

AGENDA

Board of Directors Meeting # 16

March 23, 2022 – 6:00 pm

UC 225



16.0 Call to Order	
16.1 Land Acknowledgement Alyssa Ahmed	
16.2 Adoption of the Agenda 16.2.1 Approve the Agenda 16.2.2 Declarations of Conflicts	Pg. 3
16.3 Ratifications and De-Ratifications 16.3.1 N/A	
16.4 Comments from the Chair 16.4.1 Introductions and Pronouns	
16.5 Approval of Past Board Minutes 16.5.1 Meeting # 15 – March 9, 2022 (Committee of the Whole Meeting Summary) 16.5.2 Meeting # 15A – March 14, 2022	Pg. 5 Pg. 14
16.6 Executive Committee Minutes 16.6.1 Meeting # 26 – March 2, 2022	Pg. 48
16.7 Executive Updates 16.7.1 President 16.7.2 VP Student Experience (position currently vacant) 16.7.3 VP Academic 16.7.4 VP External	Pg. 55 N/A N/A
16.8 Director Reports	
16.9 CSA Services Update and Report 16.9.1 Student Events and Risk Management (SE&RM) Service Update - Adam Zuill, SE&RM Coordinator	Pg. 59
16.10 Committee Updates and Reports 16.10.1 REPORT: Hiring Committee – Promotional Services & Graphic Design 16.10.2 MINUTES: Finance Committee – Meeting # 2 – Nov 17, 2021 16.10.3 MINUTES: Finance Committee – Meeting # 3 – Jan 26, 2022 16.10.4 (a) MOTION: Job Description - Student Experience Coordinator (b) APPOINT: Hiring Committee: Student Experience Coordinator 16.10.5 APPOINTMENTS: UC Board	Pg. 72 Pg. 73 Pg. 75 Pg. 80 Pg. 83 Pg. 85
16.11 Business 16.11.1 MOTION: Additional Budget Approval Board Meeting	Pg. 87

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16.11.2 NOTICE: Appendix F – Clubs Handbook: Comprehensive Review	Pg. 88
16.12 New Business 16.12.1	
16.13 Announcements	
16.14 In Camera Session	
16.15 Adjournment	Pg. 170

Motion

Board of Directors Meeting # 16

March 23, 2022



**Item 16.2.1
Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 16 on **March 23, 2022**, be approved as distributed in the board agenda package.

Moved:

Seconded:

MOTION TO AMEND: To reorder the agenda so that item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.

Moved:

Seconded:

POSSIBLE AMENDMENT (REORDER)

MOTION TO AMEND: To reorder the agenda so that:

- Items ... follows item ... above.

Moved:

Seconded:

POSSIBLE AMENDMENT (NEW BUSINESS ITEM)

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Seconded:

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022**, be approved as amended:

- a) To reorder the agenda so that:

Motion

Board of Directors Meeting # 16

March 23, 2022



- i. Item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.

b) ?

c) ?

Moved: Same as original motion

Seconded: Same as original motion

MINUTES

Committee of the Whole Meeting # 15

March 9, 2022 – 6:00 pm

**Attendance for March 9, 2022**

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science		
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences	Present	
Anton Naim Ibraim	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	Departed 7pm
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance		
Quinton Stummer	Lang Students' Association		
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed

MINUTES

Committee of the Whole Meeting # 15

March 9, 2022 – 6:00 pm



Jena Ashley	Indigenous Student Society (ISS)		
Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	Arrived 6:30pm
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Liz Powell	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Guests	Affiliation
Daniel Hinds	SafeWalk Program Coordinator, CSA

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

MINUTES

Committee of the Whole Meeting # 15

March 9, 2022 – 6:00 pm

**Agenda – March 9, 2022**

- 15.0 Call to Order**
- 15.1 Land Acknowledgement**
 - Valeria Telles
- 15.2 Adoption of the Agenda**
 - 15.2.1 Approve the Agenda
 - 15.2.2 Declarations of Conflicts
- 15.3 Ratifications and De-Ratifications**
 - 15.3.1 N/A
- 15.4 Comments from the Chair**
 - 15.4.1 Introductions and Pronouns
- 15.5 Approval of Past Board Minutes**
 - 15.5.1 Meeting # 14 – February 16, 2022
- 15.6 Executive Committee Minutes**
 - 15.6.1 Meeting # 25 – February 9, 2022
- 15.7 Executive Updates**
 - 15.7.1 President
 - 15.7.2 ~~VP Student Experience~~ (position currently vacant)
 - 15.7.3 VP Academic
 - 15.7.4 VP External
- 15.8 Director Reports**
- 15.9 CSA Services Update and Report**
 - 15.9.1 SafeWalk – Daniel Hinds, SafeWalk Program Coordinator
- 15.10 Committee Updates and Reports**
 - 15.10.1 MINUTES: PBRC Meeting # 9 – Feb 9, 2022
 - 15.10.2 REPORT: PBRC Report # 1 – Summer & Fall 2022
 - 15.10.3 REPORT: Hiring Committee – FoodBank Coordinator
 - 15.10.4 APPOINT: Strike Hiring Committee – FoodBank Assistants (2)
 - 15.10.5 APPOINT: Strike Hiring Committee - Bike Centre Assistant
 - 15.10.6 REPORT: Hiring Committee – Bike Centre Assistant
- 15.11 Business**
 - 15.11.1 MOTION: Director Outreach for the 2022 Annual General Meeting
 - 15.11.2 MOTION: Winter 2022 General Election Report – (receive report and ratify unofficial results)
- 15.12 New Business**
 - 15.12.1
- 15.13 Announcements**
- 15.14 In Camera Session**
- 15.15 Adjournment**

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Committee of the Whole Meeting # 15

March 9, 2022 – 6:00 pm

**Minutes – March 9, 2022**

This meeting was a Committee of the Whole meeting as quorum was not met. The following meeting summary therefore reflects informal discussion between the members regarding the threshold for quorum, and other information to be received at the next Board Meeting such as the presentation from Daniel Hinds regarding the SafeWalk Service Update.

Chair Cameron Oleson began by explained in-person voting, the speakers' list, various aspects of Robert's Rules, and a general review of how participation differed for in-person meetings compared to the online format of the past two years. Since quorum was not met, he also suggested that this informal meeting could serve as practice on proper Parliamentary Procedure.

Policy & Transition Manager Pete Wobschall suggested that this informal meeting be used to receive reports and updates that could then be later received as information officially.

Directors were informally polled regarding whether it would be worthwhile to have an informal discussion tonight. They agreed it was worthwhile and that this informal meeting could simply be a Committee of the Whole.

President Nicole Walker suggested that it would be necessary to call an emergency meeting prior to the next board meeting to accomplish time-sensitive business on the agenda.

Directors considered options to reduce the threshold for quorum, so that business could be conducted and to increase the likelihood of achieving quorum, including de-ratification of Directors that have missed meetings without notice for several subsequent meetings.

Member Harris and Member Persram asked the board for clarification regarding Parliamentary Procedures such as point of information or point of personal privilege.

The President proposed next Monday or Wednesday evening for an emergency board meeting.

Directors conducted a straw poll regarding their availability on the proposed dates.

Discussion between the members moved to in-person vs virtual board meetings and the effect each may influence Director attendance.

Member Vito was concerned with the precedent that moving future meetings to an online format again would set.

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March 9, 2022 – 6:00 pm



Policy & Transition Manager Pete Wobschall responded to Member Vito by clarifying that if directors miss two consecutive meetings without providing notice that they won't be able to attend, then the CSA's policies state that they should be de-ratified.

Member Conibear proposed that an email could be sent out to inquire about the reasons that some members may not be able to attend in-person meetings.

Members then discussed the merits of in-person and online formats for meetings and whether it would have been worthwhile to conduct a poll regarding Directors' preferences.

President Nicole Walker clarified that the CSA is aiming to have the actions of the Board mirror those of the rest of campus in their return to a fully in-person format, with respect to all current public health guidelines to ensure Members' health and safety.

Guest Hinds asked a point of information regarding the meaning of de-ratification.

Chair Cameron Oleson responded by providing the definitions of ratification and de-ratifications.

Member Persram added that we should allow guest presenter Daniel Hinds to present to be respectful of his time. Then we could decide on the date of the emergency meeting afterwards.

Member Harris clarified that the process of re-ratification differs for appointed and elected members of the Board.

Members further deliberated the best timing and format for the emergency meeting during next week.

Policy & Transition Manager Pete Wobschall noted that this week there were a number of exceptional circumstances that prevented some of the Directors from attending this meeting.

President Nicole Walker proposed based on the results of the straw poll that the emergency board meeting be held next Monday at 6pm in-person, but with a contingency that it be online if we are unable to reserve a space.

Guest Daniel Hinds began his presentation.

Guest Daniel Hinds gave a presentation regarding the purpose of SafeWalk. He provided their hours and their services. This semester SafeWalk has had reduced hours due to campus closures, but they have maintained consistent online office hours despite these interruptions. Regular hours have now resumed post-reading week. Daniel and his co-worker Bea have also successfully recruited a number of new volunteers. Their main goal has been to grow the roster of volunteers for the upcoming semester, so that the program can run successfully without having to rebuild a team next semester. They have

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conducted individual check-ins with their volunteers and they feel that this has allowed them to maintain the relationship between coordinators and volunteers better, despite much of the semester being online. They have also added the Sexual Violence Support Modules to required trainings for all SafeWalk volunteers. This is especially important given that students accessing SafeWalk may have experienced sexual violence in the past. They have established a shift sign-up system that has been mostly effective, and prevents coordinators from needing to continually adjust the schedule. This has allowed for them to better accommodate the individual needs of their volunteers. They are also currently in talks with physical resources to use the electric cart and set up training sessions for it. It is expected that the electric cart will be available for students in Fall 2022. In the future, SafeWalk aims to recruit more volunteers and continue to provide online office hours for volunteers and students. Additionally, they will continually update the transition documents for incoming program coordinators. They will also be hosting a volunteer appreciation event at Brass Taps later this semester.

Member Persram asked whether there was an increase in volunteer applications before or after the reading week.

Guest Daniel Hinds responded by explaining that the volunteer applications have occurred fairly steadily throughout the semester.

Member Persram asked whether a plan was in place for the Fall Semester regarding recruitment of volunteers.

Guest Daniel Hinds clarified that this would fall to the next Program Coordinator but that it is likely there would be a plan in place.

VP Academic Lisa Kazuhara noted the great work of Daniel Hinds in his position, especially regarding how much change has occurred over the course of the school year. The new position is currently open for applications and she recommended people apply.

President Nicole Walker asked Daniel Hinds whether minimum requirements for shift sign-ups existed with the new structure for shift schedules. She also congratulated Daniel Hinds on his admission to law school next year.

Daniel Hinds responded by stating that they do have requirements for the amount of shifts that volunteers should sign up for, but due to the reading week and some peoples' level of comfort surrounding the pandemic, they have purposefully been lax in enforcing this.

Member Stevens asked what happens during a SafeWalk office hour.

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Daniel Hinds added that during these hours volunteers can attend to ask any questions, or those hoping to use SafeWalk's services could attend as well.

Chair Cameron Oleson suggested that the information presented during this Committee of the Whole be included as information in the emergency Board meeting next week.

Moved: Maya Persram
Seconded: Leila Stevens

Motion carried.

Members discussed potential options for adding personal pronouns to placards for future in-person meetings to provide additional clarity during meetings.

Announcements

A round of informal announcements was conducted prior to ending the meeting.

Member Persram thanked the chair for answering all of her questions throughout the meeting.

Member Ahmed had her first football tournament last weekend and enjoyed it thoroughly. She almost got concussed but would love if anyone wants to attend her next game this coming weekend.

Member Harris showed the Directors their skirt which has pockets. She is also the only chair for Guelph Pride currently, which she did not plan as this has made her very busy at the moment. They have also been doing a lot of anti-oppression workshops lately and have more coming up soon. She has been modifying the methods used for that and has been enjoying the opportunity to be creative. They told Members about their mask which is very effective, and which they have owned since before the pandemic. It is almost her birthday, but it is also several months away. Since their birthday is in the summer, they are deciding to celebrate it earlier, perhaps during the last board meeting of this semester. Recently, she enjoyed trying a buffalo flavoured chicken wing from Walmart, which was very spicy, but very good. She is also excited to try vegan salmon sometime soon. The GQE room is open now and office hours are going well. They purchased a new air filter which they still have to name.

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Member Conibear recommended Directors attend Member Harris' workshops. She is very excited to move to Windsor soon for school. Since covid, they have been living with their parents again and are looking forward to having more independence and potentially getting a cat. They are doing gay prom soon. She has been playing the new Pokémon game and has been enjoying it. Also, she is looking forward to playing a PS5 game that she has been waiting over two years for and she would recommend it.

Member Oguntala is quite busy, but is doing her best.

Member Digamber is attending an event for different cultures next Monday at the Lookout that will include cultural performances, an open mic, free food, and a cultural runway walk, and she would love for people to attend. She is also planning a Holi event with Member Maharaj on Johnston Green later in March.

Member Persram will be very busy with work for the admissions department since next week is March break. She will be doing Sunday tours of campus as hundreds of students are expected to attend each day during the break. They have been training volunteers to have more tour guides as they are already all booked up.

Member Stevens noted that International Women's Day was yesterday and she celebrated by sending messages to the women in her life. She is cutting her boyfriend's hair for the first-time next week and has been enjoying watching Drag Race.

Member Vito is not looking forward to being done at Guelph because he doesn't like endings. For International Women's Day he said a big thank you to his mom because he loves his mom.

President Nicole Walker suggested he could run for the VP of Student Experience so that he would not have to end his time at Guelph.

VP Academic Lisa Kazuhara said that she has been very busy. She went to Niagara Falls last weekend, and enjoyed visiting with her friends and taking a break from work. This is the first time she's ever been in the same city for 5 years, as she has only ever been in one for 3 beforehand.

President Nicole Walker would like people to sign up for the by-election as Friday is the cutoff for submitting signatures and candidate packages. She says the budget should allow for events to be held throughout next year and encourages someone to apply for the VP of Student Experience. People can now register to attend the AGM, and can be entered to win tuition credits and

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March 9, 2022 – 6:00 pm



other prizes for your participation. Member should also consider joining the UC board if they would like to be involved with that as well. In terms of personal updates, she wrote her last exam recently. She made waffles for her house and they were very good, so if anyone wants a good waffle, she has perfected it. She got her new car a couple weeks ago, but gas has been really expensive so she hasn't driven anywhere yet. She has also started a personal budget recently and is pleased with that so far. She is starting a spam account with her sister and is excited for that. Her final update is that on Friday she had an in-service at the HPC. She got to test out the different reflexes that people have, and she is proud of her ability to get reflex reactions based on that.

VP External Shilik Hamad is going to apply to a graduate program in the fall and is looking forward to that. She does not feel ready to leave the CSA yet, and can't believe that this year is almost over. She thanked everyone for listening and has really enjoyed the meeting.

Board Scribe Olivia Wells is enjoying her last year at Guelph and is in the process of determining where she will attend school next. She also enjoyed this meeting.

Member Ahmed is speaking at the Last Toast and would love for members to attend.

Policy and Transition Manager Pete Wobschall apologized for the multiple invitations to this meeting. There is an AGM early bird deadline. He asks that members would register as they need 100 people to meet quorum. He requested that people please RSVP for future meetings, especially given that food has to be ordered now that they are in-person.

Chair Cameron Oleson reiterated that everyone should attend the AGM, so that there is not an issue meeting quorum. His second point was that he is very happy to be resuming meetings in-person.

The meeting was informally concluded at 8:05 pm.

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm

**Attendance for March 14, 2022**

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science		
Valeria Telles	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association		
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



Vacant	Indigenous Student Society (ISS)		
Damilola Oguntala	Guelph Black Students Association (GBSA)		
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Liz Powell	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors	Present	
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm

**Summary of Significant Resolutions****15A.3.1 De-ratification of At-large, College of Engineering and Physical Sciences Representative**

MOTION that Anton Naim Ibraim, an At-Large, College of Engineering and Physical Sciences representative be de-ratified from the CSA Board of Directors, effective immediately.

Motion carried.

15A.3.2 De-ratification of Appointed, Indigenous Student Society Representative

MOTION that Jena Ashley, the appointed Indigenous Student Society representative, be de-ratified effective immediately.

Motion carried.

15A.5.1 Approval of Past Board Minutes – February 16, 2022

MOTION that the Minutes be approved for CSA Board Meeting # 14 – **February 16, 2022**, as presented in the board package.

Motion carried.

15A.6 Executive Committee Minutes

MOTION that Executive Committee Minutes be received as information for the following meeting:

15.6.1 Meeting # 25 – February 9, 2022

Motion carried.

15A.7 Executive Updates

15A.7.1 President

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



~~15A.7.2~~ VP Student Experience (position currently vacant)

15A.7.3 VP Academic

15A.7.4 VP External

Motion carried.

15A.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 9 – February 9, 2022

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 9 dated February 9, 2022, as information.

Motion carried.

15A.10.2 REPORT: Policy & Bylaw Review Committee Report # 1 - December 13, 2021

MOTION to receive Report # 1 – Summer & Fall 2021 from the Policy & Bylaw Review Committee (PBRC) dated December 13, 2021, as information.

Motion carried.

15A.10.3 REPORT: Hiring Committee – FoodBank Coordinator

MOTION that the hiring of Alanna Wyllie for the FoodBank Coordinator position be ratified, as recommended by the Hiring Committee.

Motion carried.

15A.10.4 APPOINT: Strike Hiring Committee – FoodBank Assistants (2)

RESOLVED:

- a) The CSA strike a hiring committee for the two positions of FoodBank Assistant.
- b) The Vice President External be appointed as Chair of the hiring committee.

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- c) The FoodBank Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of FoodBank Assistant:

Member Vito

Motion carried.

15A.10.5 APPOINT: Strike Hiring Committee - Bike Centre Assistant

RESOLVED:

- a) The CSA strike a hiring committee for the position of Bike Centre Assistant.
- b) The Vice President External be appointed as Chair of the hiring committee.
- c) The Bike Centre Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the position of Bike Centre Assistant:

Member Ahmed

Motion carried.

15A.10.6 REPORT: Hiring Committee – Bike Centre Assistant

MOTION that the hiring of Michelle Robinson for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

Motion carried.

15A.11.1 Director Outreach for the 2022 Annual General Meeting (AGM)

RESOLVED that:

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Board of Directors Meeting # 15A

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- a) Each Director schedule at least one class presentation during the AGM registration period between Monday, March 7, 2022 and Friday, March 25, 2022 to encourage participation in the AGM.
- b) In consultation with the President, the Policy & Transition Manager (PTM) provide Directors with suggested speaking points that can be used in their outreach.
- c) The President provide Directors with a shared tracking sheet to record their efforts made to promote the registration period.
- d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the next available board meeting.

Motion carried.

15A.11.2 CSA General Election Results – Winter 2022

RESOLVED that:

- a) The Elections Report - Winter 2022 General Election as presented by the Chief Returning Officer and included in the March 14, 2022 board agenda package, be received as information.
- b) The results of the CSA Winter 2022 General Election, as included in the CRO’s election report, be ratified and declared official.
- c) The following Members be ratified as 2022-2023 CSA Executive:

President	Nicole Walker
VP Academic	Mason Friebe
VP External	Jena-Lee Ashley

- d) The following Undergraduate Members be ratified as At-Large College Representatives on the 2022-2023 CSA Board of Directors:

College of Biological Sciences	Sanya Sareen
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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



Lang Business School	Daniel Neiterman Mauricio Canedo Fernandez
Ontario Agricultural College	Isha Maharaj
College of Engineering and Physical Sciences	Jake Levy

Member Maharaj abstained from the vote.

Motion carried.

15A.12.1 Conduct Hybrid Board Meetings for the Remainder of the Winter 2022 Semester

WHEREAS providing members with the option to participate virtually in CSA Board Meetings offers increased physical safety to all participants;

WHEREAS the University of Guelph's Senate and Board of Governors have recently introduced a hybrid option to their meetings;

WHEREAS offering hybrid participation provides a high level of accessibility to CSA Board Meetings due to the option to attend meetings virtually or in-person; and

WHEREAS on February 2, 2022, the board approved a policy to permit virtual participation at CSA Board Meetings.

RESOLVED that:

- a) The CSA Board of Directors conduct hybrid meetings for the remainder of the Winter 2022 semester.
- b) The Policy & Transition Manager, in consultation with the President and Business Manager, provide the necessary tools and expertise to add a hybrid participation option to board meetings, with the goal of providing similar experiences for online and in-person attendees, and within a budget approved by the President.

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Board of Directors Meeting # 15A

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- c) Effective immediately, Board Members must RSVP the PTM within three (3) business days of a meeting whether they will be attending in-person or virtual to allow the CSA to adequately prepare for the meeting.

Motion defeated.

15A.12.2 PBRC Hybrid Meeting Working Group Report

MOTION to direct the PBRC Hybrid Meeting Working Group to report back on findings, including recommendations, relating to their investigation and research into hybrid meetings format, including the financial costs of implementation, at the April 6, 2022, Board Meeting.

Motion carried.

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm

**Agenda – March 14, 2022****Please Note**

Meeting # 15 on March 9, 2022 did not reach quorum, so a Committee of the Whole meeting took place for informal discussion. A summary of the discussion will be prepared for receipt at a future board meeting.

The following agenda is a copy of the March 9, 2022 board meeting except for the SafeWalk Service Update, which was provided to the Committee of the Whole and not included in this agenda.

15A.0 Call to Order**15A.1 Land Acknowledgement**

Valeria Telles

15A.2 Adoption of the Agenda

15A.2.1 Approve the Agenda

15A.2.2 Declarations of Conflicts

15A.3 Ratifications and De-Ratifications

15A.3.1 De-ratification of At-large, College of Engineering and Physical Sciences Representative

15A.3.2 De-ratification of Appointed, Indigenous Student Society Representative

15A.4 Comments from the Chair

15A.4.1 Introductions and Pronouns

15A.5 Approval of Past Board Minutes

15A.5.1 Meeting # 14 – February 16, 2022

15A.6 Executive Committee Minutes

15A.6.1 Meeting # 25 – February 9, 2022

15A.7 Executive Updates

15A.7.1 President

15A.7.2 ~~VP Student Experience~~ (position currently vacant)

15A.7.3 VP Academic

15A.7.4 VP External

15A.8 Director Reports**15A.9 CSA Services Update and Report**

15A.9.1 N/A

15A.10 Committee Updates and Reports

15A.10.1 MINUTES: PBRC Meeting # 9 – Feb 9, 2022

15A.10.2 REPORT: PBRC Report # 1 – Summer & Fall 2022

15A.10.3 REPORT: Hiring Committee – FoodBank Coordinator

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Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



15A.10.4 APPOINT: Strike Hiring Committee – FoodBank Assistants (2)

15A.10.5 APPOINT: Strike Hiring Committee - Bike Centre Assistant

15A.10.6 REPORT: Hiring Committee – Bike Centre Assistant

15A.11 Business

15A.11.1 MOTION: Director Outreach for the 2022 Annual General Meeting

15A.11.2 MOTION: Winter 2022 General Election Report – (receive report and ratify unofficial results)

15A.12 New Business

15A.12.1 MOTION: Conduct Virtual Meetings for the Remainder of the Semester

15A.12.2 PBRC Hybrid Meeting Working Group Report

15A.13 Announcements

15A.14 In Camera Session

15A.15 Adjournment

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**Minutes – March 14, 2022****15A.0 Call to Order**

The meeting was called to order at 6:08pm.

15A.1 Land Acknowledgement

I would like to take this time to acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people, and the treaty lands of the Mississaugas of the credit. We also acknowledge the significance of the dish with one spoon covenant as we strive to strengthen our relationships between the Indigenous people and settlers. This land is home to many First Nations, Metis and Inuit people, and acknowledging them reminds us of our important connection to this land where we live and work. I want to remind everyone that our work doesn't stop here at this acknowledgement, but we must further educate ourselves and those around us about the ancestral lands and its history.

Valeria Telles

15A.2 Adoption of the Agenda**15A.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022**, be approved as distributed in the board agenda package.

Moved: VP Academic Liza Kazuhara

Seconded: Member Harris

MOTION TO AMEND: To reorder the agenda so that item 15A.10 Committee Updates and Reports immediately follows item 15A.4.1 Introductions and Pronouns, and that item 15A.11 Business immediately follows item 15A.10.

Moved: Member Vito

Seconded: President Nicole Walker

Policy & Transition Manager Pete Wobschall explained that this amendment to the agenda was proposed as we were only able to reserve the space for two hours, and so it is important to prioritize these business items as they are time sensitive.

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**Motion to amend carried.****MOTION TO AMEND:** To add item 15A.12.1 Conduct Hybrid Board Meetings for the Remainder of the Winter 2022 Semester under New Business items.**Moved:** Member Mihaly**Seconded:** Member Harris**Motion to amend carried.****AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022**, be approved as amended:

- a) To reorder the agenda so that item 15A.10 Committee Updates and Reports immediately follows item 15.4.1 Introductions and Pronouns, and that item 15A.11 Business immediately follows item 15A.10.
- b) To add item 15A.12.1 Conduct Hybrid Board Meetings for the Remainder of the Winter 2022 Semester under New Business items.

Moved: Same as original motion**Seconded:** Same as original motion**Amended motion carried.****15A.2.2 Declarations of Conflicts**

President Nicole Walker raised a declaration of conflict as she was elected in the Winter 2022 elections, and the results of it are being ratified tonight.

Member Isha Maharaj raised a conflict of interest for the same reason as she was also elected in the Winter 2022 elections.

15A.3 Ratifications and De-Ratifications**15A.3.1 De-ratification of At-large, College of Engineering and Physical Sciences Representative**

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WHEREAS an email was received by the Policy & Transition Manager from Anton Naim Ibraim on March 11, 2022, stating their resignation from the CSA Board of Directors.

MOTION that Anton Naim Ibraim, an At-Large, College of Engineering and Physical Sciences representative be de-ratified from the CSA Board of Directors, effective immediately.

Moved: Member Stevens

Seconded: Member Conibear

Motion carried.

15A.3.2 De-ratification of Appointed, Indigenous Student Society Representative

WHEREAS Jena Ashley graduated from Guelph University in December 2021 and is no longer an undergraduate student or CSA member.

MOTION that Jena Ashley, the appointed Indigenous Student Society representative, be de-ratified effective immediately.

Moved: Member Vito

Seconded: Member Stevens

Policy & Transition Manager Pete Wobschall clarified that this item was prepared based on discussions from the last meeting relating to successfully achieving quorum. It is up to the directors whether they would like to actually carry this motion or not.

Member Conibear asked how far above quorum we were today.

Policy & Transition Manager Pete Wobschall responded that we were currently two directors above the requirement for quorum.

President Nicole Walker asked Policy & Transition Manager Pete Wobschall whether he had received any additional information from the members that would be recognized in this motion.

Policy & Transition Manager Pete Wobschall clarified that there were various levels of communication he received from Directors and that this should become more standardized. If Directors give notice to the Policy & Transition Manager of their inability to attend a meeting, he understands that and notes that this is

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much more preferable to not hearing at all or RSVPing and then not attending. He also noted that he had not heard from Member Ashley since November.

VP External Shilik Hamad raised the point that Member Ashley had actually graduated in December 2021.

Policy & Transition Manager Pete Wobschall suggested that we de-ratify Jenna as a result due to her status as a non-member.

The Chair confirmed that members of the Board must also be members of the CSA, meaning that Member Ashley would no longer qualify to remain on the Board.

Moved: Member Vito

Seconded: Member Stevens

Motion carried.

15A.4 Comments from the Chair

Chair Cameron Oleson wished everyone a good evening. Additionally, he provided a reminder of how Members could participate in discussions and volunteering. He is glad we were able to achieve quorum.

Member Stevens raised a point of information regarding whether we could implement something that would prevent a situation like the one with Member Ashley that led her to be de-ratified so long after she had already graduated.

The Chair suggested that Policy & Transition Manager Pete Wobschall could discuss options for this with the registrar at a later point.

15A.4.1 Introductions and Pronouns

All Members introduced themselves and shared their pronouns and roles on the Board.

15A.5 Approval of Past Board Minutes**15A.5.1 Approval of Past Board Minutes – February 16, 2022**

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MOTION that the Minutes be approved for CSA Board Meeting # 14 – **February 16, 2022**, as presented in the board package.

Moved: Member Vito

Seconded: Member Harris

Motion carried.

15A.6 Executive Committee Minutes

MOTION that Executive Committee Minutes be received as information for the following meeting:

15.6.1 Meeting # 25 – February 9, 2022

Moved: VP Academic Lisa Kazuhara

Seconded: Member Maharaj

Motion carried.

15A.7 Executive Updates**15A.7.1 President**

President Nicole Walker recently worked with the Promotional Services and Graphic Designer Hiring Committee to overhaul the questions included in the application. They are making good progress and have received candidates for this position. She added that our services are now fully back in person, and the CSA service staff have been provided the opportunity to reach out and receive accommodations if needed. Office hours will still be held remotely as well to provide students with additional flexibility for the remainder of the semester. She is happy to respond to any questions members have regarding her work.

15A.7.2 ~~VP Student Experience~~ (position currently vacant)**15A.7.3 VP Academic**

VP Academic Lisa Kazuhara has been working on SE&RM for College Royale as this is the first large-scale event happening on campus again since the pandemic. There has been a lot of meetings including ones for Professional and Career Development Record which has recently implemented a couple programs on campus. She will be conducting interviews for positions at SHAC and

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SafeWalk next week. She will be available via Microsoft Teams or email next week even during the days she is off.

15A.7.4 VP External

VP External Shilik Hamad updated the Board that the FoodBank was closed over the reading week, and that there has been a successful candidate for the new FoodBank Coordinator hire. The hiring process has also been completed for the current Bike Centre Assistant. Another hiring committee will be struck for both the Bike Center and the FoodBank in the upcoming week. She is excited for the upcoming sustainability-focused Bike Auction at the end of March. She is also excited about the Student Housing Bike Lending initiative which will start this summer. In terms of transit, the new late-night service will resume from Tuesday to Sunday. She has been working on the creation of terms of reference for the Supplies Code of Ethical Conduct Advisory Committee. They have also been sponsoring the Guelph Wellington Social Justice Coalition's Informed Democracy series that they are hosting. She also participated in the CFS Ontario Lobby week which was great as she got to meet with many different MPPs last week. The CSA is teaming up with Guelph-Wellington Women in Crisis and Wellness at the University of Guelph to do a sexy bingo consent edition on March 31st at 7:00pm. Last but not least, she is planning to raise awareness for and education of the upcoming provincial elections. She is happy to provide additional information to anyone who is interested or has any questions.

MOTION that the following Executive Updates be received as information:

15A.7.1 President

~~15A.7.2 VP Student Experience~~ (position currently vacant)

15A.7.3 VP Academic

15A.7.4 VP External

Moved: Member Stevens

Seconded: Member Conibear

Motion carried.

15A.8 Director Reports

Member Stevens met with the Finance Committee Meeting a few weeks ago, the material of which will be reviewed in the next Board meeting.

Member Conibear attended a PDR meeting recently.

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Member Harris attended the PDR meeting as well. The next PDR meeting will discuss suggestions for next year as clubs are submitting fairly unstructured budgets, and they are looking to improve this. She also enjoyed being part of an Athletics Committee Meeting recently.

Member Maharaj was on the hiring committee for the Promotional Services and Graphic Designer position. She is pleased with the successful candidate and enjoyed being part of the committee. There was a UC Board meeting recently which she will let Member Vito speak to more. The Annual UC Director Performance Review is also upcoming as they have one more meeting.

Member Vito confirmed that the UC Board passed a budget. They are still waiting to hear back from the University of Guelph's administration regarding the task force for updating the 1992 Working Agreement.

15A.9 CSA Services Update and Report

No CSA Services Updates or Reports tonight.

15A.10 Committee Updates and Reports

This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.

15A.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 9 – February 9, 2022

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 9 dated February 9, 2022, as information.

Moved: Member Mihaly

Seconded: Member Vito

Motion carried.

15A.10.2 REPORT: Policy & Bylaw Review Committee Report # 1 - December 13, 2021

MOTION to receive Report # 1 – Summer & Fall 2021 from the Policy & Bylaw Review Committee (PBRC) dated December 13, 2021, as information.

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Moved: VP External Shilik Hamad

Seconded: Member Vito

Motion carried.

15A.10.3 REPORT: Hiring Committee – FoodBank Coordinator

Job Posting Date: January 20, 2022

Closing Date: February 3, 2022

Hiring Committee Membership:

- Shilik Hamad, VP External
- Ishaka Maharaj, Director
- Kandace Blaker, FoodBank Coordinator/OMES (Service and Core Staff)

Number of Applicants: 18

Number of Interviews Conducted: 3

Successful Candidate: Alanna Wyllie

Start Date: March 1, 2022

MOTION that the hiring of Alanna Wyllie for the FoodBank Coordinator position be ratified, as recommended by the Hiring Committee.

Moved: VP External, Shilik Hamad

Seconded: Member Maharaj

Motion carried.

15A.10.4 APPOINT: Strike Hiring Committee – FoodBank Assistants (2)

WHEREAS the CSA recognizes the need to fill vacancies for two FoodBank Assistant positions for the 2022-2023 academic year;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

WHEREAS Appendix A, Section 4.9 states that the Vice President External supervises Guelph Student FoodBank staff; and

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WHEREAS Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

RESOLVED:

- a) The CSA strike a hiring committee for the two positions of FoodBank Assistant.
- b) The Vice President External be appointed as Chair of the hiring committee.
- c) The FoodBank Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of FoodBank Assistant:

Member Vito

Moved: VP External Shilik Hamad

Seconded: Member Harris

Motion carried.

15A.10.5 APPOINT: Strike Hiring Committee - Bike Centre Assistant

WHEREAS the CSA recognizes the need to fill the vacancy of Bike Centre Assistant for the 2022-2023 academic year;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive member, and one CSA staff member;

WHEREAS Appendix A, Section 5.3 states that the Vice President External supervises Bike Centre staff; and

WHEREAS Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

RESOLVED:

- a) The CSA strike a hiring committee for the position of Bike Centre Assistant.

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- b) The Vice President External be appointed as Chair of the hiring committee.
- c) The Bike Centre Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the position of Bike Centre Assistant:

Member Ahmed

Moved: VP External Shilik Hamad**Seconded:** Member Conibear

Member Harris questioned whether we had already hired a Bike Center Assistant.

VP External Shilik Hamad explained that the previously hired Bike Center Assistant will not be able to stay for the summer semester, making the hiring of another Assistant necessary again who can work for longer amount of time.

Motion carried.**15A.10.6 REPORT: Hiring Committee – Bike Centre Assistant****Job Posting Date:** January 27, 2022**Closing Date:** February 11, 2022**Hiring Committee Membership:**

- Shilik Hamad, CSA VP External
- Bella Harris, Director
- Julian Kuntz, Bike Centre Coordinator (Service Staff)

Number of Applicants: 5**Number of Interviews Conducted:** 3**Successful Candidate:** Michelle Robinson**Start Date:** March 3, 2022

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MOTION that the hiring of Michelle Robinson for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

Moved: VP External Shilik Hamad

Seconded: Member Stevens

Motion carried.

15A.11 Business

This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.

15A.11.1 Director Outreach for the 2022 Annual General Meeting (AGM)

WHEREAS CSA Bylaw 1 – Operational, subsection 4.10.1(d) states:

“[Each Director shall be] prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks.”;

WHEREAS Bylaw 1 – Organizational, Section 9.1.6 states that quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA; and

WHEREAS it is vitally important to maximize our outreach efforts encouraging undergraduate members to participate in the AGM, so that we reach the minimum quorum requirement and realize a successful process.

RESOLVED that:

- a) Each Director schedule at least one class presentation during the AGM registration period between Monday, March 7, 2022 and Friday, March 25, 2022 to encourage participation in the AGM.
- b) In consultation with the President, the Policy & Transition Manager (PTM) provide Directors with suggested speaking points that can be used in their outreach.
- c) The President provide Directors with a shared tracking sheet to record their efforts made to promote the registration period.

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- d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the next available board meeting.

Moved: President Nicole Walker

Seconded: Member Conibear

President Nicole Walker moved by explaining that this motion reflects the importance of the Annual General Meeting to the CSA. It is critical for explaining the CSA’s various roles to its members, and as a result it is the responsibility of Directors to raise awareness among students about the nature of the meeting and when it is happening. There are incentives in place to reward students for their participation in the meeting. Materials have been prepared to help alleviate any potential obstacles that Directors face in explaining to their classes that the Annual General Meeting is happening.

Motion carried.

15A.11.2 CSA General Election Results – Winter 2022

RESOLVED that:

- a) The Elections Report - Winter 2022 General Election as presented by the Chief Returning Officer and included in the March 14, 2022 board agenda package, be received as information.
- b) The results of the CSA Winter 2022 General Election, as included in the CRO’s election report, be ratified and declared official.
- c) The following Members be ratified as 2022-2023 CSA Executive:

President	Nicole Walker
VP Academic	Mason Friebe
VP External	Jena-Lee Ashley

- d) The following Undergraduate Members be ratified as At-Large College Representatives on the 2022-2023 CSA Board of Directors:

College of Biological Sciences	Sanya Sareen
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Lang Business School	Daniel Neiterman Mauricio Canedo Fernandez
Ontario Agricultural College	Isha Maharaj
College of Engineering and Physical Sciences	Jake Levy

Moved: Member Mihaly**Seconded:** Member Taylor-Stackhouse

Member Maharaj abstained from the vote.

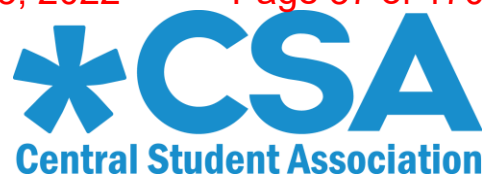
Motion carried.**15A.12 New Business****15A.12.1 Conduct Hybrid Board Meetings for the Remainder of the Winter 2022 Semester****WHEREAS** providing members with the option to participate virtually in CSA Board Meetings offers increased physical safety to all participants;**WHEREAS** the University of Guelph's Senate and Board of Governors have recently introduced a hybrid option to their meetings;**WHEREAS** offering hybrid participation provides a high level of accessibility to CSA Board Meetings due to the option to attend meetings virtually or in-person; and**WHEREAS** on February 2, 2022, the board approved a policy to permit virtual participation at CSA Board Meetings.**RESOLVED** that:

- d) The CSA Board of Directors conduct hybrid meetings for the remainder of the Winter 2022 semester.
- e) The Policy & Transition Manager, in consultation with the President and Business Manager, provide the necessary tools and expertise to add a hybrid

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participation option to board meetings, with the goal of providing similar experiences for online and in-person attendees, and within a budget approved by the President.

- f) Effective immediately, Board Members must RSVP the PTM within three (3) business days of a meeting whether they will be attending in-person or virtual to allow the CSA to adequately prepare for the meeting.

Moved: Member Mihaly

Seconded: Member Pacheco

Member Mihaly shared some details regarding how the Board of Governors and the Student Senate Caucus have been proceeding with meetings. They have both conducted them virtually until recently, at which point, they transitioned to a hybrid format. Member Mihaly suggested that the CSA follow their lead by also conducting meetings according to the University of Guelph's policies. If the motion were to pass, he would be happy to assist in obtaining the technology required for these meetings, potentially from the University Secretariat Team, and by providing any additional advice if necessary. Having hybrid meetings would allow for a higher level of accessibility during meetings, which would hopefully allow for quorum to be reached easier. Based on the results of the Return to Campus survey, which indicate that roughly a quarter of the students are not currently living in Guelph, it is worthwhile that a hybrid format is pursued. Additionally, 55% of the student body indicated that they prefer a hybrid model for the delivery of classes, and so meetings should include this option as well. Doing so may also allow for the CSA to extend its reach of influence by way of leading by example in the provision of hybrid options for meetings. Finally, hybrid meetings would help to ensure the safety of all of our members.

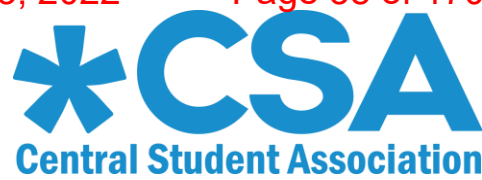
President Nicole Walker explained that she and the Policy & Transition Manager have been having conversations regarding this for a few months now. She noted that this is not something the CSA is opposed to, rather it is more of a logistics issue as the room we are currently in is not set up for hybrid meetings. This is especially an issue given that a few staff positions at the CSA are not currently filled, meaning staff have larger workloads than usual. She is open to finding a solution, but notes that one may not be reached before the next Board Meeting as that is in 9 days.

VP Academic Lisa Kazuhara thanked Member Mihaly for making use of the survey. At the same time, she noted that there have always been students commuting, even before the pandemic. Additionally, since this survey was conducted, she has heard that many more students have returned to campus. She was in the Board of Undergraduate Studies last week, and it was held in a

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hybrid format. She noted that it slowed down the meeting a lot, and that they were holding the meeting in a hybrid format out of necessity due to a lack of space to meet in person.

Member Vito noted that this is our second in-person meeting and he is in favour of keeping them in person. After speaking with the Policy & Transition Manager, he recognizes that the logistics would be quite difficult, especially as there are only two or three meetings left for the year. He would like to set up a provision for those members who attend other campuses such as the Guelph-Humber campus so that they can be better accommodated.

Member Maharaj approved of the idea of hybrid meetings as she lives an hour outside of Guelph. On the other hand, from a technology perspective, it would be difficult to make this work as each person would likely need a microphone, and there is a lot of preparation. She remains open to the introduction of hybrid meetings in the future, when the necessary preparations have been made.

Member Mihaly addressed some of these concerns by adding that he is willing to work with the University Secretariat Team to see if they can loan some of the equipment they've already purchased, so that the CSA can save money. He feels that the University Secretariat Team could also potentially help us in the set up of this equipment, which could make this less complicated for the CSA as well.

Policy & Transition Manager Pete Wobschall has looked into it and done research and costing. The goal would be to have the same experience in a hybrid meeting for both those attending in person and online. Technologically, it could be done, but it would require multiple cameras and multiple microphones. There would need to be a dedicated AV person as a result. 6 business days is a tight timeline for this though, but it's doable.

Member Pacheco stated that as a member of the Board of Governors and Senate, he feels it is likely that the equipment could be rented. This could include a wide-angle microphone and a wide-angle camera placed strategically within the room. The CSA has a DSLR with a wide-angle lens, which if connected, could be used to live-stream the meeting and screen share it as a projection on a TV. He has hosted meetings for a while now, and would be happy to lend assistance if needed.

Member Stevens added onto the VP Academics' point regarding efficiency in meetings in person. She liked the accountability associated with the in-person format and feels that this allows them to progress faster.

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Policy & Transition Manager Pete Wobschall noted some additional technology that would be required. For voting, it would likely have to be done via Microsoft Teams, or some alternative hybrid format for that.

Member Conibear added to the conversation by stating that having to do things twice isn't really a pro or a con, just something to consider. There would also have to be additional information given in peoples' RSVP regarding which format they'd be attending in.

Member Maharaj added that the Organization of the Eastern Caribbean States conducts their hybrid meetings by yelling, and she does not think this is a desirable format for the CSA to replicate. She also added that there are additional options for microphones and cameras that could be considered. She noted that from a business perspective, it makes sense to implement hybrid meetings for the remainder of the current semester.

Member Mihaly noted that hybrid classes are something that the CSA has been advocating for. As a result, it would be somewhat hypocritical for the CSA to refuse to have hybrid meetings if they are expecting that of other bodies within the university.

Member Harris thinks that hybrid would be the ideal method for meetings to occur with. She recognizes the difficulties with technology, and that implementing solutions to make this a functional format would take time. Regardless, accessibility is never easy, so if we want to prioritize it then we need to accept the costs. The best tool is the one that is the most accessible for the greatest number of people. Given this, she would argue that it would be better to hold the meetings completely online until it is possible for us to successfully implement a hybrid format. With our many speakers it would require more technology to keep the format equitable, but that this is still worthwhile.

VP Academic Lisa Kazuhara noted that the regular board meeting room has a camera and microphone. She felt that equal opportunity for those attending online was compromised during things such as motioning and seconding, as it was easier for those in person to complete these things quickly than for those participating online. Based on what she has heard from students, she agrees with Member Harris that lectures are easier in a hybrid format. At the same time, it looks like the students want in-person events, such as club meetings and the Annual General Meeting. She feels that for this semester until there is a proper plan for the hybrid format, that in person makes more sense.

Member Conibear clarified whether the motion was just for the remainder of this semester.

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The Chair confirmed that this is the case.

Member Conibear suggested that the motion be amended to apply to future semesters. Currently the timeline is very short, but that it seems this is a worthwhile idea to implement for the future. She thinks its beneficial to consider hybrid meetings in the long-term instead of just in the short-term, especially if the CSA aims to promote accessibility to the school as a whole.

Member Mihaly agreed that a hybrid format can make meetings more accessible. He thinks more business could be accomplished this way as quorum could be reached more easily. His brother has epilepsy, and this has meant he has had to be very cautious with attending meetings in person during the pandemic, which is something to consider as well.

Policy & Transition Manager Pete Wobschall noted that meetings were virtual last summer and that they were successful. He also noted that the staff is not neglecting this issue, rather it is being assessed and that it would be beneficial for the Board to take a position on this.

Member Vito doesn't feel that the board is ready yet to make meetings hybrid. They could potentially be worked on more over the summer semester to be implemented in the fall. He noted how hard the CSA's staff has been working and doesn't want to add anything else to their responsibilities at such a busy point in this semester.

President Nicole Walker agreed that it makes sense to have virtual meetings for the summer, as students are often working in various different locations. In terms of the current motion being discussed, she would recommend that the CSA works towards a hybrid solution. This could potentially be accomplished by striking a committee or by presenting a motion at the last board meeting of the semester to allow the board to implement it and test it out. She recognizes that there are limitations to people participating in board meetings.

Member Mihaly reminded the Board that the Senate and the Board of Governors are holding hybrid meetings at the University of Guelph. This has been very successful, and he feels that we should follow this university policy as well.

Member Maharaj proposed an amendment to potentially strike a committee, or to say that this motion would not be implemented immediately, but would instead have preparations made it to be implemented in the future.

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Policy & Transition Manager Pete Wobschall raised a point of order regarding options for motions according to Robert's Rules of Order.

Chair Cameron Oleson reviewed Robert's Rules, and suggested that the clauses must be in agreement with one another if Member Maharaj wanted to amend this motion in that way.

Policy & Transition Manager Pete Wobschall asked for further clarification regarding how members could amend motions in this way.

Chair Cameron Oleson clarified that some motions could be combined while others could not. It would have to be one of the types of motions that could be combined, which would allow clause A to be struck and replaced to instead strike a committee. There are instances in which you can't combine items, but in this instance neither of the proposed amendments are in disagreement with this so long as the proposed items are changed in accordance with it.

President Nicole Walker advised against striking a committee as they have quorum requirements which could potentially slow the progress of this item. She would instead suggest that we investigate and present options for this at the next meeting.

Chair Cameron Oleson informed the Board that if the quorum requirements of new committees can be set as looser if need be to accommodate the requirements of the committee.

Policy & Transition Manager Pete Wobschall suggested a working group.

Chair Cameron Oleson suggested that the committee's membership be staff members plus any interested directors, and that the quorum could be the staff.

Policy & Transition Manager Pete Wobschall added that this way we could expect a report back from staff and those interested in attending this committee.

Member Conibear suggested a committee as it feels a bit more concrete. It would allow for the Members to better recognize that the conversation surrounding this issue is ongoing. Versus simply investigating feels vague and they are concerned that this would mean some members feel more left in the dark regarding this issue.

Chair Cameron Oleson spoke to this by adding that expectations could be set for the committee, such as a report or recommendations being required by a set deadline.

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Policy & Transition Manager Pete Wobschall noted that within the Policy & Bylaw Review Committee minutes included in the board package for this meeting, there is a Policy & Bylaw Review Committee hybrid meeting working group which detailed this ongoing conversation. He has even talked to the UC staff about how this could work, so there is a draft plan. He suggested an informal meeting to create a more structured motion for the Board Meeting next week.

Chair Cameron Oleson clarified that this means there is an existing working group tasked with this.

Policy & Transition Manager Pete Wobschall confirmed this.

Chair Cameron Oleson would recommend to the board that this item could be put forth to this existing committee. If members are willing to participate by unanimous consent, then another item can be added to the amended agenda so that it can be put forth to the Policy & Bylaw Review Committee. He would recommend that this motion be defeated or tabled until the other motion is agreed upon if this is the direction that the Board would like to take.

Member Mihaly agrees with the amendment to send it to the committee. The reason he made this motion was because he was previously at risk of de-ratification, and that he wished they were more accessible for him to attend to prevent this situation. He doesn't want members to be de-ratified due to inaccessible meetings.

Policy & Transition Manager Pete Wobschall noted that there is also an option for one member to participate virtually, if Member Mihaly needed to exercise this option.

Member Harris noted that as much as she is not a fan, to prevent members from being de-ratified, they could simply explain that they cannot attend due to the meeting's inaccessibility

Motion defeated.

MOTION to wave the rules and amend the agenda to add item 15A.12.2 PBRC Hybrid Meeting Working Group Report under New Business.

Moved: Member Vito

Seconded: Member Mihaly

Motion carried by unanimous consent.

MINUTES

Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



MOTION to amend agenda to add item 15A.12.2 PBRC Hybrid Meeting Working Group Report under New Business.

Moved: Member Vito

Seconded: Member Pacheco

Member Vito moved by suggesting that the Board directs the hybrid working group of the Policy & Bylaw Review Committee to come to the Board with a report on how to proceed, and to investigate costs associated with implementation of hybrid meetings.

Policy & Transition Manager provided context that usually the current Board of Directors creates the schedule for the following group of Directors, and that this could be included as part of this in the final Board Meeting of this semester.

Chair asked Member Vito whether he would like the deadline for this item to be set as the last Board Meeting of this semester.

Member Maharaj suggested an alteration to the wording of the motion.

Member Mihaly questioned whether the Policy & Bylaw Review Committee has open meetings and whether people can be invited to them.

Policy & Transition Manager Pete Wobschall confirmed that this was the case.

President Nicole Walker asked whether a timeline should be added to this motion.

Chair Cameron Oleson confirmed that it had been decided that the findings should be reported at the last meeting of the Winter 2022 final Board Meeting on April 6, 2022.

Motion carried.

15A.12.2 PBRC Hybrid Meeting Working Group Report

MOTION to direct the PBRC Hybrid Meeting Working Group to report back on findings, including recommendations, relating to their investigation and research into hybrid meetings format, including the financial costs of implementation, at the April 6, 2022, Board Meeting.

Moved: Member Pacheco

MINUTES

Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm

**Seconded:** Member Mihaly

President Nicole Walker commented that she and the staff appreciate the flexibility of this timeline as it accommodates their busy schedules. She thanked members for their patience.

Motion carried.**15A.13 Announcements**

Policy & Transition Manager Pete Wobschall asked people to sign the attendance and if members would like their pronouns added to their placards to let him know so he can update them. RSVPing is especially important as he needs to know numbers for ordering food. He also encouraged members to register for the Annual General Meeting.

VP External Shilik Hamad is excited because she has found a graduate program that she likes. She is looking forward to warm weather and the summer.

President Nicole Walker realized today that incentives still need to be distributed for those who gave class talks for the election. She also got new bellbottoms recently and she is very excited about them. She will soon have enough funky pairs of pants for every day of the week. She is happy to return to her position as President for the next year. She is excited to continue advocating for students and to realize a lot of the initiatives that were delayed by the pandemic for students next year.

VP Academic Lisa Kazuhara finished the inclusive leadership program for equity, diversity, and inclusion from a Japanese university. She had to attend at 5am, but has finally received her certificate from it. She is going to see her host family this weekend whom she lived with for a year and a half during high school. They live in the mountains in Montréal and she is excited to visit with them and catch up with them. She might get a haircut next Monday. She enjoyed working from home as it allowed for her to focus easier, but also enjoys the opportunities for coffee chats that working in person allows for. She hasn't bought groceries since the beginning of March as she has been receiving lots of free food since then.

Member Ahmed is excited for Member Harris' update. March break tours have been picking up. She shared a wholesome story from one of her tours during which Guelph Alumni joined in to share what they loved about the university. She has been enjoying it despite how busy it is. She walked almost 20,000

MINUTES

Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



steps today because of this and is excited to rest. She also got a hair cut recently.

Member Ogbeiwu will be returning to BC next week for a short trip.

Member Taylor-Stackhouse recently received their iron ring as they are in engineering.

Member Rocha is busy with school, but looking forward to celebrating their birthday next week.

Member Stevens loves that it is March break and gave the group an update on Drag Race. She cut her boyfriend's hair and it went well.

Member Conibear tried out the new Farmboy grocery store recently, and was surprised that it wasn't that expensive compared to what she was expecting.

Member Harris loves the vegan croissants at Farmboy. She hopes everyone enjoys her shirt, and listed a few other cool shirts she owns. They had their first meeting as the sole chair of Guelph Pride, and enjoyed the experience even though it was new. Everyone should stop by the GQE office as she enjoys giving tours, and would love to give some people some kombucha. They brought their own vegan carrot cake as they were told there wouldn't be vegan cake at the meeting today.

VP External Shilik Hamad asked whether there were any upcoming anti-oppression events coming up soon.

Member Harris clarified that there are some but they are not open to the public.

Member Maharaj explained that on Friday it is Holi, and that when something is started for the first time in a long time then you need to have sweets, which is what the jalebi that her mom made is for. There will hopefully be a fun event on Johnston Green for Holi at the end of March.

Member Digamber had trouble adjusting to the recent time change. She had to meet with an international group where a lot of attendees were from different time zones and this contributed to her confusion.

Member Telles started embroidering a few days ago and has been enjoying the challenge of learning how to do that.

MINUTES

Board of Directors Meeting # 15A

March 14, 2022 – 6:00 pm



Member Vito's grandmother turned 90 and he will be going to a party for it and visiting her.

Member Pacheco is finally graduating, and he is looking forward to moving on to something new. He recently received a job offer at Toyota, and is looking to get involved with additional outside organizations such as Kids Help Phone.

Member Mihaly is also excited to graduate. President Yates has asked him to speak on behalf of her at her installation. He is excited for that and will also be working on a presentation for the Board of Governors for ways the university can combat antisemitism on campus.

Board Scribe Olivia Wells is also looking forward to graduating. She has confirmed her job for the summer, and is still hoping to hear back from an additional graduate program that she applied to.

15A.14 *In Camera Session*

No in camera session.

15A.15 *Adjournment*

MOTION to adjourn the CSA Board of Directors Meeting # 15A of **March 14, 2022**, at 7:59 pm.

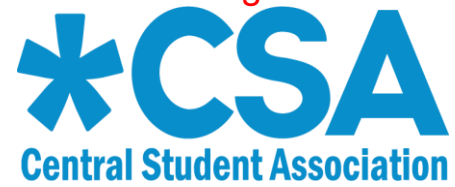
Moved: Member Harris

Seconded: VP Academic Lisa Kazuhara

Motion carried.

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.5.1
Approval of Past Board Minutes (Committee of the Whole)
March 9, 2022

MOTION that the minutes be approved for CSA Committee of the Whole (Board Meeting # 15) from March 9, 2022, as presented in the board package.

Moved:
Seconded:

Item 16.5.2
Approval of Past Board Minutes - March 14, 2022

MOTION that the minutes be approved for CSA Board Meeting # 15A held on March 14, 2022, as presented in the board package.

Moved:
Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



Members: Nicole Walker (President, Chair), Lisa Kazuhara (VP Academic, Secretary), Shilik Hamad (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 10:45 AM

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair – ECM meeting was cancelled last week (February 16) due to other competing priorities (I.e. elections reaching quorum).

4.0 Approval of the Previous Executive Committee Minutes

Meeting #25 Minutes are approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update:

- **Return to Campus:** Masks are available in the Front Office for students. Reviewing the changes from the University and Government of Ontario to implement changes week of March 7.
- **Training & Transition of the OMES:** Continuing to transition our Office Manager & Executive Support from the FoodBank Coordinator Position into their role as OMES.
- **Bullring:** Implemented the promotional strategy plan, as per the Board's approval. This included 2 kiosk banners, a poster run, a

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



banner in the Bullring, and info cards (~500) with a coupon for free coffee to be handed out to students.

- **Sexy Bingo:** In discussion with our previous VPSE about contracting them to run Sexy Bingo in March.

5.2.2 Committees:

- **PSGD Hiring Committee:** Currently reviewing the hiring questions and scoring to reflect the job description. The posting closed on Tuesday, March 2, at 4 pm. Interviews to take place early next week to finalize a successful candidate before the end of the week.
- **PDR:** Final deadline for PDR applications is Thursday, March 3, in which the committee will be meeting the following week to review applications.
- **Finance Committee:** Will be meeting next Monday to review the first draft of the budget.
- **UC Board:** Programming meeting this week and UC Board meeting next week. Currently in the process of recruiting undergraduate members to join the UC Board for 2022-23.

5.2.3 Supervisory (JD Objective check-in, Demand, & time log check)

- **Clubs:** Check-in meeting with Clubs Administrative Coordinator & Clubs Programming Coordinator. The Clubs Office is currently planning for Club Pub next week, where they are hosting a trivia evening for club executives and members.
- **Elections:** We are currently running a By-Election for the VP Student Experience Position. The contract for the ARO has been extended to assist with the By-Election. Thanks Shilik for

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



supervising the Elections team during the Winter General Elections!
I am happy to be back supervising the Election's Team!

5.2 Vice President Academic**5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)****- SHAC:**

- The drop-in Lawyer/Paralegal session on March 21st was canceled since it was family day
- The service was on hold for reading week except urgent emails.

- SafeWalk:

- Service Board update scheduled for next board meeting on March 9th
- Service paused for reading week, resumed on February 28th

- SE&RM:

- College Royal happening mid-March
- SE&RM service was paused for reading week, urgent emails and event proposal reviews were taken care by CSA VP Academic

5.2.2 Professional and Career Development Record

- Reviewing applications and approving the first programs where students can receive PCDRs through Experiential learning and extra curriculars.
- Meeting to be held with EL Hub for CSA positions

5.2.3 Committees

- Hiring for SHAC and SafeWalk positions
- Compulsory Fees Committee

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



- Reviewing fees that have a proposed increase of the fee by the CPI + up to 3%
- Compulsory Non-Tuition Fees Protocol Review
 - Discussions regarding fees that have no official reporting structure and how to move forward
- Calendar Review Committee
 - Sometime sensitive reviews of courses and programs

5.2.4 Teaching Excellence Award

5.2.5 CSA W22 Return to Campus Survey

- Had an interview with Guelph Today regarding the survey on Monday, February 14th
- Infographics about the results to be shared on CSA Instagram

5.3 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)

- **Food Bank:** The service was closed during reading week. Finished hiring process for the FB Coordinator, and our successful candidate has started working at the Food Bank. Will be scheduling a one-on-one for both the new and old FB Coordinators to check-in with all of us in transitioning the new FB Coordinator.
- **Bike Centre:** The service was closed during reading week. Finished hiring process for the BC Assistant, and our successful candidate will be beginning their employment soon! I'm looking to also book a one-on-one with the BC Coordinator, and perhaps the BC Assistant to ensure everyone is in communication. The BC Coordinator and BC Assistant will work together on a Student Housing Bike Lending initiative with Student Housing and the auction.

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



5.3.2 Transit: Less bus pass inquiries, a few opt-ins here and there.

Having ongoing meetings with Fare Implementation Guelph Transit Committee to ensure we can troubleshoot farebox/card issues.

5.3.3 Committees

SCECAC Working Group: Met with our working group from the SCECAC to help improve the scope of the committee. Will be working together on securing a good Terms of Reference for the SCECAC.

CFS: It's Ontario Lobby Week! I've met with MPP Laura Mae Lindo and was in contact with Mike Schreiner to present six recommendations that would help build a better future for students. Will be meeting with more MPPs throughout the week.

Campus Coalition: Will be meeting on Thursday.

5.3.4 Collaborations/Events

Guelph-Wellington Social Justice Coalition: Will be collaborating and supporting four Informed Democracy online seminars. Looking to financially support this initiative and am involved in the planning.

Breaking Barriers, Making Connections Networking Event: Will be attending this event as a Networking Professional and will connect with students and professionals about how to engage with students on campus.

Minutes

Executive Committee Meeting (ECM)
Meeting #26 – March 2, 2022 – 10:00 am
Microsoft Teams



GWWIC, Wellness, and CSA: Looking to have a Sexy Bingo/Trivia - Consent Edition event sometime in March or April. Working with GWWIC and Wellness to have this happen.

UofG Government Relations: Had a conversation David Mullock about attending a meeting with Returning Officer of Elections Canada about on-campus voting.

6.0 Business

6.1 Promoting Menstrual Equity Letter to C&U Minister: Board approved the motion to sign our name to the letter.

7.0 New Business

8.0 In Camera

9.0 Adjournment @ 12:30 pm

Next Meeting: March 9, 2022

Motion

Board of Directors Meeting # 16

March 23, 2022



Item 16.6

Executive Committee Minutes

MOTION that Executive Committee Minutes be received as information for the following meeting:

16.6.1 Meeting # 26 – March 2, 2022

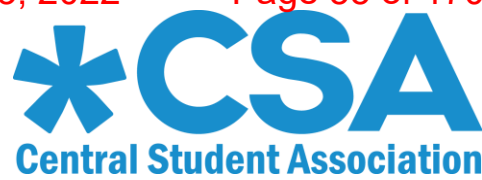
Moved: Lisa Kazuhara, VP Academic

Seconded:

Executive Update

President

March 23, 2022



Hello Board of Directors,

We have a lot happening at the CSA over the next few weeks! Spring is officially here and with it, we are welcoming new changes and possibilities as we continue planning for the upcoming academic year! With the AGM just one week away, it's very important that we continue to spread the word to our students about the AGM! Make sure to reach out to your professors to complete your class talks. I hope you all have been able to spend some time outside enjoying the sunshine and warm weather!

Ongoing Projects:

Return to Campus: A memo was sent out to all CSA staff and Board of Directors on Wednesday, March 9, 2022 outlining the week as a transition week, with remaining services returning to in-person effective Monday, March 14, 2022. Virtual and in-person meetings are being offered for the remainder of the semester to accommodate students. Face masks are available at the Front Office for CSA staff and undergraduate students as well at no cost.

Transition & Training: With our transitioning OMES, I am currently taking on mandatory training for all incoming staff. As the executive term is approaching the end, the Policy & Transition Manager, Office Manager & Executive Support, Business Manager, and myself are currently working on transition and training for the incoming executive. With our new executive ratified on Monday, March 14, we are starting the transition process via a welcome email and outlining the transition requirements for March/April to prepare for May 1, 2022.

CSA By-Election Update: There were no candidate packages submitted for the VP Student Experience position. After a meeting with the PTM and CRO, we have developed a job description to hire for an interim position until the Fall By-Election. More information is provided later on in the Business portion of our meeting tonight!

General Updates

Last Toast: The Last Toast is on Thursday, April 7, at 4:00pm in Brass Taps. Tickets are \$15 and are being sold at the CSA Front Office starting Wednesday, March 23. The cost of the ticket includes a champagne flute filled with champagne (with non-alcoholic option), entry into the event, food, and a \$2 to a fund of the graduating class' choice! Champagne flutes have been ordered and some will be available at the bookstore if people are unable to attend the Last Toast. In addition, we will be offering a free livestream for students unable to attend the event in-person.

Executive Update

President

March 23, 2022



The CSA is Hiring: Interested in a part-time work opportunity that works with your schedule and can make a difference in the lives of undergrads? The CSA is now hiring for the following positions:

- Student Help and Advocacy Centre (SHAC) Coordinator
- Student Help and Advocacy Centre (SHAC) Assistant Coordinators (2 positions)
- Bike Centre Assistant (formerly repair coordinator)
- Foodbank Assistant – 2 positions

Be sure to check our website regularly for job opportunities and how to apply online! To apply, visit: <https://csaonline.ca/get-involved/jobs>

Committees:

Finance Committee: As per Bylaw 3: Financial, the CSA annual operating budget must be presented to the Board of Directors before the last Board meeting of the winter semester. As part of our budgeting process, the Finance Committee is presented the annual budget first and recommends it forward to the Board prior to approving the budget at the last meeting of the semester. However, we are unable to meet our current timeline due to the passing of a member in our Business Manager's family.

As such, we will be following the revised timeline:

- Early Week of April 4: Finance Committee meeting #5 rescheduled
- Wednesday, April 6, 2022, at 6:00 pm: Notice to the Board of the CSA's Annual Budget
- Monday, April 11, 2022, at 6:00 pm: Special Board meeting to approve the CSA's Annual Budget 2022-23

PSGD Hiring Committee: The hiring process for a PSGD has been successfully completed. The hiring committee revamped the interview questions for the PSGD, which was a lengthy process. The posting closed on Tuesday, March 2, at 4 pm and hiring took place the week of March 7. We are excited for our new PSGD to start transitioning into the role as of Monday, March 28, 2022.

Petitions, Delegations, and Representations (PDRs): Our final PDR deadline of the year was Thursday, February 3rd. The PDR committee met on Friday, March 11 to review applications and award letters have been sent out by the Front Office. We will be having one final meeting in the next few weeks to wrap up a few outstanding applications and compile recommendations from the PDR committee for improving the PDR process.

Executive Update

President

March 23, 2022

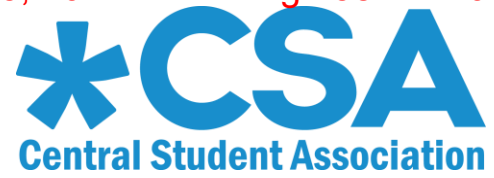


UC Board Selection Committee: We only had one application submitted, but four current representatives are interested in continuing to sit on the UC Board. We will be encouraging incoming directors to apply, as well as developing a recruitment plan over the summer.

Motion

Board of Directors Meeting # 16

March 23, 2022



**Item 16.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

- 16.7.1 President
- ~~16.7.2 VP Student Experience~~ *(position currently vacant)*
- 16.7.3 VP Academic
- 16.7.4 VP External

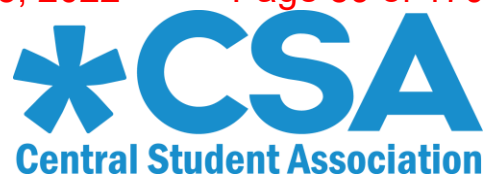
Moved:

Seconded:

Service Update

Student Events & Risk Management

Wednesday, March 30, 2022



Service Name

Student Events & Risk Management (SE&RM)

Service Representative

Adam Zuill, SE&RM Coordinator

Service Overview

The Student Events & Risk Management (SE&RM) process reviews all student-run events on campus and approves based on risk. The SE&RM process also ensures student-run events follow the University of Guelph and Government guidelines, and aims to eliminate any accident from occurring from events.

Upcoming Highlights

- This semester SE&RM has identified risk with some complex events (College royal, Relay for life, end of academic year events) and worked with campus-partners to make these events happen.
- Looking at the 'new normal'. Determining restrictions for events for the next academic year, and after COVID-19.

Key Activities

SE&RM Training

- Any student who wishes to submit event proposals for review must receive SE&RM training.
- Trainings are organized by the SE&RM coordinator and held regularly held online in the 'Recognized Student Organization' M.S teams channel.
- Trainings introduce the SE&RM process, the SE&RM committee, and tips on holding safe and successful events.

Service Update

Student Events & Risk Management

Wednesday, March 30, 2022



SE&RM Committee Meetings

The SE&RM Committee consists of 13 students from different Recognized Student Organizations (RSOs) on campus who meet biweekly to identify and discuss the different risks associated with events. The committee reviews and provide recommendations to complicated events whether these events are safe to be held or recommends implementations to improve the safety of these events.

Office hours

The SE&RM Coordinator holds 3 office hours which are 2 hours each week. Students can bring questions about submitting events on the Gryphlife platform, minimizing risks associated with their events, or scheduling a training session.

Challenges & Barriers

- Restriction changes – Throughout the year, the Province, WGD Public Health and the University of Guelph continuously updated the COVID-19 measures, making the events' risk assessment and approval process harder.
- GryphLife platform – Many students will email to inquire about how to use the GryphLife platform. Other students will make technical errors in their submissions, due to limited information on what to include in their submission.
- Limited SE&RM Training opportunities – The objective of the training sessions was to hold a few sessions at the beginning of the academic year. However, requests for training have been constant, and we have extended opportunities and provided sessions throughout the whole year.



SE&RM Service Update

Contact: Adam Zuill
Student.events@uoguelph.ca



About Student Events and Risk Management (SE&RM)

The Student Events and Risk Management (SE&RM) process reviews all student-run events on campus and approves based on risk. The SE&RM process also ensures student-run events follow University of Guelph and Government guidelines, and aims to eliminate any accident from occurring from events.

- All approved events will be covered by insurance.
- Events must be submitted 10 days in advance.
- Approved events must stick to their submission, and adhere to changing guidelines.



Approved Events

1400

**Approved
Events**

500

**Denied
Events**

*Based on academic year to date.

*For many denied events, risk was mitigated and event was eventually held.



Event Review Process





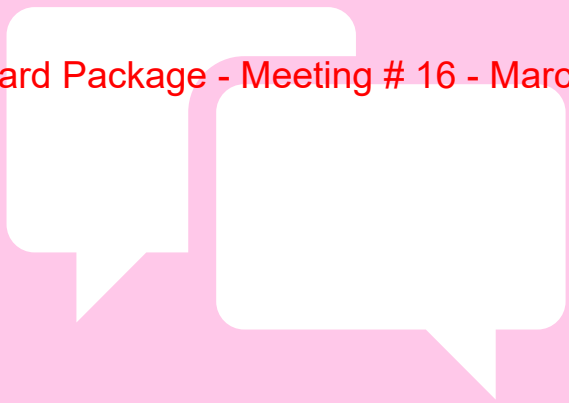
SE&RM Committee

The SE&RM committee meets once biweekly to review events with significant risk, or complicated details. There are 13 members from different RSO's on campus.

Each committee member is responsible for reviewing events related to their Primary Student Organization. They are also responsible for responding to any questions posed by their affiliates.



SE&RM Coordinator	Adam Zuill
CSA Clubs	Shaima Alam
IHC	Emilie De Lima
CASU	Eva Gabler
CSAHS-SA	Lauren Ogden
LSA	Alex Charette
CBSSC	Cassandra Stan
CEPSSC	Rebecca Liu
SFOAC	Jonathan Koot
CVSA	Charlotte Chen
GBSA	Mobolaji Akinyanbola
GQE	Amanda Conibear
ISO	Juntian Bu



Office Hours

SE&RM service provides office hours for students looking to seek advice on how to make a Gryphlife submission, or tips on how to minimize risk associated with events. Many students use this opportunity to pitch their events to understand how risky their events would be and determine the appropriate steps for the SE&RM process.

Winter Semester Office Hours

- Tuesday – 1:00 – 2:30 PM
- Wednesday – 1:30 - 3:30 PM
- Thursday – 9:00 – 11:30 AM



Training Sessions

Event submitters are required to have the SE&RM training.

Training sessions are 1 hour each in lecture style form on Microsoft Teams. The number of students who attend training sessions vary significantly, with 60 participants in a large session, to 3 participants in a smaller session. Students who wish to receive training outside of the regularly scheduled sessions can contact the SE&RM email to arrange a time. Some topics covered by the training session include:

- The SE&RM review process.
- Introduction to risks at events.
- Guideline to virtual & in person events.
- Tips to have safe and successful events.



Key information

- SE&RM process has recognized changing guidelines from both University of Guelph and Ontario Provincial guidelines.
 - Room capacity limits on some events.
 - No off-campus events.
- Changed the Gryphlife software to include COVID mitigation questions.
 - Indicated event planner must be responsible for adhering to guidelines/contact tracing.
 - In-person events must have hand sanitizer present.
- Reviewed the risk associated with large annual events such as College Royal and Relay for Life.
 - Large number of people and animals in enclosed spaces.
 - Large event with physical activity.



2021-2022 SE&RM Facilitators

Adam Zuill

Student Events & Risk Management Coordinator

Lisa Kazuhara

VP Student Experience

Kristina Eisenbach

Student Leadership Coordinator



For more information:



Adam Zuill



Student.events@uoguelph.ca



CSA: 519 824 4120 x56748

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.9.1

CSA Student Events and Risk Management (SE&RM) Service Update

16.9.1(a) Extend Speaking Rights to Student Events and Risk Management (SE&RM) Staff

WHEREAS CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

MOTION to extend speaking rights to Adam Zuill, SE&RM Coordinator, for the duration of item 16.9.1 to present the Student Events and Risk Management (SE&RM) Service Update and respond to questions that arise from members regarding the presentation.

Moved:

Seconded:

16.9.1(b) Receive the Student Events and Risk Management (SE&RM) Service Update

MOTION to receive the Student Events and Risk Management (SE&RM) Service Update as presented by Adam Zuill, SE&RM Coordinator, as information.

Moved:

Seconded:

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.10.1
Hiring Committee Report
Promotional Services & Graphic Design

Posting Date: Friday, February 11th, 2022

Closing Date: Tuesday, March 1, 2022

Hiring Committee Members:

- Nicole Walker, CSA President
- Kandace Blaker, Office Manager & Executive Support
- Ishaka Maharaj, Board Director

Number of Applicants: 23

Number of People Interviewed: 3

Successful Candidate: Melissa Marciniak

Start Date: Monday, March 28, 2022

MOTION that the hiring of Melissa Marciniak for the Promotional Services & Graphic Design position be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded:



Minutes

Finance Committee

Meeting #2 – November 17, 2021 – 6:00 pm to 7:30 pm

Microsoft Teams

Attended: Nicole Walker (Chair & Scribe, CSA President), Lee Anne Clarke (Business Manager), Maya Persram (Board Director), Leila Stevens (Board Director),

Regrets: Justin Mihaly (Board Director), Sara Kuwatly (VP Student Experience)

1. **Welcome & Introduction**
2. **Approval of the Agenda**
 - The agenda was approved as presented.
3. **Declarations of Conflict**
 - There were no conflicts of interest declared at this meeting.
4. **Approval of the Minutes from August 24, 2021**
 - The minutes from August 24, 2021 were approved as presented.
5. **Review of General Timeline & List of Responsibilities for the Year:** The committee reviewed the list of responsibilities proposed as a timeline throughout the fiscal year. It was noted that the committee is on track for meeting the general timeline proposed. The key priorities for the Fall, include:
 - Review Auditor's Statement of Financial Position for previous year end – Waiting for the audit to be completed.
 - Review of Semi-Annual Budget Report - November 24th Board Package
 - 2022-2023 Budget Development: Wage Recommendations – November 24th Board Package
 - Consider new initiatives to be funded from accumulated surplus: November 24th Board Package
 - Prepare Fall Semester Report - January 19th Board Package (President)
6. **Financial Update to October 31, 2021:** The Business Manager reviewed with the committee the Schedule of Student Fee Receipts, Bullring Financial Update, and the CSA Financial Position as of October 31, 2021.
7. **New Initiative Update and Discussion (from Accumulated Surplus)**
8. **Presentation and Acceptance of Semi-Annual Budget Report:** The Business Manager presented the Semi-Annual Budget Report as of October 31, 2021 to the members of the Finance Committee.

**Minutes****Finance Committee**

Meeting #2 – November 17, 2021 – 6:00 pm to 7:30 pm

Microsoft Teams

Motion: The committee approved the recommendation for the CSA Semi-Annual Budget Report and the CSA Financial Position as of October 31, 2021, to be presented by the Business Manager at the November 24, 2021 board meeting.

9. **Amendment to Current Budget:** The committee discussed that Open Mic at the Bullring has been a longstanding tradition and students look forward to it as part of its regular programming. The expenses associated with Open Mic have been offset by an allotment of Entertainment Fees approved annually by the Board of Directors. Due to Public Health Restrictions and operational limitations of the Bullring as a direct result of the pandemic no funds were allocated to the Bullring in 2020-2021 and 2021-2022. Since Public Health Restrictions and operational limitations have lifted sufficiently to permit Open Mic programming to return to the Bullring, effective November 2021. The Live Budget is projected to have a surplus in 2021-2022 of \$73,538.00 and the Entertainment Accumulated Reserve fund balance is \$119,197.00.

Motion: The committee approved the recommendation that Entertainment Fees in the amount of \$12,000.00 be transferred from the Live Entertainment Budget to the Bullring Live Entertainment budget line for the purpose of funding Open Mic Programming at the Bullring during the remainder of the 2021-2022 fiscal year, and the recommendation be brought forward to the Board of Directors at the November 24, 2021 meeting.

10. **Salary & Wage Recommendations for 2022-2023:** The committee reviewed the salary and wage recommendations for 2022-23. A recommendation was brought forward by a member of the committee during the discussion to include the Bullring PT Minimum Wage (with 4% vacation) to increase our financial transparency. It was noted that Provincially Legislated Minimum Wage has increased due to changes announced from the Provincial Government. Due to the timing for developing our annual budget, the CSA uses the Consumer Price Index from the previous fiscal year.

Motion: The committee approved the 2022-2023 Salary & Wage Recommendations be brought forward to the Board of Directors for the November 24, 2021 meeting.

11. **Next Meeting:** Scheduled for Winter 2022



Minutes

Finance Committee

Meeting #3 – January 26, 2022 – 4:30 pm to 6:00 pm

Microsoft Teams

Attended: Nicole Walker (Chair & Scribe, CSA President), Lee Anne Clarke (Business Manager), Lisa Kazuhara (VP Academic), Maya Persram (Board Director), Leila Stevens (Board Director), Justin Mihaly (Board Director)

Regrets: None

1. Welcome & Introduction

- A noted welcome was made to Lisa Kazuhara, Vice President Academic, who is taking on the VP Student Experience (VPSE) role on the Finance Committee due to the vacancy in the VPSE position as of December 6, 2021.

2. Approval of the Agenda

- The agenda was approved as presented.

3. Declarations of Conflict

- Lee Anne Clarke declared a conflict of interest during the Bullring discussions since Lee Anne has a family member that is an employee of the Bullring.

4. Approval of the Minutes from November 17, 2021

- The minutes from November 17, 2021 and January 26, 2022 will be presented to the Finance committee for approval at the March 2022 meeting.

5. Financial Update to December 31, 2021

- **Schedule of Student Fee Receipts:** It was noted that student fees are our primary source of revenue, and they were recorded above their anticipated value. The committee reviewed the student fees for the CSA and Entertainment Fee. As of December 31, 2021, the student fee revenue was 7.53% more than what we had anticipated.
- **Bullring Financial Update:** The committee reviewed the finances of the Bullring. It was noted that the Bullring Operations committee, comprising of the Bullring Manager, Business Manager, and CSA President meet on a monthly basis and maintain regular communication. In a non-COVID year the revenue of the Bullring is more than doubled what it has currently accumulated. The Bullring operation as of December 31, 2021, is in a deficit position of \$70,212.00. Public Health restrictions and operational limitations as a direct result of the Omicron variant negatively impacted daily sales and revenue from special events significantly during a peak period. The % of wages to revenue gross margin is particularly high for the month of December due to RSP payouts for contracted employees. The cost to sales margin for beverages and food is on track and short-term changes to staffing were made due to increased COVID-19 restrictions on campus. A committee member asked about how



Minutes

Finance Committee

Meeting #3 – January 26, 2022 – 4:30 pm to 6:00 pm

Microsoft Teams

the inflation of food prices and shortages will impact the Bullring. The Bullring management team closely monitors food prices, but due to do a diverse menu that includes vegetarian and vegan options, and bulk purchasing for overlapping ingredients, costs can be maintained.

- **Financial Position:** The CSA is still awaiting a completed audit for 2020-21 from our auditors. As a non-profit organization, the spending of our member equity is determined by our Bylaws, including maintaining enough cashflow until our allotment of student fees is received in October 2022. There was an increase in student fees this year, mostly due to increased enrollment over the summer 2021 semester. The Administrative fee from the Student Bus Pass was not included in the initial budget since the Bus Pass Referendum was passed in Fall 2021. There are savings in our budget due to the vacancy in the VP Student Experience Position, personnel changes, and being unable to use the Travel and conference budget lines. Overall, the CSA Operating budget (Bullring excluded) as of December 31, 2021 is projected to be in a surplus position of \$55,432.00 at year end. However, when combined with the Bullring, the CSA General Operating Budget is in a deficit situation

6. **Budget Deficit Discussion (Bylaw 3, Section 2.3) – Recommended Course of Action**

(Bullring): The impact of the Bullring operations to the CSA's Operating budget as of December 31, 2021, nets a combined CSA General Operations deficit of \$15,001. The CSA currently has a large, accumulated surplus. The Bullring is known as the living room on campus, a place where students can study, hang out, perform at open mic nights, watch live band performances, and is an integral part of the campus community. The Bullring is taking all possible measures to reduce expenses, including reduced staffing during the increased safety measures related to the Omicron Variant. Historically, the Bullring generates a large portion of revenue through hosting events such as department holiday parties and open mic night and running full hours of operation. However, the committee discussed the value of the Bullring to undergraduate students through rewarding job opportunities, campus culture, and its contributions to a positive atmosphere on campus that aligns with the CSA Mandate. A committee member mentioned the importance of creating awareness about the Bullring, and the value of the Bullring to students through a promotional campaign. With Public Health Restrictions easing, in-house dining capacities increasing, and students returning to campus, the sales at the Bullring are expected to increase significantly. Although several courses of actions were discussed, such as a fundraiser, concerns were raised that students may think the Bullring is a separate entity, when it is part of the CSA. The Finance Committee determined the best course of action to address the current CSA General Operations deficit position of \$15,001 is to focus on increasing sales at the Bullring by promoting awareness on campus.



Minutes

Finance Committee

Meeting #3 – January 26, 2022 – 4:30 pm to 6:00 pm

Microsoft Teams

Motion – Prioritize the development and implementation of a strategic and robust promotional campaign to increase sales at the Bullring: The committee approved the recommendation be brought forward for the February 2, 2022 Board of Directors meeting, to have the Bullring Operations Committee develop a strategic and robust promotional campaign as a CSA priority, to be implemented no later than Monday, February 14, 2022, in a concerted effort with the Promotional Services and Graphic Designer, to promote awareness of the Bullring on campus.

Noted Abstention: Lee Anne Clarke abstained from voting due to a declared conflict of interest.

7. Possible Fee Suspension 2022-2023 - Entertainment Portion of Entertainment/Media Fee:

The Media (Communications)/Entertainment Referendum was passed by undergraduate students in 1975, in which 20% each is provided to the Ontario and CFRU as the “Media” portion of the fee, and 60% is provided to the CSA as the “Entertainment” portion of the fee for the purposes of providing subsidized concerts, speakers, smaller shows, film screenings, and cross campus community events. The CSA is responsible for administering the Entertainment portion of the Media/Entertainment Fee. However, the Programmer who oversees the spending of the “Entertainment” Fee, took an early retirement in October, resulting in the current vacancy in the position. Due to the increased Public Health restrictions and impact to programming due to the Omicron variant, on-campus events are occurring in a limited capacity, and it is unlikely the annual budget surplus of funds can be used before the end of the fiscal year. Entertainment Fee Reserve bank account currently holds a balance of \$119,197, and the current budget year is projected to net a surplus of \$117,527, for a total estimated Entertainment Reserve Fund of \$224,724 by year end. The Entertainment portion of the Media/Entertainment fee in 2021-2022 is \$4.09 per student, per semester. The committee noted that the CSA’s mandate is to organize events that make university life even more fun when it is safe to do so while saving students money.

Motion – Suspension of the Entertainment Portion of the Media/Entertainment Fee for S22 and F22: The committee approved the recommendation be brought forward for the February 2, 2022 Board of Directors meeting, to suspend the Entertainment portion (60%) of the Media/Entertainment fee for the Summer 2022 and Fall 2022 semester, and for the Finance Committee to review the status of the Entertainment Fee Reserve Fund in Fall 2022 to determine if the fee should be suspended for Winter 2023.

8. Finance Committee Funding Request (Bylaw 3, Section 7.5-7.7)

- \$1,500 to hire BC Assistant (formerly BC Repair) position to April 30, 2022: A funding proposal was submitted to the Finance Committee by Julian Kuntz (Bike Centre Coordinator) and Shilik Hamad (CSA VP External) to request \$1500 to support the wages for a Bike Centre Assistant (formerly BC Repair) for the remainder of the



Minutes

Finance Committee

Meeting #3 – January 26, 2022 – 4:30 pm to 6:00 pm

Microsoft Teams

Winter Semester. The Finance Committee approved the funding proposal of \$1,500.

Note: With approved funds, the position was posted on Thursday, January 27, 2022.

9. Budget Development

- Review of Budgeting Process (Bylaw 3, Section 5.0)
- **CPI announcement for 2022-2023 is 3.5%:** This will result in an increase to CSA fees by approximately \$27,000. The anticipated CSA Fee Revenue for next fiscal year is \$795,000. Determining the revenue for the next fiscal year is the next step in developing the upcoming budget.

10. Next Meeting: Looking to schedule the Week of February 14!

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.10.2
MINUTES: Finance Committee
Meeting # 2 – November 17, 2021

MOTION to receive the minutes of the Finance Committee from Meeting # 2 dated November 17, 2021, as information.

Moved:
Seconded:

Item 16.10.3
MINUTES: Finance Committee
Meeting # 3 – January 26, 2022

MOTION to receive the minutes of the Finance Committee from Meeting # 3 dated January 26, 2022, as information.

Moved:
Seconded:



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their 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 Café, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

STUDENT EXPERIENCE COORDINATOR (INTERIM POSITION)

Due to the lack of a VP Student Experience, the CSA requires a position to facilitate the myriad of events that are provided to students during the Summer semester, Orientation Week, through September (including Homecoming) and through the by-election. This position will be responsible for assisting in the facilitation of planning events and promotion to be enacted over the course of the 22-23 school year.

This position will be a full-time member of the staff team and will act as a support resource to the elected executive over the summer and early fall semesters. This role will be supervised by the CSA President.

As a staff member, the Student Experience 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	May 9 to October 28, 2022 CLOSURE for 2 weeks: July 29 - August 12, 2022, inclusive Total of 23 Weeks
Hours	35 hours per week, 805 hours total (Average hours may vary from week to week)
Wage	\$26 per hour, plus vacation pay
Benefits	Health and Dental Plan Coverage – single/family Personal Emergency Leave Days (PED) – 2 Transportation Benefit of \$350 Personal Benefit Allowance of \$150 Education/Retirement Benefit equal to 3% of earnings
Executive Supervisor	CSA President

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - CSA Staff Orientation (1 hr)
 - Workplace Health & Safety (2.5 hrs)
 - Anti-Oppression (1 hr)
 - Workplace Violence & Harassment (1.5)
 - Accessible Service Provision (1 hr)
 - Covid Infection, Prevention and Control Awareness (.5 hr)

JOB DESCRIPTION:**GENERAL RESPONSIBILITIES:**

- Available to work between the hours of 9am – 4:30pm, 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 fewer hours at other times throughout this contract
- Actively participate in all general and core staff meetings
- Meet with your Executive Supervisor at least once a month, and as requested
- Prepare reports for the Board of Directors as requested
- Maintain a biweekly time log for submission to the Business Manager
- Be onsite and available to provide support and oversight during all planned events
- Any other duties as mutually agreed upon

SUMMER PROGRAMMING

- Organize one event targeted to involve at least 200 students
- Facilitate a number of pop-up events over the course of the summer
- In collaboration with the core staff, plan events to run during the fall and winter semesters
- Collaborate with campus partners to connect with the student communities on-campus

O-WEEK PROGRAMMING

- Initiate and engage the Core Team in the development, planning, and implementation of CSA primary events
- Provide support to CSA Service staff and clubs in the event planning process
- Timely submission of Orientation Risk Management proposals to Student Experience
- Collaborations with campus partners for events

IMAGINUS POSTER SALE

- Book space, recruit temporary help, prepare staffing schedule, and offer general assistance for the September 12-14th poster sale in the UC Courtyard in consultation with the Imagus General Manager

HOMECOMING

- Initiate and engage the Core Team in the development, planning, and implementation of CSA primary events
- Timely submission of Orientation Risk Management proposals to Student Experience
- Collaborations with campus partners for events
- Run at least one major event featuring the CSA that results in a high level of exposure for the organization that also gives back to the community

CLUBS

- Assist with the accreditation of CSA Clubs during the summer and fall semesters
- Support the Clubs Coordinators with Fall training and Clubs Days

SAFEWALK

- Support the SafeWalk Coordinators with the recruitment and training of volunteers early

SE&RM

- Review the SE&RM events proposals from clubs to ensure events are held in a safe manner
- Attend check-ins with SE&RM Coordinator in collaboration with Student Experience
- Attendance at the bi-weekly SE&RM committee meetings in the Fall
- Assist the SE&RM Coordinator with administering the event proposal process
- Support the SE&RM Coordinator with Fall training for the SE&RM committee

PROMOTION

- Develop, in collaboration with the core team, a promotional strategy to generate awareness of CSA services and programs
- Assist with social media boosting and content creation
- Collaborate with Promotional Services and the OMES to maintain up-to-date information on the CSA website regarding events and service information

QUALIFICATIONS:

- Two years of experience with the University of Guelph's Orientation Week
- Familiarity with the Central Student Association, College Governments, and Interhall Council
- Familiarity with Student Event & Risk Management policy and procedure
- Extensive event planning experience
- Strong communication skills
- Flexible time-scheduling
- Familiarity with the various on-campus student organizations and student support services
- Strong understanding of, and commitment to inclusivity

Deadline for applications is Thursday, April 7 at 12 PM (noon)

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.

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.10.4
Student Experience Coordinator

16.10.4(a) Student Experience Coordinator Job Description

WHEREAS the CSA conducted a Winter 2022 General Election, and a subsequent By-Election, and was unsuccessful in filling the role of Vice President Student Experience (VPSE);

WHEREAS the CSA plans to hold a Fall 2022 By-Election with the intention of filling the VPSE position for the remainder of the 2022-2023 year;

WHEREAS the Executive Committee requires support in covering VPSE duties until the position can be filled; and

WHEREAS the newly created position of Student Experience Coordinator would be funded with the budget allocated to the vacant VPSE position.

RESOLVED that the CSA approve a newly created position of Student Experience Coordinator and the associated job description as presented in the March 23, 2022 Board Package.

Moved:

Seconded:

16.10.4(b) Strike Hiring Committee - Student Experience Coordinator Hiring Committee

WHEREAS the CSA recognizes the need to fill the vacancy of Student Experience Coordinator until the Vice President Student Experience position is filled in the Fall 2022 By-Election;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS the President supervises the Student Experience Coordinator.

RESOLVED that:



Motion

Board of Directors Meeting # 16

March 23, 2022

- a) The CSA strike a hiring committee for the position of Student Experience Coordinator.
- b) The President be appointed as Chair of the hiring committee.
- c) The President, in consultation with the Business Manager, appoint a suitable staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of Student Experience Coordinator:

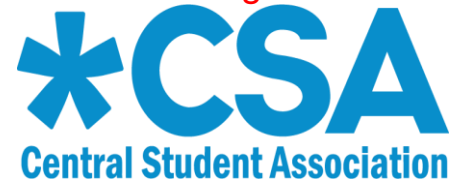
[one Director]

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 16
March 23, 2022



Item 16.10.5
Appoint Directors to the
University Centre (UC) Board

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

WHEREAS undergraduate student, Maya Sharma has applied to be a CSA representative on the UC Board through a GryphLife application and is recommended forward by the UC Board Selection Committee; and

WHEREAS several of the current CSA representatives have expressed a desire to continue representing the CSA further.

RESOLVED that the following CSA Directors be appointed to the UC Board as CSA appointed representatives for up to a two-year term as recommended by the President in the absence of the Vice President Student Experience:

Returning Board Members

Ishaka Maharaj
Haley Bilokraly
Meryam Tawfik

Motion

Board of Directors Meeting # 16
March 23, 2022



Nicole Walker

New Member(s) Recommended by Selection Committee

Maya Sharma

New Volunteer Directors

[up to 5 x member, and 5 x alternate positions available (10 vacancies in total)]

Moved:
Seconded:

Motion

Board of Directors Meeting # 16
March 23, 2022



**Item 16.11.1
Additional Special Budget Board Meeting**

WHEREAS Bylaw 3 – Financial, Section 5.0 Budgeting Process states that the CSA budget shall be:

- Determined during the Winter semester for the upcoming year.
- Presented to the Board of Directors before the last Board meeting of the winter semester [to permit ample time for thorough review by board members].
- Brought before the Board of Directors for due consideration and approval; and

WHEREAS draft budget development has been delayed due to competing priorities caused by staff vacancies and personal emergencies, however, is expected to be completed by the April 6, 2022 board meeting.

RESOLVED that a Special CSA Budget Board Meeting be scheduled for Monday, April 11, 2022, beginning at 6:00pm and held virtually on Microsoft Teams.

Moved:

Seconded:

Appendix F

Clubs Handbook



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**This is a clean version of the revised
Appendix F - Clubs Handbook.**

**A track changes version is provided
following this document for reference.**

Appendix F Clubs Handbook



Revision	Board Approval Date
<p>Comprehensive review conducted in October 2021 by a PBRC working group.</p> <p>Revisions include: Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.</p> <p>References to Clubs Administrative Coordinator, and Clubs Programming Coordinator responsibilities updated to reflect current job descriptions.</p> <p>Simplified language throughout to make content easier to read and understand.</p>	<p>Apr 6, 2022?</p>
<p>Pete Wobschall, Policy & Transition Manager</p>	
<p>Signature</p> 	<p>Date</p>

Appendix F Clubs Handbook



1.0 Preamble

The CSA's Appendix F - Clubs Handbook ('Clubs Handbook') provides club participants of the essential criteria regulating Accredited Clubs and their continued status. This includes, but is not limited to, information regarding financial management, facility access, and clubs operations, so that they may operate easily and effectively over the course of the semester.

This handbook also serves as a guide for new clubs interested in attaining Accredited Club status. Section 4.0 Student Organization Registration and Section 8.0 Financial Operation of this policy outline the requirements for clubs seeking accreditation.

The Clubs Handbook sets the boundaries and expectations of all Accredited Clubs. If not followed, the Accredited Club may lose their Accredited Club status, including all associated rights and privileges.

Questions and concerns regarding this handbook should be directed to the Clubs Administrative Coordinator and the Vice President Student Experience.

2.0 Definitions

This section provides the definitions of terms used throughout this Handbook.

Accredited Club

A CSA Accredited Club ('Accredited Club') is a club that completes the accreditation process through GryphLife to receive Accredited Student Organization (ASO) status. Accredited Clubs abide by the University of [Guelph's Student Organization Policy \(SOP\)](#) and the CSA's Appendix F - Clubs Handbook. An Accredited Club must be of potential interest to all undergraduates.

Club Accreditation

Organizations, including clubs, wanting to operate on the University of Guelph campus, must become accredited. To become accredited, they must receive Accredited Student Organization (ASO) status through one of the Primary Student Organization (PSO) groups recognized by the [Office of Student Affairs at the University of Guelph](#). The CSA is granted PSO status through the Office of Student Affairs and is considered the sponsoring organization for clubs seeking ASO status through accreditation.

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife

Appendix F Clubs Handbook



in collaboration between the University of Guelph's Student Experience and the CSA.

Clubs Administrative Coordinator

The Clubs Administrative Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff regarding Accredited Club matters and accreditation.

Clubs Conduct Tribunal ('Tribunal')

The Tribunal determines whether a student club's accreditation status or an Accredited Club's privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 6.0 Punitive Action, and Appendix H, Section 2.0: Space Infractions.

Club Executives

Club Executives include a minimum of four (4) club members who are accountable to the CSA for all club activities. These members include the Primary and Secondary Contacts, and two (2) Booking Officers and two (2) Financial Officers. Note that Primary and Secondary contacts may also act in Booking or Financial Officer positions concurrently. Club Executives must be members of the CSA during the semester in which they are an Executive.

Clubs Hallway

The CSA Clubs Hallway ('Clubs Hallway') extends down the entire east end of the UC second floor, with the exception of the CFRU space. This space is for Accredited Clubs and club activities only. Access to the bookable meeting rooms, storage lockers and Garage is available to all Accredited Clubs that remain in good standing.

Clubs Handbook

The CSA's Appendix F – Clubs Handbook ('Clubs Handbook') and other CSA bylaws and policies govern the successful creation and operation of Accredited Clubs.

Club Members

Club membership can include all members of the University of Guelph community including undergraduate students, graduate students, alumni, faculty, and employees of the University of Guelph.

Clubs Offices

The CSA Clubs Offices include UC 270, 271, 272, 536, and 537. These designations can be re-assigned at any time by the Vice President Student

Appendix F Clubs Handbook



Experience in collaboration with the Clubs Administrative Coordinator.

Clubs Programming Coordinator

The Clubs Programming Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff relating to the Student Events & Risk Management (SE&RM) process. This position manages the Bookable Meeting Room process and locker assignments.

Club Status

Club Status refers to the accreditation of club, whether it be Accredited, Limited Accreditation or Loss of Accreditation.

CSA (Central Student Association)

The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered the sponsoring organization for every Accredited Club.

Days

Weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Documents delivered to, or by, the CSA after the close of the CSA Front Office are considered to be delivered on the following day.

Limited Accreditation

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of an Accredited Club's status or privileges to the Clubs Conduct Tribunal. An Accredited Club that has a privilege revoked is referred to as a Limited Status Club.

Loss of Accreditation

An Accredited Club must comply fully with the [University's Student Organization Policy \(SOP\)](#), Appendix F - Clubs Handbook and other applicable CSA policies and bylaws, and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if an Accredited Club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

Primary Contact

The main point of contact for an Accredited Club regarding activities, events,

Appendix F Clubs Handbook



accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

Privileges

Accredited Club privileges include access to space, services, and resources. When not Accredited, or with Limited Accreditation, or when under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, Accredited Clubs may lose access to these privileges.

Religious, Faith, and World View Based Clubs

This classification of clubs includes all groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students. Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an Accredited Club with the Central Student Association.

Semester

Includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

Student Organization Policy (SOP)

The [University of Guelph's Student Organization Policy](#) (SOP), in addition to the CSA's Appendix F – Clubs Handbook, must be followed by clubs to maintain Accredited Club status.

Subject Club

A club that is the subject of an inquiry into accreditation status.

Vice President Student Experience

An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs' staff, including the Clubs Administrative Coordinator and the Clubs Programming Coordinator. The VP Student Experience portfolio includes responsibly for assisting clubs' staff, assigning bookable club space and lockers, organizing equipment rentals through the Garage, and coordinating access to store rental equipment in the Garage.

3.0 Student Organization Policy

The University of Guelph's [Student Organization Policy](#), known as the "SOP", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization

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(PSO) status by the Office of Student Affairs at the University of Guelph.

The University of Guelph only recognizes clubs that are given ASO (Accredited Student Organization) status by one of the PSO groups recognized by the Office of Student Affairs. Each year, the CSA completes its own SOP paperwork for the Office of Student Affairs, which includes the list of the official Accredited Clubs.

The CSA is the sponsoring organization for each Accredited Club. The CSA is accountable for the actions of all Accredited Clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration, and other groups on campus that demand accountability. It is the CSA's responsibility to regulate financial issues, events, risk management, and other actions of all Accredited Clubs.

4.0 Student Organization Registration

4.1 Clubs Seeking Accreditation

By the end of the second month of each semester, the Vice President Student Experience, in consultation with CSA Club's staff, is responsible for awarding Club status to those who qualify as outlined in Appendix F – Clubs Handbook, Section 4.0 Student Organization Registration.

4.2 Clubs Handbook & Student Organization Policy (SOP)

The CSA is the representative for all full- and part-time undergraduate students at the University of Guelph. The CSA's Appendix F - Clubs Handbook ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the [University's Student Organization Policy \(SOP\)](#).

4.3 Accredited Student Organization (ASO)

Accredited Student Organization (ASO) status is granted on a regular basis through [GryphLife](#). Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester.

4.3.1 Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife.

4.3.2 If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation.

4.3.3 Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the

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CSA as they have the option of seeking accreditation with the appropriate college government.

- 4.3.4** Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.
- 4.3.5** A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.6 Clubs General Meeting

At least one representative from each club must attend the Clubs General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five (5) working days after the Clubs General Meeting, the club will lose its status. Clubs General Meeting(s) are chaired by the Clubs Administrative Coordinator, and advance notice of at least one week is provided to all club Executives.

Purpose:

- a) Familiarize club Executives with the SOP procedures and guidelines.
 - b) Outline the CSA's expectations of Accredited Clubs to avoid misunderstandings as the year progresses.
 - c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.
 - d) To familiarize club representatives with the CSA's Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.
- 4.3.7** A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session, or complete the [Principles of Belonging](#) training on Courselink. The CSA does however encourage all of it's membership to complete this training annually.

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- 4.3.8** A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.
- 4.3.9** All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.
- 4.3.10** All clubs must have a constitution complying expressly with what is outlined by the Clubs Administrative Coordinator, and CSA policy.
- Clubs' constitutions must be updated at least every five (5) years.
- A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Administrative Coordinator.
- 4.3.11** To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.
- 4.3.12** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.
- 4.3.13** Failure to contact the Clubs Administrative Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.
- 4.3.14** All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.
- 4.3.15** A minimum of twenty-five dollars (\$25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.
- 4.3.16** Every club must supply a combined financial and events statement for the previous semester, and a combined financial and events forecast for the current semester being applied for. The financial forecast must include all other sources of income.
- 4.3.17** Persons responsible for financial management of the club and the

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signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.

- 4.3.18** Clubs must inform the CSA's Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.
- 4.3.19** The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet, or acts contrary to the University of Guelph's SOP, and CSA policy and bylaws.
- 4.3.20** When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.
- 4.3.21** If a club is planning on being inactive for three (3) semesters or less, cash and property may be placed in trust on their behalf. This requires written notification by the former Executive of the inactive club to the Vice President Student Experience. If notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget.

5.0 Club Status

5.1 Full Accreditation

An Accredited Club is considered 'fully accredited' and is permitted to operate as an integral part of the University Community.

5.1.1 Privileges include:

- a) Use of space on campus subject to CSA and University Policy.
- b) Eligibility for financial assistance from the CSA Board of Directors.
- c) Access to the CSA photocopier and fax.
- d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.

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- e) Use of office space, subject to availability and as determined by the CSA.
- f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

5.1.2 Requirements include:

- a) An Accredited Club must comply fully with the University of Guelph's SOP, or be granted exception by appeal to the CSA Board of Directors.
- b) An Accredited Club must remain in full compliance with the CSA's Appendix F - Clubs Handbook and all other CSA policies and bylaws.
- c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

5.2 Religious, Faith, and World View Based Clubs

All groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students must be recognized through one of the following processes:

- Accreditation through the [University of Guelph's Multi-Faith Resource Team](#) (MFRT).
- Accreditation through the Central Student Association (CSA).

5.2.1 Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an accredited CSA Club with the Central Student Association.

5.2.2 Student-led groups and any associated religious or spiritual professional(s), are also required to fulfill the following criteria:

- Affirm and commit to the Core Principles for Religious and Spiritual Groups and Religious and Spiritual Professionals at the University of

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- Where an application is being made with connection to a body external to the University of Guelph, the body must represent a larger supporting religious community, usually a local, regional or national body, if applicable, rather than a single religious congregation. For example, an individual church, synagogue, or mosque cannot apply for recognition and accreditation.
- Religious or spiritual professional(s) associated with an accredited group must register with and provide contact information to the University of Guelph's Coordinator, Multi-Faith Programs.

5.2.3 Multi-Faith Programs Appointment & Review Committee

- In both options for recognition that are presented above, applications by groups supporting religious or spiritual identities are reviewed by the University of Guelph's Multi-Faith Programs Appointment and Review Committee.
- In the case of accreditation through the CSA, the University of Guelph's Multi-Faith Programs Appointment and Review Committee acts in an advisory capacity to the Central Student Association accreditation process.
- The Multi-Faith Accreditation, Appointment and Review Committee is comprised of the Coordinator, Multi-Faith Programs; two Core MFRT Members who represent different religious or spiritual traditions; the Director, Student Experience; and other university community representatives as appropriate. The committee reports to the Director, Student Experience. The Committee receives applications on an ongoing basis. For information and application submissions, interested individuals should contact the [Coordinator, Multi-Faith Programs](#).

5.3 Limited Accreditation

- ### 5.3.1
- With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any Accredited Club privileges to the Clubs Conduct Tribunal. The Tribunal has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation; see section 6.0 Punitive Action.

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5.3.2 An Accredited Club which has a privilege revoked is referred to as a **Limited Status Club**. Details regarding the change in status (including cause, privilege loss, length of time) are documented by the Clubs Administrative Coordinator.

5.4 Suspension

At times the misconduct of an Accredited Club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space, or the SE&RM insurance policy.

With just cause, the Clubs Administrative Coordinator may place an Accredited Club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal.

During a time of suspension, the club deposit and any other monies in possession of the CSA on behalf of the Accredited Club will not be remitted to the student group, but rather held in trust by the CSA. The Accredited Club loses its accreditation status and all rights and privileges associated with it. All club room bookings are cancelled, and events will not be approved through the SE&RM process.

6.0 Punitive Action

Upon the misconduct of an Accredited Club, including their members, the course of punitive action is determined by the Clubs Administrative Coordinator as outlined in this section.

Please note that the following also applies to infractions as outlined in Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0: Space Infractions.

6.1 Minor Infractions

A minor infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club including a course of action in response to the problem.

6.2 Major Infractions

A major infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club. The letter will inform the Accredited Club that their case is to be referred to the Clubs Conduct Tribunal as outlined in Section 7.0 Clubs

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Conduct Tribunal.

- 6.2.1** The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.
- 6.2.2** A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to Limited Accreditation, or the partial or entire revocation of club privileges, including club space.
- 6.2.3 Major infractions include:**
- a) The accumulation of minor infractions as identified by the Clubs Administrative Coordinator.
 - b) An action or incident in direct opposition to the [Human Rights at the University of Guelph](#) document.
 - c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.
 - d) A breach of constitutional responsibility to its membership.
 - e) A lack of officers (elected or acclaimed) to take responsibility of group's activities.
 - f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

7.0 Clubs Conduct Tribunal

7.1 Mandate

- 7.1.1** The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

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7.1.2 Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Administrative Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

7.1.3 The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

7.1.4 The Clubs Conduct Tribunal will meet as requested by the Clubs Administrative Coordinator.

7.2 Creation of a Tribunal

7.2.1 The Tribunal is struck as required.

7.2.2 The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

7.3.1 The Clubs Administrative Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA's G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.

7.3.2 Upon the Clubs Administrative Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

7.4.1 The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.

7.4.2 Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their

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accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

7.4.3 The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

7.4.4 Tribunal hearings are restricted to those matters set out within the initial complaint.

7.5 Notice of Hearing

7.5.1 The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.

7.5.2 The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

7.5.3 The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

7.5.4 The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

7.6 Submissions to the Tribunal

7.6.1 Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.

7.6.2 Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.

7.6.3 All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Administrative Coordinator and

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the Vice President Student Experience.

- 7.6.4** The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.5** The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.6** All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.7** Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

7.7 Decisions of the Tribunal

- 7.7.1** The Tribunal will provide the Subject Club and the Clubs Administrative Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.
- 7.7.2** Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.
- 7.7.3** Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.
- 7.7.4** The Board can uphold, overturn, or amend the Tribunal's decision.
- 7.7.5** Decisions of the CSA Board of Directors are final.

7.8 Procedure

- 7.8.1** The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.
- 7.8.2** The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of

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fairness.

8.0 Financial Operation

8.1 General Funding

Accredited Clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA is ultimately responsible for the actions of Accredited Clubs, each club is required to include detailed financial statements in their Accreditation Application.

8.2 Financial Regulations

Clubs are responsible for their financial management, including debts as detailed within this section.

8.3 CSA Accounts

8.3.1 Clubs may elect to place more funds in their account and use the account for general financial use.

8.3.2 Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

8.3.3 All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.4 Banking

8.4.1 If a club possesses an external financial account, the following items must be released to the CSA:

- a) Name of financial institution and the branch address
- b) Branch transit number and the account number
- c) Type of account

8.4.2 All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

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- 8.4.3 All accounts shall require a minimum of two signatures.
- 8.4.4 Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Administrative Coordinator.
- 8.4.5 All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.5 Financial Disclosure

- 8.5.1 All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.
- 8.5.2 Financial records shall be made available to any member of the University of Guelph Community during regular office hours.
- 8.5.3 Clubs shall submit a financial statement when revenue **or** expenses exceeds \$1,000 over the period of one (1) month.
- 8.5.4 Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.
- 8.5.5 The Clubs Administrative Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA's G-Drive Archive.
- 8.5.6 Clubs must provide a copy of account statements at the discretion of the CSA.
- 8.5.7 If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed prior to executing agreements or contracts related to the funding.
- 8.5.8 The CSA reserves the right to refuse permission to accept funding from any external source.

8.6 Referendum Questions and Club Student Fees

- 8.6.1 The Clubs Administrative Coordinator shall maintain an archive of all Accredited Clubs collecting student fees via a referendum question

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within the CSA G-Drive Archive. The archive will include the name of the Accredited Club, original and modified versions of the referendum question(s), preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections on the CSA's G-Drive Archive and submitted to the Policy & Transition Manager, Chief Returning Officer (CRO), and Business Manager.

- 8.6.2** Accredited Clubs may initiate a referendum question process to secure funding for their Accredited Club, including for a specific initiative, by contacting the CSA's Chief Returning Officer (CRO) as per Bylaw 2 – Electoral and Appendix G – Electoral.

The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested Accredited Club to both the Accredited Club and the CRO.

- 8.6.3** The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.
- 8.6.4** Accredited Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the approved referendum question and the mandate of the Accredited Club. Deviation from the mandate without approval from the CSA, or mismanagement of the finances (including failure to disclose financial information), may result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

8.7 Defunct Club Accounts and the Clubs PDR Policy

- 8.7.1** Accredited Clubs that are inactive for three semesters are considered 'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.
- 8.7.2** In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

9.0 Club Space Overview

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9.1 Clubs Hallway

Preamble

The CSA Clubs Hallway ('Clubs Hallway') is intended for Accredited Clubs, their activities, and Accredited Club-related purposes only. All Accredited Clubs must maintain a respectful office environment when using the Clubs Hallway spaces.

The Clubs Hallway spaces are shared between all Accredited Clubs. No Accredited Club may solely occupy a space.

The process to access to bookable meeting rooms is noted in Section 10.0 Room Bookings & Acceptable Use.

- 9.1.1 The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.
- 9.1.2 Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.
- 9.1.3 Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.
- 9.1.4 The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see the Access to the Garage subsection for the policy and process.
- 9.1.5 The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA; nothing may be removed or altered. At the discretion of the Clubs Programming Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.
- 9.1.6 The CSA and the University Centre assume no responsibility for theft or damages of items in the Clubs Hallway spaces. Money and possessions must be kept secure by the Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.
- 9.1.7 Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front

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9.2 Bookable Spaces (UC 222, 224, 225, 231 & 233)

The following subsection provides a list of bookable meeting room spaces available to Accredited Clubs.

For information on booking the following spaces for your Accredited Club see Section 10.0 Room Bookings & Acceptable Use:

- a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.
- b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.
- c) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.
- d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

9.3 Lounge Seating & Common Spaces

The following is a list of the lounge seating and common spaces available throughout the Clubs Hallway.

These spaces are not bookable spaces and are available to all Accredited Clubs and students.

- a) There is an open concept seating area across from CFRU. This space is available for all Accredited Clubs and students.
- b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.

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- c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).
- d) Smaller lounge seating areas are located between UC 231 and UC 234.
- e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.

9.4 CSA Locker Storage Space (UC 227)

The following is the locker storage space available to Accredited Clubs.

For information on accessing this space, please see Section 10.4 CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds three different sizes of lockers. The space is designed in the shape of a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

9.5 The Garage (UC 219)

The Garage (UC 219) is a service available to Accredited Clubs that provides rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

- a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.
- b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the

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management of their materials and the process for renting and/or loaning those materials.

- c) The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

9.6 Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space, see subsection 'Comfort Room'.

9.7 Poster Room (UC 212)

The Poster Room allows CSA Clubs to store posters and other large marketing materials for use at on-campus events including (but not limited to) Clubs Days. Accredited clubs may request use of this space by contacting the Clubs Programming Coordinator and get keys from the CSA Front Office on an as-needed basis.

10.0 Room Bookings & Acceptable Use

10.1 Meeting Room Bookings

- 10.1.1 The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.
- 10.1.2 Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.
- 10.1.3 Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.

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- 10.1.4** If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar (\$40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.
- 10.1.5** If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Programming Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.
- 10.1.6** Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.
- 10.1.7** Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.
- 10.1.8** Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Programming Coordinator.
- 10.1.9** Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Programming Coordinator and the CSA Front Office.
- 10.1.10** Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Programming Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Programming Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Programming Coordinator receives their requests by the last day of classes in the Fall semester.
- 10.1.11** The Clubs Programming Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests,

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Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.

- 10.1.12** The Clubs Programming Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for Accredited Clubs to view by the last day of exams of the current semester.
- 10.1.13** If an Accredited Club misses the deadline for submission of their requested booking dates, they must contact the Clubs Programming Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.
- 10.1.14** Accredited Clubs must not occupy space that is not booked, and respect other Accredited Clubs who have booked the space.
- 10.1.15** This policy will be reviewed at a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their activities and events.

10.2 Comfort Room

Preamble

The Comfort Room (UC 234) is a room for students when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. This space also provides a calming drop-in space for users to decompress.

- 10.2.1** The Comfort Room is not a study space, it is not to be used as a meeting space for clubs, club activities or club meetings, and it is not a place for people to occupy for long periods of time.
- 10.2.2** Damage or vandalism to the Clubs Hallway, including the Comfort Room, and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.
- 10.2.3** The Comfort Room is unlocked during regular University Centre hours to ensure the safety of those using the space.

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- 10.2.4** This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.
- 10.2.5** The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.
- 10.2.6** It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.
- 10.2.7** This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

10.3 CSA Club Offices

Preamble

Damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.3.1** The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Programming Coordinator.
- 10.3.2** Office space for Accredited Clubs is intended for club activities and club related purposes only.
- 10.3.3** All Accredited Clubs must maintain a respectful office environment.
- 10.3.4** Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Programming Coordinator. Inability to do so, or not observing set office hours, or misuse of office space, may result in loss of office space privileges.
- 10.3.5** Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.
- 10.3.6** The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or

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altered without the consent of the Clubs Programming Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

- 10.3.7** Each office is assigned a key which is the responsibility of the clubs occupying the office space.
- a) The cost for a replacement key is fifty dollars (\$50). Repeat offences will result in the loss of office privilege.
 - b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.
 - c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.
 - d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.
 - e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.
 - f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Programming Coordinator. The Clubs Programming Coordinator will note the situation for the CSA and involve the University Police.

10.3.8 Applying for Office Space

Accredited Clubs wishing to apply for office space must follow the steps below.

- a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to

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the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.

- b) The Clubs Administrative Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position.
- c) **Office Space Appeals**
Appeals of the Clubs Administrative Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms at any time.

10.3.9 Exceptions to Sharing of Office Space

Accredited Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the Accredited Club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors.

Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

10.4 CSA Clubs' Lockers

Preamble

The CSA Locker Storage space (UC 227) is available to Accredited Clubs for storage of Accredited Club materials only.

This space holds lockers at three different sizes. The space is designed like a horseshoe with the middle of the space providing the only access point, and the other ends of the space providing windows for accessibility and safety.

Accredited Clubs and club members must ensure the safety and security of the

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lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.4.1** Lockers are assigned to Accredited Clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months).
- 10.4.2** Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Programming Coordinator. Completed forms are submitted to the Clubs Programming Coordinator.
- 10.4.3** Lockers are assigned on a first-come-first-serve basis. The form is reviewed by the Clubs Programming Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria within the form.
- 10.4.4** If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision is made.
 - a) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the club.
- 10.4.5** If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Programming Coordinator with information to begin accessing the space.
- 10.4.6** If an Accredited Club is denied access to the locker space by a decision of the Clubs Programming Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on

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whether or not the decision of the Clubs Programming Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the date the decision is made.

- a) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

- 10.4.7** Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Programming Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.
- 10.4.8** Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.
- a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.
- 10.4.9** Accredited Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.
- 10.4.10** Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.
- 10.4.11** If an Accredited Club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.
- 10.4.12** Accredited Clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers are assigned on a first-come-first-serve basis.
- 10.4.13** Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Programming Coordinator via email as soon as possible.

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10.4.14 Access to and use of lockers and locker space is a matter of cooperation among Accredited Clubs and their members. Onus is on the Accredited Clubs and club members to ensure the safety and security of the lockers and the locker space.

10.4.15 Accredited Clubs are held responsible for damage to the locker(s) assigned to them.

10.5 Access to the Garage

Preamble

The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

The Garage space is not a storage area. This space is solely for materials and/or equipment that Accredited Clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage, contact the Vice President Student Experience and the Clubs Programming Coordinator.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.5.1 Accredited Clubs wishing to access the Garage and Storage Lockers within must complete the Application Form for Clubs Requesting Access to the Garage, which can be found on the CSA website or can be requested from the Clubs Programming Coordinator. Accredited Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form is submitted to the Clubs Programming Coordinator who will determine if access is granted or denied based on the criteria within the application form.

10.5.2 If a concern arises in regard to accreditation which affects the privilege of an Accredited Club to access the Garage, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will meet within one week of receiving the referral and make a decision on whether the Accredited Club's application is approved or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision was made.

a) Decisions made by the Tribunal are final.

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- b) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the Accredited Club.

10.5.3 If an Accredited Club is granted access to the Garage they are contacted by the Clubs Programming Coordinator with instructions to begin accessing the space.

10.5.4 If an Accredited Club is denied access to the Garage by a decision of the Clubs Programming Coordinator, the club has the option to appeal the decision.

- a) Appeals are made by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience. The Vice President Student Experience, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will meet within one week of receiving the formal request and make a decision on whether the Clubs Programming Coordinator's decision is upheld, overturned or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the decision by the Vice President Student Experience.
- b) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.5.5 Arranging Access to the Garage

Once an Accredited Club's application form has been approved, the Clubs Programming Coordinator will contact them and outline the following steps for the Accredited Club to begin accessing the Garage space.

- a) The Accredited Club is required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty-dollar (\$40) deposit which must be provided by the Accredited Club to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks.
- b) Security is a matter of cooperation amongst all Accredited Clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or

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Clubs Handbook



damages. Cash and valuables must be kept secure by the Accredited Clubs and their members. Onus is on Accredited Clubs and their members to record, maintain and secure their cash and valuables. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.

- c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
- d) The Clubs Programming Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damage.
- e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.
- f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Programming Coordinator. Club representatives are provided with one (1) week from the date the Clubs Programming Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.
- g) If an Accredited Club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.

Appendix F Clubs Handbook



- h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Programming Coordinator. As space is limited, no one Accredited Club is permitted to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.
- i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.
- j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

11.0 Operations

11.1 Mailboxes

Accredited Clubs are assigned a mailbox in the CSA office. All mail addressed to Accredited Clubs, including memos, are delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that an Accredited Club is not active.

11.2 UC Meeting Rooms & UC Courtyard Space

- 11.2.1 The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.
- 11.2.2 Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.
- 11.2.3 To book UC rooms or UC courtyard space in the University Centre, contact [UC Bookings](#); any sales must be brought to the attention of the UC administration.
- 11.2.4 In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.

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11.2.5 To book other venues, contact the Clubs Administrative Coordinator for assistance.

11.3 Bottled Water

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, Accredited Clubs are encouraged to reference Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Administrative Coordinator for further assistance.

Motion

Board of Directors Meeting # 16

March 23, 2022



NOTICE

Item 16.11.2

Appendix F – Clubs Handbook: Comprehensive Review

WHEREAS a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programming Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

RESOLVED that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

Motivate: Nicole Walker, President

Appendix F Clubs Handbook



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CENTRAL STUDENT ASSOCIATION

APPENDIX F - SECOND FLOOR STUDENT SPACE / ACCEPTABLE USE POLICY

Appendix F Clubs Handbook



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~~CENTRAL STUDENT ASSOCIATION~~

~~APPENDIX F - SECOND FLOOR STUDENT SPACE / TABLE OF POLICY~~

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CENTRAL STUDENT ASSOCIATION


APPENDIX F SECOND FLOOR STUDENT SPACE / TABLE OF POLICY

Appendix F Clubs Handbook



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<u>Revision</u>	<u>Board Approval Date</u>
<p>Comprehensive review conducted in October 2021 by a PBRC working group.</p> <p>Revisions include: Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM. References to Clubs Administrative Coordinator, and Clubs Programming Coordinator responsibilities updated to reflect current job descriptions. Simplified language throughout to make content easier to read and understand.</p>	Apr 6, 2022?
<p><u>Pete Wobschall, Policy & Transition Manager</u></p>	
<u>Signature</u>	<u>Date</u>
	

~~1.1 CSA Club Offices~~

~~7. Second Floor Postering~~

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Appendix F Clubs Handbook



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4.1.1.0 Preamble

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The Second Floor Student Space Acceptable Use Policy ("Acceptable Use Policy") was created out of a necessity to supervise and maintain the usage of the second floor space designated as CSA Student Space, according to the University Centre agreement between Administration and Students (see Appendix I for most current agreement). It shall act to maintain the cleanliness and safety of the second floor student space.

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1.2. The Acceptable Use Policy is applicable to all CSA Accredited Clubs, CSA staff, CSA services and programs.

2. Space Infractions

The CSA's Appendix F - Clubs Handbook ('Clubs Handbook') provides club participants of the essential criteria regulating Accredited Clubs and their continued status. This includes, but is not limited to, information regarding financial management, facility access, and clubs operations, so that they may operate easily and effectively over the course of the semester.

This handbook also serves as a guide for new clubs interested in attaining Accredited Club status. Section 4.0 Student Organization Registration and Section 8.0 Financial Operation of this policy outline the requirements for clubs seeking accreditation.

The Clubs Handbook sets the boundaries and expectations of all Accredited Clubs. If not followed, the Accredited Club may lose their Accredited Club status, including all associated rights and privileges.

Questions and concerns regarding this handbook should be directed to the Clubs Administrative Coordinator and the

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2.1. Upon the misconduct of a CSA Club or Club members regarding student space, punitive action will be determined by the Club Coordinator with reference to Appendix F: Clubs Handbook, section 3.4. Punitive Action and the following scale. The following definitions are to be used as a guideline. Political activity and civil direct action will be protected under the policy.

2.1.1. Minor infractions include but are not limited to minor damage to furniture or student property, such as unwanted graffiti, minor theft or leaving a club office unlocked and unattended.

2.1.2. Major infractions include but are not limited to a continued pattern of

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Appendix F Clubs Handbook



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~~aggravation, actions causing structural damage to CSA club space or student space, or endangering the safety of staff, students, or community members, including hate graffiti.~~

~~3. Graffiti Wall~~

~~3.1. The Graffiti Wall was created by students in order to create a space for expression, without fearing permanent markings that may prove oppressive in the nature of their statements.~~

~~3.2. Statements on the Graffiti Wall must not be oppressive and comply with Appendix E, Section 5.0 on Students Rights Issues. If statements are deemed offensive or infringe upon students' rights, the matter will be brought to the Executive Committee and the Graffiti Wall may be repainted. Until then, the CSA will cover the material in question with a sheet of paper.~~

~~3.3. At no time shall commercial advertisements be allowed on the Graffiti Wall.~~

~~It shall be the responsibility of the Vice President Student Experience, in collaboration with the Front Office Manager, to ensure supplies are readily available and~~

2.0 Definitions

This section provides the definitions of terms used throughout this Handbook.

Accredited Club

A CSA Accredited Club ('Accredited Club') is a club that notices are posted referring students and completes the accreditation process through GryphLife to receive Accredited Student Organization (ASO) status. Accredited Clubs abide by the University of Guelph's Student Organization Policy (SOP) and the CSA's Appendix F - Clubs Handbook. An Accredited Club must be of potential interest to all undergraduates.

Club Accreditation

~~3.4. Organizations, including clubs, wanting to operate on the University of Guelph campus, must become accredited. To become accredited, they must receive Accredited Student Organization (ASO) status through one of the Primary Student Organization (PSO) groups to this policy, recognized by the Office of Student Affairs at the University of Guelph. The CSA is granted PSO status~~

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Appendix F Clubs Handbook



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through the Office of Student Affairs and is considered the sponsoring organization for clubs seeking ASO status through accreditation.

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife in collaboration between the University of Guelph's Student Experience and the CSA.

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Clubs Administrative Coordinator

The Clubs Administrative Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff regarding Accredited Club matters and accreditation.

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Clubs Conduct Tribunal ('Tribunal')

The Tribunal determines whether a student club's accreditation status or an Accredited Club's privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 6.0 Punitive Action, and Appendix H, Section 2.0: Space Infractions.

Club Executives

Club Executives include a minimum of four (4) club members who are accountable to the CSA for all club activities. These members include the Primary and Secondary Contacts, and two (2) Booking Officers and two (2) Financial Officers. Note that Primary and Secondary contacts may also act in Booking or Financial Officer positions concurrently. Club Executives must be members of the CSA during the semester in which they are an Executive.

Clubs Hallway

Re-painting of the Graffiti Wall will be completed annually within the first two months of the summer semester, or as needed at the discretion of the Executive

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3.5. ~~Committee~~. The Graffiti Wall is to be photographed and archived on the CSA's website prior to being painted over.

3.6. Proper safety equipment will be provided for individuals responsible for painting the Graffiti Wall.

4. CSA Service Hallway

4.1. The CSA Services Hallway is designated as UC-241 to UC-246.

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4.2. Any permanent additions/deletions and requires to the hallway should be brought to the attention of the supervising executive and the President for approval (i.e. through the Needs and Training Assessment Form).

4.3. The Services Hallway, in accordance with Provincial Fire Code and the maintenance of accessible space, is not to be used as additional storage space. It is the responsibility of the CSA Services staff to ensure their office is adequately arranged so as to allow room for storage of any items (i.e. campaign boards, books, clothing, etc.).

4.4. Should pamphlets, brochures, or other promotional material need to be distributed outside of regular office hours, services should request funding for a suitable piece of equipment to hang on the door, outside of the office, etc.

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5. CSA Service Offices

5.1. CSA Services Offices are designated as UC 241 to UC 246.

5.2. Any permanent additions/deletions and requests to the offices should be brought to the attention of the supervising executive and the President for approval (i.e. Through the Needs and Training Assessment Form).

6. CSA Club Hallway

6.1. GSA Clubs Hallway shall extend ('Clubs Hallway') extends down the entire east end of the UC second floor, except the CFRU and CUPE offices with the exception of the CFRU space. This space is for Accredited Clubs and club activities only. Access to the bookable meeting rooms, storage lockers and Garage is available to all Accredited Clubs that remain in good standing.

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6.2. For all postering in the Clubs Hallways, please see Section 8.0 Second Floor Postering.

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6.3. Maintenance of furniture shall be the responsibility of the CSA. However, it is understood amongst clubs and students that usage of furniture is a privilege and should be respected as such. In the event that vandalism is discovered, the Handbook

The CSA's Appendix F – Clubs Coordinator and Handbook ('Vice-President Student Experience will launch an investigation. Cases of vandalism will be reported to Campus Police at the discretion of the Clubs Coordinator Handbook')

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and Vice President

Student Experience. If the perpetrator is discovered to be a club or club executive, the other CSA will refer to Section 2.0 Space Infractions for appraisal of punitive action to be taken. If no perpetrator is discovered by laws and the vandalism exceeds \$1500 in any given fiscal year, the CSA shall review this policy to determine how best to maintain the space policies govern the successful creation and furniture in a safe and responsible manner.

6.4. Should CSA operation of Accredited Clubs require additional support throughout the Clubs Hallway (i.e. New bulletin board, pamphlet distributor, etc.), the CSA Clubs in question should submit a letter to the Clubs Coordinator and the Vice President Student Experience.

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6.5. CSA Clubs Hallway must at all times remain physically accessible. As such, Clubs and students should be aware of moving furniture back to it's original location upon completion of its use and taking general care of the space.

6.6. Dishes, cutlery, club equipment, and general 'junk' is prohibited from being left in the CSA Clubs Hallway. The Clubs Hallway must, at all times, abide by Provincial Fire Code. If items are left unattended, the CSA has the discretion to remove said items without notification. Should clubs or students require additional short term storage space, they will contact the Vice President Student Experience to make alternative arrangements. Long term storage of larger pieces of equipment cannot be accommodated at this time.

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6.7. The CSA may choose to install new equipment to aid Clubs with space, information distribution, etc. Some items, for example, include bulletin boards, lockers, and brochure stations. When this new equipment is installed, the Clubs Coordinator and the Vice President Student Experience shall coordinate the use of the equipment.

CSA Club Members

6.8. Club membership can include all members of the University of Guelph community including undergraduate students, graduate students, alumni, faculty, and employees of the University of Guelph.

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Clubs Offices

The CSA Club Clubs Offices are designated as include UC 215-218, 220-231, 234, 269-270, 271, 272, 536, and 537. These designations can be re-assigned at any

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time by the Vice President Student Experience in collaboration with the Clubs Administrative Coordinator.

Clubs Programming Coordinator

6.9. The Clubs Programming Coordinator.

~~It is to be understood that Club Office is a privilege among CSA Clubs. Office space may be revoked and punitive action sought with reference to Section 2.0 Space Infractions, as determined by the Clubs Coordinator and Vice President Student Experience. Should an appeal be desired, the Club in question shall refer to Appendix F, Policy 4.8 — is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff relating to the Decisions of the Tribunal. Student Events & Risk Management (SE&RM) process. This position manages the Bookable Meeting Room process and locker assignments.~~

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Club Status

Club Status refers to the accreditation of club, whether it be Accredited, Limited Accreditation or Loss of Accreditation.

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CSA (Central Student Association)

The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered the sponsoring organization for every Accredited Club.

Days

Weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Documents delivered to, or by, the CSA after the close of the CSA Front Office are considered to be delivered on the following day.

Limited Accreditation

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of an Accredited Club's status or privileges to the Clubs Conduct Tribunal. An Accredited Club that has a privilege revoked is referred to as a Limited Status Club.

Loss of Accreditation

An Accredited Club must comply fully with the University's Student Organization

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Policy (SOP), Appendix F - Clubs Handbook and other applicable CSA policies and bylaws, and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if an Accredited Club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

Primary Contact

The main point of contact for an Accredited Club regarding activities, events, accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

Privileges

Accredited Club privileges include access to space, services, and resources. When not Accredited, or with Limited Accreditation, or when under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, Accredited Clubs may lose access to these privileges.

Religious, Faith, and World View Based Clubs

This classification of clubs includes all groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students. Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an Accredited Club with the Central Student Association.

Semester

Includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

Student Organization Policy (SOP)

The University of Guelph's Student Organization Policy (SOP), in addition to the CSA's Appendix F – Clubs Handbook, must followed by clubs to maintain Accredited Club status.

Subject Club

A club that is the subject of an inquiry into accreditation status.

Vice President Student Experience

An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs' staff, including the Clubs Administrative Coordinator and the Clubs

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Programming Coordinator. The VP Student Experience portfolio includes responsibly for assisting clubs' staff, assigning bookable club space and lockers, organizing equipment rentals through the Garage, and coordinating access to store rental equipment in the Garage.

3.0 Student Organization Policy

The University of Guelph's Student Organization Policy, known as the "SOP", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph.

The University of Guelph only recognizes clubs that are given ASO (Accredited Student Organization) status by one of the PSO groups recognized by the Office of Student Affairs. Each year, the CSA completes its own SOP paperwork for the Office of Student Affairs, which includes the list of the official Accredited Clubs.

The CSA is the sponsoring organization for each Accredited Club. The CSA is accountable for the actions of all Accredited Clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration, and other groups on campus that demand accountability. It is the CSA's responsibility to regulate financial issues, events, risk management, and other actions of all Accredited Clubs.

4.0 Student Organization Registration

4.1 Clubs Seeking Accreditation

By the end of the second month of each semester, the Vice President Student Experience, in consultation with CSA Club's staff, is responsible for awarding Club status to those who qualify as outlined in Appendix F – Clubs Handbook, Section 4.0 Student Organization Registration.

4.2 Clubs Handbook & Student Organization Policy (SOP)

The CSA is the representative for all full- and part-time undergraduate students at the University of Guelph. The CSA's Appendix F - Clubs Handbook ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the University's Student Organization Policy (SOP).

4.3 Accredited Student Organization (ASO)

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Accredited Student Organization (ASO) status is granted on a regular basis through GryphLife. Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester.

4.3.1 Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife.

4.3.2 If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation.

4.3.3 Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the CSA as they have the option of seeking accreditation with the appropriate college government.

4.3.4 Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.

4.3.5 A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.6 Clubs General Meeting

At least one representative from each club must attend the Clubs General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five (5) working days after the Clubs General Meeting, the club will lose its status. Clubs General Meeting(s) are chaired by the Clubs Administrative Coordinator, and advance notice of at least one week is provided to all club Executives.

Purpose:

- a) Familiarize club Executives with the SOP procedures and guidelines.
- b) Outline the CSA's expectations of Accredited Clubs to avoid

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misunderstandings as the year progresses.

- c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.
- d) To familiarize club representatives with the CSA's Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.

4.3.7 A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session, or complete the Principles of Belonging training on Counselink. The CSA does however encourage all of it's membership to complete this training annually.

4.3.8 A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.

4.3.9 All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.

4.3.10 All clubs must have a constitution complying expressly with what is outlined by the Clubs Administrative Coordinator, and CSA policy.

Clubs' constitutions must be updated at least every five (5) years.

A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Administrative Coordinator.

4.3.11 To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.

4.3.12 Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

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- 4.3.13** Failure to contact the Clubs Administrative Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.
- 4.3.14** All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.
- 4.3.15** A minimum of twenty-five dollars (\$25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.
- 4.3.16** Every club must supply a combined financial and events statement for the previous semester, and a combined financial and events forecast for the current semester being applied for. The financial forecast must include all other sources of income.
- 4.3.17** Persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.
- 4.3.18** Clubs must inform the CSA's Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.
- 4.3.19** The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet, or acts contrary to the University of Guelph's SOP, and CSA policy and bylaws.
- 4.3.20** When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.
- 4.3.21** If a club is planning on being inactive for three (3) semesters or less, cash and property may be placed in trust on their behalf. This requires written notification by the former Executive of the inactive club to the Vice President Student Experience. If notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget.

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5.0 Club Status

5.1 Full Accreditation

An Accredited Club is considered 'fully accredited' and is permitted to operate as an integral part of the University Community.

5.1.1 Privileges include:

- a) Use of space on campus subject to CSA and University Policy.
- b) Eligibility for financial assistance from the CSA Board of Directors.
- c) Access to the CSA photocopier and fax.
- d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.
- e) Use of office space, subject to availability and as determined by the CSA.
- f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

5.1.2 Requirements include:

- a) An Accredited Club must comply fully with the University of Guelph's SOP, or be granted exception by appeal to the CSA Board of Directors.
- b) An Accredited Club must remain in full compliance with the CSA's Appendix F - Clubs Handbook and all other CSA policies and bylaws.
- c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

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5.2 Religious, Faith, and World View Based Clubs

All groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students must be recognized through one of the following processes:

- Accreditation through the University of Guelph’s Multi-Faith Resource Team (MFRT).
- Accreditation through the Central Student Association (CSA).

5.2.1 Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an accredited CSA Club with the Central Student Association.

5.2.2 Student-led groups and any associated religious or spiritual professional(s), are also required to fulfill the following criteria:

- Affirm and commit to the Core Principles for Religious and Spiritual Groups and Religious and Spiritual Professionals at the University of Guelph.
- Where an application is being made with connection to a body external to the University of Guelph, the body must represent a larger supporting religious community, usually a local, regional or national body, if applicable, rather than a single religious congregation. For example, an individual church, synagogue, or mosque cannot apply for recognition and accreditation.
- Religious or spiritual professional(s) associated with an accredited group must register with and provide contact information to the University of Guelph’s Coordinator, Multi-Faith Programs.

5.2.3 Multi-Faith Programs Appointment & Review Committee

- In both options for recognition that are presented above, applications by groups supporting religious or spiritual identities are reviewed by the University of Guelph’s Multi-Faith Programs Appointment and Review Committee.

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- In the case of accreditation through the CSA, the University of Guelph's Multi-Faith Programs Appointment and Review Committee acts in an advisory capacity to the Central Student Association accreditation process.
- The Multi-Faith Accreditation, Appointment and Review Committee is comprised of the Coordinator, Multi-Faith Programs; two Core MFRT Members who represent different religious or spiritual traditions; the Director, Student Experience; and other university community representatives as appropriate. The committee reports to the Director, Student Experience. The Committee receives applications on an ongoing basis. For information and application submissions, interested individuals should contact the Coordinator, Multi-Faith Programs.

5.3 Limited Accreditation

5.3.1 With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any Accredited Club privileges to the Clubs Conduct Tribunal. The Tribunal has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation; see section 6.0 Punitive Action.

5.3.2 An Accredited Club which has a privilege revoked is referred to as a **Limited Status Club**. Details regarding the change in status (including cause, privilege loss, length of time) are documented by the Clubs Administrative Coordinator.

5.4 Suspension

At times the misconduct of an Accredited Club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space, or the SE&RM insurance policy.

With just cause, the Clubs Administrative Coordinator may place an Accredited Club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal.

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During a time of suspension, the club deposit and any other monies in possession of the CSA on behalf of the Accredited Club will not be remitted to the student group, but rather held in trust by the CSA. The Accredited Club loses its accreditation status and all rights and privileges associated with it. All club room bookings are cancelled, and events will not be approved through the SE&RM process.

6.0 Punitive Action

6.10. Upon the misconduct of -

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6.11. Clubs may purchase new equipment and/or furniture for their offices. However, if and/or when the club in question no longer holds that office, it will be the responsibility of the club in question to ensure removal of said furniture and belongings. (Note: clubs may appeal to the CSA to purchase their equipment or furniture.)

an Accredited Club, including their members, the course of punitive action is determined by the Clubs Administrative Coordinator as outlined in this section.

Please note that the following also applies to infractions as outlined in Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0: Space Infractions.

6.1 Minor Infractions

A minor infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club including a course of action in response to the problem.

6.2 Major Infractions

A major infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club. The letter will inform the Accredited Club that their case is to be referred to the Clubs Conduct Tribunal as outlined in Section 7.0 Clubs Conduct Tribunal.

6.2.1 The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.

6.2.2 A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to Limited Accreditation, or the partial or entire revocation of club privileges, including club space.

6.2.3 Major infractions include:

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- a) The accumulation of minor infractions as identified by the Clubs Administrative Coordinator.
- b) An action or incident in direct opposition to the Human Rights at the University of Guelph document.
- c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.
- d) A breach of constitutional responsibility to its membership.
- e) A lack of officers (elected or acclaimed) to take responsibility of group's activities.
- f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

7.0 Clubs Conduct Tribunal

7.1 Mandate

7.1.1 The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

7.1.2 Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Administrative Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

7.1.3 The decision of the Clubs Conduct Tribunal may be appealed to the

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CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

7.1.4 The Clubs Conduct Tribunal will meet as requested by the Clubs Administrative Coordinator.

7.2 Creation of a Tribunal

7.2.1 The Tribunal is struck as required.

7.2.2 The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

7.3.1 The Clubs Administrative Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA's G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.

7.3.2 Upon the Clubs Administrative Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

7.4.1 The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.

7.4.2 Within two (2) days of notice to the Tribunal. Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

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7.4.3 The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

7.4.4 Tribunal hearings are restricted to those matters set out within the initial complaint.

7.5 Notice of Hearing

7.5.1 The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.

7.5.2 The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

7.5.3 The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

7.5.4 The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

7.6 Submissions to the Tribunal

7.6.1 Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.

7.6.2 Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.

7.6.3 All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Administrative Coordinator and the Vice President Student Experience.

7.6.4 The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct

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Clubs Handbook**



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and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.5 The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.6 All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.7 Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

~~6.12. Office security is of prime importance. If a club office is left unattended or unlocked for an excessive amount of time, punitive action will be sought with reference to Section 2.0 Space Infractions in this policy.~~

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7. Second Floor Postering

~~7.1. The purpose of the Second Floor Postering Policy is to maintain quality aesthetic standards for the student space that is consistent with the University's Student Rights and Responsibilities and CSA Policies; to comply with Provincial building and fire codes; to limit areas for commercial postering; and to do whatever we can to reduce the amount of paper waste generated by posters and advertising.~~

~~7.2. This postering policy will apply to any club, organization or department of the University of Guelph and/or organization, group, or individual (rental companies, magazine subscriptions, etc.) wishing to advertise in any common area of the allocated student space on UC-2.~~

~~7.3. Posters may be no larger than 18 inches by 14 inches (45 cm by 35 cm), unless otherwise approved by the Clubs Coordinator.~~

~~7.4. Posters/banners must be in good taste and not violate any policy, up to and including Federal, Provincial, Municipal, University regulations (refer to "Human Rights at the University of Guelph" document) and CSA policies and documents~~

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(including anti-aggravation form, policies pertaining to rights of students)

~~7.5. Commercial posting is not permitted anywhere in the student space. Exceptions may be made for cultural events or events/information considered necessary for students and will be approved by the Clubs Coordinator.~~

~~7.6. No other form of advertising is permitted (i.e. door-to-door, under office doors, pamphlets left on tables, etc.).~~

~~7.7. Posting locations include the east end door on to the second floor beside the carpeted stairs, the bulletin board between UC 227 and UC 228, the bulletin board pasted to the lockers across from UC 223 and the bulletin board in the lobby area outside of UC 220.~~

~~7.7~~ **Bulletin boards on the doors of offices or immediately outside of offices** Decisions of the Tribunal

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7.7.1 The Tribunal will provide the Subject Club and the Clubs Administrative Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.

7.7.2 Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.

7.7.3 Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.

7.7.4 The Board can uphold, overturn, or amend the Tribunal's decision.

7.7.5 Decisions of the CSA Board of Directors are final.

7.8 Procedure

7.8.1 The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.

7.8.2 The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of fairness.

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8.0 Financial Operation

8.1 General Funding

Accredited Clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA is ultimately responsible for the actions of Accredited Clubs, each club is required to include detailed financial statements in their Accreditation Application.

8.2 Financial Regulations

Clubs are responsible for their financial management, including debts as detailed within this section.

8.3 CSA Accounts

8.3.1 Clubs may elect to place more funds in their account and use the account for general financial use.

8.3.2 Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

8.3.3 All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.4 Banking

8.4.1 If a club possesses an external financial account, the following items must be released to the CSA:

- a) Name of financial institution and the branch address
- b) Branch transit number and the account number
- c) Type of account

8.4.2 All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

8.4.3 All accounts shall require a minimum of two signatures.

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8.4.4 Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Administrative Coordinator.

8.4.5 All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.5 Financial Disclosure

8.5.1 All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.

8.5.2 Financial records shall be made available to any member of the University of Guelph Community during regular office hours.

8.5.3 Clubs shall submit a financial statement when revenue or expenses exceeds \$1,000 over the period of one (1) month.

8.5.4 Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.

8.5.5 The Clubs Administrative Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA's G-Drive Archive.

8.5.6 Clubs must provide a copy of account statements at the discretion of the CSA.

8.5.7 If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed prior to executing agreements or contracts related to the funding.

8.5.8 The CSA reserves the right to refuse permission to accept funding from any external source.

8.6 Referendum Questions and Club Student Fees

8.6.1 The Clubs Administrative Coordinator shall maintain an archive of all

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Accredited Clubs collecting student fees via a referendum question within the CSA G-Drive Archive. The archive will include the name of the Accredited Club, original and modified versions of the referendum question(s), preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections on the CSA's G-Drive Archive and submitted to the Policy & Transition Manager, Chief Returning Officer (CRO), and Business Manager.

- 8.6.2** Accredited Clubs may initiate a referendum question process to secure funding for their Accredited Club, including for a specific initiative, by contacting the CSA's Chief Returning Officer (CRO) as per Bylaw 2 – Electoral and Appendix G – Electoral.

The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested Accredited Club to both the Accredited Club and the CRO.

- 8.6.3** The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.

- 8.6.4** Accredited Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the approved referendum question and the mandate of the Accredited Club. Deviation from the mandate without approval from the CSA, or mismanagement of the finances (including failure to disclose financial information), may result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

8.7 Defunct Club Accounts and the Clubs PDR Policy

- 8.7.1** Accredited Clubs that are inactive for three semesters are considered 'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.

- 8.7.2** In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

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9.0 Club Space Overview

9.1 Clubs Hallway

Preamble

The CSA Clubs Hallway ('Clubs Hallway') is intended for Accredited Clubs, their activities, and Accredited Club-related purposes only. All Accredited Clubs must maintain a respectful office environment when using the Clubs Hallway spaces.

The Clubs Hallway spaces are shared between all Accredited Clubs. No Accredited Club may solely occupy a space.

The process to access to bookable meeting rooms is noted in Section 10.0 Room Bookings & Acceptable Use.

9.1.1 The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.

9.1.2 Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.

9.1.3 Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.

9.1.4 The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see the Access to the Garage subsection for the policy and process.

9.1.5 The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the clubs and/or CSA; nothing may be removed or altered. At the discretion of the Clubs Programming Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.

9.1.6 The CSA and the University Centre assume no responsibility for theft or damages of items in the Clubs Hallway spaces. Money and possessions must be kept secure by the Accredited Clubs and their members.

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CENTRAL STUDENT ASSOCIATION

APPENDIX F – SECOND FLOOR STUDENT SPACE / ACCEPTABLE USE POLICY

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Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

9.1.7 Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

9.2 Bookable Spaces (UC 222, 224, 225, 231 & 233)

The following subsection provides a list of bookable meeting room spaces available to Accredited Clubs.

For information on booking the following spaces for your Accredited Club see Section 10.0 Room Bookings & Acceptable Use:

- a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.
- b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.
- c) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.
- d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

9.3 Lounge Seating & Common Spaces

The following is a list of the lounge seating and common spaces available throughout the Clubs Hallway.

These spaces are not bookable spaces and are available to all Accredited Clubs and students.

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- a) There is an open concept seating area across from CFRU. This space is available for all Accredited Clubs and students.
- b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.
- c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).
- d) Smaller lounge seating areas are located between UC 231 and UC 234.
- e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.

9.4 CSA Locker Storage Space (UC 227)

The following is the locker storage space available to Accredited Clubs.

For information on accessing this space, please see Section 10.4 CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds three different sizes of lockers. The space is designed in the shape of a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

9.5 The Garage (UC 219)

The Garage (UC 219) is a service available to Accredited Clubs that provides rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

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- a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.
- b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the management of their materials and the process for renting and/or loaning those materials.
- c) The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

9.6 Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space, see subsection 'Comfort Room'.

9.7 Poster Room (UC 212)

The Poster Room allows CSA Clubs to store posters and other large marketing materials for use at on-campus events including (but not limited to) Clubs Days. Accredited clubs may request use of this space by contacting the Clubs Programming Coordinator and get keys from the CSA Front Office on an as-needed basis.

10.0 Room Bookings & Acceptable Use

10.1 Meeting Room Bookings

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- 10.1.1 The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.
- 10.1.2 Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.
- 10.1.3 Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.
- 10.1.4 If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar (\$40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.
- 10.1.5 If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Programming Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.
- 10.1.6 Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.
- 10.1.7 Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.
- 10.1.8 Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Programming Coordinator.
- 10.1.9 Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

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10.1.10 Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Programming Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Programming Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Programming Coordinator receives their requests by the last day of classes in the Fall semester.

10.1.11 The Clubs Programming Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests, Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.

10.1.12 The Clubs Programming Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for Accredited Clubs to view by the last day of exams of the current semester.

10.1.13 If an Accredited Club misses the deadline for submission of their requested booking dates, they must contact the Clubs Programming Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.

10.1.14 Accredited Clubs must not occupy space that is not booked, and respect other Accredited Clubs who have booked the space.

10.1.15 This policy will be reviewed at a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their activities and events.

10.2 Comfort Room

Preamble

The Comfort Room (UC 234) is a room for students when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space, to be able to relax after a negative or difficult situation they

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have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. This space also provides a calming drop-in space for users to decompress.

10.2.1 The Comfort Room is not a study space, it is not to be used as a meeting space for clubs, club activities or club meetings, and it is not a place for people to occupy for long periods of time.

10.2.2 Damage or vandalism to the Clubs Hallway, including the Comfort Room, and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.2.3 The Comfort Room is unlocked during regular University Centre hours to ensure the safety of those using the space.

10.2.4 This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.

10.2.5 The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.

10.2.6 It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.

10.2.7 This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

10.3 CSA Club Offices

in that particular

Preamble

Damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.3.1 The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Programming Coordinator.

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10.3.2 Office space for Accredited Clubs is intended for club activities and club related purposes only.

10.3.3 All Accredited Clubs must maintain a respectful office environment.

~~7.8.~~10.3.4 Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Programming Coordinator. Inability to do so, or not observing set office. Should any group desire to poster on these boards, they must first receive permission from the hours, or misuse of office staff and/or the club(s) belonging to that space, may result in loss of office- space privileges.

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10.3.5 Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.

10.3.6 The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or altered without the consent of the Clubs Programming Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

10.3.7 Each office is assigned a key which is the responsibility of the clubs occupying the office space.

a) The cost for a replacement key is fifty dollars (\$50). Repeat offences will result in the loss of office privilege.

b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.

c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.

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- d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.
- e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.
- f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Programming Coordinator . The Clubs Programming Coordinator will note the situation for the CSA and involve the University Police.

10.3.8 Applying for Office Space

Accredited Clubs wishing to apply for office space must follow the steps below.

- a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.
- b) The Clubs Administrative Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position.
- c) **Office Space Appeals**
Appeals of the Clubs Administrative Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms at any time.

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10.3.9 Exceptions to Sharing of Office Space

Accredited Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the Accredited Club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors.

Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

10.4 CSA Clubs' Lockers

Preamble

The CSA Locker Storage space (UC 227) is available to Accredited Clubs for storage of Accredited Club materials only.

This space holds lockers at three different sizes. The space is designed like a horseshoe with the middle of the space providing the only access point, and the other ends of the space providing windows for accessibility and safety.

Accredited Clubs and club members must ensure the safety and security of the lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.4.1 Lockers are assigned to Accredited Clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months).

10.4.2 Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Programming Coordinator. Completed forms are submitted to the Clubs Programming Coordinator.

10.4.3 Lockers are assigned on a first-come-first-serve basis. The form is reviewed by the Clubs Programming Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria

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within the form.

10.4.4 If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision is made.

a) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the club.

10.4.5 If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Programming Coordinator with information to begin accessing the space.

10.4.6 If an Accredited Club is denied access to the locker space by a decision of the Clubs Programming Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on whether or not the decision of the Clubs Programming Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the date the decision is made.

a) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.4.7 Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Programming Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.

10.4.8 Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.

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CENTRAL STUDENT ASSOCIATION

APPENDIX F - SECOND FLOOR STUDENT SPACE / TABLE OF POLICY

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a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.

10.4.9 Accredited Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.

10.4.10 Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.

10.4.11 If an Accredited Club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.

10.4.12 Accredited Clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers are assigned on a first-come-first-serve basis.

10.4.13 Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Programming Coordinator via email as soon as possible.

10.4.14 Access to and use of lockers and locker space is a matter of cooperation among Accredited Clubs and their members. Onus is on the Accredited Clubs and club members to ensure the safety and security of the lockers and the locker space.

10.4.15 Accredited Clubs are held responsible for damage to the locker(s) assigned to them.

10.5 Access to the Garage

Preamble

The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

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CENTRAL STUDENT ASSOCIATION

APPENDIX F - SECOND FLOOR STUDENT SPACE / TABLE OF POLICY

Appendix F Clubs Handbook



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The Garage space is not a storage area. This space is solely for materials and/or equipment that Accredited Clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage, contact the Vice President Student Experience and the Clubs Programming Coordinator.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.5.1 Accredited Clubs wishing to access the Garage and Storage Lockers within must compete the Application Form for Clubs Requesting Access to the Garage, which can be found on the CSA website or can be requested from the Clubs Programming Coordinator. Accredited Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form is submitted to the Clubs Programming Coordinator who will determine if access is granted or denied based on the criteria within the application form.

10.5.2 If a concern arises in regard to accreditation which affects the privilege of an Accredited Club to access the Garage, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will meet within one week of receiving the referral and make a decision on whether the Accredited Club's application is approved or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision was made.

a) Decisions made by the Tribunal are final.

b) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the Accredited Club.

10.5.3 If an Accredited Club is granted access to the Garage they are contacted by the Clubs Programming Coordinator with instructions to begin accessing the space.

10.5.4 If an Accredited Club is denied access to the Garage by a decision of the Clubs Programming Coordinator, the club has the option to appeal the decision.

a) Appeals are made by submitting a formal request outlining their

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reasoning as to why the decision is being appealed to the Vice President Student Experience. The Vice President Student Experience, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will meet within one week of receiving the formal request and make a decision on whether the Clubs Programming Coordinator's decision is upheld, overturned or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the decision by the Vice President Student Experience.

- b) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.5.5 Arranging Access to the Garage

Once an Accredited Club's application form has been approved, the Clubs Programming Coordinator will contact them and outline the following steps for the Accredited Club to begin accessing the Garage space.

- a) The Accredited Club is required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty-dollar (\$40) deposit which must be provided by the Accredited Club to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks.
- b) Security is a matter of cooperation amongst all Accredited Clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Cash and valuables must be kept secure by the Accredited Clubs and their members. Onus is on Accredited Clubs and their members to record, maintain and secure their cash and valuables. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.
- c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive

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access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.

- d) The Clubs Programming Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damage.
- e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.
- f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Programming Coordinator. Club representatives are provided with one (1) week from the date the Clubs Programming Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.
- g) If an Accredited Club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.
- h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Programming Coordinator. As space is limited, no one Accredited Club is permitted to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.

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- i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.
- j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

11.0 Operations

11.1 Mailboxes

Accredited Clubs are assigned a mailbox in the CSA office. All mail addressed to Accredited Clubs, including memos, are delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that an Accredited Club is not active.

11.2 UC Meeting Rooms & UC Courtyard Space

- 11.2.1 The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.
- 11.2.2 Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.
- 11.2.3 To book UC rooms or UC courtyard space in the University Centre, contact UC Bookings; any sales must be brought to the attention of the UC administration.
- 11.2.4 In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.
- 11.2.5 To book other venues, contact the Clubs Administrative Coordinator for assistance.

11.3 Bottled Water

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited

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CENTRAL STUDENT ASSOCIATION

APPENDIX F - SECOND FLOOR STUDENT SPACE / TABLE OF POLICY

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Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, Accredited Clubs are encouraged to reference Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Administrative Coordinator for further assistance.

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Motion

Board of Directors Meeting # 16

March 23, 2022



**Item 16.15
Adjourn**

MOTION to adjourn the CSA Board of Directors Meeting # 16 of **March 23, 2022**, at _____ pm.

Moved:

Seconded: