> 12.5.1 Meeting # 11 – November 30, 2022	
<b>12.6</b>	<b>Executive Committee Minutes</b>	
<b>12.7</b>	<b>Executive Updates</b> 12.7.1 President – January 18, 2023 12.7.2 VP Student Experience (vacant) 12.7.3 VP Academic – January 18, 2023 12.7.4 VP External – January 18, 2023	
<b>12.8</b>	<b>Director Reports</b>	
<b>12.9</b>	<b>CSA Service Update and Report</b>	
<b>12.10</b>	<b>Committee Updates and Reports</b> 12.10.1 PBRC Meeting # 11 Minutes – March 23, 2022 12.10.2 PBRC Meeting # 1 Minutes – December 1, 2022	
<b>12.11</b>	<b>Business</b> 12.11.1 2023-2024 Salary & Wage Recommendations 12.11.2 Strike Hiring Committee: Front Office Assistant 12.11.3 Notice: Bylaw Amendment re Policy & Bylaw Review Committee (PBRC) 12.11.4 CSA Annual General Meeting 2023: President's Notice 12.11.5 CSA Board of Directors Meeting Schedule 2023-2024 12.11.6 Response to GISA & CSA	
<b>12.12</b>	<b>New Business</b>	
<b>12.13</b>	<b>Announcements</b>	
<b>12.14</b>	<b>In Camera Session</b>	
<b>12.15</b>	<b>Adjournment</b>	

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## Minutes – January 18, 2023

### 12.0 Call to Order

The meeting was called to order at 6:11 pm.

### 12.1 Land Acknowledgement

Member **Jacob Miller** presented the following Land Acknowledgement:

Before we start our board meeting, I would like to take some time and remind everyone that the University of Guelph resides on the treaty lands and territories of the Anishinaabek Peoples, specifically the Mississaugas of the Credit. It is important to recognize that this gathering place is home to many past, present, and future First Nations, Inuit, and Métis peoples. This acknowledgement of the land is a declaration of collective responsibility to this place and its peoples' histories and presence. We should all strive to exist on this land respectfully and sustainably to preserve both its history and future.

Jacob Miller, Board Member

### 12.2 Adoption of the Agenda

#### 12.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 12 on January 18, 2023, be approved as printed and distributed.

**Moved:** Jacob Levy

**Seconded:** Michaela Hishon

**Motion Carried**

#### 12.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

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### 12.3 Ratifications and De-Ratifications

#### 12.3.1 De-Ratify CASU Representative

**WHEREAS** Eva Gabler was appointed as the College of Arts Student Union Representative on the CSA Board of Directors for the 2022-2023 academic year at the CSA Board of Directors meeting on September 21, 2022;

**WHEREAS** Eva Gabler was absent without obtaining prior leave of absence from four CSA Board of Directors meetings in the Fall 2022 semester following her appointment;

**WHEREAS** CSA Bylaw 1 (Organizational) section 4.10.1 states that CSA Directors are to tender their resignation if two meetings are missed per semester without obtaining prior leave of absence; and

**WHEREAS** CSA Bylaw 1 (Organizational) section 4.10.1 states that the Board may decide to remove Directors who fail to perform their duties;

**MOTION:** that Eva Gabler be de-ratified as the representative of the College of Arts Student Union on the 2022-2023 CSA Board of Directors, effective immediately.

**Moved:** Jacob Miller

**Seconded:** Nicole Walker, President

Nicole Walker, President, indicated that as a not-for-profit corporation we are held to the standards set out in the Ontario Not-for-Profit Corporations Act and our Directors have a responsibility to be present for our meetings and ensure our operations can run effectively. She added that we are at risk of not reaching quorum if we have Directors missing meetings, which impacts our daily operations.

The Policy & Transition Coordinator (PTC) added that de-ratifying Directors isn't taken lightly, and Eva only attended one meeting since her ratification in the fall semester. The PTC added that we are hoping to find a new representative from CASU but have not received any updates yet.

**Motion Carried**

### 12.4 Comments from the Chair

**Cameron Olesen, Chair:** Thank you all for being here. We have a few items to get through, and briefly, I will speak to the fact that we have one "Notice" item on the agenda. This isn't something to be voted on today. As a reminder: Notice

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items are not to be voted on when they're brought up, but rather at the subsequent meeting. So, if you have an interest in discussing that, make sure you attend the next meeting. You can also discuss that item tonight before it goes to a vote next week.

## 12.4.1 Introductions and Pronouns

Each member provided their name, pronouns, and role on the Board.

## 12.5 Approval of Past Board Minutes

**MOTION:** That the Minutes be approved for the following CSA Board of Directors meeting:

12.5.1	CSA Board Meeting # 11	November 30, 2022
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**Moved:** Anthony Pereira  
**Seconded:** Sanya Sareen

**Motion Carried**

## 12.7 Executive Updates

**MOTION:** That the following Executive Updates be received as information:

12.7.1	President	January 18, 2023
12.7.2	VP Student Experience (vacant)	
12.7.3	VP Academic	January 18, 2023
12.7.4	VP External	January 18, 2023

**Moved:** Jacob Levy  
**Seconded:** Anthony Pereira

**Motion Carried**

### 12.7.1 President

Nicole Walker, President: Hi folks! Thank you all for attending our Board Training last week. We got lots of great feedback and it was really engaging because of

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your enthusiasm and participation. I understand a lot of you attended the Open Mic night after, which I'm sure was a lot of fun. We're hoping to do another appreciation event at the end of the semester and we're also looking into getting you all quarter-zip sweaters, so stay tuned about that. We've got four months left together, which seems like not a long time! I'm excited to see what we accomplish in that time.

Some over-arching updates: The Student Budget Committee is working on submitting their presentation on January 23. I have included the main student priorities which we're looking at, which is affordable housing, student health and wellbeing, and academic support. Those are the three big concerns, and within it we'll be integrating priorities related to equity, diversity, and inclusion, because we know that there are groups on campus which require additional supports within those aspects to be successful, so we're really intentional and mindful with it. You folks have hopefully taken a look at my update, and if you have any feedback or questions, I'm happy to chat with you. This will be going to the Board of Governors Finance Committee meeting on February 8. There are a lot of people who are key decision-makers about the university budget who will be at that meeting, so it's important that we have as much input and feedback from our students as possible.

Our Student Involvement Fair is on February 1, and we really want to encourage students to attend. I know the best way to engage students is by warm referrals, so please consider tabling. I'm hoping we'll have a couple of Directors who are interested in sharing their experiences with our students and to encourage students to run in the upcoming elections. I can send an email as well with any additional information.

Lastly, we have a lot of big projects this semester, The AGM is one of them! We'll have lots of prizes and good food, so we'll keep you folks updated as March approaches. And for the Winter Elections, our nominations open February 6, so we're just finalizing our motions and nominations packages, and all the outreach we have planned. For Board members, some of you may want to consider returning next year, which would be great! If you have any questions about the timeline, you can reach out to our Policy and Transition Coordinator or our Chief Returning Officer.

### 12.7.3 VP Academic

Mason Friebe, VP Academic: Over the last few weeks been working with SHAC, planning for the semester. They have podcasts and tabling coming up. We have website changes as well that are completed now, so the entire thing is going to



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be reworked and will look much better and be more comprehensive. Hopefully that will help those who are looking for help online. The cases for SHAC and academic inquiries in general are more frequent right now, which makes sense for the beginning of the semester.

The Teaching Excellence Award is open for nominations until March 10, so please feel free to nominate your favorite professors. The info is all up on our website. You'll likely see promotional materials for that going up in the UC in the upcoming weeks.

I had a chance to meet with Byron Sheldrick, who is the new Associate VP Academic, and we discussed Courselink. I heard there's an entirely new system in the works to replace Courselink and it will hopefully be an improvement. We also talked about centralizing important academic policies to bring it to the attention of students where it otherwise isn't. I know course outlines are supposed to have some of this information, but it isn't always there. We also discussed Respondus Monitor, which is being phased out. There are ongoing discussions as to what extent it will be kept around, mostly for the distance education courses.

I met with SLAM and heard concerns about Hospitality's pay-by-weight system, as well as about parking availability on campus. I was told live updates are coming so students can have the most current information.

Today I met with the Open Accessibility Course Content Task Force, and we discussed running a textbook survey this semester to see how comfortable students are with the costs and whether they're using their textbooks. This data would be used to reduce textbook costs where possible. The last one was done in 2016.

### 12.7.4 VP External

Jena-Lee Ashley, VP External: We hired two new Bike Centre assistants, and they started on January 11. The FoodBank Assistant job posting closed on Friday, January 13, and we'll be holding interviews tomorrow.

From February 27 until March 7, the Canadian Federation of Students (Ontario) will be hosting a lobby week in Toronto where we meet with MPs from across the province and advocate for the needs of students. This year is allowing a maximum of two delegates, which means I can bring someone. So, I'm looking to our Directors to see who wants to come. Shoot me an email if you're interested, letting me know why you want to attend. It's all covered by CFS, so

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there won't be any additional costs to you. They usually send tickets to cover travel and the cost of the hotel. Typically, the event is held in the conference room of the hotel that we would be staying in.

Nicole Walker, President, added that we did not have the Board strike a hiring committee for the FoodBank Assistant position as there was a resignation following the last Board of Directors meeting in the fall semester, and there was a need to fill the position immediately as it's a critical service. She added that Director Martha Yiridoe was invited to sit on the committee as she sat on a hiring committee for the same position earlier in the semester.

## 12.8 Director Reports

Isha Maharaj sat on the Standing Referendum Committee which met during the exam period and reviewed two proposed referendum questions.

Jake Levy was in a Working Group for the PBRC and shared that there's notice being provided tonight of a proposed bylaw amendment to allow co-op students to participate in the elections. He indicated that the PBRC has had two meetings since the last Board meeting.

Michelle Wilk attended the PBRC meetings and has joined a Working Group to review the Electoral Policy. She also participated in a meeting regarding the Cannon.

Kelly Ruigrok attended the PBRC meetings.

Olivia Smith sat on the Board Scribe hiring committee which will be reviewing candidates and extending a job offer on Thursday.

Martha Yiridoe sits on the PBRC and is looking forward to the FoodBank Assistant hiring committee.

## 12.10 Policy & Bylaw Review Committee Meeting Minutes

**MOTION:** That the Minutes for the following Petitions, Delegations, and Representations Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
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12.10.1	Meeting # 11	March 23, 2022
12.10.2	Meeting # 1	December 1, 2022

**Moved:** Sanya Sareen

**Seconded:** Michelle Wilk

**Motion Carried**

## 12.11 Business

### 12.11.1 2023-2024 Salary & Wage Recommendations

**MOTION:** to approve the 2023-2024 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 18, 2023 board agenda package.

**Moved:** Nicole Walker, President

**Seconded:** Jake Levy

Nicole Walker, President, explained that the Finance Committee reviewed the salary and wage recommendations for the upcoming fiscal year at their meetings in November and December. She explained that they use the most recent consumer price index that is available when planning the budget, and modifications can be submitted to the Board if needed throughout the year as new data is released, being mindful of the impact of cost of living. Nicole added that the provincially legislated minimum wage was raised to \$15.50, which is reflected in the wage recommendations. She also explained that the minimum wage listed for part-time Bullring staff is a smaller increase as they receive additional benefits in their roles, such as tips and meal discounts.

**Motion Carried**

### 12.11.2 Strike Hiring Committee: Front Office Assistant

**WHEREAS** there is a vacancy in the position of Front Office Assistant due to a resignation;

**WHEREAS** CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

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**WHEREAS** the Office Manager/Executive Support is the Direct Supervisor for the position of Front Office Assistant; and

**WHEREAS** the CSA President is the Executive Supervisor for the position of Front Office Assistant;

### BE IT RESOLVED:

- a) that the following CSA Director be appointed to the Hiring Committee for the position of Front Office Assistant:

Simran Kalra
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- b) that Nicole Walker, President, be appointed to the Hiring Committee for the position of Front Office Assistant; and
- c) that the Office Manager/Executive Support be appointed to the Hiring Committee for the position of Front Office Assistant.

**Moved:** Nicole Walker, President

**Seconded:** Jake Levy

Nicole Walker, President, outlined that the job description will be posted by the end of the week and hiring interviews would be scheduled during the week of February 6, with the successful candidate ideally starting work the following week. She estimated it will be a 5–6-hour time commitment for the hiring committee. Nicole added that there will be more opportunities to sit on hiring committees this semester as staff contracts end.

### Motion Carried

#### 12.11.3 Notice: Bylaw Amendment re Policy & Bylaw Review Committee (PBRC)

*Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.*

*Notice of this motion is hereby provided at the Board meeting on January 18, 2023.*

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*The following motion will be considered at the Board meeting on February 1, 2023.*

**MOTION:** That CSA Bylaw 1 – Organizational be amended as follows:

That **Bylaw 1 – Organizational, Section 2.1** be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- c) Pay a CSA membership fee; or
- d) Pay a Co-Op work term fee.

That **Bylaw 1 – Organizational, Section 2.8.2 a)** be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

- b) Payment of the designated CSA membership fee or the Co-Op work term fee

### 12.11.4 CSA Annual General Meeting 2023: President's Notice

#### President's Notice

As per CSA Bylaw 1, Section 9.1.3, I hereby give notice that the Annual General Meeting of the Central Student Association shall take place on:

**Wednesday, March 15, 2023 at 6:00 pm**  
**Location: Peter Clark Hall**

#### Call for Business Items

As per Bylaw 1, Section 9.1.9., I hereby invite any business items for the CSA Annual General Meeting be provided to the CSA Policy & Transition Coordinator (csaptc@uoguelph.ca) no later than:

**Friday, February 17, 2023 at 5:00 pm**

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Board of Directors Meeting # 12  
January 18, 2023 – 6:00 pm  
UC 442



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For more information, please contact the CSA Office.

### **Nicole Walker**

CSA President  
January 18, 2023

**MOTION:** that the President's Notice of the CSA's 2023 Annual General Meeting, to be held on Wednesday, March 15, 2023, beginning at 6:00 pm in Peter Clark Hall; and of the call to members to submit AGM business items no later than Friday, February 17, 2023 at 5:00 pm, be received as information by the CSA Board of Directors.

**Moved:** Nicole Walker, President

**Seconded:** Sanya Sareen

Nicole Walker, President, explained that this is an opportunity for undergraduates to work with us to make changes to policy and other items. She added that typically changes are discussed by PBRC and then brought to the Board for approval, and then brought to the members at the AGM, which allows for collaboration and holds the organization accountable. She noted that last-minute motions to the AGM may not be as strong as motions that have been collaborated on, but it is the right of CSA members to submit motions, and they can do so with or without consulting with our team. She concluded that Directors can reach out with ideas they have for motions, and that Directors are expected to attend the AGM.

### **Motion Carried**

#### **12.11.5 CSA Board of Directors Meeting Schedule 2023-2024**

**MOTION:** that the CSA Board of Directors approve the 2023-2024 Board of Directors Meeting Schedule as included in the January 18, 2023 Board Agenda Package.

**Moved:** Nicole Walker, President

**Seconded:** Jenna Scharnowski

Nicole Walker, President explained that this schedule was developed in collaboration with the PTC and with input from the CSA core staff team in advance to incorporate it into our nomination packages for the upcoming election. This establishes the expectation for those who sign and agree to run of the responsibilities and the time commitments of the roles, and helps prevent those who are consistently unavailable from running in the election. Nicole added

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that we consulted the University's Multi-Faith Calendar while creating the schedule. Nicole also added that legislative changes in the Ontario Not-for-Profit Corporations Act has altered our schedule to have the Annual General Meeting in November. Based on this, we've also added a General Members Meeting in March.

Isha Maharaj noted that some faiths are based on the lunar cycle, which can only be predicted so far in advance, so some of the selected dates, January 17 and February 14 specifically, could conflict with religious holidays.

The Board Chair advised that this item can be tabled and then amended and approved at the next meeting, or it can be received and later adjusted as needed.

Nicole Walker, President, moved to table this motion until the Board Meeting on February 1, 2023.

Jake Levy seconded this motion.

### **Motion Tabled**

#### **12.11.6 Response to the Guelph Iranian Student Association & Central Student Association**

**WHEREAS** on November 30, 2022, a statement from the Guelph Iranian Student Association was brought forward for the Central Student Association to bring several calls to action to the University's attention;

**WHEREAS** on December 22, 2022, the Interim Vice-Provost of Student Affairs responded to the calls to action through a letter of their own;

**BE IT RESOLVED** that the Central Student Association's Board of Directors receive the letter as information;

**BE IT FURTHER RESOLVED** that the CSA Executive continue to meet with and support the Guelph Iranian Student Association to ensure their collective needs are met.

**Moved:** Jena-Lee Ashley, VP External

**Seconded:** Anthony Pereira

Jena-Lee Ashley, VP External, motivated that prior to the winter break we published the letter from GISA on the CSA website and social media, and since have received a response from the Interim Vice Provost of Student Affairs. Jena-Lee explained that we

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wanted to inform the Board of this response and that we will be connecting with GISA to continue to help and support them.

### **Motion Carried**

#### **12.12. New Business**

No new business was presented at this meeting.

#### **12.13 Announcements**

Members provided personal updates and information regarding their involvement in groups on campus.

Nicole Walker, President, announced that a meeting for the cash on campus committee is being planned so that a letter and a motion can be drafted. She contacted Ed Townesly from Hospitality Services regarding the concerns and is awaiting a reply. Nicole also updated the Board that only one of two referendum question submissions has gone forward to signature collection, and if they reach the required signatures, the Board will review the referendum for it to be added to the ballot.

Varnika Karavadi mentioned the Snow Day mixer event with ISO and that Lunar New Year is approaching for ISO.

Isha Maharaj also mentioned Snow Days which had excellent attendance. She added that she is a Bounceback Facilitator and asked the Board to spread the word about the program, which is government funded and encourages students to broaden their horizons beyond academics.

Anthony Pereira shared that IHC is having a Bridgerton-themed formal for residence students.

Jake Levy spoke about events for Holocaust Education Week next week, including exhibits in the UC on Monday and Friday and in the Summerlee Science Complex on Tuesday, Wednesday, and Thursday, hosted by a Holocaust Museum in Israel, and a Holocaust survivor is speaking on campus as well.

Jacob Miller shared the Pre-Law Society is holding a mental health panel.



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Michelle Wilk shared that working groups for Student Senate have started for the semester.

Daniel Neiterman spoke about the Lang Commerce Job Expo, which is open to anyone to attend to speak to employers across different industries. Daniel also mentioned the “Crack the Case” competition on February 4.

Samantha Ogbeiwi shared that CSAHS is planning Valentine’s Day events, and donations raised will go to a homeless shelter.

Alec Moyle spoke about LSA’s “Brewing Conversations” event in partnership with Guelph Women in Leadership, held in the Arboretum on January 25. Alec also attended the DeGroot Leadership Summit at McMaster.

Kelly Ruigrok shared that OAC held an Alumni Speed Mentoring event for alumni to give career advice to students. She added the Good Times Award Banquet is being held this weekend at McMaster Fairgrounds, to award athletes for various sporting events.

Olivia Smith shared that GQE has office hours booked for the semester.

Duncan McGuire shared that the ISS has regularly scheduled programming, including weekly Soup and Bannock from 11am-1pm on Wednesdays, and a workshop for learning the teachings of regalia with a special guest.

Simran Kalra shared that they are hoping to host a Ted-X Conference in the summer semester, as they haven’t yet received approval for the winter semester.

Ella Odeh is sitting on the Black History Month Planning Committee which has many events planned for those interested in learning about black history. Ella noted that these events will be in-person for the first time since 2019, and details will be posted on Gryphlife.

Martha Yiridoe shared that the GBSA is having weekly discussions and are involved in the planning for Black History Month programming, Martha is making a Spotify playlist for the events.

### 12.14 In Camera

No In Camera session was held at this meeting.

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## 12.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 12 on January 18, 2023 be adjourned at 7:19 pm.

**Moved:** Anthony Pereira

**Seconded:** Jacob Miller

**Motion Carried**

**Approved by the Board of Directors**

**Date: February 1, 2023**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cameron Olesen  
Board Chair

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Colleen Bovay  
Policy & Transition Coordinator

**Motion**

Board of Directors Meeting # 13  
February 1, 2023



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**Item 13.6**  
**Executive Committee Minutes**

**MOTION:** That the Minutes be received as information for the following Executive Committee Meetings:

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
13.6.1	Meeting # 16	December 9, 2022
13.6.2	Meeting # 17	December 14, 2022
13.6.3	Meeting # 18	January 11, 2023
13.6.4	Meeting # 19	January 20, 2023

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)  
Meeting #16 – December 9, 2022 – 10:00 am  
CSA Boardroom

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**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 10:00 am**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #15 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

An email went out to all CSA Staff and Board of Directors regarding COVID-19 safety protocols. Winter Health and Dental Information Newsletter for new students was sent out this week!

**FoodBank Hiring:** We will be informing the board once we confirm Martha is sitting on the committee for their information. With a last-minute resignation at the end of the semester, there are not Board Meetings until January 18. It doesn't make sense to call an emergency board meeting during exams. I am recommending that the PTC look into executive empowerment for next year between the final Board meeting of the fall semester until the first meeting in winter semester.

**5.1.2 Committees**

**PDR Committee:** had its final meeting of the semester on November 23. PDR award letters were sent out this week. Staffing sicknesses unfortunately caused a delay in having the award letters sent out. The committee has about \$4000 remaining to award student groups. The committee is excited for our next meeting!

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Executive Committee Meeting (ECM)

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**Arboretum Referendum Fee:** This committee has met twice now to finalize the wording for the referendum question. I am required to sit on this subcommittee as a member of the Compulsory Fees Committee. The referendum question was submitted by the CSA deadline.

**PBRC:** On December 1, the committee had an orientation. We struck a working group for Co-op students participating in the CSA elections. The committee is hoping to bring forward notice of changes at the January 18 Board meeting.

**Compulsory fees Committee (CFS):** CFS met on December 7 and reviewed all student fee reports. The committee is also preparing with Winter SLEF application cycle. Our meetings will be in scheduled for review in the end of February, early March.

**Student Budget Committee:** Meetings with university department budget presentations have been completed, and the working group has started working on the presentation. I am one of three leads for the presentation. Will be establishing student priorities and a framework for the presentation at our meeting today. After seeing NCHA data on concerns with safety at night, chatted with Dave Lee (CSO) after his presentation about a safety audit on campus to assist with student concerns around student safety (lighting being the big issue).

**Student Wellness Advisory Group (SWAG):** SWAG reviewed the Student Wellness Services Budget and discussed how 13% of the budget is one-time funding from the government and university. This funding was used to pilot projects such as supports for complex mental health conditions and enhancing services to support capacity limits. Wellness has a support called Keep me safe for international students to access mental health supports. We also discussed the NCHA results. Wellness is going to pull data for CSA to support advocacy efforts and concerns raised about safety at night and food security. The committee mentioned aligning priorities as student groups and departments on campus to consolidate advocacy efforts.

**Student Executive Council:** The College of Biological Sciences-Science Council sent out a survey about COVID-19. I thought it may be of interest to connect with them. The LEAD Advisor

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(Ashley's) last day was December 2 and Shannon will be taking over the role for the Winter Semester.

### 5.1.3 Project Updates

**Winter General Elections & Referendum:** The Referendum Question Submission Form has been updated and finalized based on the compulsory fees committee proposal and advice from Jessica. The Winter General Elections amended timeline has been approved by the Board and will ensure our best chance of success for the referendums coming forward and elections.

**Proposal to Irene for SLAM:** A concern I brought up to the Vice Provost Student Affairs (Irene) is that there is no one consolidated place that communicates the annual work of student leaders across various committees to the student body. The proposal is that a student leader annual report could be created to include information from each committee around the accomplishments, priorities and future work of the group. This could be used as a tool to communicate with the student body what work student leaders and committees are completing. I also flagged for the VPSA about student input and engagement throughout the Strategic refresh roll out and implementation.

### 5.1.4 Miscellaneous

Staff Festivus Party will be on December 15 to show our appreciation for them! It is a team effort by the CSA core staff team. The executive, a few Board Members, and CSA staff attended a focus group with The LINC. It was very helpful in providing student feedback for services! Board training is on January 11 and working to update my presentation on an overview of the CSA.

## 5.2 ~~VP Student Experience (Vacant)~~

## 5.3 VP Academic

### 5.3.1 Supervisory

**SHAC:** SHAC has been going strong. They completed some tabling again and things are beginning to pick up around exam season. I know they're also working on a podcast as well, so they've made a good plan on that for next semester. I've had to take on a lot more casework / helping students directly more as well. Beginning to work on some website content changes now too so students can see exactly how we help for each area related to

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Executive Committee Meeting (ECM)

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CSA Boardroom



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SHAC. Staff evaluations are pretty much also complete; Jun and I have met several times over the last week to complete those for the assistants.

### 5.3.2 Committees

**Accessibility Steering Committee:** Met with ASC and went over the Multi-Year Accessibility Plan Progress Update (requirement of the AODA). Plenty of initiatives underway. The library made some accomplishments; building a front entrance with accessible doors, hiring an accessibility coordinator, and an accessible IT entrance.

### 5.3.3 Miscellaneous

**Registrar:** Met with Ray Darling and discussed the issues with a variety of courses having information that wasn't necessarily accurate for this semester; specifically, that some courses were listed as offered when they were not. It was found that some departments (Biology and English) were the focuses so they're looking into that and ways to prevent this in the future (seems they're moving away from listing when they are offered) and suggesting the new tool on WebAdvisor to select courses and plan schedules that way instead. Also discussed course outlines and Ray said he would look into the process that is getting class lists out to professors; to see if it could be done any earlier, allowing professors to contact students via email when they want prior to classes beginning. In terms of the collective agreement, this was already negotiated and approved, so amending that to in some way or another, significantly motivate or force professors to have their outlines done earlier will have to wait for the 3 years it seems.

**Cate Dewey (AVPA):** Meeting with Cate again next week, hoping to advance or receive an update on the progress if any for the initiative that is to add policies like Non-Academic misconduct to the course outline, and if there would be.

**Teaching Excellence Award:** Been working with Mel on the promotional plan for the Teaching Excellence Award; including digital signage and the newsletter. Hoping to begin promoting in the first week of January; calling out for nominations. It is great to confirm that the award will be done this year, I know it is sometimes missed in other years, but it's always great to recognize excellence for those who deserve it. The one thing I'm not as sure about is the usual ceremony, and those for the future, given that Student Experience no longer hosts their ceremony. The AGM might suffice

## Minutes

### Executive Committee Meeting (ECM)

Meeting #16 – December 9, 2022 – 10:00 am

CSA Boardroom



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for this year, but I could look into opportunities for the future where it can be announced somewhere else.

#### 5.4 VP External

##### 5.4.1 Supervisory

**FoodBank:** Going to be posting the job application on Instagram next week before the holiday closure.

**Bike Centre:** Has been busy getting bikes ready for the spring auction in March. Still getting appointments which is great.

##### 5.4.2 Committees

**Bike Centre Hiring Committee:** We have 4 interviews scheduled for this afternoon.

**Suppliers Code of Ethical Conduct Advisory Committee:** Terms of Reference in almost completed – just one section left. In order to complete this, we've struck a working group to create a list of questions for the VP Finance and Operations (the section left pertains to their responsibility to our committee). We're hoping to schedule a meeting in January to review the section and the questions brought forth from the working group.

**Black History Month Committee:** Decided to move forward with 8 events throughout the month of February!

##### 5.4.3 Miscellaneous

**Indigenizing the CSA:** Nicole and I had an informal conversation after our SLAM meeting a while back about the Indigenization that's happening across campus. We started to think about how the CSA could do this. I reach out to the Indigenous Student Society to see what their level of interest was. They thought it was a good idea and we're going to be meeting in January to brainstorm. I will also connect with our Business Office to see what is financially possible for us. I am also going to be reaching out to the Art Gallery of Guelph to see if borrowing artworks that are in storage (if any) is a possibility.

#### 6.0 Business

**6.1 CSA Execs & Directors at Collaborative Leadership Summit (CLS):** The CSA Executive will be attending CLS on Saturday, January 7 from 9:30 AM – 4:30 PM. This opportunity was provided to Board Directors and CSA Staff as well. The executives will be doing a social after the event for some executive bonding!

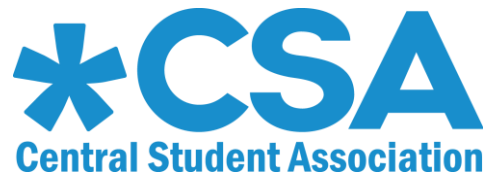


## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – December 9, 2022 – 10:00 am

CSA Boardroom



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**6.2 CSA Executive Conflict of Interest:** The executive committee was made aware that the VP Academic is currently the President of a CSA Club. After speaking with Student Experience, the CSA President was advised to have them abstain from any ECM decisions impacting CSA Clubs on campus moving forward. Should the VP Academic no longer be the President of a CSA Club in the Winter Semester, the conflict of interest would be resolved. Additionally, while this situation does not violate our policies (specifically conflict of interest), this will be passed along to the Policy & Transition Coordinator and PBRC to update the Conflict-of-Interest Policy.

### 7.0 New Business

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 11:00 am

***Next Meeting: December 14, 2022***

## Minutes

Executive Committee Meeting (ECM)

Meeting #17 – December 14, 2022 – 1:30 pm

CSA Boardroom



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**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 1:30 pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #16 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Working on Finalizing the CSA Newsletter for January. The CSA Winter closure will be as of Friday, December 16 until Monday, January 9, 2023.

**Executive Transition:** We had our first meeting last week to map out a timeline for transition and then highlight what needs to be included in the nomination package.

**5.1.2 Committees:**

**Finance Committee:** held our second meeting to finish up our agenda items from the first meeting. Business manager provided an excellent orientation for our FC members and review the financial position of the organization with the committee. Putting forward recommendations to the board to approve salary & wage recommendations for 2023-24 and the semi-annual budget.

**Standing Referendum Committee (SRC):** Two referendum questions were submitted, in which one was a university joint proposal and the other is a student group. SRC will be meeting twice during the exam weeks to finalize the questions for the next stage of the referendum process.

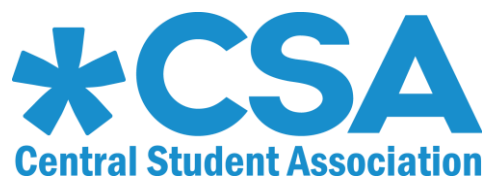
**UC Board:** Working Agreement has been updated and awaiting feedback from the UC Board Executive Committee before sending

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Executive Committee Meeting (ECM)

Meeting #17 – December 14, 2022 – 1:30 pm

CSA Boardroom



it along to Sharmilla (VP Finance & Operations). The goal is to finalize the Working Agreement by the end of the winter semester and have it be approved at a spring Board of Governors meeting.

**Mental Health Advisory Sub-Committee:** Had an initial meeting to discuss the national framework and updating the universities mental health framework using the guiding principles from the national standard. Essentially, it's a strategic approach from a mental health lens. Expressed the importance of student involvement and engagement throughout this process. We identified there is no current consolidated communication strategy for sharing mental health supports and services. Three aspects will include communication & awareness building, program evaluation and quality improvement. Cool detail to note that UofG was the first post-secondary institution to introduce a Mental Health framework in 2014 prior to the government releasing a national one. Additionally, mental health supports were named as a priority in the university's strategic refresh and will be expecting to see central support from the university administration.

**5.1.3 Student Involvement Fair:** This event has been moved to Wednesday, February 1 from 11-4 PM. Several student groups have already confirmed their attendance as well as the EL hub, and OV recruitment.

### **5.2 ~~VP Student Experience~~ (Vacant)**

### **5.3 VP Academic**

#### **5.3.1 Supervisory**

**SHAC:** I've been busy with staff evaluations for SHAC, just meeting the staff personally to discuss the results as it is intended this be completed for all of them before the break at their request, but all is going well. Things are still fairly busy as is expected considering grade results and the high stress of exams and finals, but the team is managing it efficiently. We are all currently working on website developments that are intended to be complete prior to the end of the week as well but we have a great plan and more of my time will be dedicated to this today and tomorrow. We've also had our final team meeting of the year and really look forward to acting on the plans we've made for the next semester like the podcast and other promotional explorations.

#### **5.3.2 Committees & Meetings**

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Executive Committee Meeting (ECM)

Meeting #17 – December 14, 2022 – 1:30 pm

CSA Boardroom



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**Cate Dewey:** Since Monday (2 days ago), I've had the opportunity to meet with Cate Dewey. She has informed me of some procedural things she has come to learn about course outlines, in that it isn't necessarily at the professor's discretion when it comes to choosing policies that are included in outlines, but rather whether or not they opt to use the outline builder tool. Moving the release date does not seem possible in consideration of the collective agreement between faculty and the administration but adding or amending policy information is an obtainable goal for those that use the tool, otherwise, they also have the freedom to include what they want. She also informed me that first-year seminars for next year will be cancelled in consideration of a donor that has not followed through thus resulting in a further lack of funding to contribute to their current deficit. They are looking into new possible avenues of revenue now. This was my last meeting with her ever as she is moving to another department, but I look forward to working with the new Associate VP Academic next semester as well.

### 5.3.3 Miscellaneous

**Teaching Excellence Award:** A lot of progress has been made over the last little while on the TEA; I've developed a [nomination form](#) using Microsoft and believe it will suffice for the submissions. I've also provided Mel with the content I think will look great for the website on the award, including things like the previous recipient and a lot more information. The deadline for nominations is February 17<sup>th</sup>, and it seems we'll be hosting an event with the recipient(s), which I think is great. I am happy to reference the award in some form of announcement via my Executive update at the upcoming AGM.

**Other:** Promo content meeting, AGM preliminary were productive meetings, I've been working with Mel regularly on various promotional material, including posters, digital signage, social media, the CSA website, business cards for tabling, and the newsletter regarding the promotion of the Teaching Excellence Award. I am looking forward to the Festivus event tomorrow that we've been preparing for, being apart of the decorations committee is going to be fairly entertaining, materials as per our plan will be picked up, holiday cards are signed.

### 5.4 VP External

#### 5.4.1 Supervisory

**FoodBank:** The job application for a new FoodBank assistant is

## Minutes

Executive Committee Meeting (ECM)

Meeting #17 – December 14, 2022 – 1:30 pm

CSA Boardroom



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going to be posted before the holiday closure, and close on Friday January 13<sup>th</sup>, 2023.

**Bike Centre:** I have 4 interviews scheduled for Friday, then we will have 2 new Bike Centre Assistants starting once we re-open in January.

### 5.4.2 Committees

**Suppliers Code of Ethical Conduct Advisory Committee:** The Terms of Reference is almost complete. We are hoping to schedule a meeting with the Vice President of Finance and Operations in January to review Section 4 of the terms of reference as this section pertains to the VPFO's responsibility to our committee.

**Black History Month Committee:** The committee decided to move forward with 8 events, stay tuned for information on what these events are and when they are happening during the month of February.

### 5.4.3 Miscellaneous

**Indigenizing the CSA:** I spoke with the co-chairs of the Indigenous Student Society to see what their thoughts were on this and whether they wanted the opportunity to have a say in how we move forward with this. I am planning to meet with their executive in January to discuss this further. I will also need to speak with our Business Office to see what is financially possible. I also thought I could reach out to the Art Gallery of Guelph to see if they still allow offices on campus to display their artworks that stay in storage while they are not on display in the AGG.

## 6.0 Business

There was no business for this meeting.

## 7.0 New Business

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 2:30 pm

***Next Meeting: January 11, 2023***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #18 – January 11, 2023 – 9:30 am  
Microsoft Teams



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**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 9:30 am**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting # 17 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Board Scribe Hiring is underway! Will be reviewing and finalizing the questions on Friday, and then shortlisting on Friday as well. Interviews will be conducted next week and hoping to extend a job offer no later than Friday, January 20. The CSA January newsletter was sent out on Tuesday, January 10!

**5.1.2 Committees**

**Task Force on Student Conduct Policy & Practice:** We had our first meeting on January 9 in which I am the undergraduate representative on this committee. The University of Guelph had an external assessment conducted on Non-Academic Misconduct on campus and the recommendations were included in the finalized assessment known as the McMurray Report (March 2022). The purpose of the committee is to implement the recommendations provided, while updating and harmonizing the approach for student conduct on campus.

**Policy & Bylaws Review Committee (PBRC):** The committee met on January 10 to approve the changes for co-op students

## Minutes

Executive Committee Meeting (ECM)  
Meeting #18 – January 11, 2023 – 9:30 am  
Microsoft Teams



participating in the CSA Elections, despite not being a fee-paying member while on co-op. Additionally, three sub-committees were struck to review Executive Portfolios, Director Duties, and Appendix G: Electoral, which were established as priorities for the committee.

**Standing Referendum Committee:** The committee met December 14 to finalize the Referendum Submissions for the Winter General Elections. There were still concerns with one of the two referendum questions submitted. As such, I consulted with Student Experience and the Office of Vice Provost Student Affairs, who provided insight and feedback regarding the proposed question. The CRO, PTC and I will be meeting with the student group to share the decision of not recommending their question forward to the next stage in the referendum process.

### 5.1.3 Board Training & Appreciation Event

I am excited for our Board Training and Bullring Open Mic Night appreciation event this evening! I am finalizing the information for my presentation on the Overview of the CSA. Colleen will be reviewing director duties & responsibilities, and Cameron will be discussing Roberts Rules and CSA Rules of Order, and how they are used at Board Meetings.

**5.1.4 AGM Planning:** Initial meetings started before the end of the Fall semester. January 19 is the official call-out for Business Items from the President (me!). This is an opportunity for undergraduate students to put motions forward at the AGM. Although it's preferred to have motions go through a collaborative process with Board Directors, Executive, and Staff to strengthen the motion, students have the right to propose changes. The deadline to submit business items is Friday, February 17. In the meantime, save the date for March 15 and get excited for FREE FOOD and BIG PRIZES!!

### 5.2 ~~VP Student Experience~~ (Vacant)

### 5.3 VP Academic

#### 5.3.1 Supervisory

**SHAC:** Working with SHAC this week to get all their website developments completed, expanding on the content already there via a new section likely called "Areas of Focus", changing some of the tabs to make it clear there is an existing podcast available for view and for the future ones coming this semester. Hoping to

## Minutes

Executive Committee Meeting (ECM)  
Meeting #18 – January 11, 2023 – 9:30 am  
Microsoft Teams



include possibly a different form of schedule to better relay when the office hours are. SHAC inquiries are up in frequency at the moment as well so we're all quite busy with that it seems.

### 5.3.2 Committees/Meetings

**Byron:** Met with the new Associate VP Academic, Byron Sheldrick. Was predominantly an introduction but we got to discuss some things like Respondus and ideas for Courselink in the relaying of important Academic-related policies; possibly adding a new tab. An entirely new system is on its way though, so I will be looking into that when information becomes available.

### 5.3.3 Miscellaneous

**Teaching Excellence Award:** The TEA is officially open for nominations, the newsletter with the information has gone out and the info is available on our website. Other materials will go out when they become available, and I'll be doing some tabling probably later this month or when the posters / digital signage go out but it's great to see that it out now.

## 5.4 VP External

### 5.4.1 Supervisory

**FoodBank:** Looking forward to hiring a new FoodBank Assistant.

**Bike Centre:** The 2 new assistants start today. I will be running over this afternoon to meet them and bring their keys!

### 5.4.2 Committees

**FoodBank Hiring Committee:** The job application closes this Friday, January 13, and the committee will be meeting next week to create a short list of candidates and hopefully complete interviews next week as well.

### 5.4.3 Miscellaneous

## 6.0 Business

There was no business for this meeting.

## 7.0 New Business

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 10:20 am

***Next Meeting: January 18, 2023***



## Minutes

Executive Committee Meeting (ECM)  
Meeting #19 – January 20, 2023 – 9:30 am  
CSA Boardroom



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**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 9:30 am**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

**4.0 Approval of the Previous Executive Committee Minutes**

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Hiring has been completed for the Board Scribe position and our successful hire will be starting at the February 1 Board Meeting. Currently hiring for a Front Office Assistant (2 positions). Job posting closes Friday, February 3, 2023. Our first set of winter semester All-staff meetings will be taking place Wednesday and Thursday next week!

**5.1.2 Committees**

**Finance Committee:** Upcoming meeting on Monday, January 23 to approve the Finance Committee #1 and #2 meeting minutes, as well as review projected revenue to start developing the 2023-2024 CSA Budget.

**PDR Committee:** The first Winter 2023 PDR deadline passed on Wednesday, January 18. The committee will be meeting to review 42 funding applications on Tuesday, January 24, 2023.

**Student Budget Committee:** Presentation deadline for the SBC is Monday, January 23, which will be presented at the Board of Governors Finance Committee meeting on February 8. I also plan to present the recommendations to the CSA Board at the February 15 meeting, since there is an opportunity for more feedback with the final report due in April.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #19 – January 20, 2023 – 9:30 am  
CSA Boardroom



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### 5.1.3 Winter General Elections

I am currently in the process of finalizing the Winter General Elections promotional strategy. Had a meeting this week to discuss the content and promotional roll out for each phase. At PBRC, struck a working group to review Appendix G: Electoral and will be working with PTC and Michelle (Board Director) on this. Let me know if you have flagged any issues in our electoral policy.

### 5.1.4 Student Involvement Fair

Student Involvement Fair is happening on Wednesday, February 1, from 11-4 PM in the UC Courtyard. There are prize packs for student to win, and all the primary student organizations, Student Senate Caucus, and Special Status groups will be attending. It's a great opportunity for students to learn more about various organizations on campus, as well as opportunities to get involved.

### 5.2 ~~VP Student Experience (Vacant)~~

### 5.3 VP Academic

#### 5.3.1 Supervisory

**SHAC:** Website updates are complete, and they are live for viewing, hopefully this aids in relaying what the services SHAC is designed to help with and website traffic. Cases are still frequent at this time as well as work with inquiries regarding the current and previous semester.

#### 5.3.2 Committees

**OACCTF:** Met with the Open Accessibility Course Content Task Force and discussed the idea of a new textbook survey to update the data they currently use to leverage new initiatives on the cost-saving front for students and textbooks via the promotion of Open Educational Resources (OER). Hoping to discuss the origin of the funding required, if at all to promote it as they expressed interest in us doing it, but it sounds like a great project for the committee, the last survey was done in 2016 to my knowledge. It would be designed to gather an understanding of how students feel about textbook costs now and their willingness to use them versus alternative materials, among other things.

#### 5.3.3 Miscellaneous

**TEA:** The Teaching Excellence Award has a decent number of submissions on the form, currently listed at 24. I will be reaching out to those students to inquire about the letters that are to

## Minutes

Executive Committee Meeting (ECM)  
Meeting #19 – January 20, 2023 – 9:30 am  
CSA Boardroom



accompany the nominations. The selection committee, I am hoping will be in order for the mid-February Board meeting regarding any potential motions required.

### 5.4 VP External

#### 5.4.1 Supervisory

**FoodBank:** Largest complaint we're hearing is the fact that there is still a waitlist. We are also down a staff member, however the hiring committee completed interviews.

**Bike Centre:** Very excited as we are getting closer to March and our annual bike auction.

#### 5.4.2 Committees

**FoodBank Hiring Committee:** We completed 4 interviews yesterday and I will be reaching out to our successful candidate!

**Transit Advisory Committee:** The Terms of Reference update was approved by TAC and City Council in 2022, however, it required more updates clarifying the wording for the appointments of various groups (where members are appointed such as myself). The TOR will not go to City Council for approval on March 7<sup>th</sup>. A copy of the Guelph Transit Future Ready Plan was distributed to members and John Mather from Transit discussed the changes that were made last year and what changes are planned for this year, pending approval from Council. There is free transit to and from Guelph Storm home games thanks to a sponsor, Chris Mochrie (Real Estate Agent at M1 Real Estate Brokerage Ltd.).

#### 5.4.3 Miscellaneous

**Canadian Federation of Students Ontario Lobby Week:** I had interest from a few board members. I would like to ask that the Executive team help me in choosing a delegate (all will be given two questions to answer and we will choose based off their answers).

**Tap-in Campaign Meeting:** Tap-in Tuesdays will be starting! We are planning to meet biweekly on Tuesday to plan events related to a bottled water free campus. On the alternate Tuesdays, we are planning on tabling in the University Centre, maybe doing some giveaways, and trying to recruit students that want to help us advocate for the removal of bottled water on campus.

## **Minutes**

Executive Committee Meeting (ECM)  
Meeting #19 – January 20, 2023 – 9:30 am  
CSA Boardroom

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### **6.0 Business**

There were no business items.

### **7.0 New Business**

### **8.0 In Camera**

There was no in camera session.

### **9.0 Adjournment @ 10:00 am**

***Next Meeting: January 30, 2023***

**Item 13.7**  
**Executive Updates**

**MOTION:** That the following Executive Updates be received as information:

13.7.1	President	February 1, 2023
13.7.2	VP Student Experience (vacant)	
13.7.3	VP Academic	February 1, 2023
13.7.4	VP External	February 1, 2023

**Moved:**  
**Seconded:**

**Motion**

Board of Directors Meeting # 13

February 1, 2023



**Item 13.10.1**

**Petitions, Delegations, and Representations Committee Report**

**MOTION:** That the Petitions, Delegations, and Representations Committee Report, as included in the board agenda package, be received as information.

**Moved:** Nicole Walker, President

**Seconded:**

## Report

Petitions, Delegations, & Representations (PDR) Committee  
Fall 2022  
February 1, 2023



## Fall Report

**Committee Membership:** Nicole Walker (CSA President, Chair), Jena- Lee Ashley (VP External, Scribe), Isha Maharaj (Board Member), Varnika Karavadi (Board Member), Ella Odeh (Board Member), Anthony Pereira (Board Member)

### PDR Applications:

- Total Applications Fall 2022: **36**
- Number of CSA Clubs Applications Submitted: **22 (82%)**

### Funding Requests:

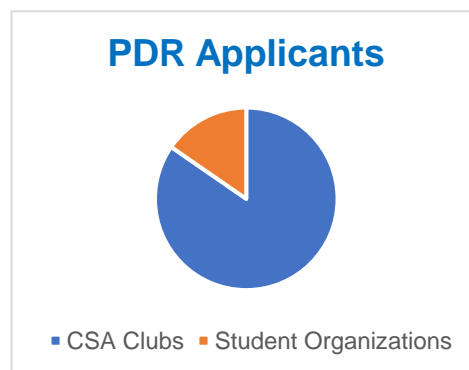
- Total Funding Requested: **\$7,983.17**
- Average Funding Requested: **\$221.75**

### Funding Allocated:

- Total Funding Granted: **\$5,876.35**
- Total Funding Spent: **\$5,776.35**
- Average Funding Granted: **\$195**

### Impact on Student Body:

- Total Events on Campus Funded by CSA: **30**



### Summary of Funds:

<b>SUMMARY</b>	
CSA Budget: Grants (PDR) #23200	\$(10,000.00)
Club Balance Transfers (Defunct Clubs)	\$(4,207.21)
<b>Total PDR Awards to Date</b>	<b>\$5,876.35</b>
Total PDR Adjustments/Returned Funds	\$(100.00)
<b>Balance of Funds Remaining in PDR Budget</b>	<b>\$(8,430.86)</b>

*The committee is excited to allocate \$8430.86 to student-led initiatives and events throughout Winter 2023!*

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**Item 13.10.2**  
**Hiring Committee Report**  
CSA Bike Centre Assistant (2 positions)

**Posting Date:** 11/14/2022  
**Closing Date:** 11/30/2022

**Hiring Committee Members:**

Jena Lee Ashley, CSA VP External  
Paige Quinn, Bike Centre Coordinator  
Mauricio Fernandez, CSA Board Member

**Number of Applicants:** 8  
**Number of Interviews:** 4

**Successful Candidate(s):** Spencer Ploeger and Jacob Ashley  
**Start Date:** Wednesday, January 11, 2023

**MOTION:** That the hiring of Spencer Ploeger and Jacob Ashley for the positions of Bike Centre Assistants be approved, as recommended by the Hiring Committee.

**Moved:** Jena-Lee Ashley, VP External  
**Seconded:**



## Hiring Committee Report

Board of Directors Meeting # 13

February 1, 2023



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### Item 13.10.3 Hiring Committee Report Board Scribe

**Posting Date:** Thursday, November 24, 2022

**Closing Date:** Friday, January 13, 2023

#### Hiring Committee Members:

Nicole Walker, CSA President

Colleen Bovay, Policy & Transition Coordinator

Olivia Smith, CSA Board Member

**Number of Applicants:** 33

**Number of Scheduled Interviews:** 4

**Number of Interviews:** 2

**Successful Candidate:** Sean Lloyd

**Start Date:** February 1, 2023

**MOTION:** That the hiring of Sean Lloyd for the position of Board Scribe be approved, as recommended by the Hiring Committee.

**Moved:** Nicole Walker, President

**Seconded:**

**Motion**

Board of Directors Meeting # 13  
February 1, 2023



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**Item 13.10.4**  
**Petitions, Delegations, and Representations (PDR) Committee Minutes**

**MOTION:** That the Minutes for the following Petitions, Delegations, and Representations Committee Meeting be received as information by the CSA Board of Directors:

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
13.10.4	Meeting # 3	November 23, 2022

**Moved:**

**Seconded:**

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



**Members:** Nicole Walker (CSA President, Chair), Jena- Lee Ashley (VP External), Isha Maharaj (Board Member), Varnika Karavadi (Board Member), Ella Odeh (Board Member), Anthony Pereira (Board Member)

**Attendees:** Nicole Walker, Jena- Lee Ashley, Isha Maharaj, Varnika Karavadi, Anthony Pereira

**Regrets:** Ella Odeh

**Absent:** None

**Guests:** None

### 1.0 Welcome & Introductions

a. Land Acknowledgement:

### 2.0 Adoption of the Agenda

a. Approve the Agenda

i. The agenda was approved as presented.

b. Declarations of Conflicts

i. No conflicts were declared.

### 3.0 Comments from the Chair

a. Welcome everyone, we have a new member (Ella Odeh) who was unable to be present today!

### 4.0 Approval of the Previous Minutes

a. PDR Committee Minutes #2: October 26, 2022

### 5.0 Review of the PDR Budget Line:

a. Total Funding Allocated to date: \$1,587.41

b. Funding Remaining: \$8,412.59

### 6.0 Application Update for Information Only:

a. 22 – Model UN

i. **Application Update:** For information purposes for the committee, it was decided to follow up with the group for more information. The student group reached out to us and unfortunately, the conference they were applying to attend was cancelled. As such, they have withdrawn their PDR application from consideration.

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



### 7.0 Review of PDR Applications Resubmitted for Consideration – September 21, 2022 Deadline

#### a. 5 – Guelph Poets Society

- i. **Application Summary:** The club hosted a scavenger hunt event during O-Week. The total request of funding was \$264.98, which included \$229.55 be allocated towards the prize for the event. The committee tabled this application to receive clarification about that the prize was.
- ii. **Follow Up Information:** The Guelph Poets Society provided follow-up information. The funding amount of \$229.55 was used to purchase a variety of prizes including Campus Bookstore Gift Cards, Water Bottles, UoG Stickers, Custom GPS Stickers, and Trophies.
- iii. **Committee Decision:** Funding Approved in full for \$264.98.

#### b. Medical Ethics Society

- i. **Application Summary:** Looking to fund biweekly club meeting to discuss controversial topics. Estimated that there would be 50+ attendees. Total funding request is \$500.00. The committee expressed concerns about the funding supporting the baseline operations of their club or if it's for a specific initiative. The committee tabled the application and followed up with the club for more information.
- ii. **Follow Up Information:** As recommended by the PDR committee, the CSA President met with the Medical Ethics Society President to review the PDR process and outline the criteria for an application to be considered by the committee. The club resubmitted their application to be re-considered.
- iii. **Committee Decision:** Partial funding approved for \$300.00 since the application included a request for \$200 towards a "TBD" event. The club is encouraged to submit a PDR for their future event when the details have been finalized.

### 8.0 Review of PDR Applications Resubmitted for Consideration – October 19, 2022 Deadline

#### a. 15 – Guelph Biotechnology Organization

- i. **Application:** Applying for funding for their groups first meeting/social event. Pizza and snacks will be provided to members. Community guest speakers present to discuss and answer questions surrounding biotech research. Would like to

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



purchase food and poster resources. Have not received funds in previous years.

- ii. **Budget:** 4 Large pizzas (\$87.96); Vegan pizza x 2 (\$43.98); 50 pack of Timbits (\$20.00); Advertising banner (\$150.00) (CHANGE: \$280.00); TOTAL (after HST): \$341.19 (CHANGE: ~\$450.00)
- iii. **Funding Request:** \$450.00
- iv. **Follow Up Information:** The funding decision was tabled to the November meeting to provide an opportunity for the group to resubmit their application and budget and provide clarification about details in their application that the PDR committee had questions about. The original budget submitted an estimated cost of \$150.00 for a banner from Staples, but the group ultimately decided to go with a reusable banner with a stand from Click signs. The total cost was \$280.00 plus tax to be used for recruiting new members since they don't have that many members yet. The student group spent \$130.00 on catering, so the total should be \$450.00, not \$350.00 for the total budget.
- v. **Committee Decision:** Funding approved in full for \$450.00

### b. 16 – College Royal

- i. **Application:** Looking to bring back the College Royal Ball which has not happened since 2016. The group is hoping to sell 1500 tickets to undergrads, and only if there is a lack of interest, will it be opened to alumni and the community. Ideally, they want to sell tickets for no more than \$30.00. Have also applied for SLEF funding.
- ii. **Budget:** There are outstanding issues with their budget and are encouraged to resubmit a corrected budget for consideration.
- iii. **Funding Request:** \$500.00
- iv. **Follow Up Information:** There was a miscommunication on the administrative side of the PDR application. We are in the process of following up with College Royal and they will receive priority during our meeting in January.
- v. **Decision:** Committee agreed to discuss at January meeting.

### c. 18 – Sikh Student Association

- i. **Application:** Looking to fund their Diwali Night/Diwa Painting event that took place on October 18<sup>th</sup>.
- ii. **Budget:** 30 Clay Diwas (\$90.00); Flameless LED Tea Lights (\$36.00); Paint (\$10.00); Paint Brushes (\$10.00); Plates (\$6.00); Cups (\$6.00); Napkins (\$4.00); Chips (\$20.00); Indian Snacks (\$20.00); Juice boxes (\$9.00); TOTAL: \$203.00.
- iii. **Funding Request:** \$200.00

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



- iv. **Application Update:** As directed by the committee, the CSA President followed up with the Sikh Student Association and did not hear back. However, the President followed up with CSA staff to confirm that their event was SE&RM approved, but the event proposal was only submitted one day in advance. The student group has been followed up with to ensure SE&RM applications are submitted in advance.
- v. **Committee Decision:** Funding approved in full for \$200.00

### d. 21 – Juried Art Show

- i. **Application:** Annual public exhibit of SOFAM's undergraduate Student Art program. Typically has 50-70 students, 20 faculty members, and a few community members. Funding is to support the cost of prizes and refreshments. This group submitted an application and received funding in previous years for this event. Currently has applied for other sources of funding on campus and is waiting to hear back.
- ii. **Budget:** Submitted an incomplete budget that was missing estimates expenses for the event.
- iii. **Funding Request:** \$500.00
- iv. **Follow up Information:** The committee thinks it's a great event and is in favour of awarding funding. The recommendation put forward by the committee is to follow up with the Juried Art Show and asking them to resubmit their budget with projected expenses.
- v. **Decision:** Conditional funding awarded for \$500, provided they submit a complete budget outlining their expenses. If they are awarded other funding and have a surplus, they will be required to return the remaining funds.

## 9.0 Review of PDR Applications – November 16, 2022 Deadline

### a. 24 – CARRM (Med Facts)

- i. **Application:** Looking to fund “Regen your Regen med facts with CARRM” event that took place on September 30<sup>th</sup>. This was a True/False Kahoot game. There were 5 students in attendance.
- ii. **Budget:** Pizza (\$21.18), Gift Card (\$20)
- iii. **Funding Request:** \$50.00
- iv. **Committee Discussion:** Although CARRM is asking for \$50, the application was submitted retroactively, and the student group spent \$41.18 on the event.
- v. **Decision:** Funding awarded for \$41.18

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



### b. 25 – UofG Disability Community

- i. **Application:** Looking to fund the purchase of a Zoom Pro subscription to use for their meetings and events.
- ii. **Budget:** Zoom Pro Subscription for meetings (\$200.00)
- iii. **Funding Request:** \$200.00
- iv. **Committee Discussion:** This would be an initiative that expands the accessibility within their group.
- v. **Decision:** Conditional funding of \$200.00, if they receive a discount, they are to return the difference.

### c. 26 – Scientista

- i. **Application:** For a grad panel, anticipating 40 participants
- ii. **Budget:** Food (\$40.00); Bottled water (\$10.00); Gift cards x4 (\$100.00)
- iii. **Funding Request:** \$150.00
- iv. **Committee Discussion:** The committee is in favour of funding the entirety of their budget except the bottled water. The CSA has a policy against bottled water.
- v. **Decision:** Funding awarded for \$140, with the stipulation that funding can go towards everything except the bottled water

### d. 27 – Cams Kids (Paint by Numbers Event)

- i. **Application:** Cam's Kids, Han Voice and PSYSOC are collaborating to give students a free holiday themed paint by numbers event as part of SHINE week. Expected attendance is ~25 students. Group has received PDR funding in previous years, just not this year.
- ii. **Budget:** Paint by numbers kit (\$291.37)
- iii. **Funding Request:** \$291.37
- iv. **Committee Discussion:** The committee thought this was a strong application in regarded to attendance and concept. However, the purchase was made entirely on Amazon, which goes against our Ethical Purchasing Policy at the University. The committee recommends funding the application but using this opportunity to educate the club on the ethical purchasing policies at the University.
- v. **Decision:** Funding awarded in full for \$291.37. The CSA President will reach out to let Cams Kids know about the ethical purchasing policy.

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



### e. 28 – Cams Kids (Music Therapy)

- i. **Application:** This event is part of SHINE week. Mary from the Wellington Music Therapy services will be hosting an introduction to music therapy workshop as a psychotherapeutic practice. Expecting about 50 students to attend (virtual event on zoom)
- ii. **Budget:** Payment to Mary from Wellington Music Therapy Services for workshop (\$150).
- iii. **Funding Request:** \$150
- iv. **Committee Discussion:** This seems like a great event and good turnout expected.
- v. **Decision:** Funding awarded for \$150.

### f. 29 – CARRM (Popcorn Fundraiser)

- i. **Application:** CARRM Guelph and Best Buddies would like to host a kernel's popcorn fundraiser for regenerative medicine research. They will be selling their top 3 flavours for \$2.50 a bag. Looking for funding to cover the costs of the popcorn in case they do not sell enough to get their own money back. Received PDR funding from this meeting for Med Facts event (\$41.18).
- ii. **Budget:** Snack Bag: Buttersalt, Say Cheese, and Creamy Caramel (\$33.75 each)
- iii. **Funding Request:** \$114.41
- iv. **Committee Discussion:** This would give the group the opportunity to raise just under \$90.00. The committee supports funding this initiative.
- v. **Decision:** Funding Awarded to CARRM for \$114.41

### g. 30 – MESA (General Meeting)

- i. **Application:** Funding for general members to capture Middle Eastern culture through presenting food, drinks, and decor. They expect roughly 50 people to attend. Have not received funding before.
- ii. **Budget:** 100 Lipton tea bags and 100 seedless dates (\$44.21); 100 cups (\$20.00).
- iii. **Funding Request:** \$50.00
- iv. **Committee Discussion:** MESA is a new club that wants people to know who they are. Tabling will be taking place in the UC a day before to promote the club and general meeting. The group is asking for \$50 but spent \$64.21 according to their budget.
- v. **Decision:** Funding awarded for in full of \$64.21

### h. 31 – MESA (UC Booth)



## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



- i. **Application:** MESA is requesting funding for the booth that will be set up in the UC for promotion of Middle Eastern culture. Anticipating 150 students to stop by. Received \$64.21 for their previous PDR application.
- ii. **Budget:** 200 Lipton tea bags, 1 pack of sugar, 100 seedless dates (\$68.95); 200 cups (\$30.00).
- iii. **Funding Request:** \$50.00
- iv. **Committee Discussion:** Seems like a great idea. Although they had requested only \$50.00, their event totals \$98.95.
- v. **Decision:** Funding awarded for \$98.95

### i. 32 – Step Above Stigma

- i. **Application:** Looking for funding to host a bake sale fundraiser where the money raised will go to organizations supporting mental health. They are also a new club and are hoping this will help promote interest in their club.
- ii. **Budget:** Baking supplies (\$75.00); Poster Printing (\$35.00); table for UC (\$100.00)
- iii. **Funding Request:** \$200.00
- iv. **Committee Discussion:** Likely a free rental for UC table, their budget also adds up to \$210.00. The committee recommended asking for UC table funding to be returned if they end up not needing it.
- v. **Decision:** Conditionally funding awarded for \$210.00. If they do not use the \$100.00 for UC Table, they can return any remaining surplus of funds.

### j. 33 – MealCare Guelph

- i. **Application:** Requesting funding to the community fridge in the UC stays stocked and clean for students to access. This is a great initiative on campus that increases access to food and ideally decreases food insecurity and food waste within the student body.
- ii. **Budget:** Paper towel to be placed twice a semester (\$15.00/roll); Cleaning solution replaced once a semester (\$6.00/bottle); groceries up to 8 times a semester (\$50.00/stock); Donor Appreciation (\$15.00/partner x 4); fridge maintenance (\$50.00); advertising supplies (\$50.00)
- iii. **Funding Request:** \$500.00
- iv. **Committee Discussion:** Great initiative, especially considering the levels of food insecurity right now.
- v. **Decision:** Funding awarded for \$500.00

### k. 34 – Jack.org

## Agenda

Petitions, Delegations, & Representations (PDR) Committee  
Meeting #3 – November 23, 2022 – 5:30 pm  
CSA Boardroom



- i. **Application:** Looking to fund their in-person stress buster event “snakes and lattes with jack.org” which will be held in the Library. They will also be giving out mental health resources for students as exam season is a high-stress time of year.
- ii. **Budget:** Resource cards (\$50.00); Gift Cards (\$30.00); Coffee, tea, and cookies (\$190.00)
- iii. **Funding Request:** \$270.00
- iv. **Committee Discussion:** This sounds like a great event for students, especially during this time of year!
- v. **Decision:** Funding awarded for \$270.

### I. 35 – JayUxGuelph

- i. **Application:** Looking to fund documentary and discussion nights where documentaries related to social justice issues are screened and followed by a panel discussion with an expert on the issue.
- ii. **Budget:** Equipment multimedia classroom use (\$100.00); Film rights to Being BeBe (\$399.00)
- iii. **Funding Request:** \$500.00
- iv. **Committee Discussion:** They’ve held this event successfully before and it sounds like a great idea.
- v. **Decision:** Funding awarded for \$500

### m. 36 – Biomedical Sciences Student Association

- i. **Application:** The request was submitted for Shine Ball, an event hosted by the BioMedical and the Stem Students Guelph Support Association on November 21, 2022. The proceeds of the event are being donated to Shinerama, a national fundraiser that supports Cystic Fibrosis Canada.
- ii. **Budget:** They are projecting spending a total of \$3,782.44 on the event, which would include catering, DR, giveaways, posters, decorations, photo booth, security, and bartending. They have requested funding through other sources on campus such as IHC and SLEF.
- iii. **Funding Request:** \$400.00
- iv. **Committee Discussion:** Seems reasonable and a lot of students participated (~120) which is great to see!
- v. **Decision:** Funding awarded for \$400

***Next Meeting: Tuesday, January 24, 2022!***

**Motion**

Board of Directors Meeting # 13  
February 1, 2023



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**Item 13.10.5**  
**Finance Committee Minutes**

**MOTION:** That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
13.10.5	Meeting # 1	November 28, 2022

**Moved:**

**Seconded:**

## Minutes

Finance Committee

Meeting #1 – Monday, November 28, 2022 – 4:30 pm to 6:30 pm

MS Teams



**Present:** Isha Maharaj (Board Director), Jake Levy (Board Director), Mauricio Canedo Fernandez (Board Director), Mason Friebe (VP Academic), Lee Anne Clarke (Business Manager), Nicole Walker (CSA President, Chair)

**Absent:** None

**Regrets:** None

1. **Welcome & Introduction**

2. **Approval of the Agenda**

The agenda was approved as presented.

3. **Orientation**

The committee reviewed the Terms of Reference, and Financial Bylaws and Policies. While reviewing Bylaw 3 – Financial, it was identified that areas of the Bylaw are outdated and will be looking to recommend a review of the CSA Financial Bylaw. The timeline, committee responsibilities, and an introduction to the 2022-2023 CSA Budget were reviewed in detail. The overview of the 2022-23 CSA Budget included reviewing the following areas:

- Comments & General Overview
- Student Fee & Revenue Summary
- Entertainment Fees
- Restricted Fees (i.e., referendum questions the CSA manages)
- Portfolio Budgets (15)

The three revenue streams for the CSA include Student Fees, Entertainment Fees, and other revenue. The total operating budget for 2022-23 is \$ 1.83 M.

4. **Financial Update to October 31, 2022**

• **Schedule of Student Fees Receipts**

With a 12% increase in student enrolment this year, the CSA anticipates an additional \$97,000 in unplanned revenue to April 30, 2023. The CSA budget was finalized in April and the student enrolment numbers were reported late summer. It was noted that the Entertainment Fee received no revenue for Fall 2022. Due to a surplus the previous fiscal year, the Entertainment Fee was suspended for Fall 2022, as per the recommendation of the Finance Committee in 2021-2022. The fee will resume collection in Winter 2023.

• **Bullring Financial Update**

The Finance Committee reviewed the financial update for the Bullring since it is the CSA service with the largest budget and has the potential to change the financial position of the CSA. The

## Minutes

Finance Committee

Meeting #1 – Monday, November 28, 2022 – 4:30 pm to 6:30 pm

MS Teams



Bullring tends to generate a profit and although the service is currently in a deficit, the service is on track to bring in a significant surplus this year. Compared to 2021, the Bullring has gone from a net loss of \$45,250 to a net loss of \$3,748. Considerations for the current financial position is that the Bullring was billed for 50% of the CSA admin (bookkeeping and audit fees) and paying for the Bullring printed cups, an expense that occurs every three years.

- **Financial Position to date**

An update on the financial position of the Central Student Association as of October 31, 2022, was reviewed with the committee. The entertainment fees have \$195,000 available for entertainment programming. There is \$135,800 available for CSA general operations. There is a significant number of unspent funds due to wage variances with the VP Student Experience position, cost savings in hiring a student Business Office Assistant instead of a full charge bookkeeper, and we have yet to finalize the HR Coordinator role.

The budget for residence room stuffers was \$7,200 and an additional \$20,000 was spent on CSA branded tote bags for 5,500 students on campus. With students returning to campus in the Fall and most of the student body not knowing who the CSA was, we used the tote bag to connect with students and make our presence known. This expense was paid for by unanticipated increased revenue. It was noted that CSA tote bags have been spotted all over campus by students who are using them, and considerations should be made to incorporate the tote bag expense into future budgets.

A member of the committee asked a question about Guaranteed Investment Certificates (GIC's) and the CSA's Interest investments given the increases in interest. An avenue of other revenue for the CSA is through investing in GIC's. Since several of the CSA's GIC's needed to be renewed in the fall, they were reinvested with significantly higher interest rates to maximize our revenue outside student fees.

The CSA currently has \$156,215 available for one-time new initiatives and projects. Given the overall financial position, the CSA is able to investigate new initiatives for students.

**Action: The committee will consult with students about new initiatives for the CSA to investigate.**

## Minutes

Finance Committee

Meeting #1 – Monday, November 28, 2022 – 4:30 pm to 6:30 pm

MS Teams



### 5. Salary & Wage Recommendations for 2023-2024 – motion required

The Finance Committee reviews the salary and wage recommendations prior to the start of the budget development for the upcoming fiscal year since wages are our largest expense. Given the time of year when the Consumer Price Index (CPI) is released for the upcoming year and the timing of our hiring period, the CSA applies the CPI from the previous fiscal year. The CPI for 2022-23 was 3.5%. As such, the recommendation is to increase the Executive Staff, FoodBank Coordinator, Bike Centre Coordinator, and all CSA Part time Service Staff by approximately 3.5%.

Minimum wage was increased October 2022 from \$15 to \$15.50. The hourly rate for Part Time Bullring Staff is less than CSA wages given the following considerations: they receive tips, uniforms, and discounted meals during their shift. There were no questions from the committee regarding this item.

**MOTION:** The Finance Committee supports the salary and wage increase recommendations for 2023-2024 as presented and recommends it forward for approval at the January 18 Board Meeting.

**Moved:** Isha Maharaj

**Seconded:** Mauricio Fernandez

### Motion Carried

Member Levy was absent from the meeting for the motion and did not participate in the vote. It was noted to put this item on the agenda for a future meeting to review the Salary & Wage Recommendations with the entire committee for information.

**Adjournment:** At this point, the committee was over its meeting time with agenda items remaining. The conclusion was to book a follow-up meeting in the next two weeks to finish the agenda.

**Motion**

Board of Directors Meeting # 13  
February 1, 2023



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**Item 13.10.6**  
**Finance Committee Minutes**

**MOTION:** That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
13.10.6	Meeting # 2	December 8, 2022

**Moved:**

**Seconded:**

## Minutes

Finance Committee

Meeting #2 – Thursday, December 8, 2022 – 4:30 pm to 5:30 pm

MS Teams



**Present:** Isha Maharaj (Board Director), Jake Levy (Board Director), Mauricio Canedo Fernandez (Board Director), Mason Friebe (VP Academic), Lee Anne Clarke (Business Manager), Nicole Walker (CSA President, Chair)

**Absent:** None

**Regrets:** None

**1. Welcome & Introduction**

**2. Approval of the Agenda**

The CSA President noted that the agenda for this meeting was the outstanding agenda items from the previous Finance Committee Meeting.

No additional business items were added to the agenda. The agenda was approved as presented.

**3. Salary & Wage Recommendations for 2023-2024 – For Information Only**

At the Finance Committee meeting on November 28, 2022, members of the committee put forward a motion to support the salary and wage increase recommendations for 2023-2024 as presented and recommended it forward for approval at the January 18 Board Meeting. The motion was approved by the committee. Member Levy left the meeting prior to the discussion on the salary & wage recommendations. The committee reviewed the approved motion and provided an opportunity for any questions, of which there were none.

**4. Presentation & Acceptance of Semi-Annual Budget Report – motion required**

The semi-annual budget is a review of the finances for the CSA Budget as of October 31, 2022. The CSA budget is comprised of 15 portfolios, each of which have their own budget holder responsible for spending the funds within their budget. When reviewing the semi-annual budget, the committee provided recommendations for budget lines that would be beneficial for the Board to have additional information on. Areas the committee identified included the Council Budget being over budget \$9900 due to the CSA Tote bags; Student Experience Budget being under budget due to the vacancy in the VP Student Experience position; and the Student Experience Coordinator (Programmer) being overbudget due to contract extension from six months to one year, as approved by the Board of Directors. These were primary variances that were unanticipated at the time the budget was approved. Despite these variances, the CSA has an operating budget surplus of \$135,000. The Business Manager also included year-end estimates in the report for information.



## Minutes

Finance Committee

Meeting #2 – Thursday, December 8, 2022 – 4:30 pm to 5:30 pm

MS Teams



Members expressed interest in highlighting performers Nate Haller (Homecoming Halftime Show) and Snotty Nose Rez Kids (CSA Block Party – O-Week) during the Entertainment Fees portion of the semi-annual budget. It was also noted that the CSA brings the Imagnus Poster Sale to campus and a portion of the revenue goes in the Programmer budget to offset the cost of the Student Experience Coordinator wages. Members expressed interest in discussing CSA tote bags being included in the upcoming budget at a future meeting

**Action: Add tote bags as an agenda item at a future meeting during the budget develop process.**

**Motion:** Recommend forward the semi-annual budget to be presented and received at the January 18, 2022, Board Meeting.

**Moved:** Mauricio Fernandez

**Seconded:** Isha Maharaj

### **Motion Carried**

#### **5. Expenditures Over \$5,000 – For Information Only**

A list of expenditures over \$5,000 were provided to the committee for information, which were discussed during the agenda item for the Semi-Annual Budget Report. The list of expenditures has been provided in the minutes for reference.

- CSA Tote Bags, Residence Room Stuffers - \$27,225
- Computer Purchase (8 on order) - \$6,196.28 + \$3,665.52  
(recoverable\*) = \$9,861.80 (VP Student Experience, BC, Bullring\* x2, SW\*, SHAC x 2, Public Workspace)
- O-Week Show: Snotty Nose Rez Kids - \$27,800
- Homecoming Half-Time Show: Nate Haller - \$13,578

#### **6. Next Meeting – 2023!**

## Information Report

Board of Directors Meeting # 13

February 1, 2023

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### Item 13.10.7

#### Summary of Committee Appointments

**Motion:** That the **Summary of Committee Appointments**, as presented to the Board of Directors on February 1, 2023, be received as information.

**Moved:**

**Seconded:**

## Information Report

Board of Directors Meeting # 13

February 1, 2023



The following Summary of Committee Appointments is provided as information:

### Hiring Committee: Front Office Assistant

Appointed January 18, 2023

Simran Kalra	CSA Director
Nicole Walker, President	CSA Executive
Kandace Blaker	CSA Staff Member

### Hiring Committee: Board Scribe

Appointed November 30, 2022

Olivia Smith	CSA Director
Nicole Walker, President	CSA Executive
Colleen Bovay	CSA Staff Member

### Guelph Centre for Urban Organic Farming Stakeholder Advisory Group

Appointed November 16, 2022

Simran Kalra	CSA Director
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### Athletics Advisory Council

Appointed November 16, 2022

Mason Friebe	CSA Executive
Jacob Miller	CSA Director

### Petitions, Delegations, and Representations Committee

Appointed November 16, 2022

Ella Odeh	CSA Director
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### Hiring Committee: Bike Centre Assistants

Appointed November 16, 2022

Mauricio Fernandez	CSA Director
Jena-Lee Ashley	CSA Executive
Paige Quinn	CSA Staff Member

## Hiring Committee Report

FoodBank Assistant

February 1, 2023



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### Item 13.10.8 Hiring Committee Report FoodBank Assistant

**Posting Date:** Thursday, December 8, 2022

**Closing Date:** Friday, January 13, 2023

#### Hiring Committee Members:

Jena Lee Ashley, CSA VP External  
Alanna Wyllie, FoodBank Coordinator  
Martha Yiridoe, CSA Board Member

**Number of Applicants:** 48

**Number of Interviews:** 4

**Successful Candidate:** Morla Phan

**Start Date:** Monday, February 6, 2023

**MOTION:** That the hiring of Morla Phan for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

**Moved:** Jena-Lee Ashley, VP External

**Seconded:**

## Motion

Board of Directors Meeting # 13  
February 1, 2023

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### Item 13.11.1

#### Presentation: CSA Winter 2023 General Election

##### (a) Speaking Rights: Chief Returning Officer

**WHEREAS** CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

**WHEREAS** CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

**MOTION:** That speaking rights be extended to Celine Said, Chief Returning Officer, for a presentation regarding the CSA Winter 2023 General Election;

**AND FURTHER** to extend speaking time from 10 minutes to 20 minutes for this presentation.

##### b) Presentation

**WHEREAS** CSA Policy Appendix G: Electoral, Section 2.9 states that the CSA Elections Office shall ensure the Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors;

**MOTION:** That the presentation by Celine Said, Chief Returning Officer (CRO) regarding the CSA Winter 2023 General Election, and the following documents, be received as information:

- Candidates' Package: Directors
- Candidates' Package: Executive
- Nomination Package: Directors
- Nomination Package: Executive
- Nomination Package: President

**Moved:** Nicole Walker, President

**Seconded:**



**CSA**  
ELECTIONS

**Candidates’  
Package: Directors**

**Winter 2023 General Election**

## **To All Candidates in the CSA Election**

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

You will find our contact information on the following page. If at any time during the election you are unsure about a rule or bylaw, or have any other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

It is your responsibility as a candidate to become familiar with all the duties and responsibilities that come with being a CSA Director. They are outlined in this document, and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all the bylaws, policies, and rules of order [at the following link](#).

We hope that this is a rewarding experience for all of you!

Sincerely,

**Celine Said**

Chief Returning Officer (CRO) Central Student Association  
csacro@uoguelph.ca

**Mohadeseh Arefanian**

Assistant Returning Officer (ARO) Central Student Association  
csaaro@uoguelph.ca

## **Elections Team**

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

**Chief Returning Officer: Celine Said** | [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Winter 2023):

- Tuesday and Thursday 9am – 1pm

**Assistant Returning Officer: Mohadeseh Arefanian** |  
[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Winter 2023):

- Friday 12:30 PM– 2:30 PM

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

**CSA President: Nicole Walker** | [csapresident@uoguelph.ca](mailto:csapresident@uoguelph.ca)

Office Hours (Winter 2023):

- Monday to Friday: 9 am-4:30 pm

**Policy & Transition Coordinator: Colleen Bovay** |  
[csaptc@uoguelph.ca](mailto:csaptc@uoguelph.ca)

Office Hours (Winter 2023):

- Monday to Friday: 9 am-4:30 pm



## **CSA Mission, Vision, & Values**

### **Our Mandate**

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

### **Our Indicators of Success**

The CSA knows it is doing a great job when:

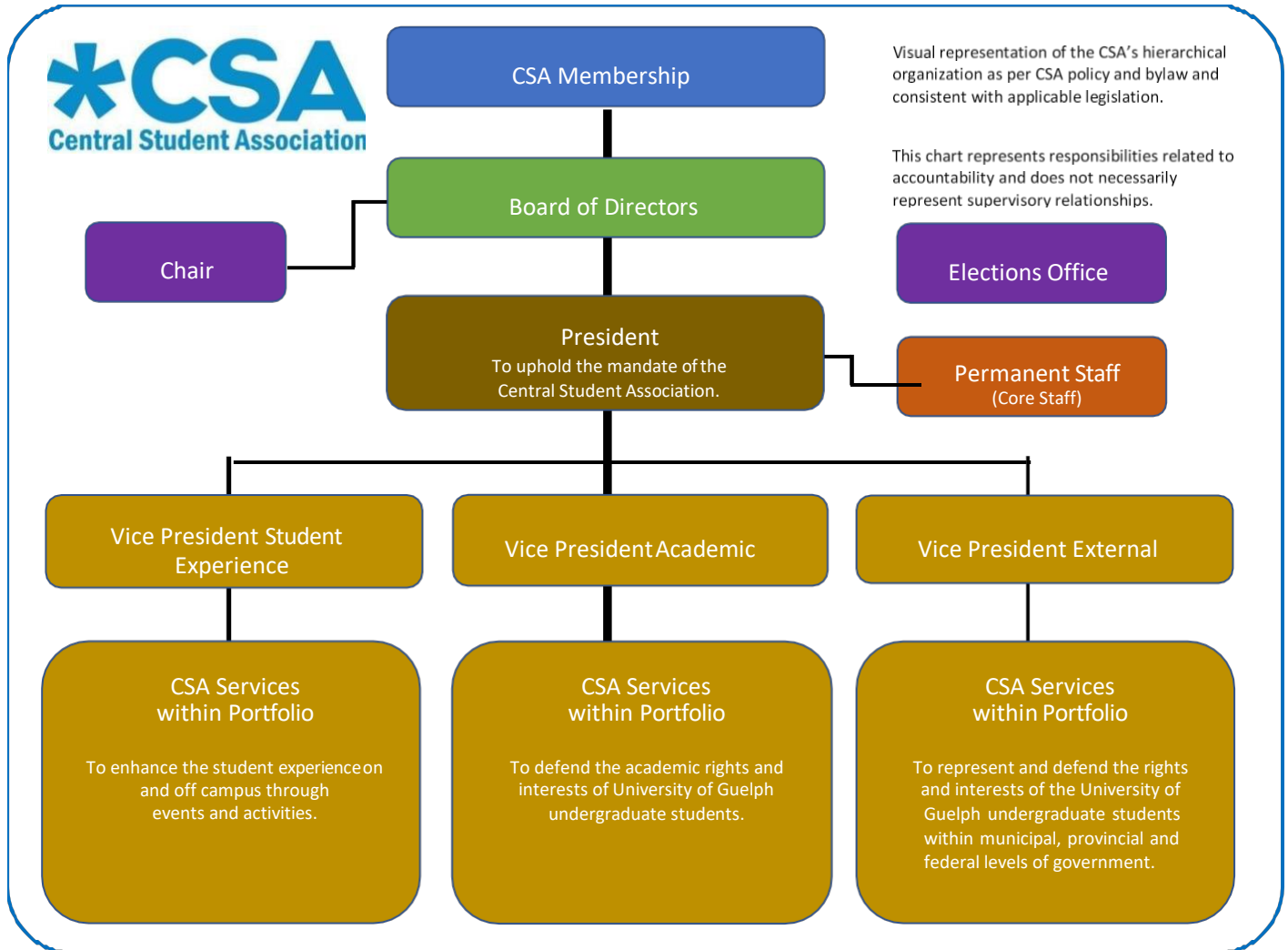
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

### **Our Approach**

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety, and a sense of belonging at the University of Guelph.

## CSA Corporate Organizational Chart



### More Information

[Letters Patent](#)

[CSA History](#)

## **Director Commitments**

For the duration of my candidacy for the office of CSA Director, and if elected, during the term of my service, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- Participate in Committee work, including Hiring Committees;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

## **Signed Agreement**

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

## Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You do not have the right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

Candidates are required to check their email at least once every 12 hours during the Campaign period and at least once every 24 hours during the period outside campaigning.

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) **by Tuesday, March 14<sup>th</sup>, 2023, by 4pm.**

**If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.**

Candidates must retain all receipts of expenses incurred during the campaign. Please note that any on campus campaigning must be done in compliance with the University's current regulations.

We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

**Academic Consideration**

The CSA Elections take up a significant amount of time for candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations.

**Candidates are encouraged to consult the University’s *Academic Consideration Policy* [here](#).**

**Important Dates**

<b>Winter 2023 General Election Nominations</b>	Monday, February 6, 2023, to Wednesday, February 15, 2023
<b>All Candidates’ Meetings</b>	Thursday, February 16, 2023, at 6:00 pm Virtually via Microsoft Teams
<b>General Election Campaign</b>	Monday, February 27, 2023, to Friday, March 10, 2023.
<b>Submit list of campaign volunteers to Elections Office</b>	Monday, February 27, 2023, by 5:00 pm.
<b>General Election Voting</b>	Monday, March 6, 2023, to Friday, March 10, 2023 (11:59 pm)
<b>Submit Final Budget Form with Receipts</b>	Tuesday, March 14, 2023, by 5:00pm
<b>Results Ratified</b>	Wednesday, March 29, 2023

## Posting

- Poster Runs are available for the Winter 2023 General Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email [csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)
- Candidates may not poster off campus
- No stickers

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites.

**Instagram:** csa\_elections

**Facebook:** Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

**Twitter:** using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

### **Digital campaign material and Posters MUST include:**

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
  - Preferably this would be hyperlinked.

### **Digital campaign material and Posters must NOT include:**

- Copyright Material
  - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer

**CSA Promotional Services:**

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The time period dedicated to the creation of campaign materials is February 16, 2023, to Friday, February 24, 2024, but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost \$25. This will include 50 posters, which will be placed around campus by a CSA staff member.
- Design of posters require one brainstorm session and cost \$25/hour for design work. Posters have roughly a two-day turnaround. This is to ensure that the candidate receives the poster in time for the start of campaigning.

Please note: It is recommended that you set up a meeting with CSA Promotional Services as soon as possible if you intend to use the services. This is to ensure there is sufficient time to create your campaign material.

CSA Promotional Services Contact:

Mel Marciniak

Promotional Services & Graphic Design Coordinator

[csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)



## PRINTING & PROMOTIONAL SERVICES

# 2022-2023 PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

### PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.05	\$0.05
Legal	8.5 x 14 in	\$0.05	\$0.05
Tabloid	11 x 17 in	\$0.10	\$0.10

COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.20	\$0.25
Legal	8.5 x 14 in	\$0.20	\$0.25
Tabloid	11 x 17 in	\$0.40	\$0.50

CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.05	+ \$0.05

### LARGE FORMAT PRINTING

Large format printing is calculated per square foot; **poster dimensions must be 24in or 36in on at least one size.**

To request a quote for custom sized large format printing, please contact CSA Promo at [csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft

BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster	\$43.20	\$52.80
36 x 64in on Lightweight		
Hanging Banner	\$47.25	\$57.75
70 x 36in on Lightweight		

### HOW TO ACCESS OUR SERVICES:

#### CSA MAIN OFFICE

FOR: general printing | photocopying | poster runs | buttons

CSA PROMO SERVICES via [csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)

FOR: large format printing | kiosk & UC banner rentals | design services

FOR MORE DETAILS, VISIT [CSAONLINE.CA/PROMO](http://CSAONLINE.CA/PROMO)

### POSTER RUN

Poster Runs go out every Monday and Wednesday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing.**

POSTER SIZE	CSA MEMBER	EXTERNAL
Letter, Legal, or Tabloid	\$25	\$40

### KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance.**

LOCATION	CSA MEMBER	EXTERNAL
Kiosk	\$20 per week	\$40 per week
UC Banner	\$20 per week	\$40 per week

### BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	\$10	\$20
Deposit	\$65	\$65

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons <b>MINIMUM</b>	\$3.75	\$3.75
50 Buttons	\$7.50	\$7.50
100 Buttons	\$15.00	\$15.00

BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons <b>MINIMUM</b>	\$5	\$5
50 Buttons	\$10	\$10
100 Buttons	\$20	\$20

ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	\$10 / 25	\$15 / 25

PRICES VALID 1 SEPTEMBER 2022



## Guidelines for Email Listservs

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.
- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of \$0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

### **Candidate's emails MUST contain:**

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

**Slate candidacy is not permitted.** Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

## **Social Media Guidelines**

Candidates are responsible for following Electoral Bylaws, Policies, and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate plans on using must be provided to the ARO at [csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca) no later than **Monday, February 27, 2022**.

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

### **Instagram**

It is recommended that candidates create CSA elections accounts, but candidates are allowed use their personal accounts for the Winter 2023 General Election

All posts must tag [@csa\\_elections](#)

### **Facebook**

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page.

Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

## **Twitter**

Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

## **YouTube**

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

## **Other Platforms**

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

## **Contacting Other Candidates**

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates' social media posts.

## **Campaigning**

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

## **Campaign Volunteers**

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in, and promote, more than one campaign; however, they must not campaign for more than one candidate at any given time and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by Monday, February 27, 2023, at 5:00 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

## **Classroom Talks**

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class' Courselink page.

## **Social Media**

Use of social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations.

## **Endorsements**

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

An email must be sent to [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) from the organization endorsing the candidate and copying the candidate.

### **Endorsements MAY be given by:**

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

### **Endorsements MAY NOT be given by:**

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

Note: You must obtain approval for all endorsements through the CSA Elections office.

## **Important Reminders**

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

## **Note**

According to the CSA Policies & Bylaws, collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

## **Tabling**

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form and, if applicable, book a table through UC Services. It is prohibited to campaign in the University Library.

## **Abuse of Position**

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

### **Penalty for Abuse of Position is:**

- **First Occasion:** 75% of campaign budget
- **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification

Some of the implications of this section are:

- **Membership in a club or board:** You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- **RLS and IHC:** Campaigning in Residence must be approved. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials without the necessary approval.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

## Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in a deduction from the total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:

- **First Occasion:** A minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence.
- **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

2. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts, and envelopes by end of voting period.

- After Tuesday, March 14, 2023, by 5:00pm: A fine of 100% of the campaign budget, which will result in immediate disqualification.

3. Candidate exceeds their budget:

- If expenses are less than 20% of the budget: The candidate will pay out of pocket.
- If expenses are greater than 20% of the budget: A fine of 100% of the campaign budget, which will result in immediate disqualification.

4. Use of campaign materials without CRO approval:

- **First occasion:** 25% of campaign budget and candidate must remove all materials immediately.
- **Second occasion:** 50% (non-cumulative from previous occasion) of campaign budget.
- **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:

- **First occasion:** 75% of campaign budget.
- **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.

7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

- **First occasion:** 75% of campaign budget.
- **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

8. Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- **First occasion:** Warning.
- **Second occasion:** 50% of campaign budget.
- **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.



**Board of Directors Meeting Schedules DRAFT**

Board Meetings are typically held every second Wednesday evening, however emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws.

**Summer 2023**

1.	May 31, 2023	6:00 pm	Microsoft Teams
2.	June 14, 2023	6:00 pm	Microsoft Teams
3.	July 5, 2023	6:00 pm	Microsoft Teams
4.	July 19, 2023	6:00 pm	Microsoft Teams

**Fall 2023**

5.	August 30, 2023	6:00 pm	Microsoft Teams
6.	September 20, 2023	6:00 pm	UC 442
7.	October 4, 2023	6:00 pm	UC 442
8.	October 18, 2023	6:00 pm	UC 442
9.	November 1, 2023	6:00 pm	UC 442
10.	November 15, 2023	6:00 pm	UC 442
11.	November 29, 2023	6:00 pm	UC 442

**Winter 2024**

12.	January 17, 2024	6:00 pm	UC 442
13.	January 31, 2024	6:00 pm	UC 442
14.	February 14, 2024	6:00 pm	UC 442
15.	February 28, 2024	6:00 pm	UC 442
16.	March 27, 2024	6:00 pm	UC 442
17.	April 3, 2024	6:00 pm	UC 442

**Town Hall**

There is currently no Town Hall scheduled. Please check [here](#) for updates.

**Mandatory Board Training Schedule**

1.	May 17, 2023	6:00 pm	Microsoft Teams
2.	September 13, 2023	6:00 pm	UC 442
3.	January 10, 2024	6:00 pm	UC 442

**2023 Annual General Meeting**

Wednesday, November 22, 2023

**2024 General Members Meeting**

Wednesday, March 13, 2024

**Candidate Signature:**

By signing below, you confirm that you have read this form in its entirety and agree to adhere to all listed commitments and policies.

**Candidate Name:**

**Candidate Student Number:**

**Candidate Signature:**

**Date:**

*Please note that information submitted in the Candidates Package, including this form, may not be changed after submission.*



**CSA**  
ELECTIONS

# **Candidates' Package: Executive Positions**

**Winter 2023 General Election**

## **To All Candidates in the CSA Election**

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

You will find our contact information on the following page. If at any time during the election you are unsure about a rule or bylaw, or have any other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

It is your responsibility as a candidate to become familiar with all the duties and responsibilities that come with being a CSA Executive. They are outlined in this document, and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all the bylaws, policies, and rules of order [at the following link](#).

We hope that this is a rewarding experience for all of you!

Sincerely,

**Celine Said**

Chief Returning Officer (CRO) Central Student Association  
csacro@uoguelph.ca

**Mohadeseh Arefanian**

Assistant Returning Officer (ARO) Central Student Association  
csaaro@uoguelph.ca

## **Elections Team**

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

**Chief Returning Officer: Celine Said** | [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Winter 2023):

- Tuesday and Thursday 9am – 1pm

**Assistant Returning Officer: Mohadeseh Arefanian** |  
[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Winter 2023):

- Friday 12:30 PM– 2:30 PM

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

**CSA President: Nicole Walker** | [csapresident@uoguelph.ca](mailto:csapresident@uoguelph.ca)

Office Hours (Winter 2023):

- Monday to Friday: 9 am-4:30 pm

**Policy & Transition Coordinator: Colleen Bovay** |  
[csaptc@uoguelph.ca](mailto:csaptc@uoguelph.ca)

Office Hours (Winter 2023):

- Monday to Friday: 9 am-4:30 pm

## **CSA Mission, Vision, & Values**

### **Our Mandate**

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

### **Our Indicators of Success**

The CSA knows it is doing a great job when:

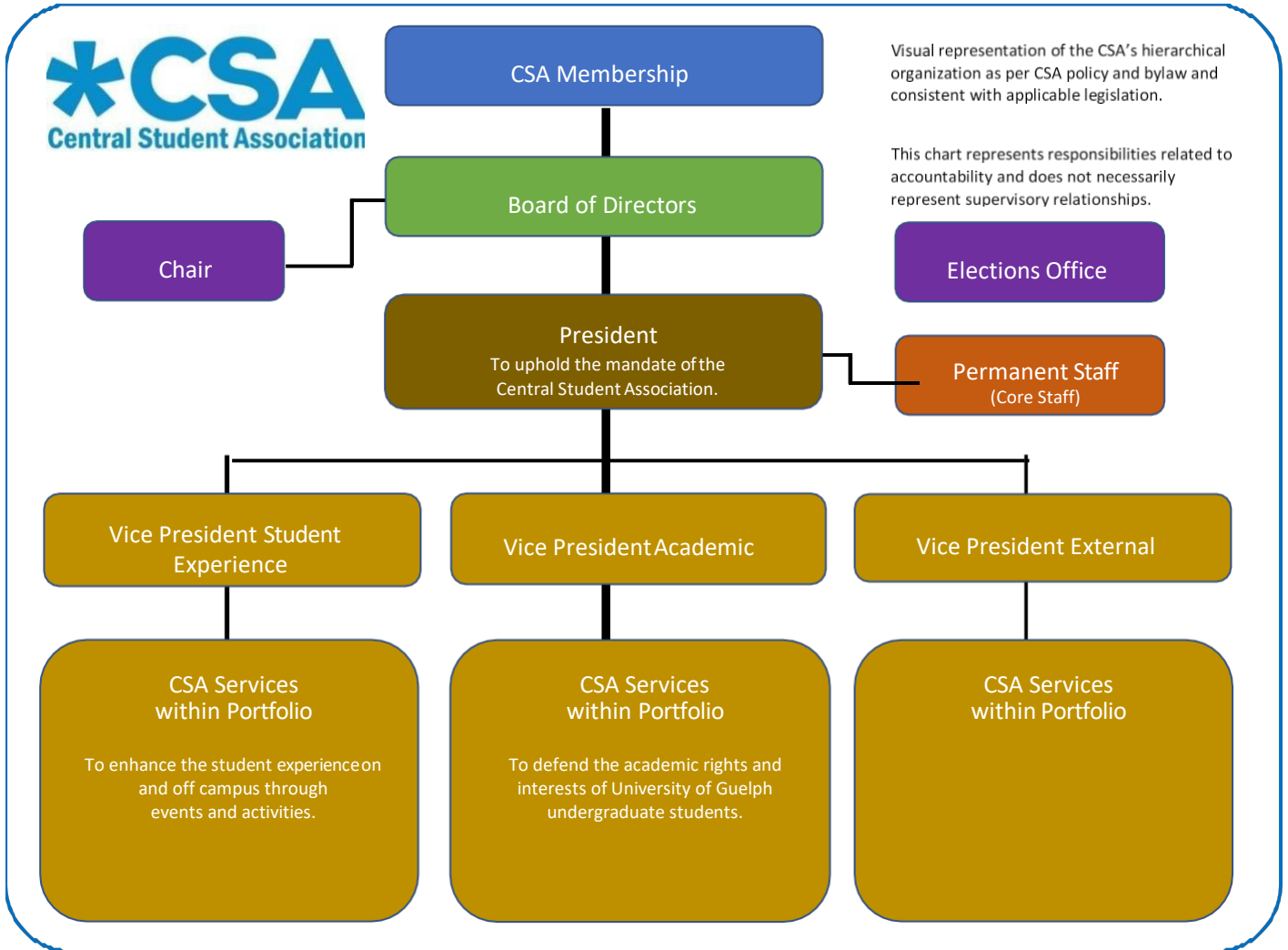
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

### **Our Approach**

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety, and a sense of belonging at the University of Guelph.

**CSA Corporate Organizational Chart**



**More Information**

- [Letters Patent](#)
- [CSA History](#)



## **President Responsibilities**

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

- To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind;
- To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA;
- To advocate for increasing student engagement and representation on committees;
- To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph;
- To act as “Corporate President” and to be a primary signing authority of the CSA;
- 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;
- To act as the primary spokesperson of the CSA.

## **Vice President Academic Responsibilities**

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

- To represent undergraduate students with all matters pertaining to accessibility and academic programming;
- To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience;
- To represent undergraduate students on all academic and accessibility related committees;
- To actively engage with students on academic issues that are currently relevant to the undergraduate student body;
- To advocate on behalf of undergraduate students for an accessible, high quality post- secondary education, in collaboration with the Vice President External;
- To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students;
- To promote the financial aid available to students.

## **Vice President Student Experience Responsibilities**

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

- To be involved in event planning pertaining to undergraduate students;
- To recruit volunteers and acquire feedback for events, promotions, initiatives and special projects that pertain to undergraduate students;
- To advocate for increasing student engagement and representation on committees;
- To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer;
- To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
- To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External;
- To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

## **Vice President External Responsibilities**

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.

- To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.
- To act as a liaison to the City of Guelph and the Ontario and Canadian governments.
- To monitor government initiatives, programs, policies, and legislation that impact students and inform undergraduate students about the effect upon students.
- To advocate on behalf of undergraduate students for an accessible, high quality post- secondary education in collaboration with the Vice President Academic.
- To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice.
- To address issues of sustainability on and off campus, in collaboration with campus and community partners.

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

## **Executive Position Commitments**

For the duration of the term, as a candidate for the office of CSA Executive, Executives are to acknowledge and commit to the following.

### **Executive Committee Members agree to:**

- Accomplish initiatives as received by the President from the Board of Directors and the general membership;
- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Prepare and submit in a timely manner Executive Committee meeting minutes for inclusion in the upcoming board package;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Coordinator.

### **Executive Officers agree to:**

- Work a minimum of 37 hours per week from May 1 until April 30;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Coordinator;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's transition manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

**In addition to the above, further agree to:**

- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA by-laws and policies;
- At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times take into consideration the CSA's welfare and mandate;
- Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

**Executives** are expected to commit to the following:

- Be enrolled in no more than 1.0 credits each semester from May 1, 2023 – April 30, 2024
- Mandatory attendance of the last CSA board meeting of the semester on Wednesday, April 5, 2023, at 6pm
- Attend mandatory training with the outgoing Executive for 7 hours daily from April 24 through April 27, 2023
- Commit to ~10 flex hours ahead of May 1, 2023
- Commit to at least 37 hours per week of on-site work from May 1, 2023 – April 30, 2024
- Commit to attendance of all CSA Board meetings, Board training sessions, AGM's and GGM's
- Taking vacation during the Common Vacation Block from August 7 – August 18, 2023

**Signed Agreement**

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

By running for an executive position, you are making a commitment to undergraduate students to serve them from May 1, 2023, until April 30, 2024, and will abide by the terms outlined in this document.

**Candidate Name:**

**Candidate Signature:**

## Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

Executive positions are full time paid positions in which successful candidates are required to work in-person for at least 37 hours a week throughout the May 1, 2023, to April 30, 2024 term. These positions require dedication, professionalism, and a passion for serving students to help maintain the operations and mandate of the CSA.

You have no right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

Candidates are required to check their email at least once every 12 hours during the Campaign period and at least once every 24 hours during the period outside campaigning.

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) **by Tuesday, March 14<sup>th</sup>, 2023, by 4pm.**

Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received.

**If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.**

Candidates must retain all receipts of expenses incurred during the campaign.

**Academic Consideration**

The CSA Elections are intense and time-consuming for all the candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations.

**Candidates are encouraged to consult the University’s *Academic Consideration Policy* [here](#).**

**Important Dates**

<b>Winter 2023 General Election Nominations</b>	Monday, February 6, 2023 to Wednesday, February 15, 2023
<b>All Candidates’ Meetings</b>	Thursday, February 16, 2023 at 6:00 pm Virtually via Microsoft Teams
<b>General Election Campaign</b>	Monday, February 27, 2023 to Friday, March 10, 2023.
<b>Submit list of campaign volunteers to Elections Office</b>	Monday, February 27, 2023 by 5:00 pm.
<b>General Election Voting</b>	Monday, March 6, 2023 to Friday, March 10, 2023 (11:59 pm)
<b>Submit Final Budget Form with Receipts</b>	Tuesday, March 14, 2023 by 5:00pm
<b>Results Ratified</b>	Wednesday, March 29, 2023

## **Promotional Options for Campaigning**

### **Posting**

- Poster Runs are available for the Winter 2023 General Election. Please see the follow page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email [csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)
- Candidates may not poster off campus
- No stickers

### **Digital Campaigning**

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections accounts in any digital advertisements posted to these sites referencing the following:

- **Instagram:** csa\_elections
- **Facebook:** Csa Cro (<https://www.facebook.com/csa.cro.uog/>)
- **Twitter:** using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

#### **Digital campaign material MUST include:**

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
  - Preferably this would be hyperlinked.

#### **Digital campaign material must NOT include:**

- Copyright Material
  - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer.

**CSA Promotional Services:**

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The time period dedicated to the creation of campaign materials is February 16, 2023, to Friday, February 24, 2024, but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost \$25. This will include 50 posters, which will be placed around campus by a CSA staff member.
- Design of posters require one brainstorm session and cost \$25/hour for design work. Posters have roughly a two-day turnaround. This is to ensure that the candidate receives the poster in time for the start of campaigning.

Please note: It is recommended that you set up a meeting with CSA Promotional Services as soon as possible if you intend to use the services. This is to ensure there is sufficient time to create your campaign material.

CSA Promotional Services Contact:

Mel Marciniak

Promotional Services & Graphic Design Coordinator

[csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)





## PRINTING & PROMOTIONAL SERVICES

# 2022-2023 PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

### PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.05	\$0.05
Legal	8.5 x 14 in	\$0.05	\$0.05
Tabloid	11 x 17 in	\$0.10	\$0.10
COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.20	\$0.25
Legal	8.5 x 14 in	\$0.20	\$0.25
Tabloid	11 x 17 in	\$0.40	\$0.50
CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.05	+ \$0.05

### LARGE FORMAT PRINTING

Large format printing is calculated per square foot; **poster dimensions must be 24in or 36in on at least one size.**

To request a quote for custom sized large format printing, please contact CSA Promo at [csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft
BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster	\$43.20	\$52.80
36 x 64in on Lightweight		
Hanging Banner	\$47.25	\$57.75
70 x 36in on Lightweight		

### HOW TO ACCESS OUR SERVICES:

#### CSA MAIN OFFICE

FOR: general printing | photocopying | poster runs | buttons

CSA PROMO SERVICES via [csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca)

FOR: large format printing | kiosk & UC banner rentals | design services

FOR MORE DETAILS, VISIT [CSAONLINE.CA/PROMO](http://CSAONLINE.CA/PROMO)

### POSTER RUN

Poster Runs go out every Monday and Wednesday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing.**

POSTER SIZE	CSA MEMBER	EXTERNAL
Letter, Legal, or Tabloid	\$25	\$40

### KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance.**

LOCATION	CSA MEMBER	EXTERNAL
Kiosk	\$20 per week	\$40 per week
UC Banner	\$20 per week	\$40 per week

### BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	\$10	\$20
Deposit	\$65	\$65

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons <b>MINIMUM</b>	\$3.75	\$3.75
50 Buttons	\$7.50	\$7.50
100 Buttons	\$15.00	\$15.00

BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons <b>MINIMUM</b>	\$5	\$5
50 Buttons	\$10	\$10
100 Buttons	\$20	\$20

ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	\$10 / 25	\$15 / 25

PRICES VALID 1 SEPTEMBER 2022

## **Guidelines for Email Listservs**

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.
- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of \$0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent-out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

### **Candidate's emails MUST contain:**

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

**Slate candidacy is not permitted.** Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

## **Social Media Guidelines**

Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at [csacro@uoquelfh.ca](mailto:csacro@uoquelfh.ca) immediately they become aware of an infraction. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate intends on using must be provided to the ARO at [csaaro@uoquelfh.ca](mailto:csaaro@uoquelfh.ca) no later than **Monday, February 27, 2022**

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

## **Instagram**

It is recommended that candidates create CSA elections accounts, but candidates can use their personal accounts for the Winter 2023 General Election.

All posts must tag [@csa\\_elections](#)

## **Facebook**

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page. Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

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### **Twitter**

Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

### **YouTube**

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

### **Other Platforms**

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

### **Contacting Other Candidates**

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates' social media posts.

## **Campaigning**

Perhaps the most noticeable change to the election process will be in the way candidate campaign. On-campus campaigning has often been viewed as the most effective, but since COVID-19, candidates have been creative in the ways in which they expand their reach in campaigning to the undergraduate student body.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions, the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate and respect students' space.

## **Campaign Volunteers**

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in and promote more than one campaign. However, they must not campaign for more than one candidate at any given time and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by Monday, February 27, 2023, at 5:00 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

## **Classroom Talks**

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?
3. Have my campaign materials or class talk been approved by the CSA Elections team?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class's Courselink page.

## **Social Media**

Use of social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations.

## **Endorsements**

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

An email must be sent to [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) from the organization expressing its endorsement of the candidate and copying the candidate.

### **Endorsements MAY be given by:**

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

### **Endorsements MAY NOT be given by:**

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

Note: You must obtain approval for all endorsements through the CSA Elections office.

## **Important Reminders**

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

## **Note**

According to the CSA Policies & Bylaws, collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

## **Tabling**

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form and, if applicable, book a table through UC Services. It is prohibited to campaign in the University Library.

## **Elections Infractions**

### **Abuse of Position**

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

#### **Penalty for Abuse of Position is:**

- **First Occasion:** 75% of campaign budget
- **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification

Some of the implications of this section are:

- **Membership in a club or board:** You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- **RLS and IHC:** Campaigning in Residence must be approved. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials without the necessary approval.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe. In general, all campaigning efforts and opportunities need to be approved by the CRO or ARO. This is not only important for the CRO and ARO, but also for you to avoid unintentionally committing an infraction.

## Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Candidates who commit an infraction will receive a deduction in their total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:
  - **First Occasion:** A minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence.
  - **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.
2. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period.
  - After Tuesday, March 14, 2023, by 5:00pm: A fine of 100% of the campaign budget, which will result in immediate disqualification.
3. Candidate exceeds their budget:
  - If expenses are less than 20% of the budget: The candidate will pay out of pocket.
  - If expenses are greater than 20% of the budget: A fine of 100% of the campaign budget, which will result in immediate disqualification.
4. Use of campaign materials without CRO approval:
  - **First occasion:** 25% of campaign budget and candidate must remove all materials immediately.
  - **Second occasion:** 50% (non-cumulative from previous occasion) of campaign budget.
  - **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.
5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:
  - **First occasion:** 75% of campaign budget.
  - **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.



6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.

7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

- **First occasion:** 75% of campaign budget.
- **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

8. Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- **First occasion:** Warning.
- **Second occasion:** 50% of campaign budget.
- **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification.

**Board of Directors Meeting Schedules DRAFT**

Board Meetings are typically held every second Wednesday evening. However, emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws. CSA Executives are required to attend all CSA Board meetings.

**Summer 2023**

1.	May 31, 2023	6:00 pm	Microsoft Teams
2.	June 14, 2023	6:00 pm	Microsoft Teams
3.	July 5, 2023	6:00 pm	Microsoft Teams
4.	July 19, 2023	6:00 pm	Microsoft Teams

**Fall 2023**

5.	August 30, 2023	6:00 pm	Microsoft Teams
6.	September 20, 2023	6:00 pm	UC 442
7.	October 4, 2023	6:00 pm	UC 442
8.	October 18, 2023	6:00 pm	UC 442
9.	November 1, 2023	6:00 pm	UC 442
10.	November 15, 2023	6:00 pm	UC 442
11.	November 29, 2023	6:00 pm	UC 442

**Winter 2024**

12.	January 17, 2024	6:00 pm	UC 442
13.	January 31, 2024	6:00 pm	UC 442
14.	February 14, 2024	6:00 pm	UC 442
15.	February 28, 2024	6:00 pm	UC 442
16.	March 27, 2024	6:00 pm	UC 442
17.	April 3, 2024	6:00 pm	UC 442

**Town Hall**

There is currently no Town Hall scheduled. Please check [here](#) for updates.

**Mandatory Board Training Schedule**

1.	May 17, 2023	6:00 pm	Microsoft Teams
2.	September 13, 2023	6:00 pm	UC 442
3.	January 10, 2024	6:00 pm	UC 442

**2023 Annual General Meeting**

Wednesday, November 22, 2023

**2024 General Members Meeting**

Wednesday, March 13, 2024

**Candidate Signature:**

By signing below, you confirm that you have read this form in its entirety and agree to adhere to all listed commitments and policies.

**Candidate Name:**

**Candidate Student Number:**

**Candidate Signature:**

**Date:**

*Please note that information submitted in the Candidates Package, including this form, may not be changed after submission.*



**CSA**  
ELECTIONS

**Nomination  
Package: Director**

**Winter 2023 General Election**

# Elections Office Winter 2023 Elections Director Nominations



## Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to represent the CSA as a Director! This document will provide you with the information you need for a successful candidacy.

## Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

**Chief Returning Officer: Celine Said** | [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Winter 2023):

- Tuesday and Thursday 9am – 1pm

**Assistant Returning Officer: Mohadeseh Arefanian** |

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Winter 2023):

- Friday 12:30 PM– 2:30 PM

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

## Your Nomination Package

Your Nomination Package is to be electronically submitted to [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) by **Wednesday, February 15, 2023, at 5:00 PM.**

Your nomination package **MUST** include the following:

- STEP 1: A signed Director Declaration of Candidacy
- STEP 2: Minimum of 25 nomination signatures from undergraduate members of your college using your customized Microsoft Teams Form
- STEP 3: A signed Director Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- STEP 5: A signed Campaigning Commitment Form
- STEP 6: A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- STEP 7: An election promotion headshot (in high resolution) of yourself to be used on the CSA website.

## Step 1: Director Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Declaration

- I accept my nomination as a CSA Director for the term of office ending April 30, 2024.
- I affirm that I have read the description of the CSA Director position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph." (DRAFT: Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.)
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

**Nominee Signature:**

**Nominee's University email address:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

# Elections Office Winter 2023 Elections Director Nominations



## Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 15, 2023, at 5:00 PM.**

### Nominators

You are required to have a minimum of 25 other members of your College nominate you as a CSA Director candidate. For example, if you are a major in Biological Sciences, you would seek candidacy for the College of Biological Sciences At-large Director position. This would mean collecting 25 signatures of individuals from the College of Biological Sciences to nominate you as a CSA Director.

It is your responsibility to ensure you are running in the correct college and verifying that the individuals who nominate you are from your college. Failure to do so can result in disqualification. Refer to <https://www.uoguelph.ca/academics/departments/> for more information.

**It is strongly encouraged that you secure **more than the minimum of 25 nominators** in case there are issues with one or more of them.**

**In order to ensure that you have the minimum of 25 nominators by the deadline, aim to have between 27 and 30 nominators sign your Microsoft Form.**

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (an undergraduate student at the University of Guelph who has paid their CSA annual fees.) (DRAFT: An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee.)

### Microsoft Form

The CRO will provide you with your own customized Microsoft Form to secure your 25 nominators. Please do not create or use your own forms to secure nominators.



# Elections Office

## Winter 2023 Elections

### Director Nominations



### Step 3: Director Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Director Candidate Commitment

If elected as a CSA Director, during my term of service from May 1, 2023, to April 30, 2024, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings (Wednesdays at 6pm), General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections and awareness campaigns;
- Participate in Committee work, including Hiring Committees;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the [bylaws and policies](#) of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policies and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a not-for-profit organization;

**Elections Office  
Winter 2023 Elections  
Director Nominations**

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- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair and impartial as possible when discussing issues and making decisions;
- Attend any mandatory Board training as directed.

**Nominee Name:**

**Nominee Signature:**

**Date:**

**Witness Name:**

Witness must be an adult  
18 years of age or older.

**Witness Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

### Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Extracurricular Activities

List all your extracurricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests, should you be elected.

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	

**Elections Office  
 Winter 2023 Elections  
 Director Nominations**



<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

**Elections Office**  
**Winter 2023 Elections**  
**Director Nominations**



- I do hereby declare that the above activities are a full and complete list of my extracurricular involvement at the present time and anticipated extracurricular during my term from May 1, 2023 to April 30, 2024 have also been disclosed.
- I understand that if this a change to the list of activities , a written notification will be presented to the CSA Chief Returning Officer immediately, who will keep this notification on file and distribute the information to other candidates, if necessary.
- I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said extracurricular activity.
- I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer.

**Nominee Name:**

**Nominee Signature:**

**Date:**

Indicate the number of completed Extra-Curricular forms you included in your nominations package:

# Elections Office Winter 2023 Elections Director Nominations



## Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executive, Directors, staff and most of all, candidates! Elections are most successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the college population is 5000, then a Director position candidate requires a minimum of 500 voters to meet quorum! It takes a lot of time and effort to solicit this many undergrads to vote, but it is essential and a requirement that candidates actively participate in campaigning to reach this goal.

### Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), the CSA President and Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services and Graphic Design Coordinator. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support. They can link you with the resources and support you need to be successful!

### Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaign to the fullest of my ability. I agree to the following:

- Conduct a minimum of two (2) class talks to promote the election.
- Provide information as outlined by the Elections Office to create a poster advertising my candidacy or create my own poster with all necessary information, to be posted throughout the University of Guelph campus.
- Share social media posts, on any of the permissible platforms, at minimum three (3) times per week. Resharing CSA social media posts counts towards the minimum.

**Elections Office**  
**Winter 2023 Elections**  
**Director Nominations**



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**Nominee Name:**

**Nominee Student Number:**

**Nominee College:**

**Nominee Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*



**CSA**  
ELECTIONS

**Nominations  
Package: Executive  
Positions -  
President**

**Winter 2023 General Election**



## **Nominations Package Checklist**

Thank you for stepping forward as a candidate in the elections to serve the CSA within an Executive position! This document will provide you with the information you need for a successful candidacy.

## **Elections Team**

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

**Chief Returning Officer: Celine Said** | [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Winter 2023):

- Tuesday and Thursday 9am – 1pm

**Assistant Returning Officer: Mohadeseh Arefanian** |

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Winter 2023):

- Friday 12:30 PM– 2:30 PM

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Elections Office UC 274.

## **Your Nomination Package**

Your Nomination Package is to be electronically submitted to [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) **no later than Wednesday, February 15, 2023, at 5:00 PM**

Your nomination package **must** include the following:

- STEP 1: A signed Executive Nominee Declaration Form
- STEP 2: At least 50 nomination signatures on your customized Microsoft TeamsForm
- STEP 3: A signed Executive Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- STEP 5: A signed Campaigning Commitment Form
- STEP 6: A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- STEP 7: An election promotion photo of yourself to be used on the CSA website.

## Step 1: Executive Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2024.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph." (DRAFT: Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.)
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

**Nominee Signature:**

**Nominee's University email address:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

## Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed **Wednesday, February 15, 2023, at 5:00 PM.**

### Nominators

You are required to have a minimum of 50 signatures from CSA members in good standing and current undergraduate students to nominate you as an Executive.

**It is strongly encouraged that you secure more than the minimum of 50 nominators in case there are issues with one or more of them.**

**In order to ensure that you have the minimum of 50 nominators by the deadline, aim to have between 52 and 55 nominators sign your Microsoft Form.**

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (an undergraduate student at the University of Guelph who has paid their CSA annual fees.) (DRAFT: An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee.)

### Microsoft Form

The CRO will provide you with your own pre-made Microsoft Form to secure your 50 nominators. Please do not create or use your own forms to secure nominators.

### Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### President Candidate Commitment

If elected as a CSA President, during my term of service from May 1, 2023, to April 30, 2024, I acknowledge and agree to:

- Report and be accountable to the CSA Board of Directors;
- Lead the Executive Committee;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Manager.

In addition to the above, I further agree to:

- Uphold the bylaws and policies of the CSA including the President's duties as outlined in [Appendix A – Executive Portfolios](#);
- Work a minimum of 37 hours per week on site from May 1 until April 30;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Manager;

**Elections Office**  
**Fall 2022 By-Election**  
**Executive Nominations**



- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

**Nominee Name:**

**Nominee Signature:**

**Date:**

**Witness Name:**

Witness must be an adult  
18 years of age or older.

**Witness Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

### Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Extra-Curricular Activities

List all your extra-curricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests, should you be elected.

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	

Elections Office  
**Fall 2022 By-Election**  
**Executive Nominations**



<b>Extracurricular Contact Phone Number:</b>	
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<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular? (Y/N)</b>	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular? (Y/N)</b>	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

**Elections Office**  
**Fall 2022 By-Election**  
**Executive Nominations**



- I do hereby declare that the above activities are a full and complete list of my extra-curricular involvement at the University of Guelph at the present time.
- I understand that if this list of activities is to change in any way, a written notification will be presented to the CSA Chief Returning Officer, who will then keep this notification on file and distribute it to other candidates if necessary.
- I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said activity/position.
- I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer.

**Nominee Name:**

**Nominee Signature:**

**Date:**

Indicate the number of completed Extra-Curricular forms you included in your nominations package:



# Elections Office Fall 2022 By-Election Executive Nominations



## Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executive, Directors, staff and most of all, candidates! Elections are successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the university's population is 22,000, then an Executive position candidate requires a minimum of 2,200 voters to meet quorum! It takes a lot of time and effort to solicit this many undergrads to vote, and it is essential that candidates actively participate in campaigning to reach this goal.

### Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support; they can link you with the resources and support you need to be successful.

### Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaign to the fullest of my ability. I agree to the following:

- Conduct a minimum of two (2) class talks to promote the election.
- Provide information as outlined by the Elections Office to create a poster advertising my candidacy or create my own poster with all necessary information. This poster will be posted throughout the university's campus.
- Share social media posts, on any of the permissible platforms, at minimum three (3) times per week. Resharing CSA social media posts counts towards the minimum.

Elections Office  
**Fall 2022 By-Election**  
**Executive Nominations**

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**Nominee Name:**

**Nominee Student Number:**

**Nominee Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*



**CSA**  
ELECTIONS

**Nominations  
Package: Executive  
Positions**

**Winter 2023 General Election**

## **Nominations Package Checklist**

Thank you for stepping forward as a candidate in the elections to serve the CSA within an Executive position! This document will provide you with the information you need for a successful candidacy.

### **Elections Team**

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

**Chief Returning Officer: Celine Said** | [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Winter 2023):

- Tuesday and Thursday 9am – 1pm

**Assistant Returning Officer: Mohadeseh Arefanian** |

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Winter 2023):

- Friday 12:30 PM– 2:30 PM

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Elections Office UC 274.

## **Your Nomination Package**

Your Nomination Package is to be electronically submitted to [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) **no later than Wednesday, February 15, 2023, at 5:00 PM.**

Your nomination package **must** include the following:

- STEP 1: A signed Executive Nominee Declaration Form
- STEP 2: At least 50 nomination signatures on your customized Microsoft Teams Form
- STEP 3: A signed Executive Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- STEP 5: A signed Campaigning Commitment Form
- STEP 6: A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- STEP 7: An election promotion photo of yourself to be used on the CSA website.

## Step 1: Executive Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoqueph.ca](mailto:csacro@uoqueph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

### Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2024.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph." (DRAFT: Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.)
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

**Nominee Signature:**

**Nominee's University email address:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

## Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 15, 2023, at 5:00 PM.**

### Nominators

You are required to have a minimum of 50 signatures from CSA members in good standing and current undergraduate students to nominate you as an Executive.

It is strongly encouraged that you secure **more than the minimum of 50 nominators** in case there are issues with one or more of them.

In order to ensure that you have the minimum of 50 nominators by the deadline, aim to have between 52 and 55 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (an undergraduate student at the University of Guelph who has paid their CSA annual fees.) (DRAFT: An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee.)

### Microsoft Form

The CRO will provide you with your own pre-made Microsoft Form to secure your 50 nominators. Please do not create or use your own forms to secure nominators.

### Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

#### Vice President Candidate Commitment

If elected as a CSA Vice President, during my term of service from May 1, 2023, to April 30, 2024, I acknowledge and agree to:

- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Coordinator.

In addition to the above, I further agree to:

- Uphold the [bylaws and policies](#) of the CSA, including the portfolio duties of the Vice President position I am running for as outlined in Appendix A – Executive Portfolios;
- Work a minimum of 37 hours per week from May 1 until April 30;
- Enrolling in no more than 1.00 credit per semester during my service;
- Participate in a comprehensive transition process relevant to the role beginning in the April prior to, and continuing into, the beginning of the term. This includes a 4-day intensive training session with outgoing and incoming Executive at the end of April, and up to 10 flex hours of committee and other training work beginning in April prior to the May 1 term. Training time is paid time and is scheduled by the Policy & Transition Coordinator;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;

**Elections Office**  
**Winter 2023 General Election**  
**Executive Nominations**



- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Coordinator;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

**Nominee Name:**

**Nominee Signature:**

**Date:**

**Witness Name:**

Witness must be an adult  
18 years of age or older.

**Witness Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*



**Elections Office**  
**Winter 2023 General Election**  
**Executive Nominations**



**Step 4: Declaration of Extracurricular Activity**

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM.**

**Extra-Curricular Activities**

List all your extra-curricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests, should you be elected.

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> ( <i>Ex. May 2021 – Present</i> )	
<b>Are you currently an Executive for this extracurricular?</b> (Y/N)	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	

**Elections Office**  
**Winter 2023 General Election**  
**Executive Nominations**



<b>Extracurricular Contact Phone Number:</b>	
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<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular? (Y/N)</b>	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

<b>Extracurricular</b>	
<b>Member since</b> <i>(Ex. May 2021 – Present)</i>	
<b>Are you currently an Executive for this extracurricular? (Y/N)</b>	
<b>If yes, what position(s) do you hold?</b>	
<b>Name of extracurricular Contact:</b>	
<b>Extracurricular Contact Email:</b>	
<b>Extracurricular Contact Phone Number:</b>	

**Elections Office**  
**Winter 2023 General Election**  
**Executive Nominations**



- I do hereby declare that the above activities are a full and complete list of my extra-curricular involvement at the University of Guelph at the present time.
- I understand that if this list of activities is to change in any way, a written notification will be presented to the CSA Chief Returning Officer, who will then keep this notification on file and distribute it to other candidates if necessary.
- I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said activity/position.
- I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer.

**Nominee Name:**

**Nominee Signature:**

**Date:**

Indicate the number of completed Extra-Curricular forms you included in your nominations package:

# Elections Office Winter 2023 General Election Executive Nominations



## Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, February 15, 2023, at 5:00 PM**.

### Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executive, Directors, staff and most of all, candidates! Elections are successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the university's population is 22,000, then an Executive position candidate requires a minimum of 2,200 voters to meet quorum! It takes a lot of time and effort to solicit this many undergrads to vote, and it is essential that candidates actively participate in campaigning to reach this goal.

### Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support; they can link you with the resources and support you need to be successful.

### Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaign to the fullest of my ability. I agree to the following:

- Conduct a minimum of two (2) class talks to promote the election.
- Provide information as outlined by the Elections Office to create a poster advertising my candidacy or create my own poster with all necessary information. This poster will be posted throughout the university's campus.
- Share social media posts, on any of the permissible platforms, at minimum three (3) times per week. Resharing CSA social media posts counts towards the minimum.

**Elections Office  
Winter 2023 General Election  
Executive Nominations**

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**Nominee Name:**

**Nominee Student Number:**

**Nominee Signature:**

**Date:**

*Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.*

## Motion

Board of Directors Meeting # 13  
February 1, 2023



### Item 13.11.2

#### Presentation: Semi-Annual Budget Report and Financial Position

##### (a) Speaking Rights: Business Manager

**WHEREAS** CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

**WHEREAS** CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

**BE IT RESOLVED** that speaking rights be extended to Lee Anne Clarke, Business Manager, for a presentation regarding the Semi-Annual Budget Report and Financial Position;

**AND FURTHER** to extend speaking time from 10 minutes to 30 minutes for this presentation.

**Moved:** Nicole Walker, President

**Seconded:**

##### b) Presentation

**WHEREAS** the Business Manager presented the following reports as recommended forward by the Finance Committee, and included in the February 1, 2023 board agenda package:

- CSA Semi-Annual Budget Report to October 31, 2022
- CSA Financial Position as of December 31, 2022

**BE IT RESOLVED** that the presentation by Lee Anne Clarke, Business Manager regarding the Semi-Annual Budget Report and Financial Position be received as information by the Board of Directors.

**Moved:** Nicole Walker, President

**Seconded:**

Central Student Association

# SEMI-ANNUAL BUDGET REPORT

TO OCTOBER 31, 2022

<b>Summary of Revenue &amp; Expenses (by Portfolio)</b>	<b>1</b>
<b>Academic</b>	<b>2</b>
<b>Administration (President)</b>	<b>3</b>
<b>Bullring</b>	<b>4</b>
<b>Council</b>	<b>5</b>
<b>External</b>	<b>6</b>
<b>Films</b>	<b>7</b>
<b>Live Entertainment</b>	<b>8</b>
<b>Programmer</b>	<b>9</b>
<b>Promotional Services</b>	<b>10</b>
<b>Student Experience</b>	<b>11</b>
<b>SERVICE PROGRAMMES</b>	
<b>Bike Centre</b>	<b>12</b>
<b>Clubs</b>	<b>13</b>
<b>SafeWalk</b>	<b>14</b>
<b>Student Help &amp; Advocacy Centre</b>	<b>15</b>
<b>FoodBank</b> <i>(Restricted fee, information only)</i>	<b>16</b>

*Recommended Forward by Finance Committee December 8, 2022  
Presented to CSA Board of Directors February 1, 2023*

## SEMI-ANNUAL SUMMARY OF REVENUE AND EXPENSES

CSA FEES	REVENUE		EXPENSES		YE Estimate
By Portfolio	Actual to Oct 31	Projected to YE	Actual to Oct 31	Projected to YE	Net Revenue (Loss)
Academic	\$ 46,500.00	\$ 4,000.00	\$ (22,659.00)	\$ (27,841.00)	\$ -
Administration (Adjusted)	\$ 565,714.00	\$ 198,002.00	\$ (208,612.00)	\$ (384,763.00)	\$ 170,341.00
Council	\$ 71,365.00	\$ -	\$ (38,640.00)	\$ (42,639.00)	\$ (9,914.00)
External	\$ 47,450.00	\$ -	\$ (21,511.00)	\$ (25,939.00)	\$ -
Programmer (Student Experience Coordinator)	\$ 17,500.00	\$ 8,000.00	\$ (30,795.00)	\$ (41,255.00)	\$ (46,550.00)
Promotion Service	\$ 52,128.00	\$ 12,187.00	\$ (29,457.00)	\$ (34,858.00)	\$ -
Student Experience	\$ 42,500.00	\$ -	\$ (12,370.00)	\$ (8,210.00)	\$ 21,920.00
<b>Service Programme Summary</b>					
Bike Centre	\$ 48,040.00	\$ 4,610.00	\$ (7,911.00)	\$ (44,739.00)	\$ -
Clubs	\$ 28,650.00	\$ -	\$ (2,677.00)	\$ (25,973.00)	\$ -
SafeWalk	\$ 17,150.00	\$ 16,750.00	\$ (4,438.00)	\$ (29,462.00)	\$ -
Student Help & Advocacy Centre	\$ 21,700.00	\$ -	\$ (6,071.00)	\$ (15,629.00)	\$ -
<b>CSA Operating - Estimated Net Revenue Above Expenses</b>					<b>\$ 135,797.00</b>

<b>BULLRING</b>	\$ 227,986.00	\$ 351,514.00	\$ (231,734.00)	\$ (307,766.00)	<b>\$ 40,000.00</b>
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<b>FOODBANK</b>	\$ 90,404.00	\$ 65,495.00	\$ (84,332.00)	\$ (71,567.00)	<b>\$ -</b>
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ENTERTAINMENT FEES	REVENUE		EXPENSES		BALANCE
	Actual to Oct 31	Projected to YE	Actual to Oct 31	Projected to YE	Net Revenue (Loss)
Administration - Coordination Fee	\$ 11,000.00			\$ (11,000.00)	\$ -
Council - Grants - College Royal	\$ 7,265.00	\$ -	\$ -	\$ (7,265.00)	\$ -
Films	\$ 11,360.00	\$ -	\$ (1,894.00)	\$ -	\$ 9,466.00
Live Entertainment	\$ 22,000.00	\$ -	\$ (45,099.00)	\$ (16,982.00)	\$ (40,081.00)
Student Experience - Orientation Programming	\$ 12,000.00	\$ -	\$ (11,385.00)		\$ 615.00
<b>Total Anticipated Entertainment Fees 2022-23</b>	<b>\$ 63,625.00</b>		Estimated Net Revenue at Year End		<b>\$ (30,000.00)</b>



## ACADEMIC: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
24100	CSA Student Fees	45,000	46,000	46,000
24120	Student Health Plan Reserve Support - Memorial	2,480	1,522	4,000
24140	Bullring Promotional Support - Artwork	-	500	500
	<b>TOTAL REVENUE</b>	<b>47,480</b>	<b>48,022</b>	<b>50,500</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ)	19,046	19,394	39,240
24220	Employee Benefits	1,313	1,740	5,110
24450	Academic Campaigns	-	-	350
24451	Student Artwork @ Bullring	-	-	1,000
24452	Student Memorial Tree Service	2,480	1,522	4,000
24453	Teaching Excellence Award	-	-	400
24600	Advertising & Promotion	-	-	150
24800	Supplies	-	-	150
24870	Photocopying	44	3	100
	<b>TOTAL EXPENSES</b>	<b>22,883</b>	<b>22,659</b>	<b>50,500</b>
	<b>Under (Over) Budget</b>	<b>24,597</b>	<b>25,363</b>	<b>-</b>

**Notes:**

**24120/24452** The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. The cost related to the purchase and maintenance of a memorial tree in the UofG Arboretum is incurred every other year, however a service is held every academic year and each tree has two plaques installed - one for each academic year. The cost to purchase and maintain a memorial tree is \$2,000; services generally cost between \$800 and \$1,600 depending on the number of anticipated family members and friends.

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Finance Committee

## ADMINISTRATION (President): Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23	Estimated YE
<b>Revenue</b>					
82100	Student Fees	377,080	444,500	444,500	542,400
82101	Entertainment Student Fee (General Coordination)	22,000	11,000	11,000	11,000
82200	Dental Plan - Admin Fee	18,000	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500	28,500
82600	Other Income (Admin Fees BR, MHI, SW,Cannon, misc)	10	22,617	51,625	69,666
82620	Pro Ink - Net	153	13	325	100
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	-	11,250	11,250
82870	Black & White Photocopy Income	206	546	500	1,100
82875	Colour Photocopy Income	586	1,234	1,500	2,400
82910	Bus Pass - Net	-	22,686	40,000	44,300
82920	Interest Earned	5,597	16,618	12,300	35,000
	<b>TOTAL REVENUE</b>	<b>452,132</b>	<b>565,714</b>	<b>619,500</b>	<b>763,716</b>
<b>Expenditure</b>					
83200	Salaries/Wages (includes RSP benefit)	160,310	135,875	406,800	<b>320,000</b>
83210	Student Risk Management	1,234	1,251	570	583
83220	Employee Benefits	13,490	12,483	42,500	<b>34,000</b>
83240	Employer Health Tax Premium	-	-	-	-
83380	Professional Fees (Audit/Legal/HR))	24,547	13,033	44,000	45,000
83390	Travel (Business Office mileage, guest parking)	19	38	330	330
83440	Temporary Wages	-	1,177	3,500	1,500
83500	Staff Appreciation (inclcs coffee/water, mtg food)	46	1,528	3,000	3,000
83501	Staff Training (inclcs WSIB) & Transition	274	-	3,300	2,000
83550	Purchase of Equipment	-	2,100	14,000	16,000
83600	Advertising & Promotion	1,630	6,082	10,000	10,000
83610	Promotional Swag	1,000	2,835	5,000	5,000
83660	Software/Licensing/CCS Managed Desktops	3,256	2,439	16,000	16,000
83700	University Services (lock/keys/minor repairs)	1,275	408	3,000	3,000
83701	Leasehold Improvements to CSA Main Office	-	-	18,000	<b>85,000</b>
83800	Office Supplies (includes postage chrgs)	5,526	4,460	9,000	9,300
83820	Telephone and Internet (all lines, except Bullring)	5,735	3,235	11,800	11,800
83850	Maintenance & Repair	440	-	700	700
83870	Photocopier Expense	5,637	6,404	13,000	14,000
83900	Bank Charges	626	702	1,600	1,600
83930	Insurance	12,730	14,562	13,400	14,562
	<b>TOTAL EXPENSES</b>	<b>237,775</b>	<b>208,612</b>	<b>619,500</b>	<b>593,375</b>
	<b>Under (Over) Budget</b>	<b>214,357</b>	<b>357,102</b>	<b>-</b>	<b>170,341</b>

**Wages Include**

83200 President, Office Manager, Policy & Transition Coordinator, Business Manager  
2 Bookkeepers, Front Office Assistants 3 PT F/W, Admin Ass't Start in Feb '23

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## BULLRING: Period Ending October 31, 2023

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23	Estimated YE
<b>Revenue</b>					
92101	Entertainment Student Fee	-	15,000	15,000	15,000
92425	Beverage Sales - Gross Margin	23,334	37,922	80,000	97,000
92465	Food Sales - Gross Margin	97,207	171,950	473,000	500,000
92490	Miscellaneous Income (less register/over)	(310)	3,114	11,500	12,250
	<b>TOTAL REVENUE</b>	<b>120,231</b>	<b>227,986</b>	<b>579,500</b>	<b>624,250</b>
<b>Expenditure</b>					
93200	Managerial Salaries (incls 10% RSP benefit)	67,530	39,333	117,720	125,000
93210	Hourly Wages	49,153	85,993	255,600	245,000
93220	Managerial Benefits	6,113	4,670	13,430	14,000
93225	Hourly Staff Benefits	4,476	6,892	21,230	20,600
93250	Staff Safety Training	295	634	1,000	1,000
93280	Staff Appreciation/Uniform (FixedTerm)	387	521	2,000	2,000
93380	Administrative Fee to CSA Operating	-	22,600	45,200	45,200
93390	Travel/Mileage	24	30	200	200
93400	Entertainment Costs	-	15,000	15,000	15,000
93550	Purchase of Equipment/Furniture	-	1,345	5,500	5,000
93560	Lease of Equipment	714	714	1,500	1,500
93580	Maintenance of Equipment	1,214	692	3,500	2,000
93590	Maintenance of Front House	2,736	374	1,500	2,500
93600	Advertising & Promotion	798	5,164	4,000	6,500
93660	Memberships & Licenses	765	831	1,050	1,050
93700	University Services	130	-	1,000	500
93720	University Space Costs	7,913	8,573	15,830	17,145
93730	Express Card Commission/LCR Rental	7,140	10,670	36,200	36,200
93735	Debit Machine Commission/Rental	1,378	2,441	6,550	6,550
93800	Supplies (incls replacement flatware)	6,034	14,822	15,000	21,000
93810	Janitorial Supplies	833	1,305	2,800	3,000
93815	Janitorial Services	1,429	1,852	7,000	6,000
93870	Photocopying	53	8	90	35
93930	Insurance	6,365	7,270	6,600	7,270
93950	Contingency	-	-	-	-
	<b>TOTAL EXPENSES</b>	<b>165,480</b>	<b>231,734</b>	<b>579,500</b>	<b>584,250</b>
	<b>Under (Over) Budget</b>	<b>(45,249)</b>	<b>(3,748)</b>	<b>-</b>	<b>40,000</b>

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Finance Committee

## COUNCIL: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
22100	CSA Student Fees	50,000	64,100	64,100
22101	Entertainment Fee <i>(see below *)</i>	7,020	7,265	7,265
	<b>TOTAL REVENUE</b>	<b>57,020</b>	<b>71,365</b>	<b>71,365</b>
<b>Expenditure</b>				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	1,274	(3,097)	10,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	-	1,000
23391	Travel & Conference: CFS/CFS-O	-	-	1,500
23392	Travel & Conference: Student Leadership	-	-	500
23510	Executive Visioning/Training /Transition 50/50 split	290	89	1,500
23515	Executive Discretionary Fund	-	-	2,000
President				
23225	Grants - CSA FoodBank Support	7,500	7,500	7,500
23228	Grants - College Royal *	-	-	7,265
23300	Elections	3,317	2,837	11,500
23440	Honoraria (Chair/Scribe)	2,503	1,695	5,500
23500	Board Training & Appreciation	1,520	802	9,000
23560	Residence Room Stuffer	-	28,114	7,200
23750	General Members Meeting (Fall & Winter)	-	700	6,200
23800	Supplies	50	-	500
23870	Photocopying	-	-	200
	<b>TOTAL EXPENSES</b>	<b>16,454</b>	<b>38,640</b>	<b>71,365</b>
	<b>Under (Over) Budget</b>	<b>40,566</b>	<b>32,725</b>	<b>-</b>

**Note:** \* Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

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**EXTERNAL: Period Ending October 31, 2022**

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
25100	CSA Student Fees	46,500	47,450	47,450
	<b>TOTAL REVENUE</b>	<b>46,500</b>	<b>47,450</b>	<b>47,450</b>
<b>Expenditure</b>				
25200	Salaries (incl 3% Education/RSP)	19,046	19,102	39,240
25220	Employee Benefits	1,488	1,981	5,110
25450	Campaigns & Solidarity Events	241	388	2,400
25600	Advertising & Promotion	-	-	400
25660	Memberships & Subscriptions	50	-	50
25800	Supplies	-	-	150
25870	Photocopying	8	40	100
	<b>TOTAL EXPENSES</b>	<b>20,833</b>	<b>21,511</b>	<b>47,450</b>
	<b>Under (Over) Budget</b>	<b>25,667</b>	<b>25,939</b>	<b>-</b>

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## FILMS: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
42101	Entertainment Student Fees	22,000	11,360	11,360
42400	Door Receipts/Misc Revenue	-		-
	<b>TOTAL REVENUE</b>	<b>22,000</b>	<b>11,360</b>	<b>11,360</b>
<b>Expenditure</b>				
43210	Temporary Wages	-	-	-
43400	Film Rental	1,000	1,894	11,000
43550	Purchase of Equipment/Upgrades	-	-	-
43600	Advertising & Promotion	125	-	300
43660	Memberships/Domain renewal	30	-	30
43800	Supplies	-	-	-
43850	Maintenance of Film Equipment	-	-	-
43870	Photocopying	-	-	30
	<b>TOTAL EXPENSES</b>	<b>1,155</b>	<b>1,894</b>	<b>11,360</b>
	<b>Under (Over) Budget</b>	<b>20,845</b>	<b>9,466</b>	<b>-</b>

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## LIVE ENTERTAINMENT: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
32101	Entertainment Student Fees	85,000	22,000	22,000
32400	Tickets / Sales	-	-	-
32500	Partnership Support	-	-	-
	<b>TOTAL REVENUE</b>	<b>85,000</b>	<b>22,000</b>	<b>22,000</b>
<b>Expenditure</b>				
33210	Temporary Wages	-	-	-
33400	Performer Fees	-	25,603	12,000
33410	Performer Rider	-	-	1,000
33420	Setup & Sound/Streaming	-	17,538	7,000
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	-	918	-
33600	Advertising & Promotion	-	35	600
33700	Facility Costs	5,000	630	1,000
33720	Free Concert Programming	-	-	-
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	-	-	-
33800	Supplies	-	375	300
33870	Photocopying	-	-	100
	<b>TOTAL EXPENSES</b>	<b>5,000</b>	<b>45,099</b>	<b>22,000</b>
	<b>Under (Over) Budget</b>	<b>80,000</b>	<b>(23,099)</b>	<b>-</b>

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**PROGRAMMER (Gen Entertainment): Period Ending October 31, 2022**

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
72100	Student Fees	78,400	5,500	5,500
72600	Imaginus Sales - Net	-	-	19,000
	<b>TOTAL REVENUE</b>	<b>78,400</b>	<b>5,500</b>	<b>24,500</b>
<b>Expenditure</b>				
73200	Salaries (Includes RSP benefit)	106,597	27,751	21,700
73220	Employee Benefits	3,568	3,035	2,500
73800	Supplies		9	300
	<b>TOTAL EXPENSES</b>	<b>110,165</b>	<b>30,795</b>	<b>24,500</b>
	<b>Under (Over) Budget</b>	<b>(31,765)</b>	<b>(25,295)</b>	<b>-</b>

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## PROMOTIONAL SERVICES: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
52100	Student Fees	51,700	47,600	47,600
52300	Graphic Design	-	25	1,000
52400	Postering - Net	800	1,135	6,500
52500	Large Format Service - Net	1,027	2,450	5,000
52600	Button Maker & Miscellaneous - Net	35	37	215
52700	Space Rentals - Kiosk & UC Banner	586	880	4,000
<b>TOTAL REVENUE</b>		<b>54,148</b>	<b>52,127</b>	<b>64,315</b>
<b>Expenditure</b>				
53200	Wages - Graphic Designer	24,500	22,500	48,410
53210	Wages - Poster Runners	718	988	5,540
53220	Benefits - Graphic Designer	2,155	2,191	5,240
53225	Benefits - Poster Runners (CPP, EI)	26	21	225
53600	Advertising & Promotion	130	251	600
53660	Memberships & Subscriptions	-	-	300
53800	Office Supplies	19	3,616	4,000
53870	Photocopying	-	-	-
<b>TOTAL EXPENSES</b>		<b>27,548</b>	<b>29,567</b>	<b>64,315</b>
<b>Under (Over) Budget</b>		<b>26,600</b>	<b>22,560</b>	<b>-</b>

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## STUDENT EXPERIENCE: Period Ending October 31, 2022

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
27100	CSA Student Fees	48,340	30,500	30,500
27101	Entertainment Fee: Cross Campus Orientation	15,000	12,000	12,000
	<b>TOTAL REVENUE</b>	<b>63,340</b>	<b>42,500</b>	<b>42,500</b>
<b>Expenditure</b>				
27200	Salaries (Includes 3% Education/RSP)	18,378	-	19,280
27220	Employee Benefits	2,377	-	2,640
27450	Orientation Week Programming	11,044	11,385	12,000
27453	Summer Programming	-	-	800
27454	Fall Programming (includes Stressbusters)	183	891	2,500
27455	Winter Programming (Includes Stressbusters)	-	-	4,500
27600	Advertising & Promotion	131	-	530
27800	Supplies	63	-	150
27870	Photocopying	53	94	100
	<b>TOTAL EXPENSES</b>	<b>32,229</b>	<b>12,370</b>	<b>42,500</b>
	<b>Under (Over) Budget</b>	<b>31,111</b>	<b>30,130</b>	<b>-</b>

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For Information Only: See Programmes Budget

<b>BIKE CENTRE: Period Ending October 31, 2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>Last YTD</b>	<b>YTD Actual</b>	<b>BUDGET 22-23</b>
BIKE 62100	Student Fees	25,700	49,000	49,000
62120	Solicitations/Donations/Fundraising	120	92	3,400
62335	Solicitation Surplus from Previous Yr	-	-	-
62400	Sales - net	76	(1,052)	250
	<b>TOTAL REVENUE</b>	<b>25,896</b>	<b>48,040</b>	<b>52,650</b>
	<b>Expenditure</b>			
BIKE 63210	Co-ordinators Wages	5,462	6,906	44,366
63220	Employee Benefits (CPP & EI)	455	724	4,734
63450	Workshops	160	-	700
63500	Volunteer Appreciation	-	-	500
63600	Advertising	-	118	1,000
63660	Scheduling Software/Licensing	220	-	250
63800	Supplies and tools	(244)	163	1,100
63870	Photocopying	5	-	-
	<b>TOTAL EXPENSES</b>	<b>6,058</b>	<b>7,911</b>	<b>52,650</b>
	<b>Under (Over) Budget</b>	<b>19,838</b>	<b>40,129</b>	<b>-</b>

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**CLUBS: Period Ending October 31, 2022**

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 22-23
<b>Revenue</b>				
CLUB 62100	CSA Student Fees	15,900	28,650	28,650
	<b>TOTAL REVENUE</b>			
		<b>15,900</b>	<b>28,650</b>	<b>28,650</b>
<b>Expenditure</b>				
CLUB 63210	Co-ordinators Wages	2,039	2,163	8,310
63220	Employee Benefits (CPP, EI)	97	110	400
63450	Meeting Expenses (food & incentives)	-	109	400
63600	Advertising & Promo	98	261	2,000
63660	UC Services - Security/Maintenance Club Hallway	-	-	15,000
63700	Club Days Set Up	-	-	2,440
63800	Supplies	-	22	70
63870	Photocopying	2	12	30
	<b>TOTAL EXPENSES</b>	<b>2,236</b>	<b>2,677</b>	<b>28,650</b>
	<b>Under (Over) Budget</b>	<b>13,664</b>	<b>25,973</b>	<b>-</b>

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<b>SAFEWALK: Period Ending October 31, 2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>Last YTD</b>	<b>YTD Actual</b>	<b>BUDGET 22-23</b>
<b>Revenue</b>				
Safe 62100	CSA Student Fees	-	-	-
62120	SSF - Undergraduates (NEW SW Fee collected W'20)	14,597	16,236	32,000
62130	SSF - Graduates	899	914	1,900
	<b>TOTAL REVENUE</b>	<b>15,496</b>	<b>17,150</b>	<b>33,900</b>
<b>Expenditure</b>				
Safe 63210	Co-ordinators Wages	2,532	3,180	12,721
63220	Employee Benefits (CPP, EI)	143	190	709
<b>63350</b>	<b>Surplus/Deficit Transfer Line</b>	-	-	-
63370	CSA Administrative Fee (9% of fees)	-	-	3,050
63390	Taxi Expenses	-	19	1,400
63500	Volunteer Appreciation & Training	28	49	1,200
63550	Electric Vehicle (repayment/maintenance)	-	-	12,500
63600	Advertising	234	334	1,400
63800	Supplies	26	4	250
63820	Telephone Charge for UoG x53200	220	650	600
63870	Photocopying	11	12	70
	<b>TOTAL EXPENSES</b>	<b>3,194</b>	<b>4,438</b>	<b>33,900</b>
	<b>Under (Over) Budget</b>	<b>12,302</b>	<b>12,712</b>	<b>-</b>

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For Information Only: See Programmes Budget

<b>STUDENT HELP &amp; ADVOCACY CENTRE: Period Ending October 31, 2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>Last YTD</b>	<b>YTD Actual</b>	<b>BUDGET 22-23</b>
SHAC 62100	CSA Student Fees	19,380	21,700	21,700
	<b>TOTAL REVENUE</b>	<b>19,380</b>	<b>21,700</b>	<b>21,700</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages	3,270	3,332	13,332
63220	Employee Benefits (CPP & EI)	162	172	638
63380	Professional Fees (Legal Aid Clinic)	2,500	2,500	6,000
63450	Information/Awareness Events	-	-	600
63500	Volunteer Training & Appreciation	-	-	500
63600	Advertising & Promotion	-	45	500
63800	Supplies (incls Resource Material)	-	22	80
63870	Photocopying	-	-	50
	<b>TOTAL EXPENSES</b>	<b>5,932</b>	<b>6,071</b>	<b>21,700</b>
	<b>Under (Over) Budget</b>	<b>13,448</b>	<b>15,629</b>	<b>-</b>

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<b>FOODBANK: Period Ending October 31, 2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>Last YTD</b>	<b>YTD Actual</b>	<b>BUDGET 22-23</b>
<b>Revenue</b>				
28100	Student Fees: Undergraduate	66,451	69,733	119,000
28120	Solicitations	6,383	170	8,900
28130	Student Fees: Graduate	5,780	13,001	20,000
28135	CSA Support	7,500	7,500	7,500
28140	Bullring Support for Cooking Classes	-	-	500
	<b>TOTAL REVENUE</b>	<b>86,114</b>	<b>90,404</b>	<b>155,900</b>
<b>Expenditure</b>				
28210	Co-ordinators Wages	21,176	22,260	51,047
28220	Employee Benefits	1,825	2,146	4,890
28390	Transportation Costs	-	-	200
28450	Cooking Classes	-	-	500
28451	Garden Supplies (In & Out)	-	197	340
28500	Volunteer Appreciation	-	-	400
28501	Staff or Volunteer Training	130	-	220
28510	Compassionate Fund	-	-	200
28540	Food Acquisition	46,028	58,944	95,000
28541	Special Diet	1,400	-	-
28600	Advertising	103	-	300
28700	University Services	-	-	250
28800	Supplies	1,577	785	2,500
28870	Photocopying	-	-	53
	<b>TOTAL EXPENSES</b>	<b>72,239</b>	<b>84,332</b>	<b>155,900</b>
	<b>Under (Over) Budget</b>	<b>13,875</b>	<b>6,072</b>	<b>-</b>

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## Central Student Association Financial Position

**As at December 31, 2022**

**Members Equity - Unrestricted Net Assets as at April 30, 2022 (unaudited)** **\$ 1,048,864.16**

**Current Fiscal Year Considerations as at December 31, 2022**

**CSA Operating**

Admin: Student fee revenue 10.37% above budget projections for this period	\$	43,785.50	
Admin: Estimated Student fee revenue above budget to YE (~ total \$84K)	\$	40,418.50	
Admin: Interest earnings above budget projections to YE	\$	35,200.00	
Admin: Wage & benefit variance to YE	\$	95,300.00	
Admin: Leasehold improvements above budget allotment to YE	\$	(121,000.00)	
Admin: Bus Pass additional revenue due to increased enrollment to YE	\$	4,300.00	
Council: Residence Room Stuffer, CSA Tote Bags - 5,500	\$	(19,914.00)	
Council: PDR alternate funding/defunct clubs	\$	10,000.00	
Programmer - wage & benefit variance to YE	\$	(46,550.00)	
Student Experience - wage & benefit variance to YE	\$	21,920.00	
General Operating Surplus (Deficit)	\$	<u>20,700.00</u>	
			<b>\$ 84,160.00</b>

**Bullring**

Bullring Net Revenue - under (over) budget as at December 31, 2022 \$ 2,343.79

**Estimated Members Equity at Year End April 30, 2023** **\$ 1,135,367.95**

**Internal Commitments**

CSA Operating Contingency (15% of Annual Budget)	\$	(232,650.00)	
Estimated Expenses over Revenues to October 15, 2023	\$	(667,800.00)	
Bullring Net Revenue	\$	(2,343.79)	
Business Office Accounting Software	\$	<u>(30,000.00)</u>	
			<u>\$ (932,793.79)</u>

**Available Funds less Internal Commitments** **\$ 202,574.16**

**Internal Designation for Available Funds**

CSA General Operations - current year	\$	84,160.00	
New Initiatives and Projects	\$	<u>118,414.16</u>	
			<b>\$ 202,574.16</b>

**Entertainment Fees**

Entertainment Fees per CSA Budget 2022-2023	\$	78,625.00	
Fees Above (Below) Anticipated Receipts	\$	-	
Estimate of Expenses to Year End	\$	<u>(108,625.00)</u>	
<b>Projected year end surplus (deficit)</b>			<b>\$ (30,000.00)</b>

Balance Entertainment Reserve Fund as at April 30, 2022 \$ 224,815.96

**Funds available for Entertainment Programming** **\$ 194,815.96**

*Reviewed by Finance Committee  
January 23, 2023*



## MOTION

Board of Directors Meeting # 13

February 1, 2023



### Item 13.11.3

#### **Bylaw Amendment re Policy & Bylaw Review Committee (PBRC)**

*Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.*

*Notice of this motion was provided at the Board meeting on January 18, 2023.*

**MOTION:** That CSA Bylaw 1 – Organizational be amended as follows:

That **Bylaw 1 – Organizational, Section 2.1** be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- a) Pay a CSA membership fee; or
- b) Pay a Co-Op work term fee.

That **Bylaw 1 – Organizational, Section 2.8.2 a)** be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

- a) Payment of the designated CSA membership fee or the Co-Op work term fee

**Moved:** Jake Levy

**Seconded:**

***See following page for information on CSA Bylaw 1 – Organizational***

## **MOTION**

Board of Directors Meeting # 13

February 1, 2023



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### **Bylaw 1 – Organizational, Section 2.1**

#### ***Current wording:***

Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.

#### ***Proposed wording:***

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- a) Pay a CSA membership fee; or
- b) Pay a Co-Op work term fee.

### **Bylaw 1 – Organizational, Section 2.8.2 a)**

#### ***Current wording:***

Members of the CSA shall have the following responsibilities:

- a) Payment of the designated CSA membership fee

#### ***Proposed wording:***

Members of the CSA shall have the following responsibilities:

- a) Payment of the designated CSA membership fee or the Co-Op work term fee

**Item 13.11.4**

**Director Class Talks: re General Elections and Annual General Meeting**

**a) Winter 2023 General Elections**

**WHEREAS** CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”; and

**WHEREAS** it is important to maximize promotional efforts encouraging undergraduate members to vote in the elections so that the minimum quorum requirements are met, and a successful election process is achieved;

**BE IT RESOLVED** that each Director schedule and present at least one class talk for the Winter 2023 General Elections before the end of the voting period on Friday, March 10, 2023;

**FURTHER** that the CSA President provide Directors with suggested speaking points that may be used in their election class talks;

**AND FURTHER** that Directors provide the date and location of their presentation(s) to the CRO so that this information is included in the final Election report.

**b) Annual General Meeting**

**WHEREAS** CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings...”; and

**WHEREAS** it is important to maximize promotional efforts encouraging undergraduate members to attend the Annual General Meeting (AGM) so that minimum quorum requirements are met, and we realize a successful process;

**BE IT RESOLVED** that each Director schedule and present at least one class talk for the AGM, before the date of the AGM on Wednesday, March 15, 2023;

**FURTHER** that the Policy & Transition Coordinator (PTC) provide Directors with suggested speaking points that may be used in their AGM class talks;

**AND FURTHER** that Directors provide the date and location of their presentations to the PTC to be included in a summary report.

**Moved:** Nicole Walker, President

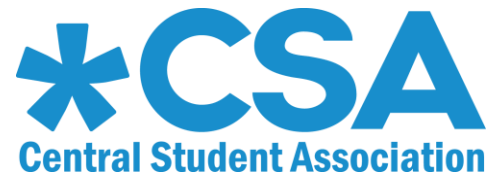
**Seconded:**

## **Motion**

Board of Directors Meeting # 13

February 1, 2023

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### **Item 13.11.5**

#### **2023-2024 CSA Board Meeting Schedule**

**MOTION:** that the CSA Board of Directors approve the 2023-2024 Board of Directors Meeting Schedule as included in the February 1, 2023 Board Agenda Package.

**Moved:** Nicole Walker, President

**Seconded:**

## Motion

Board of Directors Meeting # 13

February 1, 2023



## **DRAFT** Board Meeting Schedule 2023-2024

### Summer 2023

1.	May 31, 2023	6:00 pm	Microsoft Teams
2.	June 14, 2023	6:00 pm	Microsoft Teams
3.	July 5, 2023	6:00 pm	Microsoft Teams
4.	July 19, 2023	6:00 pm	Microsoft Teams

### Fall 2023

5.	August 30, 2023	6:00 pm	Microsoft Teams
6.	September 20, 2023	6:00 pm	UC 442
7.	October 4, 2023	6:00 pm	UC 442
8.	October 18, 2023	6:00 pm	UC 442
9.	November 1, 2023	6:00 pm	UC 442
10.	November 15, 2023	6:00 pm	UC 442
11.	November 29, 2023	6:00 pm	UC 442

### Winter 2024

12.	January 17, 2024	6:00 pm	UC 442
13.	January 31, 2024	6:00 pm	UC 442
14.	February 14, 2024	6:00 pm	UC 442
15.	February 28, 2024	6:00 pm	UC 442
16.	March 27, 2024	6:00 pm	UC 442
17.	April 3, 2024	6:00 pm	UC 442

## Motion

Board of Directors Meeting # 13

February 1, 2023



## Mandatory Board Training Schedule

1.	May 17, 2023	6:00 pm	Microsoft Teams
2.	September 13, 2023	6:00 pm	UC 442
3.	January 10, 2024	6:00 pm	UC 442

## 2023 Annual General Meeting

Wednesday, November 22, 2023

## 2024 General Members Meeting

Wednesday, March 13, 2024

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## Schedule Considerations

- Need to meet policy for minimum number of Board Meetings as per Bylaw 1 – Organizational (i.e., minimum of 4 x board meetings per semester).
- Board Meetings are historically Wednesdays, beginning at 6:00 pm.
- No Board Meetings during Reading Weeks, Winter Break, or exams.
- Board Training is scheduled at the beginning of each semester, one week prior to a Board Meeting.
- First meeting after the Winter Break has historically been scheduled the week following the return of students from break.
- Fall and Winter semester Board Meetings should be integrated with the Elections Cycle (ratifying candidates, last-minute policy changes if required.)
- Cross-referenced with the University of Guelph Multi-Faith Calendar to account for religious holidays that have suggested accommodations.
- CSA Annual Budget is usually approved at the Final Board Meeting in April.
- After reviewing the Ontario Not For Profit Corporations Act, recent legislative changes require our Annual General Meeting to occur in November for presenting and having our audited statements approved by the membership.

**Motion**

Board of Directors Meeting # 13  
February 1, 2023



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**Item 13.11.6**  
**Appoint Director to Hiring Committee: Front Office Assistant**

**WHEREAS** CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** CSA Director Simran Kalra was appointed to the Front Office Assistant hiring committee at the January 18 Board of Directors meeting; and

**WHEREAS** CSA Director Simran Kalra has since resigned from the hiring committee due to schedule conflicts;

**BE IT RESOLVED** that the following CSA Director be appointed to the Hiring Committee for the position of Front Office Assistant:

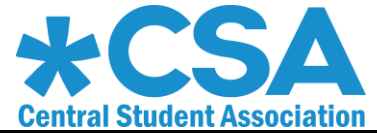
[one Director]

**Moved:** Nicole Walker, President  
**Seconded:**

**Motion**

Board of Directors Meeting # 13

February 1, 2023



**Item 13.11.7**

**Winter 2023 General Elections Promotional Strategy**

**MOTION:** That the Winter 2023 General Elections Promotional Strategy, as included in the board agenda package, be received as information

**Moved:** Nicole Walker, President

**Seconded:**



In keeping with the Central Student Associations' vibe for the year being "This is your CSA," I am excited to share the elections campaign will be "Your Student Government, Your Opportunity, Your Voice" as a way to engage the student body in participating throughout the electoral process.

As the CSA, it's important to have a theme and messaging that resonates with our current students and meets our organizational priorities. This campaign does just that. It educates the student body about who the CSA is, it intrigues students about a way to get involved, and allows them the opportunity to make a difference.

With the return to campus, we have learned that in-person interactions with students are invaluable in spreading awareness about who we are, the value we provide students through our services, programming, and advocacy, and engaging our student body. This strategy is building from the momentum throughout this year from Orientation Week, CSA Residence Room Tote Bags, Fall By-Election, and the return of our large-scale programming such as Imaginus Poster Sale, Clubs Days, and Sexy Bingo.

#### **Goals & Indicators of Success:**

- **CSA Awareness:** Continuing to establish a connection with our student body about who the CSA is, what we do, the services we provide, and how we are of value to our undergrads.
- **Engagement:** Prioritizing in-person interactions, social media, leveraging the assets of student organizations and campus departments, running in-person events such as the candidate's forum and tabling throughout the elections.
- **Provide Meaningful Involvement Opportunities:** Increase involvement of directors, CSA staff, and undergraduate's students in the elections through meaningful opportunities as CSA Elections Ambassadors.

#### **The Role of Directors During CSA Elections**

As student leaders who represent various groups of students on campus, the elections are an opportunity for you to engage with the very students you represent. You can inspire the next generation of student leaders on campus, all while spreading awareness about the CSA to maximize our impact on campus. There will be many involvement opportunities for you as a CSA Elections Ambassador, including but not limited to: Class talks, Student Involvement Fair, Tabling, sharing information with your fellow students, reposting elections information on social media, and wearing your CSA shirts with pride! Let's have a successful election!

*With support & positive vibes,*

Nicole Walker, your CSA President 2022-2023

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## **Elections Promotional Roll Out & Assets:**

### **Pre-Election (January 9 – February 3):**

This messaging is related to what the CSA is, what positions are available, and a campaign with anecdotes from the Executive and Board Directors on their experiences.

- Tabling: Clubs Day (January 19 and 20) & Student Involvement Fair
- Printed Assets: UC Banner & Kiosk
- Digital Signage
- Social Media

### **Nomination Period (February 6 – 15):**

During this period, we will continue to share the pre-election campaign with the student body but shift our focus to encouraging students to run for Executive and Director Positions and how to run through an in-person approach.

- Coffee Chats with your CSA Execs (Wednesday, February 8 in Branion Plaza), which will include warm beverages, music, the CSA tent, and election materials
- CSA Tabling Hours by CSA Execs, Elections Office, and Board Directors
- Attending Student Organization Meetings
- Bullring Assets (Table toppers, Bathroom signs, poster, and Open Mic Night)
- Printed Assets (UC Banner, Kiosk, Posters)
- Digital Signage
- Social Media
- Class Talks
- CSA Newsletter
- Information Dissemination through Housing, Student Experience, and on campus connections

### **Voting Period (March 6-10):**

During this time, we will be encouraging students to get involved by voting in the Elections. We will have CSA Ambassadors wearing their CSA T-Shirts and canvassing the student body to educate them about the CSA and elections process. With a referendum on the ballot, quorum for the elections will be 20%.

- CSA Tabling Hours by CSA Execs, Elections Office, and Board Directors
- Attending Student Organization Meetings
- Bullring Assets (Table toppers, Bathroom signs, poster, and Open Mic Night)
- Printed Assets (UC Banner, Kiosk, Posters)
- Digital Signage
- Social Media – social media contest & giveaway

- Class Talks
- CSA Newsletter
- Information Dissemination through Housing, Student Experience, and on campus connections
- Signage in CSA Spaces (Office and Clubs Rooms)
- Link in Staff email signature
- Sandwich Boards across Campus

*Thank you all for your help and support in advance. The support of our Directors to assist with the elections is critical to its success. I look forward to supporting a successful elections process!*

## **Motion**

Board of Directors Meeting # 13

February 1, 2023

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### **Item 13.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 13 on February 1, 2023 be adjourned at       pm.

**Moved:**

**Seconded:**