

AGENDA

Board of Directors Meeting # 13

January 31, 2024 – 6:00 pm



Agenda – January 31, 2024

13.0	Call to Order	
13.1	Land Acknowledgement Member Nate Broughton	
13.2	Adoption of the Agenda 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	1
13.3	Ratifications and De-Ratifications	
13.4	Comments from the Chair 13.4.1 Introductions and Pronouns	
13.5	Approval of Past Minutes 13.5.1 Meeting # 9 – November 1, 2023 13.5.2 Meeting # 12 – January 17, 2024	2 3 33
13.6	Executive Committee Minutes	
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13.8	Director Reports	
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13.10	Committee Updates and Reports 13.10.1 Summary of Committee Appointments 13.10.2 PBRC Minutes: Meeting # 6 – December 11, 2023 13.10.3 SEIF Committee Minutes: Meeting # 2 – November 20, 2023	73 81 90
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13.12	New Business 13.12.1	
13.13	Announcements	
13.14	In Camera Session	

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	13.14.1 Approve In-Camera Minutes	
13.15	Adjournment	233

Motion

Board of Directors Meeting # 13
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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 January 31, 2024, 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 13.9.1 Clubs Office Update** is moved to just after **item 13.4.1: Introductions**;

FURTHER that the agenda be reordered so that **items 13.11.1, 13.11.2, and 13.11.3** are moved to just after **item 13.9.1**.

Moved:

Seconded:

Item 13.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as amended with:

- Reordering the agenda so that **item 13.9.1 Clubs Office Update** is moved to just after **item 13.4.1**;
- Reordering the agenda so that **items 13.11.1, 13.11.2, and 13.11.3** are moved to just after **item 13.9.1**.

Motion

Board of Directors Meeting # 13
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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 Meetings:

13.5.1	CSA Board Meeting # 9	November 1, 2023
13.5.2	CSA Board Meeting #12	January 17, 2024

Moved:

Seconded:

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Attendance – November 1, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Nate Broughton	College of Engineering and Physical Sciences	Present	
Mason Friebe	College of Social and Applied Human Sciences	Present	a: 7pm
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	
Bella Litvak	Ontario Agricultural College	Present	d: 10:08pm
Hillary Schneider	Ontario Agricultural College	Present	d: 10:31pm
Noam Einy	Ontario Veterinary College	Present	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Regrets	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Rachel Marcus	College of Social and Applied Human Sciences -Student Alliance	Present	
Ethan Gouveia	Lang Students' Association	Present	d: 9:55pm
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	

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Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Regrets	
Jayden Khan	Guelph Queer Equality (GQE)	Present	d: 9:08pm
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Krishna Ratnarajah	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Harsimran Kalra	Board of Governors	Present	
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
McKenna Williams	Vice President Student Experience	Present	
Bawneet Singh	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

Guest	Affiliation
Junpyo Lee	Outgoing VP Academic
William Coleman	Chief Returning Officer
Max Mancuso	SafeWalk Coordinator

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Avneet Grewal	SafeWalk Volunteer Coordinator
Hana Hassan	CSA Member
Kiara Olotu	CSA Member
Mussab Bin Inran	CSA Member
Kurhula Mbetse	CSA Member

*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

9.2 Adoption of the Agenda

9.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 9 on November 1, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that item **9.11.1 Fall 2023 By-Election: Ratification of Results** is the first item of discussion;

BE IT FURTHER RESOLVED: that item **9.3.2: De-Ratify and Ratify Interhall Representative** be added to the agenda;

BE IT FURTHER RESOLVED: that item **9.3.3: Ratify Board of Governors Representative** be added to the agenda.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 9 on November 1, 2023, be approved as amended with:

- The reordering of the agenda so that item **9.11.1 Fall 2023 By-Election: Ratification of Results** is the first item of discussion;
- The addition of item **9.3.2: De-Ratify and Ratify Interhall Representative** to the agenda;
- The addition of **9.3.3: Ratify the Board of Governors Representative** be added to the agenda.

Motion Carried

9.3.1 De-Ratify Junpyo Lee, VP Academic

WHEREAS in the board agenda package for the Board of Directors meeting on September 13, 2023, Junpyo Lee, VP Academic, provided his written resignation to be effective as of November 1, 2023; and

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WHEREAS an incoming VP Academic will be officially ratified following the ratification of the Fall 2023 By-Election results;

BE IT RESOLVED that Junpyo Lee, VP Academic, be de-ratified as CSA VP Academic, effective immediately.

Motion Carried

9.3.2 De-Ratify and Ratify Interhall Representatives

WHEREAS Interhall Council sent a formal request via email to inform the CSA that they will be appointing a new representative for Interhall Council to the CSA Board of Directors;

BE IT RESOLVED that Emma Lebrun be de-ratified as the Interhall Council representative on the 2023-2024 CSA Board of Directors, effective immediately;

AND FURTHER that Krishna Ratnarajah be ratified as the Interhall Council representative on the 2023-2024 CSA Board of Directors, effective immediately.

Motion Carried

9.3.3 Ratify Board of Governors Representative

MOTION: That Harsimran Kalra be appointed as the Board of Governors representative on the 2023-24 CSA Board of Directors, effective immediately.

Motion Carried

9.5 Approval of Past Minutes

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

9.5.1	CSA Board Meeting # 7	October 4, 2023
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Motion Carried

9.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
9.6.1	Meeting # 16	October 16, 2023

Motion Tabled

9.7 Executive Updates

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

9.7.1	President	October 18, 2023
9.7.2	President	November 1, 2023
9.7.3	VP Student Experience	November 1, 2023
9.7.4	VP Academic	November 1, 2023
9.7.5	VP External	November 1, 2023

Motion Tabled

9.9.1 SafeWalk Service Update

(a) Extend Speaking Rights to SafeWalk Coordinators

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Max Mancuso, SafeWalk Coordinator, and Avneet Grewal, SafeWalk Volunteer Coordinator, to present the SafeWalk Service Update.

Motion Tabled

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(b) Receive the SafeWalk Service Update Presentation

MOTION: to receive the SafeWalk Service Update as presented by Max Mancuso and Avneet Grewal, as information.

Motion Tabled

9.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Motion Tabled

9.10.2 Hiring Committee Report: Front Office Assistant

MOTION: That the hiring of BJ Adekoya for the position of Front Office Assistant be approved, as recommended by the Hiring Committee.

Motion Tabled

9.10.3 Hiring Committee Report: FoodBank Assistant

MOTION: That the hiring of Sarah Dent for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

Motion Tabled

9.10.4 Hiring Committee Report: Clubs Coordinator

MOTION: That the hiring of Ishaka Maharaj for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

Motion Tabled

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9.11.1 Fall 2023 By-Election: Ratification of Results

BE IT RESOLVED:

- a) that the Fall 2023 By-Election Unofficial Results, as included in the board agenda package, be received as information;
- b) that the results of the Fall 2023 By-Election, as included in the board agenda package, be ratified, and declared official;
- c) that the following CSA Members be ratified as CSA Executives for a term ending April 30, 2024:

VP Student Experience	McKenna Williams
VP Academic	Bawneet Singh

- d) that the following CSA Members be ratified as At-Large College Representatives on the 2023-24 CSA Board of Directors, for a term ending April 30, 2024:

College of Engineering and Physical Sciences	Nate Broughton
Ontario Agricultural College	Bella Litvak
Ontario Agricultural College	Hillary Schneider

MOTION TO AMEND: that the following resolution be added:

- That the results of the Arboretum Student Engagement Fee Referendum be ratified and declared official.

Motion Carried

9.11.2 Director Appointment Process Update

MOTION: that the following update regarding the Director Appointment Process to follow the Fall 2023 By-Election be received as information by the Board of Directors.

Motion Carried

9.11.3 Director Class Talks: Annual General Meeting

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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, November 22, 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.

Motion Carried

9.11.4 Statements from CSA Membership re. Statements on Israel Hamas War

WHEREAS at the CSA Board of Directors meeting on October 18, 2023 the Board approved a motion to post statements to the CSA instagram account and CSA website regarding the Israel Hamas War;

WHEREAS members of the University of Guelph undergraduate community have voiced concerns through instagram comments, emails, and in-person at the October 23, 2023 Board of Directors emergency meeting; and

WHEREAS consent has been obtained to formally share statements with the Board of Directors as sent by undergraduate students and a campus organization via email to CSA staff and Executives;

BE IT RESOLVED that the Board of Directors receive the statements from CSA members included in the board package as information.

Motion Carried

MOTION: to refer **item 9.11.4** to the subcommittee;

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AND FURTHER for the subcommittee to have a new statement to be presented to the next board meeting.

Motion Carried

9.14.1 In-Camera Session: Approve Board Minutes

MOTION: to table the approval of the minutes until PBRC reviews them.

Motion Carried

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

9.5.2	CSA Board Meeting # 8	October 18, 2023
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Motion Tabled

9.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 9 on November 1, 2023, be adjourned at 11:20 pm

Motion Carried

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9.0	Call to Order	
9.1	Land Acknowledgement Member Eknor Walia	
9.2	Adoption of the Agenda 9.2.1 Approve the Agenda 9.2.2 Declarations of Conflicts	
9.3	Ratifications and De-Ratifications 9.3.1 De-Ratify Junpyo Lee, VP Academic 9.3.2 De-Ratify and Ratify Interhall Representative 9.3.3 Ratify Board of Governors Representative	
9.4	Comments from the Chair 9.4.1 Introductions and Pronouns	
9.5	Approval of Past Minutes 9.5.1 Meeting # 7 – October 4, 2023 9.5.2 Meeting # 8 – October 18, 2023	
9.6	Executive Committee Minutes 9.6.1 Meeting # 16 – October 16, 2023	
9.7	Executive Updates 9.7.1 President – October 18, 2023 9.7.2 President – November 1, 2023 9.7.3 VP Student Experience – November 1, 2023 9.7.4 VP Academic – November 1, 2023 9.7.5 VP External – November 1, 2023	
9.8	Director Reports	
9.9	CSA Service Update and Report 9.9.1 SafeWalk Service Update	
9.10	Committee Updates and Reports 9.10.1 Summary of Committee Appointments 9.10.2 Hiring Committee Report: Front Office Assistant 9.10.3 Hiring Committee Report: FoodBank Assistant 9.10.4 Hiring Committee Report: Clubs Coordinator	
9.11	Business 9.11.1 Fall 2023 By-Election: Ratification of Results 9.11.2 Director Appointment Process Update 9.11.3 Director Class Talks: Annual General Meeting	

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	9.11.4 Statements from CSA Membership re. Statements on Israel Hamas War	
9.12	New Business 9.12.1	
9.13	Announcements	
9.14	In Camera Session 9.14.1 Approve Board Minutes	
9.15	Adjournment	

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Minutes – November 1, 2023

9.0 Call to Order

The meeting was called to order at 6:31 pm.

9.1 Land Acknowledgement

Member Eknor Walia delivered the following land acknowledgement:

The University of Guelph is situated on the ancestral lands of the Attawandaron/Chonnonton, the Anishinaabe and Haudenosaunee and the treaty lands of the Mississaugas of the Credit. The Between the Lakes Treaty (No. 3) was negotiated in 1784 and updated in 1792. The Treaty covers approximately 3 million acres between lakes Erie, Huron, and Ontario. Those of us who live, work and study in this area are bound by this treaty and it is important to know it and to respect its terms, even when our governments and other institutions do not. We acknowledge the significance of the Dish With One Spoon Covenant to this land and offer our gratitude and respect to all Indigenous peoples who have, and continue to, defend & steward these territories. In acknowledging the land, we also acknowledge that we are occupying these lands as a result of colonial violence that continues to this day.

The effects of colonial violence are not a matter of the past, nor a matter restricted to Turtle Island. Today the world is facing one of the greatest humanitarian crises with the displacement and murders of Palestinians as a direct result of colonialism. Just like the Indigenous People of Turtle Island, The Palestinian people are Indigenous peoples with an Indigenous connection and right to their ancestral land.

In stating this, we must commit ourselves to challenging the systems that continue to perpetuate violence towards Indigenous communities on Turtle Island and beyond, as colonialism anywhere is colonialism everywhere. Some suggestions for concrete ways that we can act include reading the Truth and Reconciliation Calls to Action and find and do the things that we can do as individuals, and find the things the CSA, the University of Guelph, and the city of Guelph should be doing and pressure them to follow through. You can also learn the history of your area, find ways to protect and steward the land you live on, attend public events organized by Indigenous groups, and support Indigenous services and land defense actions. I encourage you, as student leaders, to take the time and learn about the lands that we have settled on and do what you can to work towards Reconciliation.

9.2 Adoption of the Agenda

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9.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 9 on November 1, 2023, be approved as printed and distributed.

Moved: Noam Einy

Seconded: Jake Levy

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that item **9.11.1 Fall 2023 By-Election: Ratification of Results** is the first item of discussion;

BE IT FURTHER RESOLVED: that item **9.3.2: De-Ratify and Ratify Interhall Representative** be added to the agenda;

BE IT FURTHER RESOLVED: that item **9.3.3: Ratify the Board of Governors Representative** be added to the agenda.

Moved: Jake Levy

Seconded: Jonah Greenhut

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 9 on November 1, 2023, be approved as amended with:

- The reordering of the agenda so that item **9.11.1 Fall 2023 By-Election: Ratification of Results** is the first item of discussion;
- The addition of item **9.3.2: De-Ratify and Ratify Interhall Representative** to the agenda;
- The addition of **9.3.3: Ratify the Board of Governors Representative** be added to the agenda.

Motion Carried

9.2.2 Declarations of Conflicts

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No declarations of conflict were made at this meeting.

9.3 Ratifications and De-Ratifications

9.3.1 De-Ratify Junpyo Lee, VP Academic

WHEREAS in the board agenda package for the Board of Directors meeting on September 13, 2023, Junpyo Lee, VP Academic, provided his written resignation to be effective as of November 1, 2023; and

WHEREAS an incoming VP Academic will be officially ratified following the ratification of the Fall 2023 By-Election results;

BE IT RESOLVED that Junpyo Lee, VP Academic, be de-ratified as CSA VP Academic, effective immediately.

Moved: Jonah Greenhut

Seconded: Jake Levy

Motion Carried

9.3.2 De-Ratify and Ratify Interhall Representatives

WHEREAS Interhall Council sent a formal request via email to inform the CSA that they will be appointing a new representative for Interhall Council to the CSA Board of Directors;

BE IT RESOLVED that Emma Lebrun be de-ratified as the Interhall Council representative on the 2023-2024 CSA Board of Directors, effective immediately;

AND FURTHER that Krishna Ratnarajah be ratified as the Interhall Council representative on the 2023-2024 CSA Board of Directors, effective immediately.

Moved: Jonah Greenhut

Seconded: Jake Levy

Motion Carried

9.3.3 Ratify Board of Governors Representative

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MOTION: That Harsimran Kalra be appointed as the Board of Governors representative on the 2023-24 CSA Board of Directors, effective immediately.

Moved: Jake Levy
Seconded: Marcus Aldred-Ganhao

Motion Carried

9.4 Comments from the Chair

If at any point during the meeting you wish to request the Speaker's List, please raise your placard. If you need to raise a Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order, please raise your hand.

9.4.1 Introductions and Pronouns

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

9.5 Approval of Past Minutes

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

9.5.1	CSA Board Meeting # 7	October 4, 2023
9.5.2	CSA Board Meeting # 8	October 18, 2023

Moved: Abdul Rafe Khan
Seconded: Naomi Amayaevbo

MOTION: that the minutes be approved for CSA Board Meeting #7: October 4, 2023.

Motion Carried

MOTION: To move In-Camera for item 9.5.2.

Moved: Jake Levy
Seconded: Marcus Aldred-Ganhao

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A secret ballot was conducted to move the meeting in camera. Member Levy motivated that this is due to safety concerns regarding the minutes, and he intends to motion to go out of in-camera after item 9.5.

The Chair clarified that executives do not have voting rights or influence on in camera sessions. If members do not believe an in-camera session is due, they can vote against.

Motion Carried

MOTION: to table items 9.6, 9.7, 9.8, 9.9, and 9.10.

Moved: Shaima Alam, President

Seconded: Naomi Amayaevbo

Motion Carried

9.11 Business

9.11.1 Fall 2023 By-Election: Ratification of Results

BE IT RESOLVED:

- a) that the Fall 2023 By-Election Unofficial Results, as included in the board agenda package, be received as information;
- b) that the results of the Fall 2023 By-Election, as included in the board agenda package, be ratified, and declared official;
- c) that the following CSA Members be ratified as CSA Executives for a term ending April 30, 2024:

VP Student Experience	McKenna Williams
VP Academic	Bawneet Singh

- d) that the following CSA Members be ratified as At-Large College Representatives on the 2023-24 CSA Board of Directors, for a term ending April 30, 2024:

College of Engineering and Physical Sciences	Nate Broughton
Ontario Agricultural College	Bella Litvak
Ontario Agricultural College	Hillary Schneider

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Moved: Shaima Alam, President

Seconded: Jonah Greenhut

MOTION TO AMEND: that the following resolution be added:

- That the results of the Arboretum Student Engagement Fee Referendum be ratified and declared official.

Motion Carried

MOTION: to extend speaking rights to the Chief Returning Officer

Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Motion Carried

The Chief Returning Officer stated that to calculate Quorum, we referenced the total number of forms completed with the number of registered undergraduate students from Registrar Services.

Arboretum Student Engagement Fee Referendum: Quorum Met (24%) 5644 votes were cast. The results are as follows: Yes (In favor of the Referendum): 4615, No (Not in favor of the Referendum): 755, and Decline: 320. The Arboretum Student Engagement Fee Referendum has been passed.

Vice President, Academic: Quorum Met (24%). There was one candidate for the position of Vice President, Academic: Bawneet Singh. 5644 votes were cast. The results are as follows: Yes (In favor of the candidate): 3572, No (Not in favor of the candidate): 379, and Decline: 1739. Bawneet Singh has been elected as Vice President, Academic.

Vice President, Student Experience: Quorum Met (24%). There were two candidates for the position of Vice President, Student Experience: Adam Ratkowski and McKenna Williams. 5644 votes were cast. The results are as follows: McKenna Williams (In favor of the candidate): 2457, Adam Ratkowski (In favor of the candidate): 1603, and Decline: 1630. McKenna Williams has been elected as Vice President, Student Experience.

College of Engineering and Physical Sciences: Quorum Met (24%) There was one candidate for one College of Engineering and Physical Sciences seat: Nate Broughton. 898 votes were cast. The results are as follows: Yes (In favor of the candidate): 556, No

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(Not in favor of the candidate): 92, and Decline: 250. Nate Broughton has been elected as Director at Large for the College of Engineering and Physical Sciences.

Ontario Agricultural College: Quorum Met (29%). There were two candidates for two Ontario Agricultural College seats: Hillary Schneider and Bella Litvak. 766 votes were cast. The results are as follows: Bella Litvak (In favor of the candidate): 364, Hillary Schneider (In favor of the candidate): 455, and Decline: 204. The initial number of votes cast was reported as 1023. This is due to an issue related to multiple responses in Microsoft Forms – two answers to one question are counted as two responses, not one. Hillary Schneider and Bella Litvak have been elected as Directors at Large for the Ontario Agricultural College.

9.11.2 Director Appointment Process Update

MOTION: that the following update regarding the Director Appointment Process to follow the Fall 2023 By-Election be received as information by the Board of Directors.

Moved: Jake Levy

Seconded: Nate Broughton

The PTC noted that the by-election results are now ratified, and we have a process in our bylaw to move through a director appointments process to fill remaining vacancies. We will have a call out to members based on the board vacancies, they will receive a nomination package from the CRO. Anyone who has successfully submitted the package will be brought to the board of directors where a vote will take place for each position.

Motion Carried

9.11.3 Director Class Talks: 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, November 22, 2023;

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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.

Moved: Shaima Alam, The President

Seconded: Jonah Greenhut

Motion Carried

9.11.4 **Statements from CSA Membership re. Statements on Israel Hamas War**

WHEREAS at the CSA Board of Directors meeting on October 18, 2023 the Board approved a motion to post statements to the CSA instagram account and CSA website regarding the Israel Hamas War;

WHEREAS members of the University of Guelph undergraduate community have voiced concerns through instagram comments, emails, and in-person at the October 23, 2023 Board of Directors emergency meeting; and

WHEREAS consent has been obtained to formally share statements with the Board of Directors as sent by undergraduate students and a campus organization via email to CSA staff and Executives;

BE IT RESOLVED that the Board of Directors receive the statements as included in the board agenda package as information;

FURTHER that the Board of Directors allow the CSA to post a retraction of the statements posted regarding the Israel Hamas War and remove the statements from the CSA instagram page and CSA website, effective immediately;

AND FURTHER that the retraction will state the following: “The CSA acknowledges the harm we have caused on this campus and to some of our members by posting a statement without consultation when we are supposed to be an organization that represents all students. Due to that, we are retracting our previous statements related to the middle eastern conflict and have created a subcommittee that is mandated to provide a centred statement consulted by all student groups impacted by the conflict. This includes CSA Clubs such as Guelph Palestinian Students Association, Hillel Guelph, Muslim Student Association, and others. For the full motion and subsequent actions please refer to our minutes from the October 23 emergency board meeting and

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the November 1 board meeting after they are approved and posted. The statement will have references, refer students to resources, and the actionable items the subcommittee will come up with to support the student body. To provide input to the subcommittee please reach out.”

Moved: Shaima Alam, President

Seconded: Nate Broughton

MOTION: To divide into two separate questions, one to accept the statement as information and one to retract the statement.

Moved: Jake Levy

Seconded: Jonah Greenhut

Motion Carried

MOTION: that the Board of Directors receive the statements from CSA members as included in the board package as information.

Moved: Shaima Alam, President

Seconded: Nate Broughton

Motion Carried

FURTHER that the statements posted regarding the Israel Hamas War be removed from the CSA Instagram account and CSA website effective immediately;

AND FURTHER that the retraction will state the following: “The CSA acknowledges the harm we have caused on this campus and to some of our members by posting a statement without consultation when we are supposed to be an organization that represents all students. Due to that, we are retracting our previous statements related to the middle eastern conflict and have created a subcommittee that is mandated to provide a centred statement consulted by all student groups impacted by the conflict. This includes CSA Clubs such as Guelph Palestinian Students Association, Hillel Guelph, Muslim Student Association, and others. For the full motion and subsequent actions please refer to our minutes from the October 23 emergency board meeting and the November 1 board meeting after they are approved and posted. The statement will have references, refer students to resources, and the actionable items the subcommittee will come up with to support the student body. To provide input to the subcommittee please reach out.”

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Moved: Shaima Alan, President
Seconded: Jayden Khan

The President, Shaima Alam, thinks this statement would be a good placeholder while the subcommittee forms a finalized statement and plan.

Member Levy states we should not do anything further without the subcommittee and student groups' consultation.

Member Greenhut believes any decisive action should come from the subcommittee. Transparency is part of not deleting the statement as it's part of our history. An amendment can be proposed later.

MOTION: to extend speaking rights to guests.

Moved: Samantha Scott
Seconded: Eknor Walia

Motion Carried

Member Walia states that the comments in the post reflect how they want us to act. We should retract the statement. It will allow the subcommittee to come up with a better statement to replace what's already there. The initial statement was not well-informed and some of us voted in haste. This will be a good opportunity for the CSA to move in the right direction and a retraction will not do any harm.

MOTION: to refer **item 9.11.4** to the subcommittee

Moved: Daniel Neiterman
Seconded: Marcus Aldred-Ganhao

Member Neiterman states he completely acknowledges the harm done in posting the original statement. He fears that making the rash decision to remove it will anger another group of students. He proposes letting the subcommittee do a full analysis and act from there.

Kiara Olotu, an undergraduate student guest mentioned that this motion should not be left unsaid for a long period as it will do harm. They believe the students are owed information about what is being progressed with the current situation.

MOTION: to extend Hana Hassan's speaking time to 10-minutes

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Moved: Eknor Walia

Seconded: Krishna Ratnarajah

Motion Carried

Hana Hassan, an undergraduate student guest stated that the longer we wait to retract or put out another statement, it will continue to hurt the student body. The CSA statement made by the Board of Directors has created a one-sided and unbalanced stance. It is my sincere belief when an education institution makes a statement about complex situation, it is important to recognize the diverse communities involved. Failing to do so will induce bullying and harassment. Moving forward, we must address the statement made by the board. A statement presumed to include all student bodies failed to include Palestine even once which is a deep level of negligence. Doing so is a complete erasure of Palestinian students. I can attest that this has caused discomfort with the rise of Islamophobia. It is crucial to emphasize that many Palestinians have lost their lives, over 8,000 including children. It is a stark reminder we must respect all those affected by violence. This message is a call for a more comprehensive approach.

MOTION: to extend The President's, Shaima Alam, speaking time to 5-minutes.

Moved: Shaima Alam, President

Seconded: Eknor Walia

Motion Carried

The President explained that the statement she wrote is just to let students know what we as a board are doing and that we are looking for their consultation. That statement is waiting for recommendations. A retraction is the first step to show that we recognize that we are in the wrong. Us staying silent makes students think we don't care. This is currently blocking our operation as staff are leaving. We can make amendments, but we cannot be silent as it is further damaging the CSA. We need to provide services to our student membership.

Mussab Bin Inran, an undergraduate student guest shared that if the response to the statement is extreme, it means to reflect. It makes logical sense to take the statement down as it is leaving a wound open. By leaving the statement up, it means leaving people who feel unsafe in campus.

Member Amayaevbo agreed that the statement should be retracted and that a deadline should be applied in creating a new statement.

MOTION: to call the question

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Moved: Eknor Walia
Seconded: Jonah Greenhut

Motion Defeated

Kurhula Mbetse, an undergraduate student guest urged that this is a time sensitive motion. After the initial statement was released, they wanted to make sure that the CSA was speaking for them. Having to bring it to committee slows the process, erodes the trust of the students. This statement is just transparency about what is happening currently as many students do not trust CSA anymore.

MOTION: to extend Samantha Scott's speaking time to 5-minutes.

Moved: Samantha Scott
Seconded: Jonah Greenhut

Motion Carried

The actions of this board on October 18 have created an unsafe environment for the student body. We cannot deny the impact of this statement. We must take responsibility as the board. Words are not enough; we have to take action. I support retracting the statement as a meaningful first step. We cannot undo what we did but we can ensure that this never happens again. A subcommittee with student voices will not be a simple meeting, I urge the board members to retract the statement or make amendments to it. Listen to those who have been kicked out and share their pain.

MOTION TO AMEND: For the subcommittee to have a new statement be presented to the next board meeting.

Moved: Daniel Neiterman
Seconded: Jake Levy

The President, Shaima Alam, believes we are mostly agreeing with each other. We should defeat this current motion and send it to the subcommittee.

MOTION: to extend the meeting time by 20-minutes

Moved: Jonah Greenhut
Seconded: Jake Levy

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Motion Defeated

MOTION: to call the question

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Carried

MOTION: to refer **item 9.11.4** to the subcommittee;

AND FURTHER for the subcommittee to have a new statement be presented to the next board meeting.

Motion Carried

9.12. New Business

No New Business was presented at this meeting.

9.13 Announcements

No Announcements were provided at this meeting.

9.14 In Camera

MOTION: To move *In Camera*.

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: To allow all guests present to remain in the meeting by signing a non-disclosure agreement.

Moved: Eknor Walia

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Seconded: Jayden Khan

Motion Carried

MOTION: to extend Member Levy’s speaking time to 7 minutes.

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: to call the question.

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Carried

MOTION: to vote via secret ballot.

Moved: Daniel Neiterman

Seconded: Jake Levy

Motion Carried

MOTION: to recess for 10 minutes.

Moved: Jake Levy

Seconded: Jonah Greenhut

Motion Carried

9.5.2 Approve Past Minutes

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

9.5.2	CSA Board Meeting # 8	October 18, 2023
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Moved: Jake Levy
Seconded: Jayden Khan

MOTION: to extend Member Levy’s speaking time to 10 minutes

Moved: Jake Levy
Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: to extend Member Amayaevbo’s speaking time to 5 minutes.

Moved: Naomi Amayaevbo
Seconded: Jonah Greenhut

Motion Carried

MOTION: to extend speaking rights to all meeting guests.

Moved: Eknor Walia
Seconded: Krishna Ratnarajah

Motion Carried

MOTION: to extend Member Neiterman’s speaking time to 5 minutes.

Moved: Daniel Neiterman
Seconded: Jake Levy

Motion Carried

MOTION: to extend Mussab Bin Inran’s speaking time to 5 minutes.

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

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MOTION: to extend Hana Hassan’s speaking time to 5 minutes.

Moved: Jonah Greenhut
Seconded: Nate Broughton

Motion Carried

MOTION: to extend Member Ratnarajah’s speaking time to 5 minutes.

Moved: Krishna Ratnarajah
Seconded: Eknoor Walia

Motion Carried

MOTION: to extend Shaima Alam’s speaking time to 10-minutes

Moved: Shaima Alam, President
Seconded: Eknoor Walia

Motion Carried

MOTION: to table the approval of the minutes until PBRC reviews them.

Moved: Marcus Aldred-Ganhao
Seconded: Jake Levy

Motion Carried

MOTION: to call the question.

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: to vote through secret ballot for the postponement of the minutes and refer it to PBRC.

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Moved: Jake Levy
Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: to have a 10-minute recess.

Moved: Daniel Neiterman
Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: To close the *In Camera* session.

Moved: Jake Levy
Seconded: Marcus Aldred-Ganhao

Motion Carried

9.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 9 on November 1, 2023 be adjourned at 11:20 pm.

Moved: Daniel Neiterman
Seconded: Jake Levy

Motion Carried

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Approved by the Board of Directors

Date: January 31, 2024

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

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Attendance – January 17, 2024

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	
Nour Kashlan	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Present	
Nate Broughton	College of Engineering and Physical Sciences	Present	
Mason Friebe	College of Social and Applied Human Sciences	Present	
Reem Salloum	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 7:34pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 7:57pm
Bella Litvak	Ontario Agricultural College	Present	
Hillary Schneider	Ontario Agricultural College	Present	
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Kennedy Koeslag	College of Arts Student Union	Absent	
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Rachel Marcus	College of Social and Applied Human Sciences -Student Alliance	Regrets	
Vacant	Lang Students' Association		
Taylor Legge	Student Federation of the Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	d: 7pm
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Danielle Callaghan	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)	Present	
Joshua Ivan Jacinto	International Student Organization (ISO)	Present	
Krishna Ratnarajah	Interhall Council (IHC)	Present	d: 7:30pm
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Simran Kalra	Board of Governors	Present	
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Regrets	
McKenna Williams	Vice President Student Experience	Present	
Bawneet Singh	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

Guest	Affiliation
William Coleman	Chief Returning Officer
Isha Maharaj	Clubs Coordinator

*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 Adoption of the Agenda

12.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 12 on January 17, 2024, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: to remove the in-camera session from the agenda.

Motion Carried

MOTION TO AMEND: to move **Item 12.10.5: SEIF Committee Fall 2023 Report** to just after **item 12.4: Introductions**.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 12 on January 17, 2024, be approved as amended with:

- Removing the in-camera session; and
- Moving **item 12.10.5: SEIF Committee Fall 2023 Report** to just after **item 12.4.1: Introductions**.

Motion Carried

MOTION: to reconsider the agenda.

Motion Carried

MOTION TO AMEND: to add **item 12.12.1: CSA Statement on Navitas**

Motion Carried

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AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting #12 on January 17, 2024, be approved as amended with:

- The addition of **item 12.12.1: CSA Statement on Navitas.**

Motion Carried

12.5 Approval of Past Minutes

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

12.5.1	CSA Board Meeting # 11	November 29, 2023
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Motion Carried

12.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
12.6.1	Meeting # 19	November 16, 2023
12.6.2	Meeting # 20	November 24, 2023

Motion Carried

12.10 Committee Updates and Reports

12.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Motion Carried

12.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

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MOTION: that the minutes for the following PBRC Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
12.10.2	Meeting # 4	November 3, 2023

Motion Carried

12.10.3 Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
12.10.3	Meeting # 5	November 21, 2023

Motion Carried

12.10.4 Policy & Bylaw Review Committee (PBRC) Update re. Executive Courseloads

WHEREAS at the Board of Directors meeting on November 29, 2023, the Board referred the topic of Executive courseload restrictions to the Policy & Bylaw Review Committee for review; and

WHEREAS the motion stipulated for an update to be provided to the Board at the January 17, 2024 Board of Directors meeting;

BE IT RESOLVED that the verbal update provided by the President on behalf of the Policy & Bylaw Review Committee be received as information by the Board of Directors.

Motion Carried

12.10.5 SEIF Committee Fall 2023 Report

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MOTION: That the Student Events and Initiatives Funding Committee Fall 2023 Report, as included in the board agenda package, be received as information;

AND FURTHER that the additional Winter 2024 SEIF deadlines as proposed in the report be approved by the Board of Directors.

Motion Carried

12.11 Business

12.11.1 Appoint University Centre Board Undergraduate Student Representatives

WHEREAS the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

WHEREAS the University Centre Board currently has one vacancy for an alternate undergraduate student member;

BE IT RESOLVED that the following Board Director be appointed to the University Centre Board as an alternate for a term of up to two years:

Nour Kashlan

Motion Carried

12.11.2 Appoint Member to Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

WHEREAS Member Jonah Greenhut has resigned from the committee, leaving a vacancy;

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BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Marcus Aldred-Ganhao

Motion Carried

12.11.3 Appoint Teaching Excellence Award Selection Committee

WHEREAS the Teaching Excellence Award (TEA) is coordinated by the Vice President Academic, as per CSA Policy Appendix A – Executive Portfolios, Section 4.4;

WHEREAS a Selection Committee must be formed to review nominations and choose the recipient(s) of the Winter 2024 Teaching Excellence Award; and

WHEREAS CSA Policy Appendix D – CSA Committees, Section 3.8.1 states that each CSA committee shall have formal terms of reference to determine their responsibilities and expectations;

BE IT RESOLVED that the CSA Board of Directors approve the Terms of Reference for the Teaching Excellence Award Selection Committee, as included in the Board Agenda Package;

FURTHER that the following Executive member be appointed to the TEA Selection Committee:

Bawneet Singh, VP Academic

AND FURTHER that the following Board Directors be appointed to the TEA Selection Committee:

Marcus Aldred-Ganhao
Reem Salloum
Jonah Greenhut
Naomi Amayaevbo
Daniel Neiterman
Abdul Rafe Khan
Danielle Callaghan

Motion Carried

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12.12.1 CSA Statement on Navitas

WHEREAS the CSA has previously passed a motion to express its firm opposition to the privatization of any portion of teaching at the University of Guelph through a contract with Navitas or any other for-profit corporation;

WHEREAS the concerns regarding the negative impact of such a partnership on the University's academic standards, reputation, degree value, and the quality of publicly funded education remain pertinent and unresolved;

WHEREAS the potential exploitation of students and their families, increased socio-economic divides on campus, and additional strain on university facilities and resources due to such a partnership are alarming;

WHEREAS the CSA aligns with the broader university community in valuing public education and opposes the assertion that the values of Navitas align with those of the University;

BE IT RESOLVED THAT the CSA Board receives the following statement and accompanying resources as information;

AND FURTHER the CSA reiterates its opposition to the outsourcing of the University's teaching mission to Navitas or any other corporation, upholding the integrity and quality of education at the University of Guelph;

AND FURTHER that the CSA continues to stand in solidarity with the joint statement issued by campus unions and supports their call for ethical, sustainable alternatives to achieve the University's goals in internationalization and EDI;

AND FURTHER the CSA urges the Board of Governors to consider the long-term impacts of such a partnership on the University's reputation and the welfare of its students and faculty, and to reject any deal with Navitas;

AND FURTHER the CSA demands the University of Guelph to join several other Canadian universities that have considered and rejected similar arrangements with Navitas, thereby maintaining its status as an institution committed to educational excellence and social responsibility;

AND FURTHER the CSA will publicly post the following statement labeled "Public Statement" on its official Instagram and website expressing its stance on this issue by Tuesday, January 23 at 12pm, highlighting the concerns and the united opposition of the student body and campus unions against the partnership with Navitas;

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AND FURTHER the CSA will deliver the following statement labeled “Letter to the Board of Governors” to the Board of Governors, cc: President Charlotte Yates, Provost Gwen Chapman, and AVPA Byron Sheldrick within one (1) week.

AND FURTHER to add that the CSA will conduct a poster run containing material to inform the student body of the issue regarding contracting Navitas by February 29, 2024.

Motion Carried

12.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 12 on January 17, 2024, be adjourned at 8:22 pm

Motion Carried

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12.0	Call to Order	
12.1	Land Acknowledgement Member Samar Tariq	
12.2	Adoption of the Agenda 12.2.1 Approve the Agenda 12.2.2 Declarations of Conflicts	
12.3	Ratifications and De-Ratifications	
12.4	Comments from the Chair 12.4.1 Introductions and Pronouns	
12.5	Approval of Past Minutes 12.5.1 Meeting # 11 – November 29, 2023	
12.6	Executive Committee Minutes 12.6.1 Meeting # 19 – November 16, 2023 12.6.2 Meeting # 20 – November 24, 2023	
12.7	Executive Updates 12.7.1 President – January 17, 2024 12.7.2 VP Student Experience – January 17, 2024 12.7.3 VP Academic – January 17, 2024 12.7.4 VP External – January 17, 2024	
12.8	Director Reports	
12.9	CSA Service Update and Report	
12.10	Committee Updates and Reports 12.10.1 Summary of Committee Appointments 12.10.2 PBRC Minutes #4 – November 3, 2023 12.10.3 PBRC Minutes #5 – November 21, 2023 12.10.4 PBRC Update re. Executive Courseloads 12.10.5 SEIF Committee Fall 2023 Report	
12.11	Business 12.11.1 UC Board Appointment 12.11.2 Appoint Member to Elections and Referendum Committee 12.11.3 Appoint Teaching Excellence Award Selection Committee	
12.12	New Business 12.12.1 CSA Statement on Navitas	
12.13	Announcements	
12.14	In Camera Session	

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	12.14.1	
12.15	Adjournment	

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Minutes – January 17, 2024

12.0 Call to Order

The meeting was called to order at 6:24 pm.

12.1 Land Acknowledgement

The VP External, Samar Tariq, delivered the following land acknowledgement:

I would like to acknowledge that although we all come from different places we are currently within the University of Guelph. The University resides on the traditional land of the Attawandron people, and the Treaty Lands of the Mississauga of the Credit. We also honour our Anishinaabe, Haudenosaunee, and Metis neighbours, and recognize the significance of the Dish with One Spoon Covenant. For those of you who do not know, the dish with one spoon treaty is not only a promise between nations for peace and prosperity, but it is also a promise to the land itself. In the context of the treaty, the dish represents the land, and the spoon (or rather absence of utensils such as a knife) represents not only that we all eat out of this dish and are thus sustained from it, but also that it is a sign of peace. This agreement binds all who inhabit the land to live sustainably by sharing resources, and acting in peace and love, not war.

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 17, 2024, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Jonah Greenhut

Motion Carried

MOTION TO AMEND: to remove the in-camera session from the agenda.

Moved: Jake Levy

Seconded: Jonah Greenhut

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As the tv screen in the meeting room currently isn't functioning, it won't be possible to display the in-camera minutes for the board to review and approve them.

Motion Carried

MOTION TO AMEND: to move **Item 12.10.5: SEIF Committee Fall 2023 Report** to just after **item 12.4: Introductions**.

Moved: McKenna Williams, VP Student Experience

Seconded: Jonah Greenhut

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 12 on January 17, 2024, be approved as amended with:

- Removing the in-camera session; and
- Moving **item 12.10.5: SEIF Committee Fall 2023 Report** to just after **item 12.4.1: Introductions**.

Motion Carried

12.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

12.3 Ratifications and De-Ratifications

No ratifications or de-ratifications were considered.

12.4 Comments from the Chair

The Chair welcomes everyone back as the first CSA meeting of the semester. If at any point during the meeting you wish to request the Speaker's List, please raise your placard. If you need to raise a Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order, please raise your hand.

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12.4.1 Introductions and Pronouns

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

12.5 Approval of Past Minutes

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

12.5.1	CSA Board Meeting # 11	November 29, 2023
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Moved: Nate Broughton

Seconded: Jake Levy

Motion Carried

12.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
12.6.1	Meeting # 19	November 16, 2023
12.6.2	Meeting # 20	November 24, 2023

Moved: Marcus Aldred-Ganhao

Seconded: Jayden Khan

Motion Carried

12.7 Executive Updates

12.7.1 President

Due to the absence of The President, Shaima Alam, there were no updates during the meeting.

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12.7.2 VP Student Experience

The Finance Committee will be scheduling another meeting for next year's budget.

VP Student Experience has solidified some major objectives for the year regarding student engagement. They will be posting upcoming reels and TikToks on social media.

Once event budgets are finalized, we will start planning for events. We are getting quotes for food, venues, entertainment, and other aspects.

We are looking to collaborate with many other clubs on-campus.

The website, thecannon.ca, has relaunched. Information on the site includes textbooks and housing.

VP Student Experience met with Student Wellness Advisory Group to discuss fee increases and will meet before the end of the month.

Please check out Clubs Day occurring in the UC this week on Thursday and Friday.

12.7.3 VP Academic

Teaching Excellence Award nominations will be opening January 25. There will be a motion to form a committee for this event. Students will nominate teachers based on discipline.

VP Academic has been advocating for late night study spaces, they are still waiting for feedback. If anyone has more ideas, they would appreciate an email.

VP Academic has been solidifying academic misconduct policies. He plans to make a series on Instagram detailing what is considered academic misconduct.

12.7.4 VP External

VP External has been preparing for the 2024 Lobby Week that she will be attending at the end of February. For an entire week, Executives will connect with provincial government and motivate on behalf of the student body. She has created a feedback form inquiring students regarding consent, sexual misconduct in an academic setting,

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inflation of student fees, and the housing crisis. Many students who are not in leader positions are not aware that the university is functioning at a deficit.

She has been planning advocacy postings and outreach this month.

VP External is planning a large event for Women’s History Month.

Working closely with Joseph, the Bike Centre Assistant, and members around the office for the Bike Auction.

She requests the board’s help when the feedback form is launched. She will appreciate it if the board could do class talks.

VP External explained that due to Ford’s government, there have not been enough funding for universities. We used to have six Executives but had to cut down to four. As such, universities have had to privatize many aspects of its institution. Many international students will have to pay triple the cost compared to domestic students to help afford pension plans for faculty and staff.

12.8 Director Reports

Member Broughton attended the town hall meeting for Navitas. He crafted a statement and hopes to amend the agenda to read the motion.

Member Levy attended a PBRC meeting and discussed the international students position in Executives roles item.

12.10 Committee Updates and Reports

12.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved: Jonah Greenhut

Seconded: Nate Broughton

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Motion Carried

12.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
12.10.2	Meeting # 4	November 3, 2023

Moved: Jake Levy

Seconded: Nate Broughton

Motion Carried

12.10.3 Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
12.10.3	Meeting # 5	November 21, 2023

Moved: Naomi Amayaevbo

Seconded: Marcus Aldred-Ganhao

Motion Carried

12.10.4 Policy & Bylaw Review Committee (PBRC) Update re. Executive Courseloads

WHEREAS at the Board of Directors meeting on November 29, 2023, the Board referred the topic of Executive courseload restrictions to the Policy & Bylaw Review Committee for review; and

WHEREAS the motion stipulated for an update to be provided to the Board at the January 17, 2024 Board of Directors meeting;

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BE IT RESOLVED that the verbal update provided by the PTC on behalf of the Policy & Bylaw Review Committee be received as information by the Board of Directors.

Moved: Marcus Aldred-Ganhao

Seconded: Nate Broughton

The PTC explained that PBRC met during last semester's exams. The committee reached consensus that they did not support the suggested policy change. We would need additional staff and Executives with the changes proposed by the board, in addition to working out many other logistics. The minutes have not been approved yet but will be at the next committee meeting, which will then be available to the board to see the full discussion of the matter.

Motion Carried

12.10.5 SEIF Committee Fall 2023 Report

MOTION: to extend speaking rights to Isha Maharaj, CSA staff member.

Moved: Nate Broughton

Seconded: Jake Levy

Motion Carried

MOTION: That the Student Events and Initiatives Funding Committee Fall 2023 Report, as included in the board agenda package, be received as information;

AND FURTHER that the additional Winter 2024 SEIF deadlines as proposed in the report be approved by the Board of Directors.

Moved: Jonah Greenhut

Seconded: Marcus Aldred-Ganhao

Isha Maharaj, CSA Staff Member, presented the following information in the SEIF Committee Report.

- Total Applications Submitted: 49
- Number of CSA Applications: 43
- Number individual CSA Clubs: 28

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-
- Number of Fundraising Events: 7
 - Number of Community Engagement Events: 37
 - Number of Educational Events: 5

The following information includes the Funding Requests:

- Total requested: \$11,950.30
- Average requested: \$243.88
- Number of funding requests over \$500: 2
- Funding requested per category:
 - Fundraising events:
 - Total: \$1,841.00
 - Average: \$263.00
 - Community Engagement Events
 - Total: \$6,914.59
 - Average: \$192.07
 - Educational Events
 - Total: \$2,668.69
 - Average: \$533.74

The following information includes the Funding Allocation:

- Total funding granted: \$2,280.26
- Total funding spent: \$2,035.61
- Average funding granted: \$88.50
- Funding allocated per category:
 - Fundraising events:
 - Total: \$0.00
 - Average: \$0.00
 - Community Engagement Events
 - Total: \$3,517.26
 - Average: \$125.62
 - Educational Events
 - Total: \$148.00
 - Average: \$74.00

The SEIF process went through fundamental changes in its change in the application format and reporting change. This includes a new online form, new budget template, requirements for application, hiring a staff member to be the point person for questions, following up, and checking for application completion between committee meetings. The SEIF committee has been committed to prioritizing CSA clubs and not funding fundraising events for external causes.

Many events were not funded due to no application being submitted the Students Events and Risk Management (SE&RM) Committee for approval.

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The clubs have been very responsive this term in submitting final reports compared to the past.

Due to the large amount of remaining funds, 3 additional deadlines have been proposed for the Winter 2024 semester, pending approval of the Board of Directors: January 17 at 11:59pm, February 1 at 11:59pm, and March 6 at 11:59pm. We will also be working on how groups become aware of the funding and how groups can utilize it. The committee is excited to allocate \$7,964.39 to student-led initiatives throughout the 2024 Winter Semester.

Motion Carried

12.11 Business

12.11.1 Appoint University Centre Board Undergraduate Student Representatives

WHEREAS the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

WHEREAS the University Centre Board currently has one vacancy for an alternate undergraduate student member;

BE IT RESOLVED that the following Board Director be appointed to the University Centre Board as an alternate for a term of up to two years:

Nour Kashlan

Moved: Mckenna Williams, VP Student Experience

Seconded: Jake Levy

The VP Student Experience explained that meetings are approximately once a month for an hour. The UC is governed by 50% students and 50% administration. It is important to have full student representation at each meeting. As an alternative member, you will only be contacted if a member is unable to attend.

Motion Carried

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12.11.2 Appoint Member to Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

WHEREAS Member Jonah Greenhut has resigned from the committee, leaving a vacancy;

BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Marcus Aldred-Ganhao

Moved: Jonah Greenhut

Seconded: Marcus Aldred-Ganhao

Meetings are typically biweekly during elections periods. Members cannot sit on the committee if you are running in the election or if you are a current member of the Elections Appeals Board.

Motion Carried

12.11.3 Appoint Teaching Excellence Award Selection Committee

WHEREAS the Teaching Excellence Award (TEA) is coordinated by the Vice President Academic, as per CSA Policy Appendix A – Executive Portfolios, Section 4.4;

WHEREAS a Selection Committee must be formed to review nominations and choose the recipient(s) of the Winter 2024 Teaching Excellence Award; and

WHEREAS CSA Policy Appendix D – CSA Committees, Section 3.8.1 states that each CSA committee shall have formal terms of reference to determine their responsibilities and expectations;

BE IT RESOLVED that the CSA Board of Directors approve the Terms of Reference for the Teaching Excellence Award Selection Committee, as included in the Board Agenda Package;

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FURTHER that the following Executive member be appointed to the TEA Selection Committee:

Bawneet Singh, VP Academic

AND FURTHER that the following Board Directors be appointed to the TEA Selection Committee:

Marcus Aldred-Ganhao
Reem Salloum
Jonah Greenhut
Naomi Amayaevbo
Daniel Neiterman
Abdul Rafe Khan
Danielle Callaghan

Moved: Bawneet Singh, VP Academic

Seconded: Jonah Greenhut

The VP Academic explained that the time commitment for this committee is still tentative.

Motion Carried

12.12. New Business

MOTION: to reconsider the agenda

Moved: Nate Broughton

Seconded: Jonah Greenhut

Member Broughton would like to add a new business item regarding the potential university partnership with Navitas as there are currently town halls going on in relation to the partnership. He thinks it's important to discuss this now rather than waiting two weeks until the next meeting.

Motion Carried

MOTION: to suspend the Rules of Order

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Moved: Marcus Aldred-Ganhao
Seconded: Naomi Amayaevbo

Motion Carried

MOTION: to amend the agenda to add **item 12.12.1: CSA Statement on Navitas**

Moved: Nate Broughton
Seconded: Marcus Aldred-Ganhao

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting #12 on January 17, 2024, be approved as amended with:

- The addition of **item 12.12.1: CSA Statement on Navitas.**

Motion Carried

MOTION: to have a 10-minute recess.

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

12.12.1 CSA Statement on Navitas

WHEREAS the CSA has previously passed a motion to express its firm opposition to the privatization of any portion of teaching at the University of Guelph through a contract with Navitas or any other for-profit corporation;

WHEREAS the concerns regarding the negative impact of such a partnership on the University's academic standards, reputation, degree value, and the quality of publicly funded education remain pertinent and unresolved;

WHEREAS the potential exploitation of students and their families, increased socio-economic divides on campus, and additional strain on university facilities and resources due to such a partnership are alarming;

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WHEREAS the CSA aligns with the broader university community in valuing public education and opposes the assertion that the values of Navitas align with those of the University;

BE IT RESOLVED THAT the CSA Board receives the following statement and accompanying resources as information;

AND FURTHER the CSA reiterates its opposition to the outsourcing of the University's teaching mission to Navitas or any other corporation, upholding the integrity and quality of education at the University of Guelph;

AND FURTHER that the CSA continues to stand in solidarity with the joint statement issued by campus unions and supports their call for ethical, sustainable alternatives to achieve the University's goals in internationalization and EDI;

AND FURTHER the CSA urges the Board of Governors to consider the long-term impacts of such a partnership on the University's reputation and the welfare of its students and faculty, and to reject any deal with Navitas;

AND FURTHER the CSA demands the University of Guelph to join several other Canadian universities that have considered and rejected similar arrangements with Navitas, thereby maintaining its status as an institution committed to educational excellence and social responsibility;

AND FURTHER the CSA will publicly post the following statement labeled "Public Statement" on its official Instagram and website expressing its stance on this issue within 48 hours, highlighting the concerns and the united opposition of the student body and campus unions against the partnership with Navitas;

AND FURTHER the CSA will deliver the following statement labeled "Letter to the Board of Governors" to the Board of Governors, cc: President Charlotte Yates, Provost Gwen Chapman, and AVPA Byron Sheldrick within one (1) week.

Moved: Nate Broughton

Seconded: Jonah Greenhut

Member Broughton motivated that more attention needs to be brought to this issue as the university is currently hosting town halls but is publicizing them as being regarding internationalization, without mentioning the possible partnership with Navitas. This, along with only sending the details to faculty has led to lower attendance, which was likely the intention. The Associate VP Academic was avoiding the questions posed during the meetings.

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Member Broughton reminded members of the presentation from the CSA Foodbank Coordinator last semester where it was stated that 75% of the CSA FoodBank visitors are international students. If we bring in more international students who are also experiencing financial strain, this will only worsen the overcapacity. He thinks the proposed statements are the right way to go forward.

Member Greenhut believes it is important to add the way this impacts international students, as well as the CSA-specific context mentioned in the motivation.

VP Student Experience addressed the timeline of 48-hours for the instagram post. She stated that the statement may get less visibility due to Clubs Days and other items coming up this week that will have posts. It may be better to post within a week just to have better student engagement.

Member Aldred-Ganhao believes it is a vital issue and supports the motion. He highly recommends approving the motion.

VP Academic mentioned that he is against Navitas. He is unsure of how to inform international students that Navitas is good for short-term but not for long-term.

Member Amayaevbo mentioned that she has never heard of international students using Navitas coming to study abroad. In response to the VP Academic's question, Member Amayaevbo stated that we should tell international students that if they have high grades and money, they can attend well-known universities.

Member Broughton noted that the Associate VP Academic references tuition fees that international students pay once they become a student at the University of Guelph, which is in their second year after completing the program with Navitas. At TMU, domestic students pay approximately \$43,000, and international students pay approximately \$150,000. After the Navitas program, it totals up to \$250,000. Member Broughton noted that the Associate VP Academic hasn't commented on any additional fees that would apply for the Navitas students, and it was mentioned that those enrolled with their program will be guaranteed residence, which is questionable based on the current demand for residence and lack of availability.

MOTION TO AMEND: to amend the 48-hour deadline for the instagram post and website post to Tuesday, January 23, at 12pm.

Moved: Jonah Greenhut

Seconded: Naomi Amayaevbo

This is to ensure that this statement will reach the greatest number of students, based on the comments regarding the other CSA activities that will be getting posted this week.

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The VP Student Experience mentioned that we need to strategize how to promote the campaign quickly.

Motion Carried

MOTION TO AMEND: to add that the CSA will conduct a poster run containing material to inform the student body of the issue regarding contracting Navitas by February 29, 2024.

Moved: Marcus Aldred-Ganhao

Seconded: Nate Broughton

Motion Carried

MOTION: to call the question

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

WHEREAS the CSA has previously passed a motion to express its firm opposition to the privatization of any portion of teaching at the University of Guelph through a contract with Navitas or any other for-profit corporation;

WHEREAS the concerns regarding the negative impact of such a partnership on the University's academic standards, reputation, degree value, and the quality of publicly funded education remain pertinent and unresolved;

WHEREAS the potential exploitation of students and their families, increased socio-economic divides on campus, and additional strain on university facilities and resources due to such a partnership are alarming;

WHEREAS the CSA aligns with the broader university community in valuing public education and opposes the assertion that the values of Navitas align with those of the University;

BE IT RESOLVED THAT the CSA Board receives the following statement and accompanying resources as information;

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AND FURTHER the CSA reiterates its opposition to the outsourcing of the University’s teaching mission to Navitas or any other corporation, upholding the integrity and quality of education at the University of Guelph;

AND FURTHER that the CSA continues to stand in solidarity with the joint statement issued by campus unions and supports their call for ethical, sustainable alternatives to achieve the University’s goals in internationalization and EDI;

AND FURTHER the CSA urges the Board of Governors to consider the long-term impacts of such a partnership on the University’s reputation and the welfare of its students and faculty, and to reject any deal with Navitas;

AND FURTHER the CSA demands the University of Guelph to join several other Canadian universities that have considered and rejected similar arrangements with Navitas, thereby maintaining its status as an institution committed to educational excellence and social responsibility;

AND FURTHER the CSA will publicly post the following statement labeled “Public Statement” on its official Instagram and website expressing its stance on this issue by Tuesday, January 23 at 12pm, highlighting the concerns and the united opposition of the student body and campus unions against the partnership with Navitas;

AND FURTHER the CSA will deliver the following statement labeled “Letter to the Board of Governors” to the Board of Governors, cc: President Charlotte Yates, Provost Gwen Chapman, and AVPA Byron Sheldrick within one (1) week.

AND FURTHER to add that the CSA will conduct a poster run containing material to inform the student body of the issue regarding contracting Navitas by February 29, 2024.

Motion Carried

12.13 Announcements

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

The PTC thanked everyone for attending the meeting and wished them a great rest of the semester.

VP Student Experience encouraged everyone to attend Clubs Week.

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Member Levy stated next week is Holocaust Education Week with many initiatives on-campus. There will be an event on Zoom on Monday showing Auschwitz. On Tuesday and Wednesday, Hillel will be tabling. There will be a ceremony on Tuesday at 1PM. On Thursday at 7PM, there will be a Holocaust survivor on Zoom recounting his story. All sign-ups are on GryphLife.

Member Khan wished everyone a good rest of the week.

Member Scott informed that there will be many events hosted by the Indigenous Student Centre and the Indigenous Student Society. All can be found on GryphLife.

Member Amayaevbo will be at Clubs Week too and invited everyone to attend. With the cannon website being launched, it will provide information on to how to purchase textbooks cheaper by reselling and reusing.

Member Aldred-Ganhao mentioned that Tabletop Games is having an event right now. Membership is not required until Clubs Day.

12.14 In Camera

No in-camera session was held at this meeting.

12.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 12 on January 17, 2024 be adjourned at 8:22 pm.

Moved: Natalie Wilkinson

Seconded: Jake Levy

Motion Carried

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Approved by the Board of Directors

Date: January 31, 2024

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

Item 13.7
Executive Updates

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

13.7.1	President	January 31, 2024
13.7.2	VP Student Experience	January 31, 2024
13.7.3	VP Academic	January 31, 2024
13.7.4	VP External	January 31, 2024

Moved:
Seconded:

Executive Update

President

January 31, 2024



General Update:

January is the month of administrative wrap up for the term while preparing for the upcoming big projects like the Elections, Executive transition, hiring, policy notices, GMM and more. A lot of this month has also been spent providing direction and focus to the VPs projects so they are realistic but are meeting student needs. My biggest goals for the term are to complete the rewrite of all executive portfolios to streamline the CSA organization and provide structure to the entire staff team. With that developing the two new full-time jobs, hiring a third new one, and planning the exit and replacement of one.

Ongoing Projects:

CSA Staff & HR Update + Training:

Held the January All Staff Meeting. This week's activity was decided to be a rock paper scissors tournament. Reminders for wrapping up the year was given like updating the operations manuals for services and preparing updates for the upcoming GMM. A lot of work on job description development. Specifically cementing an Events Coordinator to be a core part of the staff team for a streamlined way to engage the student body that meshes well with the VPSE's role and past Programmer role. Should be ready to present for the later February board meeting.

Before that, have finally locked in the VPSE executive portfolio, completely reworked to provide it focus and structure so there are lines between where collaborations happen between staff and other executives, and where it is an independent project that must be self-initiated and completed. The re-work also makes it obvious for a first-time reader to be able to know what the primary responsibilities of the position, so they know what they're getting themselves into. Completed VPSE first because it is a good reference for the development of the Events Coordinator role. This rework, and the process of the other executive portfolios reorganization, is providing structure for all other processes and core staff job description updates, to streamline and provide clarity.

Beginning of January, morphed the Staff Orientation I created for the year to be presentable for the board training to provide the board a wider understanding of the organization, the services, the mandate, processes and staff involved in making the CSA's purpose possible, and what that purpose is. Interspersed it with the Director specific training from PTC, in hopes this can be the regular Winter training moving forward. The writing of a new full time Clubs Coordinator job has been initiated with hopes of also presenting that for the next board meeting. Prepping for hiring timelines that will be initiated for the new term in mid February, and for the transitioning of the new execs and board members.

Executive Update

President

January 31, 2024



Outreach, Publicity, & Promotion:

Media

The ongoing Instagram series I initiated are continuing with the branding I created this year, like the weekly updates, the monthly posts, the frank Fridays, the board summaries, and guidelines for services. Pivoting our weekly stories to be one for the whole exec team, so it's more engaging but also works better with our capacity. Frank Fridays have pivoted to be a Insta story Q&A. that VPSE has taken off. Organized a photoshoot for the execs for the winter semester to use for the rest of our term in socials posts and large posters. That is now our last photoshoot of my term. Had a conversation with Student Experience about migrating our website to wordpress as well, something that I discussed with our team earlier in the summer, definitely a doable project to hire someone to do to make our website more useful, but since my summer was spent overhauling the elections, SEIF, our social media, and several organizational aspects, left website transfer for the next summer then. Had several media requests related to the University deficit.

Newsletter

Sent January Newsletter with a reintroduction of CSA and our outreach, promo for Clubs days, sexy bingo, Imagnus poster sale, and the townhall. Also included info on the bus opt in and the SEIF deadlines. I also collaborated with CUPE 3913 to officially show CSA support of their bargaining with the university for getting TAs better support. This included a section in the newsletter with information and the petition. In addition to a social media post. Next one will have a focus on elections sent on Feb 8th.

Elections

Elections promotional comps were finalized by the end of December, promotional strategy set in the first week of January. With the timeline set, things are progressing efficiently with all the dates booked including all candidates' forum, the election info sessions, and polling stations. We did some additional outreach with the Student Involvement Fair. Exciting to be preparing for the new exec team and trying to ensure we hit quorum for both the new execs and the referendums. Also want to ensure there is a healthy competition of several candidates for each position, so the best person can win to lead the organization on a new journey.

Fall reading week referendum promotional strategy has been also set, really an informational campaign to ensure people make an informed vote for what's best for them as an undergrad, and we execute what the students want.

Committees:

Internal/Operational Committees:

Executive Update

President

January 31, 2024



SEIF Committee

Created two new SEIF deadlines and approved in last board meeting. Also completed a SEIF report with Isha for the Fall semester, summarizing the overhaul of policy and process that has been done from summer till now, and how the transition has gone. Had a SEIF committee meeting to deny and approve applications. Many were denied for no SERM submission, have encouraged them to reapply with same application, but with just a SERM submission in.

Executive Committee

Looping in the executives on the updates I'm making to their portfolios, and how those responsibilities take precedent over self initiated passions that come up. Additionally, had a brainstorm session in the beginning of the Jan to create 3 passion-based goals/initiatives for each executive that will be completed by the end of the semester. This way keeping realistic sight of having only 3 months left and have to wrap up already begun projects and responsibilities outlined in portfolio. Additionally, reworked a new way to have weekly exec story updates. Have had a lot of integral check in meetings with the executive to bring directive for their projects, next steps, condensing all their ideas for a realistic timeline and set of goals, and prioritizing their responsibilities for the semester. Set new office hours for the semester, including coffee/snacks for students in them to entice folks to engage with their union and get to know our services better, but also get student funded initiatives back into their hands.

theCannon.ca Operating Committee

After I reinstated the committee in the past summer, we have brought a lot of changes. The project that started in the July, is finally coming to its climax, and the new accessible look has finally launched! We are now fully transferred to wordpress, making the back end easier to constantly update, and keep relevant, while also making more mobile and accessibility friendly. I wrote up the promotional content for posters, posts, and post cards, all beautifully designed by our promo coordinator, who also put a lot of work into designing the layout of the new site. All of that is now out there for the students to enjoy. In addition, I initiated overhauling the terms of reference of the committee to be more relevant to how we function now and streamline the focus on future goals of the site.

PBRC

PBRC Working on policy to update organizational executive portfolios and match current procedures. Current working groups: statement making policy, HR policy, social media policy, in camera sessions, executive portfolios etc.

Finance Committee

Approved wage recommendations and overviewed the CSA budget. Recommendations brought forward today.

Executive Update

President

January 31, 2024



Health and Dental Plan Committee

Will continue talking about the myvirtualdoctor plan, and a potential survey.

External/University Committees:

Compulsory Fees Committee

I chair this committee; our next meeting is in February for additional proposals of compulsory fee increases.

Student Budget Committee

With 3 other student org reps, created a presentation for the Finance Committee of Board of Governors about recommendations to the University's budget development process in regard to student priorities. Presented it to SBC at the beginning of Jan. Had a student townhall where the presentation was given to get further student feedback. Gave the presentation to the Gwen Chapman, Provost and Vice-President (Academic) and Bradley Minaker, Associate Vice-President, Institutional Research and Planning, this week. Will present in SLAM.

Shaima Alam

Executive Update

VP Student Experience

January 31, 2024



Getting ‘The Grove X CSA’ collaboration in motion.

I met with Brianna, the Grove’s Outreach Coordinator, to discuss establishing a collaborative relationship between the CSA and The Grove. This is in the interest of promoting mental wellness and access to services on campus. For anyone who isn’t familiar, The Grove Hub is a youth hub for mental wellness, servicing anyone between the ages of 12-26. These hubs offer services such as tutoring, mental health counseling, regular stressbuster events (i.e., therapy dogs, craft nights, movie nights, etc.), meditation/calm spaces, and more. The University of Guelph location can be found on Smith Lane (behind the OVC). While these hubs are widely used in general, the Guelph location has struggled to reach UofG students due to their location.

The hope for this collaboration is to improve their presence on central campus and to increase awareness of the availability of services at The Grove. This will hopefully alleviate the pressure from Student Wellness Services as well.

Planning “Prom”

I’ve been gradually working away at developing an idea brought forward by a student to host a prom for graduating students. This idea was to serve students who were not able to attend their high school prom due to COVID-19. This idea has been developed into hosting a post-’The Last Toast’ formal. This decision was in consideration of promotional strategy and the team’s capacity to plan an event of this caliber from scratch successfully at this point in the semester. Overall, this idea is in the works! We’re now working on developing a committee and acquiring quotes.

CSA Clubs

Briefly, CSA Clubs Days event was a success! Over 100 clubs participated, and we saw a higher participation (via our “Clubs Days Passports”) than ever before! A huge thank you to Jack, Isha, and Ana Maria for making this event happen, and to the executives and SafeWalk for supporting our CSA Execs and Services table throughout the day. W24 Accreditation is underway and running smoothly. The W24 Clubs General Meeting had a good turnout, and accreditation will close Sunday, January 28th.

Menstrual Hygiene Initiative

After a brief touch base with Lee Anne, we’ve decided on a direction for the MHI for the rest of the year. We are aiming to get 1-2 new machines installed in J.T. Powell (Student Wellness Services), and are hopefully going to run another giveaway, this time with the Nixlt or Diva menstrual disc! This initiative will hopefully involve a representative coming to our school to explain the use of the product for those who may not be familiar.

Executive Update

VP Student Experience

January 31, 2024



Sexy Bingo

Our first Sexy Bingo of the semester ran on Thursday, January 25th, and it was a raging success! Although there were a few technical issues (per usual) we had a full house and from the looks of it everyone there had a great time. I'm looking forward to the next one already!

UC Governance Board: Operations and Programming Sub-Committee

The UC Operations and Programming Sub-Committee met on January 24th. This meeting mainly consisted of updates from Mike Calvert, the UC Senior Operations Manager. The UC will be planning programming to celebrate its 50th year! Woohoo!

Student Wellness Advisory Group (SWAG)

The SWAG met on January 22nd to discuss proposed fee increases. These occur yearly and are voted upon by the student committee to be brought to the Compulsory Fees Committee. SWAG decided on a 1.5% increase on top of CPI (3.5%); we are proposing the university match this 1.5% increase to alleviate the cost to students. This has been done in previous years and supports the university's interests with regards to optics, so we believe it is a promising proposal.

Executive Update

VP Academic

January 31, 2024



Dear Board Members,

I am writing to provide you with updates on several important initiatives and my current situation. Your understanding and support in these matters are greatly appreciated.

Teaching Excellence Award Committee Update:

The committee is planned and would be diligently working on the nomination process for the Teaching Excellence Award. A promotional campaign has been successfully organized with our promotional services coordinator.

The nomination process will now commence on the updated date of January 31st. Additionally, a poster campaign is scheduled to begin on February 2nd to further publicize the award.

Upcoming Meeting with VPA Byron:

I have scheduled a meeting with Byron, the Vice President Academic (VPA), to discuss several pressing campus issues:

- The establishment of late-night study spaces on campus.
- The implementation and implications of AI detectors for professors.
- Clarification on whether the use of Grammarly constitutes academic misconduct.

Personal Update - Trip to India:

Due to a family emergency, I am currently in India as my grandmother is critically ill and hospitalized. As a result, in-person meetings will be challenging during this period. I request board members and colleagues to reach out via email for any necessary meetings. I will be attending meetings virtually and remain committed to fulfilling my responsibilities during this time.

Mental Health Initiatives:

We have planned several initiatives to raise awareness about mental health resources available on campus. These initiatives include tabling events and a social media campaign to inform students about the support services provided by our campus and partners.

Executive Update

VP Academic

January 31, 2024



SHAC Initiative - Self-Defense Lesson in January:

As part of January being Self-Defense Awareness Month, we are organizing a self-defence lesson for students.

The duration of the lesson will be approximately one hour, scheduled for the end of January.

We are currently in talks with a potential instructor and aim to finalize the room bookings and instructor confirmation by the end of this week.

Your continued support and cooperation in these endeavors are vital for our success. I look forward to our continued collaboration and thank you for your understanding during my time away.

Bawneet Singh, VP Academic

Executive Update

VP External

January 31, 2024



In terms of services, I supervised the FoodBank service for this past week as one of our staff members has fallen ill. Campbells has donated loads of canned soup for us, and we are also serving a variety of gluten free snacks now! The appointment schedule has also been fuller due to many students being taken off the waitlist recently- which is awesome!

For the Bike Centre, we are aiming to start the hiring process in July of this year! Currently, still awaiting confirmation of space/lease renewal. The Bike Auction is coming up this March and with the help of Joseph the BC Assistant and Promo coordinator, we are excited to offer affordable bikes to the students.

As for the Food Security Committee: We are moving the process of lease and space renewal for the FB. Examining all our progress this year, working on how we can assist the Food Prescription pilot program!

We are finally looking to replace our old fridges with new, bigger fridges! This will be super exciting as we will now have more room in storage and help accessibility.

Green Square Campaign: Green pin buttons are now being distributed across campus through CSA spaces to honor the lives lost to the 2017 Quebec Mosque Attack, and fight against Islamophobia in our institutions. The campaign starts on January 29th and will continue for 1 week.

International Day of Commemoration in Memory of the Victims of the Holocaust: On January 26th we launched our solidarity stance with the Jewish students and community of UofG and against antisemitism and hate on campus. In respect to the Jewish day of rest which fell on January 27th, this post went up a day before.

2024 Ontario Lobby Week: This is coming up at the end of February and the execs are getting prepared to advocate full throttle for student demands on behalf of the undergraduate students! It will take place in Toronto, and we are currently in the process of getting feedback from students on what they want demanded from provincial leaders through a feedback form published on our Instagram and website!

Additional Planning: Lastly, I have finalized the advocacy calendar for February and booking in time in my calendar and everyone else's to make sure we are always working four weeks in advance. This will also be the time I will review my coordinator's operation manuals for their service as well as updating the VPE (my) transition manual along the way!

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.9.1 Clubs Office Update

(a) Extend Speaking Rights to Clubs Coordinator

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Isha Maharaj, Clubs Coordinator, to present the Clubs Office Update.

Moved:

Seconded:

(b) Receive the Clubs Office Update Presentation

MOTION: to receive the Clubs Office Update, as in included in the board agenda package and as presented by Isha Maharaj, as information.

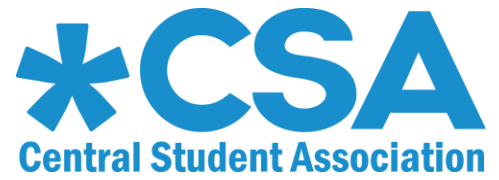
Moved:

Seconded:

Information Report

Board of Directors Meeting # 13

January 31, 2024



Item 13.10.1

Summary of Committee Appointments

Motion: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:

Seconded:

Information Report

Board of Directors Meeting # 13

January 31, 2024



The following Summary of Committee Appointments is provided as information:

Teaching Excellence Award Selection Committee

Appointed: January 17, 2024

Bawneet Singh	VP Academic
Jonah Greenhut	Director
Naomi Amayaevbo	Director
Abdul Rafe Khan	Director
Reem Salloum	Director
Danielle Callaghan	Director
Daniel Neiterman	Director
Marcus Aldred-Ganhao	Director

Elections and Referendum Committee

Appointed: January 17, 2024

Marcus Aldred-Ganhao	Director
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University Centre Board

Appointed: January 17, 2024

Nour Kashlan	Alternate Undergraduate Member
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CSA/GSA Transit Committee

Appointed: November 29, 2023

Mauricio Fernandez	Director
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Student Events and Initiatives Funding Committee

Appointed: November 29, 2023

Nate Broughton	Director
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Clubs Conduct Tribunal

Appointed: November 29, 2023

Abdul Rafe Khan	Director
Jonah Greenhut	Director

Experiential Learning Advisory Committee

Appointed: November 24, 2023

Information Report

Board of Directors Meeting # 13

January 31, 2024



Bawneet Singh	VP Academic
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Late Fee Appeal Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Student Financial Services Student Fee Advisory Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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The Senate Meeting

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Student Senate Caucus

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Task Force of Student Conduct Policy and Practice

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Student Rights & Responsibilities Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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UoG Information Technology Student Advisory Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Board of Undergraduate Studies

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Information Report

Board of Directors Meeting # 13

January 31, 2024



Compulsory Fees Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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Mental Health Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Athletics Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Student Life Enhancement Fund (SLEF) Committee

Appointed: November 24, 2023

Shaima Alam	President
Mckenna Williams	VP Student Experience

Student Events & Risk Management (SE&RM) Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Student Events and Initiatives Funding (SEIF) Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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O-Week Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Black History Month Planning Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Information Report

Board of Directors Meeting # 13

January 31, 2024



UC Board Operations and Programming Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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University Centre (UC) Board

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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Policy & Bylaw Review Committee

Appointed: November 21, 2023 (Committee Meeting)

Samar Tariq	VP External
Nate Broughton	Director
Natalie Wilkinson	Director
Naomi Amayaevbo	Director
Nour Kashlan	CSA Member
Jack Geikie	CSA Member
Samantha Fischer	CSA Member
Hana Hassan	CSA Member
Roodiya Awosanmi	CSA Member

Student Events and Initiatives Funding Committee

Appointed: November 15, 2023

Jayden Khan	Director
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Elections Appeals Board

Appointed: November 15, 2023

Krishna Ratnarajah	Director
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Student Health and Dental Plan Committee

Appointed: November 15, 2023

Noam Einy	Director
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Sub-Committee – Statements on Conflict in the Middle East

Appointed: at Sub-Committee Meeting

Mauricio Fernandez	Director
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Information Report

Board of Directors Meeting # 13

January 31, 2024



Mason Friebe	Director
Eknoor Walia	Director
Samantha Scott	Director
Daniel Spinner	Director
Abdul Rafe Khan	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Nate Broughton	Director
Noam Einy	Director

Sub Committee – Statements on Conflict in the Middle East

Appointed: October 23, 2023

Jake Levy	Director
Daniel Neiterman	Director
Naomi Amayaevbo	Director
Natalie Wilkinson	Director

University Centre Board

Appointed: October 18, 2023

Naomi Amayaevbo	UC Board Member
Eknoor Walia	Alternate UC Board Member
Rachel Marcus	Alternate UC Board Member

Athletics Advisory Council

Appointed: October 18, 2023

Jake Levy	CSA Representative
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Art in the Bullring Winner Selection Committee

Appointed: October 4, 2023

Abdul Rafe Khan	Director
Samantha Scott	Director
Rachel Marcus	Director

University Centre Board

Appointed: September 13, 2023

William Coleman	UC Board Member
Zohniyya Qutub	UC Board Member

Information Report

Board of Directors Meeting # 13

January 31, 2024



Nicola Whitlock	UC Board Member
Manahil Zaid	UC Board Member
Aadya Kapoor	UC Board Member
Jake Levy	Alternate UC Board Member
Samantha Scott	Alternate UC Board Member
Jonah Greenhut	Alternate UC Board Member

Elections Appeals Board

Appointed: September 13, 2023

Taylor Legge	Director
Abdul Rafe Khan	Director
Jasmine Gill	General CSA Member
Jadyn Koehler	General CSA Member

Elections and Referendum Committee

Appointed: September 13, 2023

Mauricio Fernandez	Director
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Elections and Referendum Committee

Appointed: August 30, 2023

Shaima Alam	President
Colleen Bovay	Policy and Transition Coordinator
William Coleman	Chief Returning Officer
Lauren Pyne	Assistant Returning Officer

Student Events and Initiatives Funding Committee

Appointed: July 19, 2023

Shaima Alam	President
Daniel Spinner	Director
Noam Einy	Director
Natalie Wilkinson	Director

Co-curricular Experiential Learning Integrity Committee

Appointed: July 5, 2023

Samar Tariq	VP External
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Finance Committee

Information Report

Board of Directors Meeting # 13

January 31, 2024



Appointed: June 21, 2023

Shaima Alam	President
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

Student Affordable Housing Taskforce

Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Mauricio Fernandez	Director
Mason Friebe	Director
Naomi Amayaevbo	Director

Policy and Bylaw Review Committee

Appointed: May 31, 2023

Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director
Mauricio Fernandez	Director

Late Fee Appeal Committee

Appointed: May 31, 2023

Abdul Rafe Khan	CSA Member/Director
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UC Board Selection Committee

Appointed: May 31, 2023

Mauricio Fernandez	Director
Naomi Amayaevbo	Director

Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

Mauricio Fernandez	CSA Member/Director
Natalie Wilkinson	CSA Member/Director

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.10.2
Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.2	Meeting # 6	December 11, 2023

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Shaima Alam	President	Present
Mauricio Fernandez	Director	Regrets
Mason Friebe	Director	Present
Jake Levy	Director	Present
Samar Tariq	VP External	Present
Natalie Wilkinson	Director	Regrets
Naomi Amayaevbo	Director	Present
Nate Broughton	Director	Regrets
Nour Kashlan	CSA Member	Regrets
Jack Geikie	CSA Member	Present
Roodiya Awosanmi	CSA Member	Regrets
Samantha Fischer	CSA Member	Present
Hana Hassan	CSA Member	Present
Avneet Grewal	CSA Member	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

Bawneet Singh	VP Academic
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MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



Mckenna Williams	VP Student Experience
Isha Maharaj	CSA Clubs Coordinator
Simran Kalra	Director

<p>6.0 Call to Order</p> <p>'Quorum shall be three ratified members, one of which must be a Director of the CSA.'</p> <p>Called to order at 3:05 pm</p> <p>6.0.1 Attendance</p> <p>6.0.2 Chair</p> <p>Member Naomi Amayaevbo was selected as the Chair for this meeting.</p> <p>6.0.3 Introductions</p>
<p>6.1 Adoption of the Agenda</p> <p>6.1.1 Approve the Agenda</p> <p>Agenda approved with no additions.</p> <p>6.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p>6.2 Ratifications and De-Ratifications</p> <p>Avneet Grewal was ratified as a member.</p>
<p>6.3 Comments from the Chair</p> <p>Naomi Amayaevbo hopes we can have a productive meeting.</p>
<p>6.4 Approval of Past Minutes</p> <p>6.4.1 Meeting # 4 – November 3, 2023</p> <p>Minutes were approved with no additions.</p> <p>6.4.2 Meeting # 5 – November 21, 2023</p> <p>Minutes were approved with no additions.</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



6.5 Working Group Updates and Reports

6.5.1 Executive Portfolios Working Group

The President showed the committee some of the edits that have been made by the Working Group so far and explained that the main goal is updating the specific sections for each executive to ensure the policy matches with the duties that each executive carries out in practice. The appendix hasn't undergone a full review recently, and there have been changes to duties since the previous review. The President noted that the portfolio for the VP Student Experience needed extra attention as social media has become more important within the organization and with the VPSE role, which needs to be reflected. For the VP External, additional information is needed regarding the activities that VPE undertakes with the Canadian Federation of Students, and the VPE portfolio needs to reflect the recent changes to their role with the student bus pass. In addition, each portfolio needs their list of committees updated to reflect current committee membership, among other changes. She noted that each executive will be reviewing their respective section and giving feedback on edits that should be made. The President expects to have a final version ready to present to the committee in January.

6.6 Business

6.6.1 HR Policy Updates

The PTC explained that the organization is due for some updates to the HR Policy, which requires specific language and legal terms, as we have legislated requirements to follow for some sections. The PTC recommended that the committee agree to form a working group that would consist of the President and the PTC, with consultation from the External HR Consultant and lawyer as needed. Some of the primary edits that are needed are in relation to a social media policy and a disconnect from work policy. The committee reached consensus to form the working group as proposed.

6.6.2 Executive Commitments – Courseloads

Simran Kalra explained that she brought this item to the Board of Directors as currently CSA Executives can only take a maximum of 1 credit per semester during their term. She noted that international students are required to take a full courseload each semester, and therefore are excluded from taking on an executive position. She thinks that it is possible to manage a full courseload while also having a fulltime job, as she has done it in the past.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



The VP External brought forward the consideration of what would constitute a conflict of interest in relation to this item, and if anyone in a potential conflict of interest would need to leave the meeting for the discussion.

The PTC clarified for members that for this item a conflict of interest would only exist for members who are international students that intend to run in the upcoming general elections for an executive position, should this amendment be passed. Members will have to self-declare if this conflict exists for them, and it's simply an honour system. For current board members, they sign a conflict-of-interest agreement, and failing to disclose a conflict of interest is grounds to be removed from the board. No conflicts of interest were declared.

Isha Maharaj offered perspective as a past CSA board member and a current part-time CSA employee. She noted that balancing the commitments of being a board member with a fulltime courseload was challenging at times, which requires far fewer hours than that of an executive. She also noted that as an employee, you have to be able to shift your schedule to align with other people who are employed by the university and the CSA who work 9-5.

Hana Hassan inquired regarding how this amendment would affect the different positions and if it would apply to all the positions.

The President provided as background information that the CSA previously allowed the executives to take a full courseload while also working fulltime, however this was when the CSA had 5 commissioners as executives. The President explained that even with 5 executive members, work was not getting done, their schedules wouldn't match, and their services weren't being operated in a consistent way. This led to the shift of imposing a 1 credit per semester limit, to better ensure that the executive role is the primary focus and ideally the only fulltime commitment of each executive. The President noted that it may be worthwhile to update the bylaw to also restrict executives to no more than 20 hours per week at any other employment, as it has also been a past issue when executives have additional jobs. She noted that she understands why international students may feel targeted by the 1 credit limit which excludes them as the government requires international students to take a full courseload, but the intention of the rule has always been to ensure operational capacity within the executive team. It's important to have the executives present from 9-5, as that's when the core staff team primarily works, as well as the services staff that are supervised by the executives. The President noted that some student unions allow certain executives to be fulltime students, but they would work part-time in their role, and the unions have a larger team of permanent staff and/or executives than we have at the CSA. The President summarized that to accommodate this type of change, we would first need to expand our staff and the number of executives, which will

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



take time. We are already overcapacity and are working to create new positions to help with the workload.

The VP Student Experience agreed with previous points and noted that some days there are no free blocks of time where you would be able to take a course, and if you were in courses, you would be unavailable to attend committee meetings that rely on student representation. She noted that even if you take DE courses to complete on your own time, you still have to consider the mental capacity required to contribute meaningfully to meetings, as well as being able to ensure you're getting adequate rest.

Simran Kalra noted that international students are currently permitted by the government to work 40+ hours per week in addition to their full courseload, and she thinks that students have the ability to make good decisions regarding their schedule. The reason she brought this amendment forward is because the CSA needs to be more inclusive for those who can apply, and she thinks all students, domestic and international, can handle the courseload and fulltime work.

The VP External agreed with the points raised by the VP Student Experience, and added that if you're fulltime in one place, you can't be fulltime in another place as well. She noted that it's been challenging to schedule executive meetings recently given the exception provided in the by-election to allow executive candidates to work a minimum of 20 hours per week to accommodate their existing class schedule for the semester. She motivated that there are other ways to improve our inclusivity as an organization and agrees that international students need greater representation at their student union. She noted that she initially requested to take more than one credit per semester during her term, which was denied, and she understands now that she wouldn't have been able to succeed with a heavier courseload.

The PTC noted as a staff member that it is very challenging to work with the schedules of the executive team even without factoring in a fulltime courseload. It results in a lot of added time and energy to schedule meetings and ensure we aren't missing anyone important to the discussions. The PTC noted that all jobs have certain qualifications and requirements that can't be accommodated. She also noted that there are likely many domestic students who wouldn't be able to take on an executive role for financial reasons, due to the increased time it would take to finish their degree. The CSA has many part-time positions that any undergraduate student is eligible for with 15 hours per week, as it's recognized that their studies should be their priority. The PTC motivated that this isn't currently operationally feasible, and all possible scenarios need to be considered, such as if all 4 executives were taking a fulltime courseloads.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



Isha Maharaj noted that CSA executives hold the important role of providing student representation on many university committees such as the UC Board, and if executives aren't available to attend the meetings, then that representation is lost, which is beneficial to the university and not the students.

The VP Student Experience reminded members that the CSA is a corporation with 80+ staff members, and the executives help manage funds from a large budget to run services, plan events, and help students. The funds come primarily from student fees, and it's important that the funds go to good use and that students are being advocated for. That advocacy will be lost if the CSA doesn't have a functioning executive team.

Mason Friebe noted that this would be a significant change that would possibly affect many sections of the bylaws as well as overall responsibilities. There are many considerations for working effectively as a team, and while the focus is on international students it could also be applied to all students. This opens the door for parttime vs. fulltime and for needing to rewrite exact responsibilities or possibly creating a new exec position for international students that allows a full courseload. Given limited time remaining in the meeting, Mason suggested either bringing the discussion to a working group or deciding if we would rather leave it be for now.

The PTC reminded members that the board motion associated with this item requires the committee to provide an update to the board at the next board meeting on January 17. The PTC recommended that the committee should reach consensus or hold a vote if needed to report back to the board that PBRC recommends no changes are made regarding this, as many members have voiced during the meeting that they don't support this change. In addition, there is little capacity to form a new working group at this time, as there are currently 4 ongoing working groups for PBRC projects.

The Clubs Coordinator noted that the Graduate Students Association allows their executives to have a fulltime courseload in addition to their fulltime roles, and the organization is more disorganized and not working as well as the CSA.

The President reiterated the mental capacity taken up when in an executive role. The executives are expected for the CSA to be their top priority, and as a student union it wouldn't be right to tell fulltime students to deprioritize their studies. She also motivated that it would show a bias to implement this change only for international students, as it's our job to represent all students at the university, and we ensure having different voices represented through the appointed seats on our board from different student groups on campus.

Simran Kalra inquired what the next action will be if the discussion closes. Will it go back to the board of directors or to a working group.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



The PTC clarified that the board motion was to refer this to PBRC for discussion and to bring recommendations back to the board, which can take different forms. This vote or reaching consensus would be to determine if the ratified members want to form a working group or if they recommend not proceeding with the item. That decision would not prevent any board members from proceeding with a board motion to make this change, but they would have to draft the amended language themselves, rather than through PBRC, and they would need an additional voting board member to second their motion, as that's the requirement for board members bringing bylaw/policy amendments forward. The decision made by PBRC wouldn't be fully closing the door on this amendment, it would just be saying that PBRC doesn't endorse it.

Avneet Grewal proposed a motion to recommend to the board that PBRC doesn't support moving forward with this amendment.

The committee unanimously supported the motion to recommend to the board of directors that PBRC does not support the proposed amendment.

6.6.3 Board Meeting Minutes Guidelines

This item will be brought to a future meeting due to time constraints.

6.6.4 Rules of Order – In-Camera Proceedings

This item will be brought to a future meeting due to time constraints.

6.6.5 3 Year Policy Review Cycle

This item will be brought to a future meeting due to time constraints.

6.7 New Business

6.7.1 No new business was discussed.

6.8 In Camera Session

No in camera session was held at this meeting.

6.9 Adjournment

6.9.1 Adjourn

Meeting adjourned at 4:39 pm

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 6 – Dec 11, 2023 – 3pm – 4:30pm
Microsoft Teams



Next Meeting Dates

PBRC

TBD

Upcoming WG Meeting Dates

TBD

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.10.3
Student Events and Initiatives Funding (SEIF) Committee Minutes

MOTION: that the minutes for the following SEIF Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.3	Meeting # 2	November 20, 2023

Moved:

Seconded:

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



Members: Shaima Alam (CSA President, Chair), McKenna Williams (VP Student Experience), Isha Maharaj (SEIF Facilitator), Daniel Spinner (Board Member), Jayden Khan (Board Member), Natalie Wilkinson (Board Member), Noam Einy (Board Member)

Regrets:

Absent: Daniel Spinner (Board Member), Noam Einy (Board Member)

Guests:

1.0 Welcome & Introductions

a. Land Acknowledgement

2.0 Adoption of the Agenda

a. Approve the Agenda

- i. Amendment to add in item 6

b. Declarations of Conflicts

3.0 Comments from the Chair

- a. We have a lot of applications to get through

4.0 Approval of the Previous Minutes

a. Meeting 1: October 25th 2023

- i. Approved

5.0 Review of the SEIF Budget Line:

6.0 Review of Reports not Submitted

a. The African Students Association

i. Information

1. No report submitted as yet. As due on Nov 10th.

ii. Next Steps

1. Letter sent with a reminder of policy and Nov 24th deadline

iii. Action

1. Will not consider this application and depending on outcome of letter, the application will be considered at the next deadline in January

7.0 Review of SEIF Applications – November 15, 2023 Deadline

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



a. 1 – Best Buddies

- i. **Application:** Winter Wonderland Social
- ii. **Funding Request:** \$65
- iii. **Committee Discussion:** SE&RM Approved, well done application.
- iv. **Decision:** Fund \$65

b. 2 – Campfire Circle Guelph

- i. **Application:** Hot Chocolate and Coffee Sale
- ii. **Funding Request:** \$144
- iii. **Committee Discussion:** Asking for money for a fundraiser.
Against policy.
- iv. **Decision:** Funding Denied

c. 3 – Canadian Asian Students Society

- i. **Application:** Asian Games Night
- ii. **Funding Request:** \$180
- iii. **Committee Discussion:** Based on budget, they will be making
some profit. Funding to cover difference
- iv. **Decision:** Fund \$100

d. 4 – Guelph Afghan Student Association

- i. **Application:** Afghanistan Earthquake Relief Fundraiser
- ii. **Funding Request:** \$151
- iii. **Committee Discussion:** Asking for money for a fundraiser.
Against policy.
- iv. **Decision:** Funding Denied

e. 5 – Guelph Correctional Services Volunteers

- i. **Application:** Christmas Card Making for Elderly Offenders
- ii. **Funding Request:** \$131.25
- iii. **Committee Discussion:** Well done application. Funding approved!
- iv. **Decision:** Funding approved for \$131.25

f. 6 – Guelph GlobalMedic

- i. **Application:** Morocco Earthquake Fundraiser
- ii. **Funding Request:** \$90
- iii. **Committee Discussion:** Asking money for a fundraiser. Against
policy
- iv. **Decision:** Funding Denied

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



g. 7 – Guelph Poets Society – Application 1

- i. **Application:** The Great Dorm Escape
- ii. **Funding Request:** \$133
- iii. **Committee Discussion:** Helps students. Straightforward application. Yes
- iv. **Decision:** Approved for \$133

h. 8 – Guelph Poets Society – Application 2

- i. **Application:** Poets Old School Pizza Party
- ii. **Funding Request:** \$92
- iii. **Committee Discussion:** Straightforward Application. Approved
- iv. **Decision:** \$92

i. 9 – Guelph Punjabi Association

- i. **Application:** Basketball Charity Tournament
- ii. **Funding Request:** \$400
- iii. **Committee Discussion:** No SE&RM Submitted, Asking money for a fundraiser. Against policy
- iv. **Decision:** Funding Denied

j. 10 – Guelph Students for Environmental Change

- i. **Application:** GSEC Eco Trivia
- ii. **Funding Request:** \$210
- iii. **Committee Discussion:** Straightforward event and application
- iv. **Decision:** fully fund the \$210

k. 11 – Health Journalists of Guelph

- i. **Application:** Krispy Kreme Sale
- ii. **Funding Request:** \$206
- iii. **Committee Discussion:** Asking money for a fundraiser. Against policy
- iv. **Decision:** Funding Denied

l. 12 – Hong Kong Student Association

- i. **Application:** Member Gathering
- ii. **Funding Request:** \$150
- iii. **Committee Discussion:** Event submission was very vague. Decision to fund in order to cover costs
- iv. **Decision:** \$11.79 to compensate

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



m. 13 – Malayalee Student Association - Application 3

- i. Application:** Welcome Night
- ii. Funding Request:** \$200
- iii. Committee Discussion:** Straightforward and fun!
- iv. Decision:** Fund \$200

n. 14 – Pakistani Student Association

- i. Application:** End of year social
- ii. Funding Request:** \$500
- iii. Committee Discussion:** No SE&RM Submitted. Funding Denied
- iv. Decision:** Funding Denied

o. 15 – Pipeline to Success

- i. Application:** Pipeline to Clinical Experience 2: Pipeline academic contests
- ii. Funding Request:** \$1595.30
- iii. Committee Discussion:** Not SE&RM Approved. Asking for \$1500. Applied for 2 initiatives in the same application
- iv. Decision:** Funding Denied

p. 16 – Relay for Life

- i. Application:** Relay for Life
- ii. Funding Request:** \$500
- iii. Committee Discussion:** Asking money for a fundraiser. Against policy
- iv. Decision:** Funding Denied

q. 17 – SciArt Club

- i. Application:** Visualizing your Research: Communicating Science through Compelling Visuals
- ii. Funding Request:** \$38.00
- iii. Committee Discussion:** Interesting event.
- iv. Decision:** fund \$38.00

r. 18 – Scientista at Guelph - Application 1

- i. Application:** Mentorship Mingle
- ii. Funding Request:** \$90
- iii. Committee Discussion:** Good event
- iv. Decision:** Fund \$90

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



s. 19 – Scientista at Guelph - Application 2

- i. **Application:** Taking the Spookiness out of Personal Branding
- ii. **Funding Request:** \$114.44
- iii. **Committee Discussion:** Good event
- iv. **Decision:** \$144.44

t. 20 – Scientista at Guelph - Application 3

- i. **Application:** Post-Graduate Pathways Channel
- ii. **Funding Request:** \$67.55
- iii. **Committee Discussion:** Incomplete Budget. Discrepancies between application and SE&RM
- iv. **Decision:** Funding denied.

u. 21 – STEM Students Guelph Support Association

- i. **Application:** Trivia with SSGSA!
- ii. **Funding Request:** \$150
- iii. **Committee Discussion:** Gryphlife advertisements don't mention food. Decision made to only fund gift cards
- iv. **Decision:** Fund \$50

v. 22 – Ukrainian Students Club

- i. **Application:** Ukrainian Cookie Decorating and Study Break
- ii. **Funding Request:** \$72
- iii. **Committee Discussion:** Good event
- iv. **Decision:** Fully fund \$72

w. 23 – University of Guelph Debate Club

- i. **Application:** University of Waterloo Debate Society's Celestial Cup
- ii. **Funding Request:** \$876.84
- iii. **Committee Discussion:** SE&RM Outlined that no food was being provided contradictory to budget, competition could have been driven to on both days
- iv. **Decision:** \$110 to cover registration cost and remaining gas cost

x. 24 – University of Guelph Eating Disorder Awareness Society

- i. **Application:** Stickies and Snacks
- ii. **Funding Request:** \$142.50
- iii. **Committee Discussion:** Good event
- iv. **Decision:** Fund \$142.50

Minutes

Student Events and Initiative Funding (SEIF) Committee
Meeting #2 – November 20, 2023 – 5:30 pm
CSA Boardroom



y. 25 – Human Kinetics Student Association

- i. **Application:** HKSA Trivia Night
- ii. **Funding Request:** \$281
- iii. **Committee Discussion:** Will be covered by CBSSC fees. Have alternative sources of funding. SE&RM only said pizza. Budget should be including revenue from automatic funding.
- iv. **Decision:** Funding denied

z. 26 – Toxicology Student Association

- i. **Application:** Erlenmeyer Flask Paint Night
- ii. **Funding Request:** \$70
- iii. **Committee Discussion:** cool event!
- iv. **Decision:** Fund \$70

8.0 Overview of Applications Not Being Considered

a. 27 – Malayalee Student Association - Application 1

- i. **Reason for not being considered:** Wrong Budget Template Submitted
- ii. **Committee Discussion:** Not considering.
- iii. **Decision:** Denied

b. 28 – Malayalee Student Association - Application 2

- i. **Reason for not being considered:** Wrong Budget Template Submitted
- ii. **Committee Discussion:** Not considering.
- iii. **Decision:** Denied

c. 29 – The African Student Association

- i. **Reason for not being considered:** No report was submitted from the last set of funding awarded. Funding not considered as per the SEIF Policies
- ii. **Committee Discussion:** Send letter as mentioned in item 6
- iii. **Decision:** Wait on outcome of letter that is being sent and then potentially reconsider.

9.0 Adjournment

- a. Adjourn at 7:31pm!

Next Meeting: TBD!

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.1

Winter 2024 General Elections: Nomination and Candidates' Packages

(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;

BE IT RESOLVED that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the Winter 2024 General Elections.

Moved:
Seconded:

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

BE IT RESOLVED That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the Winter 2024 General Elections be received by the Board of Directors as information;

AND FURTHER that the Director Nomination Package, Director Candidates' Package, Vice Presidents' Nomination Package, Presidents' Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

Moved: Shaima Alam, President
Seconded:



CSA
ELECTIONS

**Nomination
Package: Director**

Winter 2024 General Election

Elections Office Winter 2024 General Election 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: William Coleman (he / they)

csacro@uoguelph.ca

Office Hours (Winter 2024):

- Tuesdays and Thursdays: 9:00am – 11:30am
- Wednesdays and Fridays: 2:30pm – 4:30pm

Assistant Returning Officer: Lauren Pyne (she / her)

csaaro@uoguelph.ca

Office Hours (Winter 2024):

- Mondays, Wednesdays and Fridays: 11:30am – 1:00pm
- Tuesdays: 10:00am – 11:00am, 1:00pm – 3:30pm

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 by **Wednesday, February 14, 2024, 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 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) by **Wednesday, February 14, 2024, at 5:00 PM.**

Declaration

- I accept my nomination as a CSA Director for the term of office ending April 30, 2025.
- 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 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 2024 General Election 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 14, 2024, 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 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. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

Elections Office
Winter 2024 General Election
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) by **Wednesday, February 14, 2024, at 5:00 PM.**

Director Candidate Commitment

If elected as a CSA Director, during my term of service from May 1, 2024 to April 30, 2025, 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;
- 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 2024 General Election
Director Nominations**



- 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) by **Wednesday, February 14, 2024, at 5:00 PM.**

Extracurricular Activities

List all of 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.

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

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

**Elections Office
 Winter 2024 General Election
 Director Nominations**



Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

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

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

**Elections Office
Winter 2024 General Election
Director Nominations**



- I do hereby declare that the above activities are a full and complete list of my extra-curricular involvement at the present time.

- I understand that if there is 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 2024 General Election
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) by **Wednesday, February 14, 2024, 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 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 2024 General Election
Director Nominations**



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

**Candidates’
Package: Directors**

Winter 2024 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, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, 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 may be able to 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. Instagram messages or any other social media communications that are related to CSA Elections will not be considered 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 you all find this election a rewarding experience, and on behalf of the Elections Office, we would like to thank you for taking this step toward representing your fellow students!

Sincerely,

William Coleman

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Lauren Pyne

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Elections Team

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

Chief Returning Officer: William Coleman (he / they)

csacro@uoguelph.ca

Office Hours (Winter 2024):

- Tuesdays and Thursdays: 9:00am – 11:30am
- Wednesdays and Fridays: 2:30pm – 4:30pm

Assistant Returning Officer: Lauren Pyne (she / her)

csaaro@uoguelph.ca

Office Hours (Winter 2024):

- Mondays, Wednesdays and Fridays: 11:30am – 1:00pm
- Tuesdays: 10:00am – 11:00am, 1:00pm – 3:30pm

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: Shaima Alam

csapresident@uoguelph.ca

Policy & Transition Coordinator: Colleen Bovay

csaptc@uoguelph.ca

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:

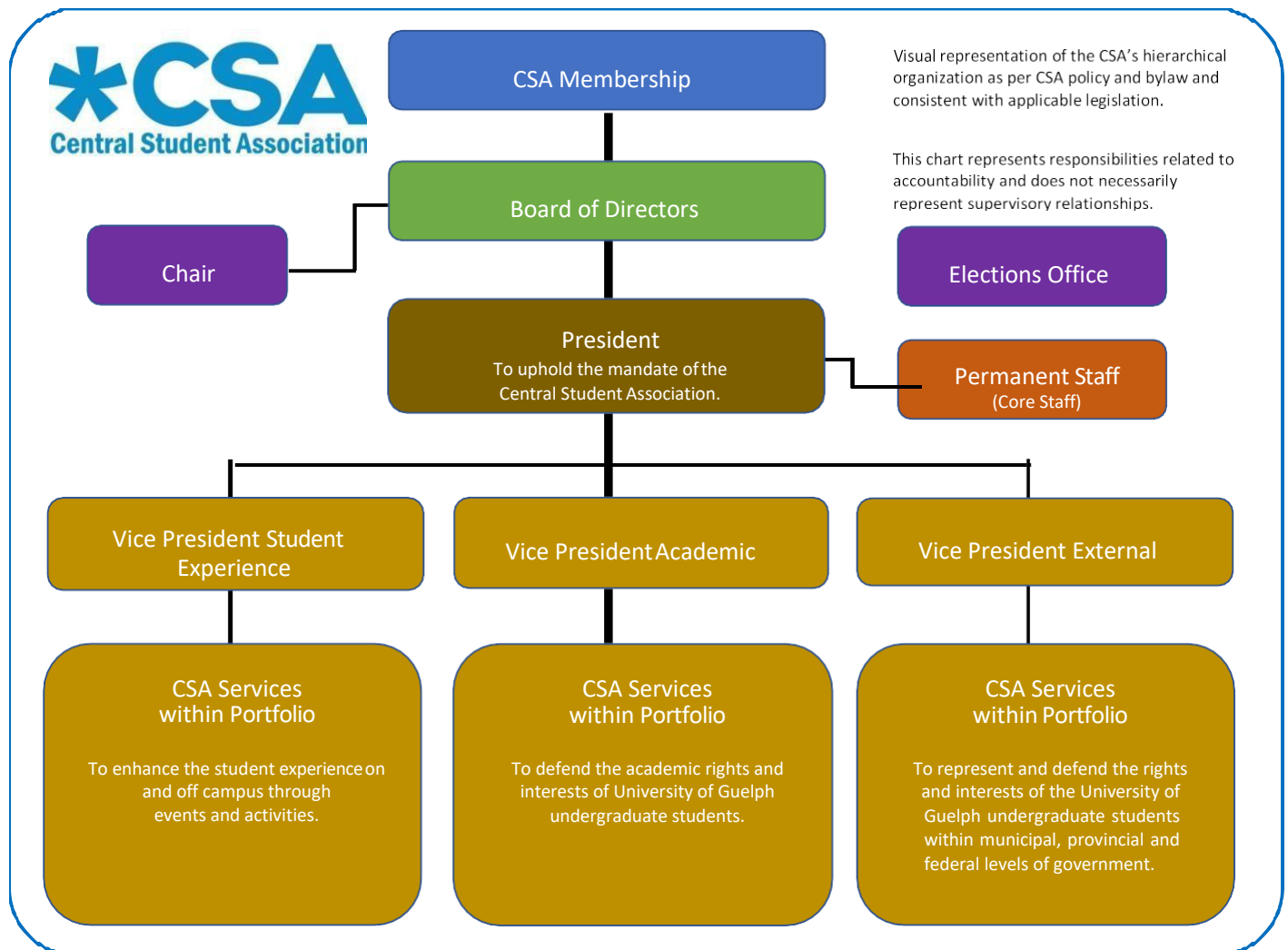
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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 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) **by Friday, March 15, 2024, at 5:00 pm.**

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

Winter 2024 General Election Nominations	Monday, February 5, 2024 to Wednesday, February 14, 2024.
All Candidates’ Meeting	Friday, February 16, 2024 at 5:30 pm UC 442 and virtually on Microsoft Teams
Promotional Development and Verification	Monday, February 19, 2024 to Friday, February 23, 2024
Election Campaign Period	Monday, February 26, 2024 to Friday, March 1, 2024.
Submit list of campaign volunteers to Elections Office	Monday, February 26, 2024, by 5:00 pm.
Election Voting Period	Monday, March 4, 2024 to Friday, March 8, 2024 at 11:59 pm
Submit Final Budget Form with Receipts	Friday, March 15, 2024, by 5:00pm
Results Ratified	Wednesday, March 27, 2024

Promotional Options for Campaigning

Postering

- Poster Runs are available for the Winter 2024 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
- 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 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 period dedicated to the creation of campaign materials is Monday, February 19, 2024 to Friday, February 23, 2024, but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost \$25, not including the cost of printing. 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:

Emma Bradley
Promotional Services Coordinator
csapromo@uoguelph.ca



PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.10	\$0.15
Legal	8.5 x 14 in	\$0.10	\$0.15
Tabloid	11 x 17 in	\$0.15	\$0.20
COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.15	\$0.20
Legal	8.5 x 14 in	\$0.15	\$0.20
Tabloid	11 x 17 in	\$0.30	\$0.40
CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.15	+ \$0.20

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

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 |
Button Maker Rental

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA
FOR: Large Format Printing | Kiosk & UC Banner Rentals |
Design Services | Pre Assembled Buttons

POSTER RUN

Poster Runs go out every Monday and Friday; 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 MINIMUM	\$3.75	\$4.50
50 Buttons	\$7.50	\$9
100 Buttons	\$15.00	\$18
BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	\$5	\$6
50 Buttons	\$10	\$12
100 Buttons	\$20	\$24
ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	\$10 / 25	\$15 / 25

UPDATED AUGUST 2023 FOR MORE DETAILS VISIT CSAONLINE.CA/PROMO

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 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 no later than **Monday, February 26, 2024**.

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 2024 General Elections.

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

An important aspect of the election process is the way candidates choose to 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 26, 2024 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 displayed on the class's Courouselink 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. Candidates may not seek endorsements from social media accounts.

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 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, Board Directors, 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 Bylaw 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.

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs that you would like to use. You must follow the relevant [University policies](#) including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways- you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design **during the day** is considered deliberate campaign interference. After you have finished painting, send a photo of your final design to the Elections Office.

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 an infraction by the candidate.

Penalty for Abuse of Position is:

- **First Occasion:** 75 demerit points
- **Second Occasion:** 100 demerit points, 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 accumulating demerit points. Receiving 100 demerit points 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 of 50 demerit points will be imposed, and/or disqualification depending on severity of occurrence.
- **Second Occasion:** 100 demerit points, 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 the deadline.

- **After Friday, March 15, 2024 by 5:00pm:** A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, 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: 100 demerit points, which will result in immediate disqualification.

4. Use of campaign materials without CRO/ARO approval:

- **First occasion:** 25 demerit points and the candidate must remove all materials immediately.
- **Second occasion:** 50 demerit points.
- **Third occasion:** 100 demerit points, 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:

- A penalty of 100 demerit points, which will result in immediate disqualification, unless otherwise determined by the Elections and Referendum Committee.

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:

- 100 demerit points, 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 demerit points.
- **Second occasion:** 100 demerit points, which will result in immediate disqualification.

8. Failure to comply with any additional parts 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 demerit points.
- **Third occasion:** 100 demerit points, which will result in immediate disqualification.

DRAFT (Pending Approval) Board Meeting Schedule 2024-2025

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 Directors are required to attend all CSA Board meetings.

Summer 2024

1.	June 5, 2024	6:00 pm	Microsoft Teams
2.	June 19, 2024	6:00 pm	Microsoft Teams
3.	July 3, 2024	6:00 pm	Microsoft Teams
4.	July 24, 2024	6:00 pm	Microsoft Teams
5.	August 28, 2024	6:00 pm	Microsoft Teams

Fall 2024

6.	September 11, 2024	6:00 pm	TBD
7.	September 25, 2024	6:00 pm	TBD
8.	October 9, 2024	6:00 pm	TBD
9.	October 30, 2024	6:00 pm	TBD
10.	November 13, 2024	6:00 pm	TBD
11.	November 27, 2024	6:00 pm	TBD

Winter 2025

12.	January 15, 2025	6:00 pm	TBD
13.	January 29, 2025	6:00 pm	TBD
14.	February 12, 2025	6:00 pm	TBD
15.	February 26, 2025	6:00 pm	TBD
16.	March 26, 2025	6:00 pm	TBD
17.	April 2, 2025	6:00 pm	TBD

Mandatory Board Training Schedule

1.	May 15, 2024	6:00 pm	Microsoft Teams
2.	January 8, 2025	6:00 pm	TBD

2024 Annual General Meeting

Wednesday, November 20, 2024

2025 General Members Meeting

Wednesday, March 12, 2025

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

**Nominations
Package: CSA
President**

Winter 2024 General Election

Elections Office Winter 2024 General Election President Nominations



Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve as the CSA President! 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: William Coleman (he / they)

csacro@uoguelph.ca

Office Hours (Winter 2024):

- Tuesdays and Thursdays: 9:00am – 11:30am
- Wednesdays and Fridays: 2:30pm – 4:30pm

Assistant Returning Officer: Lauren Pyne (she / her)

csaaro@uoguelph.ca

Office Hours (Winter 2024):

- Mondays, Wednesdays and Fridays: 11:30am – 1:00pm
- Tuesdays: 10:00am – 11:00am, 1:00pm – 3:30pm

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 **no later than Wednesday, February 14, 2024, 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@uoguelph.ca) by **Wednesday, February 14, 2024, at 5:00 PM.**

Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2025.
- 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 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. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 14, 2024, 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 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. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

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) by **Wednesday, February 14, 2024, at 5:00 PM**

President Candidate Commitment

If elected as a CSA President, during my term of service from May 1, 2024, to April 30, 2025, 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 Coordinator

In addition to the above, I further agree to:

- Uphold the [bylaws and policies](#) of the CSA, including the portfolio duties of the President as outlined in Appendix A – Executive Portfolios;
- Work a minimum of 37 on-site hours per week from May 1, 2024 until April 30, 2025;
- Enrolling in no more than 1.00 credit during each of the Summer 2024, Fall 2024, and Winter 2025 semesters;
- 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;

Elections Office
Winter 2024 General Election
President Nominations



- 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 2024 General Election
President 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) by **Wednesday, February 14, 2024, 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.

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

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

**Elections Office
 Winter 2024 General Election
 President Nominations**



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

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

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- 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:

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) by **Wednesday, February 14, 2024, 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 students to vote 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 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. 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.

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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: Vice-
Presidents**

Winter 2024 General Election

Elections Office Winter 2024 General Election Executive Nominations



Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve the CSA as VP Academic, VP Student Experience, or VP External! 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: William Coleman (he / they)

csacro@uoguelph.ca

Office Hours (Winter 2024):

- Tuesdays and Thursdays: 9:00am – 11:30am
- Wednesdays and Fridays: 2:30pm – 4:30pm

Assistant Returning Officer: Lauren Pyne (she / her)

csaaro@uoguelph.ca

Office Hours (Winter 2024):

- Mondays, Wednesdays and Fridays: 11:30am – 1:00pm
- Tuesdays: 10:00am – 11:00am, 1:00pm – 3:30pm

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 **no later than Wednesday, February 14, 2024, 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@uoguelph.ca) by **Wednesday, February 14, 2024, at 5:00 PM.**

Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2025.
- 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 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. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 14, 2024, 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 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. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

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) by **Wednesday, February 14, 2024, at 5:00 PM**

Vice President Candidate Commitment

If elected as a CSA Vice President, during my term of service from May 1, 2024, to April 30, 2025, 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;

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 on-site hours per week from May 1, 2024 until April 30, 2025;
- Enrolling in no more than 1.00 credit during each of the Summer 2024, Fall 2024, and Winter 2025 semesters;
- 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

**Elections Office
Winter 2024 General Election
Executive Nominations**



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.

Step 4: Declaration of Extracurricular Activity

Elections Office
Winter 2024 General Election
Executive Nominations



This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 14, 2024, 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.

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

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

Elections Office
Winter 2024 General Election
Executive Nominations



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

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

Elections Office
Winter 2024 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:

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) by **Wednesday, February 14, 2024, 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 students to vote 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 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. 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 2024 General Election
Executive Nominations**



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

Candidates' Package: Executive Officers

Winter 2024 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, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, 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 may be able to 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. Instagram messages or any other social media communications that are related to CSA Elections will not be considered 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 you all find this election a rewarding experience, and on behalf of the Elections Office, we would like to thank you for taking this step toward representing your fellow students!

Sincerely,

William Coleman

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Lauren Pyne

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Elections Team

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

Chief Returning Officer: William Coleman (he / they)

csacro@uoguelph.ca

Office Hours (Winter 2024):

- Tuesdays and Thursdays: 9:00am – 11:30am
- Wednesdays and Fridays: 2:30pm – 4:30pm

Assistant Returning Officer: Lauren Pyne (she / her)

csaaro@uoguelph.ca

Office Hours (Winter 2024):

- Mondays, Wednesdays and Fridays: 11:30am – 1:00pm
- Tuesdays: 10:00am – 11:00am, 1:00pm – 3:30pm

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: Shaima Alam

csapresident@uoguelph.ca

Policy & Transition Coordinator: Colleen Bovay

csaptc@uoguelph.ca

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:

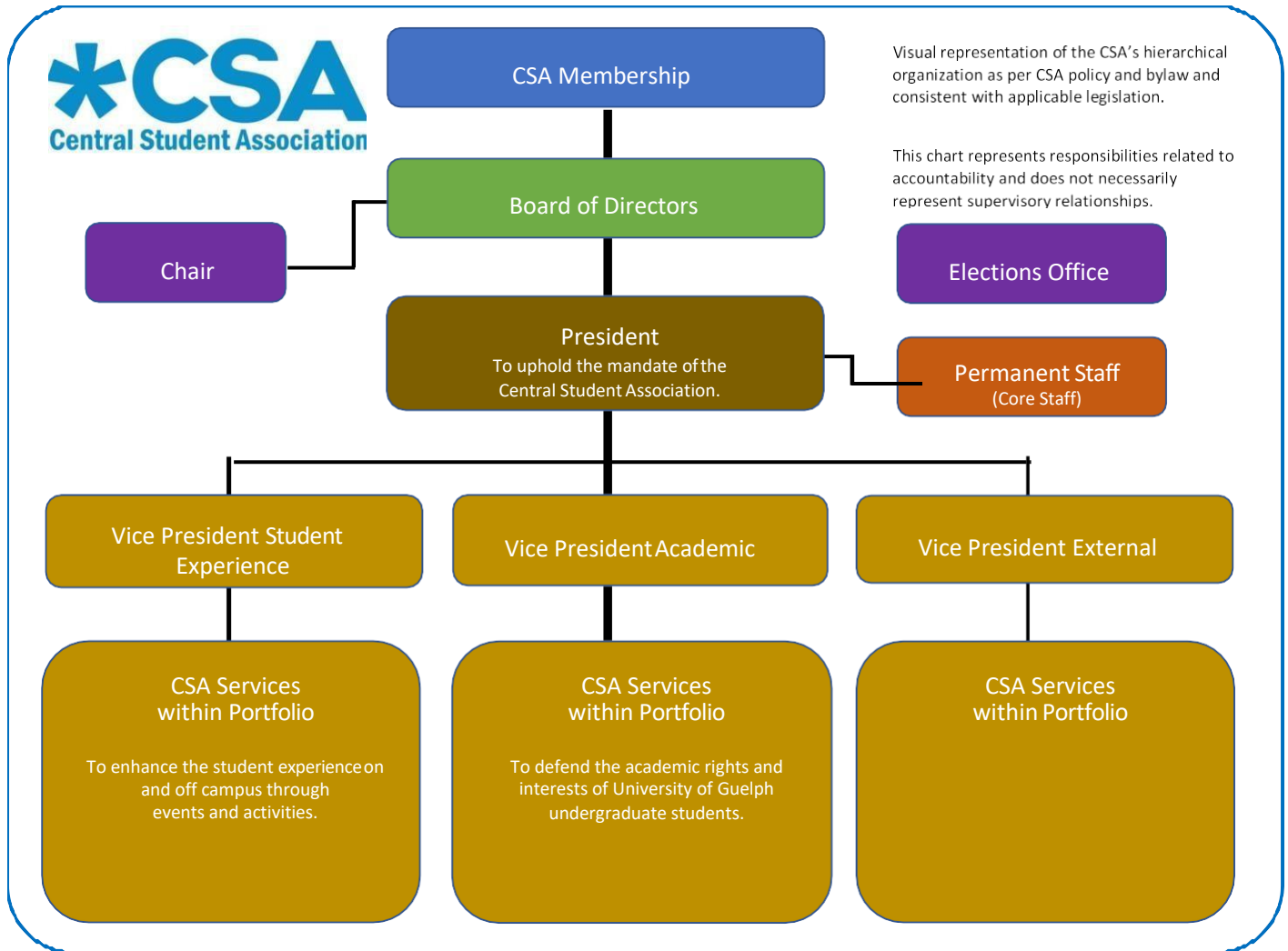
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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 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 Promotional Services Coordinator;
- 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 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 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.

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 during my term, May 1, 2024 until April 30, 2025;
- 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 in each of the Summer 2024, Fall 2024, and Winter 2025 semesters.
- Commit to at least 37 hours per week of on-site work until April 30, 2025
- Commit to attendance of all CSA Board meetings, Board training sessions, AGM's and GMM's

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, 2024, until April 30, 2025, 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 the successful candidates are required to work in-person for at least 37 hours a week throughout their 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) **by Friday, March 15, 2024 by 5:00 PM**

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

Winter 2024 General Election Nominations	Monday, February 5, 2024 to Wednesday, February 14, 2024
All Candidates’ Meeting	Friday, February 16, 2024 at 5:30 pm UC 442 and virtually on Microsoft Teams
Promotional Development and Verification	Monday, February 19, 2024 to Friday, February 23, 2024
Election Campaign Period	Monday, February 26, 2024 to Friday, March 1, 2024
Submit list of campaign volunteers to Elections Office	Monday, February 26, 2024 by 5:00pm.
Executive Candidates’ Forum	Thursday, February 29, 2024 (time TBD) University Centre Courtyard
Election Voting Period	Monday, March 4, 2024 to Friday, March 8, 2024 at 11:59pm
Submit Final Budget Form with Receipts	Friday, March 15, 2024, by 5:00pm
Results Ratified	Wednesday, March 27, 2024

Promotional Options for Campaigning

Postering

- Poster Runs are available for the Winter 2024 General Elections. 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
- 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 period dedicated to the creation of campaign materials is Monday, February 19, 2024, to Friday, February 23, 2024 but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost \$25, not including the cost of printing. 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:

Emma Bradley
Promotional Services Coordinator
csapromo@uoguelph.ca



PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.10	\$0.15
Legal	8.5 x 14 in	\$0.10	\$0.15
Tabloid	11 x 17 in	\$0.15	\$0.20
COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.15	\$0.20
Legal	8.5 x 14 in	\$0.15	\$0.20
Tabloid	11 x 17 in	\$0.30	\$0.40
CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.15	+ \$0.20

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

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 | Button Maker Rental

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA

FOR: Large Format Printing | Kiosk & UC Banner Rentals | Design Services | Pre Assembled Buttons

POSTER RUN

Poster Runs go out every Monday and Friday; 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 <small>MINIMUM</small>	\$3.75	\$4.50
50 Buttons	\$7.50	\$9
100 Buttons	\$15.00	\$18
BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons <small>MINIMUM</small>	\$5	\$6
50 Buttons	\$10	\$12
100 Buttons	\$20	\$24
ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	\$10 / 25	\$15 / 25

UPDATED AUGUST 2023 FOR MORE DETAILS VISIT CSAONLINE.CA/PROMO

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 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@uoguelph.ca no later than **Monday, February 26, 2024**.

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 2024 General Elections.

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

An important aspect of the election process is the way candidates choose to 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 February 26, 2024. 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 displayed on the class's Courouselink 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. Candidates may not seek endorsements from social media accounts.

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 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, Board Directors, 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

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs that you would like to use. You must follow the relevant [University policies](#) including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways- you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design **during the day** is considered deliberate campaign interference. After you have finished painting, send a photo of your final design to the Elections Office.

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 an infraction by the candidate.

Penalty for Abuse of Position is:

- **First Occasion:** 75 demerit points
- **Second Occasion:** 100 demerit points, 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 accumulating demerit points. Receiving 100 demerit points 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 of 50 demerit points will be imposed, and/or disqualification depending on severity of occurrence.
- **Second Occasion:** 100 demerit points, 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 the deadline.

- **After Friday, March 15, 2024 by 5:00pm:** A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, 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: 100 demerit points, which will result in immediate disqualification.

4. Use of campaign materials without CRO/ARO approval:

- **First occasion:** 25 demerit points and the candidate must remove all materials immediately.
- **Second occasion:** 50 demerit points.
- **Third occasion:** 100 demerit points, 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:

- A penalty of 100 demerit points, which will result in immediate disqualification, unless otherwise determined by the Elections and Referendum Committee.

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:

- 100 demerit points, 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 demerit points.
- **Second occasion:** 100 demerit points, which will result in immediate disqualification.

8. Failure to comply with any additional parts 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 demerit points.
- **Third occasion:** 100 demerit points, which will result in immediate disqualification.

DRAFT (Pending Approval) Board Meeting Schedule 2024-2025

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 2024

1.	June 5, 2024	6:00 pm	Microsoft Teams
2.	June 19, 2024	6:00 pm	Microsoft Teams
3.	July 3, 2024	6:00 pm	Microsoft Teams
4.	July 24, 2024	6:00 pm	Microsoft Teams
5.	August 28, 2024	6:00 pm	Microsoft Teams

Fall 2024

6.	September 11, 2024	6:00 pm	TBD
7.	September 25, 2024	6:00 pm	TBD
8.	October 9, 2024	6:00 pm	TBD
9.	October 30, 2024	6:00 pm	TBD
10.	November 13, 2024	6:00 pm	TBD
11.	November 27, 2024	6:00 pm	TBD

Winter 2025

12.	January 15, 2025	6:00 pm	TBD
13.	January 29, 2025	6:00 pm	TBD
14.	February 12, 2025	6:00 pm	TBD
15.	February 26, 2025	6:00 pm	TBD
16.	March 26, 2025	6:00 pm	TBD
17.	April 2, 2025	6:00 pm	TBD

Mandatory Board Training Schedule

1.	May 15, 2024	6:00 pm	Microsoft Teams
2.	January 8, 2025	6:00 pm	TBD

2024 Annual General Meeting

Wednesday, November 20, 2024

2025 General Members Meeting

Wednesday, March 12, 2025

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.

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.2 CSA Audited Statements 2021-2022

(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;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

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

Moved:

Seconded:

(b) Approval of CSA Audited Statements 2021-2022

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2022, be received as information by the Board of Directors;

FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be approved by the Board of Directors;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be presented to the CSA membership as information at the 2024 Annual General Meeting.

Moved:

Seconded:

**The University of Guelph Central
Student Association
Financial Statements
For the Year Ended April 30, 2022**

Draft - Subject to Change

**The University of Guelph Central Student Association
Financial Statements
For the Year Ended April 30, 2022**

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Independent Auditor's Report

To the Members of
The University of Guelph Central Student Association

Qualified Opinion

We have audited the financial statements of The University of Guelph Central Student Association (the Association), which comprise the statement of financial position as at April 30, 2022, the statements of operations - unrestricted, operations and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Association derives revenue from sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess (deficiency) of revenues over expenditures, and cash flows from operations for the years ended April 30, 2022 and 2021, current assets as at April 30, 2022 and 2021, and net assets as at May 1 and April 30 for both the 2022 and 2021 years.

We were unable to obtain sufficient appropriate audit evidence to support the partnership loss which is stated on the statement of operations and changes in net assets in the amount of \$6,583 (2021 - loss of \$2,345) and the Investment in Cannon.ca Partnership which is stated on the statement of financial position at \$54,155 (2021 - \$60,738). As a result of this matter, we were unable to determine the adjustments, if any, that might have been found necessary in respect of partnership income and net surplus for the years ended April 30, 2022 and 2021, Investment in Cannon.ca Partnership as at April 30, 2022 and 2021 and net assets externally restricted as at May 1 and April 30 for both the 2022 and 2021 years.

Our audit opinion on the financial statements for the year ended April 30, 2021 was modified accordingly because of the possible effects of these limitations in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the

financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
TBD

The University of Guelph Central Student Association Statement of Financial Position

April 30	2022	2021
Assets		
Current		
Cash (Note 2)	\$ 3,919,575	\$ 4,001,260
Short-term investments (Note 3)	1,257,827	261,500
Accounts receivable - other	28,177	4,606
Accounts receivable - Bullring	1,592	-
Government remittances receivable	-	18,732
Prepaid expenses	13,012	1,131
	5,220,183	4,287,229
Long-term investments (Note 4)	203,200	938,915
Investment in University Centre Services (Note 5)	60,000	60,000
Investment in Cannon.ca Partnership (Note 6)	54,155	60,738
Capital assets (Note 7)	296,315	357,172
	\$ 5,833,853	\$ 5,704,054
Liabilities		
Current		
Accounts payable (Note 8)	\$ 2,081,782	\$ 2,150,676
Government remittances payable	32,861	-
Deferred revenue	587	1,179
	2,115,230	2,151,855
Net Assets		
Net assets externally restricted (Page 5)		
- Dental plan reserve (Note 9)	822,183	829,764
- Health plan reserve (Note 10)	682,138	668,299
- Affordable housing reserve (Note 11)	156,568	99,725
- Late night service reserve (Note 12)	133,195	54,608
- Food bank reserve (Note 13)	63,952	29,324
- Menstrual hygiene reserve (Note 14)	83,339	69,104
- Cannon.ca reserve (Note 6)	54,155	60,738
	1,995,530	1,811,562
Net assets internally restricted (Page 6)		
- SafeWalk reserve (Note 15)	17,491	3,386
- Bullring capital reserve (Note 16)	128,884	128,243
- Live entertainment reserve (Note 17)	224,816	131,026
	371,191	262,655
Net assets invested in capital assets (Page 6)	296,315	357,172
Unrestricted net assets (Page 6)	1,055,587	1,120,810
	3,718,623	3,552,199
	\$ 5,833,853	\$ 5,704,054

The University of Guelph Central Student Association Statement of Operations and Changes in Net Assets

For the year ended April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Externally Restricted Food Bank Reserve	Externally Restricted Menstrual Hygiene Initiative Reserve	Externally Restricted Cannon.ca Reserve	Externally Restricted Subtotal
Net assets, beginning of the year	\$ 829,764	\$ 668,299	\$ 99,725	\$ 54,608	\$ 29,324	\$ 69,104	\$ 60,738	\$ 1,811,562
Student fees collected	2,368,072	3,556,190	56,222	203,377	181,385	18,947	-	6,384,193
COVID-19 relief	-	-	-	4,024	-	-	-	4,024
Interest earned	12,881	20,257	621	291	143	-	-	34,193
Partnership loss	-	-	-	-	-	-	(6,583)	(6,583)
Premiums for the year	(2,368,734)	(3,531,258)	-	-	-	-	-	(5,899,992)
Administration fees	(19,800)	(31,350)	-	-	-	-	-	(51,150)
Service fees	-	-	-	(126,703)	-	-	-	(126,703)
Other revenues (expenditures)	-	-	-	(2,402)	(146,900)	(4,712)	-	(154,014)
Operating surplus (deficit)	(7,581)	13,839	56,843	78,587	34,628	14,235	(6,583)	183,968
Purchase of capital assets	-	-	-	-	-	-	-	-
Internal transfers (Note 18)	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over expenditures	(7,581)	13,839	56,843	78,587	34,628	14,235	(6,583)	183,968
Net assets, end of the year	\$ 822,183	\$ 682,138	\$ 156,568	\$ 133,195	\$ 63,952	\$ 83,339	\$ 54,155	\$ 1,995,530

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Operations and Changes in Net Assets

For the year ended April 30	Externally Restricted Subtotal	Internally Restricted Bullring Capital Reserve	Internally Restricted Live Entertainment Reserve	Internally Restricted SafeWalk Reserve	Internally Restricted Subtotal	Invested in Capital Assets	Unrestricted	2022 Total	2021 Total
Net assets, beginning of the year	\$ 1,811,562	\$ 128,243	\$ 131,026	\$ 3,386	\$ 262,655	\$ 357,172	\$ 1,120,810	\$ 3,552,199	\$ 3,205,057
Student fees collected	6,384,193	-	-	-	-	-	-	6,384,193	6,155,260
COVID-19 relief	4,024	-	-	-	-	-	-	4,024	565,754
Interest earned	34,193	641	-	-	641	-	-	34,834	35,510
Partnership loss	(6,583)	-	-	-	-	-	-	(6,583)	(2,345)
Premiums for the year	(5,899,992)	-	-	-	-	-	-	(5,899,992)	(6,189,030)
Administration fees	(51,150)	-	-	-	-	-	-	(51,150)	(51,150)
Service fees	(126,703)	-	-	-	-	-	-	(126,703)	-
Other revenues (expenditures)	(154,014)	-	7,215	-	7,215	-	-	(146,799)	(175,177)
Excess (deficiency) of revenues over expenditures (unrestricted)	-	-	-	-	-	(72,438)	47,038	(25,400)	8,320
Operating surplus (deficit)	183,968	641	7,215	-	7,856	(72,438)	47,038	166,424	347,142
Purchase of capital assets	-	-	-	-	-	11,581	(11,581)	-	-
Internal transfers (Note 18)	-	-	86,575	14,105	100,680	-	(100,680)	-	-
Excess (deficiency) of revenues over expenditures	183,968	641	93,790	14,105	108,536	(60,857)	(65,223)	166,424	347,142
Net assets, end of the year	\$ 1,995,530	\$ 128,884	\$ 224,816	\$ 17,491	\$ 371,191	\$ 296,315	\$ 1,055,587	\$ 3,718,623	\$ 3,552,199

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Operations - Unrestricted

For the year ended April 30	2022	2021
Revenue		
The Bullring	\$ 559,026	\$ 230,238
Administration	538,385	426,524
Programmes	95,426	29,600
General programming (entertainment)	94,724	63,600
Live entertainment	75,650	85,000
VP Student Experience	63,340	62,150
Council - general	57,020	43,392
Promotional services	56,634	50,800
VP Academic	47,480	26,000
VP External	46,500	44,000
Films	22,000	21,200
	<u>1,656,185</u>	<u>1,082,504</u>
Expenditures		
Administration	513,449	418,334
The Bullring	443,225	210,707
The Bullring - cost of sales	211,897	38,691
Council - general	119,446	105,244
General programming (entertainment)	110,385	58,869
Programmes	81,131	33,216
Promotional services	54,752	51,437
VP Academic	46,646	18,230
VP Student Experience	45,765	55,429
VP External	44,482	44,086
Live entertainment	9,252	39,911
Films	1,155	30
	<u>1,681,585</u>	<u>1,074,184</u>
Excess (deficiency) of revenues over expenditures	\$ (25,400)	\$ 8,320

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2022	2021
Cash flows from operating activities		
Excess of revenues over expenditures	\$ 166,424	\$ 347,142
Items not affecting cash:		
Amortization	72,438	74,574
Net loss - Cannon.ca partnership	6,583	2,345
	245,445	424,061
Changes in non-cash working capital:		
Accounts receivable	(25,163)	41,239
Prepaid expenses	(11,881)	(1,131)
Accounts payable	(68,894)	52,894
Government remittances payable	51,593	(42,951)
Deferred revenue	(592)	(1,306)
	190,508	472,806
Cash flows from investing activities		
Purchase of capital assets	(11,581)	(40,830)
Purchase of investments	(505,000)	(874,954)
Proceeds on disposal of investments	266,172	474,955
Investment income reinvested	(21,784)	(18,318)
	(272,193)	(459,147)
Net (decrease) increase in cash	(81,685)	13,659
Cash, beginning of the year (Note 2)	4,001,260	3,987,601
Cash, end of the year (Note 2)	\$ 3,919,575	\$ 4,001,260

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association

Notes to Financial Statements

April 30, 2022

1 . Significant Accounting Policies

Nature of Business The University of Guelph Central Student Association (the "Association") was incorporated without share capital on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.

The Association is a non-profit organization and, as such, is exempt from income tax.

Basis of Accounting The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.

Financial Instruments Financial instruments are recorded at fair value when acquired or issued. All guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

Capital Assets Capital assets are recorded at cost. Amortization based on the estimated useful life of the asset is calculated as follows:

	Method	Rate
Furniture and equipment	Straight-line	10 years
Computer equipment	Straight-line	5 years
Leasehold improvements	Straight-line	12 years

Investment in University Centre Services The investment in University Centre Services is recorded at cost.

Investment in Cannon.ca Partnership The partnership is accounted for by the equity method in the Association's financial statements.

The University of Guelph Central Student Association

Notes to Financial Statements

April 30, 2022

1. Significant Accounting Policies (continued)

Fund Accounting

The Association follows the restricted fund method of accounting using the following funds:

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Revenues earned in the fund are generated from student fees and interest.

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

The Cannon.ca Reserve Fund is externally restricted for the purpose of financing future deficits of the partnership. Revenues earned in the fund are generated from the operation of The Cannon.ca.

The SafeWalk Reserve Fund is internally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

The University of Guelph Central Student Association

Notes to Financial Statements

April 30, 2022

1. Significant Accounting Policies (continued)

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

Revenue Recognition

The Association follows the restricted fund method of accounting for contributions.

Restricted amounts are recognized as revenue of the appropriate restricted fund when received or receivable. If no appropriate restricted fund is presented, then the restricted amount is recognized as unrestricted revenue in the year in which the related expenditures are incurred. Unrestricted amounts are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The collection and amount of non-academic incidental fees charged to students is regulated by the Ontario Ministry of Training Colleges and Universities through its Ontario Operating Funds Distribution Manual and Compulsory Ancillary Fee Policy Guidelines. Pursuant to these, a change to, or introduction of, a fee must be made in accordance with the Ministry's guidelines and the long-term protocol established between the University and its student government. The agreement between the Association and the University requires a referendum of the student body for significant changes to or the introduction of additional fees.

Student fees are recognized in the period to which they relate. Sales revenues are recognized when the related goods or services are provided. Grants are recognized when received or receivable, provided that collection is reasonably assured. Interest income is accrued as it is earned.

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. The estimate in these financial statements is the useful lives of capital assets.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

2. Cash

The Association's bank accounts are held at one credit union.

	2022	2021
Unrestricted		
Cash	\$ 590,444	\$ 782,981
Externally Restricted		
Health plan reserve fund	1,325,542	1,298,057
Dental plan reserve fund	1,147,669	1,335,890
Affordable housing reserve fund	156,568	99,725
Late night service reserve fund	103,195	54,608
Menstrual hygiene reserve fund	83,339	69,104
Food bank reserve fund	63,952	29,324
Due to clubs	102,675	68,916
	2,982,940	2,955,624
Internally Restricted		
SafeWalk reserve fund	17,491	3,386
Bullring capital reserve fund	103,884	128,243
Live entertainment reserve fund	224,816	131,026
	346,191	262,655
Total cash	\$ 3,919,575	\$ 4,001,260

The cash balance earns interest at the rate of 0% to 0.5% (2021 - 0% to 0.5%).

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

3. Short-Term Investments

	2022	2021
Unrestricted		
GIC	\$ 200,000	\$ 61,500
Externally Restricted		
Health plan reserve fund - GIC	532,149	200,000
Dental plan reserve fund - GIC	470,678	-
Late night service reserve fund - GIC	30,000	-
	1,032,827	200,000
Internally Restricted		
Bullring capital reserve fund	25,000	-
	25,000	-
Total short-term investments	\$ 1,257,827	\$ 261,500

Short-term investments consist of GICs that earn interest at a rate of 1.20% to 3.10% and mature from September 2022 to April 2023.

4. Long-Term Investments

	2022	2021
Unrestricted		
GIC	\$ 203,200	\$ 200,000
Externally Restricted		
Health plan reserve fund - GIC	-	423,701
Dental plan reserve fund - GIC	-	315,214
	-	738,915
	-	738,915
Total long-term investments	\$ 203,200	\$ 938,915

Long-term investments consists of a GIC that earns interest at a rate of 1.60% and matures September 2023.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

5. Investment in University Centre Services

In 2019, the Association entered into an agreement with the University Centre Services to provide an investment of \$60,000 for a student-focused lounge space and digital signage partnership. This investment provides the Association with non-financial benefits including contribution acknowledgement, priority service bookings, priority programming, and decision-making involvement. During the year, \$11,250 (2021 - \$NIL) was received as a return on this investment. To date, \$27,500 has been received as a return on this investment.

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The University of Guelph Central Student Association

Notes to Financial Statements

April 30, 2022

6. Investment in Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners.

The Cannon.ca is a website for the purpose of providing students at the University of Guelph a place they can buy and sell used textbooks, along with providing a forum for other university issues.

The Association's portion of the net income of Cannon.ca from inception to April 30, 2022 is included in a reserve account, externally restricted for the purpose of financing future deficits of the partnership.

Financial summaries of the Cannon.ca as at April 30, 2022 and 2021 and for the years then ended are as follows:

Financial Position

	<u>2022</u>	<u>2021</u>
Assets	\$ 106,221	\$ 120,046
Liabilities	-	(2,660)
Equity	106,221	117,386
Association's share	<u>\$ 54,155</u>	<u>\$ 60,738</u>

Results of Operations

	<u>2022</u>	<u>2021</u>
Total revenues	\$ -	\$ 53
Total expenditures	(13,165)	(4,744)
Net loss	(13,165)	(4,691)
Association's share	<u>\$ (6,583)</u>	<u>\$ (2,345)</u>

Cash Flows

	<u>2022</u>	<u>2021</u>
Cash from operations	\$ (14,825)	\$ (5,955)
Cash used in financing activities	-	-
Cash used in investing activities	-	-
Decrease in cash	<u>\$ (14,825)</u>	<u>\$ (5,955)</u>

**The University of Guelph Central Student Association
Notes to Financial Statements**

April 30, 2022

7. Capital Assets

	2022		2021	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Furniture and equipment	\$ 247,501	\$ 165,028	\$ 262,163	\$ 155,608
Computer equipment	45,476	28,261	38,145	22,748
Leasehold improvements	389,019	192,392	414,641	179,421
	681,996	385,681	714,949	357,777
		\$ 296,315		\$ 357,172

During the year, amortization of \$72,438 (2021- \$74,574) was recorded on capital assets.

8. Accounts Payable

	2022	2021
Health plan	\$ 1,175,553	\$ 1,253,459
Dental plan	796,164	821,340
Unrestricted	110,065	75,877
	\$ 2,081,782	\$ 2,150,676

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

9. Dental Plan and Dental Plan Reserve Fund

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

	2022	2021
Savings	\$ 1,147,669	\$ 1,335,890
Short-term investments	470,678	-
Long-term investments	-	315,214
Accounts payable	(796,164)	(821,340)
	\$ 822,183	\$ 829,764

10. Health Plan and Health Plan Reserve Fund

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

	2022	2021
Savings	\$ 1,325,542	\$ 1,298,057
Short-term investments	532,149	200,000
Long-term investments	-	423,701
Accounts payable	(1,175,553)	(1,253,459)
	\$ 682,138	\$ 668,299

11. Affordable Housing Reserve Fund

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

12. Late Night Service Reserve Fund

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees and interest.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

13. Food Bank Reserve Fund

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

14. Menstrual Hygiene Initiative Reserve Fund

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees.

15. SafeWalk Reserve Fund

The SafeWalk Reserve Fund is internally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

16. Bullring Capital Reserve Fund

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

17. Live Entertainment Reserve Fund

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

18. Internal Transfers

Each year the surplus of live entertainment and films is internally transferred from operations to the live entertainment reserve. During the year, a surplus of \$86,575 (2021 - \$72,981) was transferred.

Each year the surplus (deficit) of the SafeWalk programme is internally transferred from operations to the SafeWalk reserve. During the year, a surplus of \$14,105 (2021 - \$1,979 deficit) was transferred.

19. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2022

20. Obligation Under Operating Lease

Future minimum lease payments committed under an operating lease for the Association's photocopier consist of the following:

2023	\$	10,406
2024		10,406
2025		5,203
		<hr/>
	\$	26,015
		<hr/>

21. Financial Instruments

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to cash, investments, and accounts receivable. There have not been any changes in the risk from the prior year.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk through interest earned on its savings accounts and its guaranteed investments certificates. There have not been any changes in the risk from the prior year.

22. Budget Information

The budget figures presented for comparison purposes are unaudited and have been derived from the budget approved by the Board of Directors.

The University of Guelph Central Student Association Schedule of Council - General

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 50,000	\$ 50,000	\$ 36,500
Entertainment student fees	7,020	7,020	6,892
	<u>57,020</u>	<u>57,020</u>	<u>43,392</u>
Expenditures			
Amortization	-	72,438	74,574
Elections	11,000	10,455	8,651
Grants - CSA food bank support	7,500	7,500	1,500
Grants - College Royal	7,020	7,020	6,892
Grants - fall	9,000	6,194	1,619
Board appreciation/training	7,300	6,002	5,588
Honouraria	4,500	5,628	4,043
Annual general meeting	5,000	2,541	1,800
Executive visioning	1,000	1,178	-
Supplies	500	310	77
Executive discretionary food	1,000	180	-
Grants - Move Out Madness	500	-	500
Travel and conferences	500	-	-
SLIC registration fee	200	-	-
Photocopying	500	-	-
Student Alliance - investigative travel	1,500	-	-
	<u>57,020</u>	<u>119,446</u>	<u>105,244</u>
Net expenditures	\$ -	\$ (62,426)	\$ (61,852)

**The University of Guelph Central Student Association
Schedule of VP Academic**

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 45,000	\$ 45,000	\$ 26,000
Student health plan reserve support	-	2,480	-
	<u>45,000</u>	<u>47,480</u>	<u>26,000</u>
Expenditures			
Salaries	38,565	38,810	15,667
Employee benefits	4,825	4,396	1,947
Student memorial fund	-	2,480	-
Student artwork	800	880	616
Photocopying	100	44	-
Supplies	75	36	-
Campaigns	350	-	-
Advertising and promotion	135	-	-
Teaching excellence award	150	-	-
	<u>45,000</u>	<u>46,646</u>	<u>18,230</u>
Net revenues	\$ -	\$ 834	\$ 7,770

**The University of Guelph Central Student Association
Schedule of VP External**

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 46,500	\$ 46,500	\$ 44,000
Expenditures			
Salaries	38,565	38,527	37,080
Employee benefits	4,825	4,750	4,415
Campaigns	2,400	1,069	2,591
Memberships and subscriptions	50	100	-
Photocopying	200	36	-
Advertising and promotion	385	-	-
Supplies	75	-	-
	46,500	44,482	44,086
Net revenues (expenditures)	\$ -	\$ 2,018	\$ (86)

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The University of Guelph Central Student Association Schedule of VP Student Experience

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 48,340	\$ 48,340	\$ 47,650
Entertainment student fees	15,000	15,000	14,500
	<u>63,340</u>	<u>63,340</u>	<u>62,150</u>
Expenditures			
Salaries	37,860	23,043	37,449
Orientation programming	15,000	14,706	8,176
Employee benefits	4,770	3,213	3,650
Fall programming	2,500	2,918	3,360
Winter programming	2,500	1,589	2,644
Advertising and promotion	300	131	-
Photocopying	135	102	-
Supplies	75	63	-
Summer programming	200	-	150
	<u>63,340</u>	<u>45,765</u>	<u>55,429</u>
Net revenues	\$ -	\$ 17,575	\$ 6,721

The University of Guelph Central Student Association Schedule of Live Entertainment

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Entertainment student fees	\$ 75,000	\$ 75,000	\$ 85,000
Door receipts and ticket sales	-	650	-
	<u>75,000</u>	<u>75,650</u>	<u>85,000</u>
Expenditures			
Performer fees	24,000	5,240	5,709
Setup and sound	17,950	2,725	8,337
Facility costs	23,000	1,000	25,000
Performer riders	1,400	217	362
Supplies	550	70	260
Advertising and promotion	2,000	-	240
Photocopying	100	-	3
Purchase of equipment	6,000	-	-
	<u>75,000</u>	<u>9,252</u>	<u>39,911</u>
Net revenues	\$ -	\$ 66,398	\$ 45,089

During the year, \$668 (2021 - \$11,432) of equipment was purchased, which has not been reflected above.

**The University of Guelph Central Student Association
Schedule of Films**

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Entertainment student fees	\$ 22,000	\$ 22,000	\$ 21,200
Expenditures			
Film rentals	12,800	1,000	-
Advertising and promotion	1,000	125	-
Subscriptions	50	30	30
Photocopying	100	-	-
Equipment maintenance	1,600	-	-
Temporary wages	200	-	-
Freight and shipping	50	-	-
Supplies	200	-	-
Purchase of equipment	6,000	-	-
	22,000	1,155	30
Net revenues	\$ -	\$ 20,845	\$ 21,170

The University of Guelph Central Student Association Schedule of Programmes

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 60,980	\$ 60,980	\$ 29,600
Solicitations	34,210	32,327	-
SW Fees - Graduate	1,520	1,845	-
Traditional events expense	250	274	-
	<u>96,960</u>	<u>95,426</u>	<u>29,600</u>
Expenditures			
Co-ordinators' wages	57,042	58,253	19,955
UCS security contract	6,000	6,000	3,000
Professional fees	5,000	5,000	5,000
Employee benefits	3,509	4,433	1,182
CSA administrative fee	2,900	2,664	-
Volunteer appreciation	1,600	937	-
Telephone	600	820	90
Taxi	1,400	739	-
Advertising and promotion	2,420	715	-
Club days	720	668	-
Supplies	2,555	352	-
Software and licensing	-	220	-
Workshops	300	160	2,000
Information and awareness	410	125	100
Photocopying	204	45	-
General meetings	300	-	-
Maintenance	-	-	1,889
Electric vehicle	12,000	-	-
	<u>96,960</u>	<u>81,131</u>	<u>33,216</u>
Net revenues (expenditures)	\$ -	\$ 14,295	\$ (3,616)

**The University of Guelph Central Student Association
Schedule of General Programming (Entertainment)**

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 78,400	\$ 78,400	\$ 63,600
Imaginus - net	-	16,324	-
	<u>78,400</u>	<u>94,724</u>	<u>63,600</u>
Expenditures			
Salaries	71,700	106,597	53,385
Employee benefits	6,700	3,788	5,484
	<u>78,400</u>	<u>110,385</u>	<u>58,869</u>
Net revenues (expenditures)	\$ -	\$ (15,661)	\$ 4,731

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The University of Guelph Central Student Association Schedule of Administration

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 377,080	\$ 403,674	\$ 347,958
Other income	38,420	37,539	2,126
Health plan administration fees	28,500	28,500	28,500
Universal bus pass revenue - net	-	19,103	-
Entertainment student fees	22,000	18,379	22,000
Dental plan administration fees	18,000	18,000	18,000
Interest earned	8,000	10,427	7,854
Photocopier revenue	2,000	2,763	86
	<u>494,000</u>	<u>538,385</u>	<u>426,524</u>
Expenditures			
Salaries	340,000	359,005	283,552
Professional fees	37,000	49,758	42,397
Employee benefits	35,150	35,116	25,298
Software licensing	14,000	13,981	13,862
Insurance	13,000	12,730	14,000
Photocopier expense	11,500	12,009	10,710
Telephone	11,800	10,925	11,473
Office supplies	8,000	8,746	7,459
Advertising and promotion	7,500	3,465	2,744
University services	700	2,492	620
Staff appreciation	2,000	2,049	1,855
Bank charges	1,200	1,625	1,028
Temporary wages	2,000	700	1,238
Student risk management	550	571	330
Maintenance and repairs	300	440	-
Staff training and transition	3,000	438	1,680
Travel	300	77	88
Purchase of equipment	6,000	-	-
GSEC - Bullfrog power	-	(678)	-
	<u>494,000</u>	<u>513,449</u>	<u>418,334</u>
Net revenues	\$ -	\$ 24,936	\$ 8,190

During the year, \$10,913 (2021 - \$8,531) of equipment was purchased, which has not been reflected above.

The University of Guelph Central Student Association Schedule of The Bullring Operations

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Sales	\$ 565,000	\$ 550,556	\$ 93,825
Entertainment student fees	12,000	4,785	-
Student fees	-	-	111,500
	<u>577,000</u>	<u>555,341</u>	<u>205,325</u>
Cost of sales	<u>226,000</u>	<u>211,897</u>	<u>38,691</u>
Gross margin	351,000	343,444	166,634
Other revenue	35,750	3,685	24,913
	<u>386,750</u>	<u>347,129</u>	<u>191,547</u>
Expenditures			
Wages	105,000	153,524	31,928
Management salary	148,450	148,566	115,631
Express card commissions/rental	27,100	32,198	7,262
Bookkeeping	21,850	21,850	-
University space costs	13,000	15,827	15,586
Management benefits	13,350	15,003	11,311
Staff benefits	12,000	12,549	4,494
Supplies	6,000	12,122	2,148
Insurance	7,000	6,365	5,763
Janitorial services	5,500	4,840	4,131
Entertainment costs	12,000	4,785	-
Maintenance of equipment	1,500	3,153	2,182
Maintenance of front house	1,000	3,036	1,875
Janitorial supplies	1,500	2,418	845
Advertising and promotion	1,000	2,350	526
Memberships and licenses	1,030	1,484	1,043
Lease of equipment	1,500	1,309	1,428
Staff appreciation	500	1,216	208
Staff training	300	295	-
University services	1,000	210	4,239
Photocopying	40	74	80
Travel/mileage	50	51	27
Staff meals	6,080	-	-
	<u>386,750</u>	<u>443,225</u>	<u>210,707</u>
Net expenditures	\$ -	\$ (96,096)	\$ (19,160)

The University of Guelph Central Student Association Schedule of Promotional Services

For the year ended April 30	2022 Budget (unaudited)	2022 Actual	2021 Actual
Revenues			
Student fees	\$ 51,700	\$ 51,700	\$ 50,650
Postering - net	2,500	2,115	-
Space rentals	2,000	1,629	-
Banner service - net	2,500	931	-
Miscellaneous - net	-	259	-
Graphic design	-	-	150
	58,700	56,634	50,800
Expenditures			
Salaries	52,156	49,770	46,128
Employee benefits	6,169	4,828	4,968
Advertising and promotion	-	130	-
Supplies	75	24	-
Memberships and subscriptions	300	-	341
	58,700	54,752	51,437
Net revenues (expenditures)	\$ -	\$ 1,882	\$ (637)

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.3

Financial Position to December 31, 2023 and Salary & Wage Recommendations

(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;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the CSA Financial Position to December 31, 2023;

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

Moved:
Seconded:

(b) Receive Financial Position Presentation

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Financial Position to December 31, 2023, be received as information by the Board of Directors.

Moved:
Seconded:

(c) Approval of 2024-2025 Salary & Wage Recommendations

MOTION: to approve the 2024-2025 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 31, 2024 board agenda package.

Moved: Shaima Alam, President
Seconded:

Central Student Association Financial Position

As at December 31, 2023

Members Equity - Unrestricted Net Assets as at April 30, 2023 (unaudited) \$ 1,240,023.12

Current Fiscal Year Considerations as at December 31, 2023

CSA Operating

Admin: Student fee revenue 6.55% above budget projections	\$	59,932.00
Admin: Wage & benefit variance to YE	\$	56,000.00
Admin: Leasehold improvements variance to YE	\$	60,000.00
Council: Residence Room Stuffer, CSA Tote Bags	\$	6,000.00
Student Experience - wage & benefit variance	\$	22,000.00
Bike Centre - Wage & Benefit variance to YE	\$	8,100.00
		<u>212,032.00</u>

\$ 212,032.00

Bullring

Bullring Net Revenue - under (over) budget as at December 31, 2023 \$ (38,571.27)

Estimated Members Equity at Year End April 30, 2023 \$ 1,413,483.85

Internal Commitments

CSA Operating Contingency (15% of Annual Budget)	\$	(323,193.00)
Estimated Expenses over Revenues to October 15, 2024	\$	(640,000.00)
Bullring Net Revenue	\$	38,571.27
Business Office Accounting Software	\$	(30,000.00)
		<u>(954,621.73)</u>

\$ (954,621.73)

Available Funds After Internal Commitments \$ 458,862.12

Internal Designation for Available Funds

CSA General Operations	\$	212,032.00
New Initiatives and Projects	\$	246,830.12
		<u>458,862.12</u>

\$ 458,862.12

Entertainment Fees

Entertainment Fees per CSA Budget 2023-2024	\$	141,750.00
Fees Above (Below) Anticipated Receipts	\$	12,927.60
Estimate of Expenses to Year End	\$	(141,750.00)
Projected year end surplus (deficit)		<u>12,927.60</u>

\$ 12,927.60

Balance Entertainment Reserve Fund as at YE April 30, 2023 \$ 210,093.31

Funds available for Entertainment Programming \$ 223,020.91

Prepared January 2024

LAC

Central Student Association Salary & Wage Recommendations

For the 2024-2025 Fiscal Year

Annual Increase to fees per Consumer Price Index for 2021-2022: 1.85%

Annual Increase to fees per Consumer Price Index for 2022-2023: 3.5%

Annual Increase to fees per Consumer Price Index for 2023-2024: 6.8%

Average Previous 3 Years: 4.05%

	Additional Detail	2022-2023	Increase	2023-2024	Increase	2024-2025
Provincially Legislated Minimum Wage	Cash payment	\$ 15.50	3.23%	\$ 16.00	3.44%	\$ 16.55
Bullring PT Minimum Wage (with 4% vacation)	PT - max 15 hrs/week	\$ 16.12	3.2%/6.83%	\$ 17.22	1.17%	\$ 17.42
CSA PT Service Staff Base Rate (includes 4% vacation)	PT - max 15 hrs/week	\$ 16.96	3.48%	\$ 17.55	4.05%	\$ 18.25
FoodBank & Bike Centre Coordinator (FT)	FT - 32.5 - 35 hrs/week	\$ 36,157.00	3.50%	\$ 37,422.00	4.05%	\$ 38,938.00
Permanent/Renewable Staff	Varied Contracts	\$ -		\$ -		\$ -
Executive Staff	FT - min 37 hours/week	\$ 37,436.00	3.50%	\$ 38,740.00	4.05%	\$ 40,310.00

Reviewed by the Finance Committee on January 10, 2024

Recommended forward to the Board of Directors on January 31, 2024

Notice of Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.4

Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on January 31, 2024.

This motion will be considered at the Board meeting on February 14, 2024.

WHEREAS the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios);

WHEREAS the PBRC reached consensus to bring forward the amendments for Section 3 of the appendix ahead of the remainder of the comprehensive review; and

WHEREAS the PBRC has recommended forward the amendments for Section 3 as resolved from the review;

BE IT RESOLVED that the amendments to Appendix A (Executive Portfolios) Section 3 be approved as recommended by the PBRC and as included in the Board Agenda Package.

Vice President Student Experience (DRAFT)

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:

1. To follow the leadership and direction of the CSA President.
2. To be a primary signing authority of the CSA.
3. To be knowledgeable of CSA finances and be prepared to assume the duties of the President in the event of the absence or incapacity of the President.
4. To oversee the expenses of the Vice President Student Experience budget portfolio in collaboration with the Business Manager.
5. To ensure the effective operation of CSA Clubs and CSA SafeWalk services.
6. To be a key presence representing the CSA both online and on campus in support of increasing outreach, student engagement, and related events.
7. To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
8. To be an advocate for maintaining and enhancing student space on campus.
9. To be a member and actively participate with internal and external committees in relation to the Vice President Student Experience portfolio.

Services

1. To act as the Executive supervisor of the SafeWalk and Clubs service staff.
2. To be knowledgeable of all aspects of the CSA Clubs Office and oversee all operations.
 - Be well versed in the contents of the CSA Clubs Handbook to effectively provide support to the Clubs Coordinator as needed.
 - Be aware of club accreditation and training deadlines each semester.
 - Attend and provide support for key events including but not limited to the Clubs General Meetings and Clubs Days.
3. To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.
4. To be the CSA Executive representative on the Student Events and Risk Management Committee. When needed, support the CSA Events Coordinator

with checking CSA ASO GryphLife submissions and commenting or approving events.

Outreach and Engagement

1. Coordinate day-to-day interactions on social media for increased student engagement with the CSA.
 - Reply to comments and inquiries on CSA social media posts.
 - Be knowledgeable of and participate in trends to attract a larger student audience.
 - Explore methods of expanding the CSAs social presence onto new platforms.
2. To advocate for increasing student engagement and representation on committees.
3. To act as a liaison with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), and Special Status Groups (SSG) to support engagement in their student events.
4. To support the CSA Events Coordinator with organizing and running Orientation Week events.
5. To coordinate events and programming for graduating students in the Winter semester, including but not limited to the Last Toast.
6. To acquire and document feedback from students regarding events and initiatives within the Vice President Student Experience portfolio.
7. To work with other student groups and university departments to build long-term relationships with campus partners in relation to the Vice President Student Experience portfolio.

Student Health and Wellness

1. To engage in and promote awareness regarding campaigns, initiatives, and committees that support undergraduate student mental health and well-being.
2. To be the prime facilitator of the CSA Menstrual Hygiene Initiative and referendum fee, in collaboration with the CSA Business Manager regarding budget, inventory, and program expansion.
 - Be knowledgeable of day-to-day operations.
 - Run events and campaigns to promote awareness of the initiative, including but not limited to, a minimum of one event per semester with the goal of distributing 200 free reusable menstrual products to students.
 - Research methods to expand and improve the service.

- Act as the primary point person for communications with students and campus partners.
 - Act as the connection with external parties to provide students with reusable menstrual product options.
 - Maintain a comprehensive operating manual and prepare an annual report regarding all aspects of the service, to be completed in the Winter Semester.
3. To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.
 4. To promote sexual health education on campus, which includes but is not limited to running Sexy Bingo events.
 5. Advocate for and participate in initiatives regarding inclusivity and student support.
 - To act as a support person for special status groups, under-represented groups, and the Office of Diversity and Human Rights.
 - To advocate for under-represented and marginalized undergraduate students at the University of Guelph, in collaboration with the VP External.
 - To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

Student Space

1. To work towards University-wide student space initiatives.
2. Advocate for expansion of student study and lounge space on campus, in collaboration with the Vice President Academic.
3. To recruit students to fill the CSA (primary and alternate) positions on the UC Board through a general call-out for members, as required.
4. To facilitate student caucus meetings of the CSA representatives on the UC Board before the start of UC Board meetings to review the agenda together.

Committees

Internal CSA Committees:

- Executive Committee (Secretary)
- CSA Finance Committee (member)
- Student Events and Risk Management Committee (member)
- thecannon.ca Operating Committee (member)

External Committees:

- Student Experience and Events Committees:

- Student Leaders and Administration Meeting (member)
- Student Experience Advisory Committee (member)
- Orientation Week Advisory Committee (member)
- Gryph to Grad Committee (member)
- Homecoming and St. Patrick's Day Internal Planning Committee (member)
- Innovation Fund Committee (member)

- Student Space Committees:

- University Centre Board (lead member)
- University Centre Board Selection Committee (chair)
- Student Space Initiative (member)

- Student Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)
- Athletics Advisory Committee (member)

In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

Vice President Student Experience (Existing Document)

1. The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
2. To follow the leadership and direction of the CSA President.
3. To be a primary signing authority of the CSA.
4. To be involved in event planning pertaining to University of Guelph undergraduate students.
 - To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
 - To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
 - To coordinate and plan Orientation Week events.
5. To advocate for increasing student engagement and representation on committees.
6. To seek alternative ways of publicizing CSA events to students.
7. To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
8. To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
9. To supervise CSA Clubs and SafeWalk staff.
10. To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
11. To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
12. To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

Collaboration

1. To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.

2. To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
3. To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.
4. To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
5. To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

Club Space

1. To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.
2. To assist the clubs coordinators to assign bookable club space and lockers to accredited clubs, as required.
3. To assist the clubs coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.
4. To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

Student Space Initiatives

1. To investigate and report CSA-specific space and building initiatives.
2. To work towards University-wide student space initiatives in collaboration with the Executive Committee.
3. To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

Committees

- Executive Committee (Secretary)
- University Centre Board (member)
- Student Leaders and Administration Meeting (member)
- Athletics Advisory Committee (member)
- CSA Finance Committee (member)

- Orientation Week Advisory Committee (member)
- Student Life Advisory Committee (member)
- Sexual Violence Committee and sub-committees (member)
- Student Wellness Advisory Group (member)
- 1 in 5 Planning Committee (member)
- OUTline Advisory Committee (member)
- thecannon.ca Operating Committee (member)
- Innovation Fund Committee (member)
- Student Events and Risk Management Committee (Co-Chair)

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.5
Appoint Member to Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

WHEREAS Member Mauricio Fernandez has resigned from the committee, leaving a vacancy;

BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

[1 Director]

Moved:
Seconded:

See following pages for Elections and Referendum Committee information.

Motion

Board of Directors Meeting # 13

January 31, 2024



Elections and Referendum Committee

3.1 The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

3.3 Elections Oversight

3.3.1 The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.

Motion

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- Consider and approve the Elections Report of the CRO before it's submitted to the Board of Directors as information following the elections.
- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

3.4 Referendums

3.4.1 The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

Motion

Board of Directors Meeting # 13

January 31, 2024



Item 13.11.6

Director Class Talks: re Winter 2024 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”;

WHEREAS CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are filled, 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 before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2024 General Elections;

FURTHER that the Chief Returning Officer 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 Results Report.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 13
January 31, 2024



Item 13.11.7

Winter 2024 General Elections Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election promotional strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

WHEREAS Section 4.3.1 states that the promotional strategy should be submitted to the Board of Directors for information;

MOTION: That the Winter 2024 General Elections Promotional Strategy, as included in the Board Agenda Package, be received as information.

Moved: Shaima Alam, President

Seconded:

Item 13.11.7

Our Winter Election promotional strategy will be a combination of in-person outreach, posterage, large format displays, digital signage, emails, and social media.

The branding is consistent with our general elections, so it is recognizable and cohesive. Using the improved strategy from the F23 By-Election, we similarly pulled elements from the organization's new branding guidelines and make use of frequent and collaborative postings. Learning from W23's successes and criticism, certain measures are being taken: firstly, in-person polling stations will be used with a laptop setup for greater engagement, in addition to sharing the voting link widely; secondly, an All Candidates Forum will occur to encourage informed decisions and create one equal platform for candidates to voice goals and qualities to all voting members; thirdly, information sessions will be held by the executives to inform members who are considering running, where a breakdown of responsibilities and a day-in-the-life are given in detail.

Our Winter Election Goals and Indicators of Success are as Follows:

- **CSA Awareness:** This includes incorporating key messaging about the CSA into our election's materials and interactions with students and handing out promotional materials.
- **Engagement:** Increase engagement in the elections for the number of nominations and voting turnout through prioritizing in-person interactions with some online opportunities, information sharing with student organizations and campus department networks and followings, and tabling throughout the election.
- **Informed Candidates and Voters:** Increasing the information available to potential candidates by holding information sessions on what it means to hold a specific position and connecting voters to candidates using an all-candidates forum.
- **Filling Vacancies:** We hope to elect a full executive team and all our At Large Board of Director positions.

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 some outreach requirements for you including but not limited to: Class talks, tabling during elections, sharing information with your fellow students, and re-posting elections information on social media.

Shaima Alam

CSA President 2023-2024

Winter 2024 Election Promotional Strategy
 January 31, 2024



Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	Student Involvement Fair and Clubs Days January 18 th , 19 th , 23 rd	Tabling, CSA awareness items	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign) Positions open and where to get more information
Promotional and Nomination period	General Promotional: Jan 22 -Feb 2 nd Nomination period: Feb 5 th – Feb 14 th	<ul style="list-style-type: none"> - Newsletter – Feb 5th - Digital Signage - Social Media - Kiosk - Poster run - Class talks - Tabling - UC banner - Student Experience Newsletters - Resharing By Student - Organizations on social media - MS Teams Channels - Contact PSO's and Housing - Information session x2 	Nominations open on February 5 th / now open How to run Explain positions available and what the experience is Explain what the positions do and why people should run for those positions
CSA Promotion and Campaign period	Feb 15 – March 1	All Candidates Forum – Feb 29th Digital signage Poster run Social media UC banner Newsletter – Feb 26th – including asking for questions	All candidates forum will be a large event to engage students and interested in elections before voting begins Candidates can be asked pre-set questions from students so students can make informed decisions

Winter 2024 Election Promotional Strategy
 January 31, 2024



Voting	March 4 th -8 th	Tabling/In-person polling stations every day Digital Signage Share info with campus partners Kiosk UC Banner Poster run Social Media Signage at all our services, including front office All Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email SEC & student orgs Class talks	Voting now open How to vote (swipe graphic)
Voting Extension	March 9 th - 13 th	Social Media Sandwich Boards UC Banner Poster Run In-person polling stations kiosk	Voting Extended until March 13th Vote now Why it's important to vote

Motion

Board of Directors Meeting # 13

January 31, 2024



Item 13.11.8 2024-2025 CSA Board Meeting Schedule

MOTION: that the CSA Board of Directors approve the 2024-2025 Board of Directors Meeting Schedule as included in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 13

January 31, 2024



DRAFT Board Meeting Schedule 2024-2025

Summer 2024

1.	June 5, 2024	6:00 pm	Microsoft Teams
2.	June 19, 2024	6:00 pm	Microsoft Teams
3.	July 3, 2024	6:00 pm	Microsoft Teams
4.	July 24, 2024	6:00 pm	Microsoft Teams
5.	August 28, 2024	6:00 pm	Microsoft Teams

Fall 2024

6.	September 11, 2024	6:00 pm	TBD
7.	September 25, 2024	6:00 pm	TBD
8.	October 9, 2024	6:00 pm	TBD
9.	October 30, 2024	6:00 pm	TBD
10.	November 13, 2024	6:00 pm	TBD
11.	November 27, 2024	6:00 pm	TBD

Winter 2025

12.	January 15, 2025	6:00 pm	TBD
13.	January 29, 2025	6:00 pm	TBD
14.	February 12, 2025	6:00 pm	TBD
15.	February 26, 2025	6:00 pm	TBD
16.	March 26, 2025	6:00 pm	TBD
17.	April 2, 2025	6:00 pm	TBD

Motion

Board of Directors Meeting # 13

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Mandatory Board Training Schedule

1.	May 15, 2024	6:00 pm	Microsoft Teams
2.	January 8, 2025	6:00 pm	TBD

2024 Annual General Meeting

Wednesday, November 20, 2024

2025 General Members Meeting

Wednesday, March 12, 2025

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 the semester, usually 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.

Motion

Board of Directors Meeting # 13

January 31, 2024



Item 13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on January 31, 2024 be adjourned at pm.

Moved:

Seconded: