

AGENDA

Board of Directors Meeting # 14

February 14, 2024 – 6:00 pm



Agenda – February 14, 2024

14.0	Call to Order	
14.1	Land Acknowledgement	
14.2	Adoption of the Agenda 14.2.1 Approve the Agenda 14.2.2 Declarations of Conflicts	1
14.3	Ratifications and De-Ratifications	
14.4	Comments from the Chair 14.4.1 Introductions and Pronouns	
14.5	Approval of Past Minutes 14.5.1 Meeting # 8a – October 23, 2023	2
14.6	Executive Committee Minutes	
14.7	Executive Updates 14.7.1 President – February 14, 2024 14.7.2 VP Student Experience – February 14, 2024 14.7.3 VP Academic – February 14, 2024 14.7.4 VP External – February 14, 2024	
14.8	Director Reports	
14.9	CSA Service Update and Report	
14.10	Committee Updates and Reports 14.10.1 Summary of Committee Appointments 14.10.2 PBRC Minutes # 7 – January 26, 2024	18 27
14.11	Business 14.11.1 Approve Referendum Question re. Fall Reading Week 14.11.2 Job Description: Full-Time Clubs Coordinator 14.11.3 Notice: Appendix A (Executive Portfolios) Comprehensive Review re. PBRC 14.11.4 Notice: Amendments to Bylaw 1 (Organizational) re. PBRC 14.11.5 Notice: Amendments to Appendix D (Committees) re. PBRC 14.11.6 Notice: Amendments to CSA Rules of Order re. PBRC 14.11.7 Appoint UC Board Undergraduate Student Representatives 14.11.8 Appoint Directors to the UC Board Member Selection Committee	34 36 44 83 84 88 89 90
14.12	New Business 14.12.1	
14.13	Announcements	
14.14	In Camera Session 14.14.1 Approve In-Camera Minutes	
14.15	Adjournment	92

Motion

Board of Directors Meeting # 14
February 14, 2024



**Item 14.2.1 (a)
Approve the Agenda**

MOTION: that the agenda for the CSA Board of Directors Meeting # 14 on February 14, 2024, be approved as printed and distributed.

Moved:
Seconded:

**Item 14.2.1 (b)
Amend the Agenda**

MOTION TO AMEND:

Moved:
Seconded:

**Item 14.2.1 (c)
Approve the Amended Agenda**

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 14 on February 14, 2024, be approved as amended with:

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.5
Approval of Past Board Minutes

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

14.5.1	CSA Board Meeting # 8a	October 23, 2023
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Moved:
Seconded:

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Attendance – October 23, 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	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
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	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
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	Present	
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	
Taylor Legge	Student Federation of the Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 8a
 October 23, 2023 – 7:00 pm
 UC 441



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Regrets	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	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

*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.*

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Summary of Resolutions

8a.2 Adoption of the Agenda

8a.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 8a on October 23, 2023, be approved as printed and distributed.

Motion Carried

8a.11.1 A Statement on the Current Middle East Conflict

WHEREAS On Wednesday October 18 a statement was approved by the CSA Board of Directors regarding the ongoing conflict in the Middle East;

WHEREAS This statement was extremely one-sided and perpetuates a dangerous narrative for the Palestinian students on campus;

WHEREAS With death tolls increasing, and millions of Palestinians being displaced, it is unjust to only put out a statement pushing one side of the conflict;

WHEREAS to properly represent the campus constituency, another statement needs to be published to ensure students feel supported by their student association;

BE IT RESOLVED that the following statement (statement 1) be approved and shared with the student population on the CSA Instagram account;

AND FURTHER that the following statement (statement 2) be approved and shared with the student population on the CSA website;

Motion Tabled Indefinitely

WHEREAS the students who felt underrepresented within the statement released in the last board meeting have voiced their opinions;

WHEREAS a statement was developed by board members to voice those students and that motion was tabled indefinitely;

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



WHEREAS the board wants to address these concerns to release a new statement that represents all student voices with consultation from all groups;

BE IT RESOLVED that a subcommittee is formed with the following appointments, Jake Levy, Daniel Neiterman, Naomi Amayaevbo, Natalie Wilkinson, and additional board members as appointed;

BE IT FURTHER RESOLVED that the subcommittee would consult with but is not limited to, the Middle Eastern Student Association, the Guelph Palestinian Student Association, the Muslim Student Association, Guelph Hillel, and the Muti-Faith Resource Team.

Motion Carried

8a.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 8a on October 23, 2023, be adjourned at 12:16 am

Motion Carried

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Agenda – October 23, 2023

8a.0	Call to Order	
8a.1	Land Acknowledgement Member Samar Tariq	
8a.2	Adoption of the Agenda 8a.2.1 Approve the Agenda 8a.2.2 Declarations of Conflicts	1
8a.3	Ratifications and De-Ratifications	
8a.4	Comments from the Chair 8a.4.1 Introductions and Pronouns	
8a.5	Approval of Past Minutes	
8a.6	Executive Committee Minutes	
8a.7	Executive Updates	
8a.8	Director Reports	
8a.9	CSA Service Update and Report	
8a.10	Committee Updates and Reports	
8a.11	Business 8a.11.1 A Statement on the Current Middle East Conflict	2
8a.12	New Business 8a.12.1	
8a.13	Announcements	
8a.14	In Camera Session 8a.14.1	
8a.15	Adjournment	

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Minutes – October 23, 2023

8a.0 Call to Order

The meeting was called to order at 7:17 pm.

8a.1 Land Acknowledgement

VP External, Samar, delivered the following land acknowledgement:

Hello board, today I would like to acknowledge the land we sit on, we work on, we use for our personal benefits, the land we call home, and the reality of this land not actually being ours. The City of Guelph falls on the lands of the Attawandaron, and the Haudenosaunee. This land is held as the treaty lands and territory with the Mississaugas of the Credit First Nation. With respect to the topics we discuss here today, let us remember the colonial regiment of the western world, the pain it has perpetuated in forceful displacement, and the privilege we hold to benefit from stolen land and the injustice that occurred here before us. Thank you.

8a.2 Adoption of the Agenda

8a.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 8a on October 23, 2023, be approved as printed and distributed.

Moved: Abdul Khan

Seconded: Natalie Wilkinson

Motion Carried

8a.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

8a.4 Comments from the Chair

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



The Chair expressed that this is a hybrid meeting and general rules still apply. 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. Members online type Speaker's List in the chat, raise a hand for Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order.

8a.4.1 Introductions and Pronouns

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

8a.11 Business

8a.11.1 A Statement on the Current Middle East Conflict

WHEREAS On Wednesday October 18 a statement was approved by the CSA Board of Directors regarding the ongoing conflict in the Middle East;

WHEREAS This statement was extremely one-sided and perpetuates a dangerous narrative for the Palestinian students on campus;

WHEREAS With death tolls increasing, and millions of Palestinians being displaced, it is unjust to only put out a statement pushing one side of the conflict;

WHEREAS to properly represent the campus constituency, another statement needs to be published to ensure students feel supported by their student association;

BE IT RESOLVED that the following statement (statement 1) be approved and shared with the student population on the CSA Instagram account;

AND FURTHER that the following statement (statement 2) be approved and shared with the student population on the CSA website;

Moved: Naomi Amayaevbo

Seconded: Natalie Wilkinson

MOTION: That the statement be received into the minutes

Moved: Naomi Amayaevbo

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Seconded: Natalie Wilkinson

Motion Carried

MOTION: To move *In Camera*

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Member Levy states there have been threats directed to the board and believes an in-camera session will ensure the safety of everyone.

Motion Carried

MOTION: To close the *In Camera* session

Moved: Natalie Wilkinson

Seconded: Eknor Walia

Motion Carried

MOTION: To have a 3-minute recess

Moved: Jonah Greenhut

Seconded: Natalie Wilkinson

Motion Carried

MOTION: To table item **8a.11.1** indefinitely

Moved: Jonah Greenhut

Seconded: Natalie Wilkinson

The Chair explained that to table an item indefinitely means there is not a set time that it must come back to the board. It could be given to a committee, and they can return it with a response at a particular time.

Motion Carried

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



WHEREAS the students who felt underrepresented within the statement released in the last board meeting have voiced their opinions;

WHEREAS a statement was developed by board members to voice those students and that motion was tabled indefinitely;

WHEREAS the board wants to address these concerns to release a new statement that represents all student voices with consultation from all groups;

BE IT RESOLVED that a subcommittee is formed with the following appointments, the President, VP External, Jake Levy, Daniel Neiterman, Naomi Amayaevbo, Natalie Wilkinson, and additional board members as appointed;

BE IT FURTHER RESOLVED that the subcommittee would consult with but is not limited to, the Middle Eastern Student Association, the Guelph Palestinian Student Association, the Muslim Student Association, Guelph Hillel, and the Muti-Faith Resource Team.

Moved: Shaima Alam, The President

Seconded: Junpyo Lee, VP Academic

MOTION TO AMEND: The President, Shaima Alam, and VP External, Samar Tariq, will be non-voting members and the listed board directors will be voting members.

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Member Levy mentioned how the Executives posted on Instagram that they did not have voting rights after the initial statement was published. As such, he states that they should not have voting rights in this subcommittee.

The President, Shaima Alam, explained that the Executives stated the consequences of posting the previous statement. As voting members, the Executives can provide their perspectives as the people who work with students every day.

Motion Carried

MOTION TO AMEND: To remove the Executives from the subcommittee.

Moved: Shaima Alam, The President

Seconded: Jake Levy

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



The President, Shaima Alam, elaborated that this subcommittee is becoming a miniature version of what the board meeting was like on October 18. She expressed that she has no intention of using Executive time to state their advice and have it ignored.

Motion Carried

MOTION: To extend the meeting time by 15-minutes

Moved: Jonah Greenhut

Seconded: Junpyo Lee, VP Academic

Motion Defeated

MOTION: To call the question

Moved: Natalie Wilkinson

Seconded: Jonah Greenhut

Motion Carried

WHEREAS the students who felt underrepresented within the statement released in the last board meeting have voiced their opinions;

WHEREAS a statement was developed by board members that did not develop a new statement to voice those students that the motion was tabled indefinitely;

WHEREAS the board wants to address these concerns to release a new statement that represents all student voices with consultation from all groups;

BE IT RESOLVED that a subcommittee is formed with the following appointments, Jake Levy, Daniel Neiterman, Naomi Amayaevbo, Natalie Wilkinson, and additional board members as appointed;

BE IT FURTHER RESOLVED that the subcommittee would consult with but is not limited to, the Middle Eastern Student Association, the Guelph Palestinian Student Association, the Muslim Student Association, Guelph Hillel, and the Muti-Faith Resource Team.

Motion Carried

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



8a.12. New Business

No New Business was presented at this meeting.

8a.13 Announcements

No announcements were given at this meeting.

8a.14 In Camera

MOTION: To move *In Camera*

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION: To have a 10-minute recess

Moved: Jonah Greenhut

Seconded: Abdul Khan

Motion Carried

MOTION: to extend Member Wilkinson's speaking time by 5-minutes.

Moved: Jonah Greenhut

Seconded: Eknoor Walia

Motion Carried

MOTION: to extend Member Amayaevbo's speaking time to 10-minutes.

Moved: Naomi Amayaevbo

Seconded: Eknoor Walia

Motion Carried

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



MOTION: to extend Member Walia’s speaking time to 11-minutes.

Moved: Eknor Walia
Seconded: Daniel Neiterman

Motion Carried

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

Moved: Jake Levy
Seconded: Jonah Greenhut

Motion Carried

MOTION: to add an additional 2-minutes to Member Levy’s speaking time.

Moved: Jake Levy
Seconded: Daniel Spinner

Motion Carried

MOTION: to extend Member Neiterman’s speaking time to 11-minutes.

Moved: Daniel Neiterman
Seconded: Daniel Spinner

Motion Carried

MOTION: to recess for 10-minutes.

Moved: Jonah Greenhut
Seconded: Abdul Khan

Motion Carried

MOTION: to extend the VP External’s speaking time to 6-minutes.

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Moved: Samar Tariq
Seconded: Naomi Amayaevbo

Motion Carried

MOTION: to extend Member Abdul Khan’s speaking time by an additional 1 minute.

Moved: Abdul Khan
Seconded: Jonah Greenhut

Motion Carried

MOTION: to call the question.

Moved: Marcus Aldred-Ganhao
Seconded: Mauricio Fernandez

Motion Defeated

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

Moved: Jonah Greenhut
Seconded: Natalie Wilkinson

Motion Carried

MOTION: to extend Member Greenhut’s speaking time by an additional 2 minutes.

Moved: Jonah Greenhut
Seconded: Daniel Spinner

Motion Carried

MOTION: to extend Member Amayaevbo’s speaking time by an additional 3 minutes.

Moved: Naomi Amayaevbo
Seconded: Daniel Spinner

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



Motion Carried

MOTION: to extend Member Walia's speaking time to 4-minutes.

Moved: Eknor Walia

Seconded: Jonah Greenhut

Motion Carried

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

Moved: Samantha Scott

Seconded: Jayden Khan

Motion Carried

MOTION: to call the question.

Moved: Daniel Neiterman

Seconded: Marcus Aldred-Ganhao

MOTION: for a roll call vote for the motion to call the question.

Moved: Junpyo Lee, VP Academic

Motion Carried

MOTION: to call the question.

Motion Defeated

MOTION: To close the *In Camera* session

Moved: Natalie Wilkinson

Seconded: Eknor Walia

Motion Carried

MINUTES

Board of Directors Meeting # 8a
October 23, 2023 – 7:00 pm
UC 441



8a.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 8a on October 23, 2023 be adjourned at 12:16 am.

Moved: Natalie Wilkinson
Seconded: Naomi Amayaevbo

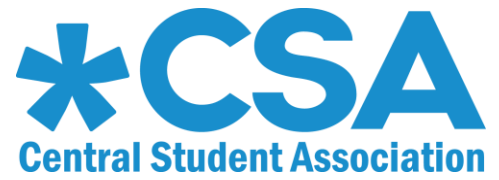
Motion Carried

Approved by the Board of Directors	Date: February 14, 2024
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

Information Report

Board of Directors Meeting # 14

February 14, 2024



Item 14.10.1

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 # 14

February 14, 2024



The following Summary of Committee Appointments is provided as information:

Elections and Referendum Committee

Appointed: January 31, 2024

Rachel Marcus	Director
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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

Information Report

Board of Directors Meeting # 14

February 14, 2024



Abdul Rafe Khan	Director
Jonah Greenhut	Director

Experiential Learning Advisory Committee

Appointed: November 24, 2023

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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Information Report

Board of Directors Meeting # 14

February 14, 2024



Board of Undergraduate Studies

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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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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Information Report

Board of Directors Meeting # 14

February 14, 2024



Black History Month Planning Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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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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Information Report

Board of Directors Meeting # 14

February 14, 2024



Sub-Committee – Statements on Conflict in the Middle East

Appointed: at Sub-Committee Meeting

Mauricio Fernandez	Director
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

Information Report

Board of Directors Meeting # 14

February 14, 2024



University Centre Board

Appointed: September 13, 2023

William Coleman	UC Board Member
Zohniyya Qutub	UC Board Member
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

Information Report

Board of Directors Meeting # 14

February 14, 2024



Appointed: July 5, 2023

Samar Tariq	VP External
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Finance Committee

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

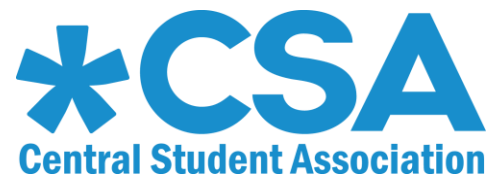
Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

Information Report

Board of Directors Meeting # 14

February 14, 2024



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

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.10.2
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
14.10.2	Meeting # 7	January 26, 2024

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm
Microsoft Teams



Attendance

Members

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

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm
Microsoft Teams



<p>7.0 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 4:08 pm</p> <p>7.0.1 Attendance</p> <p>7.0.2 Chair</p> <p>Member Samar Tariq, VP External was selected as the Chair for this meeting.</p> <p>7.0.3 Introductions</p>
<p>7.1 Adoption of the Agenda</p> <p>7.1.1 Approve the Agenda</p> <p>Agenda approved with no additions.</p> <p>7.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p>7.2 Ratifications and De-Ratifications</p> <p>Mckenna Williams, VP Student Experience, was ratified as a member.</p>
<p>6.3 Comments from the Chair</p> <p>Happy Friday!</p>
<p>7.4 Approval of Past Minutes</p> <p>7.4.1 Meeting # 6 – December 11, 2023</p> <p>Minutes were approved with no additions.</p>
<p>7.5 Working Group Updates and Reports</p> <p>No Working Group Updates were provided.</p>
<p>7.6 Business</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm
Microsoft Teams



7.6.1 Executive Portfolios – Section 3 (VP Student Experience)

The President explained that the structure and content of the VP Student Experience portfolio document has been adjusted to better reflect the role. The beginning points are more general, and some apply to the other VPs as well, and then the following points are the primary areas of their portfolio and correspond to the sections below where the specific details are listed. The other executive portfolios will also be updated to follow the same structure.

The President noted some of the key areas that were expanded upon and/or added in the amended document, such as social media, student health and wellness, and the Menstrual Hygiene Initiative, which are important aspects to the VPSE role. The committee section was also updated to separate the committees that are internal vs. external, and separate external committees by subject matter as it relates to the VPSE portfolio. All changes were made with the goal of giving an accurate depiction of the role.

Jake Levy inquired if the new executive portfolios will be ready in time to go in the election packages.

The President explained that was the initial goal, but as the timeline lengthened it was no longer possible to have them completed in time. However, we aim to have the whole document finalized and approved by late February, which means the documents will be ready to use during the transitional period with the new executives.

The committee reached consensus to recommend the amended VP Student Experience executive portfolio forward to the Board of Directors for approval.

7.6.2 Board Meeting Minutes Guidelines

Jake Levy explained that the working group made amendments to 3 different sections of the bylaw and policy manual for this project: the Organizational Bylaw, the CSA Rules of Order, and the CSA Internal Policy. A new section was added to the organizational bylaw to note the general rules for meeting minutes, as well as the stipulation that if a member believes that there is a safety concern, they can motion for the names to be redacted. The specific details for this, including the limitations of this policy and the voting threshold were added to the CSA Rules of Order. The Internal Policy was amended in the protection of privacy and access to information section, to note that the minutes will not be posted publicly until they have been approved.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm

Microsoft Teams



The PTC noted that one missing item that was originally discussed is adding a point that the unredacted minutes will be considered confidential and kept securely by the PTC, similarly to in-camera minutes, for legal purposes.

Naomi Amayaevbo inquired if a section can be added to further explain what would be considered a safety concern. She compared this to the frequent discussions and confusion within the board regarding what constitutes a conflict of interest. She thinks that it should be more specific to avoid the same issue.

Jake Levy motivated that it could run into the issue of not being able to cover all bases within the policy of what could be a safety concern. This amendment would work similarly to conflict of interest where it would go to a vote of board to determine. He noted that he's open to making additions.

Naomi Amayaevbo motivated that a board member could abuse the fact that the definition of a safety concern isn't included. It could be used for minor interactions or mean comments that wouldn't reasonably be considered a safety concern.

Samantha Fischer agreed that a description of what a safety concern entails should be included, as it's currently too vague.

Hana Hassan agreed with previous speakers but noted it may be too much to include a full description in the policy. She suggested including a point that the member proposing to redact names must provide a reason and explanation of why they consider it to be a safety concern, prior to the 2/3 majority vote.

The VP Student Experience motivated that there's value in being specific when writing policy. She noted the risk of this being abused in the future, and the possible threat for transparency within the organization and accountability for board members.

The PTC noted that the working group discussed adding more specific language for detailing what is a safety concern, but it was challenging to detail it succinctly. She supported previous suggestions to require members to provide reasoning, and to add some additional language.

Nate Broughton recommended language that specifies the concern is related to physical safety, rather than issues taking place online. He suggested: 'the director has a good faith belief that the release of these minutes unredacted would cause harm or there's an immediate threat for physical harm.'

The President noted that the meeting minutes are a key part of communicating to the membership and show how their representatives are representing them. Having public meetings is important to the organization to show the students how we function, as what we do should be representative of what the

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm
Microsoft Teams



undergraduate student body wants. She noted that in-camera sessions are the available option for matters that can't be discussed publicly or that pose safety or privacy concerns. She finds it challenging to think of an example of a safety concern that this amendment would be used for. She motivated that this should require a unanimous vote, as if this truly needs to be used it would be a very clear safety concern that the board fully agrees with.

The VP Student Experience agreed and noted that any discussions that can't be shared should be pre-emptively put in-camera. Allowing this amendment reduces accountability for the board members. She also noted that this could be complicated to use in practice, as the meeting itself would be public and could have had guests that haven't signed an NDA.

Naomi Amayaevbo also agreed that 2/3 majority vote should be changed to unanimous, as the 2/3 majority could turn out very differently depending on how many members and which members are at any given meeting, particularly if the meeting was booked on short notice for an emergency item.

The VP External agreed and noted that the board is proportional for the colleges and for the student organizations with seats, but it isn't always proportional in demographics of the members, for example the number of women, which could influence the outcome of this type of vote.

The PTC noted that there are different options for the committee to move forward on this project. We can continue discussing and making changes to the document in this meeting, we can refer to the working group and offer for other members to join the working group if interested, or we can decide to not proceed with the project.

Naomi proposed having the committee vote on changing the 2/3 majority vote to a unanimous vote. The committee reached consensus to adopt this change.

The committee reached consensus to send this item back to the working group for additional discussion and amendments. Nate Broughton volunteered to join the working group.

7.6.3 Rules of Order – In-Camera Proceedings

The President explained that last semester it was noticed that the policy doesn't outline clear requirements for what constitutes a reason for an in-camera session. It's understood that typically these sessions are used for HR matters and issues that could harm the organization, but the motion to go in-camera is non-debatable and is passed by a 2/3 majority vote. The President motivated that this structure isn't in the best interest of the membership, as all it needs is a 2/3 majority vote and then guests must leave, and no minutes will be

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 7 – Jan 26, 2024 – 4pm – 5:30pm
Microsoft Teams



posted publicly. The President motivated for making the reasons to enter an in-camera session stricter and/or make it a debatable motion and a require a higher threshold than 2/3 majority.

Jake Levy agreed that the motion to go in-camera should be debatable. He motivated that the 2/3 majority threshold should be kept as it's in line with other votes such as suspending the rules of order.

Naomi Amayaevbo noted that similarly to the minutes item that we just discussed, the vote to go in-camera should also be a unanimous vote, in addition to being debatable. Undergraduate students pay money to the CSA every semester and going in-camera means that they can't have the information from that session.

Nate Broughton raised concerns that given that in-camera sessions are primarily used for confidential matters such as HR issues, it could be problematic to require a unanimous vote. He suggested that if we have a list in the policy of key examples for entering an in-camera session, items that fit the examples are a 2/3 majority vote, and other items require a unanimous vote.

The President proposed to form a working group to proceed with this project.

The committee reached consensus to form the working group. The working group will consist of the President, Nate Broughton, Naomi Amayaevbo, the VP External, and the PTC.

7.7 New Business

6.7.1 No new business was discussed.

7.8 In Camera Session

No in camera session was held at this meeting.

7.9 Adjournment

7.9.1 Adjourn

Meeting adjourned at 5:26 pm

Next Meeting Dates

PBRC: TBD

Upcoming WG Meeting Date: TBD

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.1

Ratify Referendum Question re. Fall Reading Week

WHEREAS CSA Policy Appendix G – Electoral, Section 6.3 states that referendum questions shall be included in the Elections period as approved by the Board of Directors;

BE IT RESOLVED that the CSA Board of Directors ratify the referendum question from the CSA Executive Committee, as presented in the Board Agenda Package, to be included on the ballot of the CSA Winter 2024 General Elections.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 14
February 14, 2024



Referendum Question Preamble:

The Central Student Association (CSA) at the University of Guelph aims to improve the student experience and advocate for student interests. This would include the establishment of a Fall Reading Week if that's what the students want. Currently, the university lacks this break, citing concerns that impact the semester length, deferred examinations, and the duration of the end-of-semester break. Students have consistently voiced their desire for a Fall Reading Week, emphasizing its potential benefits in providing time for rest, exam preparation, catching up on lectures, and attending to personal matters.

An informal survey conducted in Fall 2023 garnered responses from 983 students, with 699 expressing support for a Fall Reading Week. However, it's acknowledged that survey responses may be biased towards those in favor of such a break. Given the potential impact on all students, a referendum is being conducted, requiring a 20% quorum of the student population. This referendum follows previous efforts by the CSA, including historical research and surveys.

If the referendum reaches quorum and a majority of undergraduate students vote in favor, the CSA will advocate for a four-day Fall Reading Week, intending to present the proposal to the Senate for implementation in the 2025-26 academic year. Students are urged to consider the referendum's implications, as it not only affects current undergraduates but also future students at the University of Guelph. Concerns raised include a shorter Winter break and potential delays in receiving Fall semester grades.

Referendum Question:

If this referendum reaches the requisite 20% quorum and passes with a simple majority in favour, the Central Student Association will submit the results of the Fall Reading Week Survey and Fall Reading Week Referendum to the Senate and advocate for a 4-day Fall Reading Week to be adopted into the Schedule of Dates beginning in the 2025-2026 academic year by shifting the exam schedule back by 4 days. The passing of this referendum question does not guarantee the adoption of a Fall Reading Week.

Do you support the addition of a 4-day Fall Reading Week to commence during the 2025-2026 academic year, to take place in October and follow the Thanksgiving holiday Monday?

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.2

Job Description: Full-Time Clubs Coordinator

MOTION: that the CSA Board of Directors receive the attached letter and proposed job description for the position of full-time Clubs Coordinator as information;

AND FURTHER that the CSA Board of Directors approve the proposed job description for the position of full-time Clubs Coordinator, as presented in the board agenda package.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 14
February 14, 2024



February 14, 2024

Dear CSA Board of Directors,

I am writing to provide an explanation about proposed developments within the CSA Clubs Office and the introduction of a new position: Full-Time Clubs Coordinator. As mandated by our mission to enhance the undergraduate student experience and foster inclusivity within our community, it has become evident that additional support and dedicated oversight are required to effectively manage the growing number of clubs and student initiatives.

The CSA Clubs service facilitates the formation and accreditation of over 150 clubs, serving more than 5000 students. To ensure these clubs receive the attention and support they deserve, we have identified the need to consolidate the roles of two part-time coordinators into a full-time position.

The Clubs Coordinator will serve as the primary contact, administrator, and promoter for CSA clubs and their executives, as already expected. This includes overseeing club accreditation, providing training and support to club executives, and ensuring the availability of resources necessary for club operations.

However, a Full Time Coordinator would also have the summer semester to plan ahead, administer summer accreditation, review policies, and get trained instead of rushing to learn at the busiest time of the year. Unlike in previous years, when the planning of some of the biggest events is rushed in the first few weeks of Fall – Clubs Days, General Meeting, and Club Hub – this new full-time coordinator will have the capacity and time to plan these events. Our plan is also for the Clubs Coordinator to be fully trained and ready to implement programming while administering Fall accreditation as soon as the Fall semester starts.

The decision to implement a Full Time Clubs Coordinator not only provides extra time and capacity to execute properly the expected resources, but also allows us to introduce new areas of administration within the Clubs Office.

The Clubs Coordinator will play a pivotal role in innovating a new process, in collaboration with the Business Manager, to coordinate clubs that collect student fees through referendum questions. Currently, there is a lack of accountability measures in place for these clubs. Therefore, the Coordinator will spearhead the development of a comprehensive process to advise and hold them accountable through reporting, financial statements, check-ins, and recommendations to the Board.

The Full-Time Clubs Coordinator will also assume responsibility for supporting the CSA President in administering the Student Events and Initiatives Funding (SEIF) program. This includes attending SEIF meetings, acting as the primary liaison between the CSA and clubs, and streamlining the application process to ensure an equitable distribution of funding for community events and initiatives.

Motion

Board of Directors Meeting # 14
February 14, 2024



In conclusion, the introduction of the Full-Time Clubs Coordinator position is essential to fulfill our commitment to fostering a vibrant and inclusive club community on campus. By addressing the needs of both the SEIF program and referendum fee collecting clubs, we aim to enhance transparency, accountability, and support for our student clubs.

Thank you for considering this proposal. I am available to provide any further information or clarification needed.

Sincerely,

Shaima Alam

CSA President



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

CLUBS COORDINATOR – FULL TIME, NEW POSITION

In line with the CSA’s mission to enrich the undergraduate student experience and foster an inclusive community, the CSA Clubs service offers students opportunities to cultivate niche communities through club participation and creation. This not only empowers student leadership but also enhances campus programming. Currently serving over 150 clubs and more than 5000 students, the CSA recognizes the need for dedicated, full-time support for the Clubs Office. Hence, the introduction of the Full-Time Clubs Coordinator role, consolidating the responsibilities of two part-time coordinators while also expanding the office’s scope.

The primary objectives of this new position are twofold. Firstly, to assist the CSA President in managing the Student Events and Initiatives Funding (SEIF) program by facilitating communication between the CSA and clubs, supporting SEIF committee meetings, and ensuring effective application to funds. Secondly, to develop innovative processes, in collaboration with the Business Manager, for overseeing clubs collecting student fees, ensuring alignment with referendum goals. This includes establishing accountability mechanisms such as reporting, financial statements, and regular check-ins to guide clubs and provide recommendations to the Board.

As the key point of contact, administrator, and promoter for CSA Clubs and their executives, the Clubs Coordinator is entrusted with various responsibilities. This includes overseeing club accreditation, providing training and support to club executives, organizing and overseeing bi-annual Club Days, ensuring event insurance and financial stability, and access to resources like space, funds, and storage. Additionally, as mentioned above, supporting the SEIF funding process and ensuring that clubs collecting referendum fees remain accountable to their designated purposes.

The introduction of the Full-Time Clubs Coordinator position signifies the CSA’s commitment to fostering a vibrant and supportive club community on campus, where students can thrive and contribute to a diverse and inclusive environment.

As a staff member, the Clubs Coordinator must uphold and support the [CSA’s Mandate and Approach](#) and work towards the overall success of the CSA and the Team as we serve our members.

Term	April 8, 2024, to June 27, 2025 Total 64 weeks
Hours	35 hours per week
Annual Salary	\$38,938 (52 weeks)
Benefits	5 paid Personal Emergency Leave Days (PED) Health and Dental Plan Coverage – single/family Paid Parking Pass or CSA provided Guelph Transit Pass Education/Retirement Benefit equal to 3% of salary Personal Benefit Allowance of \$600 10 days’ Vacation during CSA Common Vacation Block (August 6 – 16, 2024 + 1 day flex) Paid time off during End of Fall Semester break (December 16 – January 3, 2025, inclusive)
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - Workplace Health & Safety
 - Anti-Oppression
 - Accessible Service Provision
 - Sexual and Gender Based Violence Awareness
- Required to attend the following in-person training modules:
 - CSA Staff Orientation
 - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
 - Workplace Respect: Workplace Violence & Harassment
- Required to receive comprehensive SE&RM and GryphLife training from SE&RM Coordinator
- Required to receive up to 20 hours of training from the outgoing Clubs Coordinator and Clubs Event Coordinator prior to April 19, 2024

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Ensure the Clubs Office operates in an inclusive manner
- Work contract hours on-site between the hours of 9:30 am and 5:00 pm, Monday through Friday
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and evening meetings for SEIF, and fewer hours at other times
- Maintain a digital time log (stored on the CSA Shared Drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- Meet with your Executive Supervisor as requested
- Attend CSA All-staff meetings (approximately 3 meetings per Fall and Winter semester)
- Manage the Clubs budget with the support of the Business Manager

CSA CLUBS ACCREDITATION (Beginning of each semester)

- Coordinate the new club application process, and ensure eligible clubs get Gryphlife pages to begin the accreditation process
- Coordinate the SOP accreditation process for CSA Clubs/ASOs with the SEL Office by planning due dates and organizing required materials
- Seek and develop opportunities for new clubs and club amalgamation, as needed
- Be the point of contact for the Multi-Faith Resource Team to coordinate Religious, Spiritual, Worldview accreditation questions for RSW clubs
- Be the point of contact for the Wellness Education and Promotion Centre to coordinate mental health training for the accreditation of wellness and mental-health based clubs
- Meet with new Clubs to inform them about the accreditation process and GryphLife page
- Review and process the accreditation files ensuring all proper documentation is completed for all clubs
- Ensure all relevant club documents are filed in the appropriate Clubs G:drive folders
- In Excel, compile the final accreditation list and upload to the Clubs G:drive within three weeks of the accreditation deadline
- Notify the CSA Bookkeeper, Business Manager, Office Manager, Promotional Services Coordinator, Events Coordinator, and VP Student Experience when the file is uploaded and available
- Distribute the final accreditation listing to UC Reservations, other building managers, and the Student Leadership Coordinator in Student Experience within three weeks of the deadline

CLUBS GENERAL MEETING (first month of each semester):

- Organize the two Clubs General Meetings (Fall and Winter semester) with support from Vice President Student Experience

- Work with the CSA Promotional Services Coordinator to create promotional materials for the Clubs General Meeting
- Promote Clubs General Meeting at least one week before the meeting via various avenues (e.g., Club listserv, social media)
- Coordinate the inclusivity/anti-oppression training at each of the two general meetings with the President and Vice President Student Experience
- Present updated material outlining accreditation and CSA policies related to clubs
- Place food and beverage order in a timely fashion in consultation with the Business Manager
- Coordinate SE&RM training for the CSA Clubs at the General Meeting with the SE&RM Coordinator
- Inform Clubs in attendance about the CSA Clubs General Meeting in Clubs Days

REFERENDUM ACCOUNTABILITY

- Collaborate with the Business Manager to develop a new process for overseeing clubs collecting student fees from referendum questions, addressing the lack of existing accountability measures.
- Document all fee-collecting clubs, including relevant referendum questions and financial standings, to establish a baseline for accountability.
- Implement proactive communication strategies to inform clubs of their responsibilities and expectations as fee-collecting entities through general meetings, emails, and other communication channels.
- Conduct regular check-ins with fee-collecting clubs, comparing their budgets to the referendum questions to ensure alignment and reviewing financial statements to track fund usage. Additionally, compile detailed financial statements from clubs by the end of April and provide summaries to the Business Manager for review before presenting to the Board.

STUDENT EVENTS AND INITIATIVES FUNDING (SEIF):

- Collaborate with the President and SEIF committee to oversee funding application process for student events.
- Assist in developing meeting agendas, provide application summaries, and create meeting minutes.
- Ensure accessibility and usability of virtual application form.
- Process funding applications and respond to student inquiries promptly.
- Follow up with student groups to ensure completeness of applications and final reports.
- Distribute approval/denial letters within designated timeframe.
- Receive and file all application materials and final reports.
- Maintain application summary for Business Office and assist in compiling semesterly reports for Board of Directors.

CLUB RESOURCE AND SUPPORT:

- Familiarize yourself with relevant CSA Bylaws and Polices, especially Appendix G – Clubs Handbook, and Appendix D – CSA Committees (Section 7.0 Student Events and Initiatives Funding Committee)
- Monitor emails and reply in a timely manner to questions and concerns from clubs
- Provide support and act as a resource as needed or requested to individual clubs
- Monitor problems and issues related to CSA clubs and if necessary, report findings or recommendations to the VP Student Experience or Clubs Conduct Tribunal
- Maintain records of club activity including financial information and disciplinary action
- Act as the primary liaison with campus departments and representatives where the interests of the CSA clubs are concerned
- Recommend new policies to the Executive Supervisor to be brought to the Policy & Bylaw Review Committee to ensure that the CSA club system functions smoothly
- Perform a yearly review of operating procedures, including updating and adding to the “Clubs Handbook”

- Manage the CSA Clubs Instagram to promote both the Clubs office and individual CSA Clubs in collaboration with the CSA Promotional Services Coordinator
- Regularly communicate with clubs, and introduce them to deadlines, information, and opportunities using social media, the CSA Clubs Teams Channel and email newsletter
- Organize additional programming and outreach for Clubs to network and connect with each other (e.g. Club Hub)

SPACE MANAGEMENT:

- Work with the clubs using the Garage room to coordinate the hours the Garage is open
- Coordinate and chair a meeting of the Garage and Garage Overflow users once in each the Fall and Winter semesters
- Check on a regular basis to make sure that the Garage Overflow room is not in violation of the University's fire code
- Manage and book out the lockers and poster storage to CSA Clubs
- Clean any lockers that are out of use to create space for active clubs

CLUBS DAYS

- Be the primary organizer of CSA Club Days held on the third Monday/Tuesday in September and January with the support from Vice President Student Experience
- Confirm with the CSA Events Coordinator that space is booked in the UC Courtyard.
- Confirm 100+ tables are booked with UC Services.
- Considering fire safety and club relations, create a layout of the map allocating tables to over 150 clubs.
- Communicate with clubs about relevant information such as table allocation, sign ups, prep work using the CSA Clubs Listserv and Teams channel.
- Attend Club Days to trouble shoot any issues
- Work with the CSA Promotional Services Coordinator to create promotional materials for Clubs Days using a combination of social media and traditional advertising

REPORTING

- Prepare an overview and service update report for presentation to the Board of Directors as coordinated by the Policy & Transition Coordinator
- Prepare a service report for and participate in the CSA's General Members Meeting (GMM) held annually in March
- Ensure the Clubs and SEIF sections on the CSA website is regularly updated and kept current by providing timely information to the CSA Promotions office and CSA Office Manager
- Required to update the Clubs Operating Manual throughout the term of employment, and electronically submit the updated manual to the Office Manager and the Policy & Transition Coordinator prior to the end of the contract term
- Compile report of the service usage data collected throughout the year to present to the board as a one-pager

SE&RM:

- Act as the primary SE&RM contact for CSA clubs/ASOs
- Assist the SE&RM Coordinator with providing SE&RM training to all CSA clubs
- Review event submissions from CSA Clubs/ASO, services and programs and to identify event risks
- Act as the primary SE&RM representative for CSA clubs on the SE&RM committee during the Fall & Winter semesters

QUALIFICATIONS:

- Strong organization and time management skills
- Excellent communication skills (in person, electronic, public speaking)
- Ability to work independently and within a team environment
- Conflict resolution/arbitration skills
- Proficient in various Microsoft programs (Excel, PowerPoint, Word)
- General knowledge of the CSA and how it runs

- Knowledge of CSA Clubs spaces, accreditation, and general operations
 - Strong understanding of and commitment to inclusivity
 - Experience with CSA Clubs an asset
 - Familiarity with the Student Organization Policy process is considered an asset
 - Strong understanding of risk management with respect to event planning and promotions
 - Experience promoting via social media and online avenues
-

Deadline for applications is: Friday, March 8, 2024, at 4:00 PM

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students, and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations, please contact csamain@uoguelph.ca.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual's needs.

Notice of Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.3

Notice: Appendix A (Executive Portfolios) Comprehensive 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 February 14, 2024.

This motion will be considered at the Board meeting on February 28, 2024.

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

WHEREAS the PBRC reached consensus to recommend forward the amendments resolved from the comprehensive review;

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

DRAFT

Table of Contents

Page

1.0		Executive Officer General Duties	2
2.0		President	2
	2.2	Leading the Executive Committee	3
	2.3	Operations	4
	2.4	Human Resources	6
	2.5	Finances	8
	2.6	CSA Spokesperson	9
	2.7	Media and Promotions	10
	2.8	Contracts, Agreements, and CSA Policy	11
	2.9	Committees	12
3.0		Vice President Student Experience	12
	3.2	Services	13
	3.3	Outreach and Engagement	14
	3.4	Student Health and Wellness	14
	3.5	Student Space	15
	3.6	Committees	16
4.0		Vice President Academic	16
	4.2	Student Help and Advocacy Centre (SHAC)	17
	4.3	Academic and Financial Advocacy	18
	4.4	Liaison	18
	4.5	Events	19
	4.6	Committees	19
5.0		Vice President External	20
	5.2	Services	21
	5.3	The Student U-Pass and Late-Night Service	21
	5.4	Advocacy, Lobbying, and Campaigns	22
	5.5	Federal, Provincial, and Municipal Governance	23
	5.6	Committees	24

Note:

1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, and more.
- 1.3 Each Executive member shall work collectively as the Executive Committee to complete short-term and long-term objectives, led by the President.
- 1.4 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.5 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services, and initiatives.
- 1.6 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio, which includes updating the transition manual for their role in the Winter semester.
- 1.7 Each Executive member will work on-site at the CSA office, with the majority of hours to be completed during standard office hours of 9am to 5pm.
- 1.8 Each Executive member will attend and actively engage in key CSA events, including but not limited to, AGMs / GMMs, Orientation Week, and CSA Elections.
- 1.9 Each Executive member will attend core staff meetings, all-staff meetings, and Executive Committee meetings, in addition to all other committee requirements.

2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association and ensure its viability as a functioning organization that meets the needs of University of Guelph undergraduate students. Core responsibilities include:
 - 2.1.1 To act as CSA representative in legal matters and be knowledgeable of all legally binding contracts signed on behalf of the CSA.

- 2.1.2** To act as the “Corporate President” and to be a primary signing authority of the CSA.
- 2.1.3** To be Executive Supervisor for all CSA permanent staff.
- 2.1.4** To act as the primary contact between the CSA Executive, Board of Directors, and staff.
- 2.1.5** To provide guidance, oversight, and lead the Executive Committee.
- 2.1.6** To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.
- 2.1.7** To oversee human resources, training, and the work environment for staff, Executive, Directors, and volunteers.
- 2.1.8** To oversee all finances and ensure the financial viability of the organization.
- 2.1.9** To act as the primary and public spokesperson of the CSA.
- 2.1.10** To promote and protect the image of the CSA to the general membership and public.
- 2.1.11** To be knowledgeable of the CSA Policy & Bylaw Manual and all CSA contracts.
- 2.1.12** To advocate for increasing student engagement and representation on committees with Executive, staff, and the Board of Directors.

2.2 Leading the Executive Committee

- 2.2.1** To be knowledgeable of the elements of each Executive Portfolio to present a cohesive view of the CSA, both internally and externally.
- 2.2.2** To give guidance to Executives for completing their projects and have oversight that they align with their portfolio and CSA mandate.
 - Provide motivation for Executives to pursue initiatives and expand projects within their portfolio area.
 - Monitor progress through regular check-ins and provide support as needed.
- 2.2.3** To ensure the Executive Committee collaborate in an effective and

respectful manner.

- Coordinate team bonding activities throughout the term, in particular during the initial transition period.

2.2.4 To set collective goals and objectives for the year for the Executive Committee.

- Develop a realistic strategy within the Executive Committee to ensure completion of individual portfolios and collective goals for the term.

2.2.5 To oversee the timeline for completion of Executive transition manuals, in collaboration with the Policy & Transition Coordinator.

2.2.6 To act as the representative of the Executive Committee to CSA staff and the Board of Directors.

2.2.7 To delegate committee membership and participation in other events and initiatives to Executives as required.

2.3 Operations

2.3.1 To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSAs position as a Primary Student Organization (PSO) at the University of Guelph.

2.3.2 To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.

2.3.3 To assess operations and services and identify gaps.

- Review service functionality and viability on a regular basis.
- Ensure data is collected on all operations.
- Implement assessment of data to mandate improvement and reduction of operations where applicable.
- Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.

2.3.4 To initiate new projects and organizational changes that address the needs of the students and the organization.

2.3.5 To have oversight of administration of the Board of Directors, in

collaboration with the Policy & Transition Coordinator.

- In collaboration with the Policy & Transition Coordinator, ensure Board Members are aware of their responsibilities as outlined in the CSA Bylaw & Policy Manual and support their success in their role.

2.3.6 To have oversight of the electoral process of CSA general elections and by-elections.

- Work collaboratively with the Chief Returning Officer, Assistant Returning Officer, and the Policy & Transition Coordinator.
- Plan the promotional strategy of all CSA elections, in collaboration with the Promotional Services Coordinator, to ensure successful elections.

2.3.7 To organize and coordinate the Annual General Meeting and General Members Meeting with support from the Policy & Transition Coordinator, and in collaboration with the permanent staff team.

- Schedule regular meetings with the permanent staff team to delegate responsibilities and track progress.

2.3.8 To ensure Bullring Operations Committee meetings are scheduled and held monthly.

- Be knowledgeable of Bullring operations.
- Provide input and inform the student body and Board.
- Be the liaison from the committee to the Board.

2.3.9 To ensure the FoodBank Operating Committee and Bike Centre Operating Committee are formed and meeting regularly.

2.3.10 To be knowledgeable of the planning of the year, both events and responsibilities, and give guidance as needed, in collaboration with the Executives and permanent staff.

- Ensure that all CSA staff members are made aware of the “Year at a Glance”.

2.3.11 To keep staff informed of Executive and Board initiatives and actions through, but not limited to, regular staff meetings and emails as relevant.

2.3.12 To be responsible for the oversight of CSA designated spaces.

- Be responsible for the arrangement, upgrades, renovations, and allocation of office spaces.
- Investigate and coordinate CSA-specific space and building

initiatives and work to expand space as needed and feasible.

2.4 Human Resources

- 2.4.1** To oversee and manage all aspects of human resources with the support of the Business Manager, Policy and Transition Coordinator, Office Manager & Executive Support, Human Resources (HR) Support Team, and the External Human Resources Consultant.
- 2.4.2** To promote positive working relationships among staff.
- Coordinate all “meet and greet” and appreciation events with the staff, Executive, Board of Directors, and volunteers.
 - Host monthly all-staff meetings to raise awareness of ongoing activities, HR policies and timelines, and to build working relationships across the CSA staff.
- 2.4.3** To foster an inclusive and safe work environment for all staff, Executives, Board of Directors, and volunteers.
- Support the Joint Health & Safety Committee to ensure all Health & Safety policies, programs, training, and protocols are followed.
 - Review and update the CSA Statement of Commitment to AODA and ensure staff are aware of CSA Accessibility policies.
 - Ensure the CSA complies with the Occupational Health & Safety Act.
- 2.4.4** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.
- 2.4.5** To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.
- 2.4.6** To, in collaboration with the Business Manager and External Human Resources Consultant, establish a comprehensive Human Resources training schedule for CSA staff and volunteers.
- Notify staff of their online training requirements, provide links, receive certificates, and follow-up to ensure all on-boarding modules have been completed.
 - Ensure in-person training sessions are scheduled at the beginning of every semester; offer alternate times as required.
 - File certificates and record all online and in-person training

- completion dates on Employee Training Checklist cards.
 - Ensure staff hired after the primary onboarding period are fully trained.
 - Review training requirements with Business Manager and external HR consultant early in the Winter semester in readiness for the job description review and hiring period in mid-February.
- 2.4.7** To maintain employee files, ensuring all required information is included and up to date, per Employee Files – Content and Maintenance Guidelines.
- 2.4.8** To ensure that staff evaluations occur within the first three months of employment, and as required.
- 2.4.9** To complete staff evaluations for the permanent staff annually within the winter semester, and/or within the first 3 months of a new permanent staff members' employment.
- 2.4.10** To oversee the primary Hiring Period (mid-February to end of March) in collaboration with the Business Manager and Office Manager & Executive Support.
- Review job descriptions and staff contract changes for accuracy and relevance, in collaboration with the Business Manager.
 - Ensure hiring committees are struck at the last Executive Committee meeting prior to the close of the job posting period and immediately notify the Office Manager of all hiring committee members.
 - Ensure the chair of each hiring committee is fully trained and familiar with the duties and processes.
- 2.4.11** To, in collaboration with the Policy & Transition Coordinator, develop a comprehensive Director Training schedule by July 1st and assist in the development and implementation of the various components of Board Training in compliance with CSA bylaws and policies.
- 2.4.12** To, in collaboration with the Policy & Transition Coordinator, review and solicit input from Executive and staff as to the effectiveness of the primary Executive Transition and Training period (late April through May).
- Together with the Policy & Transition Coordinator, and in preparation for the next primary Executive and Training period, incorporate feedback and update the Executive Transition &

- Training modules by July 1st.
- Work with the Policy & Transition Coordinator and members of the permanent staff, early in the Winter semester, to review and finalize the Executive Training schedule for the upcoming year.

2.4.13 To, at all times, take into consideration the relations between Executives, staff, and the Board of Directors, and to be impartial and fair when dealing with these interactions.

2.5 Finances

2.5.1 To act as the “Corporate President” and to be a primary signing authority of the CSA.

2.5.2

2.5.3 To be knowledgeable of all aspects of the budget, day to day finances, and at all times, take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.

2.5.4 To meet with the Business Manager on a regular basis to review the statements of Revenues and Expenditures for each portfolio.

- Oversee new revenue generating opportunities consistent with the association’s mandate, in collaboration with the Business Manager.
- Meet with the Business Manager on an as-needed basis to discuss critical financial matters as they arise.

2.5.5 To be the Chair of the Finance Committee and ensure the committee fulfills all responsibilities, objectives, and reporting requirements, in an effort to maintain financial transparency.

2.5.6 To oversee expenses and manage the finances of the Administration and Council budget portfolios.

2.5.7 To ensure the annual operating budget and the most recent approved audited statements are posted to the CSA website.

2.5.8 To act as the Executive contact for all matters related to CSA ancillary student fees, in collaboration with the Business Manager.

- This includes but is not limited to, changes to fees, fee suspensions, letters of direction, and dissolution of fees.

2.5.9 To oversee and coordinate the annual budget development process, in collaboration with the Business Manager.

- Ensure that the budgeting process is equitable, manageable, and adheres to the goals and directives set out in the Bylaws and Policies.
 - Ensure the annual budget is presented to the Board of Directors for approval by the Business Manager.
- 2.5.10** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- 2.5.11** To administer the Student Events and Initiatives Funding (SEIF) process by setting application deadlines for the Fall and Winter semesters and chairing the committee that awards grants for relevant applications.
- 2.5.12** To engage in the planning of the annual University budget.
- Create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.
 - Communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic.

2.6 CSA Spokesperson

- 2.6.1** To act as the primary and public spokesperson of the CSA.
- 2.6.2** To ensure transparency to the membership regarding CSA activities and decision-making to allow for accountability and awareness of the organization.
- 2.6.3** To visit and speak at CSA-run events, student events, and external events as appropriate as the primary CSA representative.
- 2.6.4** To act as the primary CSA representative with the CSA membership, University Senior Administration, the City of Guelph, and Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).

- 2.6.5** To speak on behalf of the staff, Executive Committee, and the Board of Directors through announcements, statements, and other forms of communication.
- 2.6.6** To act as the primary advocate for increasing student engagement and representation on committees.
- 2.6.7** To work towards university-wide student space initiatives in collaboration with the Executive Committee.
- 2.6.8** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

2.7 Media and Promotions

- 2.7.1** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- 2.7.2** To educate and enforce policies regarding media management to staff and the Executive Committee.
- 2.7.3** To advise the Executive Committee on all promotional and media items to protect the image of the CSA.
- 2.7.4** To act as the executive supervisor of the Promotional Services Coordinator and give guidance for maximizing the CSAs promotional outreach and prioritizing projects as needed.
- 2.7.5** To oversee the direction and implementation of the CSA brand in collaboration with the Promotional Services Coordinator.
 - Ensure all promotional assets and services follow the CSA brand as developed for the current term.
 - Contribute to increasing the recognizability of the CSA.
- 2.7.6** To coordinate the social media presence of the CSA in collaboration with the Promotional Services Coordinator.
 - Ensure consistent communication to the CSA membership through social media regarding current operations.
 - Provide guidance to the Executive Committee for developing social media content in alignment with their portfolio.
 - Implement social media series' that provide insight into the activities of the Executives and contribute to their recognizability.

- 2.7.7** To inform and educate the student body on all CSA initiatives, campaigns, programs, and events.
- In collaboration with the Promotional Services Coordinator, prepare the monthly CSA newsletter regarding current activities and events of the organization.
 - Ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
 - Promote the CSA through advertising efforts by use of campus media.
- 2.7.8** To approve and provide guidance for all media requests for the CSA.
- Act as the primary contact of the CSA for the Ontario and all other on and off-campus publications.
 - Pursue opportunities for publicizing activities of the CSA.

2.8 Contracts, Agreements, and Policy

- 2.8.1** Deeds, transfers, licenses, contracts, and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the President and Vice President Student Experience.
- 2.8.2** To review and be knowledgeable of all existing contracts, including but not limited to, the Student Health and Dental Plan, U-Pass transit contract, University Centre Agreement, lease agreements, and all other contracts, agreements, and memorandums of understanding.
- 2.8.3** To Co-Chair the Student Health and Dental Plan Committee and ensure pertinent deadlines are provided to students.
- Coordinate the distribution of information and promotion of the Student Health and Dental Plan, in collaboration with the Business Manager. This includes sending a mass email in late August and December.
 - Be the liaison with the insurance broker for promotion and outreach.
- 2.8.4** To act as the leaseholder for all CSA designated spaces and oversee compliance with the terms of the agreements.
- 2.8.5** To ensure all CSA staff members and Executives are aware of the CSA Policy & Bylaw Manual and provide guidance as needed for understanding relevant polices.

- 2.8.6** To support the Policy and Transition Coordinator with maintaining the policy review cycle.
- Sit on the Policy & Bylaw Review Committee.
 - Contribute to the policy review process and identify policy gaps in collaboration with the Policy & Transition Coordinator.

2.9 Committees

2.9.1 Internal CSA Committees

- Executive Committee (Chair)
- Finance Committee (Chair)
- Student Events and Initiatives Funding Committee (Chair)
- Student Health and Dental Plan Committee (Co-Chair)
- Policy and Bylaw Review Committee (member)
- Elections and Referendum Committee (member)
- Bullring Operating Committee (member)
- CSA/GSA Transit Committee (member)
- thecannon.ca Operating Committee (member)

2.9.2 External Committees

- Student Executive Council (member)
- Student Leaders and Administration Meeting (member)
- Student Budget Committee (member)
- Student Life Enhancement Fund Committee (member)
- Compulsory Fees Committee (member)

3.0 Vice President Student Experience

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

- 3.1** The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:
- 3.1.1** To follow the leadership and direction of the CSA President.
- 3.1.2** To be a primary signing authority of the CSA.
- 3.1.3** 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.

- 3.1.4** To oversee the expenses of the Vice President Student Experience budget portfolio in collaboration with the Business Manager.
- 3.1.5** To ensure the effective operation of CSA Clubs and CSA SafeWalk services.
- 3.1.6** To be a key presence representing the CSA both online and on campus in support of increasing outreach, student engagement, and related events.
- 3.1.7** To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
- 3.1.8** To be an advocate for maintaining and enhancing student space on campus.
- 3.1.9** To be a member and actively participate with internal and external committees in relation to the Vice President Student Experience portfolio.

3.2 Services

- 3.2.1** To act as the Executive supervisor of the SafeWalk and Clubs service staff.
- 3.2.2** 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.
- 3.2.3** To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.
- 3.2.4** 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.

3.3 Outreach and Engagement

- 3.3.1** To 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.
- 3.3.2** To advocate for increasing student engagement and representation on committees.
- 3.3.3** 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.
- 3.3.4** To support the CSA Events Coordinator with organizing and running Orientation Week events.
- 3.3.5** To coordinate events and programming for graduating students in the Winter semester, including but not limited to the Last Toast.
- 3.3.6** To acquire and document feedback from students regarding events and initiatives within the Vice President Student Experience portfolio.
- 3.3.7** 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.

3.4 Student Health and Wellness

- 3.4.1** To engage in and promote awareness regarding campaigns, initiatives, and committees that support undergraduate student mental health and well-being.
- 3.4.2** 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.

3.4.3 To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.

3.4.4 To promote sexual health education on campus, which includes but is not limited to running Sexy Bingo events.

3.4.5 To 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.

3.5 Student Space

3.5.1 To work towards University-wide student space initiatives.

3.5.2 To advocate for expansion of student study and lounge space on campus, in collaboration with the Vice President Academic.

3.5.3 To recruit students to fill the CSA (primary and alternate) positions on the UC Board through a general call-out for members, as required.

3.5.4 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.

3.6 Committees

3.6.1 Internal CSA Committees:

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

3.6.2 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)

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

4.0 Vice President Academic

- 4.1** The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students. Core responsibilities include:

- 4.1.1** To follow the leadership and direction of the CSA President.

- 4.1.2 To oversee the expenses of the Vice President Academic budget portfolio in collaboration with the Business Manager.
- 4.1.3 To ensure the effective operation of the Student Help and Advocacy Centre.
- 4.1.4 To represent undergraduate students with all matters pertaining to accessibility and academics, and to be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in academic areas.
- 4.1.5 Act as a liaison between University staff and faculty and the CSA Executive Committee on academic matters.
- 4.1.6 To provide campaigns and events that support undergraduate students' academic journeys, including but not limited to, the Student Memorial Service and the Teaching Excellence Award.
- 4.1.7 To be a member and actively participate with internal and external committees in relation to the Vice President Academic portfolio.

4.2 Student Help and Advocacy Centre (SHAC)

- 4.2.1 To act as the Executive supervisor of the Student Help and Advocacy Centre staff.
- 4.2.2 To be knowledgeable of all aspects of the Student Help and Advocacy Centre and oversee all operations.
 - Support the SHAC Coordinator in contracting and citing the work terms for a legal professional.
 - Act as a resource for SHAC on issues related to the Residential Tenancies Act.
 - Act as a resource for SHAC on issues related to academic advocacy.
- 4.2.3 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.2.4 To refer students to the appropriate community organization when advocacy requires a legal opinion.

- 4.2.5** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

4.3 Academic and Financial Advocacy

- 4.3.1** To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
- 4.3.2** To actively engage with students on academic issues and initiatives that are currently relevant to the undergraduate student body.
- 4.3.3** To promote the financial aid available to students.
- 4.3.4** To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- 4.3.5** To represent undergraduate students on all academic and accessibility related committees.
- 4.3.6** To advocate for accessibility in academic settings on behalf of undergraduate students who self-identify as having a disability.
- 4.3.7** To work with student leaders and organizations to increase access to support services for academic and accessibility needs.
- 4.3.8** To advocate for increasing student engagement and representation on committees.
- 4.3.9** To act as an ex-officio member of Senate.
- Represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

4.4 Liaison

- 4.4.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External
- 4.4.2** To act as a support resource for CSA executives regarding internal university information as sourced from external committees, to support

their lobbying efforts.

4.4.3 To provide financial and accessibility recommendations regarding the University budget development process, by communicating them to the President of the CSA.

4.4.4 To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the President.

4.5 Events

4.5.1 To coordinate the annual Teaching Excellence Award and Chair the Selection Committee.

4.5.2 To coordinate the annual Student Memorial Tree Dedication with support from the Business Manager.

- Collaborate with the Graduate Student Association to divide responsibilities and coordinate the event.
- Provide a final report including a statement of expenses to the Student Health and Dental Plan Committee by the end of the fall semester.

4.5.3 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.

4.5.4 To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Student Experience.

4.5.5 To seek out additional programming opportunities to support students' academic studies and career needs.

4.6 Committees

4.6.1 Internal CSA Committees

- Executive Committee (member)
- Teaching Excellence Award Selection Committee (chair)

4.6.2 External Committees

Academic:

- Student Leaders and Administration Meeting (member)
- Academic Policy and Procedures Committee (member)

- Calendar Review Committee (member)
- Committee of Undergraduate Academic Advising (member)
- Judicial Committee (member)
- Student Rights and Responsibilities (member)

Financial:

- Compulsory Fees Committee (member)
- Late Fee Payment Committee
- Student Budget Senate Caucus (member)

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

5.0 Vice President External

5.1 The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial, and federal levels of government. Core responsibilities include:

- 5.1.1** To follow the leadership and direction of the CSA President.
- 5.1.2** To oversee the expenses of the Vice President External budget portfolio in collaboration with the Business Manager.
- 5.1.3** To ensure the effective operation of the CSA Bike Centre and the Guelph Student FoodBank.
- 5.1.4** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- 5.1.5** To coordinate advocacy campaigns regarding social, environmental, and governmental issues that impact the CSA membership.
- 5.1.6** To be a resource to the membership regarding government activities and build relationships with all levels of government.
- 5.1.7** To be a member and actively participate with internal and external committees in relation to the Vice President External portfolio.

5.2 Services

- 5.2.1** To act as the Executive supervisor of the FoodBank and Bike Centre service staff.
- 5.2.2** To be knowledgeable of all aspects of the FoodBank and oversee all operations.
- Complete training regarding food safety, foodbank appointments, and portioning. Be available to provide coverage as needed due to staffing shortages.
 - Participate in advocacy regarding food insecurity.
- 5.2.3** To be knowledgeable of all aspects of the Bike Centre and oversee all operations.
- 5.2.4** To Chair and schedule meetings of the FoodBank Operating Committee and the Bike Centre Operating Committee on a regular and as-needed basis.

5.3 The Student U-Pass and Late-Night Service

- 5.3.1** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- Outreach to undergraduate students to regularly investigate student satisfaction of the bus service and improvements needed via Feedback form and tabling.
 - Serve as Co-Chair on the GSA/CSA Transit Committee.
 - Be knowledgeable of the U-Pass and Late-Night Service, including the terms of both contracts.
 - Provide updates to the Transit Advisory Committee (TAC) on university transit needs and / or concerns.
- 5.3.2** To coordinate the outreach of the CSA Bus Pass, in collaboration with CSA permanent staff.
- Have awareness of daily operations and deadlines. Be prepared to assist the front office with after hours bus pass opt-in appointments.
 - Work with the Promotional Services Coordinator to ensure creation of a robust promotional strategy. This includes for bus pass opt-in periods and the Late-Night Service.
 - Organize the promotional launch and outreach of special holiday bus service, late night bus service, early bird bus pass opt-in, and

Winter and Fall bus pass opt-ins in all the relative timeframes throughout the year.

5.4 Advocacy, Lobbying, and Campaigns

- 5.4.1** To coordinate campaigns and events centered around municipal, provincial, federal, and human rights issues affecting students and our community.
- Inform, educate, mobilize, and involve as many students as possible in these campaigns.
 - Initiate awareness, lobbying, and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.
 - Work against discrimination of students on campus in the form of student advocacy initiatives, campaigns, and education methods.
 - Research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding, or social programs.
- 5.4.2** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic.
- 5.4.3** To advocate for increasing student engagement and representation on committees.
- 5.4.4** To coordinate with the CSA President alongside other campus student advocacy/support groups for responses to hate activity on campus.
- 5.4.5** To be the liaison between CSA and the Canadian Federation of Students - Ontario (CFS-O), and the Canadian Federation of Students (CFS).
- Coordinate attendance at CFS-O and CFS conferences, ensuring that CSA members are represented.
 - Collaborate with CFS-O and CFS on campaigns when the CSA memberships' interests align with the subject of the campaign materials being offered.

- 5.4.6** To collaborate and build campaign coalitions surrounding social and environmental justice with:

Campus groups, clubs, and organizations committed to social / environmental justice, which may include, but are not limited to:

- Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
- Ontario Public Interest Research Group Guelph (OPIRG)
- Indigenous Student Association (ISS)
- Guelph Black Students Association (GBSA)
- Guelph Queer Equality (GQE)
- International Student Organization (ISO)
- CFRU FM

Other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, and Council of Canadians, among others.

Labour unions, on and off campus, that are committed to worker rights, which may include but are not limited to:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

5.5 Federal, Provincial, and Municipal Governance

- 5.5.1** To act as a liaison to the City of Guelph, the Ontario government, and the Canadian government:

- Monitor initiatives, programs, policies, and legislation that impact students and inform undergraduate students about the effect upon students.
- Be knowledgeable of City bylaws, programs, and initiatives that impact students:
- Represent the CSA at municipal events, meetings, and initiatives when it aligns with the memberships' interests.
- Communicate student issues with community members.

- 5.5.2** To establish and maintain working relationships with the MPP and MP for the Guelph riding.

- 5.5.3** To disseminate municipal, provincial, or federal election information to students.
- Educate and promote voting dates and locations on campus and within the community.
 - Encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
 - Record information about student issues mentioned in party platforms and to follow-up with elected candidates.
 - Remain non-partisan during the campaigning period and voting days, both in person and online.

5.6 Committees

5.6.1 Internal CSA Committees

- Executive Committee (member)
- CSA/GSA Transit Committee (co-chair)
- Student Affordable Housing Taskforce (chair)
- FoodBank Operating Committee (Chair)
- Bike Centre Operating Committee (Chair)

5.6.2 External Committees

Municipal Committees:

- Town & Gown Committee (member)
- Guelph Transit Advisory Committee (member)
- Guelph District Labour Council (member).

Advocacy and Ethics Committees:

- Code of Suppliers Conduct Advisory Committee (Co-Chair)
- Human Rights Advisory Group (member)
- Food Security Committee/ Student Food Security Working Group (member)

Student Experience Committees:

- Student Leaders and Administration Meeting (member)

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

Table of Contents

Page

1.0		Executive Officer General Duties	2
2.0		President	2
	2.4	Public Relations	3
	2.5	Human Resources	3
	2.6	Finances	4
	2.7	Operations	5
	2.8	Committees	6
3.0		Vice President Student Experience	6
	3.13	Collaboration	7
	3.14	Club Space	7
	3.15	Student Space Initiatives	8
	3.16	Committees	8
4.0		Vice President Academic	9
	4.10	Financial Support	9
	4.11	Academics	10
	4.12	Advocacy	10
	4.13	Tenancy Rights	10
	4.14	Senate	11
	4.15	Committees	11
5.0		Vice President External	11
	5.6	Campaigns	12
	5.7	Federal, Provincial and Municipal Governance	12
	5.8	Social and Environmental Justice and Coalition Work	13
	5.9	Labour Unions	14
	5.10	Advocacy / Lobbying	14
	5.11	Bus Pass Distribution	14
	5.12	Committees	14

Note:

Vocabulary revisions were approved by the Board of Directors on March 1, 2023

Policy & Transition Coordinator

1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association:
 - 2.1.1 To work with a team of Executive, Directors and staff to make decisions with the collective interests of students in mind.
 - 2.1.2 To ensure that CSA operations and services are managed effectively and efficiently.
 - 2.1.3 To lead the Executive Committee.
 - 2.1.4 To support the coordination of human resources and the development of training and transition for staff, Executive, Directors and volunteers, and to ensure that appropriate resources and support are available.
- 2.2 To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 2.3 To advocate for increasing student engagement and representation on committees.

2.4 Public Relations

- 2.4.1** To act as the primary spokesperson of the CSA.
- 2.4.2** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
 - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.
 - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.4.3** To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.
- 2.4.4** To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
- 2.4.5** To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.
- To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- 2.4.6** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

2.5 Human Resources

- 2.5.1** To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required.
- 2.5.2** To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

- 2.5.3** To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.
- 2.5.4** To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- 2.5.5** To support the Policy & Transition Coordinator and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- 2.5.6** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

2.6 Finances

- 2.6.1** To act as “Corporate President” and to be a primary signing authority of the CSA.
- 2.6.2** 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.
- 2.6.3** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- 2.6.4** To present financial reports to the Board of Directors and the CSA membership.
- 2.6.5** To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- 2.6.6** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.
- 2.6.7** To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
- 2.6.8** To seek new revenue generating opportunities consistent with the association’s mandate.

2.6.9 To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.

- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.

2.6.10 To engage in the planning of the annual University budget.

2.6.11 To manage Affordable Housing Initiative funding requests.

2.7 Operations

2.7.1 To be knowledgeable of the operations of all CSA services.

2.7.2 To be Executive Supervisor for all CSA permanent staff.

2.7.3 To uphold the CSA's general objectives, according to the Board of Directors.

2.7.4 To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph.

2.7.5 To act as the Executive contact for all matters related to CSA ancillary student fees.

2.7.6 To coordinate the Annual General Meeting with the Policy & Transition Coordinator, in collaboration with the Executive Committee.

2.7.7 To be responsible for the oversight of CSA designated spaces.

2.7.8 To ensure the planning of the "Year at a Glance" calendar of events and responsibilities for the year, in collaboration with CSA staff.

2.7.9 To initiate new projects that address the needs of the students.

2.7.10 To contribute to the CSA's Strategic Plan review every five years.

2.8 Committees

- a) Executive Committee (Chair)
- b) Finance Committee (Chair)
- c) Student Executive Council (member)
- d) Policy and Bylaw Review Committee (member)
- e) Student Leaders and Administration Meeting (member)
- f) Student Budget Committee (member)
- g) Petitions, Delegations and Representations (PDR) Committee (Chair)
- h) thecannon.ca Operating Committee (member)
- i) Committees with GSA:
 - CSA/GSA Transit Committee (Co-Chair)
 - Student Health and Dental Plan Committee (Co-Chair).

3.0 Vice President Student Experience

- 3.1 The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 3.2 To follow the leadership and direction of the CSA President.
- 3.3 To be a primary signing authority of the CSA.
- 3.4 To be involved in event planning pertaining to University of Guelph undergraduate students.
 - 3.4.1 To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
 - 3.4.2 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.
 - 3.4.3 To coordinate and plan Orientation Week events.
- 3.5 To advocate for increasing student engagement and representation on committees.
- 3.6 To seek alternative ways of publicizing CSA events to students.

- 3.7** To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
- 3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
- 3.9** To supervise CSA Clubs and SafeWalk staff.
- 3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
- 3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
- 3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
- 3.13 Collaboration**
- 3.13.1** To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.
- 3.13.2** To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
- 3.13.3** To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.
- 3.13.4** 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.
- 3.13.5** To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.
- 3.14 Club Space**
- 3.14.1** To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.

3.14.2 To assist the clubs coordinators to assign bookable club space and lockers to accredited clubs, as required.

3.14.3 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.

3.14.4 To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

3.15 Student Space Initiatives

3.15.1 To investigate and report CSA-specific space and building initiatives.

3.15.2 To work towards University-wide student space initiatives in collaboration with the Executive Committee.

3.15.3 To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

3.16 Committees

- a) Executive Committee (Secretary)
- b) University Centre Board (member)
- c) Student Leaders and Administration Meeting (member)
- d) Athletics Advisory Committee (member)
- e) CSA Finance Committee (member)
- f) Orientation Week Advisory Committee (member)
- g) Student Life Advisory Committee (member)
- h) Sexual Violence Committee and sub-committees (member)
- i) Student Wellness Advisory Group (member)
- j) 1 in 5 Planning Committee (member)
- k) OUTline Advisory Committee (member)
- l) thecannon.ca Operating Committee (member)
- m) Innovation Fund Committee (member)
- n) Student Events and Risk Management Committee (Co-Chair)

4.0 Vice President Academic

- 4.1 The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 4.2 To follow the leadership and direction of the CSA President.
- 4.3 To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 4.4 To coordinate the annual Teaching Excellence Award.
- 4.5 To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 4.6 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.7 To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 4.8 To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 4.9 To supervise the Student Help and Advocacy Centre staff.
- 4.10 Financial Support**
 - 4.10.1 To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
 - 4.10.2 To promote the financial aid available to students.
 - 4.10.3 To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

4.11 Academics

- 4.11.1 To collaborate with and act as a resource to other student leaders and student organizations.
- 4.11.2 To communicate with students regarding various academic initiatives that are occurring on campus.
- 4.11.3 To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- 4.11.4 To represent undergraduate students on all academic and accessibility related committees.
- 4.11.5 To actively engage with students on academic issues that are currently relevant to the undergraduate student body.
- 4.11.6 To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

4.12 Advocacy

- 4.12.1 To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]
- 4.12.2 To advocate on behalf of undergraduate students who self-identify as having a disability.
- 4.12.3 To work with student leaders and organizations to increase access to support services for academic advocacy.
- 4.12.4 To advocate for increasing student engagement and representation on committees.

4.13 Tenancy Rights

- 4.13.1 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.13.2 To refer students to the appropriate community organization when

advocacy requires a legal opinion.

4.13.3 To act as a resource for SHAC on issues related to the Residential Tenancies Act.

4.13.4 To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

4.14 Senate

4.14.1 To act as an ex-officio member of Senate.

4.14.2 To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

4.15 Committees

- a) Executive Committee (member)
- b) Student Leaders and Administration Meeting (member)
- c) Academic Policy and Procedures Committee (member)
- d) Campus Accessibility Committee (member)
- e) Compulsory Fees Committee (member)
- f) Calendar Review Committee (member)
- g) Committee of Undergraduate Academic Advising (member)
- h) Judicial Committee (member)
- i) Student Budget Caucus (member)
- j) Student Rights and Responsibilities (member)
- k) Special service fee committees (member)
- l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible.

5.0 Vice President External

5.1 The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government.

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

5.3 To supervise the CSA Bike Centre and the Guelph Student FoodBank staff.

5.4 To coordinate with the CSA President for responses to hate activity on campus.

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

5.6 Campaigns

5.6.1 To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community:

- To inform, educate, mobilize and involve as many students as possible in these campaigns.
- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

5.6.2 To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs.

5.7 Federal, Provincial and Municipal Governance

5.7.1 To act as a liaison to the City of Guelph, the Ontario government and the Canadian government:

- To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.

5.7.2 To be knowledgeable of City bylaws, programs, and initiatives that impact students:

- To represent the CSA at municipal events, activities and initiatives where appropriate.
- To communicate student issues with community members.

5.7.3 To establish and maintain working relationships with the MPP and MP

for Guelph.

- 5.7.4 To disseminate municipal, provincial or federal election information to students.
- 5.7.5 To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
- 5.7.6 To record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- 5.7.7 To remain non-partisan during the campaigning period and voting days, both in person and online.

5.8 Social and Environmental Justice and Coalition Work

- 5.8.1 To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
 - Office of Diversity & Human Rights (DHR)
 - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)
 - Indigenous Student Association (ISS)
 - Guelph Black Students Association (GBSA)
 - Guelph Queer Equality (GQE)
 - International Student Organization (ISO)
 - CFRU FM
 - The Peak
- 5.8.2 To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- 5.8.3 To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

5.9 Labour Unions

5.9.1 To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

5.10 Advocacy / Lobbying

5.10.1 To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic. [see VPE 14.5.12a]

5.10.2 To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic. [see 14.5.10c]

5.10.3 To disseminate information and research with other areas regarding post-secondary education matters. [from 14.6.8]

5.10.4 To establish and maintain positive working relationships with student lobby groups.

5.11 Bus Pass Distribution

5.11.1 To coordinate the CSA Bus Pass Distribution, in collaboration with the Office Manager & Executive Support, in consultation with CSA core staff.

5.12 Committees

- a) Executive Committee (member)
- b) Code of Suppliers Conduct Advisory Committee (member)
- c) Hate Activity Sub-Committee (member)
- d) Human Rights Advisory Group (member)
- e) Town & Gown Committee (member)
- f) Guelph Transit Advisory Committee (member)
- g) CSA/GSA Transit Committee (member)
- h) Student Leaders and Administration Meeting (member)
- i) Guelph District Labour Council (member).

Notice of Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.4

Notice: Amendments to Bylaw 1 (Organizational) re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on February 14, 2024.

This motion will be considered at the Board meeting on February 28, 2024.

WHEREAS the Board of Directors referred the topic of policies regarding board meeting minutes to the PBRC for review;

WHEREAS the PBRC implemented a Working Group to review this item and give recommendations to the committee; and

WHEREAS the PBRC has recommended forward the following amendments resolved from the review;

BE IT RESOLVED that Bylaw 1 – Organizational be amended to add the following to Section 4 (Board of Directors):

Meeting Minutes:

- Meeting minutes will be recorded for every meeting by the Board Scribe.
- Minutes will be written in a paraphrased format, including for all discussion that took place.
- Minutes will be approved at a subsequent meeting, once finalized.
 - Minutes are not to be posted to the public until they have been approved by the CSA Board of Directors.
- Minutes will include the names of members, along with the discussions.

Notice of Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.5

Notice: Amendment to Appendix D (Committees) 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 February 14, 2024.

This motion will be considered at the Board meeting on February 28, 2024.

MOTION: that the Board of Directors approve the creation of a Statement Making Committee;

AND FURTHER that the Board of Directors approve the proposed terms of reference of the committee, as included in the board agenda package, to be added to Appendix D (Committees) of the CSA Policy Manual.

Notice of Motion

Board of Directors Meeting # 14
February 14, 2024



Statement Making Committee – Terms of Reference (DRAFT)

Responsibilities:

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

Notice of Motion

Board of Directors Meeting # 14

February 14, 2024



Membership and Formation:

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

Structure:

- The Vice President External shall act as Chair of the committee and be responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required.
- Members shall be entitled to request meetings and submit agenda items to be considered.
- Quorum shall be three ratified members, one of which must be a Director of the CSA, and one of which must be a General Member of the CSA.
 - The Vice President External must attend all meetings.
- A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

Notice of Motion

Board of Directors Meeting # 14

February 14, 2024



Decision-Making:

- The committee will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the committee will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.
 - When consensus cannot be reached, all decisions must be passed by a 2/3 majority vote to be recommended forward to the Board.

Working Groups:

- A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations to the committee. A working group may also work to wordsmith, in a small group setting, draft statements to then be presented to the committee for review and possible recommendation to the CSA Board of Directors.
- The committee will strike working groups as necessary for specific issues. Working groups of the committee may only be created by the support of the committee and/or a clear directive from the CSA Board of Directors.
- There shall be at least one member in a working group. Each working group will be responsible for reporting back to the committee as appropriate.

Notice of Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.5

Notice: Amendment to CSA Rules of Order 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 February 14, 2024.

This motion will be considered at the Board meeting on February 28, 2024.

MOTION: that the Board of Directors approve the following section to be added to the CSA Rules of Order:

Political Statements:

- Proposals to take a public stance on political matters must be referred to the Statement Making Committee for consideration and statement drafting if applicable. Political statements must pass with a 2/3 majority vote of the Board.
- All other statements may be passed by the board with a simple majority.
 - Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.7

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 two vacancies for undergraduate student members and two vacancies for alternate undergraduate student members;

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

[Two Directors]

AND FURTHER that the following Board Directors be appointed to the University Centre Board as alternates for a term of up to two years:

[Two Directors]

Moved: Mckenna Williams, VP Student Experience
Seconded:

Motion

Board of Directors Meeting # 14
February 14, 2024



Item 14.11.8

Appoint Directors to the University Centre (UC) Board Member Selection Committee

WHEREAS it is the responsibility of the [University Centre Board](#) ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre (UC); to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them, and to provide services for the University Community at large;

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 (University Centre Board) states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, it should be controlled by students;

WHEREAS the UC Board is comprised of 10 students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors;

WHEREAS appointments to the University Centre Board are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution; and

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 (University Centre Board) provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors;

BE IT RESOLVED that the following CSA Directors be appointed to assist the Vice President Student Experience in selecting UC Board appointees for a two-year term beginning in the 2024-2025 academic year:

[Two Directors]

Moved:

Seconded:

Motion

Board of Directors Meeting # 14

February 14, 2024



Notes:

[Appendix J – Internal CSA Policy](#)

5.0 University Centre Board

5.2 Appointments

5.2.1 To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.

5.2.2 The Vice President Student Experience and two (2) Board of Director members will select from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

5.2.3 The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.

5.2.4 Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

Motion

Board of Directors Meeting # 14

February 14, 2024



Item 14.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on February 14, 2024 be adjourned at pm.

Moved:

Seconded: